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CONTENTS

ARTICLES

A Proposed Plan for Coordinated Library Education in Oklahoma
Richard E. Chapin and Arthur H. McAnally

From a Field Librarian's Notebook
Esther Mae Henke

Southwestern Library Association Convention Report
Edmon Low

Multiple Form Duplication
William H. Lowery

El Reno Federal Reformatory Library
W. E. Burton

OLA Convention Program 1955

OLA Nomination Committee Report

District Library Meetings

FEATURES

Message from the OLA President
Leto Dower

From the Four Corners

Who's Where

Meet the Authors

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A Message from the O. L. A. President

LET'S GET ACQUAINTED! An active program of district meetings is in full swing in Oklahoma. The Central Oklahoma group had its second meeting of the year in Oklahoma City on November 12. The Northeastern area, including Muskogee, Okmulgee, Tulsa, Claremore, Pryor, Tahlequah, Warner, Sapulpa, held its first meeting on November 12. The Ponca City Library plans a meeting on January 20; the Pawhuska Public Library will have it first meeting in January also. The Seminole Public Library is going to act as host to a group of libraries in the nearby area in January or February; and the libraries in and around Lawton plan to get together for a session this month too.

These meetings are not restricted to librarians alone; anyone who is interested in libraries is invited to join any of the groups. If you are in one of these areas, and have not had an opportunity to meet with the others, don’t fail to join them at their next meeting. If you are not in one of the areas that holds meetings regularly, perhaps your library might like to act as host for others in that area.

Some of the groups already established have made available plans, ideas, and suggestions for those attempting such meetings. This material has been duplicated and is available from the Association on request.

At the meeting in Stillwater last spring, the Nominations Committee made some suggestions concerning the method of nominating candidates for offices in the Association. They suggested that a slate of candidates be selected early in January, that information about them be sent out well before the next meeting, with ballots for voting which should be returned one week before the Association convened. According to our Constitution and By Laws, all of these suggestions could not be followed, but the Executive Board felt it quite legal to have the slate of officers selected and information about them published in the issue of the Oklahoma Librarian preceding the meeting. In this issue, then, you will find the names of the nominees for the year, 1955-56, to be voted on at the annual meeting March 31-April 2.

This preliminary selection, of course, does not prevent additional nominations from being made at the time of the meeting, before the vote is taken. We feel, however, that this early selection will give the membership time to make a thoughtful and considered choice of the candidates presented, or to have an opportunity to nominate others if so desired.

The program committee has been working hard, and has lined up some fine speakers for the spring meeting. Information about the program will be found elsewhere in this issue. Meet us in Oklahoma City at the Biltmore, March 31-April 2, 1955, for a series of meetings that we feel sure you will enjoy.
Richard E. Chapin and Arthur M. McAnally

A Proposed Plan for Coordinated Library Education in Oklahoma

The University of Oklahoma, School of Library Science, has been approved by the Oklahoma State Regents for Higher Education to offer a graduate program leading to the M.A. or M.L.S. degree. At the present time this is the only school in the state which offers a degree in library science based upon five years of study beyond the secondary school. In addition, the School of Library Science is one of the few schools in the Southwest which is accredited by the American Library Association.

Several of the other schools in the state, however, do offer a few courses in library science, mainly for the purpose of fulfilling the requirements for the teacher-librarian certificate. Many students from these institutions go directly, or might possibly go in the future, to the School of Library Science to complete their library training. At the present time their courses, for the most part, are not accepted as equivalent to the undergraduate courses required for admission to the graduate program at the University. Students who do not have the prescribed undergraduate courses must spend an extra semester in order to make up this deficiency.

Since the School of Library Science does offer graduate work in librarianship, and since some of the other schools in the state offer library science courses, it seems desirable to standardize the undergraduate offerings in library science of the University and of all the other schools in the state which teach such courses. Any undertaking of this type must take into account the requirements of the certification agencies, the regional accrediting agencies, and the American Library Association.

