

# WS NEWS NEWS



STATE LIBRARY OF OHIO  
65 SOUTH FRONT STREET  
COLUMBUS, OHIO 43215  
DEPOSITORY D 460

## from The State Library of Ohio

65 South Front Street/Columbus, Ohio 43215

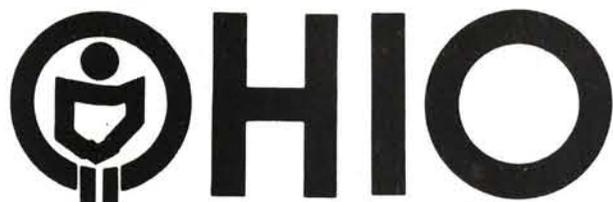
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**PROGRAM  
IN THE  
HUMANITIES**

### A BONANZA FOR PUBLIC LIBRARY PROJECTS?

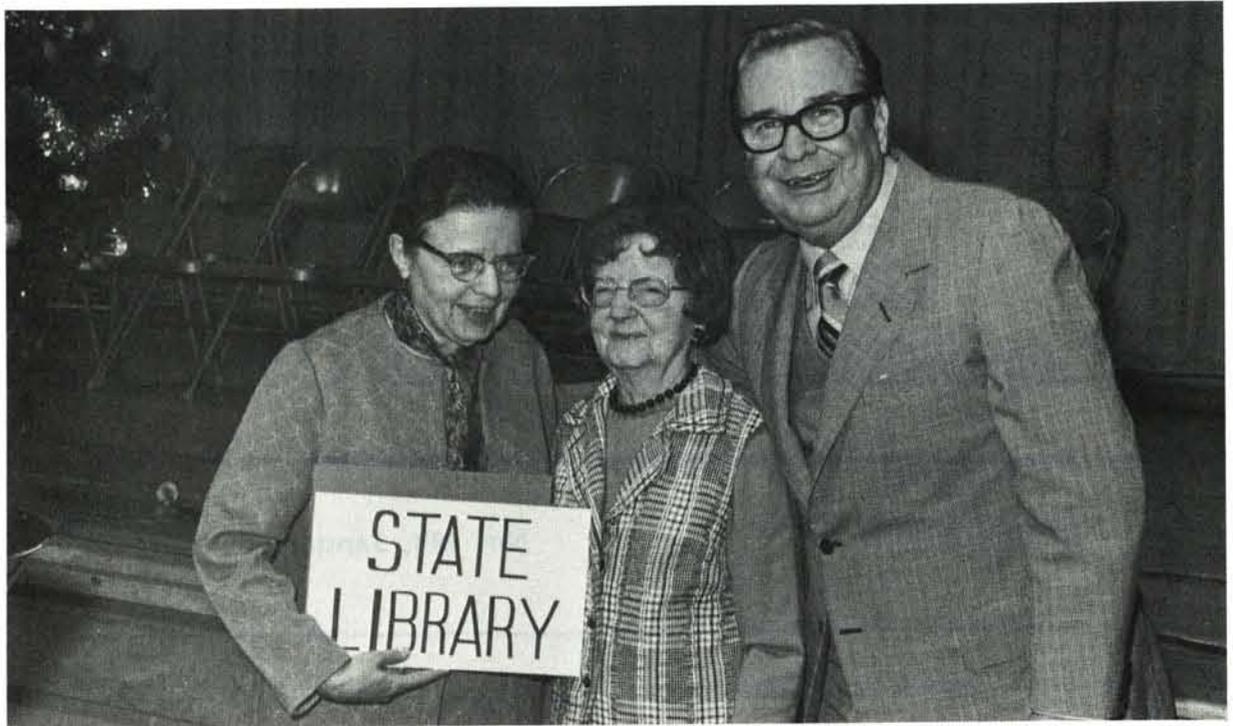
During the past few years a number of public libraries in Ohio have taken advantage of a relatively new funding source in developing their local programs.

- ... Under a recent grant from the Ohio Program in the Humanities (OPH), ten county libraries in the OVAL district have hosted a series of poetry readings and lectures dealing with perceptions of individual and group rights as expressed by selected American poets. These readings were presented by professors of English and history at Marietta College, and they culminated in dialogue among the participants and members of the audience.
- ... Other grants from OPH have taken different directions. The Porter Public Library recently developed a slide/tape presentation about Westlake, Ohio which led to public discussion of the governmental, educational, business and social aspects of the changes that occur as rural communities become urbanized. Humanities scholars from Case Western Reserve University, the Western Historical Society and Lakeland Community College participated in the program.
- ... In the fall of 1977, the Mount Vernon Public Library was the site of thirteen weekly presentations of a program entitled "Human

(continued p. 13)

**REFERENCE DOES NOT CIRCULATE**

SHIRLEY COURTRIGHT HONORED FOR  
36 YEARS OF SERVICE TO THE STATE LIBRARY



*Shirley Courtright, Collection Development Specialist of The State Library of Ohio, was among a group of 275 State employees recently honored by Governor James A. Rhodes upon completion of 35 years or more of service to the State of Ohio. Sharing the occasion with Miss Courtright is her mother, Mrs. Sarah Phelps Courtright.*

Miss Shirley Courtright, Collection Development Specialist, recently celebrated her 36th service anniversary with the State Library. She has served the citizens of Ohio for a longer period than any other member of the State Library staff.

The occasion was marked by expressions of appreciation from Governor James A. Rhodes and members of the State Library Board. Governor Rhodes, in honoring state employees who have served fellow citizens for more than 35 years spoke of "a record of longevity, reliability and faithful service very rarely matched in public service." He called "dedicated career public servants the backbone of State government."

The State Library Board's resolution expressed the Board's appreciation for Miss Courtright's "knowledge of the collection, enhanced by her years of supervision of the State Library's interlibrary loan system, that made it possible to provide outstanding backup service to libraries throughout Ohio."

When Miss Courtright first came to the State Library following her graduation from Case Western Reserve Library School in 1938, she worked as a supervisor for a WPA project under State Librarian Paul A.T. Noon. Later State Librarian Walter Brahm appointed her Documents librarian, and then head of State Circulation (now known as Interlibrary Loan). Miss Courtright served under State Librarians Noon, Brahm, Joseph F. Shubert, Acting State Librarian Ruth Hess and the present Acting State Librarian, Ira Phillips. Ten years ago, under Mr. Shubert's reorganization of the State Library, Miss Courtright became head of Collection Development.

"Interlibrary loan service was a one-person operation, plus some clerical help, when I started working for the State Library 36 years ago," she says. "Circulation, both statewide and for state government, has tripled in the past 30 years." She says that she has also experienced "a tremendous increase in published materials" which requires "greater selectivity in the choice of materials for our collection."

# Speak Out

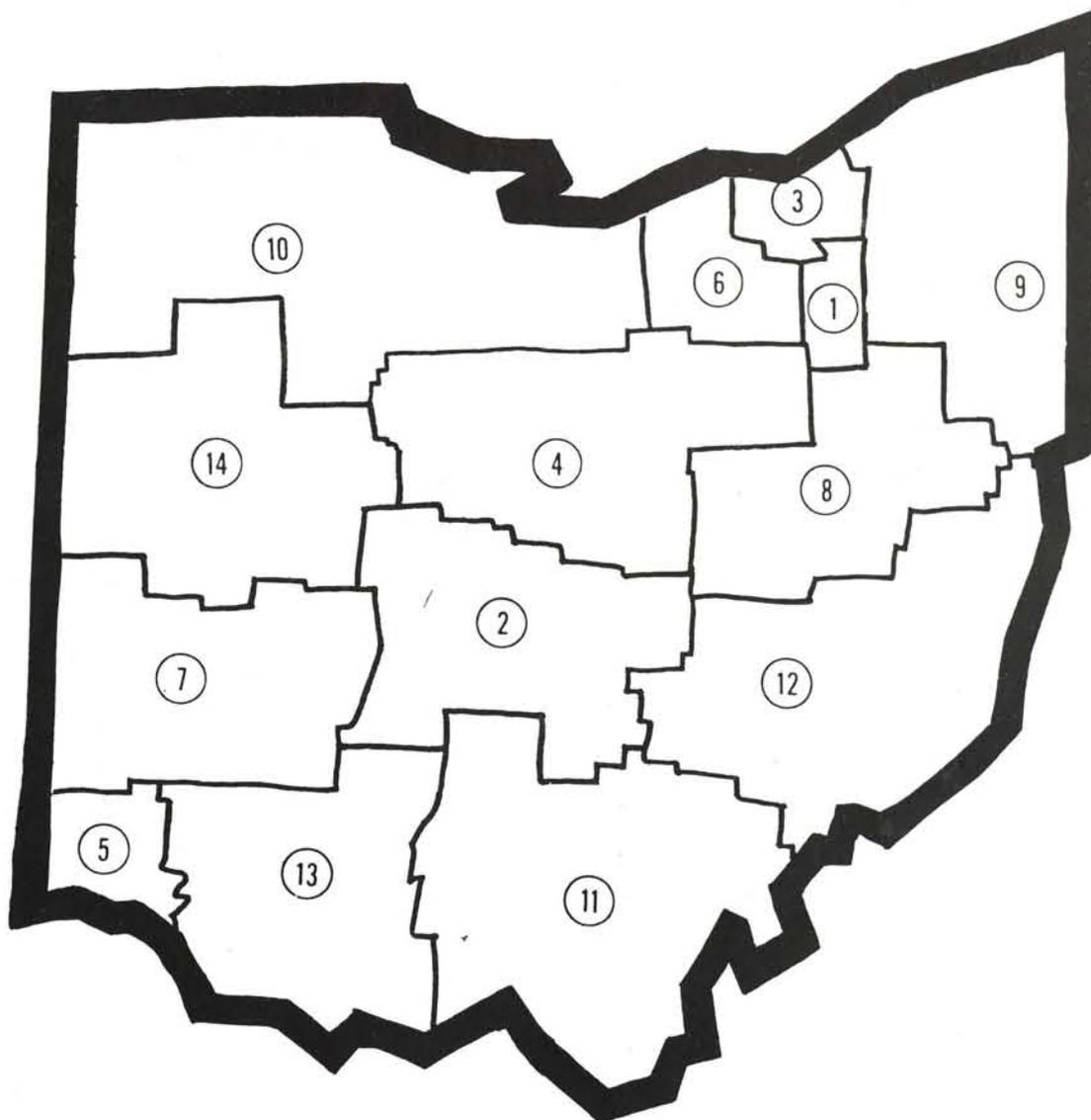
## THE OHIO WHITE HOUSE CONFERENCE: FIRST PRECONFERENCE IS SCHEDULED

March 10 is the date for the first preconference of the Ohio White House Conference on Library and Information Services. The meeting, to be held at Ashland College, will enable the conference planners to test program materials before additional preconferences are held in April and May.

Area preconferences are the first meetings in the Ohio White House Conference series. The spring 1978 preconferences will generate issues for further discussion at the statewide conference, to be held in Columbus September 20-22, 1978. At the state conference Ohioans will elect delegates and formulate recommendations for the national conference, to be held in October 1979.

The meetings are planned as a series to maximize citizen participation. At the state conference, two-thirds of the 250 participants are to be citizens other than librarians, trustees, or information professionals to further assure that the decisions are representative of the public. The preconferences will involve a greater number of Ohioans in library decision making than could the state conference alone.

The state has been divided into fourteen areas for preconference planning;



The regions outlined above are based on the 13 existing regional library systems and consortia plus one densely populated county not currently affiliated with a system. Other unaffiliated, but less densely populated, counties have been grouped with adjacent systems.

# Speak Out

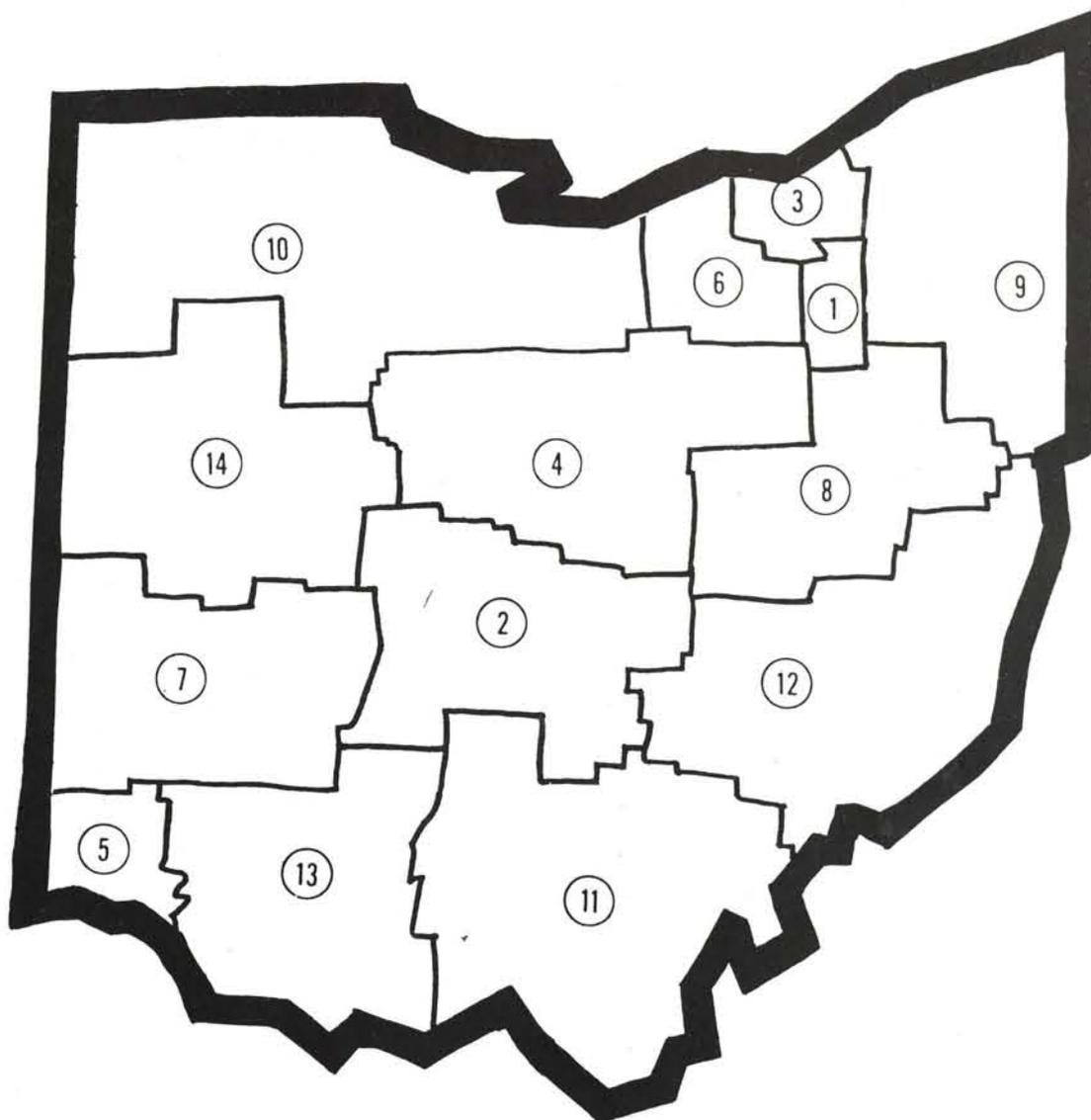
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## OHIO WHITE HOUSE CONFERENCE (continued)

