ED 367 346   IR 054 878

AUTHOR   Jensen, Karen S.
TITLE   A Survey of Occupational Safety & Health Libraries in
                the United States.
PUB DATE   Jul 93
NOTE   108p.; M.L.S. Research Paper, Kent State
                University.
PUB TYPE   Dissertations/Theses - Masters Theses (042) --
                Tests/Evaluation Instruments (160) -- Reference
                Materials - Directories/Catalogs (132)

EDRS PRICE   MF01/PC05 Plus Postage.
DESCRIPTORS   Library Personnel; Library Surveys; *Occupational
                Information; *Occupational Safety and Health; Public
                Health; Questionnaires; Safety Education; *Special
                Libraries; Users (Information); Work Environment
IDENTIFIERS   Occupational Safety and Health Act 1970

ABSTRACT
                There is very little published information available
about occupational safety and health libraries. This study
identified, described, and compared the occupational safety and
health libraries in the United States. The questionnaire first
filtered out those libraries that did not fit the definition of an
occupational safety and health library; only those managers whose
libraries fit the definition were asked to complete the entire
questionnaire. The study investigated five areas: (1) library staff;
(2) library users; (3) other libraries; (4) parent organization; and
(5) geographic location. The study aimed to be a census and required
a high response rate. From 130 questionnaires mailed out, a response
rate of 81% was obtained, and 39 occupational safety and health
libraries in 18 states and the District of Columbia were identified
in the survey. Thirty-three respondents agreed to have their
libraries appear in a directory of occupational safety and health
libraries. Included in the appendices are the questionnaire and the
directory of occupational safety and health libraries in the United
States that resulted from this study. (Contains 34 references.)
(Author/JLB)

IR

ED 367 346

A SURVEY OF OCCUPATIONAL SAFETY & HEALTH LIBRARIES IN THE UNITED STATES

A Master's Research Paper submitted to the
Kent State University School of Library and Information Science
in partial fulfillment of the requirements
for the degree Master of Library Science

by

Karen S. Jensen

July, 1993

2

ABSTRACT

There is very little published information available
about occupational safety and health libraries. This study
identified, described, and compared the occupational safety and
health libraries in the United States. The questionnaire first
filtered out those libraries that did not fit the definition of
an occupational safety and health library. Only those managers
whose libraries fit the definition of an occupational safety and
health library were asked to complete the entire questionnaire.
The study investigated five areas: 1) library staff, 2) library
users, 3) other libraries, 4) parent organization, and 5)
geographic location.

The study aimed to be a census and required a high
response rate. From 130 questionnaires mailed out, a response
rate of 81% was obtained, and thirty-nine occupational safety and
health libraries in eighteen states and the District of Columbia
were identified in the survey. Thirty-three respondents agreed
to have their libraries appear in a directory of occupational
safety and health libraries. Descriptive and comparative data
were compiled in the five areas, producing information about a
wide-ranging group of libraries. The libraries were found in
every type of parent organization, from for-profit companies to
state government agencies, with a staff of one to a staff of
twenty-five.

Master's Research Paper by

Karen S. Jensen

B.A., Miami University, 1972

M.L.S., Kent State University, 1993

Approved by

Advisor _Mary T. Kim_____ Date_13 July 1993

ii

TABLE OF CONTENTS

LIST OF ILLUSTRATIONS

LIST OF TABLES

8

ACKNOWLEDGMENTS

I. INTRODUCTION

Statement of the Problem

Although the hazards of work have been known for
centuries, it was not until the 1930s that occupational safety
and health became a growing public concern in the United States
[18]. The efforts of social reformers coupled with the passage
of legislation finally brought the issue of worker safety and
health into public awareness. In 1970, the U.S. Congress passed
the Occupational Safety and Health Act, setting up for the first
time comprehensive federal regulation on this issue [9]. Since
then, occupational safety and health programs have expanded at a
rapid rate, and professionals to staff these programs are in
great demand.

As the Occupational Safety & Health Administration's
regulations strengthen and multiply, especially in the area of
chemical safety, employers are finding that they need sources of
information on these new regulations and how to comply with them.
Workers who fear for their health and safety on the job search
for information with which to document their grievances.
Occupational health and safety professionals, labor union
representatives, doctors, and lawyers look for information about
chemical hazards, safe practices, government regulations, and
research studies in order to make decisions. Where can they turn
for this kind of information?

In Ohio, the Bureau of Workers' Compensation provides an occupational health and safety library through its Division of Safety and Hygiene. This library is open to the public and prepared to provide exactly the kind of information that Ohio employers, workers, labor unions, and professionals need on the subject of occupational health and safety. It fills a need that may or may not be met in other parts of the United States. Are there comparable libraries in other states? Because this type of information is so vital in today's work world, knowing where one can go for this information is very important.

Justification

There is very little published information available about occupational safety and health libraries, and their existence is not well known. Unlike some subject-specific special libraries, occupational safety and health libraries have not organized among themselves for mutual gain. In most cases they are probably not even aware of each other's existence. It would be useful to document the existence of occupational safety and health libraries, both for the benefit of the potential user and for the library profession. In addition to documenting their existence, it would be even more useful to study some of the qualitative aspects of these libraries. Perhaps there are reasons why these libraries are not well known to potential users and have not organized among themselves in any way.

II. BACKGROUND

Literature Review

The recent literature on special libraries includes twelve descriptive surveys of various types of special libraries and librarians [2,4,5,12,13,15,16,17,19,22,28,29]. These studies were conducted for all kinds of objectives, including to compile a directory [13], to explore unique features and common problems [16], to help develop a plan for a new facility [15], to compare operations [12], to define what makes a library outstanding [22], to determine the use of on-line databases [2], to describe resource-sharing behavior [19], and to update a previous survey [4,29]. Several studies were conducted simply to provide descriptive information that was previously unavailable [5,17,28]. All twelve studies looked at library staff issues. Nine of the twelve reported on library users. Eight of the studies looked at issues involving cooperation with other libraries and relations with the parent organization. A survey of occupational health and safety libraries was not found.

On the subject of occupational health and safety information, the literature is concentrated on investigating the quality, use and availability of information rather than on describing the libraries that can provide this information. Much of it originates from outside the United States as well. Halton, a Canadian, outlined his ideas for meeting the information demands in occupational health through the use of information technology and information science, but does not specifically

name "library" or "information center" as a possible source of
this information [11]. Wood and Rubin [33,34] studied issues in
the United Kingdom related to the use and availability of
information by occupational health practitioners, including their
use of libraries. The role of an information officer in an
occupational health service is outlined by Stewart [30]. The
Ontario Federation of Labour conducted a survey in 1980 to assess
the availability of occupational health information in public
libraries in the province, concluding that the public libraries
were failing to meet the needs of a significant group of users
[3]. Corbett and Ifshin [6] analyzed the utility of various
on-line databases for obtaining occupational and environmental
health information. Price and Burley [26] conducted a journal
relevance study on the subject of occupational diseases. The
creation and management of occupational safety and health
databases within a U.S. corporation were described by Cubillas
[7]. In 1989, the International Conference for Occupational
Health, Safety and Hygiene Information Specialists was held in
Luxembourg, sponsored by the Commission of the European
Communities [31]. The conference's aims were to "identify: 1)
existing services and systems with the aim of promoting closer
cooperation; 2) ways and means of providing and disseminating
information to: workers/unions, management, government; and 3)
strategies applicable to the Community as a whole."

Some information, now outdated, on resources available in
the U.K. was provided at a 1973 Conference on Current Awareness
in Environmental Hygiene [1] and by a 1974 guide to sources of

information in occupational health which contained a chapter on libraries and information services [10]. A similar 1974 guide for the United States by Peck [25] did not provide information on libraries. A 1989 U.S. publication, Occupational Health Resource Guide [32], provided information on all aspects of occupational health, including organizations, publications, and computer services. Libraries were mentioned only if they were a service of one of the organizations listed as a resource.

Although no surveys have been conducted of occupational health and safety libraries in the United States, several articles describing the services available from individual libraries were found [8,:4,20,21,27]. Most of these articles were attempts to publicize the resources and services of the library in order to encourage usage.

While attention has been given to the information needs of occupational health and safety professionals, and the use and availability of this information, the literature reveals no previous survey of occupational health and safety libraries in the United States.

Research Objectives

Therefore, this study proposes to identify, describe, and compare the occupational safety and health libraries in the United States. First of all, occupational safety and health libraries will be identified. A directory of these libraries will be compiled, using selected information from a survey questionnaire.

In order to describe and compare these special libraries, five areas will be investigated:

1) Library Staff: What is the size of the library staff? What are their job titles? What are the educational requirements and achievements of the librarians? To what professional associations do they belong?

2) Library Users: Who are the primary users of the library from both within and outside the parent organization? How does the library publicize its services to its users? Does the library provide services to the public?

3) Other Libraries: Does the library exchange services with other libraries on a formal or informal basis and for what purposes? Is the collection available for interlibrary loan? Is there interest in developing cooperative arrangements with other occupational safety and health libraries?

4) Parent Organization: What is the parent organization? How large is it? Is the library staff satisfied with its current location on the organizational chart? How do they perceive their value to upper management? What is the budget for the library and who prepares it? Is the

library currently in a period of growth or cutbacks?
What are the library's priority needs?

5) Location: Where in the United States are occupational
safety and health libraries located?

For two reasons, a decision was made not to ask some
descriptive questions usually asked in library surveys. One
reason is that there are other directories, most notably The
Directory of Special Libraries and Information Centers, which
give such basic descriptive information as subjects of the
collection, holdings, subscriptions, services, etc. Although not
all the libraries in this survey would appear in these other
directories, it was not deemed useful to waste respondents' time
asking them to give information that can already be found
elsewhere.

The second reason lies with what this student finds truly
interesting and important about the special library: its staff,
its users, its ability to cooperate with other libraries to share
resources, and its relationship with its parent organization.
Matarazzo [22] found that the physical size of the corporate
library or the size of its collection was often of little
importance to its users, upper management, and even the library
staff itself. What was important to the library users, for
example, was the quality of the staff and the level of service
they offered.

Through identifying, describing, and comparing the occupational health and safety libraries in the United States in this survey, much information that was previously unknown will be gathered and summarized. This study should be useful for anyone in the field of occupational safety and health. Users of occupational safety and health information will get a better picture of what resources are available specifically for them. Those who work in these libraries will be able to see how their library compares to others that are similar. Because there have been no studies or surveys of occupational health and safety libraries as yet, this study will be of value to special librarianship. Furthermore, this study can serve as the basis for future research.

Definitions and Assumptions

For this study, a library will be defined as an occupational safety and health library if the main subject of its collection is occupational safety and health, or if the library is defined by its own staff as an occupational safety and health library. The assumption is that the library staff, not the researcher, is in the best position to determine whether the library is an occupational safety and health library. If a library does not meet this definition, then it will not be included in the study.

Occupational safety and health is defined as a multi-disciplinary field made up of workplace safety, industrial hygiene, and occupational health [18]. It includes aspects of

engineering, ergonomics, chemistry, accident prevention, and
toxicology.

The definition of a library will conform to that in the
glossary published by the American Library Association. The key
issues for this study are that the library has a staff and an
organized collection.

III. METHODOLOGY

The Sample

This descriptive study of occupational safety and health libraries was conducted by mailing a questionnaire to the managers of every library identified as belonging to the initial study population. Libraries were included in the population in one of several ways. First, the 1993 edition of the <u>Directory of Special Libraries and Information Centers</u> published by Gale Research Inc. was consulted for those libraries that fell under one of the following three subject headings: Industrial Safety, Industrial Hygiene, or Medicine, Industrial. These three headings were chosen as the ones that most coincided in meaning with the term "occupational safety and health". They are more specific than the term "occupational safety and health," but each is part of the overall concept. Seventy-six libraries were identified this way.

In addition to the Directory, other sources were used to supply additional names of survey participants. From personal contacts, five libraries were identified and added. <u>The Occupational Health Resource Guide</u> [30] was consulted for organizations listed as resources that reportedly have libraries. Thirty-three names were added in this way. In November 1992, an inquiry was sent to the government agencies responsible for occupational safety and health in the twenty-two states and territories in which no libraries had yet been identified. From the seventeen responses received, nine names were added.

When the questionnaire was mailed, the study population consisted of 123 libraries in thirty-six states and the District of Columbia. In order to elicit further additions, questionnaire respondents were asked to name any occupational safety and health libraries that they knew of in their region of the country. Seven new libraries were added in this way, bringing the total to 130 libraries.

All survey participants were not part of the final sample. Only those libraries that fit the definition of an occupational safety and health library were asked to complete the entire questionnaire. A library was defined as an occupational safety and health library if the main subject of its collection was occupational safety and health, or if the library was defined by its own staff as an occupational safety and health library.

Questionnaire Development

A questionnaire was developed to be mailed to the managers of all of the libraries identified as possible occupational safety and health libraries. The questionnaire first filtered out those libraries that did not fit the definition of an occupational safety and health library. These library managers were asked to complete only the first and last pages of the questionnaire. Only those managers whose libraries fit the definition of an occupational safety and health library were asked to complete the entire questionnaire and be included in the directory.

The questionnaire was designed to elicit information in four areas:

1) Library Staff: What is the size of the library staff? What are their job titles? What are the educational requirements and achievements of the librarians? To what professional associations do they belong?

2) Library Users: Who are the primary users of the library from both within and outside the parent organization? How does the library publicize its services to its users? Does the library provide services to the public?

3) Other Libraries: Does the library exchange services with other libraries on a formal or informal basis and for what purposes? Is the collection available for interlibrary loan? Is there interest in developing cooperative arrangements with other occupational safety and health libraries?

4) Parent Organization: What is the parent organization? How large is it? Is the library staff satisfied with its current location on the organizational chart? How do they perceive their value to upper management? What is the budget for the library and who prepares it? Is the

library currently in a period of growth or cutbacks?
What are the library's priority needs?

The fifth area, geographic location, was not included in
the questionnaire because it could be determined from the
library's address. (Respondents were not anonymous.)

Most of the data from the questionnaire was nominal. The
questions were mostly factual and fixed-response in the form of
checklists.

Although the questionnaire consisted primarily of
questions designed to elicit information that would apply to any
library, it was customized so that the response choices would
apply to occupational safety and health libraries. For example,
the response choices for a question about the library's primary
users included "labor union representatives," "safety
professionals," and "occupational health physicians."

