

# NORTH CAROLINA LIBRARIES



BIENNIAL MEETING  
*of the*  
NORTH CAROLINA LIBRARY ASSOCIATION  
*in*  
CHARLOTTE ON OCT. 20 AND 21

*This issue of North Carolina Libraries is your invitation and the invitation to your fellow librarians and library trustees to attend the Biennial Meeting in Charlotte.*



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East Carolina Teachers  
College Library  
Greenville, N. Car.

NO. 4

NORTH CAROLINA LIBRARIES

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TENTATIVE PROGRAM  
*for the*

BIENNIAL MEETING OF THE NORTH  
CAROLINA LIBRARY ASSOCIATION  
MEETING — OCT. 20 AND 21, 1943  
CHARLOTTE, N. C.

Headquarters.....*Hotel Charlotte*  
OCTOBER 20 (WEDNESDAY)

9:00 a. m. Registration  
10:00 a. m. First General Session  
Call to Order  
Welcome to Charlotte, by Mayor H. H. Baxter  
North Carolina War Records Collection,  
by Christopher Crittenden, Coordina-  
tor of War Records of the OCD.  
Report of the Nominating Committee  
and the Election of Officers.  
Report on Amendments to By-Laws.  
City and County Planning for North  
Carolina, by Coleman W. Roberts,  
Chairman of the Charlotte and Meck-  
lenburg Planning Committee.

LUNCHEONS

1:00 p. m. New Officers Luncheon (for  
Officers only)  
Bookmobile Librarians Luncheon  
Other Luncheons may be arranged as

requested

1:30 p. m. Staff Organizations Round  
Table.

Miss Eula Carpenter, Chairman of Char-  
lotte, Staff Organization.

SECTIONAL MEETINGS

2:30 p. m. College and University Sec-  
tion.

Mrs. Lillian B. Buchanan, Chairman

2:30 p. m. Public Library Section.

Miss Nancy Gray, Chairman

3:30 p. m. School and Children's Libra-  
rians Section.

Miss Cora F. Collier, Chairman

"The School Librarian Works with Young  
People." Mrs. Frances Lander Spain,  
Head, Library Science Department,  
Winthrop College, Rock Hill, South  
Carolina.

"Children, Radio, and Books." Miss Jane  
Wilson, Durham, North Carolina.

3:30 p. m. Catalogers Section.

Miss Mary Westcott, Chairman

7:00 p. m. Association Dinner (Infor-  
mal). Hoyt R. Galvin, Presiding  
Music (Being Arranged)  
World Federation, by Robert Lee  
Humber, author of "Declaration of the  
Federation of the World."

OCTOBER 21 (THURSDAY)

8:30 a. m. Junior Librarians Breakfast  
Miss Evelyn Parks, Chairman

10:00 a. m. Citizen's Library Movement  
Session.

Dr. Louis R. Wilson, Presiding  
Planning for the Future of Libraries in  
North Carolina, by Governor J. Mel-  
ville Broughton.

State Aid Report by Miss Marjorie Beal  
The Library as a Governmental Informa-  
tion Center, by Albert Coates, Direc-  
tor of the Institute of Government,  
Chapel Hill.

12:30 p. m. Trustees Luncheon  
Other group Luncheons can be arranged  
if requests are received.

2:00 p. m. Second General Session.

Recommendations of Sections to the As-  
sociation for Action by the Association.  
Speaker—To be announced.

Installation of New Officers.

Committee Appointments and announce-  
ments by the New President.

4:00 p. m. Adjournment.

## COMMENTS ON THE PROGRAM AND THE SPEAKERS

The program for the Biennial Meeting in October is slightly shorter than in previous years. The plan for holding the first general session at 10 a. m., Wednesday, October 20, will allow many delegates to make the journey early the first day of the meeting. We are omitting many of the customary welcome and response speeches in the belief that we should streamline out wartime meeting, and that by their presence members will be welcomed, for Charlotte extends a most cordial invitation to all.

The first speaker on Wednesday morning, Mr. Christopher Crittenden, is Secretary of the State Department of Archives and History. Mr. Crittenden, now serving as Coordinator of War Records for the State Office of Civilian Defense, will present important information for the librarians of the State, who believe that record collection is one of the normal practices of libraries.

The election of new officers is scheduled early in the meeting in order that the new President may appoint committees during the Charlotte meeting for the coming biennium. Such appointments will provide an opportunity for committee members to meet while in Charlotte and to make plans for the future. The Executive Board has approved an amendment to the By-Laws which is reported elsewhere in this Bulletin.