### PRECONFERENCE COORDINATORS

The following local coordinators have agreed to plan at least one meeting in each area:

- |                                  |   |
|----------------------------------|---|
| 1. Akron area<br>(Summit County) | - John H. Rebenack, Director, Akron-Summit<br>County Public Library   |
| 2. CALICO                        | - Hugh Durbin, Director of School Libraries,<br>Columbus City Schools   |
| 3. CAMLS                         | - Ms. Nancy Wareham, Project Director, Cleveland<br>Area Metropolitan Library System                              |
| 4. COIN                          | - John Lacey (Ashland area host), OWHC<br>Advisory Committee member   |
| 5. GCLC                          | - Ms. Cheryl Albrecht, Project Director, Greater<br>Cincinnati Library Consortium                                 |
| 6. INFO                          | - Dean Hitchens, OWHC Advisory Committee<br>member  |
| 7. MILO                          | - William E. Paplinski, Director, Troy-Miami<br>County Public Library   |
| 8. MOLO                          | - Ms. Susan Schmidt (contact person), Project<br>Director, Mideastern Ohio Library<br>Organization                |
| 9. NOLA                          | - Clarence Barnes, OWHC Advisory Committee<br>member  |
| 10. NORWELD                      | - Michael French, Director, Rossford Public<br>Library  |
| 11. OVAL                         | - Mrs. Emelyne Ely Reed, Trustee, Ohio Valley Area<br>Libraries and Chillicothe and Ross<br>County Public Library |
| 12. SOLO/SEO                     | - Raymond Mulhern, Head, Southeastern Ohio<br>Regional Library Service Center                                     |
| 13. SWORL                        | - Mrs. Karen Jones, citizen, Washington Court<br>House  |
| 14. WORLDS                       | - Mrs. Kaye Schneider, Project Coordinator, Western<br>Ohio Regional Library Development System                   |

Local coordinators are now deciding on meeting dates and sites. The Preconference Program Subcommittee is developing a program package, including an audiovisual presentation, discussion questions, printed materials, and report forms, to provide a common framework for each preconference meeting.

### NOMINATIONS FOR DELEGATES INVITED

The Invitations/Delegate Selection Subcommittee has drafted a plan for delegate selection for the state conference which assures that delegates attend a preconference; the policy was accepted by the Steering Committee on December 16 and will be reviewed by the Advisory Committee at its February 3 meeting. The Subcommittee continues to collect nominations for delegates to the state conference. It is important that the subcommittee have sufficient nominations to select delegates representing all geographical areas of the state and a wide range of individual backgrounds. Nominations are to be sent to the State Library. They should include names, addresses, counties of residence, and because conference participants are to represent the wide range of Ohioans' information needs, the occupations, organizational memberships, and interests of nominees as well. A form is available for nominations, but its use is optional if the above information is provided.

For further information on the Ohio White House Conference, contact Ms. Diana Cohen, Conference Coordinator, The Ohio White House Conference on Library and Information Services, The State Library of Ohio, 65 South Front Street, Columbus, Ohio 43215 (614-466-2693).

# Ohio Libraries Reach Out to the Handicapped

...by Mrs. Eunice Lovejoy  
Library Development Consultant  
Services to the Handicapped

## RESOURCES FOR PARENTS

Ohio is one of five states with a federally funded Parent Information Center, acting as an arm of Closer Look (see NEWS, #191, p. 170). The Ohio Center is a subsidiary of Southwestern Ohio Coalition for Handicapped Children, 3024 Burnet Avenue, Cincinnati OH 45219. While its primary purpose is to answer inquiries about the needs of children with disabilities in four counties (Hamilton, Butler, Warren and Clermont), the parents who staff the center are willing to help wherever they can. Their telephone number is 513-861-2400.

They have published a Directory of Service in Hamilton County for Mentally, Physically, Emotionally and/or Learning Disabled Persons and hope to compile similar information for their other three counties. In their office is a library of pamphlets and magazines about a variety of handicapping conditions, and a generous supply of giveaways.

The Brooklyn Public Library offers a service akin to this and something which Ohio libraries might like to copy, particularly those with no local parent information center. Mrs. M. Brenda Riontino, Assistant Coordinator of Children's Services, has prepared three kits of *Practical Advice to Parents of Children with Special Needs*. Each kit contains a variety of free and inexpensive materials on one topic. For example, the *Referral and Advocacy Materials and Bibliography* kit includes publications of Closer Look, a bibliography of library books for parents of children with special needs, information about special education in New York State, a booklet entitled "How to Organize an Effective Parent Group and Move Bureaucracies", an application form for talking books, and a guide to services for handicapped children in New York.

The kit on *Special Needs/Handicapping Conditions/Home Care* contains such pamphlets as "Helping the Child who Cannot Hear," "Facts about Autism," "Feeding Mentally Retarded Children." *Travel Suggestions* includes guides to facilities in New York City and the east coast.

If any Ohio library would like to develop circulating kits similar to this, I would be glad to help you locate materials.

## RESOURCES FOR ALL

The Clearinghouse on the Handicapped in the Office for Handicapped Individuals, Department of Health, Education, and Welfare has prepared a Directory of National Information Resources on Handicapping Conditions and Related Services. This directory contains information about 270 national organizations, both federal and private, which will respond to inquiries from the public and professionals on a variety of topics.

The abstract for each organization gives its address and phone number, handicapping conditions it serves, scope of its activities, services, eligibility, fees, and a descriptive note. The index uses three types of terms: (1) those which describe a disorder (e.g., epilepsy); (2) those which describe a special target population (e.g., youth); and (3) non-disorder terms which define the subject areas in which organizations have information relating to handicaps (e.g., employment).

This directory is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 for \$6.00.

## INFLATION

Rachel Edwards from the Community Library in Sunbury tells us that the cost of the Gray Panthers Newsletter, The Network, listed in NEWS #191, p. 170, is now \$3.00 for personal subscriptions and \$6.00 for institutional subscriptions.



## LARGE PRINT MAGAZINES

Many libraries have asked whether there are any magazines in large print besides Readers Digest and The New York Times. You'll be happy to know that the Library of Congress Division for the Blind and Physically Handicapped's Reference Circular 76-2, Magazines in Special Media lists the following:

- Adult Student. Quarterly. Free from General Council of the Assemblies of God, 1445 Boonville Ave., Springfield, Missouri 65802. (Sunday school lessons)
- Braille Forum. Bimonthly. Free from American Council of the Blind, c/o Floyd Qualls, 106 N.E. Second St., Oklahoma City, Oklahoma 73104. (Activities of the Council)
- Catholic Review. Monthly. Voluntary offerings to Xavier Society for the Blind, 154 East 23rd St., New York, New York 10010. (Articles from Catholic press)
- Christian Magnifier. Monthly. \$2.00/year from Lutheran Braille Evangelism Association, 660 East Montana Ave., St. Paul, Minnesota 55106 (Devotions)
- Forward Day by Day. Quarterly. \$10.00/year from Forward Movement Publications, 412 Sycamore St., Cincinnati, Ohio 45202. (Daily devotions)
- Guideposts. Monthly. \$3.00/year from Guideposts Associates, Carmel, New York 10512. (Inspirational, interfaith)
- John Milton Magazine. Monthly. Free from John Milton Society for the Blind, 366 Fifth Ave., New York, New York 10016. (Digest of religious magazines; devotional articles)
- Listen. Monthly. Free from Christian Record Braille Foundation, 4444 South 52nd St., Lincoln, Nebraska 68506. (Health articles for teens)
- Lutheran House Sermon. Weekly. Free from Lutheran Braille Workers, 11735 Peach Tree Circle, Yucaipa, California 92399. (Bible)
- Nat-Cent-News. Quarterly. Free from American Printing House for the Blind, 1839 Frankfort Ave., Louisville, Kentucky 40206. (Newsletter of National Center for Deaf-Blind Youths and Adults; activities for deaf-blind)
- Our Mag. Quarterly. Free from The Torch Trust for the Blind, Torch House, Hallaton, Market Harborough, Leicestershire LE16 8 UJ, England. (Religious articles and Bible study for deaf-blind)
- Portals of Prayer. Bimonthly. \$2.50/year from Lutheran Library for the Blind, 3558 Jefferson Ave., St. Louis, Missouri 63102. (Daily devotions)
- Spiritual Light. Quarterly. Free from Christian Mission for the Sightless, Floyd Rhoads, Jr., New Ross, Indiana 47968. (Bible study and missionary work)
- Sunshine Magazine. Monthly. \$10.50/year from Henry F. Henricks Publications, P.O. Box 40, Litchfield, Illinois 62056. (General commentary; personal articles; poetry; reader's columns)
- The Torch. Bimonthly. Free from The Torch Trust for the Blind (same address as for Our Mag). (Evangelism, Bible study)
- The Upper Room. Bimonthly. \$3.00/year from Board of Missions, United Methodist Church, 1908 Grand Ave., Nashville, Tennessee 37203) Daily devotions)
- Word for Word. 10 issues/year. \$3.00/year from Catholic Guild, Services for the Visually Handicapped, 67 West Division St., Chicago, Illinois 60610. (Selections from Catholic publications)
- World Traveler. Monthly. \$3.00/year from Alexander Graham Bell Association for the Deaf, 3417 Volta Place, N.W., Washington, D.C. 20007. (Readings on social studies and science topics. Photographs.)
- Young and Alive. Monthly. Free from Christian Record Braille Foundation (same address as for Listen). (Inspirational)

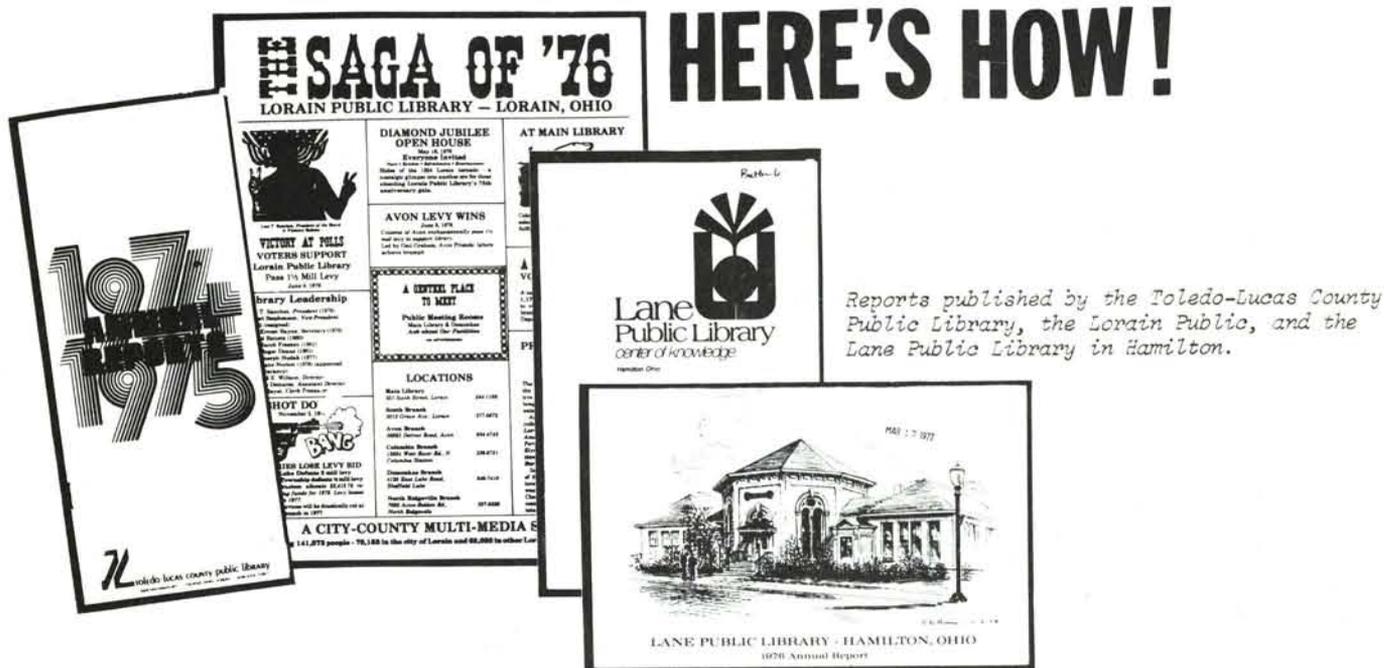
## AND FOR THE CHILDREN:

- In Focus. Monthly. Free from National Association for the Visually Handicapped, 3201 Balboa Street, San Francisco, California 94121. (Newsletter for young readers, ages 8-15)
- Spark. Monthly. Free from The Torch Trust for the Blind (same address as for Our Mag). (Religious articles for ages 7-11)

Reference Circular 76-2 also lists magazines in braille, cassette, disc, moon type and open-reel tape. A copy may be obtained free from Library of Congress, Division for the Blind and Physically Handicapped, Washington, D.C. 20542.