As a first step toward this standardization, the School of Library Science at the University of Oklahoma hereby offers a tentative set of standards with which the other state schools should comply if their courses are to be accepted as the equivalents of those required for admission into the graduate program.

**Recognition:** Courses may be accepted as equivalents only from accredited colleges and universities whose credits are regularly acceptable at the University of Oklahoma.

**Grades:** Students may transfer only those courses in which they received a grade of A or B. They will be required to take additional work in the School of Library Science for those courses in which they receive a C grade or lower. Furthermore, it will be necessary for the student to do at least B work at the University of Oklahoma in any of these repeated courses.

**Level of Instruction:** Only those courses taught at the upper-division level—i.e. junior and senior standing—will be accepted as equivalent of the School's "200 series."

**Faculty:** Any state school which offers more than six hours of library science during one semester should have at least one full-time faculty member whose duties are primarily instructional in nature. Such schools are urged to use library staff members and visiting lecturers to augment the program.

Most schools will not offer more than six hours each semester, however, and in such cases library staff members may teach the courses providing that their other duties for the institution are decreased accordingly. Since this reduction in duties is often stated but difficult to enforce, no full-time library staff member should be allowed to teach more than three hours each semester.

Any library science faculty member, any library staff member, or any other person who is responsible for the instruction must have at least a bachelor's degree and a professional degree in library science from an A.L.A. accredited library school.

**Curriculum:** It is the opinion of the faculty of the School of Library Science that there are certain courses which a student should take before doing graduate work in librarianship. These same courses are also essential for those students who will be employed as teacher-librarians after they have left college. It seems likely, therefore, that this basic core of library science will be offered by many colleges and universities in the state. These core courses might be described as: (1) Libraries in the Social Order, (2) Organization of Library Materials, (3) Reference Materials, and (4) Book Selection and Acquisition. In addition to being core courses, these are the only ones which can be transferred to the University of Oklahoma from schools not accredited by the American Library Association.

The above mentioned courses may be accepted by the School of Library Science, however, only if they contribute to the objectives of the five-year program. The best manner of accomplishing this is to have the schools follow
the outlines of the courses as they are taught at the University. (See below.) In addition, each course must carry three semester hours of credit, or its equivalent. A four-hour laboratory period, in addition to the regular three classroom hours, is required for the course entitled Organization of Library Materials.

Quarters: Classroom study space for the students should be located in the main library on the campus. This is desirable because the students should have the facilities of the entire library available for observation and study.

Library Facilities: In the basic courses for the study of librarianship certain books and materials are essential. One of the main purposes of these courses is to acquaint the students with the literature of the field and to introduce them to the tools which are necessary for the proper operation of a library. Therefore, it is required that each school which offers courses in library science should have the necessary books and other materials which are essential for teaching these basic courses.

Enforcement: The Committee on Library Education, which was established by the Council of State College Librarians, will be responsible for the enforcement of the standards in the state colleges as set forth in this statement. In this respect the committee will maintain a file of all documents pertaining to library education in the state—such as: outlines, syllabi, catalogs, annual reports of departments, samples of work done by students, etc.; the Committee will also undertake to visit at regular intervals all of the schools in the State which offer library science courses. The logical conclusion of such a study would be a list of the courses from each of the schools which will be accepted as the equivalent of those courses offered by the School of Library Science.

Implications: Such a program conducted by the State of Oklahoma should vastly improve the caliber of library training within the state. Likewise, such a plan should help in recruiting for the profession. Finally, a coordinated plan for library education has not been accomplished by any other state in the union; in this respect, the above program might well become one of the first steps in attempting to provide a workable plan for the future training of librarians and teacher-librarians.

It should be noted that all colleges and universities in the State could, if they so desired, be included in this coordinated plan for library education. If their courses are taught in such a manner as to comply with the above stated standards, they could be accepted by the School of Library Science as equivalent to the University's undergraduate offerings in this area.