The theme of the Biennial Meeting will be "Planning for the Future of Libraries in North Carolina." Embarking on the theme of planning, Mr. Coleman W. Roberts, chairman of the Charlotte and Mecklenburg Planning Committee, will speak on techniques for the establishment and operation of planning committees in cities and counties. Mr. Roberts is ably qualified to present the subject through his training, experience and study.

The luncheon meetings on Wednesday will be for small groups, but any group wishing to meet for a luncheon may do so either by making its own arrangements, or by notifying the Association President.

The one Association dinner meeting will be held on Wednesday evening, at which informal dress will be in order. The guest speaker of the evening will be Robert Lee Humber of Greenville, N. C. Mr. Humber

is the author of the Declaration of the Federation of the World, which was passed by the North Carolina General Assembly on March 13, 1941 as a Resolution. Since that motion by the N. C. legislature, 10 other state legislatures have adopted the action. Mr. Humber, a former Rhodes scholar, dates his thinking on the principles of world federation back to his Oxford days. The fact that he was in Paris just before the entry of the German Army in 1940 may have stimulated and crystallized his feeling for the need of international cooperation.

The Wednesday afternoon session is given over to separate meetings of the officially organized Sections of the Association. The completed programs for each Section have not been included in this issue of North Carolina Libraries since they are being arranged by the elected Chairman of each Section. From informal reports received from the Section Chairmen, we can be assured that attractive programs are being arranged.

A new group has asked for a place on the program this year. The Staff Organizations Round Table has been a regular part of the A. L. A. meetings for several years, but the 1:30 meeting on Wednesday of the Staff Organizations Round Table will be the first for the N.C.L.A. We welcome this group in the program. This introductory assembly is not a luncheon meeting, and individuals, as well as members of Staff Associations, are welcome.

You will note that the College and University Section and the Public Library Section meetings will be held at 2:30, while the School & Children's Librarians Section and the Catalogers Section meetings are scheduled an hour later at 3:30. This arrangement has been made to allow librarians to attend meetings of more than one Section, and also to facilitate the attendance of school librarians in Charlotte, who are not able to arrange their schedules for an earlier meeting. We hope that by holding the Section meetings on the first day, the Sections will have sufficient time to formulate recommendations to present to the Association for official action the following afternoon. Will the Chairmen of the Sections, please make special note of this and be prepared to present their recommendations to the Association on Thursday at the Second General Session.

Early on Thursday morning the Junior members will meet for an 8:00 breakfast session. Miss Parks has not announced the program, but we can be sure from past experience that it will be an interesting and well attended meeting.

At 10:00 a. m. Thursday the Citizen's Library Movement session, with Dr. Louis R. Wilson coordinating the group will be highlighted by the appearance of Governor Broughton as the principal speaker. We shall again be interested to hear a short report on the progress of the State Aid program by Miss Beal. The final speaker at this session will be Mr. Albert Coates from the University. Mr. Coates has been asked by Mr. Roy McMillan, State Director of the Office of Civilian Defense, to organize war and postwar information centers throughout North Carolina. Mr. Coates sees libraries as a logical organization to endorse and carry out this program, and he will discuss their importance as governmental information centers in peace and war.

The program for the Trustees Section luncheon has not been completed and it is possible that this meeting may be shifted to another hour.

The principal speaker for Thursday afternoon will follow the theme of planning with specific application to the subject of adequate and appropriate library buildings for North Carolina.

An important purpose of the Thursday afternoon session is to provide an opportunity for the new officers to initiate a program for the two year interval before the librarians are scattered again throughout the State. We seriously need to begin the new work and avoid a lapse of activities.

HOYT R. GALVIN

#### NOTICE ON AMENDMENTS TO BY-LAWS

At the meeting of the Executive Board of the North Carolina Library Association in Greensboro on June 24, 1943, an amendment to the By-Laws of the North Carolina Library Association was approved for recommendation to the Biennial Meeting of the Association to be held in Charlotte. This action would increase the dues for membership in the North Carolina Library Association from \$1.00 per year to \$1.50 per year. The increase is being recommended

by the Executive Board to provide additional income for the publication of North Carolina Libraries.

SIDNEY HOLMES, *Secretary*

#### "FOR THE DURATION—AND SIX MONTHS"

So you would like to know what it is like to start a camp library!

Imagine *YOURSELF* a cabinet-maker trying to make an antique black-walnut, corner-cupboard out of a green-pine tree, thumb tacks and carbon paper. You substitute one tool after another, compromise and "invent" until you turn out a cabinet that to you is beautiful, antique, black-walnut corner-cupboard, even if it is green-pine painted with brown stain.