# Your Annual Report can be Compelling...

## HERE'S HOW!



Reports published by the Toledo-Lucas County Public Library, the Lorain Public, and the Lane Public Library in Hamilton.

The statewide series of meetings that will precede the White House Conference on Libraries and Information Services offer a new opportunity to bring citizens into partnership with your library. But citizens must know about your library's services and needs if they are to help plan future services effectively. Your library's annual reports for 1977 and 1978 can play major roles in preparing citizens for this participation.

No public library can afford to take its vital assets of public confidence and support for granted. You need to use every communication channel to reiterate your case to your publics. And one of the most useful tools is the annual report.

Perhaps your library does not now produce an annual report. In a recent survey the author discovered that most of Ohio public libraries now do not produce annual reports. If this is true of your library, you are missing an opportunity to increase your library's visibility.

Production of an annual report should be more than a tedious chore, something to be squeezed into a busy schedule and then forgotten. The report should be carefully planned, effectively produced, and imaginatively distributed. Then it can be one of the library's most effective communication links with the community.

### BENEFITS OF ANNUAL REPORTS

A major concern of any library is to work for public understanding of and support for its services. A good report communicates to readers a feeling of your library's leadership, dedication, and resourcefulness. The report can also in some degree show the public what the library is doing with its money and how a taxpayer may use the library for his benefit. And the report can also increase staff pride in their work.

### IDENTIFYING THE AUDIENCES

Who is your audience? What information do they need? What are your most important messages? Your first task is to answer these questions and formulate the purpose of the report. The 222 winning reports selected from more than 1500 entries in the first annual School and College Publications Contest sponsored by the National School Public Relations Association had two common features. All were written for the information needs and interests of the audience. And all featured attractive and uncomplicated design. Your "core" audience includes the members of your governing body, advisory committees, friends groups, the business community, the PTA, volunteers, regular users of your library, and, of course, your staff, present and past.

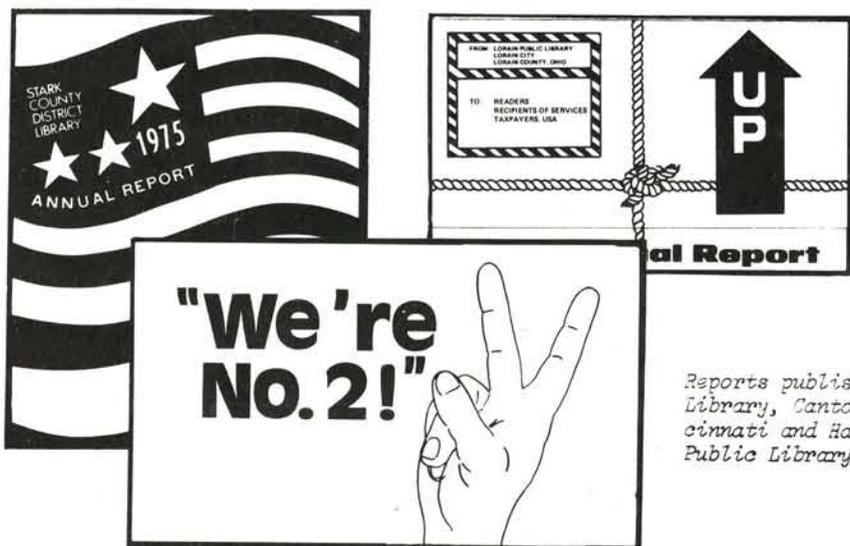
ANNUAL REPORTS (continued)

EVALUATION OF LAST YEAR'S REPORT

If you produced an annual report last year, begin with an objective analysis of that report and your experience in producing it. What were the reports weaknesses? How long did it take you to complete each step? Did you allow enough time for clearance of facts and interpretation? Did the design turn out to be make-do because of insufficient time? What sparked the features that attracted the most favorable attention? Were they the result of consultations with other staff, or ideas generated from your own "idea" file?

WRITE OBJECTIVES

Establish objectives for the report. The statement of objectives clarifies the purpose or aim to your writing, the points to be hit or reached by your report. Once established, they will guide you in creating the theme, planning the layout, and choosing illustrations.



Reports published by the Stark County District Library, Canton, the Public Library of Cincinnati and Hamilton County, and the Lorain Public Library.

CHOOSE THE THEME

Well thought out themes give your report meaning and continuity. A significant anniversary, a new building, or dramatic needs for new services could become the basis for the theme. You might also consider using as themes: last year's accomplishments; community involvement; new directions and goals; acquisitions; or new programs. Build your story around this central theme. Let the title of the report express your theme, and carry it out consistently from cover through heading and text.

The narrative of the Youngstown and Mahoning County Public Library's 1976 report "Thanks to Everyone" was developed around a successful library levy. In recent years, a number of reports use as themes the financial returns a taxpayer receives from his library dollar, such as "Yours for only \$2.38," the Hunterdon County (Flemington, New Jersey) report, or "Last Year We Saved you \$974,394.60," the annual report of the Pickens County (South Carolina) Library.

The Cincinnati and Hamilton County Public Library used statistics from the *American Library Directory* to support the theme of their 1976 report, "We're No. 2." (The message is that only one other library in the country surpasses this one in each of several significant criteria.) Robert W. Rodger, head of the Public Relations Department of the Cincinnati and Hamilton County Public Library says that, "expanding needs will probably be the theme of our 1977 annual report which will be published in March 1978..." Last year the New Orleans Public Library report resembled the menu of an elegant restaurant, but every message was incorporated.

GATHERING INFORMATION

If throughout the year you have accumulated an annual report idea folder of potentially usable items, you will have a gold mine of raw material. This repository of reminders might include unusual reference questions, letters that point up various aspects of library service, interesting contacts, a good looking layout spotted in another report, a

## ANNUAL REPORTS (continued)

pungent headline. A careful review of industrial reports (such as A.T. & T, General Motors or the Mead Corporation) may also produce ideas adaptable for use in your own report.

Each of the major areas of the library should be covered in the report: the collection, personnel (board and staff), service to individuals, groups, organizations, special activities, events of the year. You can thank all who gave their time and skills to support the library. To mention participation of staff or board members in library activities beyond the local community emphasizes awareness of library affairs on the state and national levels.

### ESTABLISH TIME TABLE

Estimate the major blocks of time you need to allow for getting out the report. An annual meeting or budget schedule may determine your publication date. Then begin your countdown, working backwards. Your schedule may extend over several months, or may be compressed into much less time. Mr. Rodger of the Cincinnati library starts two months prior to the publication date. He estimates that he and his staff spend "hours and weeks of preparation to come up with a condensed story." Ms. Jeanne Dykens, Public Relations director of the Youngstown & Mahoning County Public Library, says she "thinks about the annual report from one year to the next." She adds that she is now "giving birth to the ideas for the 1978 report." The theme will be "something on cooperation." Production of the Lorain (Ohio) Public Library annual reports takes Betty Piper, Public Relations Specialist, about "one month, from my conference with the director to finished copy, but I work on other things between times too." Your time table depends on two things: how much outside help you have (or can afford) and the extent to which you can relieve yourself or staff of other duties to work on the report.

### SET UP A BUDGET

Your budget will tell you how far you can go in illustrations, paper, quantity, and distribution. It is unquestionably worth your while to get professional assistance for the design and layout. A small library can often turn to a local business firm that employs designers for help.

A good printer can always give advice on paper (including economical sizes) and on such costs as the use of two or more colors of ink or various paper folds. Be sure to get this information before making your final design decisions. Economies you should *not* consider are pages that are too crowded or type that is too small for comfortable reading. A loss of readership is no bargain.

### WRITE

The shortest road between you and your reader is the simplest, so keep your presentation as uncomplicated as possible. Take nothing for granted -- put yourself in the uninformed visitor's shoes. If you're to capture the reader's interest, it must be done early. This first impression may depend on the title, the cover, initial illustrations, the headlines or the opening lines of the text. Even the skimmer who spends only a few minutes with a report can receive messages he'll remember if he or she reads headlines that tell stories or describe actions. The Minerva (Ohio) Public Library's 1966 annual report theme was developed through headlines: Librarians Confess, Plots to Brain Wash, Pushing Mind Expanding Material, Friends Admit Being Accomplices. Short words, short sentences, and short paragraphs improve reader comprehension. Seek impact -- communication with a punch. Select words that are short, clear and vivid: words that push and slash, blast and buzz, that gain, attain, increase, that cut and clip, and chip and saw. Simple captions, such as "new," "expanded," "started," "not new - but notable" used in a Denver Public Library annual report are effective. Avoid library jargon terms such as "interlibrary loan," "vertical file," "loan transactions," "withdrawals," and "the system."

## ANNUAL REPORTS (continued)



*This attractive logo of the Greene County District Library in Xenia was used on the cover of the library's 1975 annual report.*

### DESIGN -- LAYOUT

Good overall packaging will attract your reader, so you will want to give some thought and attention to your cover design. Usually an annual report cover should be like a poster which gets its point across quickly. An attractive logo, illustration, photograph or trademark are possibilities. If a growth trend has been significant in the past few years, a chart or map telling this on the front cover will focus on your success.

Visual elements (layout and pictures or drawings) are important. A good rule of thumb to follow is that an equal amount of space should be given to graphics (including white space) as to text. Lots of white space can be your most valuable design ingredient for reader interest. Use it generously.

Physical formats for an annual report offer infinite variety. Reports appear in every size, from the miniature to the mammoth. A simple brochure, one-page flier, or a bookmark report can carry your message. You could communicate through a colorful slide show or a newspaper supplement. But suitability quickly narrows the range of options. What are some of the factors to be considered in choosing a format? The purpose of your report, the theme of your report, and your budget. Sometimes it is useful to write a preliminary report and then work on the layout. A page-by-page layout can then be revised to fit space.

### ART, PHOTOGRAPHS, STATISTICS

After the cover, pictures, captions, and text headlines may be the best-read part of the annual report. It's a visual age; people are used to absorbing information fast from television, advertisements, and billboards. In today's best annual reports the job of communicating is not done with endless words, but with pictures. This includes exciting photos, large charts, and compelling illustrations. The winners in the School and College Publications Contest had artwork that was closely tied to with content and objectives, and professionally produced illustrations. Several winning entries used children's art to good advantage. If you have only obviously posed, poor quality photographs, leave them out. The best photos show live action, are natural and alive. Support the pictures with small amounts of easily scanned text in picture captions, headlines, and subheads.

A company that understands the reading habits of its annual report audience is Philip Morris, Inc., whose annual reports have consistently been rated "tops" in *Financial World's* annual report competition. Pictures and captions replace the narrative text in one recent Philip Morris annual report.

Find ways to incorporate the necessary statistical data in ways that the reader will find easiest to absorb. The key to effective charts and graphs is to keep them simple. It is usually better to have one large chart that makes a strong point than to include many small charts and scatter the impact. Try to reduce large, hard-to-grasp figures to a more personal scale. Multidigit budget figures may assume direct personal meaning if they are related to the taxpayers own expenses. Line graphs, bar charts, and pie charts attract the reader's eye and convey meaning quickly.

## ANNUAL REPORTS (continued)

Statistical Report 1971-72	
<b>Statistical Report 1971-72</b>	
Population Served (1975 census)	108,798
Registered Borrowers	42,088
<b>Borrowing</b>	
Adult books	455,370
Children's books (includes schools)	522,757
Pictures	493
Phonograph records	15,818
Cassettes	969
Films and slides	17,930
Total	1,014,185
<b>Film Audience</b>	
	869,333
<b>Reference Questions</b>	
	31,112
<b>Resources</b>	
Books	277,742
Magazines received	1,066
Phonograph records	4,805
Films and slides	4,385
Cassettes	125
<b>Library Finance</b>	
Balance July 1, 1971	\$ 8,506
City appropriation	1,300,000
State aid	12,297
Fines, fees, etc.	44,418
	\$1,365,220
<b>Library Expenditures</b>	
Books, magazines, films, recordings	\$ 150,012
Salaries	924,104
Pensions, payroll taxes	188,351
Operating expenses	103,694
Balances June 30, 1972	19,019
	\$1,365,220

*Easy to read library statistics (from the annual report of the Ferguson Library, Stamford CT)*

## DISTRIBUTION

Production of the annual report over which you have labored long and hard is only half the job. Effective distribution is the other half. Your distribution group starts with your core audience - members of your board, advisory committees, friends, staff, and faithful users. You may also want to consider distribution to community leaders, state and federal legislators, and leaders from schools and other educational institutions. Your distribution plan should be reviewed and updated for each new report.

## PUBLICITY

You can tell the story of your library to a mass audience by sending your report to newspapers and radio and television stations. It will help their staffs (and increase the chance your story will be printed) if you include a news release that hits the highlights of the year. You can also reach readers by offering your report to members of community groups (such as civic and veterans' organizations) and by making reports available at banks, PTA's, supermarkets, and medical waiting rooms.