One more point to stress is that the University of Oklahoma, School of Library Science, does not offer these tentative standards in an attempt to accredit the library science courses offered in the state. These standards, rather, are intended to coordinate and standardize the undergraduate library science programs which are offered by the colleges and universities in Oklahoma.

These standards are the result of the work of the Library Education Committee of the Council of State College Librarians. This committee consisted of Sue B. Thornton, Northeastern State College, Chairman; Mabel A. Murphy, Oklahoma College for Women; and Richard E. Chapin, University of Oklahoma, School of Library Science.

Following is a descriptive statement and a brief outline of the undergraduate courses as they are currently taught at the School of Library Science.

Library Science 220
LIBRARIES IN THE SOCIAL ORDER
Introduction to libraries and the profession of librarianship; evolution of the library as a social institution; functions of the modern library; survey of professional library literature; professional philosophy and ethics.

OUTLINE OF THE COURSE
I. The place of libraries in modern life
   A. The mass media of communications
      1. Definition
      2. Development of the media
         a. Radio
         b. Television
         c. Motion Pictures
         d. Newspapers
         e. Magazines
         f. Books
      4. Functions of the mass media
         a. Entertain
         b. Transmit culture
         c. Survey environment
         d. Integrate events
   B. Primary functions of the library
      1. Selection
      2. Preservation
      3. Dissemination
   C. Library as a "communications center"
II. Development of the modern library
   A. Origin of libraries
      1. Hellenic and earlier
         a. Early Egyptian libraries
         b. Assyrian and Babylonian libraries
         c. Alexandria and other Hellenic libraries
      2. Roman libraries
      3. Monastic libraries
      4. Early European university libraries
   B. Modern library origins
      1. Royal societies, National academies, etc.
      2. National libraries
         a. British Museum
         b. Bibliothèque Nationale
         c. Library of Congress

(Continued on Page 19)
Esther Mae Henke

From a Field Librarian's Notebook

To me, a Field Librarian is a combination of a traveling salesman and a Pollyanna. With my brief case in hand and a smile (I hope) on my face, I attempt to conquer all problems.

There is never a dull moment in the life of a field worker. My first day on the road made a lasting impression on me. Eager as I was, I thought everyone would be so glad to see a representative from the Oklahoma State Library—come to perform any of the many services we have to offer. But I was mistaken! One librarian lead me back to her office, carefully closed both doors, then turned to me with a suspicious look on her face and said, “What are you doing here? Who sent you?” After much stammering and stuttering, I managed to convince her that I intended no harm, that I wasn’t “checking” on her library, but only wanted to get acquainted. Then there was the time that I stopped in a library late one evening, trying to work an extra library in that day, to find the substitute for the substitute trying to answer a reference question. Consequently, my dinner hour was postponed while I too tried to find the answer. We finally found it, too.

Being a field librarian can also be very rewarding. Many of the librarians in small towns seldom come in contact with other librarians and never have a chance to talk over their problems. Because of my visits to libraries, I can tell them how others are solving similar problems. They are so conscious of the inadequacies of their libraries that when they discover that the book collection of the Library Extension Division is available to them, they are eager to take advantage of the interlibrary loan policy. One librarian told me recently that borrowing books from the State Library's Extension Division has made her job so much more pleasant. It was embarrassing for her to have to tell a patron, “No, that book isn’t in our collection.”

Each one of Oklahoma's libraries has something distinctive and interesting about it—such as the way it was founded, how the building was secured, or the story of its location. One library originated from a WCTU Reading and Rest Room. Another library not only has the name of the library proudly displayed but in addition “And Rest Room” painted on its door and the townspeople are justly proud of the fact that the public takes advantage of the comfortable chairs to rest while reading books and magazines in the library. One librarian hasn’t let the fact that her library is located high on the side of a mountain away from the center of town stop her. She puts book jackets and displays in a building down-town and the people go up the steep hill to check out the books they might not have known about otherwise.