A draft of the questionnaire was reviewed by three
experts, including a research specialist, an occupational safety
professional, and a special library manager. These experts
reviewed the questionnaire for content validity, format, and/or
ease of analysis. Then the questionnaire was revised before it
was pre-tested on an informal sample of local special library
managers. In addition to answering the questionnaire, the
pre-test participants were asked to give written feedback about
the questionnaire. Responses were analyzed, and feedback was
reviewed. The final version of the questionnaire was twelve

pages and forty-eight questions long. It took about thirty minutes to complete.

Procedures and Design

Pre-Test

Rather than pre-testing the questionnaire on a random sample from the study population, thereby potentially eliminating occupational safety and health libraries from the final sample and the directory, it was field-tested on an informal sample of seven local special library managers. Pre-test participants were telephoned in advance to request their permission to send them a questionnaire, and a cover letter encouraged them to give written feedback about the questionnaire.

Six of the seven library managers returned a completed questionnaire. Revisions were made based on the results of the pre-test.

Survey Administration

Since the questionnaire was mailed to the managers of potential occupational safety and health libraries, and the researcher identified herself as a librarian in an occupational safety and health library, participants' motivation to respond was expected to be higher than for a survey of the general population. The study's goal was to reach a response rate of 75-90%.

In order to achieve this goal, several steps were taken to elicit maximum response. One week prior to mailing out the questionnaire, a letter was sent to the managers of all 123 libraries introducing them to the study, encouraging their participation, and asking them to watch for the questionnaire that would be arriving in the mail. It was hoped that this introduction to the study would have two effects: to pique their curiosity about the questionnaire, and to give them some warning about its arrival.

Exactly one week later, on February 8, 1993, the questionnaire was mailed, along with a cover letter, a consent form, and a self-addressed, stamped return envelope. The cover letter that accompanied the questionnaire reminded participants of the introductory letter; it reiterated the purpose and importance of the study; and it emphasized that everyone's response was important to the accuracy of the survey. Participants were told that in order to appear in the directory, they must complete the consent form accompanying the questionnaire. They were given instructions on returning the completed questionnaires within a two-week timeframe, and thanked for their participation.

In order to keep track of the responses, each special library was assigned a three-digit code that was written on the second page of the questionnaire.

As they came back, the returned questionnaires were reviewed for suggestions of similar libraries to be added to the study population. If these suggested libraries were not already

part of the sample, then an introductory letter and a
questionnaire were sent.

Three weeks after the questionnaires were mailed to the
original group of 123, a follow-up letter was sent to the
seventy-five non-respondents. Since the questionnaires were
identified by a number, it was known who had responded and who
had not. The follow-up letter encouraged the non-respondents to
complete the questionnaire, reiterating the importance of their
responses to the accuracy of the survey.

After three more weeks had elapsed, a second follow-up
was mailed to the remaining fifty-six non-respondents. This
cover letter attempted to encourage the managers of those
libraries that were not occupational safety and health libraries
to respond by letting them know that they had to answer only the
first page of the questionnaire. It also reiterated the
importance of responding to those managers who did work in
occupational safety and health libraries. A second copy of the
questionnaire, consent form, and stamped self-addressed envelope
were enclosed. A copy of the consent form and questionnaire are
included in Appendix A.

Data Analysis

As the questionnaires returned, they were coded for
analysis. Once all the questionnaires were coded, the data was
hand-tabulated and then analyzed on a personal computer, using
Microsoft Excel 4.0, a spreadsheet program. Percentages were
computed for all items, and descriptive statistics were run for

all numerical data. To investigate whether there were any
patterns linking data items, crosstabulations were attempted on
several areas of interest, such as whether the type of parent
organization (for-profit, state government, etc.) had any bearing
on whether a library was open to the public. Because the number
of libraries was small, no statistical analysis of the
crosstabulations was possible.

Data on a subset of items were compiled for the directory
of occupational safety and health libraries when a signed consent
form was returned by the respondent. Then, each respondent was
given the opportunity to review their directory entry and make
corrections or additions.

IV. RESULTS

Response

The survey achieved an 81% response rate. Of 130 questionnaires mailed out, 105 responses were received. Ninety questionnaires were returned; six were unusable. Fifteen respondents wrote or telephoned their refusal to answer the questionnaire, most because there was not (or no longer) an organized library with staff at their organization.

Table 1 summarizes the response rates. Of the twenty-five non-respondents, two questionnaires were undeliverable by mail, and twenty-three organizations did not respond. The non-respondents tended to come more from for-profit companies than respondents. Thirty-six percent of the non-respondents were from this group, while only twenty-three percent of the respondents were from the for-profit group. On the other hand, state government agencies and not-for-profit organizations were just the opposite. State government agencies were only 4% of non-respondents, while comprising 14% of respondents. Not-for-profit organizations were 12% of non-respondents, and 19% of respondents. Response and non-response rates from federal government agencies and academic institutions were approximately the same.

There were several "strongly suspected" occupational safety and health libraries among the non-respondents. Since each library was contacted by mail on four occasions, non-response was probably not accidental. Some of the

TABLE 1

Response Rates

Types of Response	Libraries	%
Returned Questionnaire	90	69.23%
a. Usable	84	64.62%
b. Unusable	6	4.62%
Refusals	15	11.54%
Subtotal	105	80.77%
Undeliverable	2	1.54%
No Response	23	17.69%
Total	130	100.00%

Type of Parent Organization	Respondents	%	Non-Respondents	%
For-Profit Companies	24	22.86%	9	36.00%
Federal Government	20	19.05%	5	20.00%
State Government	15	14.29%	1	4.00%
Not-for-Profit Organizations	20	19.05%	3	12.00%
Academic Institutions	26	24.76%	7	28.00%
Total	105	100.00%	25	100.00%

organizations may have no longer had a library; some may have chosen not to participate for a variety of reasons, one being the thirty minutes involved in answering the questionnaire.

The six unusable questionnaires were of two types. Two questionnaires were not completed; they were from occupational safety and health libraries, one of whom had also consented to be listed in the directory and had answered just enough of the questions that a directory entry could be written. The other four were from organizations that had collections of occupational safety and health materials that they considered to be a library, but because they had no library staff were deemed not "libraries" according to the ALA definition.

Of the eighty-four usable questionnaires returned, thirty-nine libraries were identified as occupational safety and health libraries, with forty-five declining to be identified as such. This determination was made by response to two questions: "Is your library defined as an occupational safety and health library?" and "Is the main subject of your library's collection occupational safety and health?" Respondents had to answer at least one of these questions affirmatively in order to be identified as an occupational safety and health library for this survey. In response to the first question, thirty-seven libraries answered yes. In response to the second question, twenty-nine libraries answered yes.

Respondents were asked to consent to be listed in a directory of occupational safety and health libraries. Thirty-two of the thirty-nine occupational safety and health

libraries consented to appear in the directory. One library that returned an unusable questionnaire was included in the directory, for a total of thirty-three libraries.

All Respondents

In addition to the above two questions, all questionnaire respondents were asked to respond to four additional questions. All respondents were first asked to identify the main subject of their collection. As mentioned above, twenty-nine libraries had a main subject of occupational safety and health. Of the remaining fifty-five, ten were libraries which had already indicated that their library was defined as an occupational safety and health library, but they then indicated that the main subject of their collection was something else. For all respondents, the largest group of main subjects (sixteen libraries) was miscellaneous science and technology subjects. Eleven libraries' main subject was labor-oriented. The rest were divided among a variety of subjects, with only five or fewer libraries in each category: environmental, environmental/occupational safety and health, health/medicine, business, technical/business, general academic, social sciences, law, and occupational safety and health/workers' compensation. Three of the ten occupational safety and health libraries said their main subject was divided between environmental and occupational safety and health.

All respondents were asked to suggest occupational safety and health libraries which should be contacted for the study.

Nineteen libraries, or 23%, made a suggestion. Fifteen of these nineteen libraries were occupational safety and health libraries. Most of the suggestions, 63%, were already in the survey. Of the seven new libraries that were added to the survey as a result of these suggestions, two responded as occupational safety and health libraries.

Respondents were asked if they had any information they would like to share about their library or the study. Twenty-five libraries, or 30%, said yes. The largest group of these comments were descriptions of the library's collection, followed by descriptions of the library's services. Other comments included both positive and negative comments about the study, comments about the status of their library, or comments about occupational safety and health in their organization.

Fifty-three of the eighty-four libraries (63%) indicated that they would like to receive a copy of the results of the study. Occupational safety and health libraries were more likely to request results (92%) than non-occupational safety and health libraries (38%).

Occupational Safety and Health Libraries

The survey identified thirty-nine occupational safety and health libraries. These respondents were asked to complete the rest of the questionnaire. The questions covered four main subject areas: library staff, library users, other libraries, and the parent organization. In addition, geographical location of the occupational safety and health libraries was analyzed.

Most of the data is reported in percentages, and where possible, the mean, median, and mode were calculated. Because the study population was so small, percentages calculated include the number of non-respondents, unless otherwise noted. Cross-tabulations were run on selected items. The results of these will be reported in raw numbers only since analysis was not possible due to the small numbers.

Location

The questionnaire was mailed to libraries in thirty-six states and the District of Columbia. The eighty-four respondents came from twenty-nine states and D.C., while the occupational safety and health libraries were located in eighteen states and D.C. Nine of the occupational safety and health libraries were located on the west coast of the U.S., while fifteen were located on the east coast. The remaining fifteen libraries were located in the "central" U.S. Figure 1 illustrates how many occupational safety and health libraries were located in each state and in the District of Columbia. Illinois, with five occupational safety and health libraries, had the highest number, followed by four each in California, Ohio, and Washington. (For the names of most of these libraries, the directory must be consulted in Appendix B.)

Library Staff

This grouping of questions was designed to determine the size of the library staff and the titles assigned to them, as

FIGURE 1

OCCUPATIONAL SAFETY & HEALTH LIBRARIES
BY STATE
n=39
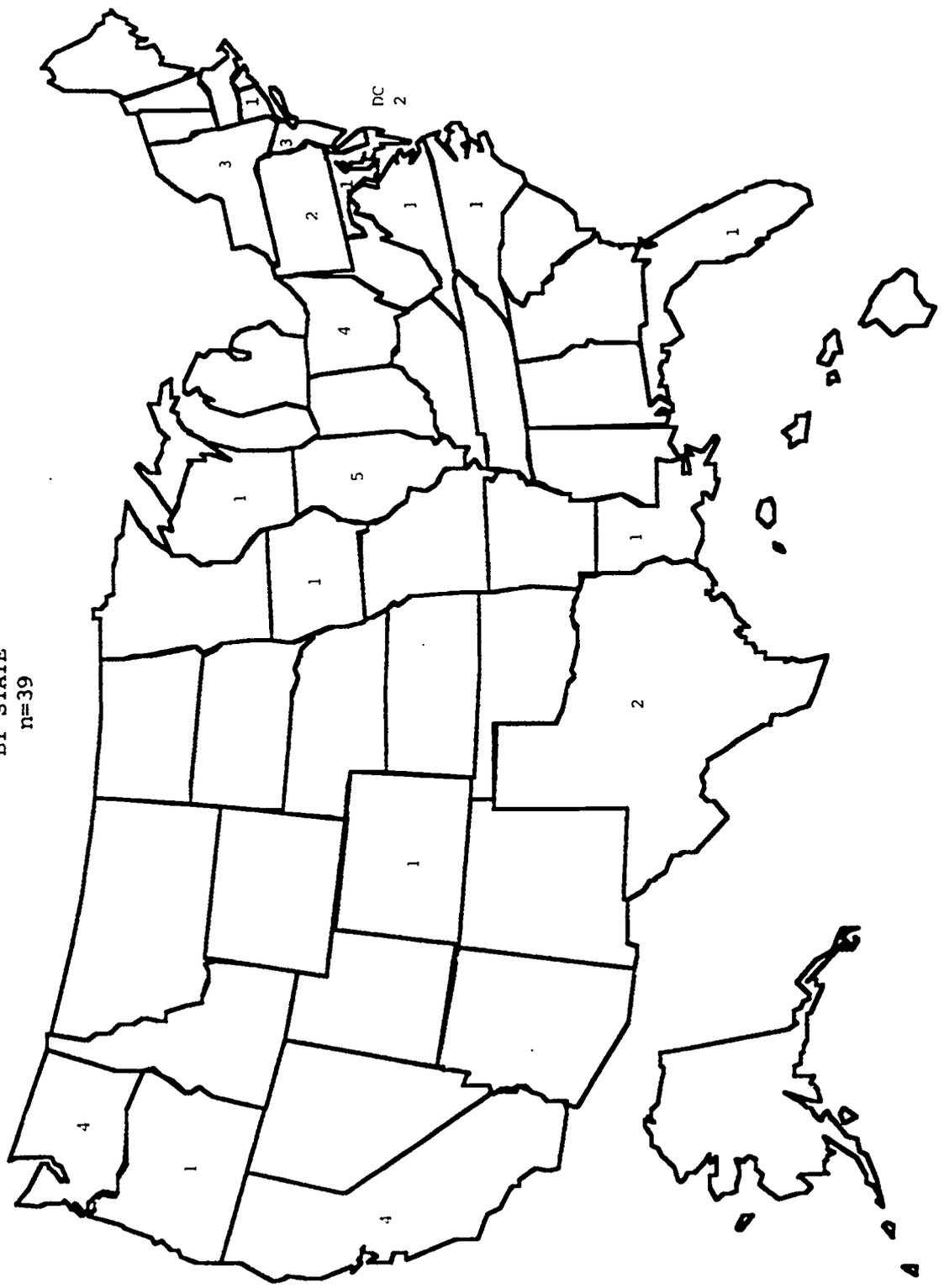
WEST COAST = 9   CENTRAL = 15   EAST COAST = 15

well as explore some of the professional qualifications and
activities of the librarians, if any, in these libraries.

Of the thirty-nine occupational safety and health
libraries, fourteen (36%) were "one-person libraries". Another
sixteen (41%) had two or three people on staff. As illustrated
in Figure 2, the remaining nine libraries ranged in size from
less than one full-time person up to twenty-five people,
resulting in an average size of 3.2 full-time employees.

