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# LIBRARY AIDS STATE, LOCAL OFFICIALS

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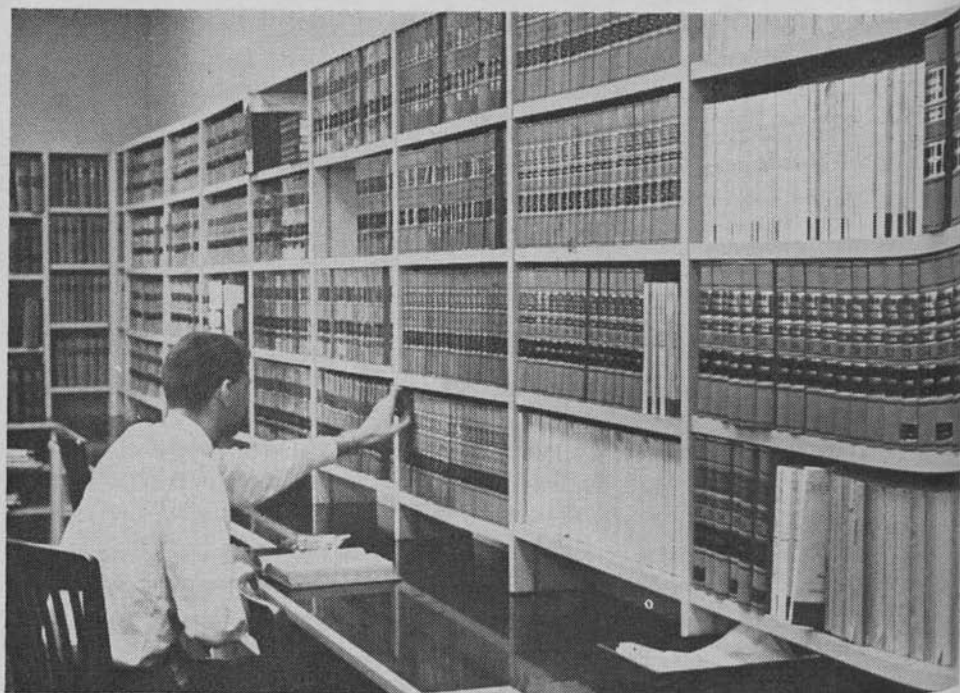
REBECCA B. SCOGGIN<sup>1</sup>

The Institute of Government, a unit of the University of North Carolina at Chapel Hill, exists to help officials of state and local governments in North Carolina. To this end, it conducts an extensive program of short-course training for governmental officials and employees, maintains an active research and publishing program, and provides consulting and other professional services to governmental agencies. The Institute has a professional staff of 25.

In carrying out these varied activities, the library of the Institute is an essential staff resource. The collection is intended essentially to meet the needs of the staff and therefore reflects closely their professional interests—law, public administration, state and local government, and related subjects. Acquisitions reflect changing and developing staff needs. While the Institute library is accessible to other University faculty members, students, and the public, most of its book and serial holdings duplicate titles more conveniently available in other libraries on the University campus.

The holdings of the Institute library are a part of the library resources of the University. It is, however, administratively independent of the main University library. Catalog.

1. Mrs. Scoggin is librarian, Institute of Government, Chapel Hill.



**LAWS, CASES, ETC.**—Some of the multitude of statute books and court decisions in the Institute of Government Library at Chapel Hill are shown above. Users of this library are Institute staff members, municipal and county officials, and University of North Carolina students.

logging and processing of books is performed for the Institute library in the technical services division of the University library, and catalog cards for Institute holdings of books and periodicals are filed in the card catalog of the University library. The University library allocates a modest annual amount for Institute book purchases and also provides subscriptions to 25 of the Institute's serial titles.

The Institute library's book collection numbers 12,000 volumes. In addition, some 40,000 pamphlet-type publications represent the efforts of Institute staff members over the years to build comprehensive libraries in their particular specialized areas of government. These individual pamphlet collections were partially brought together in the library in 1948. A classification system developed by Sophia Hall Glidden for the Public Administration Clearing House in Chicago was adopted for these vertical files with minor modifications and expansions. Built-in features of the Glidden system make it fairly adaptable to public affairs collections of varying sizes. New and recently published materials come to the library through purchase and publications exchange agreements between the Institute and some 200 governmental and university research agencies and institutions on an automatic or "on-request" basis.