Field trips do not always mean “visiting” or discussing problems such as book collections, librarian-trustee relationships or how to raise more money. On one occasion it meant spending two days moving books up and down a steep stairway and rearranging the stack area. Another time it meant setting up a card catalog.

Catalogers will appreciate the emphasis some librarians put on the card catalog. One library has decided that a card catalog will make their all too inadequate collection of books a library.

Librarians have interesting stories to tell of how they joined the “ranks.” One librarian moved to town from the farm, and since she liked books and children, she was asked to take over the library. Later the Library Board disbanded but that didn’t discourage her. Each year the Mayor and the Librarian get together and decide on the budget and she continues to give library service. Another librarian undertook the duty of serving her community when no one else would, and now she has developed the library into the most popular place in town. The city formerly gave little or no support to the library but after two years she now has enough money to spend. Then there is the librarian who is never satisfied. She just finished a huge redecorating project and now is working on a county library. She has the excellent cooperation of her board. The board has sold the city commissioners on the idea that they will move their campaign into the county. The same library was given a wonderful unpublicized write-up by the city government on the back of a recent water bill.

It takes a lot to keep a good librarian down. One Oklahoma librarian, recovering from an operation, was not allowed to climb steps so she had her desk moved to the basement ground level where she continues her professional duties. Another librarian has served her community for forty-two years.
Of course, there are those librarians who just check out books and are not interested in increasing their work. In answer to my question concerning a vacation reading program for the children, one librarian said, "No, we've got too much to do already."

The library trustees play an important and often unnoticed role in library service here in Oklahoma. One trustee writes a regular column about the library and another almost single handed raised enough money to build a new building for the library. The Library Extension Newsletter has made many other trustees aware that their libraries needed improving. One very progressive librarian reported that some of her trustees are always calling her to say that some library has a new project and warns, "Don't let them get ahead of us."

More and more "silent" and "no smoking" signs are being taken out of our libraries, with plants and smiles being substituted. Libraries no longer remind us of museums or haunted houses.

Field trips are not always such pleasant experiences. There are many libraries in Oklahoma that are too small and inadequately supported. They suffer from lack of interest, sometimes on the part of the librarian or the trustees but more often from the city officials. But the fact that the field librarian calls and shows interest in problems large or small has done much toward attempted improvements of a weak service. From the state level, we have noticed reactions to the field service through interlibrary loan requests. Librarians who never had written for material to supplement their collections now use the interlibrary loan plan to secure books requested by their patrons thus making more friends for their libraries. Librarians are recognizing more and more the responsibilities they have in their communities. It is wonderful to plan with them and join in their enthusiasm for the future.

Oklahoma still has a long way to go before it has ideal library coverage. There is still a lot of educating to do and it is impossible for one field librarian to cover the state adequately. I thing Mrs. Gretchen Schenk's half jesting remark in Norman last month should be taken seriously. She said that all librarians, trustees and interested friends should appoint themselves as field librarians. Working together we can build libraries that the people of Oklahoma will be proud of. Visiting other libraries, talking libraries to everyone we meet, and planning for better libraries should be the duty of all of us. Librarians have told me after visits with them that they no longer feel as though they were fighting the battle for better libraries alone but now have a feeling of "belonging." We must make our state library association stronger so that we can help bring true the dreams of the many librarians who have worked so hard and so long.

Oklahoma IS doing things in the library field and there is plenty of hope. The fact that we have many new librarians in libraries throughout the state is indicative of this because we all know they could have left Oklahoma for much better salaries. But they are staying. Visiting these libraries and witnessing their progress really compensates for the long hard drives around the state. After one particularly discouraging day, I stopped in a small town library not caring if I ever saw another library again, but I was given such a wonderful reception that I was suddenly alive. The librarian, already enthusiastic, was receptive to more ideas and suggestions, many of which have been actually carried out. She keeps us informed about her activities and has said that talking to another librarian who had faith in her, helped her to bring alive the plans she had made.