## COMMON ERRORS THAT DETRACT FROM ANNUAL REPORTS

In preparing this article the author looked at hundreds of reports from libraries and corporations throughout the country. Among the factors that made many library reports unappealing to look at and hard-to-read were:

- . Failure to develop a theme, or carry it out consistently.
- . Failure to communicate goals, services, and programs of the library.
- . Poor allocation of budget (as revealed in choices of paper, type of reproduction, use of color and art)
- . Use of library jargon
- . Omission of the library's needs
- . Poorly interpreted statistics
- . Too wordy
- . Type too small
- . Report too long
- . Captions or titles missing from pages that begin a new section of the report
- . Paragraphs too long
- . Time or reporting period omitted
- . Name, address, phone number of library omitted
- . Failure to identify governing body

ANNUAL REPORTS (continued)

EVALUATION

What does your annual report say about your library? Does it supply a valid image your community is entitled to receive? Does it carry the two basic messages of every public library annual report: that your library wants to help and that its activities do indeed help your community?

Annual reports from other libraries can be a good source of ideas. The State Library's Public Information Office has sample reports from many libraries in Ohio and other states. They are available for browsing in the Publication Office of the State Library. Please send a copy of your library's report each year for this collection.

--Claudine M. Smith  
Editor  
The State Library of Ohio

**A Checklist for Your Annual Report**

**Planning**

- What is the purpose of this report?
- Who is the audience?
- Is staff involved in planning the report?
- Is one staff member responsible for its preparation?
- Have you established timetables which include:
  - end of the reporting period
  - planning conferences with staff, designer and printer
  - the date drafts of text go to staff members for review
  - completion of final text of the report
  - layout and design deadlines
  - delivery of the published report
- Have you chosen the best method of production the budget will allow?
- Have you determined length, theme, and what visual presentations you will use?
- Have you established a budget for the report? What is the % of this cost to the total library expenditure?

**Content**

- Does the text carry out the theme?
- Does the opening paragraph abstract the entire report?
- Does the report "tell a story" in reader's terms?
- What does it emphasize?
- Does the report also show your library's failures or weaknesses?
- Is the text brief?
- Does it tell "WHO" (library board and staff), "HOW" (the kinds of services your library gives), "WHAT" (the accomplishments), "WHEN" (the time period on which you are reporting), "WHERE" (location of branches, book-mobiles, and main library)?
- Does the text come within your planned word length?
- Is the copy broken up into paragraphs and headings?

**Cover**

- Is the cover inviting?
- Does it carry an arresting or inviting title?

**Photographs, Graphs, Statistics**

- Do the visual presentations reinforce the theme?
- Are the statistics and/or graphs attractively presented?
- Have you been discriminating in your use of statistics to include only the important ones so they will have maximum impact?

**Format**

- Is the format choice the best the situation and budget allow?
- Is it neat and readable?
- Is it well designed with the appropriate amount of white space?
- Does your choice of format enable you to produce many copies economically?
- Will the report require a special size envelope?

**Distribution**

- Have you involved staff and board in formulating distribution ideas?
- Are you keeping a continuously up-dated mailing list?
- Are you reaching the widest possible audience?
- Have you explored and utilized all community resources for wider distribution?

*This checklist, prepared by the author for a previous issue of NEWS is reprinted here as a helpful guide.*

## OHIO PROGRAM IN THE HUMANITIES (continued)



Values and Human Rights in a Democratic Society: Adult Education in a Rural Community." Humanities scholars from Kenyon College provided historical, philosophical, political, religious, economic and cultural perspectives to discussions of public issues related specifically to the lives of citizens in rural Knox County, Ohio. These issues included human rights and natural resources, rural life and urban problems, democracy and culture, religious heritage, free enterprise, arms rights and limits, and education.

The above examples represent only a few of many instances in which public libraries in Ohio have benefitted from OPH projects, either as grant recipients or as hosting groups for project events. Librarians who have not yet worked with OPH may be interested in learning more about its history and the opportunities it presents.

*NEH CREATED*

In 1965, the United States Congress created the National Endowment for the Humanities both to foster the humanities in their academic setting, and to bring their riches to the public at large. The State-Based Programs of the NEH were created in 1971 in an attempt to respond to the latter Congressional mandate. One of these is the Ohio Program in the Humanities, a funding agency supported by annual grants from the National Endowment for the Humanities and by contributions from independent sources, and governed by a statewide committee of humanities scholars, administrators, and public citizens. The OPH supports public programs for adult, out-of-school audiences, that bring the resources and perspectives of literature, history, philosophy, ethics, religion, and other humanities disciplines to bear on issues that are currently of interest to Ohioans.

*OHIO NEH PROGRAM*

Since 1972, the Ohio Program in the Humanities has granted \$1,632,908 to some 238 projects in over 83 Ohio cities and towns, featuring conferences, multi-media presentations, seminars, town meetings, radio and television programs, and lectures. The Ohio Program maintains an emphasis on exploring the use of humanistic learning in establishing a cultural and historical context for the discussion of public policy alternatives. What does a Melville scholar have to say to the poor, the aged, or the black, and how is a medievalist to respond to questions about land use and the environment? The premise is simply that humanists, by training and inclination, are students of the human conditions. Humanists have knowledge of how people in other times and cultures have grappled with the conflict between individual interests and the common good, and how literature, folklore, music, art, and religion have reflected different visions of the social order. Supplying this kind of context may not resolve public policy issues, but it does broaden perspectives, present alternatives, and raise questions about the values underlying the issues.

*OPH AND LIBRARIES*

The combination of personnel, resources and physical facilities of public libraries makes them appropriate and effective as recipients of humanities program grants. In the first place, libraries are repositories of the great works and documents which comprise the substance of the humanities. In many cases, the humanities collections of sponsoring libraries become an integral

(continued)

OHIO PROGRAM IN THE HUMANITIES (*continued*)



part of successful OPH projects. Use of these collections can be enhanced by the inventiveness and expertise of librarians, who develop supporting displays, bibliographies, or pathfinders.

In addition, many libraries have a built-in audience for their public programs, either through an official group of friends or supporters, or simply in the form of habitual browsers and borrowers. And if a library wishes to expand its audience beyond a core group, it usually has the community contacts necessary to achieve wide publicity.

Finally, libraries either have or can obtain the equipment required to present any audiovisual component of a project. While most OPH-supported projects still do not contain a media element, an increasing number have done so over the past few years.

The process of obtaining a grant from the Ohio Program in the Humanities is relatively simple. The person acting as project director (this could be any employee of a public library, or any member of a "friends" group) should contact the OPH office in Columbus and request a set of "Guidelines" and a proposal application form. The project director and his or her planning committee will then meet two or three times before the earliest convenience consulting deadline and work up a preliminary proposal. Once the preliminary proposal has been received by the OPH staff, it will be carefully analyzed and a detailed letter of suggestions for improvement will be sent to the project director. After another meeting of the planning committee and the making of all necessary revisions of the preliminary proposal, the group can then submit a final proposal for consideration by the Ohio Committee. During the past year, about two-thirds of all proposals reviewed by the Ohio Committee have been funded.

#### GRANTS AVAILABLE

It appears, then, that the answer to the question contained in the title of this article is potentially "yes." The OPH can be a bonanza for public library projects. The Ohio Committee for Public Programs in the Humanities, which is responsible for all grantmaking decisions, finds public libraries attractive as project sponsors and grant recipients for the reasons cited above. Moreover, the OPH recently received the largest grant in its history and has available \$795,500 to regrant to groups and institutions in Ohio before July 31, 1979. Public libraries, acting as project sponsors, should be able to obtain a substantial portion of those funds.

The initiative, however, must lie with individual librarians or library supporters who are potential project directors. The Ohio Program in the Humanities has free printed information about the Program, available upon request, and a trained staff whose chief responsibility is to work with proposers. The staff is always willing to correspond with potential proposers, to discuss ideas over the telephone, or to meet in person with those interested in submitting a grant request.

The Ohio Program in the Humanities is located at 680 College Avenue, Columbus, Ohio 43209. Its telephone number is (614) 236-6879. Staff members who most often work with proposers are Charles Cole, Executive Director; Larry Maupin, Associate Director; and Judy Garel, Administrative Assistant. They would like to hear from you and to help your library join the growing list of Ohio institutions which have produced public programs in the humanities through OPH grants.

-- Dr. Larry M. Maupin  
Associate Director  
Ohio Program in the Humanities

## REPORTS FOR 1978 DIRECTORY NOW DUE

The Public Library Annual Report Form for the statistics information for compiling the 1978 Directory were mailed from the State Library December 30. The deadline for return is January 31, 1978.

The form again includes previous reporting of reference transaction data which were collected in October, 1977 as described in NEWS #189.

If any library has not received the annual report forms, please telephone Mrs. Barbara Leslie (614-466-3710) in the Development Division of the State Library without delay.

Prompt return of the completed forms will enable the State Library to compile statistical information for the 1978 Directory promptly.

## ADVISORY COUNCIL ON FEDERAL LIBRARY PROGRAMS MEETS

The Advisory Council on Federal Library Programs met February 4 to discuss programs and developments under the federal Library Services and Construction Act.

Acting State Librarian Ira Phillips reviewed for the Council the progress in the resolution of the HEW audit finding. The State Library has accepted the offer of a hearing before the Title I Audit Hearing Board, and is awaiting official notification concerning the hearing.

Mr. Phillips also provided the Council with a status report on the work of the Ohio Multitype Interlibrary Cooperation Committee (OMICC), noting that the OMICC committee had spent time discussing the background papers prepared by Miss Genevieve Casey and Mr. Walter Brahm as well as the revised Ohio Library Development Plan. Council members reviewed various aspects of cooperation and the relationship of federal funds to Ohio's cooperative program.

Following a review of the LSCA 1978 program by Bonnie Beth Mitchell, Head of LSCA Programs, the Council discussed the recommendation of the Advisory Committee for Area Library Service Organization Review to reserve \$800,000 in LSCA 1978 funds. Council members concurred with the ALSO Committee's recommendation to use the reserved funds, if available, for statewide network services.

Mr. James W. Fry, Deputy Assistant State Librarian for Technical Services, reported on the December 1977 reorganization of OCLC. The Ohio membership approved the reorganization of OCLC which now provides participating libraries throughout the county input into the governance of OCLC, Inc. The membership also established an autonomous new state network called OHIONET.

The State Library of Ohio has duplicate copies of the Ohio House and Senate Journals and Laws of Ohio. If you would like to receive them for your library, please contact Documents Section, The State Library of Ohio, 65 South Front Street, Columbus OH 43215.

Laws of Ohio are available in volumes 109, 111, 112, 115 thru 124, and 126 thru 133.

The volumes of the House Journals available are 109, 112, 115, 116, 117, 118, 121, 122, 123, 124, 125, 126, 127, 133, 134, 135, 136.

The volumes of the Senate Journals available are 109, 111, 115, 116, 117, 123, 126, 134, 135, 136.

**BIBLIOGRAPHIES AVAILABLE  
FROM THE STATE LIBRARY**

The following Selected Publications Lists have been issued by the State Library since January 1977:

<u>No.</u>	<u>Title</u>	<u>Date issued</u>
3	<i>Revenue Sharing</i>	May 1977
4	<i>Educable Mentally Retarded</i>	April 1977
5	<i>Planning and Development</i>	July 1977
7	<i>Records Management</i>	June 1977
8	<i>Women in Management</i>	March 1977
9	<i>Economic Development</i>	April 1977
14	<i>Employee Performance Appraisal</i>	March 1977
19	<i>Nutrition</i>	July 1977
25	<i>Interviewing</i>	April 1977
26	<i>Conflict Resolution</i>	April 1977

The following previously issued Selected Publications Lists have been revised:

<u>No.</u>	<u>Title</u>	<u>Date issued</u>
15	<i>Report and Letter Writing</i>	February 1977
16	<i>Management</i>	February 1977
17	<i>Office Administration</i>	June 1977
22	<i>Retirement</i>	February 1977
23	<i>Wildlife Conservation</i>	April 1977
24	<i>Alcoholism</i>	October 1977
27	<i>High School Equivalency Examinations</i>	July 1977
32	<i>Adult Education</i>	June 1977
33	<i>The Teaching of Reading</i>	July 1977
36	<i>Consumer Information</i>	October 1977
37	<i>Aging</i>	February 1977
38	<i>Data Processing</i>	February 1977
41	<i>Counseling</i>	October 1977
42	<i>Family Planning</i>	July 1977
44	<i>Personnel Management</i>	May 1977
48	<i>Mental Retardation</i>	April 1977
49	<i>Work Simplification</i>	October 1977
50	<i>Air Pollution</i>	April 1977
51	<i>Noise Pollution</i>	April 1977
52	<i>Solid Waste Management</i>	April 1977
53	<i>Pesticides</i>	April 1977
54	<i>Water Pollution</i>	May 1977
55	<i>Cleaning up the Environment</i>	May 1977
56	<i>Juvenile Delinquency and Justice</i>	April 1977
57	<i>State Government</i>	January 1977
60	<i>Health Care</i>	February 1977
62	<i>Sources of Funds</i>	July 1977
63	<i>Mexican-Americans</i>	July 1977
65	<i>Women</i>	May 1977
67	<i>Volunteer Services</i>	May 1977
68	<i>Learning Disabilities</i>	April 1977
69	<i>Architectural Barriers &amp; the Handicapped</i>	April 1977
70	<i>Hearing Impaired</i>	April 1977
71	<i>Child Abuse</i>	April 1977
72	<i>The Visually Handicapped</i>	April 1977
73	<i>The Physically Handicapped</i>	April 1977

These bibliographies are selective listings of materials in The State Library of Ohio collection, and include the State Library call number.