During 1966, the Institute of Government published fifty titles in addition to the material written by Institute staff members for various governmental units and commissions. The library compiles a biennial cumulative supplement to the basic bibliography of Institute of Government publications, and recently has begun to issue a semiannual list of publications available for distribution. Institute publications include monographs,

guidebooks, special studies, teaching materials, several bulletin series, and a monthly magazine, *Popular Government*. Of the 350 periodical titles received by the library, most are acquired in exchange for *Popular Government*. Paid subscriptions and gifts account for the other periodicals received. Most North Carolina editors send copies of their daily newspapers to the library.

Maintaining a daily journal of legislative activities adds another dimension to library services during sessions of the North Carolina General Assembly. The Institute's legislative reporting staff gathers information at the sessions of both houses for the *Legislative Bulletin* that is mailed daily to subscribers throughout the state. Action on House and Senate bills is recorded in the library's journal from the *Bulletin* on the morning following each session. This record provides current information on the status of all bills that have been introduced. The availability of such information is helpful to the Institute staff and allows the library to answer routine questions on legislative actions during the session. Requests requiring "in-depth" information on legislative matters are referred to appropriate Institute staff members. After adjournment of the General Assembly, an official copy of each bill, complete with any amendments, is filed at the Institute for reference and research purposes.

The library also maintains a collection of the North Carolina Attorney General's Rulings, copies of which are sent to the Institute each month. These opinions are classified by subject and kept permanently in bound volumes dating from 1949.

A thesis entitled "A History of the Institute of Government Library of the University of North Carolina" by Sally Wolfe Heindel records the origins of the library. This comprehensive paper, written in 1965, can be found in both the Institute library and the UNC Library. The Institute's founder, Albert E. Coates, contemplated a library that would function as a clearing house of practical information on government to answer the questions of local and state officials, and from the Institute's beginning in 1931, efforts were made to collect the types of materials that would serve such a purpose. We can say that the library actually came into being in 1939 with the dedication of the first Institute of Government Building. In 1948, the book collection was cataloged by the University Library's cataloging department, and Betsy Patterson Pace served effectively as librarian during the years 1947-49 even though she was not professionally trained in library work. During this period much of the material that had been kept by staff members in their own offices was centralized in the Institute library in order to serve both common and individual research needs.

From 1950 until 1955, the library essentially did without the services of a full-time librarian. Mrs. Catherine Maybury joined the Institute staff in 1955, and she deserves much of the credit for establishing the library's present firm foundation. When the Institute moved into its present home in 1956, Mrs. Maybury had already cataloged most of the pamphlet materials on file in the library, and after the move to the new building the materials held by individual staff members in their particular fields were further centralized in the library.

In 1961, Olga Palotai succeeded Mrs. Maybury. With degrees in both law and library science, Mrs. Palotai had an excellent combination of backgrounds to provide library services for an Institute staff dealing with a multitude of legal problems. She introduced a number of new features to the library. One of these was participation in an exchange of legislative service publications among the states. The State Library in Raleigh has been the central exchange agency for this service since North Carolina entered the program in

1962. By sending a second copy of all out-of-state legislative exchange publications to the Institute, the State Library channels to the Institute a valuable collection of source materials that relate either directly or indirectly to the Institute's own work with the General Assembly and legislative commissions.

Following Mrs. Maybury's example, Mrs. Palotai compiled a basic bibliography of Institute of Government publications and, later, a supplement. She also began compiling a bi-weekly list of the library's non-book acquisitions in order to keep the staff informed about new publications. The list is still issued and goes to a few persons outside the Institute who have requested it. Some consideration is being given to adding publishers' addresses and prices to the list so that it may be used for ordering purposes if non-Institute users indicate sufficient interest.

At present the Institute library staff includes a professional librarian, an assistant librarian, a secretary, and a UNC law student who works part time. A library committee of seven Institute staff members meets with the librarian periodically to formulate policies and to anticipate future needs for materials and services. Planning ahead for the library is therefore governed by the activities which will be undertaken by members of the Institute of Government staff in the future.

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