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**ABSTRACT**

The Oklahoma Long-Range plan sets forth the goals and objectives for library development based on identified needs. In some cases these needs are apparent and are based on actual statistics and standards, in others data is absent, incomplete or questionable. In the latter instance, useful data had to be obtained. The primary role of this document has been construed to be setting forth goals which, if realized, would benefit all the citizens of the state in fulfilling their library and library related needs. The state library agency has direct responsibilities for public library development and "special library" development as it is defined in the Oklahoma Statutes. The Statutes define special libraries, as they relate to the state library, as being only those supported in whole or part by public funds, excluding those in schools, colleges, museums and county law libraries. The role of the state agency in relation to academic libraries, school libraries and special libraries other than those defined above is advisory and supportive. (Other State Plans are: LI003985 through 003993, LI003995 through 004004, LI004027 through 004035, LI004038 through 004046, LI004089 through 004094, and LI004112) (Author/NH)

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OKLAHOMA LONG-RANGE PROGRAM  
FOR  
LIBRARY DEVELOPMENT

For the Fiscal Years 1972 through 1977

Library Services and Construction Act, as amended by P.L. 91-600

LI 004 113

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October 17, 1972

Miss S. Janice Kee  
Library Services Program Officer  
U.S. Department of Education  
Department of Health, Education  
and Welfare  
1114 Commerce Street  
Dallas, Texas 75202

Dear Miss Kee:

Oklahoma's Long Range Program for Library Development has been reviewed by the Office of Community Affairs and Planning--the State Planning Agency. There is no conflict with the State Comprehensive Plan.

The Long Range Program is endorsed and will be supported by the State of Oklahoma.

Sincerely,

David Hall

DHS:lg

cc: State Library  
Governor's Office  
OCHP  
State Clearinghouse

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# OKLAHOMA LONGRANGE PROGRAM FOR LIBRARY DEVELOPMENT

## INTRODUCTION

This document has been prepared in compliance with requirements of the Library Services and Construction Act. It was prepared by the staff of the Oklahoma Department of Libraries in consultation with the State LSCA Advisory Council and the U.S. Office of Education. It sets forth the goals and objectives for library development based on identified needs. In some cases these needs are apparent and are based on actual statistics and standards, in others data is absent, incomplete or questionable. In the latter instance, useful data must be obtained.

The primary role of this document has been construed to be setting forth goals, which if realized, would benefit all the citizens of the state in fulfilling their library and library related needs. The state library agency has direct responsibilities for public library development and "special library" development as it is defined in the Oklahoma Statutes. The Statutes define special libraries, as they relate to the state library, as being only those supported in whole or part by public funds, excluding those in schools, colleges, museums and county law libraries.<sup>1</sup> The role of the state agency in relation to academic libraries, school libraries and special libraries other than those defined above is advisory and supportive.

This document is not definitive, nor can it be complete, but is designed as a working guide which is to be periodically revised to help meet the changing library needs of Oklahoma.

<sup>1</sup>65 O.S. 1971, §1-104

## DEVELOPING THE OKLAHOMA LONG-RANGE PROGRAM

The Director and staff of the Department of Libraries are responsible for the written document herein which comprises the Oklahoma Long-Range Program for Library Development under LSCA. It is the culmination of a long history of statewide planning and effort by library interests in Oklahoma. It has been shaped by, and the text incorporates, the expressed concerns of library interests in Oklahoma as communicated to the Department staff in many conferences, both formal and informal, with the following:

### Individual librarians and library users.

Members and committees of the Oklahoma Library Association. The Director of the Department regularly attends meetings of the OLA Board of Directors as an officially invited guest. At these meetings, he reports on programs and activities of the Department, answers questions, and receives the advice and comments of the Board.

The Directors of the public library systems provided for in the Oklahoma Library Code. These librarians meet regularly once a month in the Department's State Capitol quarters to discuss common problems and provide input into the Department's plans and programs.

The LSCA Advisory Council. The several LSCA Advisory Committees for Titles III and IV-A did valuable work in surveying needs and developing programs for activities under these titles. The Title III Committee sponsored the Mason Tolman survey which led to the establishment of the Oklahoma Teletype Interlibrary System, which began as a Title III project. The larger LSCA Advisory Council which succeeded these committees under the 1970 Amendments to the Act met twice in the spring of 1971. At these meetings workshops were held on LSCA, its history, the changing nature of the Act, and the requirements for planning. Small group discussions were held on the several titles of the Act. The Annual Program and Basic State Plan FY72 were reviewed in detail and changes resulting from these presentations were made in the Annual Program FY73 and the Long-Range Program herein. Drafts of the Long-Range Program were mailed to the Advisory Council before completion and written comments solicited. During preparation of the Long-Range Program, members of the Advisory Council helped draft specific portions of the Plan, and their assistance is hereby acknowledged with appreciation.

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The Library Program Officer for Region VI, U.S.O.E. The Regional Library Program Officer has given freely of her advice and help either in person, or by mail or telephone. A frequent Newsletter (Information Bits) prepared by the Library Program Officer supplements the Program Memoranda and the Policy Memoranda sent out by the Washington Office of the Bureau of Libraries and Learning Resources and offers much advice and suggestions on library plan and program development. The Director of the Department has made frequent trips to Dallas to meet with the Library Program Officer on matters affecting the state plan and programs.

The Governor's Office of Community Affairs and Planning. Special appreciation should be expressed to the excellent staff of the Office of Community Affairs and Planning for their interest in library development statewide and their assistance in the development of this Long-Range Program. The Department has worked closely with this Office to insure that library development in the State is included in the total state planning process and that library interests are not overlooked. Feed-in has been provided to the comprehensive State goals statements being prepared by the OCAP and the Department has been afforded the opportunity to keep abreast of the directions of state level planning for Oklahoma. At the same time, the Department has tried to coordinate library development with the total State plan. The regionalization of library service along the lines of the official substate planning districts has provided impetus to faster development of adequate library services through the efforts of planning district directors and staffs. These administrators are demonstrating great interest in improved local library services in their areas.

The Department Board, who are the official governing body of the Department under State law. Members of the Board were very active in the Libraries Legislative Conference whose study of library needs statewide led to the adoption of the Oklahoma Library Code by the Legislature in 1967.

An interesting part of the planning process was the series of institutes on statewide planning and evaluation sponsored by the U. S. Office of Education featuring the CIPP (Context-Input-Process-Product) methodology for planning and evaluation as advocated by Dr. Daniel L. Stufflebeam of Ohio State University.

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## OVERALL GOALS FOR OKLAHOMA LIBRARIES

This overall statement is designed to set forth those needs shared by all and to highlight the needs of special groups, regardless of the type of library which primarily serves them.

1. To provide adequate library service to all the citizens of Oklahoma.
2. To satisfy the needs of those persons presently receiving library service by informing them of other services and information available which they have not yet identified.
3. To identify and reach those persons who, though capable of it, are not presently using library facilities available to them, through public information efforts, and by broadening the scope of services to make the library more relevant to them.
4. To reach persons with barriers to the use of libraries such as economically or geographically disadvantaged, racial minorities, the aged, institutionalized, handicapped and others still to be identified, through continuing education of library staff, innovative program development, alternative delivery systems and specially designed public information programs.
5. To give special attention to making library services available and meaningful to children through special and unique programs, materials development, attention to early childhood education, and coordination of planning among those institutions which serve children.
6. To improve access to library collections through improved bibliographic methods.
7. To develop standards for the accessibility of publicly supported library services to all users in Oklahoma, regardless of user status and library type or size.
8. To develop valid measures of the effectiveness of library services at all levels in Oklahoma.

9. To mobilize the educational and cultural leadership of the State in support of total library service.

10. To increase the quality and quantity of informational materials available to Oklahomans in their libraries by building larger materials collections, by coordinated acquisition of materials, and by shared use of materials.

11. To provide improved reference and information services for Oklahoma citizens.

12. To provide the facilities and equipment needed for relevant and culturally enriching library service.

## OKLAHOMA LIBRARY RESOURCES

### 1. Library Materials

All Oklahoma libraries are woefully substandard in the basic materials of library service—the books, films, sounding recordings, and other media which constitute the library's stock in trade.

#### a. Public Libraries

To project the library materials holdings, personnel, and facilities which would be required to meet the goals for public libraries adopted by the Oklahoma Library Association, (page 24.1), the eleven substate planning districts have been taken as hypothetical library systems service areas and the Oklahoma standards applied to this model (page 24.3). This permits an estimate of total state needs based on the concept of public library systems, and it is apparent that Oklahoma's public libraries fall considerably short of the Oklahoma standards, and to a larger degree of the ALA standards.

By Oklahoma standards, public libraries in the eleven planning districts should have 6,749,219 books. At the end of fiscal year 1971, public libraries reported holdings of only 3,163,796 volumes.

Other media are in such short supply as to be practically nonexistent outside the city-county and multi-county library systems. For example, while ALA standards recommend a minimum of 1,000 motion picture film titles in the basic films collection, only 3 out of 77 unaffiliated public libraries reporting in 1971 had any films at all, for a combined total of 15. Six city-county and multi-county library systems reported a combined total of 616 films in their own collections plus access to 1,226 films in the LSCA funded demonstration collection of the Department of Libraries. This gave a total of 1,842 films to serve the 1,235,237 persons in the combined area of the six systems, compared with the ALA recommendation of 6,000 (a basic collection of 1,000 for each system, plus access to a larger resource collection).

In 1971, public libraries and library systems in Oklahoma reported a combined total of only 30,999 sound recordings in their collections. Over one-third of these (11,603) were in the collection of the Tulsa City-County Library, the only library in

the State which met ALA standards for these materials. Thirty-eight unaffiliated public libraries reported no sound recordings. Collections in 39 unaffiliated libraries ranged from 16 to 1,511 recordings. The six city-county and multi-county library systems reported a total of 19,865 sound recordings in their collections to serve the 1,235,237 persons in their areas, compared with the ALA recommendation of 24,705. Some systems fell farther short than others. An additional 8,409 recordings would be needed to bring the six systems reporting up to ALA standards.

#### b. Academic Libraries

While the average number of volumes per student full-time enrollment for all Oklahoma academic institutions (47.72) appears to be slightly higher than the U. S. average (42.70), there is great inequality among Oklahoma academic institutions in materials holdings. The lowest figure is 3.65 volumes per student and the highest is 118.61 per student. The above figures are based on an unpublished study by ODL staff compiled from a composite of various sources, some of them conflicting. A valid inventory of materials collections in each Oklahoma academic institution is needed. The same sources show that Oklahoma was below the U. S. average in library expenditures per full-time student enrollment (\$38.54) in Oklahoma, against \$73.15 for the U. S. A.) An inference might be made from this about the age and quality of the materials collections in Oklahoma academic institutions, but more valid data is needed.

#### c. School Libraries

Data available indicate that school libraries in Oklahoma, even with ESEA funds, fall short of the State standards regarding expenditures for library materials. The FY71 Annual Report submitted by Oklahoma high school library media centers shows the median per pupil expenditure for materials to be only \$3.98. This is considerable less than the State Department of Education standards, which are \$5.00 per pupil for the first 200 pupils, but not less than a total materials expenditure of \$400; \$4.00 per pupil for the next 300 pupils; and \$3.00 per pupil for each pupil above 500. This, of course, contrasts sharply with the standard of \$40.80 per pupil suggested by the American Association of School Librarians.

#### d. Institution Libraries

The quantity of books in state-supported institution libraries has risen since 1968, when a survey was made by Department of Libraries staff in planning for the administration of LSCA Title IV-A funds (see page 39.1). At that time, total books reported numbered 51,225. By 1971, the number had increased to 69,344. Considering that an ongoing program of evaluating and weeding out-dated and outworn materials has been an important part of consultant services offered by the Department of Libraries, this shows some real progress.

Nevertheless, the total library materials collections are still far from adequate to serve any kind of rehabilitative purpose. The Institutions Consultant estimates that half of the present holdings comprise material which should be discarded as worn out, damaged, outdated, or of minimal value or interest. Except for materials purchased under the LSCA program, most of the books are gifts, many of little interest or relevance to life today and many with pages missing or otherwise not useful.

At ten books per capita (accepting the American Correctional Association standards as a convenient measure) a total of 107,860 volumes would be needed for the 10,876 residents (year 1971) of state institutions.

With an estimated 35,000 currently useful volumes in the collection, some 72,860 volumes are needed to bring the book collection up to a minimum adequate standard.

Except for limited instructional materials and equipment, media resource such as filmstrips, slides, films and recordings are lacking in the institutions housing adults. Some of these materials are available in the children's institutions.

Still largely unexplored is the need for law materials in Oklahoma's correctional institutions. The Department's Institutional Libraries Consultant and the head of General and Law Reference Services have collaborated in a program to develop photocopy procedures in lieu of loan of law books and in the preparation of lists of basic law materials recommended for institution libraries.

## 2. Personnel

An inventory of library personnel, including library school graduates, para-professionals, and all other staff working in Oklahoma libraries is needed to provide a firm foundation for planning in the areas of recruitment, continuing education, and certification of librarians and to locate potential leadership for library development statewide. This could well be a multi-divisional project of the Oklahoma Library Association in cooperation with the Oklahoma LSCA Advisory Council. There are, however, sufficient data to conclude that Oklahoma has a shortage of library staff sufficient for adequate services, but at the same time, there are few openings for librarians. The persisting underdevelopment of many areas of the state in library structure and organization and the lack of financial support for libraries seem to be sufficient explanation of this paradox.

### a. Public Libraries

There were only 60 1/4 library school graduates in full-time equivalents working in Oklahoma public libraries in 1971 according to figures reported to the Oklahoma Department of Libraries. This compares with an estimated 340 which are needed based on the O. L. A. standards applied to the population of the eleven substate planning districts.

Of these 60 1/4 professional librarians, 10 were the only professional staff of as many unaffiliated libraries, with a combined service area population of 167,573. Forty-two were employed by the two city-county libraries (Tulsa and Oklahoma City) and the other 8 1/4 were employed in the six multi-county library systems reporting.

The 1971 figures reported total staff, professional and all other, numbered 636 in full-time equivalents, plus some additional part-time or temporary employees working varying hours. This compares with 1,022 projected to be required for the 11 substate planning districts if the O. L. A. standards are met.

b. Academic Libraries

Librarians working in 32 Oklahoma colleges and universities which reported to the National Center for Educational Statistics had a total of 170.8 librarian staff members in the fall of 1971. Students enrolled for these same libraries numbered 91,710 (F-TE).

Measured by the quantitative standards for four-year and two-year institutions which were used in the National Inventory of Library Needs (American Library Association, 1965), these 32 reporting libraries needed 322 librarians for adequate service.

Using this measure, Oklahoma's academic libraries have only 53% of the needed librarian staff members and an additional 151.2 librarians are needed to work in these academic libraries in the State although there are few vacancies for which funds are budgeted.

c. School Libraries

Again, data are lacking about the number of persons working in school libraries in Oklahoma, and also about the number of school library media centers in operation. However, there are strong indications that qualified personnel are in short supply.