Single copies of these bibliographies are available on request. Please send a self-addressed envelope and 25¢ for handling charges to The State Library of Ohio, Information Resources and Services Division, Special Services to State Government, 65 South Front Street, Columbus, Ohio 43215.



THIS MONTH IN  
OHIO DOCUMENTS

Publications marked with an asterisk are available from the Documents Section of The State Library of Ohio. Unmarked publications must be requested from the issuing agency. Please enclose a self-addressed mailing label with requests.

\*Aging, Commission on. Audiovisual/Resource Catalogue. October 1977. 39p. A catalogue listing all pamphlets, brochures, and audiovisuals currently in the Resource library of the Ohio Commission on Aging. It is divided into twenty subject categories with a listing of available materials under each. The descriptions of each audiovisual include content, running time in minutes, and whether or not the item is in color or black and white.

\*Agricultural Research and Development Center, Wooster. 1976 Ohio Farm Income. September, 1977. 26p.

A listing of cash receipts accruing to Ohio farmers for crops, livestock, and livestock products. The receipts are listed both by extension area and by commodity. Charts and graphs emphasize the presentation.

Economic and Community Development, Department of. Community Development, Division of. The Impacted Cities Handbook. 1977? Unp.

A description of the Impacted Cities Act which came into effect in July, 1973, to help municipalities redevelop blighted or deteriorated areas. The statute defines standards for determining blight and for property acquisitions, relocation and financing, and outlines governmental and private responsibilities. This specific document explains the Impacted Cities process step by step. (Limited distribution: available on interlibrary loan from the State Library Documents Section.)

\*Education, State Board of. Partners In Education: Annual Report 1977. 1977. 20p.

The State Board of Education's annual report discussing the seven major priority areas in which effort was focused in 1977 - improvement of basic skills, equalization of educational opportunity, financial problems, improvement of teacher education, the resolution of a variety of legal questions, energy limitations and cooperation among education agencies.

\*Industrial Commission. The Worker's Compensation Law of Ohio. 1977. 170p.

A bulletin prepared as a tool to assist those interested in gaining a greater knowledge of the Ohio Worker's Compensation law. The statutes are arranged in numerical order as contained in the Revised Code and each section is annotated with case notes.

\*Industrial Relations, Department of. Mines, Division of. The Mine Foreman's Guide for Coal Mines 1975. [1977?] 164p.

A question and answer manual concerning general mining practice with specific emphasis on safety practices. Ventilation, gases, explosives, instruments and apparatus are among the subjects covered.

\*Public Employees Retirement Board. Public Employees Retirement System of Ohio: A Handbook For Members. 1977. 23p.

A handbook explaining the operation of the Public Employees Retirement System and the benefits it provides.

\*Residential Facilities Citizens Advisory Council. Annual Report on Institutes, 1975-1976. 1977. 34p.

Observations and recommendations of the Council on the facilities and institutions serving Ohio's mentally retarded citizens.



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\*Residential Facilities Citizens Advisory Council. Annual Report on Institutes, 1975-1976. 1977. 34p.

Observations and recommendations of the Council on the facilities and institutions serving Ohio's mentally retarded citizens.

## MICROFICHE DUPLICATION AVAILABLE FROM THE STATE LIBRARY

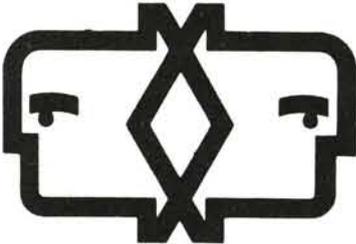
The microfiche duplication equipment which the State Library recently installed in conjunction with the transfer of the complete ERIC microfiche file of "ED reports" from the Ohio Department of Education (NEWS, #187, June 21, 1977) is now in operation. It provides accurate copies of microfiche from the State Library's collection for use in microform readers. The State Library's duplication material is diazo film with good contrast and durability if protected between uses in the envelopes provided. Duplicates received from the State Library may be retained by the requestor; no loan records are kept.

Microfiche duplication is a most convenient and economical way of distributing information in microform. Several 4 x 6 inch sheets of film to National Microfilm Association standards can carry up to 98 report pages each and can be mailed in an envelope, first class, at the price of an ordinary letter. "Hard copy" enlargements of the same pages are necessarily prohibitively higher and require special packaging and postal handling. A further advantage of microfiche is that there is no requirement for return to the sender: the cost of accounting for the material on a loan basis would be higher than the cost of duplicating it as often as required.

The minimum handling charge for duplication of a microfiche report will be \$1.00, regardless of the number of film sheets comprising the report. Additional reports ordered at the same time will be provided at 50 cents each. The handling charge includes postage costs.

Charges to libraries for microfiche duplication will be itemized and included in the regular semi-annual billing from the State Library for photocopying.

### INSTITUTES, WORKSHOPS, SEMINARS



*Old Hoofprints*, a workshop on historical fiction and biography for children, is sponsored by Bluffton College, Bluffton, Ohio, March 7-8, 1978. Jean Fritz, author of children's books and lecturer, is the workshop speaker and resource person. Registrations and the \$20 workshop fee should be sent to Elizabeth Hostetler, Bluffton College Education Department,

Bluffton College, 45817 (419-358-8105). Registration deadline is February 4, 1978.

David Macaulay, illustrator of children's books, will present a free lecture on February 21, 1978 at Hopkins Hall, 128 North Oval, The Ohio State University. A reception will follow. From February 20 through March 3 the University Gallery of Fine Arts will also feature an exhibition of original art developed by Mr. Macaulay as illustrations for children's books.

The Federal Library Services and Construction Act requires each participating State Library agency to have a "long-range program," a "basic state plan," and an "annual program statement."

*The Ohio Long Range Program for Improvement of Library Services as Assisted by the Federal Library Services and Construction Act* has been published in NEWS and in separate editions. It was most recently revised in 1977 and is being issued in a 32-page booklet, which will soon be available in Ohio libraries. Single copies will also be available from the State Librarian.

On the following pages are published the "basic state plan," including the 1977 amendments to this plan, and accompanying documents. These include a letter from the State Clearinghouse dated September 28, 1977, providing the Governor's comments furnished in accordance with Sec. 100b. 15, U.S. Office of Education. General Provisions for Programs (*Federal Register*, November 6, 1973).

Also published in the following pages are "annual program statement" data for FY 1978.

THE BASIC STATE PLAN FOR LIBRARY PROGRAMS UNDER LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED BY P.L. 91-600 (State-Federal Agreement)

Submitted by the State of Ohio in accordance with the provisions of the Library Services and Construction Act, as amended, and the Regulations promulgated thereunder.

Submitted by The State Library Board - The State of Ohio on June 22, 1971, and amended June 20, 1972...and May 16, 1975...and July 20, 1977.

The State Library Board - The State Library of Ohio of the State of Ohio, hereinafter called the State Agency, hereby agrees and assures that this Basic State Plan which serves as an agreement between State and Federal Governments under the Library Services and Construction Act, as amended, for which Federal funds are being requested for the fiscal year ending June 30, 1973, will be administered in accordance with the following provisions:

1. The State Agency:
  - a. assures that it will administer, or supervise the administration of, the programs authorized by the Act; and has adequate fiscal legal authority to do so. (See appended Certificate of Legal Authority.)
  - b. assures that it has provided for such fiscal control and fund accounting procedures as will assure proper disbursement of, and accounting for, Federal funds paid to the State under the Act (including any funds paid by the State to any other public or private nonprofit agency under this Basic State Plan.)
  - c. assures that it will submit to the Office of Education, and otherwise make public: (1) the State's long-range program on or before June 30, 1972; and (2) the State's annual program on or before July 1 of each fiscal year. Both programs will be developed in consultation with the Office of Education, and with the advice of the Advisory Committee on Federal Programs.
  - d. assures that any funds paid to the State in accordance with a long-range program and an annual program shall be expended solely for the purposes for which funds have been authorized and appropriated.
  - e. assures that it will make such reports, including reports of evaluations, in such form and containing such information as the Commissioner may reasonably require to carry out his functions under the Act, and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes.
  - f. assures that it will keep such records and afford such access thereto as the Commissioner may find necessary to assure the correctness and verification of all reports submitted to him.
  - g. assures that it will establish and specify in the State's long-range program its policies, priorities, criteria and procedures necessary to the implementation of all programs in which the State will participate under the provisions of the Act, which are incorporated by reference herein.
  - h. assures that it will set forth in the State's long-range program, its policies and procedures for the coordination of programs and projects supported under this Act with library programs and projects operated by institutions or higher education or local elementary or secondary schools, with other public or private library services programs and with other related service programs.

- i. assures that it has established an Advisory Committee on Federal Programs as required by the provisions of the Act and S130.8 of the regulations. (See attached certification.)
- j. assures that it has available for expenditure under Title I of the Act in this fiscal year (FY 1973):
  - A. State and local sources:
    - 1. Sums sufficient to earn its basic minimum allotment.
    - 2. Not less than the total amount actually expended, in areas covered by the programs for such year, for the purposes of such programs from such sources in the second preceding fiscal year (FY 1971).
  - B. State sources:
    - 1. Not less than the total State amount actually expended for such purposes from such sources in the second preceding fiscal year (FY 1971).
- k. assures that it will expend in FY 1973 from Federal, State, and local sources, an amount not less than the amount expended by the State from such sources for State institutional library services, and library services to the physically handicapped during the fiscal year ending June 30, 1972.
- 2. The State Agency herewith sets forth (a) criteria to be used in determining the adequacy of public library services to geographical areas, and for groups of persons in the States, including criteria designed to assure that priority will be given to programs or projects which serve urban and rural areas with high concentration of low-income families. (See attached statement of Criteria.)
- 3. This Basic State Plan has been submitted to the Governor for his review, and his comments, or a statement that no comments have been made, is attached. Any amendment to this Plan, as well as projections required under the program, will also be submitted for the Governor's review; and comments, if any, will accompany the amendments or other required program material when they are submitted to the U. S. Office of Education.
- 4. The State Agency will make public the Basic State Plan as approved by the Commissioner.
- 5. The State Agency assures that it will otherwise comply with the requirements of the Act and the Regulations of the Commissioner of Education issued thereunder. (45 CFR Part 130).
- 6. Assurance is hereby given that in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and the regulations issued thereunder by the Department of Health, Education and Welfare (45 CFT Part 80) no individual shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Plan. The State Agency has established and will maintain methods of administration to assure that each program or activity for which it receives Federal financial assistance will be operated in accordance with the preceding paragraph of this statement. The State Agency will amend its methods of administration from time to time as necessary to carry out the purposes for which this statement is given. The State Agency recognizes and agrees that Federal financial assistance will be extended in consideration of, and in reliance on, the representations and agreements made in this statement; and that the United States shall have the right to seek administrative and judicial enforcement thereof.

The State Library Board - The State Library of Ohio  
State Library Administrative Agency  
65 South Front Street, Columbus, Ohio 43215  
Address

Signature of Authorized State Agency Official  
State Librarian  
Title  
June 18, 1971, and amended June 20, 1972  
Date

Certificate of Appropriate State Legal Officer

I hereby certify the The State Library Board - The State Library of Ohio is the sole State Agency with authority under State law to develop, submit and administer, or supervise the administration of, the State Plan under the Library Services and Construction Act, as amended by P. L. 91-600; that Joseph F. Shubert is the Officer authorized to submit State Plan for the named State Agency; that the State Treasurer has authority under State law to receive, hold and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

\_\_\_\_\_  
Signature  
William J. Brown  
\_\_\_\_\_  
The Attorney General of The State of Ohio  
June 16, 1971  
\_\_\_\_\_  
Date

AMENDMENT TO BASIC STATE PLAN FOR LIBRARY PROGRAMS UNDER LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED

Submitted by the State of Ohio in accordance with the provisions of the Library Services and Construction Act, as amended, and the Regulations promulgated thereunder.

Submitted by The State Library Board - The State Library of Ohio on July 20, 1977.

The State Library Board - The State Library of Ohio of the State of Ohio, hereby agrees and assures that the Basic State Plan which serves as an agreement between State and Federal Governments under the Library Services and Construction Act, as amended, for which Federal funds are being requested for the fiscal year ending September 30, 1978, continues to be in effect as signed by the U.S. Commissioner of Education on August 13, 1978, except as otherwise indicated in documents listed below, copies of which are attached:

Maintenance of Effort Statement  
Advisory Council

Criteria: For determining adequacy of public library services  
To assure program priority to areas with low-income families  
To assure program priority to areas with persons with limited English-speaking ability

The State Library Board -- The State Library of Ohio  
65 South Front Street, Columbus, Ohio 43215

/s/  
Joseph F. Shubert  
State Librarian

MAINTENANCE OF EFFORT CERTIFICATION

The State Library Board -- The State Library of Ohio:

I. assures that it has available for expenditures under Title I of the Act in this fiscal year (FY 1978).

A. From State and local sources:

- 1. Sums sufficient to earn its basic minimum allotment.
- 2. Not less than the total amount actually expended, in areas covered by the programs for such year, for the purposes of such programs from such sources in the second preceding fiscal year (FY 76).

B. From State sources:

- 1. Not less than the total State amount actually expended for such purposes from such sources in the second preceding fiscal year (FY 1976).

II. assures that it will expend in this fiscal year (FY 1978) from Federal, State, and local sources, an amount not less than the amount expended by the State from such sources for State institutional library services, and library services and to the physically handicapped during the fiscal year ending June 30, 1971.

