

# NORTH CAROLINA LIBRARIES

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## THE TRUSTEE'S OBLIGATION

Library trustees not only serve as a governing board to direct the progress and policies of the library, but they also serve as a medium to interpret the needs of the library to the public and the particular needs of the community to the librarian. It is their responsibility to educate the public to appreciate the valuable services of a good library.

It is equally the responsibility of the trustee to see that the library is administered by competent and trained personnel. Before the period of professionally trained librarians, any community that possessed a collection of perfectly kept books "on the shelves" of a room presided over by a pleasant lady whose friendship was valued by the promoters of such a movement boasted a library. One of the most important functions of the trustees is to break down this idea of complacent librarians who keep books on the shelves instead of in circulation and to employ trained librarians who are capable of selecting and circulating books which will enrich the lives and usefulness of the borrowers.

During war times we must not tolerate lost motion in any field of endeavor, especially one so valuable as to afford information, inspiration, and recreation from infancy through senility. The education of a child must begin long before birth if the child is to be the recipient of the best that is afforded in health, comfort, training, and mental attitude.

Library service has to be financed. Like all worthwhile projects it is costly. People are willing to pay for the things they really want, but people who have not had access to library service must first be convinced of its importance. Since most people are eager for their children to have better opportunities than they have had, they are willing to assist in raising funds for library service if they are guided by people in whom they have confidence. It is the responsibility and privilege of the trustees to inspire such confidence.

Finally, it is the responsibility of every trustee to take an active part in the work of the North Carolina Library Association and of the American Library Association. In return for his interest and support and membership in the North Carolina Library Association, the trustee can look to this Association to adopt and carry out plans and policies looking towards "the greatest good to the greatest number."

MILDRED BOOKER DILLARD, *Secretary, Trustees Section, N. C. L. A.*

*North Carolina needs more books, stronger libraries, better trained and higher paid librarians. The extent to which the North Carolina Library Association can act in achieving these goals depends largely upon your support. Are you a member? Is your library an institutional member? Are your trustees members? You and they cannot afford to stay out!*

College Library  
Greenville, N. Car.

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The first issue of *North Carolina Libraries* called for reports on civilian defense and war information activities of North Carolina libraries. Only a few responses were received to assist in this summary compilation, but it is assumed by the writer that all libraries are engaged in such activities—so engaged, in fact, that time was not even available to make a report. At least, that should be the case.

Greensboro reports the addition of new technical books designed to assist in war-time vocational readjustment, materials on air raid precautions, health and citizenship. Both the Public and the Woman's College Library are featuring a "War Information Collection" of clippings, maps, bibliographies, posters, etc., to assist in defense and wartime activities. Greensboro College Library is sponsoring Sunday afternoon book reviews of pertinent titles. The school libraries are trying to build for the future through emphasis on the use of books. At the librarians' instigation the class in creative writing at the Senior high school is preparing a radio script showing how books are being used in the study of the present world situation, later to be broadcast over a local station by the dramatic club.

The University of North Carolina libraries have been appointed as the *Key Center of Information and Training in Colleges and Universities* for the state. As a result, the "Information Center" mentioned in the last issue will receive numerous government publications. This arrangement considerably strengthens the holdings of the Center at Chapel Hill which had already gathered about 3,000 pamphlets and some 500 books bearing on defense and the progress of the war.

Since the writer's principal knowledge of civilian defense and war information activities is of those being conducted by the Charlotte Public Library, considerable mention will be made of the Charlotte program where copies of all good publications on the subject have been added to the shelves of the central library and its branches. These were displayed at a meeting of the Civilian Defense Council so members would be aware of the Library's resources. Publications of the U. S. Office of Civilian Defense have been difficult to secure; but the Library is now on their mailing list to receive "defense packets" and we hope the problem has been solved.

*Wartime Activities — 1942, Training Through Books*, a printed broadside issued by the Library, has been widely distributed by the North Carolina Library Commission.

The Civilian Protection School has a reserve shelf at the Library for the student fire wardens, auxiliary firemen and policemen, nurses, etc. Since the need for nursing aides and housewives trained in home nursing is acute, classes in home nursing are being conducted at the Library twice daily by a Red Cross Home Nursing Instructor. Naturally, our collection of nursing books has been expanded. A complete file of Field and Technical Manuals of the War Department has been placed on prominent display for use in defense and as training manuals for draftees. The popularity of the manuals with prospective draftees has exceeded all expectation. Lists of them have been posted in each Draft Office.

The latest information on defense films, carried in *Film News*, is routed directly to defense officials as these films are vital in their educational program. Several of the Library's weekly Round Table radio programs have been devoted to materials on defense.