When asked how many librarians were on staff, twenty
(51%) of the libraries responded that they had one librarian.
Eight libraries (21%) had none. Eleven had from 1.5 to 6
librarians on staff, with an overall average of 1.5 librarians
per library. Figure 3 illustrates the data.

The title of the person in charge of the library fell
into one of three groups: 1) librarian, information specialist,
etc. (38%); 2) manager, director, or supervisor of library (41%);
or 3) non-library-related title (21%).

Respondents were asked about the rest of the staff by the
following job titles: para-professionals, clerical assistants,
student assistants, volunteers, and other. The most common
classification was clerical assistant, with 17 libraries
employing at least one, although not always full-time. Only ten
libraries employed any para-professionals, and just seven
libraries employed student assistants. No libraries reported
using volunteers. Four libraries had people on staff with other
titles, such as public affairs professional or full-time
temporary.

FIGURE 2

Size of Library Staff

Mean 3.16
Median 2
Mode 1

Number of Staff

No. of Libraries   n=39

37

26

36
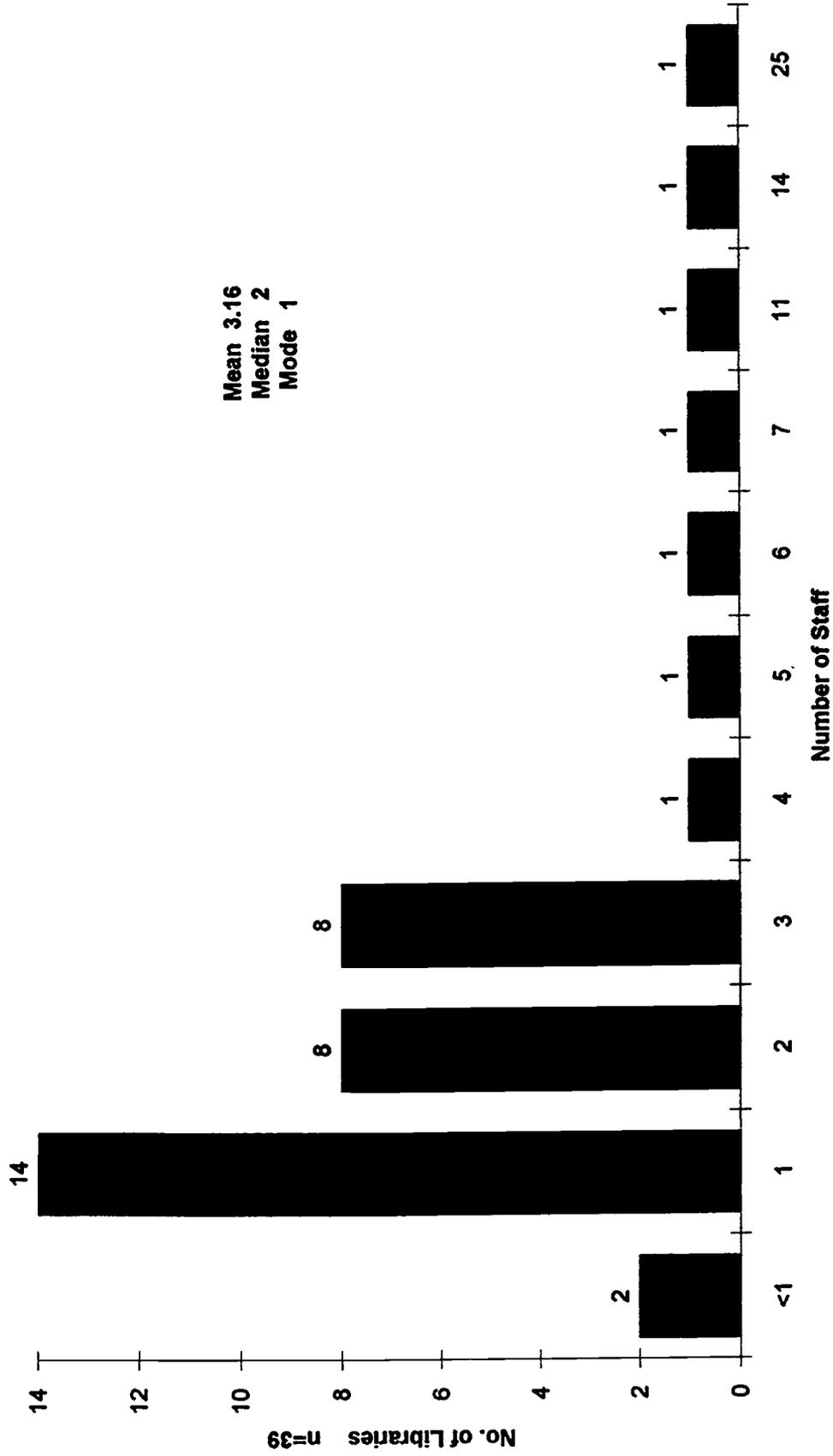
FIGURE 3

Number of Librarians in Occupational Safety and Health Libraries

Mean   1.5
Median 1
Mode   1
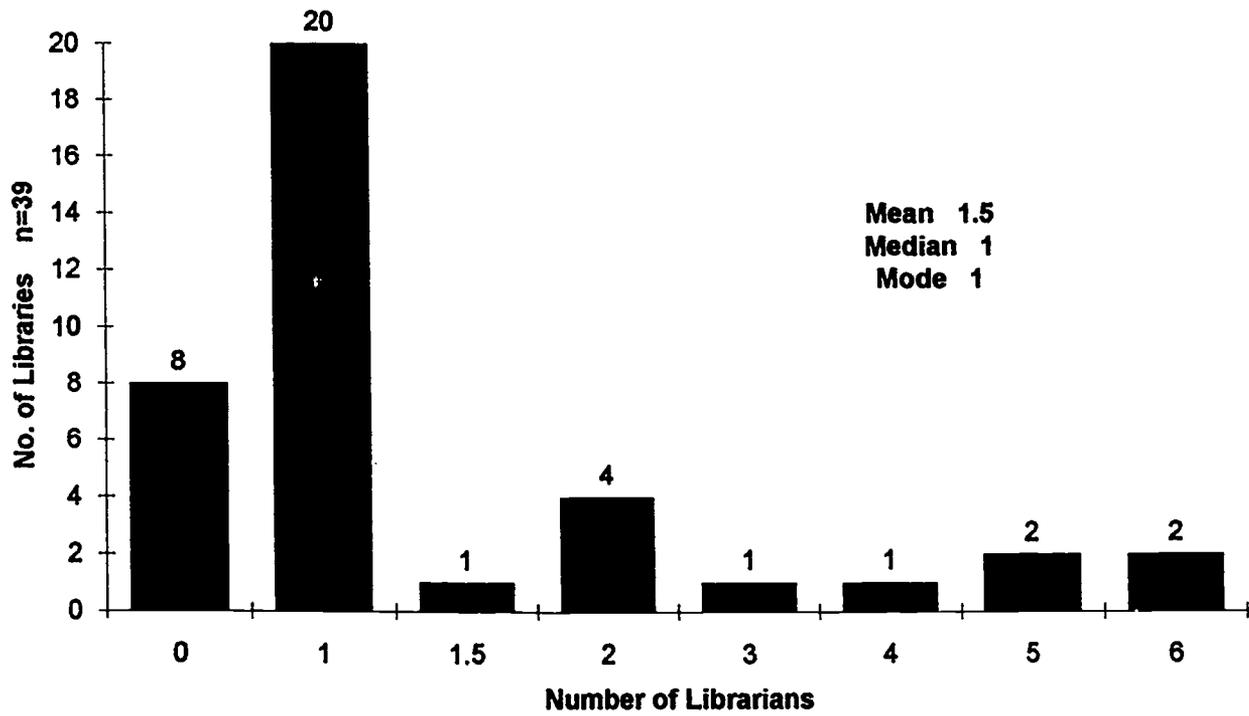
Eighteen libraries (46%) reported that a master's in library science was the minimum educational requirement for librarians in their organization. However, ten (26%) reported that no requirements were specified. The remaining eleven responses heavily favored a bachelor's degree, sometimes with specific subjects such as library science or science required.

In the thirty-one libraries that had at least one librarian on staff, there were a total of fifty-nine librarians. Thirty, or 51%, of them had a master's degree in library science, two had a doctoral degree in library science, and five had a bachelor's degree. Respondents were also asked what other degrees the librarians possessed. Twenty-seven (46%) had a bachelor's degree in a subject other than library science. Seven had a master's degree. Seven had no other degree. Unfortunately, no answer was given for 27% of the fifty-nine librarians.

The questionnaire asked to which kinds of library/information science organizations the librarians belonged. Twenty-one (68%) of the libraries had librarians who belonged to the Special Libraries Association. Table 2 shows that the responses varied over a wide range of organizations, from the American Library Association to regional, state and local associations. SLA was the organization mentioned far and away the most often. Six libraries (19%) either did not respond to the question or indicated no memberships.

A question was asked to see whether librarians also belonged to occupational safety and health associations. Most (58%) did not. However, 26% did report belonging to the National

TABLE 2

Library/Information Science Organizations to Which Librarians Belong

Library Organization	Number of Libraries	% (n=31)
American Library Association	7	22.58%
American Society for Information Science	6	19.35%
Medical Library Association	5	16.13%
Special Libraries Association	21	67.74%
Local/regional chapter of national organization	4	12.90%
State library association	5	16.13%
Regional library association	2	6.45%
Local/regional health science organization	3	9.68%
State government library association	3	9.68%
Other	11	35.48%
None/No Response	6	19.35%
Total Responses	73	

Safety Council. Coming in second with 19% was the American Industrial Hygiene Association. Some respondents indicated that their library held corporate or organizational memberships in these organizations. It is possible that some respondents reported memberships here that were really organizational memberships.

To summarize, staff size tended to be small, but the mean was thrown off by the wide range encountered, from less than one to twenty-five. Usually there was one librarian, with possibly an assistant or two. While fewer than half of the organizations required an MLS for their librarians, over half of the librarians working in occupational safety and health libraries have an MLS or better. More than half of the libraries had librarians with memberships in SLA, and many had memberships in other organizations, both national and local.

Library Users

The next group of questions was designed to look at issues of public access to the library and the types of library users both from within the organization and outside of it.

An important question for people who need occupational safety and health information is whether a particular occupational safety and health library is open to the public or provides services to the public. Of the thirty-nine libraries identified in this survey, 28% were not open to the public. The ones who were open to the public often placed restrictions on public use. Figure 4 shows that 41% of the libraries were open

FIGURE 4

Library Is Open to the Public

No
28%

Yes, Always
31%

Yes, Restricted
41%

31 42
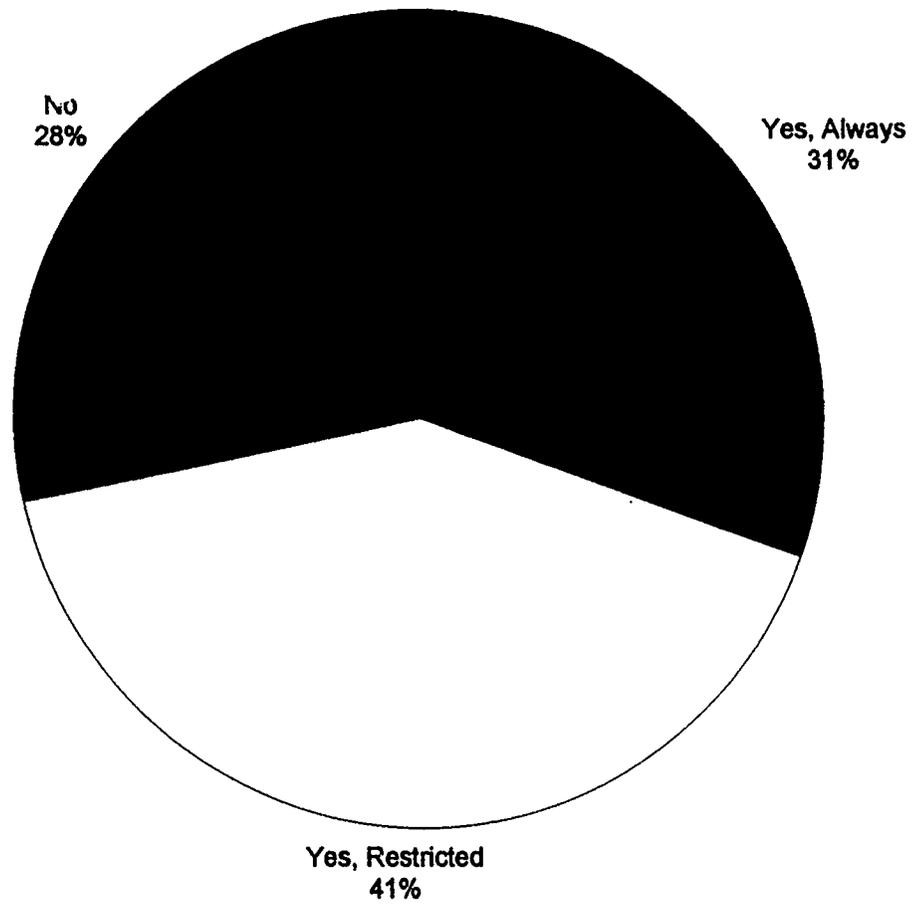
to the public but placed restrictions on access. Less than a
third of the libraries were always open to the public. The type
of parent organization the library was located within had some
bearing on whether a library was open to the public. Table 3
demonstrates that when the libraries were divided into two groups
of "open to the public" and "not open to the public," it was only
the for-profit company libraries which were more likely to be not
open to the public. All but three of the other libraries were
open to the public.

Approximately the same number of libraries that were open
to the public also provided library services to the public over
the phone or through the mail. However, more libraries (51%)
provided these services with restrictions. No such services were
provided by 28% of the libraries. Once again, the type of parent
organization within which the library was located had a bearing
on whether library services were provided by phone or mail to the
public. As Table 4 illustrates, for-profit company libraries and
not-for-profit organization libraries were more likely not to
provide these services to the public than the other types of
libraries.

Reference services were provided to the public by
two-thirds of the libraries, with 44% placing restrictions on the
service. Table 5 shows that for-profit company libraries and
state government libraries were more likely than the other types
of libraries not to provide reference services to the public.