For example, the Summary Report of the President's Task Force on Elementary School Library Media Centers (unpublished) prepared for the Board of the Oklahoma Library Association in March, 1972, states:

"Of the 32.48 per cent of schools which responded with some form of centralized collection, approximately half (53.24%) had personnel certified in the areas of library or audiovisual. However, this must be considered in terms that many of the certified persons served a number of buildings. Those personnel with certification reported a limited number of semester credit hours in audiovisual preparation. The committee felt justified in generalizing that librarians themselves need more preparation in the area of audiovisual materials in order to administer a unified library media program."

### 3. Facilities

#### a. Public Libraries

In preparation for the administration of newly authorized funds for Title II LSCA, the Department of Libraries surveyed public libraries in May, 1964, about their library facilities with the following results:

Library buildings (main and branch) -- total	144
Replies received	101
No replies	43
Building considered adequate, or fairly so by the person answering the survey questionnaire	49
Library officials interested in Federal funds	51
Library officials who are interested in receiving Federal funds, and who are already planning building construction	15
Agencies in buildings less than 20 years old	34 (built after 1945)
Agencies in buildings 35 years old or more	30 (built before 1930)
Agencies in buildings 50 years old or more	12 (built before 1915)

Since 1964, twelve projects have been approved for the construction of public library facilities in Oklahoma with LSCA funds. These new and remodeled buildings include a total of 177,500 square feet.

The Department's Construction Consultant estimates that statewide, two-thirds of existing library facilities need to be replaced. A rule of thumb figure based on the Public Library Systems Model on page 24.2 indicates that to meet the needs of Oklahoma citizens approximately 1,411,456 square feet of efficient and well-designed library facilities would be needed.

b. Academic libraries

Using various published reports available, statistics have been compiled showing a total of 3,094,675 square feet devoted to library facilities in Oklahoma's 42 institutions of higher education. This varies by institution with a range of 620 square feet to 232,096.

Again, valid statistical studies need to be brought together which would give figures (1) on an individual institution basis, and (2) projected against total potential student body in the state.

c. School libraries

The North Central Association Standards (1972) for the instructional media program in secondary schools provide the following quantitative measures of adequacy:

Instructional Materials Center and Equipment. The center shall be attractive, easily accessible, well-lighted, appropriately equipped, and shall accommodate the following proportions of the enrollment at reading stations: In schools enrolling up to 1000 pupils, 8 per cent but not less than 40 pupils. In schools enrolling from 1000 to 1999 pupils, 7 per cent but not less than 80 pupils. In schools enrolling 2000 or more pupils, 5 per cent but not less than 140 pupils. The center shall not be used as a study hall requiring supervision by the professional staff and reducing reading stations to fewer seats than required above. Sufficient work room and storage space shall be provided.

The Standards further state, "The highschool library must be housed in the highschool building."

No published figures are available showing how Oklahoma's secondary school libraries measure up to these standards. However, there are (11/1972) only 161 North Central Accredited highschools in Oklahoma out of a total of 485 highschools in the state. At best, it might be assumed that only one out of every three highschools in Oklahoma has adequate library facilities (or materials, or personnel).

The report of the OLA President's Task Force on Elementary School Library

Media Centers states that 43.79% of their respondents to a 1972 survey showed only classroom collections. Slightly over 13% revealed partial centralization, and centralized collections were found in only 32.48% of the replies. (A total of 902 of the 1,144 elementary school principals surveyed responded.)

## STATE LIBRARY AGENCY

### INTRODUCTION

The first territorial library agency for Oklahoma was created in 1890 by the First Legislative Assembly of the Territory of Oklahoma. In 1907, upon achieving statehood, the first reference to the Oklahoma State Library appeared in the Session Laws of Oklahoma. This agency for years served, for the most part, as the agency to provide information to state government, particularly law. In 1919, the Legislature created the Oklahoma Library Commission to serve as a state level library support agency. In 1935, the Brookings Institute recommended that the two agencies be combined; this was finally achieved in 1953, giving Oklahoma a comprehensive library agency at the state level. Full recognition of the enlarged status came in 1967 when the Oklahoma Library Code created the Oklahoma Department of Libraries, with all property, services and powers of the former Oklahoma State Library transferred to the new Department.

Thus, this State differs from many in the country which have several state level agencies with diverse responsibilities. Because of centralized administration of services, facilities and materials collection, a broad perspective of needs, goals and objectives for service to all the citizens of Oklahoma is afforded. The same collection, and to a great extent the same personnel, are used to provide library and information services to all. While service to various library user groups is difficult to break out by category, in practice the integrated approach to providing state library services makes possible a more comprehensive and coordinated program.

Our program is based on the philosophy that information, whether in books, serials, audio-visual materials, archives, machine readable data bases or other sources, is the province of libraries and that services derived from these sources are library services. The charge to the state library agency in the Oklahoma Statutes supports this philosophy. The goals and objectives set forth in this Program are based on this thesis.

The Director also attended the Philadelphia meeting of the Bureau of Libraries and Educational Technology on their goals, and the Director and Associate Director for Planning and Research were present at the Washington, D. C. Conference held in Arlington, Virginia, February 22-24, on the implementation of the amended LSCA.

In order to strengthen the Department's capacity to plan, a Research Statistician was added to the staff in the summer of 1971, and a number of background papers prepared on such questions as minority groups in Oklahoma, the aging in Oklahoma and poverty in Oklahoma. Presentations were made at the meetings of the Advisory Council, the library systems, and the Department of Libraries Board. These were based on the 1960 census. Since the new census figures came out, continued statistical studies have been prepared on these and related topics.

Coordinated planning for library services statewide has been made possible by the widely representative membership of the LSCA Advisory Council, and the close working relationships existing between the Department of Libraries and other state agencies, such as the State Department of Education, the Board of Regents for Higher Education, the Rehabilitative Services Division of the State Department of Institutions, Social Welfare, and Rehabilitation, and the Department of Corrections.

A list of the present LSCA Advisory Council members follows.

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1.3

The Department is organized into four branches, as follows:

(1) Administrative Branch, with the Director of the Department as head. Within the Branch are the administrative, planning, budgeting, research, public information, data processing, mail, delivery, personnel, and fiscal services of the agency. The Branch is responsible for the development of State plan documents and for reporting to the Office of Education, the Department of Libraries Board, the State Budget Division, and other State and Federal officials. It is responsible for LSCA Title III projects involving data processing such as MARC-Oklahoma, and those which involve Title I projects such as the Information Management Program for the Eastern Oklahoma District Library. Interstate cooperative library programs, such as SLICE, have been the primary responsibility of this Branch. Compilation of statistics for public, school, academic and college libraries is the joint responsibility of this Branch and the Library Services Branch.

(2) Governmental Services Branch, under the direction of the Associate Director for Governmental Services. This is the reference and information services branch of the Department. General reference and loan services are provided to other libraries of the State through OTIS (Oklahoma Teletype Interlibrary System), to state agencies, State officials and employees, and to the Legislature. Special collections include law materials and materials about the Oklahoma Legislature and the legislative process. Law and archival materials are circulated to other libraries throughout the State on

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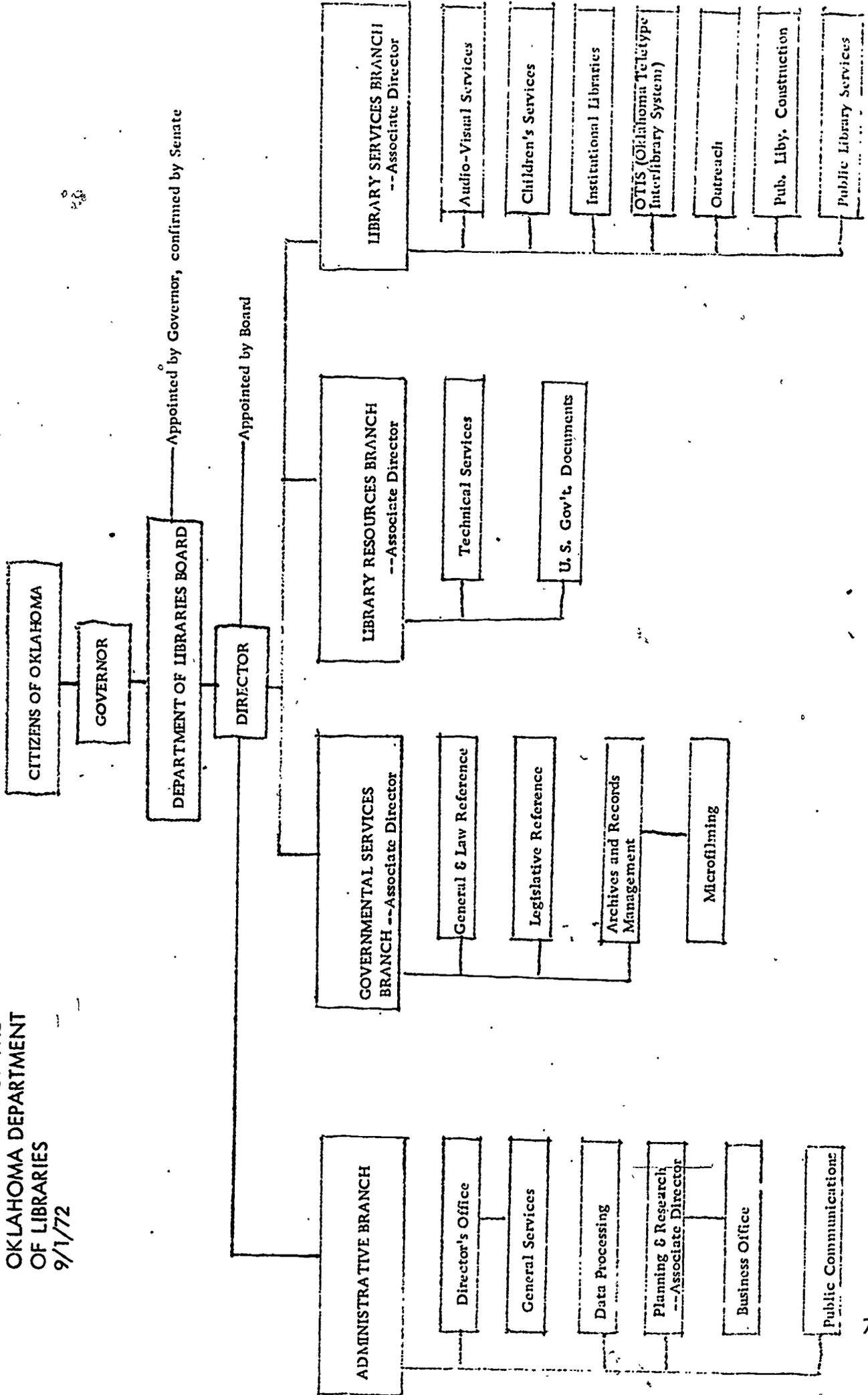
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1.4

(4) Library Services Branch, under the direction of the Associate Director for Library Services. This Branch is responsible for the development of public library facilities and services, for operation of the OTIS interlibrary loan network, for services to institution libraries, and for general public library consultant services. These are all projects under Titles I, II or III of LSCA.

ORGANIZATION OF THE  
OKLAHOMA DEPARTMENT  
OF LIBRARIES  
9/1/72



## STATE LIBRARY AGENCY

### GOALS FOR THE OKLAHOMA DEPARTMENT OF LIBRARIES

To fulfill its responsibilities as set forth under State and Federal law to serve as "the official library agency of the State and... discharge the responsibilities and exercise the authority of the State with respect to all public and special libraries."<sup>1</sup> The Oklahoma Statutes charge the agency with the duty both generally and specifically for library services, research and development.<sup>2</sup> The Library Services and Construction Act requires this agency to administer the Act as set forth in its rules and regulations.

#### SUB-GOALS

1. To assist and supervise the establishment and operation of public library systems to achieve the goals as set forth under that section of this program.
2. To administer a program of state aid for public libraries based on the accreditation of public libraries.
3. To provide consultant and liaison services to the state's public and other libraries as needed.
4. To administer the Library Services and Construction Act under Federal and State regulations.
5. To work with other library components in the State including professional associations and other state agencies with library responsibilities to further interlibrary cooperation and coordination.
6. To develop programs, conduct research, and provide services most feasibly accomplished on a statewide basis, including those for all kinds of libraries.
7. To fulfill its statutory responsibility for special library and informational services

<sup>1</sup>65 O.S. 1971, §3-101

<sup>2</sup>65 O.S. 1971, §3-105

to the people in state government agencies.

8. To continue encouragement of and participation in interstate collaborative library efforts.

9. To investigate and participate in applications of technology to libraries, including data transmission through various telecommunications media, microform, the use of data processing hardware and software, audio and video technology and other new scientific developments, and to encourage others to do so.

10. To participate in and encourage investigation of new and/or alternate methods and structures for delivering information and materials to present and potential users.

11. To work towards the obtaining of accurate data and information on library operations in order to insure sound planning.

12. To strengthen the capacity of the state library agency to carry out its responsibilities and to coordinate the functions of all types of libraries.

## OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To offer an automated catalog card production service to public library systems from the MARC tapes by July 1, 1973, and to other Oklahoma libraries by July 1, 1977.

### Tasks to Accomplish the Objective

(1) Library systems to begin receiving their books directly from publishers and perform the physical processing of their books locally by February 1, 1973.

(2) Concentrating on the professional aspects of technical services, determine what can best be done centrally for the entire State and develop standardized procedures for these services by July 1, 1973.

(3) Begin operation of the MARC-Oklahoma CATCARD project for public library systems by July 1, 1973.

(4) Offer CATCARD services to other Oklahoma libraries by July 1, 1977.

2. To offer library users of the State access to an automated Union Catalog of major holdings in libraries in Oklahoma by July 1, 1977.

### Tasks to Accomplish the Objective

(1) Develop preliminary plans for automating the acquisition procedures of the Department by January 1, 1974.

(2) Put the Department's serials holdings in machine-readable form (MARC) with automated control established by July 1, 1974.

(3) Begin catalog card production for the Department's monograph acquisitions from the MARC tapes by July 1, 1974.

(4) Convert the entire ODL holdings to the MARC format and begin production of a microform catalog by July 1, 1976.

(5) By adding holdings of the State's major libraries to the MARC union catalog by July 1, 1977.

3. To strengthen the Department's materials holdings, especially in the areas of its specialization, in order to fulfill its responsibility as one of the major resource centers in the State for the OTIS interlibrary loan network.

Tasks to Accomplish the Objective

- (1) Develop staff specialists in all areas of materials selection by subject area responsible for building collections of the Department.
- (2) Bring the holdings of the Department up to the standards in the publication Standards for Library Functions at the State Level. This involves securing more funds for purchase of library materials by the Department.
- (3) Develop a plan for coordinated acquisition of materials with the other resource libraries of the State.
- (4) Establish Oklahoma Documents depositories in the public library systems of the State by July 1, 1974.
- (5) Establish centers for the collection of local archives and records in the public library systems of the State by July 1, 1977.
- (6) Publish a guide to the use of the archival holdings of the Department by July 1, 1973.
- (7) Work with the Governor's Office, the Legislature, and the other State agencies to increase the coverage of deposit of State documents with the Department as required by law.
- (8) Begin regular publication of lists of State documents received on deposit by July 1, 1974.
- (9) Decide on appropriate classification scheme for Oklahoma documents and add to the Union Catalog in MARC format by July 1, 1977.
- (10) Consolidate the Department's holdings physically by July 1, 1974, when the new building will be ready for occupancy.
- (11) Identify necessary duplication of Department materials in the State Capitol quarters and new building by July 1, 1974.