/s/  
Joseph F. Shubert  
Signature of Authorized State Library  
Administrative Agency Official

GOVERNOR'S COMMENTS

State of Ohio  
Office of the Governor  
Columbus, Ohio 43215

September 28, 1977

Mr. Joseph F. Shubert  
State Librarian  
65 S. Front Street  
Columbus, Ohio 43215

Attn: Bonnie Beth Mitchell

RE: Library Services and Construction Act Grant - FY 78  
Statewide Impact - Funding from 10-77, 12 Months  
Federal Catalog Number: 13.464  
Proposed Federal Funding: \$2,620,630  
STATE APPLICANT IDENTIFIER: 04-025-0031

Dear Mr. Shubert:

The State Clearinghouse has reviewed the project notification information for the above referenced project to be assisted by federal funding.

This application was reviewed by the Program Coordination Section of the Governor's Office, the Legislative Budget Office, and the Office of Budget and Management. Responding agencies have indicated that the proposal is not inconsistent with State Plans, programs, or objectives.

In addition, a copy of this application was sent to the sixteen areawide clearinghouses within the State of Ohio authorized by the federal Office of Management and Budget to conduct A-95 reviews at the local level, with an optional review afforded the Ohio Valley Resource Development Commission. Responses received have indicated that clearance of the project should be granted. However, please note the attached comments which have been generated through the review process of the Clark County - Springfield Regional Planning Commission.

Taking the above comments into consideration, we recommend that you proceed with the submission of your application to the appropriate federal funding agency.

Sincerely,

-  
s

Nancy Hippert  
Administering Officer  
STATE CLEARINGHOUSE

MEMBERS  
ADVISORY COUNCIL ON FEDERAL LIBRARY PROGRAMS  
(submitted July 20, 1977)

Mr. Robert G. Cheshier  
Health Sciences Librarian  
The Cleveland Medical Library Assoc.  
& Case Western Reserve University  
Cleveland, Ohio 44106  
Term ends: 6/30/80

Mr. John Rebenack, Librarian  
Akron-Summit County Public Library  
55 S. Main St.  
Akron, Ohio 44326  
Term ends: 6/30/79

Mr. Charles Selkow, A.M.T.S.  
Bell Telephone Laboratories  
6200 E. Broad St., #1 H344  
Columbus, Ohio 43213  
Term ends: 6/30/79

Mrs. Dorothy Garrett (Mrs. Howard)  
Mount Parnassus  
Granville, Ohio 43023  
Term ends: 6/30/81

Mrs. Emelyne Ely Reed  
Box 165  
Londonderry, Ohio 45647  
Term ends: 6/30/79

Dr. William J. Studer  
Director of Libraries  
The Ohio State University Libraries  
1858 Neil Avenue  
Columbus, Ohio 43210  
Term ends: 6/30/81

Mr. A. J. Goldwyn, Professor  
School of Library Science  
Case Western Reserve University  
Cleveland, Ohio 44106  
Term ends: 6/30/78

Mr. Donald J. Sager, Director  
Public Library of Columbus &  
Franklin County  
28 S. Hamilton Road  
Columbus, Ohio 43213  
Term ends: 6/30/78

Ms. Lee G. Troy  
Special Assistant to the Director  
Dept. of Mental Health & Mental Retardation  
30 E. Broad St., Room 1182  
Columbus, Ohio 43215  
Term ends: 6/30/81

Mr. James H. Pickering, Director  
Cuyahoga County Public Library  
4510 Memphis Avenue  
Cleveland, Ohio 44144  
Term ends: 6/30/80

Mr. Harold B. Schell  
Vice-Provost for University Libraries  
University of Cincinnati  
Cincinnati, Ohio 45221  
Term ends: 6/30/79

Mr. John S. Wallach  
Librarian, Greene County District Library  
194 E. Church Street  
Xenia, Ohio 45385  
Term ends: 6/30/78  
Miss Audrey Williams  
Librarian/Media Specialist  
Glenville High School  
650 E. 113th Street  
Cleveland, Ohio 44108  
Term ends: 6/30/80

CRITERIA STATEMENT

1.1 Adequacy of Public Library Services

1.11 An area served by a library whose service does not meet the standards set forth in *Standards for the Public Libraries of Ohio*, approved June 2, 1972... by the Ohio Library Association (Columbus, Ohio Library Association, 1972) shall be considered as having "inadequate service".

1.2 Determination of Urban and Rural Areas with High Concentration of Low-Income Families

1.21 "Disadvantaged persons" means persons who have educational, socioeconomic, cultural, or other disadvantages that prevent them from receiving the benefits of library services designed for persons without such disadvantages and who for that reason require specially designed library services. The term includes persons whose needs for such special services result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large, but does not include physically or other handicapped persons unless such persons also suffer from the disadvantages described in this paragraph.

1.211 Characteristics of disadvantaged persons may include the following:

- ...Persons with poor educational background.
- ...Persons who are receiving less than poverty level incomes.
- ...Persons from areas characterized by excessive unemployment.
- ...Persons from areas characterized by excessive low income rates
- ...Members of ethnic minority groups which have been discriminated against.
- ...Persons who have been isolated from cultural, educational and/or employment opportunities.
- ...Persons who, due to a combination of environmental, cultural, and historical factors, lack motivation for taking advantage of available library services.
- ...Persons who are dependent upon social services to meet their basic needs.

1.22 Areas of Ohio which shall be considered as qualifying under this program are:

1.221 Portions of counties with concentration of persons with poverty level income or less. Poverty level shall be defined as those families composed of two or more persons with an income of \$5,500 or less per year. Those counties where qualifying families equal 11% of the total number of families in that county, and/or Standard Metropolitan Statistical Areas with a population of 100,000 or more, whichever has the greater density, shall be considered areas with concentrations of poverty level incomes. Such criteria are applicable in all 88 counties.

This definition is based on data received from the Ohio Department of Economic and Community Development in 1975, adjusted upward 9.1 + % based on the rise in the Consumer Price Index in the past year (*Monthly Labor Review*, August 1976).

1.222 "Central City Areas" as designated by the U.S. Bureau of the Census. These are cities of at least 50,000 population within a Standard Metropolitan Statistical Area. As of November 1976 these are:

Akron	Dayton	Springfield
Canton	Elyria	Toledo
Cincinnati	Lima	Warren
Cleveland	Lorain	Youngstown
Columbus	Mansfield	

1.223 The Appalachian Region of Ohio, as designated by the Appalachian Regional Development Act. This area consists of the following 28 counties:

Adams	Gallia	Jefferson	Perry
Athens	Guernsey	Lawrence	Pike
Belmont	Harrison	Meigs	Ross
Brown	Highland	Monroe	Scioto
Carroll	Hocking	Morgan	Tuscarawas
Clermont	Holmes	Muskingum	Vinton
Coshocton	Jackson	Noble	Washington

1.224 Other areas which can be identified and meet the "Characteristics of Disadvantaged" persons as set forth above and are designated by the State Library Board as the Program develops, shall qualify under this program.

**1.3 Determination of Areas with High Concentration of Persons with Limited English-speaking Ability:**

1.31 Persons with limited English-speaking ability include individuals who were not born in the United States or whose native language is a language other than English, and individuals who come from environments where a language other than English is dominant as further defined by the U. S. Commissioner of Education, and who by reasons thereof have difficulty speaking and understanding instructions in the English language.

1.32 Areas of Ohio which shall be considered as qualifying under this program are:

1.321 Cities and urban fringe areas in which live 500 or more persons whose mother tongue is Spanish, as reported in the U. S. Census, 1970, *General Social and Economic Characteristics, Ohio*, Table 96, or as documented in verifiable sources in the State Data Center.

1.322 Cities or places in which live 400 or more persons whose mother tongue is Spanish, or in which such persons constitute 4% or more of the total population, as reported in the U. S. Census, 1970, *General Social and Economic Characteristics, Ohio*, Table 112, or as documented in verifiable sources in the State Data Center.

1.323 Other areas which can be identified and meet the characteristics as set forth in Sec. 1.31, or are designated by the State Library Board as the Program develops, shall qualify under this program.

**1.4 Determination of Eligibility for Agency Participation**

1.41 The following agencies will be eligible to participate in Title I programs:

1.411 Public Libraries which meet criteria in these policy statements.

1.412 Research and/or Information Centers, state and/or privately supported accredited colleges and universities, and nonprofit organizations shall be eligible to contract with or receive grants from the State Library for conducting approved activities such as research, training, workshops, and other programs for the purpose of carrying out the objectives of Title I of the Act.

1.413 State institutions as defined in the Act which submit approvable applications based on such criteria as (a) analysis of library needs as related to the institutional program and population, (b) description of short and long range plans for the sound development of a library program within the institution, (c) plans for coordination and cooperation in library service between the institution and the department and other libraries, (d) provision for the services of professional librarian, and (e) need for assistance. Size of institutional population and average length of residence will be considered in determining priorities and establishing the amount of a grant under an application.

1.42 Application from eligible agencies shall be submitted on a form or in an outline provided by The State Library of Ohio. Applicants should clearly indicate in their applications how objectives of their projects reflect the key objectives of the Federal Act, *The Ohio Long Range Program for the Improvement of Library Services...*, and the State Annual Program Statement and in what ways they are of more than local significance. Decision on grants will be based on such factors as:

(a) Need, inadequacy of present service

(b) Importance of project to the area and its relation to the Ohio Library Development Plan

(c) Significance of project to State as a whole

(d) Evidence of clear objectives

(e) Careful planning of project to meet program objectives

(f) Clear plan of action and readiness to initiate project

(g) Local involvement and, in the case of services to target groups for which other agencies have a particular concern, evidence of interagency cooperation

(h) Sound budgeting

(i) Success of applicant in carrying out other Federal projects

(j) Relationship to other LSCA projects undertaken previously

(k) Potential replicability

(l) Relationship to other State and Federal programs, including Model Cities

(m) Evidence of local commitment and maintenance of local fiscal effort \*\*

(n) Innovative and exemplary aspects

(o) Evidence of planning for appropriate staff training components

(p) Plans for internal and external evaluation and for dissemination of information on the project and its findings

ANNUAL PROGRAM STATEMENT  
 FEDERAL LIBRARY SERVICES AND CONSTRUCTION ACT  
 FISCAL YEAR 1978

As Approved by  
 The State Library Board  
 July 20, 1977

<u>Project</u>	<u>INDIVIDUAL PROJECT STATEMENTS</u>	<u>Page</u>
	<u>Name</u>	
Title I	Summary of Budgets for FY 1978	19
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SUMMARY OF BUDGETS FOR FY 1978  
 (as of July 20, 1977)

	<u>Title I</u>	<u>Title III</u>	<u>Total</u>
Federal	\$2,519,709	\$100,921	\$2,620,630
State*	2,557,976	17,509	2,575,485
Local**	<u>3,424,275</u>	<u>45,010</u>	<u>3,469,285</u>
Total	\$8,501,960	\$163,440	\$8,665,400

\* Receipts from contractual services such as catalog center, bookmobile operations, etc. are reported as State funds.

\*\* Projected expenditures by State departments for institution library services and expansion by public libraries are reported as local funds.

ADMINISTRATION Title I, 1978 -- Project #1-78

Description: Administration of the State Plan as approved by the U.S. Commissioner of Education in accordance with State and Federal law and regulations established by the U.S. Commissioner of Education.

Aims: To make the most effective use of the federal grant funds on a statewide basis in programs of library services as authorized by the Act.

Administration: State agency.

Characteristics: This project is administered by the State Librarian through the administrative organization of the State Library which receives and expends all grant funds and prepares all financial and evaluative reports pertaining to the federal programs. Activities include overall planning and evaluation, personnel administration, organization and control of programs initiated under the State Plan, budgeting and fiscal controls, reporting and interpretation.

Budget: Total \$293,580  
 Sources of funds: \$25,848 Federal; \$267,732 State.

INTERLIBRARY SERVICES Title I, 1978 -- Project #2-78

Long range goal citation: 3a

Description: The Interlibrary Services project provides a loan service of books and other materials, and bibliographic and reference services to Ohio libraries.

Aims: The aim of this project is to backstop reference, information and loan service in Ohio libraries.

Administration: State Agency.

Characteristics: The project maintains a collection of approximately 920,000 books, journals and government documents from which a professional and clerical staff will circulate an estimated 30,000 books and answer approximately 16,000 reference questions in the fiscal year. An estimated 25,000 federal and state documents and 6,200 books, 13 periodical subscriptions on microfilm and other material in non-print format will be added to the collection, selected for use by other libraries and rural bookmobiles.

The Ohio College Library Center (OCLC) Retrospective Conversion Project, begun in September 1976, provides a significant advance in access to Ohio library materials. The retrospective conversion of adult non-fiction holdings of the Akron-Summit County Public Library, the Public Library of Cincinnati and Hamilton County, The Cleveland Public Library, the Public Library of Columbus and Franklin County, the Dayton and Montgomery Public Library, the Toledo-Lucas County Public Library, the Public Library of Youngstown and Mahoning County and the State Library greatly enhance the availability of information on holdings for interlibrary loan and purchase decision. Completion of this project and the increasing number of libraries who formerly contributed holding cards to the Union Catalog but are now using OCLC will make it possible to eliminate the need and expense of maintaining an unwieldy union card catalog while making holdings instantly available to all libraries.

A contract with OSU provides a periodical duplication service, and a console connected with the OSU computerized circulation system provides access to their collection. Groups of librarians are invited to the State Library periodically for orientation to familiarize them with services and resources. Emphasis is placed on providing easier access to the resources of the State Library itself, cooperative use of materials with other libraries, cooperation with multicounty and statewide networks, and development of staff to provide more efficient service.

Budget: Total \$1,460,344  
Sources of funds: \$7,291 Federal; \$318,778 State; \$1,134,275 Local.

LIBRARY DEVELOPMENT Title I, 1978 -- Project #3-78

Long range goal citation: 1a-i, 2a-g, 3a-b.

Description: This project provides consultant service, planning, evaluation and promotional service for the improvement of public library service in Ohio.