TABLE 3

Libraries Open to the Public by Type of Library

Type of Library	Open to the Public		Grand total
	Yes	No	
Academic Institutions	5	0	5
Federal Government	8	0	8
For-Profit Companies	2	8	10
Not-for-Profit Org.	5	2	7
State Government	8	1	9
Grand total	28	11	39

TABLE 4

Libraries Which Provide Services to the Public by Phone or Mail by Type of Library

	Phone or Mail Services		
Type of Library	Yes	No	Grand total
Academic Institutions	5	0	5
Federal Government	8	0	8
For-Profit Companies	4	6	10
Not-for-Profit Org.	4	3	7
State Government	7	2	9
Grand total	28	11	39

TABLE 5

Libraries Which Provide Reference Services to the Public
by Type of Library

Type of Library	Reference Services		
	Yes	No	Grand total
Academic Institutions	5	0	5
Federal Government	8	0	8
For-Profit Companies	3	7	10
Not-for-Profit Org.	5	2	7
State Government	5	4	9
Grand total	26	13	39

Most libraries (69%) did not circulate library materials
to the public. Of the remaining 31%, only 8% always circulated
materials to the public.

Respondents were asked to indicate in what ways they
regularly publicized the library. Ten percent replied none or
did not respond. The ninety percent who responded that they did
publicize their libraries did it most often through brochures or
flyers (56%) and attendance at meetings to discuss library
services (54%). Also high on the list were new acquisition lists
(49%), library tours (41%), and speeches or talks (38%). Of the
thirteen choices offered respondents as possible ways to
publicize a library, at least one library responded for each of
them, and other ways were also described. Everything from
personal contacts to in-house electronic mail to specialized
bibliographies was employed. Thirty-one of the thirty-nine
libraries publicized their library in more than one way, with ten
libraries using six or more ways.

Within the organization, the most common users of an
occupational safety and health library were industrial
hygienists, with fully 82% of the libraries reporting them as
primary users. Seventy-nine percent of the libraries reported
safety professionals as primary users of their libraries.
Engineers were the third most often-cited group, with 64% of the
libraries mentioning them. Table 6 shows the breakdowns for each
group of users.

Respondents were then asked to name the one user group
which used their library with the most frequency. No one group

TABLE 6

Primary Users of the Library from Within the Organization

Library Users	Number of Libraries	% (n=39)
Safety Professionals	31	79.49%
Occup. Health Nurses	19	48.72%
Occup. Health Physicians	15	38.46%
Industrial Hygienists	32	82.05%
Engineers	25	64.10%
Other Sci/Tech Prof.	23	58.97%
Lawyers	20	51.28%
Administrative/Clerical	20	51.28%
Faculty	7	17.95%
Graduate Students	8	20.51%
Undergraduate Students	3	7.69%
Toxicologists	3	7.69%
Other	6	15.38%

came out ahead of the others. Safety professionals and
industrial hygienists each were chosen by six libraries. Five
libraries chose other scientific or technical professionals.
Four each chose engineers and faculty. Nine libraries would not
select one primary user group, instead naming two or more user
groups. Two libraries named "safety and health professionals";
two named occupational health physicians and industrial
hygienists. Two libraries would not choose among any of their
user groups. One library chose "students"; one answered
industrial hygienists and safety professionals; one answered
occupational health physicians and toxicologists.

Table 7 illustrates that an even wider range of user
groups from outside the organization was selected by the
respondents. Employers/safety & health managers and professional
consultants were tied at twenty-one libraries each (54%).
Nineteen libraries indicated lawyers (49%). Seventeen libraries
(44%) each indicated government agency representatives and other
libraries as primary users of their libraries. Sixteen libraries
(41%) answered health care professionals, and fifteen libraries
(38%) answered the general public.

When asked which user group from outside the organization
used the library with the most frequency, seven libraries chose
employers/safety & health managers. Four libraries each chose
professional consultants, government agency representatives, and
other libraries. Three each chose workers and lawyers. Three
respondents did not choose one user group. One answered
consultants and lawyers; one said lawyers and workers; one said

TABLE 7

Primary Users of the Library from Outside the Organization

Library Users	Number of Libraries	% (n=39
None/No Response	4	10.26%
University Faculty	4	10.26%
Graduate Students	12	30.77%
Undergraduate Students	9	23.08%
Elem. & Secondary Students	3	7.69%
Employers/Safety & Health Mgrs	21	53.85%
Labor Union Representatives	15	38.46%
Workers	13	33.33%
Professional Consultants	21	53.85%
Lawyers	19	48.72%
Health Care Professionals	16	41.03%
Government Agency Reps.	17	43.59%
Other Libraries	17	43.59%
General Public	15	38.46%
Other	7	17.95%

39

consultants, health care professionals and the general public equally.

Respondents were asked to describe any special collections or services that were unique to their library. This information was sought primarily for the description of each library that would be in the directory, to let people know where these collections and services might be found. Twenty-nine of the thirty-nine libraries responded. Twenty-six libraries gave a description of their collection, and thirteen libraries gave a description of their services.

To summarize, more than half of the occupational safety and health libraries were open to the public and provided reference services and services by phone or mail, usually with restrictions. Fewer than one-third circulated library materials to the public. For-profit company libraries were less likely than other types of libraries to be open to the public or provide services to the public. Respondents employed many ways to publicize their libraries, usually using traditional means such as brochures, flyers, or attendance at meetings. Most employed several ways to publicize the library. Within the organization, the most frequent library users tended to be safety professionals and industrial hygienists. From outside the organization, users tended to be employers/safety & health managers and professional consultants.

Other Libraries

This set of questions was designed to elicit information about the degree of cooperation with other libraries. Respondents were asked about network membership, whether their collection was available for interlibrary loan, and whether they exchanged services with other libraries and for what purposes. The last question in the set assessed interest in establishing some sort of cooperative arrangements among occupational safety and health libraries.

When asked in which formal networks the library had a membership or actively participated, 15% of the respondents named on-line databases and vendors they used, such as DIALOG, STN, and BRS. When asked if they belonged to the NLM Regional Medical Library Program, 36% of the respondents responded that they did, even though this program is an interlibrary loan network for academic health sciences and hospital libraries. The participation rate was much too high for this to be anything but confusion with the NLM on-line databases. Other libraries responded that they were members of OCLC, but when asked later if their collection was on OCLC, responded no. For these reasons, the responses to this question were deemed unreliable but still will be reported. One-third of respondents claimed membership in OCLC. Five libraries participated in Fedlink, the network for federal government libraries. There were no members of RLIN. Three libraries claimed membership in WLN. Eight libraries (21%) claimed membership in state networks.

Seventeen libraries (44%) responded that at least part of their collection was on OCLC or another bibliographic utility. Of the five types of libraries, federal government libraries were the only type to be more likely than not to have their collections on a bibliographic utility (seven out of eight libraries). Twenty-two libraries (56%) responded that their collection was available for interlibrary loan. Table 8 illustrates how type of library affects the availability of interlibrary loan. Once again, federal government libraries are far and away more likely to have their collections available for interlibrary loan, followed by not-for-profit organization libraries and state government libraries.

Respondents were asked with which types of libraries did they regularly exchange services on a formal or contractual basis. Eleven libraries (28%) did not respond or replied none. Fourteen libraries each reported formally exchanging services with academic and government libraries. Eight libraries exchanged services with other libraries within their organization. Seven libraries exchanged services with corporate/private libraries. While five libraries exchanged services with public libraries, three libraries reported exchanging services with other occupational safety and health libraries. Academic libraries were the least likely to formally exchange services, with three of five libraries responding that they did so. The reasons most often cited, by 59% of libraries, for formally exchanging services was for interlibrary loan, followed by reference (36%), users having direct borrowing

TABLE 8

Library Collections Available for Interlibrary Loan by Type of Library

	Interlibrary Loan		
Type of Library	Yes	No	Grand total
Academic Institutions	2	2	4
Federal Government	7	1	8
For-Profit Companies	3	7	10
Not-for-Profit Org.	5	2	7
State Government	5	4	9
Grand total	22	16	38

privileges (31%) and photocopying (31%). Libraries also formally
exchanged services for such things as on-line searching,
cataloging services, shared catalogs, e-mail, indexing services,
acquisitions, serials management, and invoices.

When asked about services exchanged on an informal basis,
the same number of libraries did not respond or replied none.
However, those libraries who were exchanging services informally
were doing it with more kinds of libraries than with formal
exchanges. Nineteen libraries exchanged services with government
libraries, while eighteen did it with academic libraries.
Seventeen libraries exchanged services with corporate/private
libraries, and thirteen exchanged services with other
occupational safety and health libraries. Twelve reported
exchanging services with not-for-profit libraries, while ten each
reported exchanges with public libraries and other libraries
within their organization. There were even exchanges with school
libraries and hospital libraries. For-profit company libraries
were the least likely to participate in informal exchanges of
services with other libraries, with only 50% doing so. Reasons
given for informal exchange of services were reference (67%),
interlibrary loan (54%), users having direct borrowing privileges
(38%), and photocopying (38%). Ten libraries exchanged for
on-line searching, while eight libraries shared catalogs.
Libraries also received cataloging services, indexing services,
facsimile services, and electronic mail services through informal
exchanges.

Respondents were given three answer choices to the
question, "Would you be interested in developing some type of
cooperative arrangements with other occupational safety and
health libraries in the U.S.?" Twenty-three libraries (59%)
responded with an unqualified "yes." An additional ten percent
qualified their affirmative response with limitations. Eight
libraries (21%) said no. Half of these were from for-profit
company libraries. In addition, two libraries responded with
uncertainty, and two did not respond. Figure 5 and Table 9
illustrate the response to this question.

To summarize, while network membership could not be
ascertained because of the confusion with on-line databases and
vendors, 56% of respondents' collections were available for
interlibrary loan. Federal government libraries were the most
likely type of library to have interlibrary loan available.
Twenty-eight libraries regularly exchanged services on a formal
or contractual basis, usually with academic or government
libraries, and usually for the purposes of interlibrary loan and
reference services. Twenty-eight libraries also regularly
exchanged services on an informal basis, usually with government
and academic libraries again, but also with corporate or private
sector libraries, and, once again, usually for the purposes of
reference services and interlibrary loan. Sixty-nine percent of
the respondents are interested in developing some kind of
cooperative arrangements with other occupational safety and
health libraries.

FIGURE 5

Interested in Developing Cooperative Arrangements with Other Occupational Safety and Health Libraries

No Response
5%

No
21%

Maybe/Don't Know
5%

Yes, with limitations
10%

Yes
59%

46 57
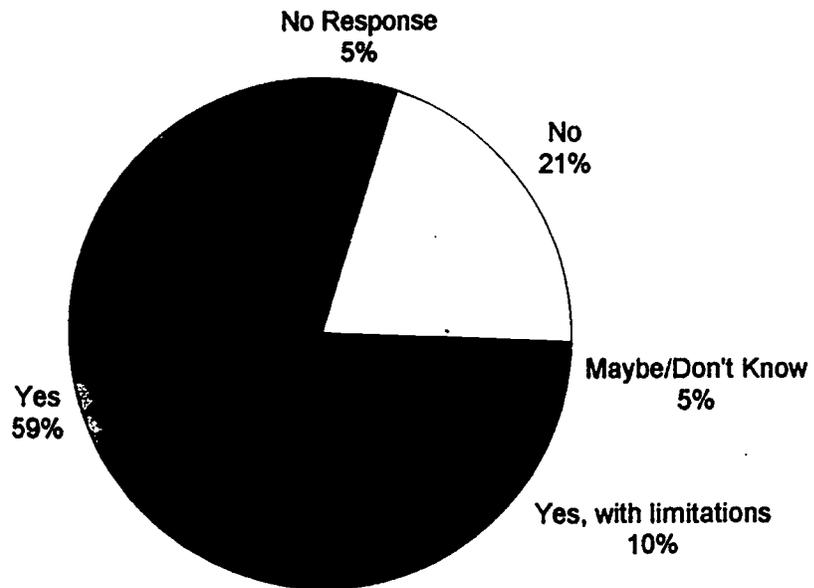
TABLE 9

Interest in Developing Cooperative Arrangements with Other Occupational Safety and Health Libraries by Type of Library

	Interest		
Type of Library	Yes	No	Grand total
Academic Institutions	3	1	4
Federal Government	7	0	7
For-Profit Companies	6	4	10
Not-for-Profit Org.	6	1	7
State Government	7	2	9
Grand total	29	8	37

Parent Organization

Because special libraries are part of a larger non-library organization, their relationships and status within that organization have a large effect on the library's effectiveness, often its survival. Factors discussed in this section affect all of the previous factors that have been discussed: geographic location, library staff, library users, and other libraries.

First of all, it is important to know in which type of parent organization the occupational safety and health library is located. Figure 6 illustrates the breakdown for this survey. The largest number of libraries (26%) were located within for-profit companies. In descending order, state government, federal government, and not-for-profit organizations accounted for nine, eight, and seven libraries respectively. Five libraries were part of academic institutions.

The size of the organization also has a bearing on the library. The survey showed an incredibly wide range in the size of the organizations, from one to 120,000! Twelve libraries had 100-499 people in their organizations, while ten libraries had 1,000 to 10,000. Seven libraries had under 100, while five had over 10,000. The mean number of people was 6,542, while the median was 368 and the mode 1,000. It seems unlikely that there would be many similarities among libraries located in organizations of such disparate sizes.