4. To strengthen the Department's leadership role in the coordination of library services Statewide among all types of libraries.

Tasks to Accomplish the Objective

- (1) Develop and make effective a clearer definition of the Department's responsibility in the area of coordination with the assistance of the LSCA Advisory

6. To conduct an effective public communications program which will disseminate widely the services and programs, policies and procedures, and planning documents of the Oklahoma Department of Libraries; and to assist local libraries in their public communication efforts.

Tasks to Accomplish the Objective

(1) Make the LSCA Longrange Program, Basic State Plan, and Annual Program widely available to all interested persons. The documents will be available through ERIC, will be published in the Oklahoma Gazette as part of the State's administrative Rules and Regulations, and will be publicized in the Oklahoma Librarian, official journal of the Oklahoma Library Association. Copies will be supplied upon request to anyone in Oklahoma who desires them.

(2) Continue publication of the various Department newsletters and others which may be needed, prepare folders and brochures, reports and directories, illustrating the work of the Department.

(3) Offer consultant services to other libraries in the State on public information problems; conduct workshops and institutes on public information methods.

## MEASURES OF ACCOMPLISHMENT

1. The following statements of criteria will be used in evaluating the effectiveness of the Department's programs and services:

- (1) Standards for adequacy of library services as set forth in the Basic State Plan.
- (2) Goals for the State of Oklahoma as developed by the official State planning bodies, the Governor, and the Legislature.
- (3) The specific goals, objectives, and tasks set forth in this Longrange Program.

2. Each area of responsibility within the Department will be asked to set forth written goals, objectives, and tasks for each of its activities in the light of the overall goals of the Department, and to establish quantitative measures of work performed. Self-evaluation will be conducted at least annually, resulting in a written report and revised goals, objectives, and tasks for each area.

3. Continuous review and evaluation of the Longrange Program will be carried on during the year by the LSCA Advisory Council and Department staff, resulting in revised goals, objectives, and tasks for the Department.

## PUBLIC LIBRARIES

### INTRODUCTION

The library profession in Oklahoma became committed to the concept of larger units of service for public libraries no later than 1955 when, as a result of hard work by the Oklahoma Library Association's Library Development Committee, the Legislature passed the Multi-County Library Act which authorized the creation of library units serving more than one county. That same year, staff members of the (then) Oklahoma State Library, and Richard Chapin of the O. U. Library School faculty, a member of the OLA Library Development Committee, toured the State explaining the multi-county idea.

The organization of multi-county public libraries under a single administration was made possible in Oklahoma because county libraries had failed to develop. There were various reasons for the dearth of county libraries, paramount among them being the low population and the low financial support base existing in all but the two metropolitan counties.

This commitment to multi-county library development was reaffirmed by the State association's efforts in securing a special appropriation in 1957 of \$27,579 to match the first Federal Library Services Act funds allotted to the State.

In 1960, during the closing days of the Oklahoma Legislative session, the Association succeeded in pushing through a bill calling for a Statewide vote on a proposed amendment to the Oklahoma Constitution which would make it possible to fund multi-county library systems from the county ad valorem tax. The decision not to permit the tax money to be collected and spent for libraries serving a single county (except for Tulsa and Oklahoma Counties) was made after thorough study and debate among the library proponents.

This decision was reaffirmed when the Oklahoma Library Code was drafted by a committee of OLA members, trustees, and other library supporters and pushed through the legislature in 1967. This streamlined the machinery for the establishment of multi-county public library systems, and has resulted in more rapid organization of

systems since the Code was adopted. Organization of the Libraries Legislative Conference Committee which drafted the Code and its final adoption took countless manhours of discussion, debate, and study, lasting over a period of some eighteen months.

The multi-county public library system, under a single administrative body, seems to be for Oklahoma potentially the best delivery system for public library services in terms of efficiency and economy. There are still problem areas of legislation, financing, organization, and operation of multi-county libraries which need investigation and experimentation before maximum service can be provided to Oklahomans.

As of June 30, 1955, there were 21 counties in Oklahoma which had no publicly supported library service, and per capita support averaged 49¢.

As of June 30, 1972, there was one county without a publicly supported public library. Per capita support statewide averaged \$1.88 for FY71, while for the counties served by multi-county libraries and city-county libraries (Tulsa and Oklahoma Counties), per capita support was \$2.83.

## GOALS FOR PUBLIC LIBRARIES IN OKLAHOMA

1. Coverage of the State with public library services which are easily accessible to all.
2. Adequate funding.
3. Adequate staffing.
4. Facilities adequate to house good library services.
5. Improved management for efficient and economical operation.
6. Improved performance in meeting user needs and in reaching non-users.
7. Coordination of services with those of other libraries in the State--academic, school and special.
8. Cooperative projects across state lines where desirable for most efficient delivery of library services.
9. Making public libraries increasingly more relevant to Oklahoma's Indian, Black, and other groups which are isolated from the mainstream either by economic, cultural, physical, or geographic factors. Included are migrant workers, the elderly (Oklahoma's largest minority group), the institutionalized, the physically handicapped, the school dropout, the rural isolated and those living in the disadvantaged areas of the larger cities.

## OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To establish multi-county public library systems under the Oklahoma Library Code in all substate planning districts and in all 77 counties by 1977.

Since 1960, when the Constitutional Amendment made it possible for multi-county libraries to be funded locally, 27 counties have organized into multi-county library systems (or metropolitan library systems). All multi-county libraries have been funded during the establishment period by combined State and Federal (LSCA) funds administered by the Department of Libraries and operation of the systems has been supervised by the Department in an initial demonstration period before the tax was voted.

Where it is feasible to vote the tax first and then apply to the Department for an establishment grant, this method will be offered as a desirable alternative.

Timetable for accomplishing this objective.

By June 30, 1973, counties organized into multi-county library districts will number 32.

By June 30, 1974, counties organized into multi-county library districts will number 40.

By June 30, 1975, counties organized into multi-county library districts will number 50.

By June 30, 1977, counties organized into multi-county library districts will number 77.

It is anticipated that at some time during the 5-year period a simultaneous tax election might be held in all counties which have not voted the tax.

2. To remove Constitutional barriers which prevent the development of multi-county library districts which coincide with the substate planning districts.

The Library Amendment (Oklahoma Constitution, Article 10, Section 10-A) stipulates that Oklahoma and Tulsa Counties must spend tax money collected entirely within the county. This prohibits the establishment of consolidated metropolitan library systems including parts of other counties in the metropolitan area, and equally prevents the enlargement of these metropolitan systems to include other counties in the substate planning district.

3. To remove the Constitutional limit on the ad valorem tax which may be voted to support public library systems.

The Oklahoma Constitution, Article X, Section 10-A, provides that the special library tax may be voted in the amount of not less than one nor more than two mills on the assessed valuation of county property.

Although the Oklahoma Library Code stipulates that public library systems may receive funds from other tax sources (such as a city sales tax) when the appropriating body is

willing to grant them, the ceiling on the amount of millage that may be voted effectively limits the growth of services. Furthermore, it is a handicap in designing a state aid formula which includes a local effort factor.

If the local collection and distribution of the special library tax continues, it will be desirable to remove the millage limit.

4. To investigate desirable alternatives to the local collection and distribution of ad valorem taxes for libraries.

If recent court rulings on the collection of ad valorem taxes for educational purposes are held to apply to the special ad valorem taxes for health and library purposes, library supporters will be forced to look to other methods of funding public library systems.

#### Tasks to Accomplish Objectives Nos. 2, 3, and 4.

(1) Establish liaison with the Oklahoma Commission on Ad Valorem Tax Structure and Public School Finance.

(2) Establish liaison with the State Department of Health, which faces a similar problem in support for the county health units established and funded by the ad valorem tax authorized in the Oklahoma Constitution, Article X, Section 10-B.

(3) Mobilize a Task Force consisting of members of the LSCA Advisory Council, the Oklahoma Department of Libraries Board, and the Oklahoma Library Association's Library Development Committee, to study the problem of financing public library systems and propose feasible and desirable alternatives.

#### Timetable.

The Commission is expected to make some recommendation to the Legislature during the 1973 session, but it is doubted whether action will be taken before the 1974 session. Therefore, the Library Task Force should be implemented immediately in order

be informed of the progress being made by the Commission.

5. To recruit highly qualified staff to work in Oklahoma libraries.

The quality of staff working in public libraries is corollary to the improvement of public library services.

Tasks to Accomplish the Objective.

- (1) Support and strengthen the University of Oklahoma School of Library Science as a potential source of future professional leadership in Oklahoma.
- (2) Utilize funds available through the Dorothea Dale Continuing Education for Librarians Fund to provide continuing self-development opportunities for the staff of the Department of Libraries and libraries Statewide, and seek other funds.
- (3) The Oklahoma Department of Libraries, library association, and other groups will cooperate in providing continuing education opportunities.
- (4) Prepare and disseminate research studies on staffing patterns, salaries, qualifications of staff, and related subjects, to include information on sources of outside funding for library staff purposes and the use of volunteers.
- (5) Develop positive human relations programs in public libraries Statewide to create an environment in which library workers can produce the most effective service.
- (6) Recruit able persons from minority groups for library positions and provide job opportunities for them.
- (7) Establish guidelines for position classification plans and employee personnel policies which will afford reasonable job security and attract able employees and utilize these in accreditation of public library systems by the Department of Libraries.

(8) Develop a certification program for all professional librarians.

6. To seek increased funds, Federal, State, and local, for public library services and construction.

Tasks to Accomplish the Objective.

(1) Seek the maximum appropriation for library services authorized by Congress under the Library Services and Construction Act, all titles.

(2) Support the proposed new title providing special grants for urban libraries to be administered by the state library agency.

(3) Mobilize support for increased state aid for public library systems and develop effective formulas and guidelines for equitable distribution.

7. To mobilize the educational and cultural leadership of the State in support of total library service.

Tasks to Achieve the Objective

(1) To assist with the planning, financing, and co-sponsorship of a Governor's Conference on libraries in the State.

8. To utilize technology in new ways for better bibliographic control, internal operation management, and delivery systems for public library services.

Tasks to Achieve the Objective

(1) To operate an interlibrary loan teletype network for public libraries and other libraries in the State.

(2) To fund an experimental model information management program for the Eastern Oklahoma District Library which may be extended to other public libraries in the State if successful. This program will provide an automated system of bibliographical and circulation control.

9. To identify the special problems of metropolitan and rural libraries in Oklahoma and develop strategies to solve them.

Tasks to Achieve the Objective

(1) To meet with the librarians of the metropolitan and rural systems regularly and consult on their special problems.

(2) Through research, to compile information effecting the metropolitan and rural libraries in Oklahoma and disseminate these findings to the libraries concerned.

10. To make public libraries increasingly more relevant to Oklahoma's Indian, Black, and other groups which are isolated from the mainstream either by economic, cultural, physical, or geographic factors. Included are migrant workers, the elderly (Oklahoma's largest minority group), the institutionalized, the physically handicapped, the school dropout, the rural isolated and those living in the disadvantaged areas of the larger cities.

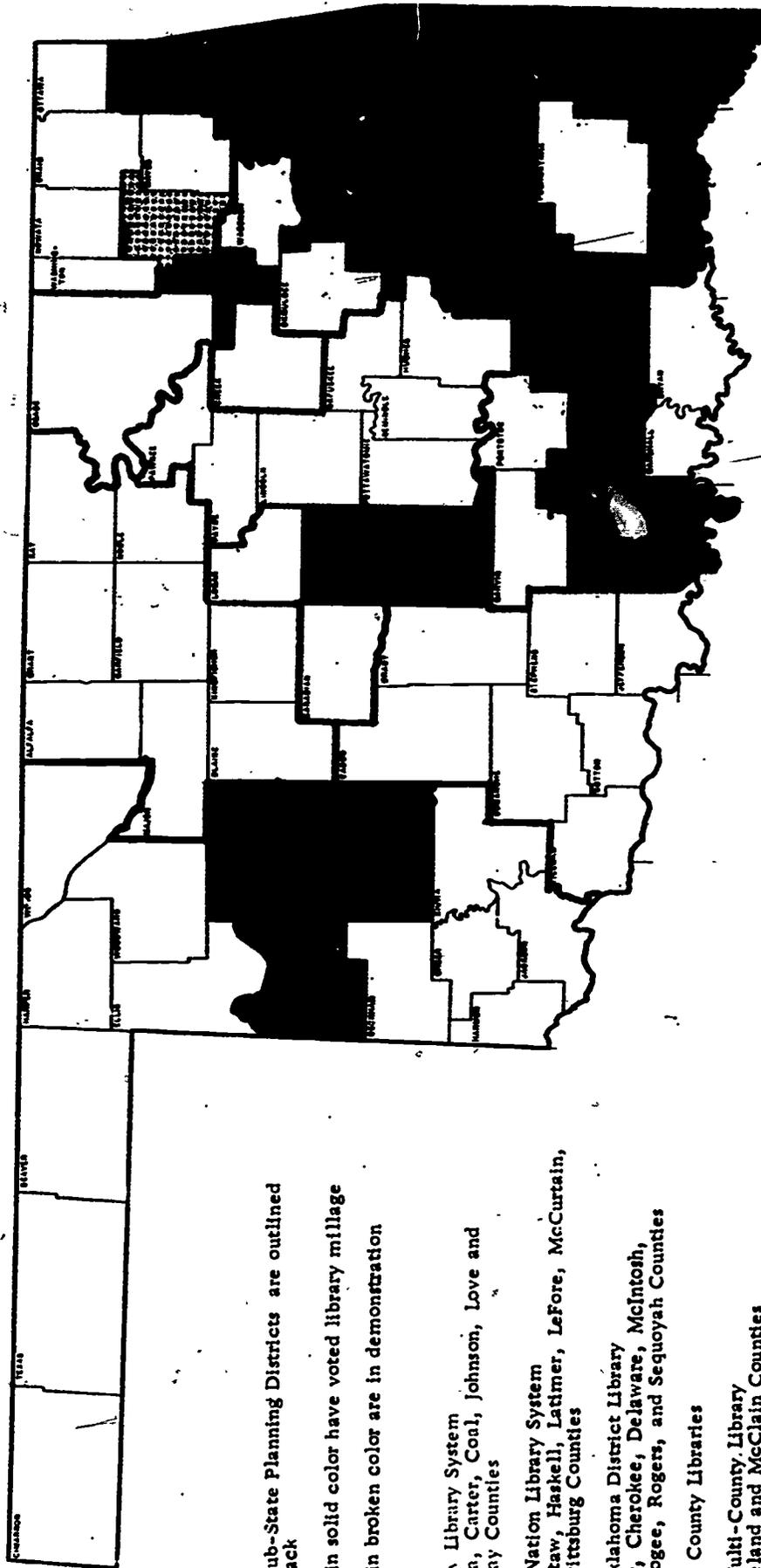
Tasks to Achieve the Objective

- (1) To carry out a series of workshops for local library staffs which will make them more aware of the needs of the disadvantaged in their public.
  - (2) To carry out a program to encourage libraries in the State to engage in positive human relations programs with their staffs.
  - (3) Through experts, consultation services, loan services, research and publications to perform leadership role in improving library services to the disadvantaged.
11. To pursue the development of interstate library service programs and projects which will bring better services to the corners of the State and other border areas which could best be served by the cooperative efforts of several states.