One of the nicest things that happened to me recently occurred after an invitation "sight unseen" to speak to a group about organizing a library. When I was ready to leave several people told me that they had been dreading my visit because their idea of a librarian was that of the cartoonist—old and cranky! Just think of the number of Oklahomans who have never been to a library or seen a librarian. Come on Field Librarians! Let's show all of the people of Oklahoma what librarians are really like and what libraries can do for them.

Necrology

MILTON J. FERGUSON—Oklahoma librarians will note, with sorrow, the death of Dr. Ferguson on October 23, 1954. Dr. Ferguson was the subject of the latest in the series of biographies of prominent Oklahoma librarians which have been appearing in the Oklahoma Librarian, written by Lee Spencer, librarian of the Oklahoma Baptist University.

MRS. MAUDE COWAN—Mrs. Cowan, retired librarian of Southeastern State College, died at her home in Durant on August 20, 1954, at the age of seventy. Mrs. Cowan received her library degree from the University of Illinois in 1931. She was librarian at Southeastern from 1931 until her retirement in 1953.
Southwestern Library Association Conference Report

None other of the regional library associations, nor even our national, has been so fortunate in the last decade in its choice of interesting, colorful cities in which to hold its conferences as has our own Southwestern. Phoenix, New Orleans, San Antonio, and Mexico City set an unusual standard against which not only other groups could not measure up, but which also presented a challenge to planners of our own meetings and to cities extending invitations as well.

The choice of Albuquerque, a city which was host to the Southwestern in its last meeting prior to World War II and one of the few cities to be selected for a return visit during the thirty years of the Association's existence, fully measured up, along with Santa Fe, to this unique standard. Nestled in the valley of the historic Rio Grande—as yet only a newly born stream with a thousand miles to travel to its destination—and flanked by the Sangre de Cristo mountains and the mighty Sandias, it is still a typical Western town somewhat surprised at itself by its burgeoning post-war growth. An air of bustling vigor, healthy optimism, and youthful enthusiasm pervaded the area and contrasted with the quiet background of historic sites where the first American settlements were already mature when the Mayflower touched the American shores. Such was the setting for the fifteenth biennial conference of our Association and if to see the region and the city itself is a good reason to attend a Conference—and it is a good reason—then the Albuquerque-Santa Fe locale certainly justified the trip. The only reservation is that we should have had a three day meeting such as this cover a whole week, with every other day entirely free for sightseeing.

Albuquerque is the site of the University of New Mexico and Mr. David O. Kelley and his staff joined with that of Mrs. Elsa Thompson of the Public Library and of the other libraries in the region to extend to us the most cordial hospitality and make us feel at home. The somewhat difficult problem of housing and providing sufficient meeting and dining rooms was most efficiently cared for by Mrs. Thompson and her assistants. The Association is greatly indebted to the many who contributed so generously of their time and energy for months before, as well as during the Conference, to make it the success it was.

A new program arrangement was tried this year. All meetings were general, each being sponsored and arranged by a section of the Association but with the general interest of all in mind. Thus there were no conflicting meetings—except where some late-separated friends got together for coffee—at least there were no conflicting meetings scheduled, which was a welcome relief to ones who grow weary of trying to be in three places at the same time at the usual ALA Conferences. The matter of choice is always wearing on the nerves but here it didn't exist; everybody did the same thing at the same time together—and it was fun. It could well set a pattern for future program planners.