Depending on the size of the organization and the status of the library, the person in charge of the library can be

FIGURE 6

Type of Parent Organization
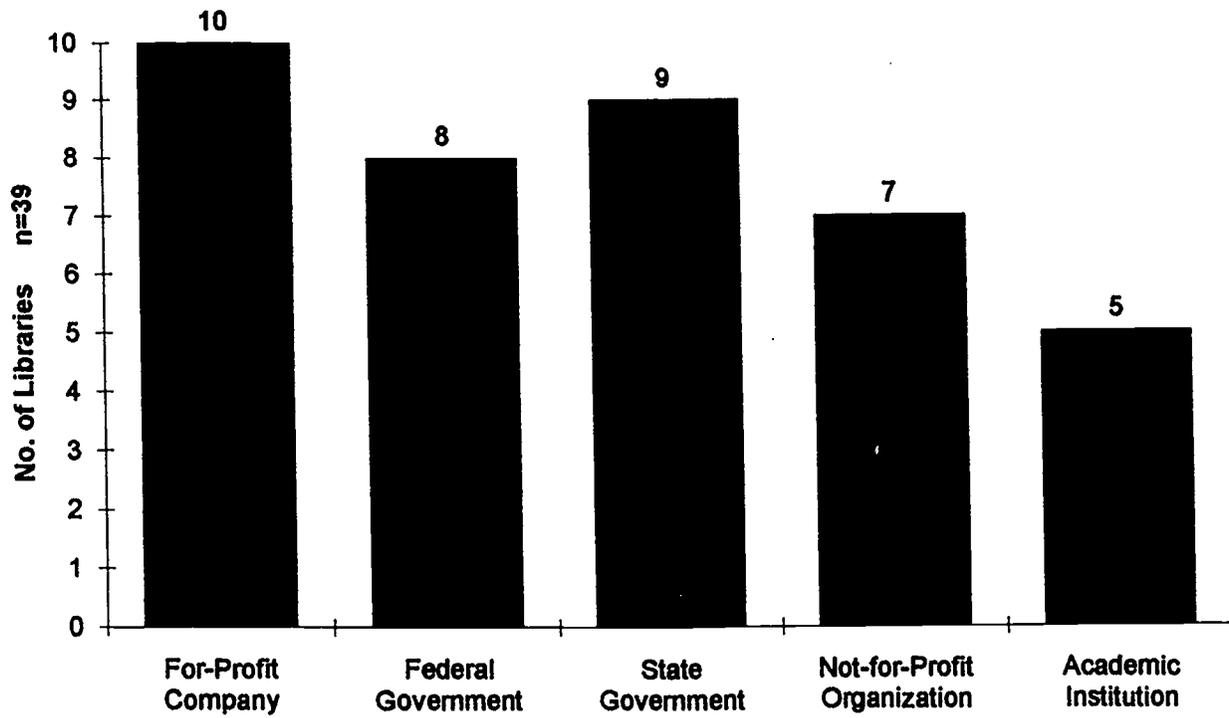
considered anything from upper-level management to clerical. In the survey, most library managers were considered either middle management (28%) or non-management professional (28%). In between the two, 15% were considered supervisory management. Five library managers were considered upper-level management, and four library managers were considered non-management and non-professional.

Also related to the size of the organization and the status of the library, the number of management levels between the person in charge of the library and the head of the entire organization ranged from none to eight. The largest group of libraries (28%) reported one management level, followed by 18% each with two levels and four levels. The mean number of levels was 2.58, the median was 2 and the mode 1.

Respondents were asked how they thought upper management viewed their library. Seventeen libraries (44%) replied that they thought they were viewed as "essential to the organization." Twelve libraries (31%) thought "very helpful." Only 21% thought they were viewed as being of limited usefulness to the organization, while one each did not respond or stated "don't know." This question was cross-tabulated with several other questions.

Table 10 illustrates that having one or more librarians on staff tended to improve how the respondent thought upper management viewed the library. However, it is impossible to know whether this was due to the fact that librarians were more likely to perceive things more positively or whether upper management

TABLE 10

Perception of Upper Management's View of the Library by Whether There Are Librarians on Staff

	Librarians on Staff		
Perception of Upper Mgt. View	No	Yes	Grand total
Essential to Organization	1	16	17
Very Helpful	2	10	12
Of Limited Usefulness	3	5	8
No Response/Don't Know	2	0	2
Grand total	8	31	39

viewed the library more favorably when there were librarians present.

Table 11 cross-tabulates the perception of upper management views with whether a librarian had a degree in library/information science. Three-fourths of the respondents without degrees perceived that upper management viewed their library as essential, while only about half of those with degrees replied similarly. Does having a library degree make one less positive about management views, or does upper management think more highly of libraries run by librarians without degrees?

Whether librarians had memberships in library organizations did not improve how they perceived upper management views of the library. In fact, Table 12 shows that five out of six librarians who did not belong to library organizations thought upper management viewed their libraries as essential to the organization, while only eleven of twenty-five librarians with memberships thought similarly.

Two questions were asked to assess the status of the library and the organization, to try to determine whether each was in a period of growth, stability, or cutbacks. Fifteen respondents (38%) stated that their library was in a period of cutbacks, while thirteen (33%) stated that their organization was in a period of cutbacks. However, 33% of the libraries were in a period of growth, while 28% of organizations were growing. In a period of stability were 28% of libraries and 33% of organizations. Table 13 shows that while libraries were slightly more likely to be experiencing either cutbacks or growth than

TABLE 11

**Perception of Upper Management's View of the Library
by Whether Librarian Holds Degree in Library/Information Science**

	Degree		
Perception of Upper Mgt. View	Yes	No	Grand total
Essential to Organization	13	3	16
Very Helpful	10	0	10
Of Limited Usefulness	4	1	5
Grand total	27	4	31

TABLE 12

Perception of Upper Management's View of the Library
by Whether Librarians Hold Memberships in Library Organizations

	Memberships		
Perception of Upper Mgt. View	Yes	No	Grand total
Essential to Organization	11	5	16
Very Helpful	9	1	10
Of Limited Usefulness	5	0	5
Grand total	25	6	31

TABLE 13

Library Status Compared to Parent Organization Status

Status	Library	Parent Organization
Growth	13	11
Stability	11	13
Cutbacks	15	13
No Response	0	2
Total	39	37

organizations, organizations were slightly more likely to be experiencing stability.

Cross-tabulations were calculated to see if there were any connection between how the respondent thought upper management viewed the library and library status. Table 14 illustrates that those libraries that thought upper management viewed them as essential or very helpful were more likely to be in a period of growth rather than cutbacks. Libraries that thought upper management viewed them as being of limited usefulness were much more likely to be in a period of cutbacks rather than of either growth or stability.

Where the library is located on the organizational chart of the parent organization can have enormous effect on the fate of the library. First, respondents were asked how long the library had been at its current location on the organizational chart. Responses were wide-ranging, from "don't know" to "forever" and less than one year to eighty-seven years. The mean number of years was 14.8, the median was 8, and the mode was 1.

Only five libraries (13%) had had their location on the organizational chart changed within the past two years. When asked how long the library had been located at its previous location on the organizational chart, responses ranged from one year to fifteen years. It appeared that most libraries' location on the organizational chart had seldom changed.

When asked their level of satisfaction with the library's current location on the organizational chart, thirty libraries were either satisfied (59%) or very satisfied (21%). Only seven

TABLE 14

Perception of Upper Management's View of the Library and Library Status

Perception of Upper Mgt. View	Library Status			Grand total
	Growth	Stability	Cutbacks	
Essential to Organization	8	4	5	17
Very Helpful	4	6	2	12
Of Limited Usefulness	1	0	7	8
No Response/Don't Know	0	1	1	2
Grand total	13	11	15	39

libraries (19%) expressed dissatisfaction with their location.
See Table 15. There seemed to be a connection between the level
of satisfaction with the library's current location on the
organizational chart and library status. Table 16 illustrates
that of the libraries that were very satisfied or satisfied with
their location, just as many were experiencing cutbacks as
growth. However, of those who were very unsatisfied with their
location, three out of four were experiencing cutbacks.

Respondents were asked to give the title and department
of the person to whom the library reports. Responses were so
varied that any analysis would be meaningless. No clear pattern
emerged as to title or department, which is not surprising when
the previously mentioned disparate size of the parent
organizations is taken into account.

The library's budget can tell a lot about how effectively
a library can operate. Issues such as control over preparation
of the budget can indicate how well the library can plan for the
future, allocate its resources to meet its needs, and how much
autonomy the library manager has to manage the library. Of the
survey respondents, nineteen (49%) did not have their own
separate library budgets in their organizations. Eighteen did,
so the libraries were about evenly divided on this item.

As to who has central responsibility for preparing the
library's budget, only fourteen (36%) responded that it was the
library manager. Twelve responded that the manager/director one
level above the library manager prepared the library budget.
Other responses included the executive director, the division,

TABLE 15

Level of Satisfaction With the Library's Current Location on the Organizational Chart

Level of Satisfaction	Number of Libraries	%
Very Satisfied	8	21.62%
Satisfied	22	59.46%
Unsatisfied	3	8.11%
Very Unsatisfied	4	10.81%
No Response	2	5.41%
Total	37	100.00%

TABLE 16

Level of Satisfaction With the Library's Current Location on the
Organizational Chart
by Library Status

| Level of Satisfaction | Library Status | | | |
	Growth	Stability	Cutbacks	Grand total
Very Satisfied	5	1	2	8
Satisfied	7	5	10	22
Unsatisfied	0	3	0	3
Very Unsatisfied	1	0	3	4
Grand total	13	9	15	37

the budget director, and the owner, responses which indicated
that someone higher than one level above the library manager
prepared the budget. One respondent replied that the budget was
based on staff requests, and another replied that the library was
funded by grants.

Respondents were asked to indicate the budget range
allocated to their library for the current fiscal year, including
salaries and benefits, materials/supplies, and contractual
services, and excluding rent and utilities. Figure 7 illustrates
the wide range of budgeted amounts with which these libraries
operate. Three respondents did not know what the library budget
was, and three did not respond. Ten libraries (26%) had budgets
of $100,000 - $249,000, and seven (18%) had budgets of $75,000 -
$99,000. The rest of the libraries were scattered among the
response choices, although no libraries had budgets between
$500,000 and $1,000,000. The mean was $178,515, and the mode was
$175,000. However, the median was $87,000.

The top two priority needs of occupational safety and
health libraries were more staff and more library materials and
information services, with better technology a close third.
About half of the libraries wanted more staff, and one-third
wanted more library materials and information services. Figure 8
illustrates the responses to this question.

To summarize, while there was a wide range in type and
size of the parent organizations of occupational safety and
health libraries, there were also some similarities among them.
The largest group of libraries, around 25%, were from for-profit

FIGURE 7

Library Budgets

Mean $178,515
Median $87,000
Mode $175,000

No. of Libraries   n=39

Budget Range:
- No Response — 3
- Don't Know — 3
- Under $25,000 — 4
- $25,000 - 49,000 — 3
- $50,000 - 74,999 — 4
- $75,000 - 99,999 — 7
- $100,000 - 249,000 — 10
- $250,000 - 499,000 — 3
- Above $1,000,000 — 2

73
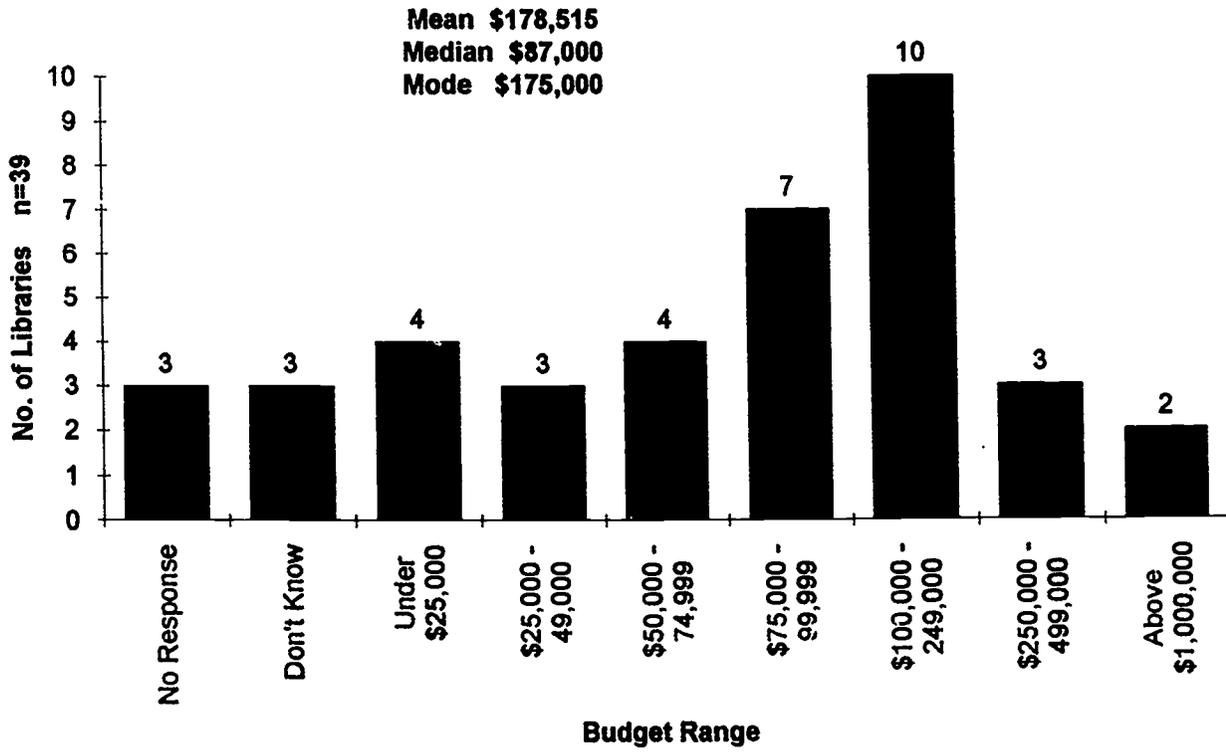
FIGURE 8

Priority Needs of Occupational Safety and Health Libraries
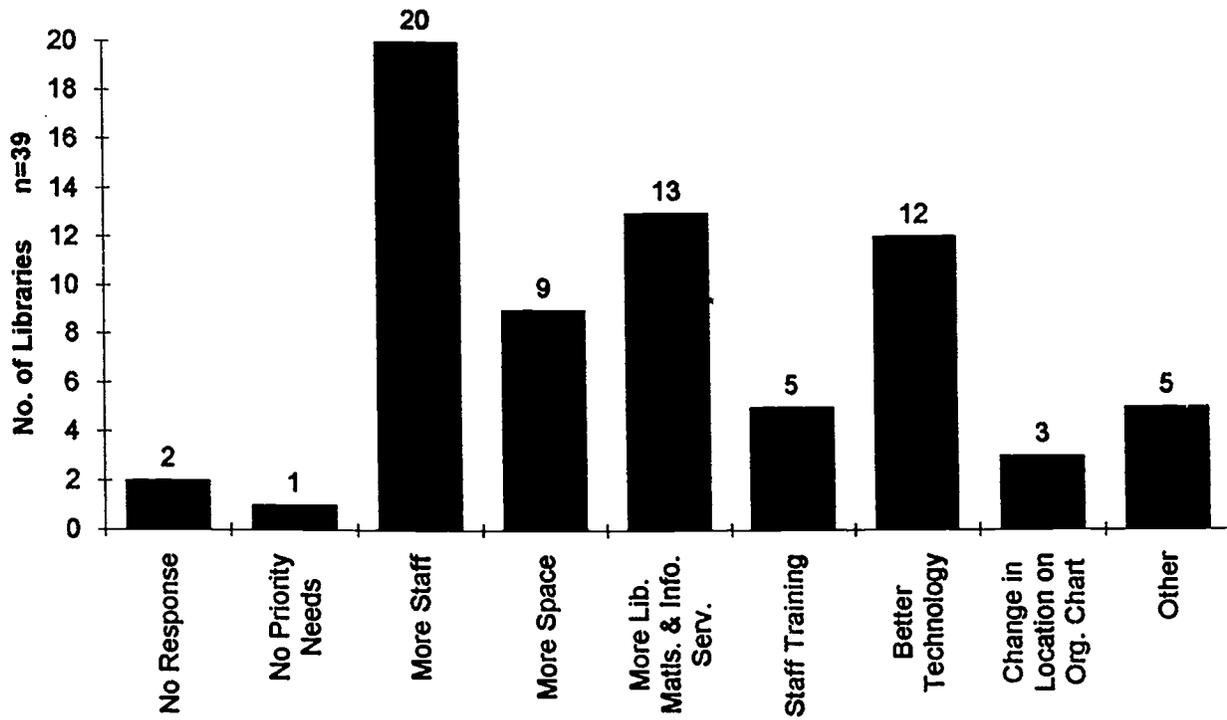
companies. The size of the parent organizations ranged from one to 120,000, with nineteen libraries under 500 people, and fifteen libraries over 1,000 people. A little over half of the library managers were considered either middle management or non-management professionals. There were usually one or two levels between the library manager and the head of the organization. Most respondents (74%) thought upper management viewed their library as essential or very helpful. This result tended to be more likely if the respondent's library had librarians on staff, but it was not the case if the librarians had library degrees or belonged to library organizations.