Tasks to Achieve the Objective

- (1) To support in every way possible the efforts of the Southwest Interlibrary Cooperative (SLICE) Endeavor.

**PUBLIC LIBRARY SYSTEMS IN OKLAHOMA**



Official Sub-State Planning Districts are outlined in black

Counties in solid color have voted library millage

Counties in broken color are in demonstration stage

**Chickasaw Library System**  
 Atoka, Carter, Coal, Johnson, Love and Murray Counties

**Choctaw Nation Library System**  
 Choctaw, Haskell, Latimer, LeFlore, McCurtain, and Pittsburg Counties

**Eastern Oklahoma District Library**  
 Adair, Cherokee, Delaware, McIntosh, Muskogee, Rogers, and Sequoyah Counties

**Oklahoma County Libraries**

**Pioneer Multi-County Library**  
 Cleveland and McClain Counties

**Tulsa City-County Library**

**Western Plains Library System**  
 Curter, Dewey, Roger Mills, and Washita Counties



## OKLAHOMA PUBLIC LIBRARIES GOALS FOR '75

Prepared by the Advisory Committee on Public Library Standards for the Board of the  
Oklahoma Department of Libraries  
April, 1969

### WHY HAVE A PUBLIC LIBRARY?

"The public library is a way of escape from the narrow area of our individual lives into the field, finite, no doubt, but unbounded, of the wisdom and experience of all mankind. It is not the only way of escape, but for the majority of us it is by far the widest and the easiest to pass through, thus the one that we should be most careful to keep open and free from impediments.

"For the overwhelming majority, the quickest and easiest access to the world's best thought is through the public library. To maintain this source of information open to all and unpolluted by any self-seeking interest is a task important beyond all computation, not to ourselves alone but to the world."

- Gerald W. Johnson

### I. INTRODUCTION

Every citizen has the right to good library service. In Oklahoma many citizens have no library service, while others are receiving minimal service. There are 116 individual public libraries striving to give service to 676,565 people, and six library systems are serving 1,034,650. 617,069 Oklahomans do not have access to public library service at all. A library is not static but grows with the community and with the requests for increased resources and expanding services. The economic growth of the State and the educational development of its citizens are tremendously affected by the library service available. Deprived of the ability to obtain information freely, industry suffers, people wither intellectually, and democracy is ineffective.

Based upon these beliefs and the belief that citizens should have some basis for evaluating the library services available in the State, the following document has been developed to provide a simple, straightforward series of standards for public library service in Oklahoma, which can serve as a supplement to the American Library Association's Minimum Standards for Public Library Systems, 1966.

### ADVISORY COMMITTEE ON PUBLIC LIBRARY STANDARDS

Mrs. Allie Beth Martin, Chairman  
Ralph H. Funk, Co-Chairman  
Mrs. Billee M. Day  
Charles Gerlach  
Mrs. Sybil Hall  
Miss Jean Harrington

Director, Tulsa City-County Library System  
Director, Oklahoma Department of Libraries  
Librarian, Chickasaw Multi-County Library  
Oklahoma Department of Libraries Board  
Chcctaw Nation Libraries Board  
Librarian, Public Library of Enid and  
Garfield County

(Continued)

State Level.

(5) Co-sponsor with the Oklahoma Library Association and other library groups a Governor's Conference on Libraries in the Total Educational Process by late 1973.

(6) Secure larger funding for Title III of the Library Services and Construction Act to make possible funding of local projects involving experimental programs of cooperation among several types of libraries.

5. To strengthen the Department's capability for planning and research.

Tasks to Accomplish the Objective

(1) Develop a model system of statistical data collection and dissemination for all types of libraries designed to be compatible with library statistics collected nationally by July 1, 1973.

(2) Put the library statistical data base in machine readable and manipulable form by July 1, 1974.

(3) Develop a machine readable data base of Oklahoma county and substate planning district information useful in library planning by July 1, 1974.

(4) Develop the skills of the Department's supervisory and planning staff in the practice of management by objective through inservice training and other methods.

(5) Develop valid measures of evaluation for all Department activities and services, using outside consultant help where necessary, by July 1, 1977.

(6) Survey and experiment with methods of evaluating the services of libraries of all kinds in terms of benefits to the user.

12.

ADVISORY COMMITTEE ON PUBLIC LIBRARY STANDARDS (continued)

Miss Esther Mae Henke	Associate Director, Public Services Branch, Oklahoma Department of Libraries
Mrs. Velma Lake	Librarian, Duncan Public Library
William H. Lowry	Librarian, Pioneer Multi-County Library, Norman
Mrs. Elaine Phillips	Oklahoma Department of Libraries Board
Miss Dee Ann Ray	Librarian, Western Plains Library System
Mrs. Irma Tomberlin	Assistant Professor, School of Library Science, University of Oklahoma
Mrs. Betty Lou Townley	Director, Oklahoma County Libraries
William McGalliard, Ex-officio	Chairman, Oklahoma Council on Libraries
Miss Virginia Owens, Ex-officio	President, Oklahoma Library Association; Associate Director for Planning and Re- search, Oklahoma Department of Libraries
John Bennett Shaw, Ex-officio	Chairman, Oklahoma Department of Libraries Board

OKLAHOMA DEPARTMENT OF LIBRARIES BOARD

John Bennett Shaw, Chairman	Tulsa, Oklahoma
Mrs. Georgia LaMar	Guyton, Oklahoma
Charles Gerlach	Guthrie, Oklahoma
Mrs. Elizabeth Coe	Oklahoma City
Mrs. Elaine Phillips	Oklahoma City
Walter Neustadt, Jr.	Ardmore, Oklahoma
Mrs. Lavena Williams	Coweta, Oklahoma
Ralph H. Funk	Director, Oklahoma Department of Libraries

## II. CHART OF ESSENTIAL SERVICES

- (1) For all citizens to have access to these services it will be necessary to develop a statewide network of library systems as authorized in the Oklahoma Library Code and including all types of libraries.
- (2) Citizens in library systems will have access to all of the services outlined below regardless of size of community.
- (3) Citizens in cities and towns with unaffiliated libraries will have access only to the services as outlined for the respective category.
- (4) These goals should be continuously revised.
- (5) To begin to achieve the following services, these goals for financial support are set: \$4.00 per capita for 1969; \$5.00 per capita for 1975

TYPE OF LIBRARY	SERVICES	HOURS OF SERVICE	PERSONNEL	COLLECTIONS
I. STATE LIBRARY AGENCY Oklahoma Department of Libraries				
II. MAJOR RESOURCE LIBRARIES	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Processing Center 5-Data Processing Services 6-Reference-Resource Center 7-Inter-library Communication Service (Teletype) 8-Photoduplication 9-Inter-library Loan 10-Telephone Information Service 11-Consultant Services 12-In-service training 13-Program Planning 14-Rotating Displays and Exhibits	66 - 72 hours per week (7 days, 4-5 nights)	Total Staff: 1/3 Professional, 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Subject Specialists a. Business and Technical b. Fine Arts c. Local History d. Social Science & Urban Studies 3. Library Assistants 4. Clerical and Supporting	1-2 currently useful books per capita of county population. 2-All media 3-Add 1/8 val. per capita annually 4-Add 1/2 adult non-fiction titles published annually 5-25% of collection juvenile 6-Withdrawals 5% annually 7-Subject strength in assigned areas 8-Selective depository of public documents
III. REGIONAL RESOURCE CENTER	1-General Library Service (through libraries & bookmobiles) a. Lending for home use b. Community Information Center c. Reading Guidance 2-General Cultural Services a. Programs b. Study Discussion 3-Book Evaluation Center 4-Inter-library Communication Service 5-Photoduplication 6-Inter-library Loan 7-Telephone Information Service 8-Consultant Services 9-In-service training 10-Program Planning 11-Rotating displays and exhibits	66 - 72 hours per week (6-7 days, 4-5 nights and Saturday)	Total Staff: 1/3 Professional 1 each 2,500 population including: 1. Professional Librarians a. Administrative Services b. Service for Adults c. Service for Young Adults d. Service for Children e. Extension Service f. Technical Services 2. Library Assistants 3. Clerical and Supporting	1-3 currently useful books per capita 2-All media 3-Add 1/6 val. per capita annually, including 25% new titles published annually 4-25% of collection juvenile 5-Withdrawals 5% annually
IV. CITY AND TOWN LIBRARIES	1-General Library Services a. Lending for home use b. Community Information Center c. Reading Guidance	30 - 60 hours per week If over 25,000 pop. - 66-72 hours per week	Staff: 1 each 2,500 population 1. Professional librarian in charge 2. Library assistants	1-3-4 currently useful books per capita 2-All media 3-Add 1/3 val. per capita

- 3-Book evaluation center
- 4-Processing Center
- 5-Data Processing Services
- 6-Reference-Resource Center
- 7-Inter-library Communication Service (Teletype)
- 8-Photoduplication
- 9-Inter-library Loan
- 10-Telephone Information Service
- 11-Consultant Services
- 12-In-service training
- 13-Program Planning
- 14-Rotating Displays and Exhibits

- 1- Technical Services
- 2. Subject Specialists
  - a. Business and Technical areas
  - b. Fine Arts
  - c. Local History
  - d. Social Science & Urban Studies
- 3. Library Assistants
- 4. Clerical and Supporting

- 6-Withdrawals 5% annually
- 7-Subject strength in assigned areas
- 8-Selective depository of public documents

- 1-3 currently useful books per capita<sub>2</sub>
- 2-All media<sub>2</sub>
- 3-Add 1/6 vol. per capita annually, including 25% new titles published annually
- 4-25% of collection juvenile
- 5-Withdrawals 5% annually

### III. REGIONAL RESOURCE CENTER

- Multi-County Systems
  - 1-General Library Service (through libraries & bookmobiles)
    - a. Lending for home use
    - b. Community Information Center
    - c. Reading Guidance
  - 2-General Cultural Services
    - a. Programs
    - b. Study Discussion
  - 3-Book Evaluation Center
  - 4-Inter-Library Communication Service
  - 5-Photoduplication
  - 6-Inter-library Loan
  - 7-Telephone Information Service
  - 8-Consultant Services
  - 9-In-service training
  - 10-Program Planning
  - 11-Rotating displays and exhibits

66 - 72 hours per week (6-7 days, 4-5 nights and Saturday)

Total Staff: 1/3 Professional 1 each 2,500 population including:

- 1. Professional Librarians
  - a. Administrative Services
  - b. Service for Adults
  - c. Service for Young Adults
  - d. Service for Children
  - e. Extension Service
  - f. Technical Services
- 2. Library Assistants
- 3. Clerical and Supporting

### IV. CITY AND TOWN LIBRARIES

- Over 5,000 population
  - 1-General Library Services
    - a. Lending for home use
    - b. Community Information Center
    - c. Reading Guidance
  - 2-General Cultural Services
    - a. Programs
    - b. Study Discussion
  - 3-Program Planning
  - 4-Publicity, displays
  - 5-Inter-library Loan
  - 6-Photoduplication
  - 7-Telephone Information Service

30 - 60 hours per week

Staff: 1 each 2,500 population

- 1. Professional Librarian In charge
- 2. Library assistants
- 3. Clerical and supporting staff
- 4. If over 25,000 population, add two professional librarians
  - a. Reference librarian
  - b. Children's librarian

- 1-3-4 currently useful books per capita<sub>2</sub>
- 2-All media<sub>2</sub>, except films
- 3-Add 1/3 vol. per capita annually
- 4-25%-30% juvenile
- 5-Withdrawals 5% annually

### V. COMMUNITY LIBRARIES

- 2,000-5,000 population towns under 2,000, branches of systems, or served by bookmobiles. If unaffiliated, these services only would be available.
  - 1-General Library Services
    - a. Lending for Home Use
    - b. Ready-Reference
    - c. Reading Guidance
  - 2-Publicity, displays
  - 3-Telephone Information Service
  - 4-Inter-library Loan

At least 20 - 30 hours per week

Staff: 1 each 2,500 population

- 1. Library Assistants
- 2. Clerical and Supporting Staff

- 1-At least 10,000 currently useful volumes
- 2-Popular reading
- 3-Rotating Collection
- 4-Records
- 5-General Magazines
- 6-Add 1/2 book per capita annually
- 7-1/3 juvenile
- 8-Withdrawals 5% annually

<sup>1</sup> FINANCIAL SUPPORT - Goals based on per capita support are based on maximum local effort, <sup>1/15</sup> state aid, and state equalization funds plus Federal funds. Also, the State Department of Libraries must be adequately funded to meet its goals as set forth in the Standards and to free Federal funds now being used for the operation of the State Department of Libraries.

<sup>2</sup> ALL MEDIA - The full range of materials: Books, magazines, newspapers, pamphlets, government documents, films, records, microfilm, tapes, slides, exhibits, pictures. For quantitative standards for all media except books, see Minimum Standards for Public Library Systems, 1966.



### III. WHY FREE PUBLIC LIBRARIES? PURPOSES AND FUNCTIONS

Informational, educational and cultural services to all people of all ages are the prime functions of the public library. These will be economically feasible only through a statewide network of public library systems. Such a concept includes cooperation among all types of libraries: public, school, college and university and special.

#### A. THE LIBRARY IS THE INFORMATION CENTER OF ITS SERVICE AREA:

- multi-county area      With a maximum travel time of
- county                      15 minutes for urban areas and
- city or town                30 minutes for rural areas
- trade area

#### IT PROVIDES OR LOCATES INFORMATION:

##### 1. FROM ALL TYPES OF MATERIALS IN AND OUT OF THE LIBRARY

Books	Microfilm	Talking Books
Pamphlets	16 mm. Sound	Exhibits
Magazines	Filmstrips	Pictures
Newspapers	Tapes	Documents
Film	Phonorecords	Vertical File Materials

And through bibliographic resources, directories, indexes, and catalogs.

##### 2. FROM OTHER RESOURCES OUTSIDE THE LIBRARY

- a. Other libraries
- b. Other community agencies and individuals
- c. Through the Oklahoma Teletype Interlibrary System (OTIS) directly and indirectly -
  1. Oklahoma Department of Libraries
  2. Oklahoma major resource libraries
  3. Regional bibliographic centers
  4. Library of Congress - other scholarly libraries and resource centers.

##### 3. INFORMATION IS PROVIDED

- a. In person through librarian - assistance for patron
- b. In print for use in and out of the library
- c. Through copy service (photoduplication)
- d. By telephone
- e. Through delivery and by mail for the handicapped, blind and shut-in.

##### 4. FACILITIES PROVIDED FOR INFORMATION SERVICES

- a. Individual patrons - A library (central, branch, or bookmobile within fifteen to thirty minute drive for all people.)

4. FACILITIES PROVIDED FOR INFORMATION SERVICES (continued)

- b. Group facilities - meeting rooms, seminar and study rooms for informational programs, conferences, discussion groups, storyhours.