Aims: The aim of this project is to see that every resident of the State of Ohio has access to adequate library service and resources. Specific objectives are to develop through a combination of federal, state and local effort, systems for sharing books, staff and other resources on a multicounty basis, and to coordinate these developments on a state-wide basis; to assist libraries in bringing their services to bear on critical state-wide or community problems, including those of drug abuse, poverty, educational deficiencies, and improvement of the environment. Emphasis is not only on serving those who now use libraries but also on assisting libraries to extend services to those who are not yet library users, including people from such target groups as: low income and disadvantaged families in urban and rural areas, inner city Blacks, relocated Appalachians, groups of Spanish speaking persons or others with limited English speaking ability, identifiable low income non-library users, the aged, handicapped persons, and others.

Administration: State Agency.

Characteristics: Staff assigned planning-advisory-consultant responsibility assist libraries plan and develop more effective programs and library cooperation needed to make the total library resources of Ohio available to all citizens. Inevitably, this staff is concerned with the grants program and with the continuing education program.

Staff assists librarians and trustees of 88 counties in planning cooperative systems and programs for the sharing and greater accessibility of books and services. This planning function helps the librarians and trustees identify problems, evaluate systems and programs, and improve services and operations, and participate formally and informally in interlibrary cooperation with all types of libraries.

Staff provides consultant services on children's work, services to the handicapped and other outreach programs, library administration, effective use of personnel, and assistance in solving local problems. One consultant position will be added, effective October 1, 1977, to reach the estimated goal of 150 consultant visits.

Library Development efforts are directed toward cooperation with other government agencies, business, and industry in focusing library programs upon current needs. They also assist libraries identify specific clientele groups and relate their local services to such groups.

Emphasis is placed upon implementation of the Ohio Library Development Program, including development of leadership and sensitivity to the changing needs of people, broad scale participation in planning, a statewide perspective in planning and development, and citizen involvement including appropriate White House Conference participation. Services also include: librarian placement service; publication of informational and interpretive materials about library services and State Library programs; supervision of library extension projects operated by the State Library under contract; and related development activity.

Needs will be evaluated and statewide planning will be assisted by the work of the Ohio Multitype Interlibrary Cooperation Committee.

Budget: Total \$275,580  
Sources of funds: \$69,114 Federal; \$206,466 State.

STAFF DEVELOPMENT Title I, 1978 -- Project #4-78

Long range goal citation: 2b, 1j

Description: The Staff Development project provides planning and coordination of a continuing education program for professional and supportive public library staff throughout the state.

Aims: The aims of this project are to improve the level of competence of library personnel through a comprehensive program of continuing education, to develop potential staff resources necessary for the effective beginnings of Area Library Service Organizations; and to increase the number of well qualified librarians in Ohio public libraries.

Administration: State Agency.

Characteristics: The continuing education will be accomplished in the following ways:

The Staff Development Specialist on the staff of the State Library will be responsible for implementing a program based upon a 1977 policy paper ("A Focus on Continuing Education for Library Personnel") which analyzed training needs throughout the state. This includes responsibility for planning and coordination of an overall statewide program of continuing education for library personnel at all levels, working with colleges and universities in planning training programs, working with units of the Ohio Library Association and other statewide library organizations, assisting other State Library consultants in planning educational or development phases of their programs, and informing librarians in Ohio of and encouraging them to participate in workshops or institutes held outside this state.

The Staff Development Specialist will publish each month the "Calander of Continuing Education". Workshops will be planned to provide a sound continuing education program for librarians and trustees, enabling them to: (1) manage funds and resources more effectively; and (2) keep pace with advances in library technology and services. These will assist or complement the development work underway in multitype interlibrary cooperation.

Budget: Total \$38,751  
Sources of funds: \$22,500 Federal; \$16,251 State.

RESEARCH AND STATISTICAL ANALYSIS Title I, 1978 -- Project #5-78

Long range goal citation: 3a

Description: This project produces data needed by State and local librarians and others for use in evaluation, and in immediate and long-range planning for the improvement of library service.

Aims: To have accurate, comparable, and pertinent information available as needed.

Administration: State Agency.

Characteristics: This project is responsible for compilation and publication of data such as published in the annual Directory of Ohio Libraries; Rankings of library statistics, Academic Library Statistics, and special reports, as well as for computer based special studies not assigned to specific projects.

Budgets: Total \$32,172  
Sources of funds: \$2,995 Federal; \$29,177 State.

CONSULTANT SERVICES FOR INSTITUTIONS Title I, 1978 -- Project #6-78

Long range goal citation: 1f, 3c

Description: This project provides professional consultant and technical assistance to institutions for their library programs.

Aims: To assist State institutions and the departments which administer them to develop and improve library services in order to become an integral part of the habilitative, treatment, correctional, medical, or other purposes of the institutions.

Administration: State Agency.

Characteristics: This project will provide consultant services to assist the State departments and the institutions in planning and developing library services. The program will stress coordination of institutional library services with other state, regional, and local library service programs, provision of supplementary resources and services, and the collection of data necessary for the evaluation of institutional service programs.

In-service staff training workshops will be held for personnel operating institution libraries with emphasis on developing library services directly related to the objectives of the institutions.

Budget: Total \$21,930  
Sources of funds: \$1,000 Federal; \$20,930 State.

SPECIAL PROJECT GRANTS TO INSTITUTIONS Title I, 1978 -- Project #6A-78

Long range goal citation: 1f, 3c

Description: Special grants to assist State institutions develop library service to residents.

Aims: To assist State institutions develop library service as an integral part of their habilitation and treatment programs.

Administration: State Agency.

Characteristics: Special grants will be made to state institutions to improve library services, further the capacity of institution libraries to coordinate services with the total habilitative and treatment programs of the institution, and encourage institution library cooperation and participation in other State and local library services programs.

Special grants will be made to individual institutions in the Department of Mental Health and Mental Retardation, and to other institutions based upon applications from the institutions.

"System" grants will be made to the Department of Rehabilitation and Correction to improve library services in each of the seven major prisons; and to the Ohio Youth Commission to improve library services in that agency's 10 facilities.

Budget: Total \$157,831  
Sources of funds: \$97,831 Federal; \$60,000 Local.

CONSULTANT FOR SERVICES TO THE HANDICAPPED Title I, 1978 -- Project #7-78

Long range goal citation: 1a-d, 1i

Description : The consultant works with libraries and agencies to extend to physically handicapped persons throughout Ohio the same full range and quality of library services as are provided to normal readers, using special methods and materials as needed.

Aims: To provide planning, coordinating, promotional, and consultant services to libraries, organization, and public officials to assist in the development of library service to the handicapped.

Administration: State Agency.

Characteristics: Continued work with public libraries and, where appropriate, other libraries including school and college libraries, to encourage them to develop services for the handicapped. This includes liaison work with public libraries, state agencies and volunteer groups, in an effort to reach more eligible readers and implementation of appropriate demonstration projects to encourage local library participation in services to handicapped. A major responsibility will be development of plans and programs to assist Ohio libraries comply with regulations issued by U.S. Commissioner of Education effective June 3, 1977.

Budget: Total \$22,400  
Sources of funds: \$1,000 Federal; \$21,400 State.

STATE LIBRARY SUBSIDY FOR SERVICE TO BLIND AND PHYSICALLY HANDICAPPED Title I, 1978 -- Project #7A-78

Long range goal citation: 2a, (and Sec. 2.292 of the Policies on the Administration of LSCA Funds).

Description: This project provides subsidy payments to the two Regional Libraries for the Blind and the Handicapped in Cleveland and Cincinnati for services provided to blind and handicapped readers throughout the state. The State Library provides a grant of \$25,000 to each of the two Regional Libraries for the basic maintenance of facilities which provide regional extension service to approved blind and handicapped readers throughout Ohio. In addition each Regional Library receives \$18,00 for each approved blind and visually handicapped reader residing outside the county in which the Regional Library is located.

Aims: To provide specialized materials and services to legally blind and visually handicapped readers throughout Ohio.

Administration: State Agency.

Characteristics: Within Ohio, local library resources for serving the blind and handicapped are back-stopped by two Regional Libraries. These libraries have basic collections of materials in non-print form and the subsidy provides staff and special material to augment this service. The Cincinnati Regional Library serves 33 counties in southern Ohio; the Cleveland Library serves 55 in northern Ohio, roughly divided along U.S. Route 40. Computerization of the inventory and circulation systems for two libraries, and use of WATS lines is improving response time and enabling the libraries to provide more individualized service.

Participating agencies: Cleveland Regional Library for the Blind  
Cleveland Public Library  
325 Superior Avenue, N.W.  
Cleveland, Ohio 44114  
Cincinnati Regional Library for the Blind  
Public Library of Cincinnati and Hamilton County  
444 West Third Street  
Cincinnati, Ohio 45202

Budget: Total \$457,936  
Sources of funds: \$30,000 Federal; \$397,936 State; 30,000 Local.

STATE AID Title I, 1978 -- Project #8-78

Long range goal citation: 1c, 2a

Description: This project provides financial aid to public libraries meeting specific criteria.

Aims: To extend and improve library service to every resident of the state.

Administration: State Agency.

Characteristics: The General Revenue State Subsidy Program includes these grants:

- a) "Basic" State Aid Maintenance Program. Financial assistance for 6 libraries in the State (County Extension Center Libraries) which provide library service on a county-wide basis, but which do not qualify for assistance under the Area Library Service Organization (ALSO) program, and in which intangibles tax resources are substantially below the statewide average as defined in SLB Rule 3375-2-05 Administration of State Aid and Subsidy Grant Programs.
- b) Area Library Service Organization (ALSO) Essential Services Operation grant. Financial assistance to an ALSO organized in accordance with State Library Board Rule 3375-2-02. Essential Service Operations grants are made in accordance with a formula based on population and intangible tax resources.

Participants: 6 County Extension Center libraries, and the 11 libraries in the 10-county Ohio Valley Area Libraries ALSO.

Budget: Total \$397,974  
Sources of funds: \$397,974 State.

CATALOG CENTER Title I, 1978 -- Project #9-78

Long range goal citation: 2a, 3a.

Description: The Catalog Center processes books for public, school, institution, and university libraries by contract and for all units of the State Library.

Aims: The aims of the project are: a) To encourage, promote and coordinate statewide efforts to provide centralized cataloging and processing operations to libraries which have the potential for improved library service to individuals; b) To make available to Ohio libraries those technical services that offer cost reductions, quality improvements and maximum effectiveness of library personnel; c) To make available to State agencies those technical services that offer cost reductions, quality improvement and maximum effectiveness of library operation in state agencies.

Administration: State Agency.

Characteristics: The resources of the Catalog Center include major bibliographic resources and membership in the Ohio College Library Center (OCLC). The Catalog Center profiles the collections and catalog card formats of its participating libraries, so that the OCLC computer produces catalog cards when a book is cataloged and processed by the Catalog Center for a participating library. A permanent record of that library's holding is established in the OCLC system of cathode ray tube terminals connected to a central computer. Each library receives its catalog cards, interfiled and alphabetized, ready to file. Data on local and regional holdings will be on-line in the future, immediately available for locations, interlibrary loan, and selection decisions. Books for which no previous cataloging exists are cataloged according to the Anglo-American rules, 1967. Either Dewey or Library of Congress classification is available.

The staff includes 4 librarians (the project head and three catalogers), as well as technical and clerical assistants, processors and shippers.

Libraries place their own book orders on standard multiple order forms and send three copies of the form to the Center. Books may be sent to the Center directly from the supplier or by the Library. A library may have all, or any portion of its books processed. Anticipated processing for 1978, 70,000 volumes.

Participants: It is expected that the libraries, which used the Center in FY 1978 will renew their contracts as of July 1, 1977.

Budget: Total \$327,853  
Sources of funds: \$43,229 Federal; \$284,624 State.

ADAMS-BROWN BOOKMOBILE Title I, 1978 -- Project #10-78

Long range goal citation: 1c, 3d

Description: This project provides bookmobile service to the rural areas of Adams and Brown counties.

Aims: To extend library service into areas with inadequate service or no library service.

Administration: State Agency.

Characteristics: One bookmobile, headquartered in Winchester, operates extension service for the three local libraries. The unit has a staff of 6: 1 professional (Head) and 5 FTE supportive staff. It serves 70 communities and 19 schools on a 4-week schedule, except for 2 week scheduling at the county seat of one county that has no library. It has 50,802 volumes in its collection. Estimated circulation 1978 will be 120,000 volumes. The Head of the bookmobile unit has been active in a 7 county council of libraries (SWORL) to prepare for implementation of the Ohio Library Development Plan.

Participants: Adams County: Ohio Valley Local District Free Public Library, Manchester  
Brown County: Mary P. Shelton Library, Georgetown  
Union Township Public Library, Ripley

Budget: Total \$97,026  
Sources of funds: \$4,179 Federal; \$92,847 State.

CENTRAL OHIO BOOKMOBILE Title I, 1978 -- Project #11-78

Long range goal citation: 1c, 3d

Description: This project provides bookmobile service to parts of Champaign, Fayette, Marion, Morrow, Ross and Union counties.

Aims: To extend library service into areas with inadequate service or no library service.

Administration: State Agency.

Characteristics: Two bookmobiles, headquartered in Columbus, operate extension service for 5 local libraries and one school district. The unit has a staff of 41: 1 professional (head) and 3 FTE supportive staff. 42 community stops are made on a 3 week schedule except those in Marion county (which is a 2 week schedule). It has 45,977 volumes in its collection. Estimated circulation for 1978 will be 105,000. In Morrow county, extension service is provided by 3 stops at local schools where the bookmobile staff works with local school children and local residents.