In comparison with the conception of a modern public library, the Post Library of a temporary army camp is made of green-pine, but it is "beautiful, antique, black-walnut, corner-cupboard" to its librarian.

On June 20, Library No. 1 was opened, from 8 a. m. to 10 p. m. daily and Sunday, to serve all camp personnel of Camp Mackall, North Area. The library is housed in a separate barracks building, located in the central area in the midst of sleeping quarters and office barracks, and is thus easily accessible.

Although the exterior is just another drab building, one hundred by twenty feet, the interior is beginning to look like a library. Inside the flooring is of black, imitation rubber and the shelving of green-stained pine, locally built to match the surroundings in the long-leaf pine section of North Carolina. The shelves cover the rough side walls, under and between the twenty-eight windows.

Part of the furniture is maple, upholstered in green and burgundy, the remainder is mahogany. Placed in groups, the variations in furniture add to the friendliness of the room. The green magazine-shelving, study tables, and a built-in workroom occupy one end of the building. Low, counter-shelving, extending eight feet into the room, in the center section, provides a semi-private librarian's office.

At the front of the building, near the door is the circulation desk. Lounge groups of furniture occupy the rest of the section, with a large study table next to the libra-



rian's office where, conveniently near, the encyclopedias and reference books are shelved. A mail-basket, waste-baskets, ashtrays, flower pots and vases, shades, lamps, doormats, water-cooler, pencils and paper for letter-writing and study have their places in the room.

The small collection of books of approximately 2500 volumes, which was waiting when the librarian reported for duty, were in circulation in less than a month from the time the building was designated to house the library.

The librarian's first task, after purchase orders were checked, was to accession books on white typing paper and place them on labelled shelves in a roughly classified order. Book cards were typed as the books circulated and class numbers were added later.

The H. W. Wilson Catalogs were checked as a temporary catalog, but since so many titles were not in the catalogs and checking was a big time-consumer a temporary cataloging system was necessary. Book jackets were taken off, and the "blurbs" cut out and pasted in front of the books. The end-pieces of the jackets were cut and put in alphabetical order by title and filed in a small pamphlet box to be used as a title index. The front sections were filed in manila folders by subject for a subject index. A unit shelf-list card was typed for each book to be used as well for the author file. By this system a usable "card catalog" was made in a few days. As time permits, from these cards will be typed catalog cards, except those available through printed catalog service.

Accession numbers, price, class numbers and cataloging information were written on the inside of the back cover in the space for the book pockets so that this will later be covered. When the book is classified, shelaced and the unit shelf-list card made, the pocket is finally typed. All cataloging information will be on the unit shelf-list card and from this the card catalog will be completed without referring to the books.

Circulation methods are simple. Each borrower has an identification card with a number, which he carries, a card in a numerical file, and an application card in an alphabetical file. Each book has one book card which is filed under the date due with the borrower's number written on it. The

accession number of the book is written on the borrower's card for identification. When the books are brought back, the date returned is stamped by the date due and book accession number, and the borrower's number is stamped out on the book card to prevent future use.

The circulation and use of books and magazines is gratifying, but the use of the phonograph record library is outstanding. The library has approximately 400 classical and semi-classical records, a radio-phonograph combination, and six record carrying cases. In addition, a gift library of approximately 150 classical records is exchanged with the other library at the camp, which has an identical record collection except for gifts.

The tiny work-room of Library No. 1 has been turned into a record-room, temporarily, and the record-player is in use from 8 a. m. to 10 p. m. seven days a week. A twenty-by-thirty-foot extension to the building has been requested as an educational building and a record library. Radio code records, foreign language records and study guides, and text books for the study of mathematics, physics, typing and shorthand are available in the library. A room is needed where class instruction or group studying can be conducted without interfering with the normal activities of the library and yet where all facilities of the library are available.

In addition to using the records in the library, groups take them to the Post Chapel next door. Two or three times a week a record concert is given over the amplifier from the Chapel. It isn't unusual to see men stretched out on the grass of the Chapel lawn, watching the skies and listening to symphonic music.

The main service club of the area, two blocks away, has two scheduled concerts a week. The hostess borrows the library records until she can secure a duplicate classical record library. Divisional Chaplains borrow albums to take out on bivouac. The records are played over amplifiers while the boys are in restricted fields and far away from recreation. The Red Cross workers borrow for the Station Hospital. Individuals and groups borrow from the collection for a few hours. Records are loaned on library

cards just as books, and borrowers are responsible for undue wear and tear and for breakage.