Hoyt R. Galvin

## PRIORITY RATING FOR LIBRARIES

Libraries are being directly and immediately affected by the results of the national war production effort in general and, specifically, by the operations of such agencies as the War Production Board (WPB) and the Office of Price Administration (OPA). There are many ways in which the acts of the new war administrative agencies can and do affect libraries. The WPB is entrusted with the task of producing war needs and, in doing so, exercises controls over the uses of materials by practically all industries which supply libraries. These controls include the use of priority ratings and allocations; they can curtail or cut off entirely the use of materials which go into books, equipment, etc., either directly or indirectly. The OPA has wide power over prices; it can establish ceiling on raw materials and products at every stage. The price controls not only affect prices but can seriously affect the supply of materials and their uses.

Under the priorities system of the WPB (formerly OPM), those industries or agencies which have a higher priority preference rating can get materials before those with a lower rating or no rating at all. Those users of materials who are classified as being engaged in defense or "indirect defense" are given A ratings; those in "essential civilian" activities are given B ratings. Those in neither category have no priority preference rating.

Different conditions exist in the case of different materials and therefore with the same preference rating it may be difficult to get a scarce material and relatively easy to get a more abundant material. Materials in general fall into various categories, depending on how much is used for munitions and on how much is available. Scarce materials which are urgently needed in making equipment for the armed forces have been put on a "critical list" and their use is completely controlled by the government. Other materials which are abundant, even though some proportion may be needed for war purposes, are not yet under control.

There is another way in which materials may be classified — according to use: (I) materials incorporated into some manufactured product, like steel in a filing cabinet, and (II) materials used to repair something already in service, like a cable on an elevator, or to keep

equipment going, like lubricating oil. Many materials can, of course, be used in either way; distinguishing between uses, steel may be put into category I when it is manufactured into a machine, and into category II when it is used to make a spare part for the same machine. In the same way, there is a distinction between roofing material used for a new building and that used to repair an old building.

Last year, the government realized that many enterprises might be in danger of having to shut down because of inability to get repair parts for equipment or such operating supplies as lubricating oil. OPM issued an order which extends an A-10 rating to various types of business institutions and agencies for getting such materials needed for the maintenance, repair and continued operation of their property and equipment (category II). This order has nothing to do with materials incorporated into manufactured products or used in new construction (category I).

The A-10 rating is given by Preference Rating Order P-100 to "any governmental unit" and "educational institutions (including vocational education)".\*

The first group includes public libraries, county libraries, state libraries, school libraries; the libraries of city, county, state and federal departments and agencies; court libraries and similar libraries operated by or as a part of a "governmental unit" (including local governments). The second group ("educational institutions") includes schools of all kinds, college and university libraries. Under present interpretations, the order is *not* extended to private libraries, some special libraries (such as those of some financial corporations or trade associations) and some law libraries (such as those of bar associations).

The rating is intended to cover only materials needed for maintenance, repair and continued operation (category II). A public library, for example, may use this A-10 rating in having repairs made to furniture or to the building and in buying office supplies (except paper products), building maintenance and other supplies. The rating may not be used in buying new equipment such as additional

\*Copies of Order P-100 may be obtained from your nearest WPB office or from your local Chamber of Commerce.

shelving or in contracting for an addition to an existing building.

In using the rating, no application need be made to WPB or any other government agency—the rating is automatically granted to those entitled to it. All purchase orders and contracts (and all copies of them) for materials, supplies and repair work on which the rating is used must bear the following statement:

“Material for Maintenance, Repair, or Operating Supplies—Rating A-10 under Preference Rating Order P-100 with the terms of which I am familiar.”

Signature and Title of Official.

This statement must bear the name of the institution or agency and must be signed by some library or other administrative official designated for the purpose by the trustees or other body responsible for the library.

Purchase orders or contracts using the rating must not include things not covered by the rating. Copies of such purchase orders and contracts must be kept for two years and be available for inspection by WPB; and reports concerning them must be sent to WPB when requested. Misuse of the rating is punishable.

The A-10 rating may be used by libraries in repairing and maintaining their collection in good condition. This means, according to an official ruling, that library binderies of all kinds may use the rating in obtaining materials for the rebinding of books and the binding of magazines.

It should be noted that libraries may not use the rating in buying new books or pre-bound books. Therefore, library binders may not use the rating in getting materials for pre-binding books (that is, for reinforcing and binding new books according to library binding specifications before they are sold to libraries).

In the case of repair and maintenance, it is the library's property which is being repaired and the binder serves only as a supplier or contractor; he cannot use the rating unless his customer uses it. The libraries must therefore extend or pass on their A-10 rating to the binder. Materials\* are becoming harder to get and manufacturers need a rating to get raw materials and are asking binders for their

ratings. To insure binding quality and good binding service, therefore, it is necessary for all libraries to use the official wording of the A-10 rating, given above, in placing orders for binding with their local book binder.