In these uncertain economic times, libraries were slightly more likely to be experiencing either cutbacks or growth than their parent organizations, which were slightly more likely to be experiencing stability. Those libraries that thought upper management viewed them as essential or very helpful were more likely to be in a period of growth rather than cutbacks. Most libraries' location on the organizational chart had seldom changed. Thirty of the thirty-nine libraries were satisfied with their location on it. Of those who were very unsatisfied with their location, three out of four were experiencing cutbacks.

Libraries were about evenly divided as to whether they had a separate budget for the library. Slightly over one third of the libraries had central responsibility for preparing the budget; usually it was in a higher-up's hands. Budgets ranged from under $25,000 to over $1,000,000, with the mean and mode at around $175,000. The top two priority needs of the libraries

were more staff and more library materials and information
services.

Limitations

Because this study was attempting to conduct a census, it
was very important to obtain a good response rate. A ninety
percent response rate would have been optimum. The study would
have been of limited value if the response had been less than
75%. The survey achieved an 81% response rate.

It was not known how many of the special libraries in the
study population would be identified as occupational safety and
health libraries. The number was estimated to be approximately
thirty-five. The survey identified thirty-nine libraries.

Library managers of occupational safety and health
libraries had to give their consent to be listed in the
directory. Even if they chose to respond to the questionnaire,
they could still choose not to appear in the directory. Of the
thirty-nine occupational safety and health libraries identified
by the survey, thirty-two libraries appear in the directory. One
additional library, whose questionnaire was not usable, was
included in the directory.

V. CONCLUSIONS

Summary

Thirty-nine occupational safety and health libraries were identified as a result of this survey of 130 special libraries. Thirty-three respondents agreed to have their libraries listed in the directory of occupational safety and health libraries, which can be found in Appendix B. The libraries were located in eighteen states and the District of Columbia. More libraries were located on the east coast than on the west coast or in the center of the country, but Illinois had the highest number of libraries for any one state, with five.

There was a wide variation among the libraries in staff size, in budget, and in type and size of parent organization. This fact made it difficult to generalize about these libraries without taking into consideration the wide range of differences.

The library staffs tended to be small, usually with one librarian and possibly an assistant or two, all paid but not all full-time. The organizations were not strict about requiring that librarians hold a master's degree in library science, with fewer than half of the organizations requiring it. The librarians, on the other hand, were more likely than not to possess an MLS degree or better. The librarians also tended to belong to library organizations, with the Special Libraries Association being the most popular choice.

More than half of the occupational safety and health libraries were open to the public and provided services to the

public, usually with some restrictions. Circulation of library materials to the public was available at fewer than one-third of the libraries, however. For-profit company libraries were the least likely to be accessible to the public. Library services were publicized in several ways in most libraries, usually by traditional means such as brochures, flyers, or attendance at meetings. Within the organization, the most frequent library users tended to be safety professionals and industrial hygienists. From outside the organization, users tended to be employers/safety & health managers and professional consultants.

Most of the respondents were interested in cooperating and exchanging services with other libraries. A little over half of the libraries offered their collections for interlibrary loan, with federal government libraries the most likely type of library to make it available. Twenty-eight of the libraries regularly exchanged services with other libraries, usually with academic or government libraries, on both a formal and informal basis, primarily for the purposes of reference services and interlibrary loan. A heartening 69% of the respondents would be interested in developing some kind of cooperative arrangements with other occupational safety and health libraries. It is hoped that the directory compiled as a result of this study will facilitate these arrangements.

The availability and accessibility of occupational safety and health library services and materials were strongly determined by the type of parent organization in which the library was found. The largest group of parent organizations

were for-profit companies, around 25% of the thirty-nine libraries. The four other types of parent organizations, federal government, state government, academic institutions, and not-for-profit organizations, do not have a profit motive as part of their central purpose, and many are publicly owned. Because companies are profit-oriented and private, their libraries differed from the other types of libraries. They were less likely to be open to the public, provide services to the public, or make their collections available for interlibrary loan.

The size of the parent organizations ranged from one to 120,000, with half of them having fewer than 500 people. There were usually one or two levels between the head of the library and the head of the organization, but this too could vary widely. A little over half of the library managers were considered either middle management or non-management professionals.

Most respondents (74%) thought that upper management viewed their library as "essential" or "very helpful." Those libraries in which it was thought that upper management viewed the library favorably were more likely to be in a period of growth than cutbacks.

Occupational safety and health libraries were slightly more likely to be experiencing either cutbacks or growth than their parent organizations, which were slightly more likely to be experiencing stability. Despite the organizational downsizing and reorganizing that has been occurring over the past few years, most libraries' location on the organization chart had seldom changed. Fortunately, the vast majority of respondents were

satisfied with their libraries' location on the organizational
chart. However, three out of four of those who were very
unsatisfied with it were experiencing cutbacks.

Libraries in the survey were about evenly divided as to
whether they had a separate budget or not. Only slightly over
one-third of the library managers had central responsibility for
preparing the budget; usually it was in a higher-up's hands. The
budgets ranged from very small (under $25,000) to over
$1,000,000, with an average of around $175,000. The top two
priority needs of these libraries were more staff and more
library materials and information services, two major components
of a library budget.

Implications

This was the first study of occupational safety and
health libraries in the U.S. Not only did it identify
thirty-nine occupational safety and health libraries, but it also
found them in all types of organizations, from for-profit
companies to state government agencies. A directory of
thirty-three occupational safety and health libraries will now be
available to occupational safety and health professionals,
occupational safety and health libraries, and anyone else
interested in finding and using this type of information.

In addition to identifying these libraries and where they
are located, this study also looked at some qualitative aspects
of these libraries, such as their staffs, their users, and their
relationships with other libraries and with their parent

organizations. It described their wide-ranging differences as well as their similarities. In these days of "benchmarking," managers of occupational safety and health libraries can use this study to compare their own libraries against other occupational safety and health libraries.

The level of support for developing cooperative arrangements with other occupational safety and health libraries indicated by the survey was encouraging. Most libraries were already exchanging services with other types of libraries. Perhaps as a result of this study, occupational safety and health libraries will begin to organize among themselves for their mutual benefit.

Other Research

While not necessarily requiring a research study, the directory compiled as part of this study should periodically be updated in order to keep it current and useful.

A follow-up survey, in five or ten years, among the thirty-nine libraries from this study as well as any additions identified in the intervening period would provide an interesting comparison study.

Several non-occupational safety and health library respondents complained about being eliminated from the survey because the main subject of their collections was not occupational safety and health, even though they had a strong or large collection of occupational safety and health materials in their libraries. A directory could be compiled of these library

collections by sending a short questionnaire to the forty-five

non-occupational safety and health libraries identified in this

study as well as the non-respondents.

BIBLIOGRAPHY

1. Anonymous. "Information Systems for Environmental Hygiene."
      Annals of Occupational Hygiene 16 (1973): 257-309.

2. Barnett, Judith B. "Marine Science Libraries: A State of
      the Art Report." Special Libraries 75 (July 1984):
      183-192.

3. Brcic, Visnja, Vaike Rannu, and Mary Vise. "Public
      Libraries as Source of Occupational Health Infor-
      mation." Ontario Library Review 66 (June 1982): 23-32.

4. Christianson, Elin B. and Anne M. Waldron. "Advertising
      Agency Libraries: 30 Years of Change." Special
      Libraries 79 (Spring 1988): 152-162.

5. Clewis, Beth. "Botanical and Horticultural Libraries in the
      U.S.: A Survey of CBHL Member Libraries." Special
      Libraries 80 (Summer 1989): 179-187.

6. Corbett, Patti K. and Steven L. Ifshin. "Online Retrieval
      of Environmental and Occupational Health Literature: A
      Comparative Study." Medical Reference Services
      Quarterly 2 (Fall 1983): 25-36.

7. Cubillas, Mary M. "Nonbibliographic Databases in a
      Corporate Health, Safety and Environment Organization."
      Special Libraries 72 (July 1981): 243-248.

8. Davidson, Sue. "Sixty Years of Safety Progress." Library
      Scene 2 (Winter 1973): 11+.

9. Felton, Jean S. "History of Occupational Health and
      Safety." In Introduction to Occupational Health and
      Safety, ed. Joseph LaDou, 25-76. Chicago: National
      Safety Council, 1986.

10. Gauvain, Suzette. Occupational Health. A Guide to Sources
      of Information. 2d ed. London: London School of
      Hygiene and Tropical Medicine, TUC Centenary Institute
      of Occupational Health, 1974.

11. Halton, David M. "A Strategy for Responding to Information Demands in Occupational Health." American Industrial Hygiene Association Journal 48 (April 1987): 311-314.

12. Hilker, Emerson. "Statistical Data for Stand-Alone Science/Engineering Libraries in the United States and Canada 1984/1985." Science & Technology Libraries 8 (Fall 1987): 89-96.

13. Hopkins, Inez, compiler. Fish & Game/Natural Resources Library Survey. Boise, ID: Idaho Department of Fish and Game, July 1991, updated March 1992.

14. Industrial Commission of Ohio, Division of Safety and Hygiene. "From Asbestosis to Zoonosis: How to Get the Most out of the Division of Safety and Hygiene's Resource Center." Ohio Monitor 60 (June 1987): 20-21.

15. Johnson, Hilary C. and Frank J. Heymann. "A Survey of Special Libraries in the Power Generation Industry." Special Libraries 75 (July 1984): 228-237.

16. Kenyon, Kay A. "Zoo/Aquarium Libraries: A Survey." Special Libraries 7 (October 1984): 329-334.

17. Kisling, Vernon N., Jr. "American Zoological Park Libraries and Archives: Historical Considerations and Their Current Status." Science & Technology Libraries 8 (Summer 1988): 49-60.

18. LaDou, Joseph, Julian Olishifski, and Carl Zenz. "Occupational Health and Safety Today." In Introduction to Occupational Health and Safety, ed. Joseph LaDou, 3-7. Chicago: National Safety Council, 1986.

19. Ladner, Sharyn J. "Resource Sharing in Sci-Tech and Business Libraries: Formal Networking Practices." Special Libraries 83 (Spring 1992): 96-112.

20. Marecek, Robert. "How to Access Safety and Health Information." Safety & Health (May 1990): 86.

21. Marshall, Shirley A. "The Technical Data Center: OSHA's Best Kept Secret." Job Safety & Health Quarterly (Summer 1991): 6-11.

22. Matarazzo, James M. Corporate Library Excellence. Washington, DC: Special Libraries Association, 1990.

23. _____. "A Field Study Defines Corporate Library Excellence." American Libraries 17 (September 1986): 588-592.

24. Olishifski, Julian B., Jane E. Parker, Ralph J. Vernon, and Carl Zenz. "The Occupational Health and Safety Team." In Introduction to Occupational Health and Safety, ed. Joseph LaDou, 9-24. Chicago: National Safety Council, 1986.

25. Peck, T.P. Occupational Safety and Health: A Guide to Information Sources. Management Information Guide No. 28. Detroit, Michigan: Gale Research Company, 1974.

26. Price, Clive and Rosemary A. Burley. "An Evaluation of Information Sources for Current Awareness on Occupational Diseases." Journal of Information Science 12 (1986): 247-255.

27. Schoenborn, Theodore F. "Information User Needs Survey -- A Decision Guide for Resource Allocation." National Institute of Occupational Safety and Health. In Selected Papers from the ASIS Conference, November 1978, 31 p. Arlington, VA: ERIC Document Reproduction Service, 1978. Textfiche.

28. Speer, Laura and Robert Oaks. "A Comprehensive Library Survey: The D.C. Experience." Law Library Journal 78 (1986): 41-53.

29. Stewart, Alva W. "Urban Research Centers: Their Purposes, Programs and Libraries." Special Libraries 75 (January 1984): 28-35.

30. Stewart, D.M. "The Role of an Information Officer in an Occupational Health Service." Occupational Health Nursing (1976): 13-14.

31. United Kingdom Health and Safety Executive and Commission of the European Communities. International Conference for Occupational Health, Safety and Hygiene Information Specialists: Proceedings of a Conference Organized by the Commission of the European Communities, Directorate-General for Employment, Industrial Relations and Social Affairs and the United Kingdom Health and Safety Executive, held in Luxembourg from 26 to 28 June 1989. Luxembourg: Commission of the European Communities, 1990.