5. STAFF - UNDER THE DIRECTION OF PROFESSIONAL LIBRARIANS AND INCLUDING SPECIALISTS

The staff provides instruction in the use of library resources and its services for individuals and groups through:

- a. Tours and seminars
- b. Informational brochures
- c. The news media

6. MAJOR EMPHASIS IS ON SERVICE FOR THE INDIVIDUAL LIBRARY USER, whether connected with business and industry, governmental agencies, research, civic and community services, educational or cultural interests.

B. THE LIBRARY IS A CENTER FOR EDUCATIONAL AND CULTURAL RESOURCES OF THE SERVICE AREA

1. PRIMARY:

For adults and children using all materials, facilities, and staff mentioned above. Also, cultural programs, listening facilities, pictures for home or office, book lists, and instruction in the use of the library.

2. SUPPLEMENTARY RESOURCE FOR:

- a. Schools
- b. Colleges and universities
- c. Museums
- d. Churches
- e. Other institutions
- f. Other civic and cultural groups which may rely on the library for -
  - 1. Materials (books, etc.)
  - 2. Facilities - small auditorium, meeting and conference rooms
  - 3. Instruction in public library use, including group visits.

IV. LIBRARY COLLECTIONS

(Excerpted from Interim Standards for Small Public Libraries, 1962)

- A. Every library should have a written statement of policy covering the selection and maintenance of its collection of books and of non-book materials.
- B. Material added to the collection should meet high standards of quality in content, expression and format and should meet the needs and interests of the individual community.
- C. The library collection should provide opposing views on controversial topics.

#### IV. LIBRARY COLLECTIONS (continued)

- D. The character and emphasis of the collection in a community library should be influenced by the existence of other library collections in the community and area.
- E. Selections of materials for the library should be determined by usefulness and should not be limited by format.
- F. All materials in a community library should be actively used.
- G. Regardless of the size of a community, its library should provide access to enough books to cover the interests of the whole population.
- H. The community library should have a sufficient number of standard reference books to supply information most frequently needed.
- I. Materials in the library should be organized following an easily understood standard style of indexing and shelf arrangement to facilitate use of the collection by the public and the staff.

#### V. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE

- A. Libraries should be organized under the Oklahoma Library Code, or if unaffiliated, under other provisions of State law.
- B. Organization of the library board, service and personnel policies and procedures, and financial records and accounting for all libraries and library systems should meet all requirements of State law and local ordinances and Federal law when Federal funds are involved.
- C. All public libraries should report annually to the appropriate governmental bodies, including city councils, boards of county commissioners, State Examiner and Inspector's Office, and the Oklahoma Department of Libraries.
- D. Trustees shall be appointed on the following basis:
  - 1. Members of the board of trustees will be chosen for their value to the citizens, government and library in interpreting the need of the community, the will of the government, and the policies of the library.
  - 2. Provisions will be made for definite staggered terms and for retirement of members of the board to insure new thinking and fresh approaches.
  - 3. The functions of the library board and of the library director should be clearly differentiated. The library board is the policy making or the legislative body and the library director is the administrative officer.
  - 4. The library boards of all public libraries should adopt by-laws for their own government and should develop, with the assistance of the librarian, written statements of goals for the library and policies, including book selection, service and personnel. The library's statement of goals should include a plan for achieving "Goals for 1975".

## V. STRUCTURE AND GOVERNMENT OF LIBRARY SERVICE (continued)

5. Board members should be members of state, regional and national library associations and should be encouraged to attend professional library meetings and conferences. Their presence is essential at board meetings, and at regional and state meetings of trustees. Consistent failure to attend meetings is adequate reason for replacement.

## VI. PHYSICAL FACILITIES

(SEE INSERT NEXT PAGE)

## VII. PERSONNEL

The library must have adequate and competent personnel to render effective service. The library's unique function of serving as the one unbiased, nonpartisan source of information for all the people calls for personnel of the highest competence and integrity. The selection of qualified staff members, as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service, and every possible technique and approach should be used to attract qualified people to the library profession.

ADEQUATE PERSONNEL TO MEET THESE GOALS WILL DEPEND ON:

1. Availability of additional graduate librarians.
2. Continuous in-service training for all levels of library employees.
3. Sufficient broad-based funding to provide salaries which are competitive with other states.

To meet these needs a concentrated program sponsored jointly by the Graduate Library School at the University of Oklahoma and the State Department of Libraries will be required.

VI. PHYSICAL FACILITIES

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS<sup>1/</sup>

Population Served	Size of Book Collection	Shelving Space		Amount of Floor Space	Reader Space	Staff Work Space	Estimated Additional Space Needed <sup>3/</sup>	Total Floor Space
		Linear	Feet of Shelving <sup>2/</sup>					
Under 5,000	10,000 vol. plus 4 bks. per capita for pop. over 3,500	1,300 linear ft. Add 1 ft. of shelving for every 8 bks. over 10,000	1,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 10,000	Min. 500 sq. ft. for 16 seats. Add 5 seats per M over 3,500 pop. served at 30 sq. ft. per reader space	300 sq. ft.	1,000 sq. ft.	3,000 sq. ft. or 0.7 sq. ft. per capita, whichever is greater	
5,000-9,999	20,000 vol. plus 4 bks. per capita for pop. over 5,000	2,500 linear ft. Add 1 ft. of shelving for every 8 bks. over 20,000	2,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 20,000	Min. 700 sq. ft. for 23 seats. Add 4 seats per M over 5,000 pop. served at 30 sq. ft. per reader space	500 sq. ft. Add 150 sq. ft. for each full time staff member over 3	1,000 sq. ft.	4,200 sq. ft. or 0.7 sq. ft. per capita, whichever is greater	
10,000-24,999	40,000 vol. plus 4 bks. per capita for pop. over 10,000	5,000 linear ft. Add 1 ft. of shelving for every 8 bks. over 40,000	4,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 40,000	Min. 1,200 sq. ft. for 40 seats. Add 4 seats per M over 10,000 pop. served at 30 sq. ft. per reader space	1,000 sq. ft. Add 150 sq. ft. for each full time staff member over 7	1,800 sq. ft.	8,000 sq. ft. or 0.7 sq. ft. per capita, whichever is greater	
25,000-49,999	75,000 vol. plus 3 bks. per capita for pop. over 25,000	9,315 linear ft. Add 1 ft. of shelving for every 8 bks. over 75,000	7,500 sq. ft. Add 1 sq. ft. for every 10 bks. over 75,000	Min. 2,250 sq. ft. for 75 seats. Add 3 seats per M over 25,000 pop. served at 30 sq. ft. per reader space	1,500 sq. ft. Add 150 sq. ft. for each full time staff member over 13	5,250 sq. ft.	16,500 sq. ft. or 0.6 sq. ft. per capita, whichever is greater	
50,000 and up	100,000 vol. plus 2 bks. per capita for pop. over 50,000	6,250 linear ft. Add 1 ft. of shelving for every 8 bks. over 100,000	10,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 100,000	Min. 4,500 sq. ft. for 150 seats. Add 3 seats per M over 50,000 pop. served at 30 sq. ft. per reader space	3,000 sq. ft. Add 150 sq. ft. for each full time staff member over 20	10,000 sq. ft.	27,500 sq. ft. or .55 sq. ft. per capita, whichever is greater	

1/ Based on Interim Standards for Small Public Libraries, 1962 - updated to provide space for books and personnel recommended in Oklahoma "Goals for 1975". For estimates of building and furniture costs, consult the annual architectural issue of the Library Journal (Dec. 1). For additional standards on the nature and quality of the building, see ALA Minimum Standards for Public Library Systems, 1966.

2/ A standard library shelf equals 3 linear feet.

3/ Space for circulation desk, heating and cooling equipment, multipurpose room, stairways, janitors' supplies, toilets, etc. as required by community needs and the program of library services.

OKLAHOMA PUBLIC LIBRARY SYSTEMS MODEL

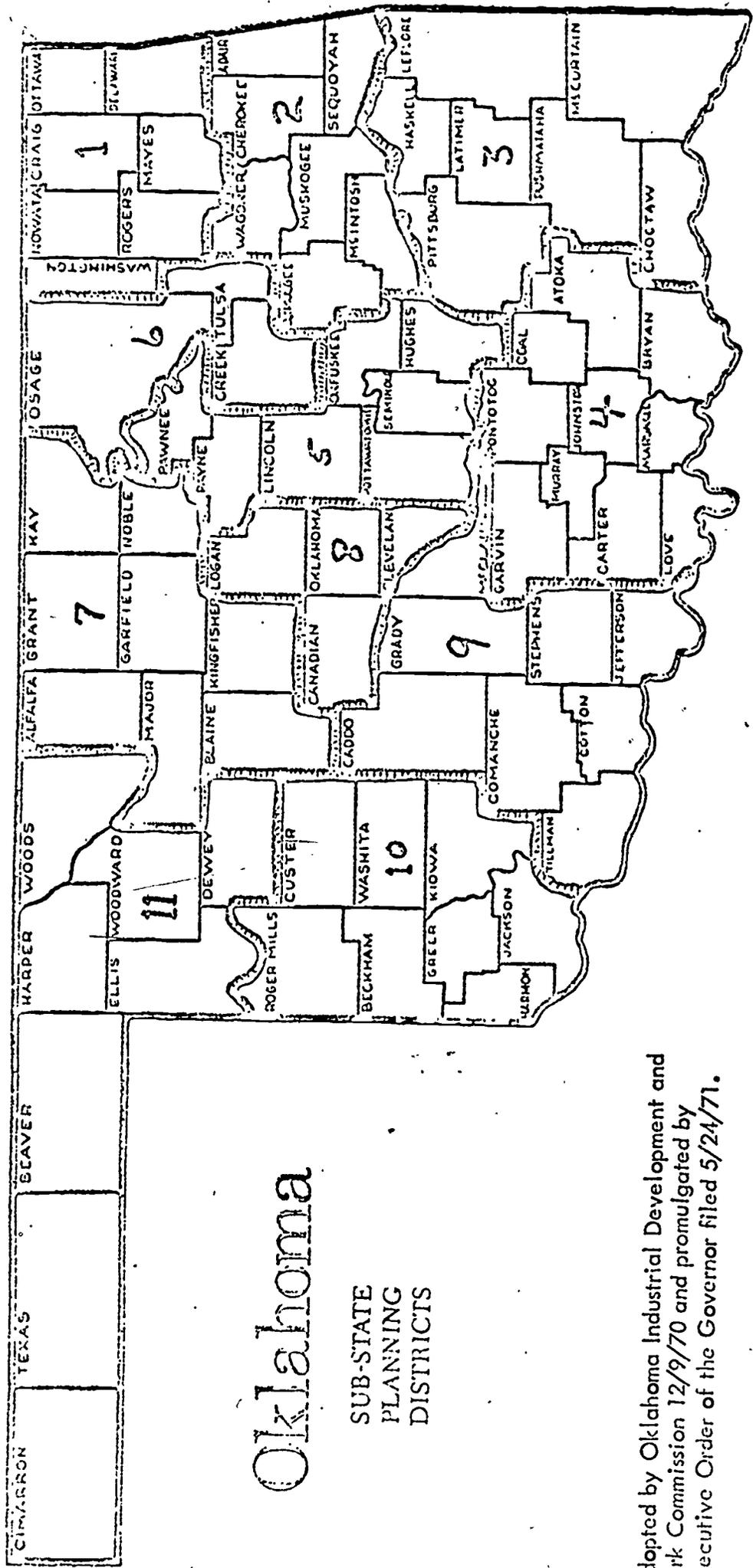
Based on Substate Planning Districts

Planning District	Population of District	Books @ 3 per capita*	Shelving @ 1 sq. ft. per ea. 10 bks.	Staff @ 1 for ea. 2500 population	Staff work space @ 150 sq. ft. per person	Reader seats @ 3 for ea. 1,000 pop.	Reader space @ 30 sq. ft. per reader	Subtotal sq. ft. 3/4 of total	Est. additional space needed bldg. maint.	Total Bldg. space needed (sq. ft.)
District #1	166,066	498,198	49,819	66	9,900	498	14,940	74,659	24,886	99,545
District #2	191,220	573,660	57,366	76	11,400	574	17,220	85,986	28,662	114,648
District #3	141,005	423,015	42,302	56	8,400	423	12,690	63,392	21,131	84,523
District #4	163,997	491,991	49,199	66	9,900	492	14,760	73,859	24,620	98,479
District #5	173,663	520,989	52,099	69	10,350	521	15,630	78,079	26,026	104,105
District #6 *Tulsa County Remainder of District	476,945 404,663 75,282	1,029,172* (803,326) (225,846)	102,917	191	28,650	1,431	42,930	174,497	58,166	232,663
District #7	160,720	482,160	48,216	64	9,600	482	14,460	72,276	24,092	96,368
District #8 *Okl. City- County Remainder of District	660,534 526,805 133,729	1,454,797* (1,053,610) (401,187)	145,480	264	39,600	1,982	59,460	244,540	81,513	326,053
District #9	243,346	730,038	73,004	97	14,550	730	21,900	109,454	36,485	145,939
District #10	111,561	334,683	33,468	45	6,750	335	10,050	50,268	16,756	67,024
District #11	70,172	210,516	21,052	28	4,200	211	6,330	31,582	10,527	42,109
	2,559,229	6,749,219	674,922	1,022	153,300	7,679	230,370	1,058,592	352,864	1,411,456

\*Tulsa City-County and Oklahoma County Library Systems standard 2 books per capita.

Other Regional Planning Districts figured at 3 books per capita. Remainder of district that includes Oklahoma City or Tulsa was figured on 3 books per capita.

Compiled 3/29/72. Needs estimates based on Oklahoma standards (Oklahoma Public Libraries: Goals for '75).



# Oklahoma

## SUB-STATE PLANNING DISTRICTS

Adopted by Oklahoma Industrial Development and  
 Park Commission 12/9/70 and promulgated by  
 Executive Order of the Governor filed 5/24/71.