The Conference got off to an auspicious beginning with President Miller's thoughtful and inspiring address "The Way Out." In this, he pointed clearly to the responsibility of librarians to assist in finding the way out of the many difficulties confronting people occasioned by the increasing complexity of modern life. The problems of controlling the mighty forces of nuclear fission unleashed by the investigations and experiments of the scientists; of maintaining the right of freedom of thought and speech, with its corollaries of freedom to read and of discussion; the vexing situations, now and also the ones which will arise in the future, from the historic Supreme Court decision on segregation; the undesirable forms of the comic book and other questionable types of literature which encourage efforts to control and censor, with such efforts often threatening our freedoms and thus creating more programs than they solve; and the whole problem of censorship of library holdings and activities—these were dealt with forcefully and courageously by President Miller with the admonition that, if a way out of these difficulties is found, as it seems it must be, the librarian, as the guardian and disseminator of the knowledge at his disposal through books, will be a key figure in, and has a major responsibility for, arriving at wise and just decisions.

Space does not permit a detailed account of the many fine addresses of the Conference—Mrs. Lura Currier's "Don't Get a Horse," with her inimitable humor and down-to-earth practical philosophy of achieving in the midst of difficulties; those of the Children's and Young People's Section by Dr. Kathleen McCann and

JANUARY, 1955
Siddie Joe Johnson; and Mr. Mumford's address at the All-Conference luncheon—these and others were a constant source of inspiration and delight to the many librarians assembled.

The highlights of entertainment, in addition to the post-conference trip to Santa Fe, were the State Library Associations breakfasts, the All-Conference luncheon at the colorful La Hacienda Restaurant in the picturesque old part of Albuquerque, and the All-Conference supper at the Hilton Hotel on Wednesday evening. There the guests were greeted and addressed briefly by a group of authors of whom we had all heard but whom many of us had not seen. Each told of some of his own problems in writing and of experiences constituting the raw materials from which stories or books emerged. Included also were revealing comments on the writings of other Western authors by way of explanation or illustration. The show was almost stolen in this instance, however, with certainly no reflection on the other participants, by Dr. Thomas M. Pearce, Professor of English at the University of New Mexico, who acted as moderator. His reminiscences, wit, humor, insight into the problems of authorship, and comments on the authors appearing on the program, made this meeting one of the highlights of the Conference.

Oklahoma librarians certainly had their share of recognition at the Conference and on the program—perhaps more than their share. Clarence Paine was Chairman of the Public Libraries Section and presided at the opening meeting on Wednesday morning; Mrs. Allie Beth Martin, Chairman of the Children's and Young People's Section and President-Elect of the O.L.A., was in charge of ceremonies at the Second General Session in the afternoon; Mrs. Alice Phelps Pattie, Chairman of the Cataloguing and Reference Librarians Section, presided at the first part of the Third General Session; and Dr. Arthur McAnally, as Chairman of the Policy Committee, presented and ably defended its thoughtful and excellently prepared, though somewhat controversial report. This concerned itself with the basic purposes for which the Southwestern was founded and its procedural techniques, and suggested various changes and alternative methods. It was a difficult assignment and extremely well done.

To have an Oklahoman as presiding officer at three of the five general sessions as well as representatives on various committees, is recognition of which our State may well be proud.

Mrs. Currier, in her address, also singled out Oklahoma librarians for their recent accomplishments in statewide planning.

Most of the librarians attending came from east of Albuquerque. As one found his way across the Panhandle of Texas and the plains of New Mexico where one could from the top of a small hill "see straight ahead for two days," he could not but be impressed by the immensity and variety of the territory in the area known as the Southwest.

From the Evangeline country in Louisiana to the Painted Desert in Arizona, from the picturesque Ozarks of Arkansas to the irrigated land of the Rio Grande Valley is a composite of lands and of resources, of peoples and of ways of life more varied than in any other section of our country. And in the geography of the area, in the distances involved, and in this ever changing picture of peoples and of interests lies the greatest challenge to the librarians to provide more adequate library service—a problem which calls for bold imagination, courage and energy for its solution. And pervading this whole Conference was a buoyant, healthy optimism that this problem could be met and at least partially solved.