Participants: Fayette County: Carnegie Public Library, Washington Court House  
Marion County: Carnegie Public Library, Marion  
Morrow County: Morrow County School systems  
Ross County: Chillicothe and Ross Counties District Libraries  
Union County: Marysville Public Library, Marysville  
Champaign County: Champaign County District Library, Urbana

Budget: Total \$106,143  
Sources of funds: \$4,333 Federal; \$101,810 State.

STATE LIBRARY REGIONAL SERVICE CENTER, CALDWELL (SEO) Title I, 1978 -- Project #12-78

Long range goal citation: 1c, 2a, 3d

Description: The Center provides supportive services to 14 libraries in 10 Appalachian counties in southeastern Ohio.

Aims: To help the 14 libraries in the 10 counties improve their service to individuals and the communities they serve, and to help these libraries develop cooperatively a proper structure and financing of regional library services to meet the needs of the residents of the area.

Administration: State Agency

Characteristics: The collection consists of 136,176 books, 312 films, 651 film strips, 2,453 recordings and 151 picture study prints. The staff consists of 2 professionals (center head, and reference librarian and librarian II as bookmobile supervisor) and 18 supportive staff. The services available are:

- a) Supplementary library materials including short and long term loans of adult, young adult and children's books, pamphlets, audio-visual equipment, films, film strips, phonograph recordings and picture study prints. Anticipated use of resources are: Books, 25,239 volumes on long term loan, 7,356 volumes on short-term loan; films, 4,278 circulation for 260,593 viewers; film strips, 1,228; recordings, 1,065 circulations; reference, 8,772 requests.
- b) Bookmobile service under contract with participating libraries in Harrison, Monroe, Muskingum, Noble, Perry, and Washington counties will make 291 community and 37 school stops and will circulate an estimated 360,000 volumes.
- c) Regularly scheduled meetings of area librarians emphasizing professional growth, library trends, and the Ohio Library Development Program.

- d) Cooperation with area library development committee in development and administration of multicounty cooperation programs and preparation for eventual formation of an Area Library Service Organization (ALSO).
- e) Assistance to libraries in the development of summer programs and activities.
- f) Encouragement of area librarians to participate in services to the handicapped and other outreach programs.
- g) Verification of 11,400 author, title and subject requests from libraries in the area to determine availability at the Center before transmitting into the statewide teletype network. Requests are accepted by WATS line, telefacsimile, mail or radio.
- h) Periodical backstopping collection - 10 year file.
- i) Radio reference between bookmobiles and Center.

Participants: Belmont County: Barnesville Public Library, Barnesville  
 Bellaire Public Library, Bellaire  
 Martins Ferry Public Library, Martins Ferry with 6 branches  
 St. Clairsville Public Library, St. Clairsville  
 Guernsey County: Guernsey County District Public Library, Cambridge with 2 branches  
 Harrison County: Cadiz Public Library, Cadiz  
 Jefferson County: Public Library of Steubenville and Jefferson County  
 Monroe County: Monroe County District Library, Woodsfield  
 Morgan County: Kate Love Simpson Library, McConnelsville with 1 branch  
 Muskingum County: John McIntire Public Library, Zanesville  
 Noble County: Caldwell Public Library, Caldwell  
 Perry County: Perry County District Library, New Lexington with 6 branches  
 Washington County: Washington County District Library, Marietta

Budget: Total \$362,252  
 Sources of funds: \$58,912 Federal; \$303,340 State.

NAPOLEON BOOKMOBILE Title I, 1978 -- Project #13-78

Long range goal citation: 1c, 3d

Description: This project provides bookmobile service to parts of Defiance, Fulton and Henry counties.

Aims: The aim of this project is to provide bookmobile service in areas with adequate or no library service.

Administration: State Agency

Characteristics: Two bookmobiles, headquartered in Napoleon operate extension service for 3 local libraries. There is a staff of 6: 1 professional (Head) and 5 supportive staff. 54 bookmobile stops are made on a 2 week schedule for community stops and a 3 week schedule for schools stops. The unit has a collection of 79,333 volumes. Estimated circulation for 1978 will be 82,000. The unit is a member of the NORWELD, a multi-county cooperative organization.

Participants: Fulton County: Delta Public Library  
 Defiance County: Defiance Public Library  
 Henry County: Napoleon Public Library

Budget: Total \$100,286  
 Sources of funds: \$1,575 Federal; \$98,711 State.

SPECIAL PROJECT GRANTS Title I, 1978 -- Project #14-78

Long range goal citation: 1a-e, 1i, 2a-g

Description: This project provides for the development and funding of locally and cooperatively administered special projects which contribute to the achievement of the long range program and meet criteria as set forth in the Policies on the Administration of LSCA Funds.

Aims: To assist in the sound development and improvement of public library service and the elimination of inadequacies consistent with The Ohio Long Range Program for Improvement of Library Services....

Administration: State Agency.

Characteristics: Special grants will be made for development of cooperative projects among libraries for improvement of library services; for development of book collections, reference and bibliographic services in areas with inadequate services; training, educational, experimental and research programs; for outreach programs for both rural and urban disadvantaged, minority groups and persons of limited English speaking ability; and for programs which will improve regional and statewide resources and services. Each special grant project will be reported when approved by the State Library Board.

Budget: Total \$4,302,402  
 Sources of funds: \$2,102,402 Federal; \$2,200,000 Local.

OHIO WHITE HOUSE CONFERENCE Title I, 1978 -- Project #15-78

Long Range Goal Citation: 1a, 2a, 3b

Description: The Ohio White House Conference on Library and Information Services is a series of programs to obtain citizen input for local, statewide and national planning of library and information services.

Aims: The aims of this project are:

- ... to bring together citizens, librarians, and trustees to develop recommendations for the White House Conference on Library and Information Services on the further improvement of the nation's libraries and information centers and their use by the public;
- ... to enable the public to develop an understanding of the people's information needs, Ohio libraries, and their potential for service;
- ... to take an informed look at national, state, and local documents on library services and examine how Ohio libraries can best serve all Ohioans; and
- ... to encourage citizens to take action for the improvement of library and information services.

Administration: State Agency.

Characteristics: A planning committee will be appointed to represent diverse citizen and library interests. Committee members will present programs to a wide range of citizen groups in the fall of 1977 and invite nominations for delegates to the state conference. Initial selection of conference delegates will be in January; these delegates plus other citizens and librarians will meet in spring 1978 regional meetings to identify issues to be discussed further at the state conference. The state conference, a 2-day meeting, will be held in the fall of 1978 to formulate recommendations to be taken to the national conference in fall 1979. Following the state conference, proceedings will be issued, delegates to the national conference will be selected, and delegates to the state conference will meet with citizens in their areas to report back on the state conference. Delegates to the national conference will also attend several meetings to prepare for the conference and to keep up-to-date on Ohio library development. A quarterly newsletter will inform participants at all levels of the status of conference planning and relevant library issues. Citizens will be involved in all stages of conference planning to assure a conference series that will maximize citizen input in improving library and information services.

Budget: Total \$72,500  
Sources of funds: \$47,500 Federal; \$25,000 NCLIS

CONSULTANT SERVICE FOR INTERLIBRARY COOPERATION Title III, 1978 -- Project #1-78

Long range goal citation: 2a-g

Description: This project functions as a clearing house for all types of information on development of information and reference networks among all the libraries in Ohio.

Aims: To coordinate developing information networks among Ohio libraries with existing systems, assist in the development of metropolitan library systems, and encourage multitype library participation in library development.

Administration: State Agency.

Characteristics: The consultant at the State Library will:

- 1) Identify components of existing networks functioning under both formal or information agreements between libraries involved, for transfer of information.
- 2) Work with developing networks to assure compatibility with existing networks.
- 3) Assist libraries and agencies in developing approvable applications for special projects.
- 4) Serve as State Library liaison with special grant projects, metropolitan library system development, and related programs.

He, and other senior staff at the State Library, will cooperate with and provide appropriate assistance to the Ohio Multitype Interlibrary Cooperation Committee.

Budget: Total \$18,909  
Sources of funds: \$1,400 Federal; \$17,509 State

SPECIAL GRANT PROJECTS Title III, 1978 -- Project #2-78

Long range goal citation: 2a-g as consistent with Section 4.12 of the Policies for Administration of LSCA Funds.

Description: Special project grants will be made for programs of interlibrary cooperation involving all types of libraries.

Aims: To provide for systematic and effective coordination of the resources of academic, public, school, state and special libraries for improved services of a supplementary nature to the special clientele served by each type of library.

Administration: State Library of Ohio.

Characteristics: Special grants will be made for development of projects that offer potential for sound, long-range development of coordination among the different types of libraries. Each special project will be reported when approved by the State Library Board.

Budget: Total \$144,531  
Sources of funds: \$99,521 Federal; \$45,000 Local.

What's  
New

BOOKS  
MANUSCRIPTS  
FILMS  
RECORDS

American Correctional Association. Guidelines for Legal Reference Service in Correctional Institutions: A Tool for Correctional Administrators. 2nd ed. 1975. 28p. \$3.00. 027.665 Am36g 1975

The introduction is an overview on materials, services, and planning for legal reference service in the correctional institution. The major part of the volume lists recommended collections for prison law libraries, law libraries which offer service to prisoners, and law librarian consultants to correctional institutions.

Bernhard, Genore H. How to Organize and Operate a Small Library. Highsmith Co., 1975. 47p. 025 B457h

A guide to the organization and operation of a small library for a school, church, law firm, business, hospital, community, court, historical museum, or association, written for the person without library training or experience.

DuMont, Rosemary Ruhig. Reform and Reaction: The Big City Public Library in American Life. Greenwood Press, 1977. 153p. \$13.95. 027.473 D897r

An examination of the forces in America from 1890 to 1915 which contributed to the public library's concern with social control in the name of community reform and the resulting changes in public library services.

Ellsworth, Dianne J., and Norman D. Stevens, ed. Landmarks of Library Literature 1876-1976. Scarecrow, 1976. 520p. \$17.50. 020.8 L235

An anthology of articles on the library profession, the social responsibilities of libraries, the concept of library service, and the technical aspects of librarianship.

Harkness, Sarah P., and James N. Groom, Jr. Building without Barriers for the Disabled. Whitney Library of Design, 1976. 79p. \$10.95. 720 H226b

Information on methods of designing to accommodate the physically handicapped, specifically the blind, the deaf, the manipulatory disabled, the ambulant disabled, and the chairbound disabled.

The numbered items in "What's New" are available on interlibrary loan from the Circulation Section, The State Library of Ohio. To receive items announced in this issue:

1. Enter your name, library, and address below.
2. On this reply form circle the numbers assigned to the items you wish to examine.
3. Mail this form to the Circulation Section, The State Library of Ohio, 65 South Front Street, Columbus, Ohio 43215.

An item in circulation when a request is received is tagged for delivery to a requestor as soon as possible. Postage for interlibrary loan is billed quarterly.

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8      9      10      11      12      13      14

Name \_\_\_\_\_

Library \_\_\_\_\_

Address \_\_\_\_\_

- 6 Josey, E. J., and Ann Allen Shockley. Handbook of Black Librarianship. Libraries Unlimited, 1977. 392p. \$17.50. 021 H191  
Pioneers and landmark episodes in black librarianship; early black library organizations; contemporary black librarianship; issues in black librarianship; significant books and periodicals; African and Afro-American resources.
- 7 Levitan, Sar A., and Richard S. Belous. Shorter Hours, Shorter Weeks: Spreading the Work to Reduce Unemployment. John Hopkins University Press, 1977. 94p. \$8.50; pap. ed. \$3.25. 331.257 L579s  
Reduced worktime, work sharing, and flexible hours as possible tools in fighting unemployment.
- 8 Lewis, Felice Flanery. Literature, Obscenity, and Law. Southern Illinois University Press, 1976. 297p. \$12.50. 345.027 L586L  
Both a comprehensive historical view and a systematic, comparative study of literature's involvement with the obscenity question in the United States.
- 9 Library Council of Metropolitan Milwaukee. Long Range Planning Committee. A Plan for Cooperative Action: Final Report, Long Range Planning Committee of the Library Council of Metropolitan Milwaukee. 1976. 78p. 021.64 L6163p  
A plan for the development and expansion of intertype, cooperative activity for all libraries in the four-county greater metropolitan Milwaukee area.
- 10 Library Council of Metropolitan Milwaukee. Reference -- More than an Answer. 1975. \$37.50, videotape cassette color; \$4.00, cassette recording. VIDEOTAPE 025.52 R259  
Problems in analyzing reference questions and ways to deal with reference patrons. Videotape is a dramatization of reference transactions; cassette tape critiques videotape case studies.
- 11 Lubans, John, Jr. and Edward A. Chapman, eds. Reader in Library Systems Analysis. Microcard Editions Books, 1975. 471p. \$20.00. 025.1 R227  
Explanations of various general views of systems analysis, with discussions of its application in library operations.
- 12 Lyman, Helen Huguenor. Literacy and the Nation's Libraries. ALA, 1977. 212p. \$12.50. 021.24 L989L  
This manual was developed by the ALA Literacy Manual Project Board to encourage and assist librarians in helping people learn to read and become competent, independent readers. It suggests ways to identify needs, collaborate with other literacy programs, and develop and evaluate action programs.
- 13 National Conference of State Legislatures, Legislative Improvement and Modernization Committee. So the People May Know: Public Information in State Legislatures. 1977. 55p. \$3.50. 328.73 N213s  
Reviews legislative information services of state government with examples of activities in various states. Appendices summarize public information activities in state legislatures and list contact persons for public information activities in each state.
- 14 Warner, Alice Sizer, and Elizabeth Bole Eddison. Volunteers in Libraries. Library Journal, 1977. 64p. \$5, cash with order \$3.95. 023.5 W242v  
A manual on how to utilize volunteers in libraries, with sample materials developed by public libraries. LJ Special Report #2.