AUDIO-VISUAL HOLDINGS OF OKLAHOMA PUBLIC LIBRARIES FY71

From Annual Reports to Oklahoma Department of Libraries

Unaffiliated Public Libraries	Recordings	Films	Filmstrips
Ada Public Library	---	---	187
Alva Public Library	396	---	20
Anadarko Public Library	44	---	---
Antlers Public Library	---	---	---
Ardmore Public Library	1,167	6	328
Beaver County Library	---	---	---
Blackwell Public Library	---	---	18
Boise City (Soutar Memorial)	275	---	---
Boley Public Library	---	---	---
Bristow Public Library	---	---	---
Buffalo Public Library	---	---	---
Cherokee City-County Library	---	---	---
Chickasha Public Library	73	---	---
Claremore (Will Rogers Library)	286	---	---
Crescent (Community Library)	175	---	---
Cushing Public Library	845	---	---
Dewey (Herbert F. Tyler Memorial Library)	80	---	---
Duncan Public Library	241	---	---
El Reno Carnegie Library	50	---	---
Elk City Carnegie Library	---	---	---
Enid (Public Library of Enid and Garfield County)	1,381	8	268
Fairfax Public Library	151	---	---
Frederick Public Library	---	---	---
Gage Public Library	---	---	---
Geary Public Library	---	---	---
Granfield Public Library	200	---	---
Guymon Public Library	270	---	---
Hennessey Public Library	---	---	---
Henryetta Public Library	120	1	---
Hinton	32	---	---
Hobart	135	---	---
Holdenville Public Library	---	---	---
Hominy Public Library	130	---	---
Hooker (Olive Warner Memorial Library)	106	---	---
Hugo Public Library	100	---	---
Idabel Public Library	---	---	---
Laverne (Delphian Public Library)	---	---	---
Lawton (Carnegie Public Library)	1,511	---	---
Madill City Library	---	---	---
Mangum Public Library	---	---	---
Marlow Public Library	---	---	---
Marshall (Will Rogers Library)	124	---	3

Audio-Visual Holdings of Oklahoma Public Libraries FY71  
 From Annual Reports to Oklahoma Department of Libraries

Unaffiliated Public Libraries	Recordings	Films	Filmstrips
Medford Public Library	---	---	---
Miami Public Library	---	---	---
Muskogee Public Library	---	---	---
Okeene Public Library	125	---	---
Okemah Public Library	---	---	---
Okmulgee Public Library	177	---	---
Pauls Valley Public Library	---	---	---
Pauls Valley (Garvin County Library)	80	---	---
Pawnee Public Library	163	---	---
Perkins (Thomas Wilhite Memorial)	---	---	---
Perry (Carnegie Public Library)	---	---	---
Ponca City Library	563	---	1
Pryor Public Library	567	---	2
Rush Springs Public Library	---	---	---
Sallisaw City Library	---	---	---
Sapulpa Public Library	522	---	---
Sayre Public Library	124	---	---
Seminole Public Library	---	---	---
Shawnee (Carnegie Public Library)	---	---	---
Shattuck Public Library	16	---	---
Shidler Public Library	---	---	---
Stillwater Public Library	257	---	---
Stroud Public Library	---	---	---
Tonkawa Public Library	100	---	---
Vinita Public Library	---	---	---
Wagoner (Carnegie Library)	137	---	---
Walters Public	---	---	---
Watonga Public Library	---	---	---
Waurika Library	---	---	---
Westville (John F. Henderson Public Library)	---	---	---
Wewoka Public Library	75	---	---
Woodward (Woodward Carnegie)	120	---	---
Wynnewood Public	---	---	---
Yale Public Library	216	---	---
Yukon Public Library	---	---	---
	11,134	15	827

Audio-Visual Holdings of Oklahoma Public Libraries FY71  
 From Annual Reports to Oklahoma Department of Libraries

Public Library Systems <sup>(2)</sup>	Recordings	Films	Filmstrips
Chickasaw Library System	1,823	4	47
Choctaw Nation Multi-County Library System	201	---	---
Oklahoma County Libraries	2,420	352	130
Pioneer Multi-County Library	1,318	---	100
Tulsa City-County Library	11,603	244 <sup>(3)</sup>	100
Western Plains Library System	2,500	16	---
	19,865	616	377
<b>TOTAL UNAFFILIATED LIBRARIES AND SYSTEMS</b>	<b>30,999</b>	<b>631</b>	<b>1,204</b>

(1) Reported record holdings but gave no count

(2) Does not include EODL because it had not operated as a system during the entire year and no report was filed.

(3) From NCES Public Library Survey FY71

PERSONNEL WORKING IN OKLAHOMA PUBLIC LIBRARIES FY71  
From Annual Reports to Oklahoma Department of Libraries

Library	Library School Graduates (F-TE)	Total Staff (F-TE)
Ada Public Library	0	7
Alva Public Library	1	6
Anadarko Public Library	0	4
Antlers Public Library	0	1
Ardmore Public Libraries	0	11 (plus 5 p-t)
Bartlesville Public Library	1	-- (1)
Beaver - Beaver County Library	0	2
Blackwell Public Library	0	7
Boise City - Soutar Memorial Library	0	1
Boley Public Library	0	2
Bristow Public Library	0	2
Buffalo Public Library	0	8
Cherokee City - County Library	0	2
Chickasaw Library System (Atoka, Carter, Coal, Johnston, Love, and Murray Counties, Headquarters - Ardmore)	1	20 3/4
Chickasha Public Library	1	6
Choctaw Nation Library System (Haskell, Latimer, LeFlore, Pittsburg Counties)	1	36
Claremore - Will Rogers Library	0	2
Crescent Community Library	0	1
Cushing Public Library	1	6
Dewey - Herbert F. Tyler Memorial	0	2
Duncan Public Library	1	6
Elk City Carnegie Library	0	3
El Reno Carnegie Library	0	4
Enid - Public Library of Enid and Garfield County	0	18
Fairfax Public Library	0	3
Frederick Public Library	0	5
Garvin County Library - Pauls Valley	0	4
Granfield Public Library	0	2
Guymon Public Library	0	4
Hennessey Public Library	0	2
Henryetta Public Library	0	2
Hinton- Norman Smith Memorial Library	0	1
Hobart Public Library	0	4
Holdenville Public Library	0	2
Hominy Public Library	0	2
Hooker - Olive Warner Memorial Library	0	3
Hugo - Choctaw County Library	0	2
Idabel Public Library	0	2
Lawton Carnegie Public Library	0	11 1/2

Personnel Working in Oklahoma Public Libraries FY71  
 From Annual Reports to Oklahoma Department of Libraries

Library	Library School Graduates (F-TE)	Total Staff (F-TE)
Madill City Library	0	1
Mangum Public Library	0	2
Marlow Public Library	0	1
Medford Public Library	0	1
Miami Public Library	0	9
Muskogee Public Library	1	12 (plus 5 p-t)
Okeene Public Library	0	1
Okemah Public Library	0	3
Oklahoma County Libraries	23	127
Okmulgee Public Library	0	5
Pauls Valley Public Library	0	2
Pawnee Public Library	0	1
Perkins - Thomas-White Memorial Library	0	1
Perry Carnegie Public Library	0	4
Pioneer Multi-County Library (Cleveland & McClain Counties, Headquarters-Norman)	5 1/4	25
Ponca City Public Library	1	10
Pryor Public Library	0	3
Rush Springs Public Library	0	1
Sallisaw City Library	0	1
Sapulpa Public Library	1	3
Sayre Public Library	1	1
Seminole Public Library	1	2
Shattuck Public Library	0	2
Shawnee Carnegie Public Library	0	7
Shidler Public Library	0	1
Stillwater Public Library	0	8 1/2
Stroud Public Library	0	2
Tonkawa Public Library	0	3
Tulsa City-County Library System	19	152 3/4
Vinita Public Library	0	3
Wagoner Carnegie Library	0	2
Walters Public Library	0	1 1/2
Watonga Public Library	0	4
Western Plains Library System	1	13 (plus 7 p-t)
Westville Public Library	0	1
Wewoka Public Library	0	3
Woodward Carnegie Library	0	3
Wynnewood Public Library	0	2
Yale Public Library	0	1
Yukon Public Library	0	3
Total	60 1/4	636 (plus)

(1) No report.



Transmis      2 Site Addresses:

- |  |   |
|--|---|
| District 1. Bartlesville - U.S. Bureau of Mines<br>Petroleum Research Center Library<br>Bartlesville, Oklahoma 74003 | District 7. Enid - Public Library of Enid and Garfield County<br>120 West Maine<br>Enid, Oklahoma 73701         |
| District 2. Muskogee - Eastern Oklahoma District Library<br>801 West Okmulgee<br>Muskogee, Oklahoma 74401            | District 8. Oklahoma City - Oklahoma County Libraries<br>131 N.W. Third Street<br>Oklahoma City, Oklahoma 73102 |
| District 3. McAlester - Choctaw Nation Library System<br>401 North Second Street<br>McAlester, Oklahoma 74501        | District 9. Lawton - Lawton Public Library<br>P.O. Box 1128<br>Lawton, Oklahoma 73501                           |
| District 4. Ardmore - Chickasaw Library System<br>22 Broadlawn Village<br>Ardmore, Oklahoma 73401                    | District 10. Clinton - Western Plains Library System<br>P.O. Box 627<br>Clinton, Oklahoma 73601                 |
| District 5. Stillwater - Stillwater Public Library<br>206 West 6th Street<br>Stillwater, Oklahoma 74074              | District 11. Guyman - Guyman Public Library<br>206 West 5th Street<br>Guyman, Oklahoma 73942                    |
| District 6. Tulsa - Tulsa City-County Library<br>400 Civic Center<br>Tulsa, Oklahoma 74103                           | District 12. Norman - Pioneer Multi-County Library<br>225 North Webster<br>Norman, Oklahoma 73069               |

ODL/LSB 12/72

A Federal-State Program under the Library Services and Construction Act



OKLAHOMA COUNTIES RANKED IN DESCENDING ORDER  
BY NUMBER OF FAMILIES BELOW POVERTY LEVEL

RANK	COUNTY	NUMBER OF FAMILIES
1.	Oklahoma	13,058
2.	Tulsa	9,679
3.	Comanche	3,549
4.	Muskogee	3,219
5.	LeFlore	2,532
6.	McCurrain	2,307
7.	Okmulgee	2,168
8.	Pottawatomie	1,989
9.	Carter	1,971
10.	Cleveland	1,857
11.	Creek	1,793
12.	Pittsburg	1,787
13.	Garfield	1,766
14.	Payne	1,721
15.	Sequoyah	1,691
16.	Caddo	1,680
17.	Seminole	1,642
18.	Cherokee	1,619
19.	Adair	1,611
20.	Bryan	1,603
21.	Stephens	1,542
22.	Delaware	1,527
23.	Grady	1,484
24.	Pontotoc	1,477
25.	Kay	1,451
26.	Mayes	1,427
27.	Jackson	1,413
28.	Choctaw	1,341
29.	Garvin	1,325
30.	Ottawa	1,194
31.	Rogers	1,130
32.	Hughes	1,088
33.	Wagoner	1,063
34.	Osage	1,050
35.	Lincoln	1,017
36.	Beckham	1,000
37.	Okfuskee	963
38.	Washington	962
39.	Pushmataha	952
40.	McIntosh	900
41.	Custer	879
42.	Logan	869
43.	Canadian	842
44.	Atoka	810
45.	Kiowa	779

RANK	COUNTY	NUMBER OF FAMILIES
46.	Tillman	722
47.	Haskell	715
48.	McClain	676
49.	Craig	674
50.	Latimer	656
51.	Johnston	634
52.	Blaine	637
53.	Washita	581
54.	Nowata	579
55.	Murray	560
56.	Pawnee	555
57.	Greer	510
58.	Coal	499
59.	Marshall	488
60.	Jefferson	487
61.	Woods	451
62.	Kingfisher	445
63.	Texas	440
64.	Woodward	428
65.	Noble	418
66.	Love	404
67.	Cotton	351
68.	Major	344
69.	Harmon	324
70.	Grant	300
71.	Dewey	292
72.	Alfalfa	275
73.	Harper	253
74.	Ellis	212
75.	Roger Mills	203
76.	Beaver	195
77.	Cimarron	125

STATE TOTAL	102,210
Median number of families per county	952
Average number of families per county	1,327

Source: U.S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

OKLAHOMA COUNTIES RANKED IN DESCENDING ORDER  
BY PERCENTAGE OF FAMILIES BELOW POVERTY LEVEL

RANK	COUNTY	PERCENTAGE
1.	Adair	41.7%
2.	Pushmataha	36.9
3.	Okfuskee	34.6
4.	Coal	34.0
5.	Chociw	33.4
6.	McCurtain	31.6
7.	Delaware	30.8
8.	Johnston	30.8
9.	Latimer	29.8
10.	Atoka	29.7
11.	LeFlore	29.2
12.	Hughes	29.0
13.	Sequoyah	28.1
14.	Cherokee	28.0
15.	McIntosh	26.8
16.	Haskell	26.7
17.	Love	25.9
18.	Seminole	24.2
19.	Jefferson	23.6
20.	Greer	23.5
21.	Okmulgee	23.2
22.	Bryan	22.7
23.	Harmon	22.2
24.	Kiowa	22.2
25.	Beckham	22.1
26.	Caddo	22.1
27.	Mayes	22.1
28.	Marshall	21.9
29.	Tillman	21.3
30.	Nowata	20.7
31.	Muskogee	20.5
32.	Blaine	19.9
33.	Pontotoc	19.4
34.	Carter	19.3
35.	Murray	19.1
36.	Garvin	18.9
37.	Lincoln	18.6
38.	Craig	18.3
39.	Grady	18.3
40.	Pittsburg	18.3
41.	Dewey	18.2
42.	Cotton	17.9
43.	Jackson	17.8
44.	Wagoner	17.7

RANK	COUNTY	PERCENTAGE
45.	Harper	17.5
46.	Logan	17.4
47.	Pawnee	17.2
48.	Pottowatomie	17.2
49.	McClain	17.1
50.	Major	16.5
51.	Washita	16.5
52.	Roger Mills	15.6
53.	Custer	15.1
54.	Noble	15.0
55.	Rogers	15.0
56.	Stephens	15.0
57.	Ottawa	14.9
58.	Creek	14.7
59.	Grant	14.6
60.	Comanche	14.3
61.	Woods	14.3
62.	Payne	14.2
63.	Ellis	14.1
64.	Alfalfa	13.4
65.	Kingfisher	12.8
66.	Osage	12.8
67.	Garfield	11.9
68.	Cimarron	11.5
69.	Beaver	11.0
70.	Kay	10.8
71.	Texas	10.3
72.	Woodward	10.3
73.	Canadian	10.2
74.	Cleveland	9.4
75.	Oklahoma	9.4
76.	Tulsa	9.0
77.	Washington	8.2
STATE PERCENTAGE		15.0

Source: U. S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

OKLAHOMA COUNTIES RANKED IN DESCENDING  
ORDER AS TO PER CAPITA INCOME

RANK	COUNTY	PER CAPITA INCOME
1.	Roger Mills	\$3,809
2.	Washington	3,466
3.	Tulsa	3,358
4.	Oklahoma	3,288
5.	Kay	2,888
6.	Garfield	2,886
7.	Cleveland	2,859
8.	Texas	2,840
9.	Kingfisher	2,831
10.	Cotton	2,814
11.	Woods	2,751
12.	Cimarron	2,730
13.	Woodward	2,728
14.	Osage	2,720
15.	Beaver	2,698
16.	Canadian	2,664
17.	Stephens	2,609
18.	Alfalfa	2,592
19.	Custer	2,572
20.	Comanche	2,569
21.	Garvin	2,540
22.	Pontotoc	2,500
23.	Creek	2,485
24.	Ottawa	2,482
25.	Harper	2,476
26.	Payne	2,473
27.	Rogers	2,461
28.	Ellis	2,456
29.	Pawnee	2,454
30.	Dewey	2,440
31.	Grady	2,434
32.	Nowata	2,405
33.	Major	2,401
34.	Noble	2,389
35.	Pottawatomie	2,366
36.	Beckham	2,350
37.	Carter	2,345
38.	Washita	2,321
39.	Muskogee	2,306
40.	Wagoner	2,292

RANK	COUNTY	PER CAPITA INCOME
41.	Lincoln	\$2,277
42.	Grant	2,268
43.	McClain	2,266
44.	Marshall	2,248
45.	Jackson	2,237
46.	Pittsburg	2,234
47.	Murray	2,188
48.	Mayer	2,184
49.	Harmon	2,178
50.	Blaine	2,175
51.	Craig	2,157
52.	Logan	2,154
53.	Bryan	2,144
54.	Jefferson	2,109
55.	Tillman	2,092
56.	Okmulgee	2,075
57.	Hughes	2,062
58.	Kiowa	2,020
59.	Love	2,018
60.	Greer	1,996
61.	Caddo	1,959
62.	Seminole	1,939
63.	Delaware	1,867
64.	Cherokee	1,845
65.	Choctaw	1,845
66.	Atoka	1,810
67.	LeFlore	1,793
68.	McIntosh	1,759
69.	McCurtain	1,745
70.	Latimer	1,737
71.	Haskell	1,719
72.	Sequoyah	1,710
73.	Coal	1,701
74.	Johnston	1,655
75.	Okfuskee	1,609
76.	Adair	1,572
77.	Pushmataha	1,572

STATE PER CAPITA INCOME 3,269  
 MEDIAN PER CAPITA INCOME 2,306

Source: U.S. Bureau of the Census, Census of Population: 1970, General Social and Economic Characteristics, PC(1)-C38 Oklahoma, Table 124.