HALLIE SYKES BACELLI

## NOTES FROM THE UNIVERSITY OF NORTH CAROLINA LIBRARY

### *Latin American Materials*

During the past three years the library of the University of North Carolina has been enjoying a significant expansion of resources through the acquisition of Latin American materials made possible by a co-operative grant from the Rockefeller Foundation to the three Universities of Duke, Tulane, and North Carolina. Dr. Sturgis E. Leavitt, Coordinator of the project for North Carolina, has just released his report on the methods followed in promoting cooperative purchases and exchanges of duplicates resulting in a total of 2,867 books acquired, in the fields of literature and history, during the year 1942-43. In addition to the regular trade channels, materials are being collected by the purchase of private collections, by gifts and by exchange of duplicates. In several instances, visitors to South America from the University of North Carolina have become effective agents in purchasing materials, or in arranging for exchanges. The report states that, in spite of war conditions, the work has not suffered unduly. Some shipments have been delayed; some orders have not yet been heard from, but many books have been received from South America during the year. Two large groups of materials, the Lenz Collection and the books purchased by Dr. W. W. Pierson in Venezuela, are now available to scholars. Efforts have been made to complete the partial sets of journals in the fields of special interest of the University, and considerable success has been attained. The countries on which the University is concentrating its efforts are Venezuela, Argentina, Chile, Uruguay and Paraguay. The other countries of South America are being covered by Duke, and Tulane is concentrating on those in Mexico and Central America. The Collection and its acquisition have been described in greater detail by Miss Elizabeth F. Adkins, Cataloging Specialist in charge of Latin American Materials, in the June 1st, 1943, issue of the *Library Journal*.

### *Service to the Army and Navy Units*

We extend to various Army and Navy units on the campus every service that we do to the civilian students. All departments of the Library are open to them and their use varies according to the class assignments of each group. Special rooms in the Library for study use are being assigned at specific hours for certain service units. The War Information Center, with its attractive facilities in the main lobby of the Library, collects late helpful materials for the use of the armed forces, as well as for the general reading public. The opportunities for browsing, resting or purchasing books in the Bull's Head Bookshop, on the ground floor of the Library, are being increasingly taken advantage of by men of the Army and Navy stationed in Chapel Hill.

### *North Carolina War Records*

The Library is actively participating in the program of the State Department of Archives and History for the collection of North Carolina war records. The Librarian, Charles E. Rush, has been appointed Records Administrator for the University. At the recent Institute for Collectors of War Records held in Chapel Hill under the sponsorship of the State Office of Civilian Defense and the State Department of Archives and History, the Library was represented by Miss Mary L. Thornton, Curator of the North Carolina Collection, Mrs. Lyman A. Cotten, Curator of the Southern Historical Collection, and Mrs. Clarence Heer of the War Information Center.

CHARLES E. RUSH

## STAFF ORGANIZATIONS

More than ever, librarians are moving with the changing world these days. Duties in the library are becoming increasingly strenuous as smaller staffs must continue to meet all demands and are constantly challenged by inquiries reflecting new public interests. To meet these exigencies, staffs must of necessity be closely cooperative, not only to insure staff welfare, but in broadening their interests to work with outside organizations in meeting the needs of a war time society.

A library staff organization, formal or informal, should have a definite professional purpose. Staff association activities in the past and present cover a wide range. The very setting-up of an organization makes possible greater participation in discussion and formation of policies for all staff members. They can be safety-valves by providing a mechanism for getting dissatisfactions or misunderstandings out into the open where they can be calmly discussed and answered rather than having them circulate with whisperings, thus ruining morale.

From a staff member's own point of view, an organization lends solidarity and official sanction to any requests the staff may wish to make to the administrator in matters of working conditions, salaries, hours and professional standards. A staff association makes it possible to discover majority opinion and to formulate dignified plans for presenting requests or recommendations to the executive. It can be a valuable aid to the librarian by carrying on publicity and good-will campaigns among people whose taxes support the library. Of course, always an important function of staff organizations is the exchange of ideas, which could be done through printed reports but not as quickly nor as convincingly as in a well organized group.

Some administrators are quick to recognize the value of regular meetings as aids to morale and *esprit de corps*; as a clearing house for ideas and suggestions for general staff welfare; as the official mouthpiece of the staff on vital questions; and as an organ which allows the independent thinking on the part of individual staff members.

The staff of the Charlotte Public Library has recently organized an association for the purpose of working together in a "program which shall promote the library as a reliable and efficient organ of public service and which shall work for the mutual understanding and welfare of the staff as a whole."