The concluding address of the Conference was by Dr. Lawrence Clark Powell, well-known bibliographer and Librarian of the University of California at Los Angeles, with the subject "Books Determine." It was his thesis that books have been and are now a powerful element in the development of the West, in which the novels of the West have played no insignificant part. Zane Grey, John Steinbeck and, most of all, Harvey Ferguson, a native of Albuquerque, were portrayed sympathetically and with the rare understanding which only Powell, with his talents and tremendous knowledge of books, can do so well. And one was aware as he listened that here was a man not only helping determine our lives by his books and his personal appearances, but whose life in turn had been determined by books to the benefit of us all.

And so it was—it was books that had brought us into our profession; it was books which brought us to Albuquerque, and books would call us home. And, since books do determine, we could all be thankful, as we returned to our libraries, that here in America, the books which determine are the free, unhampered expression of writers with sturdy imaginations and sincere convictions who have the rare privilege to say what they believe. It is the golden opportunity for the librarians of the Southwest to help preserve this heritage.
Multiple Form Duplication at Oklahoma City Libraries

Duplicating is an important phase of work at the Oklahoma City Libraries. During the past year approximately one half million impressions have been made of brochures, bibliographies, library forms and other items. These items require the combined efforts of an imaginative staff, a talented artist, and the careful work of a typist and a duplicating machine operator. The volume of reproduction represents a substantial increase over the previous year.

As the libraries' plants and services have expanded, the need for informational, statistical and other forms has increased at a rapid rate. Toward meeting that need, new and modern equipment was necessary. The Production Unit of the library was charged with examining and trying the various types of duplicating machines. Our first recommendation was for photo-offset equipment. However, due to substantially higher original cost and a lack of understanding in some quarters of the libraries' need and intent, our preference was overruled. Our next choice, based on a carefully conducted trial of available machines was for a Gestetner, Model 160, which was purchased.

The Gestetner, an English product made since 1881, differs fundamentally from the more familiar stencil duplicator. A tube of paste ink is inserted in the machine and the ink is pumped on to rollers and forced through a fine silk screen. The silk screen process results in consistently high quality reproduction with sharp, clear impressions. The ink dries rapidly on the paper, usually with little or no offset. Color changes are easily made by changing screen, rollers and pump. The library uses six color changes, blue, green, grape, charcoal gray (which is softer than black), fawn and white in addition to the standard brown. White can be used with striking results on black or other dark colored stock.

Most of our stencils are cut on an electric IBM typewriter. Drawings are cut with the usual stylus, lettering guides and shading plates. However, two other types of stencil, photographic and electronic are sometimes used. The former is photographically processed from a master prepared in the library. The master is a sheet of medium weight Bristol Board on which the material to be duplicated is drawn or pasted. The completed master is sent to Gestetner Laboratories in Yonkers, New York, where the image on the original is transferred photographically to the stencil at moderate cost. The resulting stencil gives a more perfect impression than one cut by hand. The electronic or stenofax stencil is even more unusual. A master is prepared for the photostencil. The original is then placed on a machine which among other things consists of two drums rotated simultaneously, a photoelectric scanner and a recording stylus. The original is placed on one drum and a plastic stencil on the other. The electric eye scans the original and the resulting impulses are transferred into sparks which pass through the recording stylus and burn small holes of varying intensity into the plastic stencil. Advantages of this stencil are its ability to duplicate photographs and to produce impressions which closely resemble photo-offset printing. The stenofax process developed by the New York Times, is available in Oklahoma City. Unfortunately the elasticity of the plastic stencil makes it difficult to pre-

(Continued on Page 22)
El Reno Federal Reformatory Library

This is one of a series of articles on special libraries in Oklahoma.

The library in the El Reno Federal Reformatory is operated to provide the inmate population with books and magazines for their reading pleasure and mental development. Through the library and the school every effort is made for training and rehabilitation.