32. University of Medicine and Dentistry of New Jersey. Robert Wood Johnson Medical School. Occupational Health Resource Guide. Trenton, NJ: New Jersey Department of Health, 1989.

33. Wood, Frances E. "The Use and Availability of Occupational Health Information: Results of a Study." Journal of Information Science 9 (1985): 141-151.

34. Wood, Frances E. and Vivienne Rubin. "How Occupational
    Health Physicians Gather Information: Some Results of a
    Study." Journal of the Society of Occupational
    Medicine 36 (1986): 66-70.

School of Library and Information Science
Columbus Program **APPENDIX A**

Kent
STATE UNIVERSITY

CONSENT FORM FOR
A SURVEY OF OCCUPATIONAL SAFETY AND HEALTH LIBRARIES
IN THE UNITED STATES

I am conducting a survey of libraries which contain occupational safety and health materials. As part of this project, I will be compiling a directory of occupational safety and health libraries. I would like you to take part in this project by completing the attached questionnaire.

In order to compile a directory of occupational safety and health libraries identified through this survey, I would like to be able to reveal some of your answers to questions in the questionnaire, and I need your written permission to do so. These questions have been identified with an asterisk (*) on the questionnaire. Here is a sample directory entry based on the library in which I work.

STATE GOVERNMENT LIBRARIES

Ohio Bureau of Workers' Compensation Library, 30 W. Spring St., Columbus, OH 43266. (614) 466-7388. 4 librarians, staff of 6. All library services available to the public at no charge, including circulation, reference, and services over the phone and through the mail. Collection on OCLC. Interlibrary loan available.

As for your answers to the questions in the rest of the questionnaire, your confidentiality is assured. Names do not appear on question- naires nor on return envelopes. In order to keep track of responses, identifying numbers are used. Your answers to the non-directory questions will be reported only as part of the total survey group, and never in such a way that your responses could be linked to your library. Participating in this survey will allow you see how your library compares to others that are similar.

Taking part in this project is completely voluntary. If you start on the questionnaire, you may stop at any point. You may also choose to complete the questionnaire but not be listed in the directory, in which case <u>all</u> your answers will be kept confidential.

If you want to know more about this research project, please call me at (614) 466-3221. You may also call my faculty advisor, Dr. Mary Kim, at (614) 292-7746. The project has been approved by Kent State University. If you have questions about Kent State University's rules for research, please call Dr. Eugene Wenninger, (216) 672-2070.

(please turn over)

124 Mount Hall 1050 Carmack Road
Columbus OH 43210

There are two copies of this consent form. The one marked "Respondent's File Copy" is for you to keep for your records.

Thank you.

Karen S. Jensen
Graduate Student

CONSENT STATEMENT

Please read both statements, and sign <u>either</u> #1 or #2.

1. I agree to answer the questionnaire and to be listed in the directory of occupational safety and health libraries. I understand what I will have to do and that I can stop at any time. The confidentiality of my responses to the questionnaire will be maintained <u>except</u> for the data needed to compile the directory. Only those items identified with an asterisk (*) on the questionnaire will be included in the directory. Each entry in the directory will state the following information: name of library, address, telephone number, type of parent organization, size of library staff, any unique collections or services, types of services available to the public, network membership, and participation in interlibrary loan. Personal names will not appear in the directory.

_____   _____
Signature   Date

Name of Library: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

2. I agree to answer the questionnaire, but decline to be listed in the directory of occupational safety and health libraries. All my answers to the questionnaire will be kept confidential. I understand what I will have to do and that I can stop at any time.

_____   _____
Signature   Date

QUESTIONNAIRE
ON
OCCUPATIONAL SAFETY AND HEALTH LIBRARIES
IN THE UNITED STATES

Occupational safety and health is a multi-
disciplinary field made up of workplace
safety, industrial hygiene, and occupational
health. It includes aspects of engineering,
ergonomics, chemistry, accident prevention,
and toxicology.

1.   Is your library defined as an occupational safety and health
      library? (Please check only one.)

                   Yes ___   No ___

2.   Is the main subject of your library's collection occupation-
      al safety and health? (Please check only one.)

                   Yes ___   No ___

3.   If you answered no to question #2, please state the main
      subject of your collection.

      _____

IF YOU ANSWERED YES TO EITHER QUESTION #1 OR #2, please turn the
page and complete the rest of the questionnaire.

IF YOU ANSWERED NO TO BOTH QUESTIONS #1 AND #2, please turn to
the final page of the questionnaire (page 12).

*4. Which term describes your organization/company?   (Please check only one.)

       ____ For-profit company
       ____ Federal government (including military)
       ____ State government
       ____ Local government
       ____ Not-for-profit organization, institution, or association
       ____ Academic institution
       ____ Other (Please specify) _____

*5. Please indicate the number of library staff in full-time equivalents (one FTE = 35-40 hours per week) for each of the following categories:

       ____ Librarians
       ____ Para-professionals
       ____ Clerical assistants
       ____ Student assistants
       ____ Volunteers
       ____ Other (Please specify) _____

6. What are the minimum educational requirements currently set for librarians in your organization? Please check the one that best applies.

       ____ None specified
       ____ High school diploma
       ____ High school diploma and some library science courses
       ____ Bachelor's degree (any subject)
       ____ Bachelor's degree in library science
       ____ Bachelor's degree (any subject) and some library science courses
       ____ Master's degree in library science
       ____ Master's degree in library science and a degree in a subject field other than library science
       ____ Other (Please explain) _____

       _____

       _____

7. What is the __highest__ level of education in li-
   brary/information science achieved by the __librarians__ on your
   staff?

Highest Degree	How many librarians?
Master's Degree	_____
Bachelor's Degree - Major Subject	_____
Bachelor's Degree - Minor Subject	_____
Two-year Associate's Degree	_____

8. What is the __highest__ level of education in subjects other
   than library/information science achieved by the __librarians__
   on your staff?

Highest Degree	How many librarians?
Ph.D.	_____
Master's Degree	_____
Bachelor's Degree	_____
Two-year Associate's Degree	_____

9. Please check all the library/information science organiza-
   tions to which __any__ of the __librarians__ on staff belong.
   Include any regional or local organizations under "Other".

   ___ American Association of Law Libraries
   ___ American Library Association
   ___ American Society for Information Science
   ___ International Federation of Library Associations
        and Institutions
   ___ Medical Library Association
   ___ Special Libraries Association
   ___ Other (Please list)

   _____

   _____

   _____

10. Please check all the occupational safety and health associations to which <u>any</u> of the <u>librarians</u> on staff belong. Include any regional or local organizations under "Other".

____ American Industrial Hygiene Association
____ American Conference of Governmental Industrial Hygienists
____ American Society of Safety Engineers
____ National Safety Council
____ American Association of Occupational Health Nurses
____ Other (Please list)

_____

_____

_____

*11. Please describe any special collections or services that are unique to your library.

_____

_____

_____

_____

_____

_____

*12. Is your library open to the public? (Please check only one.)

____ Yes, always open to the public
____ Yes, open to the public but with restrictions
____ No, not open to the public

*13. Do you circulate library materials to the public? (Please check only one.)

____ Yes, always circulate to the public
____ Yes, circulate to the public but with restrictions
____ No, do not circulate to the public

*14.   Do you provide reference services to the public? (Please check only one.)

     ___   Yes, always provide reference services to the public

     ___   Yes, provide reference services to the public but with restrictions

     ___   No, do not provide reference services to the public

*15.   Do you provide library services to the public over the phone or through the mail? (Please check only one.)

     ___   Yes, always provide phone and mail services to the public

     ___   Yes, provide phone and mail services to the public but with restrictions

     ___   No, do not provide phone and mail services to the public

16.   Which term(s) describe(s) your library's _primary_ users from _within_ your organization? Please check all that apply.

     ___   Safety professionals
     ___   Occupational health nurses
     ___   Occupational health physicians
     ___   Industrial hygienists
     ___   Engineers
     ___   Other scientific or technical professionals
     ___   Lawyers
     ___   Administrative and clerical staff
     ___   Faculty
     ___   Graduate students
     ___   Undergraduate students
     ___   Others (Please describe) _____

17.   Of all the types of primary users you checked in question #16, which _one_ of these types uses your library with the most frequency?

     _____

18. Which term(s) describe(s) your library's <u>primary</u> users from <u>outside</u> your organization? Please check all that apply.

    ___ University faculty
    ___ Graduate students
    ___ Undergraduate students
    ___ Elementary and secondary school students
    ___ Employers/Safety and health managers
    ___ Labor union representatives
    ___ Workers
    ___ Professional consultants
    ___ Lawyers
    ___ Health care professionals
    ___ Government agency representatives
    ___ Other libraries
    ___ General public
    ___ Other (Please describe) _____

19. Of all the types of library users you checked in question #18, which <u>one</u> of these types uses your library with the most frequency?

    _____

20. What are the ways that you regularly publicize the library? Please check all that apply.

    ___ Library newsletter
    ___ Posters
    ___ New acquisitions lists
    ___ Specialized bibliographies
    ___ News notes in organizational newsletter
    ___ In-house e-mail
    ___ Magazine or newspaper articles
    ___ Brochures or flyers
    ___ Speeches or talks
    ___ Classes
    ___ Tours
    ___ Open houses
    ___ Attendance at meetings to discuss services
    ___ Other (Please describe) _____

*21. Please check all formal networks in which your library has a
membership or actively participates:

    ____   OCLC
    ____   FEDLINK
    ____   RLIN
    ____   WLN
    ____   NLM Regional Medical Library Program
    ____   state network (Please name)

    ____   Other networks (Please name)

    ____   None

22. With which types of libraries do you regularly exchange
services on a <u>formal</u> or contractual basis? Please check all
that apply.

    ____   Academic
    ____   Government
    ____   Corporate or private sector
    ____   Not-for-profit organization
    ____   Public
    ____   School
    ____   Occupational safety and health
    ____   Other libraries within your organization
    ____   Other (Please specify) _____
    ____   None

23. For what purpose(s) have you entered into a formal arrange-
ment? Please check all that apply.

    ____   interlibrary loan
    ____   reference services
    ____   online searching
    ____   users have direct borrowing privileges
    ____   shared catalogs
    ____   cataloging services
    ____   indexing services
    ____   photocopying
    ____   electronic mail
    ____   other (Please describe) _____

24. With which types of libraries do you <u>regularly</u> exchange services on an <u>informal</u> basis? Please check all that apply.

    ____ Academic
    ____ Government
    ____ Corporate or private sector
    ____ Not-for-profit organization
    ____ Public
    ____ School
    ____ Occupational safety and health
    ____ Other libraries within our organization
    ____ Other (Please specify) _____
    ____ None

25. What services do you exchange informally with these libraries? Please check all that apply.

    ____ interlibrary loan
    ____ reference services
    ____ online searching
    ____ users have direct borrowing privileges
    ____ shared catalogs
    ____ cataloging services
    ____ indexing services
    ____ photocopying
    ____ electronic mail
    ____ other (Please describe) _____

_____

*26. Is your collection on OCLC or any other bibliographic utility?

      Yes ____   No ____

*27. Is your collection available for interlibrary loan?

      Yes ____   No ____

28. Would you be interested in developing some type of cooperative arrangements with other occupational safety and health libraries in the United States?

    ____ Yes
    ____ Yes, but with the following limitations _____

_____

    ____ No

29. In your organization, how long has your library been in its current location on the organizational chart?

_____

30. Has your library's location on the organizational chart changed within the past two years?

Yes ___   No ___

31. If you answered yes to question #30, how long had your library been located at its previous position on the organizational chart?

_____

32. What title and department does the manager of the library report to?

_____

33. Please indicate your level of satisfaction with your library's current location on the organizational chart. (Please check only one.)

___ Very satisfied
___ Satisfied
___ Unsatisfied
___ Very unsatisfied

34. How do you think upper management views your library? (Please check only one.)

___ Essential to the organization
___ Very helpful to the organization
___ Useful for the technical staff only
___ Should be closed down
___ Other (Please describe) _____

_____

35. Is your library currently in a period of: (Please check only one.)

___ growth
___ stability
___ cutbacks

36. Is your parent organization currently in a period of:
(Please check only one):

___ growth
___ stability
___ cutbacks

37. Does the library have its own separate budget in your
organization?

Yes ___   No ___

38. Who has central responsibility for preparing the library's
budget? Please check the category that best applies.

___ Manager of library
___ Manager/director one level above library manager
___ Library committee or council
___ Other (Please specify) _____

39. If you answered "Library committee or council" to question
#38, please give the organizational titles of the members of
the committee or council.

_____

_____

_____

_____

40. Currently, what are the top two priority needs of your
library? (Please check no more than two.)

___ More staff
___ More space
___ More library materials and information
    services
___ Staff training
___ Better technology (computers, etc.)
___ Change in location on the organizational chart
___ Other (Please describe) _____

___ No priority needs

41. Please check the budget range allocated to your library for
     the current fiscal year. Include salaries and benefits,
     materials/supplies, and contractual services. Exclude rent
     and utilities.

         ____ Under $25,000
         ____ $25,000-49,000
         ____ $50,000-74,999
         ____ $75,000-99,99S
         ____ $100,000-249,999
         ____ $250,000-499,999
         ____ $500,000-749,999
         ____ $750,000-1,000,000
         ____ above $1,000,000
         ____ don't know

42. What is the title of the person in charge of the library?

     _____

43. In your organization, that position is considered: (Please
     check the one that best applies.)

         ____ upper-level management
         ____ middle management
         ____ supervisory management
         ____ non-management but professional status
         ____ non-management and non-professional status
         ____ other (Please explain) _____

44. How many management levels are there between the person in
     charge of the library and the head of your entire organiza-
     tion/company?

              _____

45. How many people are there in the entire
     organization/company? (If your library serves an
     association, please include the total
     membership as well as the staff.)

              _____

46. In order not to miss any library that should be included in this study, please give the the names and addresses of any occupational safety and health libraries that you know about in your region of the country. (If you need more space, please attach a separate sheet.)