We invite librarians and staff members to meet with the Staff Organizations Round Table at 1:30 on Wednesday, October 20th, during the North Carolina Library Association meeting at Hotel Charlotte, to talk over staff organization as a working solution in discussing problems facing librarians of North Carolina in a post war world.

EULA CARPENTER

## BIENNIAL REPORT OF THE PUBLICITY AND PUBLICATIONS COMMITTEE

OCTOBER 1941 — OCTOBER 1943

The duty of the N. C. L. A. PUBLICITY COMMITTEE was to interpret Libraries to the people of North Carolina, using the State press, newspaper syndicates, magazines and radio, and to keep librarians informed of the most effective library publicity throughout the State.

The duty of the PUBLICATIONS COMMITTEE was to issue the official organ of the Association, to stimulate group solidarity among librarians as a means of developing the North Carolina Library Association into a strong and mature professional organization; to serve as a clearing house for library news; to assemble information about different library activities in North Carolina and to make this data available to those interested in planning a program of development.

These two committees began the biennium separately but because of resignations have become one committee.

A file of newspaper clippings from typical publicity concerning the VICTORY BOOK DRIVE, various types of publicity representative of the Libraries of North Carolina, and bits of "Publicity Pick-ups" has been kept by the Committee.

Publicity of the *North Carolina Library Association* has centered around the following activities of the Association, its sections and membership:

1. Letter from the President, "Wanted An Armory of Ideas," sent to members, explaining the organization, giving names of the Executive Committee and sections, and requesting suggestions concerning the program and betterment of libraries in the State.
2. CODE FOR COMMITTEES OF NORTH CAROLINA LIBRARY ASSOCIATION sent to committee chairmen, to Carl Milam of A. L. A. and to Oscar C. Orman, Chairman of A. L. A. Committee on Chapters and of the Joint Committee on State Relationships. Mrs. Mary P. Douglas planned this Code during her term of office and left it to guide her successor.

3. THE VICTORY BOOK CAMPAIGN, organized through Libraries of North Carolina for the State Campaign.
4. Local Librarians' Clubs, sponsored by the Association. (Organizations exist in Charlotte, Cumberland County, Greensboro, Raleigh, and Winston-Salem).
5. "Mobilizing North Carolina Libraries for Action," letters mailed to librarians by the State Planning Committee.
6. Mimeographed maps and list of members mailed by the Membership Committee.
7. State Aid program and its publicity.
8. School Librarian's publicity concerning "Master Certificates" (Published articles in *N. C. EDUCATION*, *NORTH*

*CAROLINA LIBRARIES*, and in local newspapers.)

9. Radio Scripts.—An attempt was made to start a State Radio Script exchange, and to make transcriptions available for the use of all libraries with radio stations nearby.

The greatest undertakings in the North Carolina Library Association publicity program was the publication of the official organ *NORTH CAROLINA LIBRARIES* which was planned by Guy R. Lyle. The bulletin was published by the Association with five issues printed through the courtesy of J. Vernon Ruzicka, Library Bureau of Remington Rand, Inc. and Gaylord Bros., Inc.

Respectfully submitted:

HALLIE SYKES BACELLI, *Chairman*

#### CHARLOTTE HOTELS

Headquarters of the Biennial Meeting of the North Carolina Library Association, convening October 20 and 21, will be at the Hotel Charlotte, 237 West Trade Street, Charlotte 2, N. C. All sessions of the Biennial Meeting will be held in the Hotel, since, for a mid-week Meeting on Wednesday and Thursday, adequate hotel space will be available. Hotel rates are listed below and those planning to attend the Meeting should make reservations as soon as possible.

##### *Hotel Rates in Charlotte*

<i>Name</i>	<i>Address</i>	<i>Distance from</i>		<i>Rates</i>	
		<i>Headquarters</i>	<i>Single</i>	<i>Double</i>	
Barringer	426 N. Tryon	6 blocks	3.25 up	6.00 up	
Charlotte	237 W. Trade	Headquarters	3.30 up	5.00 up	
Mayfair	237 N. Tryon	4 blocks	2.25 up	3.50 up	
Mecklenburg	516 W. Trade	3 blocks	2.50-3.00	3.50-5.00	
Selwyn	132 W. Trade	1 block	2.25-2.50	3.25-3.50	

Rooms without bath are available at lower rates in some of the above Hotels.

Rooms in smaller hotels not listed are available in Charlotte.

# Greetings

NORMAN BERG

MARCIA CARROLL

## The Macmillan Company

289 Peachtree Street, N. E., Atlanta