J. Vernon Ruzicka

## WPA POSTER SERVICE

One very practical service being rendered by the WPA State Library Project is the making and distributing of posters for library use. Those to be prepared between April and July will be: Nutrition, Use Substitutes, Occupations and Training for Women in Defense, Victory Gardens. Measuring 11 x 14 inches each, the four posters may be obtained for 15c in stamps. Order from Miss Etta Perry, North Carolina Library Commission, Raleigh.

## LIBRARY CLUBS

It is with real interest that the Editors have received word of the organization and activities of several clubs in the state. No doubt there are others which have not come to our attention—and we would be interested in reporting unusual activities or programs. Miss Margaret Johnston of Fayetteville writes most enthusiastically of the newly formed Cumberland County Librarians group which is composed of fourteen librarians from the public, school, Veterans Hospital and Fort Bragg libraries and several army wives who are on leave from library positions. They assemble quarterly at a dinner meeting and have a speaker. Similar clubs exist in Charlotte, Raleigh, Greensboro, and Winston-Salem.

## V. B. C. NEWS

The Executive Committee of the North Carolina Victory Book Campaign wishes to extend its deepest appreciation to the many persons who have worked untiringly during the nationwide drive for ten million books for our armed forces. A special word of thanks is due the Joseph Ruzicka bookbindery, transfer companies, and the WPA Library Project.

To date, approximately 74,000 books have been collected throughout the state; most of them are already on the library shelves of nearly army camps and air bases or in transit.

While active solicitation and collection will shortly be discontinued, national headquarters asks that we accept gifts for the duration of

\*See Gaylord's **Triangle** for March for note on library supplies unobtainable now or when present stock is exhausted.—Editors' note.



the war. When and if, after April 1, you have a reasonably large number of these books, please notify Miss Marjorie Beal, director in charge of distribution, address: N. C. Library Commission, Raleigh, and she will notify you where they should be shipped.

## SOUTHEASTERN LIBRARY ASSOCIATION MEETING

The Southeastern Library Association will have a joint meeting with the Southwestern Library Association on October 21-24 in New Orleans with Roosevelt Hotel as headquarters.

If you plan, expect, or hope to be able to attend the meeting, notify Miss Viola M. Andersen, Corresponding Secretary, Southwestern Library Association, Tulane University, New Orleans, La. She says a list of possible visitors is needed in making plans for the convention.

## DIRECTORY OF CATALOGERS

The Directory of Southeastern Catalogers is about to be mimeographed. All those who wish a copy should notify Elizabeth Sampson, Head Cataloger, Woman's College of U. N. C. Library, Greensboro, immediately, as only the desired number will be made. The charge cannot yet be given but it will be the actual cost of paper and mimeographing.

## A QUICK SURVEY OF COLLEGE LIBRARIES

My purpose in this brief survey is (1) to bring to light conditions that obtain in college libraries in the state in so far as it is possible to do so from a study of statistics, and (2) to suggest the possibility of similar studies in school, public, teacher college and junior college libraries. It is perfectly obvious, of course, that a statistical study has serious limitations and that, at best, it presents only a partial picture; yet, few would deny that gross totals in expenditure, volumes, and use afford a rough measurement of library growth and development.

Only those libraries in four-year colleges which filed a statistical report for the year 1940-41 with the North Carolina Library Commission are included in the study. A few, apparently, failed to send in their reports; many of those who complied did so with varying degrees of accuracy and com-

pleteness. Though not one to exaggerate the importance of minutiae, I see little point in making these reports unless they are filled out accurately and thoroughly. We complain because our administrators and citizens sometimes lack understanding of our library problems. If we would improve this situation, we might begin by seeing that they get reliable and accurate data.

## Book Stock

The number of books contained in these libraries ranges from 13,910 to 91,557 volumes; the median is 22,749. If we accept the proposition that the *Shaw List* (1931) and its *Supplement 1931-38* (1940), represent a minimum or basic book collection in a four-year liberal arts college, then it would seem that the college with less than 40,000 volumes is ill-prepared to provide good book service for a modern program of college instruction.