U.S. Bureau of the Census, Statistical Abstract of the United States: 1971, pg. 314.

## LIBRARY SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

### INTRODUCTION

The Oklahoma Library for the Blind and Physically Handicapped has been under the direction of the Department of Institutions, Social and Rehabilitative Services for the past three years. Since that time, additional equipment has been added to the library - new shelving, a print enlarger, rapid tape duplicators, a closed circuit television reader, fourteen tape recorders, and new office furnishings. The number of Oklahoma readers both blind and physically handicapped has increased from less than 2,000 to approximately 3,500.

LSCA funds for library services to the blind and physically handicapped are received by the Oklahoma Department of Libraries. A grant for providing this service is made to the Department of Institutions, Social and Rehabilitative Services.

The Department of Institutions, Social and Rehabilitative Services has developed a program for expanding its services to the blind and physically handicapped within the next five years. The Oklahoma Department of Libraries has attempted to interpret that program on the basis of goals and objectives which coincide with the format used in this document.

### GOALS

1. Adequate library service for all the blind and physically handicapped in Oklahoma.

### OBJECTIVES

1. To establish Radio Talking Book Service.

This would provide a very personal service to handicapped persons who cannot read by making available through closed circuit FM broadcast the complete daily newspaper, special books, recipes and helpful household hints.

This program is scheduled to be operational by FY74. Six to eight new staff

members will be hired for this program. They include: one full-time engineer, one part-time engineer, one full-time programmer, one part-time programmer, one coordinator of volunteer readers, one secretary and one radio talking book serviceman.

It is felt that this service will greatly increase the public's awareness of the needs of those who cannot read because of a physical handicap and will expand total library services to every community throughout the State.

2. To increase the Volunteer Program by hiring two full-time employees by FY73 to coordinate this program. It consists of volunteers both in Tulsa and Oklahoma City, reading on tape and transcribing print books into braille.
3. Through coordinated efforts with the Library of Congress to establish a regional braille center in Oklahoma. This plan would utilize the Oklahoma Library for the Blind and Physically Handicapped as a central depository for braille for the several surrounding states. Partial funding to be secured from the participating states and/or a cooperative arrangement with the Library of Congress by 1975.
4. To provide materials for the blind and physically handicapped lawyers in Oklahoma and throughout the United States by 1974. This would consist of developing a collection of legal materials on tape to be on deposit with the Library for the Blind. Financing for the tapes and supplies to be provided by the American Blind Lawyers Association.
5. Dissemination of information on library services available to the blind and physically handicapped through expansion of the Non-Medical Technical Unit. Rehabilitation teachers and library staff members work in coordination with the supervisory staff in this unit.
6. To increase cooperation with local public libraries by increasing the number of depositories in local public libraries. This requires obtaining permission from the local library.

## SPECIAL LIBRARIES

### INTRODUCTION

As stated previously, the Oklahoma Statutes set forth a definition, for the purposes of State law, of the term special library. With the exception of the specific exclusions mentioned, it would seem that broad responsibilities have been given to the State library agency, including development of special libraries under the jurisdiction of the Federal government which receive public funds. Realistically, the only special libraries over which the State library has any jurisdiction are those in state agencies and institutions, except for the statutory exclusions. The following attempts to set forth desirable goals for all special libraries.

### GOALS FOR SPECIAL LIBRARIES

To provide adequate library services and information resources for the users of special libraries and information centers, whether these libraries are in the private or public sector.

#### SUBGOALS

1. To improve the quality of library services in special libraries through assessment of present staffing, collections, and funding; through inservice training for staff; through collection development and through increased budgets.
2. To call management's attention to desirable standards for personnel.
3. Coordination in collection building, particularly for more expensive materials, should be investigated and implemented where feasible.
4. Consideration should be given to inclusion of the holdings of special libraries in union catalogs and lists, present or projected.
5. Investigation of the feasibility of establishing a data base of government and private report documents with holdings. If established, consideration should be given to production of a union list and other possible by-products.
6. Funding requirements for any special library should be carefully studied in preparation of budgets by the parent agency.

## SCHOOL LIBRARIES

### INTRODUCTION

School library media centers in Oklahoma fall far below national standards in adequacy of services. Statistics taken from the FY71 Annual Report Form submitted by Oklahoma high school library media centers show that the median per capita expenditure for library media center materials in Oklahoma is only \$3.98. This amount is much less than State Standards which are \$5.00 per pupil for the first 200 pupils, but not less than \$400.00; \$4.00 per pupil for the next 300 pupils; and \$3.00 per pupil for each pupil above 500. This is below the standard of \$40.80 per pupil suggested by the American Association of School Librarians.

Ninety-two high school library media centers submitted FY71 Annual Report Forms to the Oklahoma Department of Libraries. Of those reporting, 23 high school libraries did not meet the North Central Association minimum standard for book stock. It would take approximately 19,197 volumes for these 23 high school libraries to meet the minimum standard book stock as set by the NCA.

School libraries in Oklahoma receive consultant services from the Library Resources Section of the Oklahoma Department of Education. This Department supervises the distribution of Title II funds under the Elementary and Secondary Education Act used in purchasing library media center materials. Each school administrator (in cooperation with library media personnel) may submit to the State Department of Education his request for ESEA Title II funds on a "management by objective" basis. The State Department of Education, in turn, is required to establish goals and objectives for library media centers by the U. S. O. E.

Any attempt on the part of the Oklahoma Department of Libraries to determine specific objectives for school library media centers would be presumptuous and of little value. However, close coordination and cooperation will be carried on with the State Department of Education in developing the means of evaluating the services offered by the various school library media centers in Oklahoma. The Oklahoma Department of Libraries will also offer its support in efforts to increase and/or upgrade the services presently offered. One means of increasing services offered would be for the Department of Libraries to act as a catalyst in establishing a system of coordination of services and activities among all types of libraries.

## OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To provide school libraries in Oklahoma with access to materials elsewhere in the State through the OTIS interlibrary loan network.

### Tasks to Accomplish the Objective.

(1) With the staff of the Library Resources Division, Oklahoma Department of Education, draw up guidelines for school library and local public library cooperation in the OTIS network with the goal of exhausting local resources before going outside the area.

(2) Develop a program for informing school librarians about OTIS and how to access the network.

2. To offer Oklahoma school libraries a low-cost bibliographical control system through the MARC-Oklahoma data base by 1975 (e.g., economical purchase of card catalog sets, etc.).

3. To develop a coordinated system of library data collection and dissemination in Oklahoma, including school libraries, by 1974.

### Tasks to Accomplish the Objective.

(1) With the staff of the Oklahoma Department of Education and the U. S. Office of Education, develop standardized forms for collecting data about school library media centers in Oklahoma by late 1973.

(2) Continue publication of school library media center statistics in the Annual Report and Directory of Oklahoma Libraries, published by the Department of Libraries.

(3) Put the statistical data base in machine readable form by 1974.

4. To provide guidance to administrators and citizens responsible for planning and funding

2. To cooperate in any way with special library interests and involve them in the Department's planning.

35.

school and public libraries about coordination of school and public library services at the local level.

(1) With the staff of the Department of Education, prepare and publish a simple brochure stating the policies of the Department of Libraries and Department of Education in regard to bookmobile service to schools and other aspects of the school/public library relationship by 1974.

5. To provide for the coordination of the administration of LSCA funds and ESEA Title II funds as is required by both Acts.

6. To cooperate with the Oklahoma Library Association, the State Department of Education, and other agencies in the Sequoyah Children's Book Award program which seeks to improve the reading tastes of school-age children.

(1) Provide the services of the Department's Children's Services Specialist when needed.

7. To develop and sponsor or co-sponsor staff development programs, workshops and institutes to upgrade the qualifications of library staff in Oklahoma, including school

3. Secure a special appropriation for institution libraries from the Oklahoma Legislature to cover essential book stocks, equipment and furnishings, renovation of facilities, and upgrading or establishing of library services by 1976.
4. Provide centralized acquisition cataloging services for materials in all state supported institution libraries by 1976.
5. Develop local staff able to participate in materials selection for institution libraries.
6. Improve the quality of materials selected for institution libraries.
7. Increase the usage of materials by residents of state supported institution libraries.
8. To cooperate with other state agencies in accomplishing the State's responsibility for access to legal materials for those incarcerated.
9. A full-time library worker in every state supported institution by 1976.

36.

Oklahoma High School Libraries Ranked  
In Descending Order By Expenditure  
Per Pupil For Library Materials

<u>Rank</u>	<u>School Library</u>	<u>Per Pupil Expenditure on Library Materials</u>
1.	Mangum High School	\$20.82
2.	Cordell High School	20.25
3.	Davis High School	19.15
4.	Nowata High School	19.00
5.	University School	15.77
6.	Carnegie Senior High	9.95
7.	Burns Flat High School	9.72
8.	Wewoka High School	9.54
9.	Stigler High School	8.90
10.	Chickasha High School	8.63
11.	Wagoner High School	8.47
12.	Weatherford Jr. Sr. H. S.	8.39
13.	Hominy High School	8.13
14.	U.S. Grant High School (OC)	7.79
15.	Elk City High School	7.67
16.	Hollis High School	7.51
17.	Erick High School	7.39
18.	Heavener High School	7.19
19.	Guymon High School	7.11
20.	Madill Jr. and Sr. High	7.10
21.	Fairfax High School	6.25
22.	Tahlequah Sr. High School	6.16
23.	Luther	4.02

administrators to plan for institution libraries.

4. Provide interlibrary loan services through the OTIS network to residents of state supported institutions.
5. To prepare and distribute basic lists of law materials suggested for prison libraries.
6. To increase the awareness of the need for institution library services among OLA members, lay people and the cultural and educational leaders of the State.
7. To increase the awareness of local government of the educational needs of residents of institutions in their geographic areas.
8. To provide adequate law collections, administered by trained personnel in all State correctional institutions.
9. Continue consultant services in weeding in institution libraries of outdated and obsolete materials.
10. To prepare a handbook for Oklahoma Institution Librarians.
11. To encourage the Welfare Department to delegate a centralized acquisition of

37.

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<u>Rank</u>	<u>School Library</u>	<u>Per Pupil Expenditure on Library Materials</u>
41.	Bishop Kelley H. S. (Tulsa)	\$4.20
42.	Northwest Classen H. S. (OC)	4.10
43.	Pawhuska High School	4.05
44.	Gray Jr. Sr. H. S. (Idabel)	4.02
45.	Duncan Sr. High School	3.94
46.	Coweta Jr and Sr. High School	3.92
47.	College H. S. (Bartlesville)	3.81
48.	Hennessey High School	3.80
49.	Anadarko High School	3.48
50.	Purcell High School	3.33
51.	Sr. High School (Broken Arrow)	3.30
52.	Enid High School	3.17
53.	Atoka Jr.-Sr. High School	3.16
54.	Muskogee High Annex	3.16
55.	Sallisaw High School	3.14
56.	Guthrie High School	3.11
57.	Stilwell High School	3.11
58.	Edmond High School	3.10
59.	Cherokee High School	3.07
60.	Daniel Webster (Tulsa)	2.98
61.	Stroud Public School	2.91
62.	Dewey High School	2.89
63.	Blackwell High School	2.84
64.	Vinita High School	2.78
65.	Chelsea Jr.-Sr. High	2.77
66.	Sr. High School (Ponca City)	2.75
67.	Putnam City High School	2.74
68.	Westville Public Schools	2.65
69.		

<u>Rank</u>	<u>School Library</u>	<u>Per Pupil Expenditure on Library Materials</u>
87.	Southeast H. S. (OC)	\$ .23
83.	Broken Bow High School	.22

The following High School Libraries did not report expenditures for library materials:

Woodward High School Library  
 Crooked Oak High School Library, (OC)  
 Monte Cassino High School Library, (Tulsa)  
 Alma High School Library, (Velma)

Average expenditure per pupil = \$5.06

Median expenditure per pupil = 3.98



THE OKLAHOMA STATE DEPARTMENT OF LIBRARIES

SPECIAL SERVICES BRANCH

State Institution Library Survey

Composite Report

NAME	RESIDENTS VOLUMES		PERIODICALS FOR RESIDENTS		BUDGET FOR LIBRARY		STAFF
Central State Griffin Memorial Hospital	1688	7,500	15	None	None	1 Non Profes	
Central State Hospital Lexington	345	50	0	None	None	Non	
Oklahoma Cerebral Palsy Center	60	300	10	None	None	1 Non Profes	
Eastern Oklahoma TB Sanatorium	140	975	0	\$60.00		1 cl	
Eastern State Hospital Vinita	1338	8,000	5	None	None	1 Non Profes	
Enid State School	995	50	0	None	None	1 Non Profes	
Girls Town	350					Teac	
Hissom	575	3,000	9	None	None	1 Libr Techni	
Oklahoma School for the Blind	112	5,000	35	\$5000.00		1 Non Profes	
Oklahoma School for the Deaf	230	900	25	Open		1 Teac Librar	

39.1

ODL 11/29/72

Rank	School Library	Actual Book Stock	NCA Standard	Amount Above (+) or Under (-)
41.	Vinita High School	6,127	4,500	+ 1,627
42.	Wahogee High School	14,206	12,604	+ 1,602
43.	Strigler High School	5,837	4,268	+ 1,569
44.	Madill Jr. and Sr. High	5,200	3,700	+ 1,500
45.	Nowata High School	4,467	2,916	+ 1,491
46.	Pawhuska High School	6,423	4,960	+ 1,463
47.	Lawrence Public (K-12)	5,049	3,612	+ 1,437
48.	Vinita-Alma High School	4,649	3,220	+ 1,429
49.	Clinton High School	5,727	4,340	+ 1,387
50.	Davey High School	4,372	3,663	+ 1,204
51.	Bishop Kelley H. S. (Tulsa)	7,532	6,400	+ 1,132
52.	Blackwell High School	6,520	5,410	+ 1,110
53.	Anadarka High School	5,353	4,260	+ 1,093
54.	Senior High School (Durant)	6,107	5,020	+ 1,087
55.	Woodward High School	6,592	5,536	+ 1,056
56.	Heavener High School	3,598	2,588	+ 1,010
57.	Purcell High School	6,223	5,260	+ 963
58.	Daniel Webster (Tulsa)	8,578	7,756	+ 822
59.	Claremore High School	6,442	5,710	+ 732
60.	Sillwater H. S. Library	10,503	9,780	+ 723
61.	Cordell High School	3,173	2,500	+ 673
62.	Wawoka High School	5,413	4,796	+ 617
63.	Luher	3,033	2,500	+ 533
64.	Ada High School	5,714	5,440	+ 274
65.	Jr. Sr. High School (Weatherford)	6,197	5,974	+ 223
66.	Salisaw High School	5,200	5,050	+ 150
67.	Westville Public Schools	4,427	4,324	+ 103

Page 2.