47. Is there any other information you would like to share about your library or this study?

48. Would you like to receive a copy of the results of this study when they are ready?

        Yes   ___   No   ___

Thank you for your assistance!
Please return within two weeks in the enclosed
postage-paid envelope to:

Karen Jensen
Ohio Bureau of Workers' Compensation Library
30 W. Spring St., L-3
Columbus, OH 43266

APPENDIX B

**DIRECTORY OF OCCUPATIONAL SAFETY AND HEALTH
LIBRARIES IN THE UNITED STATES**
July 1993

FOR-PROFIT COMPANY LIBRARIES

CALIFORNIA

Library & Information Center, ENSR Health Sciences, 1320 Harbor
Bay Parkway, Suite 100, Alameda, CA 94501. (510) 865-1888. 1
librarian, staff of 2. Special collections or services: library
contracts independently with corporations to provide library
services, database development and implementation; librarian is
also a registered nurse. Not open to the public. No
interlibrary loan.

CONNECTICUT

Loss Control Library, ITT Hartford Insurance Group, Hartford
Plaza, Hartford, CT 06115. (203) 547-3099. 1 librarian, staff
of 2. Special collections or services: reference and research
assistance for ITT Hartford staff: online searching, document
delivery, customized research, etc.; special collections:
industrial hygiene, safety and health management, industry/safety
standards. Not open to the public. Membership in OCLC,
Connecticut Union List of Serials, ReQuest. Collection on OCLC.
Free interlibrary loan available.

ILLINOIS

Safety Information Center, Triodyne Inc., 5950 W. Touhy Ave.,
Niles, IL 60714-4610. (708) 677-4730. 5 librarians, staff of
14. Special collections or services: ETC: Expert's transcripts
and depositions. Open to the public with restrictions. Library
services available to the public with restrictions. Membership
in OCLC and Illinet. Collection on OCLC. Interlibrary loan
available.

NEW JERSEY

Global Information Center, Cytec Industries, 5 Garret Mountain
Plaza, West Paterson, NJ 07424. (201) 357-3350, FAX (201)
357-3054. 1 librarian, staff of 1.5. Special collections or
services: safety, health, state regulations, and remediation
information; one-day service to all our customers. Open to the
public with restrictions. Reference services and services by
phone or mail avilable to the public with restrictions.
Interlibrary loan available.

Seymour S. Bodner, P.E., Collection, 27 Shadowlawn Dr., Livingston, NJ 07039. (201) 994-3472. Staff of 1. Special collections or services: older safety standards. Not open to the public. Library services not available to the public. Interlibrary loan not available.

NEW YORK

Galson Corporation Information Center, 6601 Kirkville Road, East Syracuse, NY 13057. No phone given. 2 librarians, staff of 3. Special collections or services: USGS topographic maps; indoor air quality; CD-ROMs, including OSHA's; responsible for records management. Not open to the public. Services by phone or mail available to the public with restrictions. Membership in OCLC. Serials collection on OCLC. Interlibrary loan available.

PENNSYLVANIA

Library, Mine Safety Appliances Co., 121 Gamma Drive, Pittsburgh, PA 15238. (412) 967-3131. 1 librarian, staff of 3. Special collections or services: extensive collection of Bureau of Mines and NIOSH publications. Not open to the public. Services by phone or mail available to the public with restrictions. Membership in PRLC. Interlibrary loan not available.

TEXAS

Technical Resource Center, Employers Casualty Co., P.O. Box 2759, Dallas, TX 75221. (214) 760-6648. 1 librarian, staff of 2. Not open to the public. Library services not available to the public. Interlibrary loan not available.

WASHINGTON

Safety, Health and Environmental Affairs Library, Boeing Company Technical Libraries, P.O. Box 3707, MS 7E-EX, Seattle, WA 98124-2207. (206) 477-0697. 1 librarian. Not open to the public. Library services not available to the public. Interlibrary loan not available.

STATE GOVERNMENT LIBRARIES

CALIFORNIA

Occupational and Environmental Health Library, California Dept. of Health Services, 2151 Berkeley Way, Annex 11, Room 422, Berkeley, CA 94704. (510) 540-3124. 1 librarian, staff of 3. Special collections or services: extensive reprint collection on occupational health hazards. Library open to the public with restrictions. No library services provided to the public. No interlibrary loan.

FLORIDA

Florida Division of Safety Library, 2002 Old St. Augustine Rd.,
Bldg. E, Suite 45, Tallahassee, FL 32399-0663. (904) 488-3044.
1 librarian. Special collections or services: toll-free WATS
line in Florida, (800) 367-4378. Open to the public with
restrictions. Reference services and services by phone or mail
available to the public. Interlibrary loan not available.

MARYLAND

Occupational Safety & Health Library, Maryland Dept. of Licensing
& Regulation, 501 St. Paul Place, 11th Floor, Baltimore, MD
21202. (410) 333-4164. 1 librarian. Special collections or
services: audio-visual library (VHS tapes, slide tapes and 16mm)
with free public loan to Maryland residents; catalog available.
Open to the public with restrictions. Circulation of library
materials to the public with restrictions. Services by phone and
mail available to the public. Interlibrary loan not available.

NORTH CAROLINA

Charles H. Livengood Jr. Memorial Library, North Carolina
Department of Labor, 4 W. Edenton St., Raleigh, NC 27601. (919)
733-2799. 1 librarian. Special collections or services: labor
law, training and apprenticeship; occupational safety and health
audio-visuals which are loaned to both staff and North Carolina
institutions; provide computer services to staff on various
databases both online and on CD-ROM; OSH-ROM and OSHA-CD
available to the public. Open to the public. Library services
available to the public with restrictions. Membership in
Resource for Health Information Consortium. Collection on OCLC.
Interlibrary loan available.

OHIO

Ohio Bureau of Workers' Compensation Library, 30 W. Spring St.,
Columbus, OH 43266-0581. (614) 466-7388. 4 librarians, staff
of 6. Special collections or services: CD-ROM access to OSHA
documents and NIOSHTIC; online access to databases from DIALOG,
the National Library of Medicine and Occupational Health
Services; vertical file system with over 600 subject headings on
occupational safety & health, rehabilitation, and workers'
compensation; workplace safety video/film library available for
Ohio companies. Open to the public. Library services available
to the public. Collection on OCLC. Interlibrary loan available.

OREGON

OR-OSHA Resource Center, Labor & Industries Building, Salem, OR
97310. (503) 378-3272. Staff of 1. Special collections or
services: computerized databases, such as MSDS-CCINFO,
Cheminfo-CCINFO, NIOSHTIC, OCIS, RTECS, Medline, Tomes, and ANSI
codes. Open to the public. Library services available to the
public. Interlibrary loan available.

TEXAS

TWCC Resource Center, Texas Workers' Compensation Commission,
Southfield Bldg., 4000 S. IH 35, Austin, TX 78704. (512)
440-3868, FAX (512) 440-3831. 1 librarian, staff of 2. Special
collections or services: collection of safety training videotapes
is available at no charge to anyone in Texas. Open to the
public. Library services available to the public. Interlibrary
loan available.

WASHINGTON

Library Services, Washington Dept. of Labor & Industries,
P.O. Box 44606, Olympia, WA 98504-4606. (206) 956-5497. 2
librarians, staff of 3. Open to the public. Services by phone
or mail available to the public with restrictions. Membership in
WLN and the NLM Regional Medical Library Program. Collection on
WLN. Interlibrary loan available.

FEDERAL GOVERNMENT LIBRARIES

COLORADO

Informational Services Library, Mine Safety & Health
Administration, P.O. Box 25367, Denver, CO 80225-0367. (303)
231-5449. 1 librarian, staff of 2. Special collections or
services: 16,200 formal mining accident reports going back to
1840, indexed on database; 16,000 documents on in-house
mainframe; 100 journals on mining, safety and health; quarterly
new publications list; 1,000 books. Open to the public with
restrictions. Library services available to the public with
restrictions. Membership in OCLC, FEDLINK, and NLM Regional
Medical Library Program. Book collection on OCLC and NLM.
Interlibrary loan available.

DISTRICT OF COLUMBIA

Technical Data Center, Occupational Safety & Health
Administration, 200 Constitution Ave. N.W., Room N-2625,
Washington, DC 20210. (202) 219-7500. 6 technical information
specialists, staff of 11. Special collections or services: OSHA
regulatory files (dockets), TIRS 2 database, OSHA Journal Review
(monthly). Open to the public with restrictions. Reference

services and library services available to the public with restrictions. Membership in OCLC, FEDLINK, and the NLM Regional Medical Library Program. Collection on OCLC. Interlibrary loan available with restrictions.

ILLINOIS

H. Lee Saltsgaver Library, Occupational Safety & Health Administration, Office of Training & Education, 1555 Times Dr., Des Plaines, IL 60018. (708) 297-4810, ext. 136. 1 librarian. Special collections or services: industry-specific materials produced by current and former OSHA grantees and OSHA staff members, available for loan to private sector individuals who become certified OSHA trainers. Open to the public with restrictions. Library services available to the public with restrictions. Interlibrary loan not available.

OHIO

Hamilton Library, National Institute for Occupational Safety & Health, 4676 Columbia Parkway, Cincinnati, OH 45226. (513) 841-4460. 1 librarian. Special collections or services: NIOSH publications in hard copy; access to NIOSHTIC and CIS microfiches. Open to the public with restrictions. Reference services and services by phone or mail available to the public with restrictions. Membership in OCLC, FEDLINK, and the NLM Regional Medical Library Program. Collection on OCLC. Interlibrary loan available.

Taft Center Library, National Institute for Occupational Safety & Health, 4676 Columbia Parkway, Cincinnati, OH 45226. (513) 533-8321. 2 librarians, staff of 5. Special collections or services: NIOSHTIC and CIS (ILO) microfiche collections. Open to the public with restrictions. Reference services and services by phone or mail available to the public with restrictions. Membership in OCLC, FEDLINK, and the NLM Regional Medical Library Program. Collection on OCLC. Interlibrary loan available.

WASHINGTON

Region X Library, Occupational Safety & Health Administration, 1111 3rd Ave., Suite 715, Seattle, WA 98101-3212. (206) 553-5930. 1 librarian. Special collections or services: all NIOSH documents. Open to the public. Reference services and services by phone or mail available to the public with restrictions. Membership in OCLC, FEDLINK, and the NLM Regional Medical Library Program. Collection on OCLC. Interlibrary loan available.

NOT-FOR-PROFIT ORGANIZATION LIBRARIES

ILLINOIS

National Safety Council Library, 1121 Spring Lake Drive, Itasca, IL 60143-3201. (708) 285-1121. 6 librarians, staff of 7. Special collections or services: one of the largest, most comprehensive collections on safety and health information; with over 130,000 documents, deals with all areas of accident prevention, safety, and health; maintains archival collection on the organized safety movement in the U.S. Open to the public. Reference services available to the public by phone, mail, or visit. Membership in the NLM Regional Medical Library Program. Interlibrary loan available.

MARYLAND

National Clearinghouse for Worker Safety and Health Training for Hazardous Materials, Waste Operations and Emergency Response, George Meany Center for Labor Studies, 10000 New Hampshire Ave., Silver Spring, MD 20903. (301) 431-5425. Staff of 3. Special collections or services: hazardous waste operations and emergency response collection includes books, documents, and curricula; copies of curricula available for cost of reproduction. Open to the public with restrictions. Reference services and services by phone or mail available to the public with restrictions. Interlibrary loan not available. (Project is administered by the George Meany Center for Labor Studies with support from the Superfund Worker Training Program of the National Institute of Environmental Health Sciences.)

NEW YORK

Art Hazard Information Center, 5 Beekman St., Suite 1030, New York, NY 10038. (212) 227-6220. Certified industrial hygienist on staff. Special collections or services: largest collection of hazards and safety literature pertaining to visual, performing, museum and education arts. Open to the public with restrictions. Services available to the public with restrictions. Interlibrary loan not available.

Engineering & Safety Service Information Center, American Insurance Services Group, 85 John St., New York, NY 10038. (212) 669-0478/0488. 2 librarians, staff of 3. Special collections or services: safety and loss control; services available only to subscriber property and casualty insurance companies. Open to the public with restrictions. Services available to the public with restrictions. Interlibrary loan available.

WASHINGTON

Resource Center, Hanford Environmental Health Foundation, 3070 George Washington Way, H1-56, Richland, WA 99352. (509) 376-6125. 2 librarians. Not open to the public. Services not available to the public. Interlibrary loan available.

ACADEMIC LIBRARIES

CALIFORNIA

Institute of Safety & Systems Management Library, University of Southern California, University Park - MC 0021, Los Angeles, CA 90089-0021. (213) 740-1053. Staff of 2. Special collections or services: mixture of safety subjects such as industrial, occupational, transportation, systems management, and human factors. Open to the public. Reference services available to the public. Services by phone or mail available to the public with restrictions. Interlibrary loan not available.

Labor Occupational Health Program Library, 2515 Channing Way, Berkeley, CA 94720. (510) 642-5507, FAX (510) 643-5698, E-mail DIVERSON@CMSA.Berkeley.EDU. 1 librarian, staff of 2. Special collections or services: special collections on VDTs, AIDS in the workplace, and hazardous waste; CD-ROM of MSDS collection and OSHA regulations available to the public by appointment; extensive up-to-date clipping files. Open to the public. Reference services and services by phone or mail available to the public. Interlibrary loan not available.

IOWA

Information Resource Center, Institute of Agricultural Medicine and Occupational Health, University of Iowa, Oakdale Campus, AMRF, Oakdale, IA 52319. (319) 335-4427. 1 librarian, staff of 2. Special collections or services: librarian operates electronic bulletin boards affiliated with research grants; agricultural health and safety, toxicology, and environmental engineering collections. Open to the public. Reference services available to the public. Services by phone or mail available to the public with restrictions. Membership in the NLM Regional Medical Library Program and Iowa Library Association Health Sciences Roundtable. Interlibrary loan available.

OHIO

Environmental Health Library, University of Cincinnati, 3223 Eden Ave., Cincinnati, OH 45267-0056. (513) 558-1721. 1 librarian. Special collections or services: OSHA documents depository. Open to the public with restrictions. Reference services and services by phone or mail available to the public with

restrictions.   Membership in OCLC, OhioLink, and UCLID.
Collection on OCLC.   Interlibrary loan available.

WISCONSIN

School for Workers Library, University of Wisconsin Extension,
423 Lowell Hall, 610 Langdon St., Madison, WI   53703.   (608)
262-2111.   Staff of 1.   Open to the public with restrictions.
Services available to the public with restrictions.   Interlibrary
loan not available.