TABLE I  
Book Stock and Acquisitions (1940-41)

Library	Vols in Library	Vols. Added During the Year
Davidson .....	40,428	1,184
Greensboro .....	21,592	1,210
Guilford .....	22,748	1,066
High Point .....	13,910	595
Lenoir Rhyne .....	18,018	1,056
Meredith .....	25,324	1,350
State College, U. N. C. ....	60,383	5,048
Queens .....	18,072	970
Salem .....	21,337	2,552
Wake Forest .....	61,666	1,976
Woman's College, U. N. C. ....	91,557	5,675

Seven libraries have less than 40,000 volumes, and eight have fewer than the average of college libraries throughout the country (48,085 volumes). If the acquisitions for 1940-41 are typical of the average yearly acquisitions for the past five years, then it would appear that most of the North Carolina college libraries are adding too few books to meet the needs of their students and faculties. If anyone doubts this, I suggest that he study the listings of the *Shaw Supplement*, after having made up a table showing the distri-

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J. VERNON RUZICKA

Joseph Ruzicka, Library Bookbinding  
Greensboro, North Carolina

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bution of titles by date of publication. Remember that the Shaw List represents rigid selection several years after the books were first published. A college library also needs a goodly number of books that have only a one- or two-year life of usefulness.

### FINANCIAL SUPPORT

The effectiveness of the library depends on the amount of its financial support. The amount of support is determined by the aims of the college, the methods of instruction, and the attitude of the college administration toward the library. Demands are automatically made upon the library for new services whenever a change is made in the curriculum, a new course or professor is added. This is a fairly obvious point but one not fully realized or appreciated by those who have charge of instructional policies.

TABLE II  
Library Expenditures (1940-41)

Library	Library Expenditures	Library Exp. per Student
Salem .....	\$11,671.19	\$32.42
Woman's College, U. N. C. .....	39,283.97	17.42
Greensboro .....	6,232.63	16.53
Gulford .....	5,890.86	15.14
Meredith .....	7,255.69	14.65
Lenoir Rhyne .....	7,025.66	14.33
Davidson .....	9,078.64	13.17
State College, U. N. C. ..	31,795.29	13.06
Wake Forest .....	11,471.96	10.88
Queens .....	3,756.17	8.63
High Point .....	1,857.66	3.70

The per capita expenditures of these libraries is low compared to the old American Library Association standard (1929) of \$25.00 per student.\*

### USE OF BOOKS

The median use of two-week books is 19 volumes per student, a figure which compares favorably with Branscomb's findings in *Teaching With Books*. On the other hand, the median two-week circulation of 55 college libraries, whose statistics appear in the A. L. A. Bulletin for February 1942, is 29.3 volumes per student. It is to be noted that these libraries have an average book collection of about 65,000 volumes.

### SUMMARY

This mathematical excursion need not be taken too seriously. But, all errors and omissions aside, it is apparent that college libraries

\*This standard is now being revised upwards, but unfortunately the revision has not at this date attained a state of development which permits its use here.

in North Carolina are short on books and that their finances do not measure up to the minimum required for good library service. If the comparison is extended to the 55 college libraries mentioned above, the deficiency is even more apparent.

TABLE III  
Comparison of North Carolina College Libraries with 55 College Libraries (A. L. A. Bulletin, February, 1942)

	N. C. L. Median	A. L. A. Median
Volumes in Libraries .....	25,927	65,159
Library Exp. per Student .....	\$13.13	\$22.39
Per Student Exp. Books .....	\$ 5.93	\$ 7.99
Per Student Exp. Service .....	\$ 7.88	\$13.30
Per Cent of College Budget		
Allocated for Library Service .....	3.25	4.7
Vols. Lent per Student .....	19	29.3

Guy R. Lyle

## INTRODUCING OUR COMMITTEES

*"O wad some power the giftie gie us  
To see oursel's as ithers see us!"*

—Robert Burns

We librarians might well pause to consider how others see Us. We might ask, "Are we even seen at all? What are we doing to make the people of North Carolina aware of libraries and library service?"

Through *North Carolina Libraries* we hope to give the librarians of North Carolina an idea of the North Carolina Library Association activities and also to digest some of the important publicity being carried on by individual libraries in the state. Send your contributions and publicity clippings to the chairman of the Publicity Committee.

### THE PUBLICITY COMMITTEE

Miss Hallie Sykes, Chairman, Harry P. Harding High School, Charlotte; Miss Nell Craig, Director of News Bureau, Woman's College of U. N. C., Greensboro; Mr. Hoyt Galvin, Director Charlotte Public Library, Charlotte; Mr. J. L. (Josh) Horne, Jr., Publisher, *The Evening Telegram*, Rocky Mount; Mrs. Louise J. Sink, Librarian Davidson County Public Library, Lexington; Mr. Mortimer Taube, Order Department, Duke University, Durham.

The Editors are of the opinion that the most significant recent item of North Carolina library publicity is **BOOKMOBILE SERVICE**, an article written with drama and individuality in *THE STATE*, February 21, by Dorcas Reid.