NAME	RESIDENTS		VOLUMES		PERIODICALS FOR RESIDENTS		BUDGET FOR LIBRARY		STP
Oklahoma State Penitentiary	2200	20,000	15	\$1544.00				1 Non Profes	
Oklahoma State Reformatory	583	1,400	22	None				1 Non Profes	
Pauls Valley State School	850	500	0	None				1 Clc	
Boley School for Boys	250								
Helena School for Boys	450								
Taft State Children's Home	410	400	0	None				Non	
Oklahoma State War Veterans Home	217	4,500	22	None				1 Non Profes	
Ardmore Oklahoma State War Veterans Home	230	0	0	None				Non	
Norman Oklahoma State War Veterans Home	190	150	20	None				Non	
Sulphur Western Oklahoma TB Sanatorium	115	3,000	4	None				1 Te Libr	
Western State Hospital	642	5,000	12	None				1 Libr Assis	
Whitaker State Home	400							Non	
	12,379	60,725	194						

39.2

ODL 11/29/72

Year	School Library	Actual Book Stock	NCA Standard	Amount Above (+) or Under (-)
87	Osage High School	4,947	6,346	-1,399
89	McAfee High	6,892	8,200	-1,408
90	Osage Sr. High School	10,568	12,440	-1,872
91	Arkus High School	3,827	5,992	-2,165
92	Addicks High School	8,419	11,052	-2,633
	Totals	752,241	565,685	+186,555
	Median	= +1,450		
	Mean	= +2,017		

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\*Standard based on North Central Association requirements for Accreditation. Less than 200 enrollment -- 2,500 volumes minimum; 200-499 enrollment -- 2,500 volumes plus 8 books for each student over 200; 500-999 enrollment -- 4,900 volumes plus 6 books for each student over 500; 1,000-1,999 enrollment -- 7,900 volumes plus 4 books for each student over 1,000; over 2,000 enrollment -- 11,900 volumes plus 2 books for each student over 2,000.

There are 23 high school libraries in Oklahoma which do not meet the North Central Association minimum standards. It would take 19,197 volumes to meet the standard set for these libraries.

significantly lower per capita than the national average, and (c) there is considerably less money spent for our academic libraries than the national average.<sup>1</sup> It is hard to reconcile (a) and (b) with (c).

It is obvious that with only this sort of general conclusion to deal with, the first step towards positive action must be assessment of the present situation.

The primary concern is the extent to which the needs of the students, and faculty, and other users are being met. Newspaper accounts dealing with the situation in a number of the colleges and universities indicate that there is dissatisfaction in this respect.

Communication among academic libraries and variant library types is difficult to assess. Again, though, there is no documented information on a statewide basis.

Another situation needing study is the trend towards establishment of new junior and two-year colleges. Information on the adequacy of the library facilities here is lacking, but their desire and need to draw on resources of other libraries is evident.

Also identified as an area of concern as stated in the 1965 Oklahoma Library Survey prepared by Francis St. John is the area of interlibrary cooperation and coordination.

There are some statistics on the extent of such endeavors as reflected in the figures provided by the Oklahoma Teletype Interlibrary System (OTIS). This source is valid only to the extent the academic libraries are channeling requests through OTIS. Many requests are sent directly from library to library and figures on this extra-system activity are not available.

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<sup>1</sup> Unpublished Corbin Report, March, 1972

### OKLAHOMA HIGH SCHOOL LIBRARIES

Ranked in Descending Order According to Amount of Difference  
Between Actual and Minimum Standard Book Stock

Rank	School Library	Actual Book Stock	AASL Standard*	Amount Above (+) or Under (-)
1.	Guyton High School	15,190	10,200	+5357
2.	Northeast High (OC)	21,476	19,500	+1976
3.	Monte Cassino H. S. (Tulsa)	11,233	10,000	+1233
4.	Stilwell H. S. (10, 11, 12)	8,236	10,000	-1764
5.	Bethany Jr.-Sr. H. S.	7,544	10,000	-2456
6.	Broken Bow High School	10,016	12,000	-2524
7.	Holdenville High School	7,152	10,000	-2848
8.	Hollis High School	7,090	10,000	-2910
9.	Guthrie High School	9,912	12,840	-2928
10.	Erick High School	6,489	10,000	-3511
11.	Tahlequah Senior High School	14,250	18,000	-3750
12.	Pawhuska High School	6,423	10,200	-3777
13.	University School (Norman)	6,208	10,000	-3792
14.	Heddon High School	6,200	10,000	-3800
15.	Vinita High School	6,127	10,000	-3873
16.	Drumright High School	5,846	10,000	-4154
17.	Stigler High School	5,837	10,000	-4163
18.	Elk City High School	5,763	10,000	-4237
19.	Clinton High School	5,727	10,000	-4273
20.	Durant Senior High School	6,107	10,400	-4293
21.	Eufaula High School	5,651	10,000	-4349
22.	Wewoka High School	5,413	10,000	-4587

4. To assess the capabilities and services now provided by these institutions.

### OBJECTIVES OF THE DEPARTMENT OF LIBRARIES

1. To encourage the Oklahoma State Regents for Higher Education to conduct a state-wide survey of the academic libraries under their jurisdiction by 1974.

2. To encourage the Oklahoma Library Association to conduct a similar survey for the other academic libraries in the State by 1974, coordinating this survey with that done by the Regents.

#### Tasks to Accomplish Objectives 1 and 2.

(1) Appoint a task force of the LSCA Advisory Council to draw up a proposal for a statewide survey of academic libraries by Oklahoma Regents for Higher Education and for a similar survey to be conducted by the Oklahoma Library Association for the other academic libraries in the state.

3. To coordinate an interlibrary loan teletype network which will facilitate sharing of resources by academic libraries in the State.

#### Tasks to Accomplish the Objective.

(1) Develop an interlibrary code for Oklahoma which will provide equitable allocation of costs for services given by resource libraries.

Rank	School Library	Actual Book Stock	AASL Standard*	Amount Above (+) or Under (-)
41.	Woodward High School	6,592	12,120	-5528
42.	Westville Public Schools	4,427	10,000	-5573
43.	Nowata High School	4,407	10,000	-5593
44.	Cherokee Jr.-Sr. High	4,385	10,000	-5615
45.	Marlow Jr. and Sr. High	4,980	10,700	-5720
46.	Burns Flat High School	4,211	10,000	-5789
47.	Newkirk High School	3,991	10,000	-6009
48.	Ada High School	5,714	11,800	-6086
49.	Crooked Oak High (OC)	5,087	11,200	-6113
50.	Hennessey High School	3,750	10,000	-6250
51.	Claremore High School	6,442	12,700	-6258
52.	Heavener High School	3,598	10,000	-6402
53.	Tipton Jr. and High School	3,450	10,000	-6550
54.	Coweta Jr. HS & Sr. HS	4,836	11,540	-6654
55.	Cordell High School	3,178	10,000	-6822
56.	Luther	3,083	10,000	-6917
57.	Wagoner High School	2,954	10,000	-7046
58.	Cushing High School	5,160	12,400	-7240
59.	College H.S. (Bartlesville)	16,340	23,600	-7260
60.	Weatherford Jr.-Sr. H.S.	6,197	13,590	-7383
61.	Bishop Kelley H.S. (Tulsa)	7,582	15,000	-7418
62.	Sooner H.S. (Bartlesville)	11,400	19,000	-7600
63.	Aroka Jr.-Sr. H.S.	5,090	14,000	-8910
64.	Bixby High School	5,044	14,000	-8956
65.	Okmulgee High School	13,906	23,000	-9094
66.	Kansas High School	3,827	13,640	-9813
67.	Spiro High School	4,947	14,820	-9373
68.	Broken Arrow Sr. H.S.	10,015	20,000	-9985

Tasks to Accomplish the Objective.

- (1) To support increased appropriations for academic libraries.
- (2) To cooperate with the U. S. Office of Education, the Oklahoma Regents for Higher Education and State Department of Education in gathering statistical data about academic libraries.
- (3) To establish close liaison with the staff of the Oklahoma Regents for Higher Education.
- (4) To encourage the designation of a library specialist on the staff of the Oklahoma Regents for Higher Education.
- (5) Maintain a collection of professional materials for the use of academic and other librarians statewide.
- (6) Make available at a nominal cost bibliographic control of library materials through MARC-O for academic libraries by 1976.

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Rank	School Library	Actual Book Stock	A.A.S.L. Standard*	Amount Above (+) or Under (-)
67.	Edison High School (Tulsa)	8,419	35,760	-27,341
68.	John Marshall High (OC)	20,542	50,000	-29,458
69.	Muskogee High School	14,206	47,040	-32,834
70.	Moore Sr. High School	10,568	45,400	-34,832
91.	Nathan Hale H.S. (Tulsa)	12,543	50,000	-37,457
92.	Pottawatomie City High School	16,212	58,440	-42,228
	Totals	752,211	1,631,220	-878,979

Median = -5399 volumes below standard  
Average = -9554 volumes below standard

\*Standard based on recommendations from Standards for School Media Programs, prepared by the American Association of School Libraries, 1969. Schools with less than 500 enrollment -- minimum standard of 10,000 volumes. Schools with enrollment of 500 or more -- minimum of 20 volumes per student.

Source: ODL/LSB Annual Report Form submitted by Oklahoma High School Libraries for FY71.

Claremore Junior College	Pub-T	756	1.0	2.5
Connors St. College	Pub-T	750	2.0	2.5
East Central St. College	Pub-F	2755	4.0	10.0
Eastern Okla. St. College	Pub-T	1482	1.0	4.0
El Reno Junior College				
Hillsdale Free Will Baptist				
Langston University				
Midwest Christian College				
Murray St. College A & M Sci.	Pub-T	792	2.0	2.5
Northeastern Okla. A & M College	Pub-T	2183	3.0	5.0
Northeastern St. College	Pub-F	5068	13.0	18.0
Northern Okla. College	Pub-T	1272	2.0	3.5
Northwestern St. College	Pub-F	1979	2.0	7.5
Okla. Baptist University	Pri-F	1587	4.0	6.0
Okla. Christian College	Pri-F	1105	3.0	4.5
Okla. City University	Pri-F	2471	5.0	9.0
Okla. College Liberal Arts	Pub-F	851	3.0	4.0
Okla. Panhandle St. College	Pub-F	1191	3.0	5.0
Okla. St. University	Pub-U	17176	26.8	58.0
Oral Roberts University	Pri-F	1334	4.5	5.0
Oscar Rose Junior College				
Phillips University	Pri-F	1361	4.0	5.5
Poteau Community College	Pub-T	329	1.0	2.0
St. Gregory's College	Pri-T	510	2.0	2.0
Sayre Junior College				
Seminole Junior College	Pub-T	557	1.0	2.0
South Okla. City Com. College				
Southeastern St. College	Pub-F	3070	1.0	11.0
Southwestern College	Pri-T	1213	2.0	3.0
Southwestern St. College	Pub-F	5294	7.0	19.0
Tulsa Junior College			3.0	
Univ. of Okla All Campuses	Pub-U	15958	33.0	54.0
University of Tulsa	Pri-U	6194	12.0	21.5
TOTALS		91710	170.8	322.0

- (1) Oklahoma State Regents for Higher Education Enrollments in Oklahoma Higher Education Fall Semester 1971. Table 10.
- (2) National Center for Educational Statistics. Library Statistics of Colleges and Universities, Part A, Fall 1971. Page 222.
- (3) National Inventory of Library Needs. AIA, 1965. Page 50.

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- <sup>1</sup> American Association of School Librarians and the Department of Audiovisual Instruction of the National Education Association, STANDARDS FOR SCHOOL MEDIA PROGRAMS, (Chicago: American Library Association; and Washington D.C.: National Education Association, 1969) p. 35.
- <sup>2</sup> Oklahoma Department of Libraries/Library Services Branch Annual Report Form submitted by Oklahoma High School Libraries for FY71. (unpublished).
- <sup>3</sup> Memorandum from Homer W. Shaw, Director of Library Resources, State Department of Education to all school administrators and library media personnel.

## ADMINISTERING LSCA FUNDS - PROGRAM FORMULATION

Wide involvement of library interests in Oklahoma will be sought in formulating the criteria, priorities, policies and procedures for administering library programs under the Library Services and Construction Act in accordance with the following outline.

1. Planning, policy making and evaluation process--consultation with and input from

Oklahoma Library Association Board

Oklahoma Library Association Library Development Committee

Library systems directors

Individual librarians, library trustees, and users

LSCA Advisory Council

Other state agencies with library responsibilities

Governor's Office of Community Affairs and Planning

OE Region VI Library Program Officer

Department of Libraries staff through task forces, committees, meetings of branch heads, etc.

Department of Libraries Board

2. Approval and review process

Director recommends policies, plans, and rules and regulations, and with staff assistance drafts proposed documents.

Notice of intent to adopt rules and regulations published in the Oklahoma Gazette (applies to planning and other documents which prescribe the Department's requirements for procedures and practices affecting private rights and available to the public). Time and place of Board meeting to consider adoption of rules are included.

ODL Board approves rules and regulations, and/or policies and procedures, in an open meeting.

Rules and regulations, policies and procedures, as set forth in the Basic State Plan, the Long-Range Program, and the Annual Program are submitted to the Governor for his comment, and to OE Region VI Library Program Officer for review and transmittal to Bureau of Libraries and Learning Resources Washington Office. Basic State Plan must be approved by OE.

offered by the school library.

3. To create centralized library media centers where none exist in each facility, regardless of level by grades, readily accessible to students and faculty.
4. To encourage every student to learn to use the center and to learn the basic mechanics of locating various library media in the center.
5. To recruit and prepare qualified school librarians and media specialists to professionally staff these centers.
6. To provide instruction in library techniques for library clerks, teachers, and parent volunteers.
7. To effect coordination of the services and activities of the school library media centers with those of other libraries--public, academic and special.
8. To provide continuing education for the staff of library media centers.
9. To work towards adequate funding of library media centers facilities serving both students and faculty.
10. To encourage experimentation with and evaluation of all forms of informational and educational tools appropriate to school library media centers.
11. To establish liaison and cooperation with other teaching faculty on a local, regional and statewide basis.

### 3. Dissemination and distribution process

Rules and regulations adopted by the Board are published in the Oklahoma Gazette, and copies are submitted to the Legislature and filed with the Secretary of State.

Copies of State planning documents are submitted to Oklahoma Librarian for publication.

Copy of Long-Range Program is furnished to ERIC for dissemination to the library profession through their distribution network in microform or hard copy.

Library Services Branch Newsletter (circulation 2,267) announces that planning documents are available upon request.

Statewide news releases are sent by ODL publicizing the planning documents.