The librarian has the special opportunity and obligation of assisting the inmates in their varied programs for self-development through worthwhile reading; by maintaining conditions conducive to a higher standard of reasoning; by association with outstanding writers through the medium of books; and by providing every other advantage which a properly equipped library affords. We strive to lessen the need for discipline by providing reading pleasure which tends to eliminate many of the causes and opportunities for friction.

The library is open five days a week, including Saturdays and Sundays, thus providing many hours of pleasurable reading of books, magazines and newspapers. We have a very good selection of periodicals and local newspapers, which enable the boys to follow their favorite sporting events, keep up with continued stories, and in many cases get the news direct from home in their hometown newspaper.

The staff includes one paid employee and from five to seven inmates. These boys are assigned to their work detail by the classification committee, and in most cases have never had any experience in library work. Their experience here gives them vocational training in several aspects of library work, including sanitation, shelving, carding, checking, assisting with records, and book repair. We do a complete job of rebinding, using manually operated tools in every phase of the work. In this manner we are able to keep books in circulation for a much greater length of time than would otherwise be possible.

The library space is very limited, but in spite of this handicap our possibilities for service are great and we do a booming business most of the time. The library has a total of eleven thousand books, with sixty-eight hundred non-fiction titles. Saturdays and Sundays are the busiest days, with sixty-five or seventy patrons in the library at one time, all eagerly searching for books to satisfy their varied reading tastes. The monthly records show that about thirty percent of the books circulated are non-fiction, many of which are used to supplement textbooks in correspondence studies, and to broaden the field of knowledge for which many of the boys are searching.

The library also provides and handles the envelopes used in mailing the Outlook to their families. The Outlook is the magazine edited by the inmates, and is printed in the institution printing shop. In it are articles on sports, short biographical sketches, and other items of interest to the institutional population.

Every effort is made to develop among the inmates the realization of the value and usefulness of the library in providing vocational information, enlarging social and reading backgrounds, encouraging reading as a leisure-time activity, and the opportunity for self-improvement preparatory to release and post-prison life.

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Oklahoma Library Association Convention

Oklahoma City, March 31-April 2, 1955
TENTATIVE PROGRAM

THURSDAY, MARCH 31
2:00 P.M. Registration
3:00 P.M. Visit to the Oklahoma State Legislature Committee meetings
7:00 P.M. Dinner and reception for guests of honor

FRIDAY, APRIL 1
8:30 A.M. Registration
9:30 A.M. First General Session, Leta S. Dover presiding
Welcome
Introductory business
"Implementing the State Library Plan"—James E. Gourley
2:30 P.M. Tour of libraries in Oklahoma City
4:30 P.M. Tea, Oklahoma City Libraries
7:00 P.M. Dinner Meeting, Mrs. Walter L. Gray, presiding
Speaker: Mrs. Merlin M. Moore

SATURDAY, APRIL 2
8:00 A.M. Breakfast, joint meeting of school and children's librarians
Speaker: Mrs. Ruth Gagliardo
Note: Breakfasts for other groups may be arranged if desired
9:30 A.M. Second General Session, Leta S. Dover presiding
Business
Resolutions
Election of officers
10:30 A.M. Section meetings
Public Libraries—Robert Wood, Chairman
Trustees—Walter Bowman, Chairman
Special Libraries—Mae Daugherty, Chairman
College and University Libraries—Mabel Murphy, Chairman
School Libraries—Teresa Roberts, Chairman
Cataloging and Reference—
12:30 P.M. Luncheon, Allie Beth Martin presiding
Speaker: Lura Currier

Three outstanding speakers have been selected for the OLA convention. Mrs. Ruth Gagliardo has been Director of Traveling Exhibits for the Kansas State Teachers Association, and is known throughout the United States for her success in promoting the reading of books. Mrs. Merlin M. Moore has been a member of the Arkansas Library Commission since 1941, and its chairman since 1950. Mrs. Moore was awarded a citation of merit for outstanding contributions to library service at the ALA annual conference last June. Lura G. Currier was a popular speaker at the 1954 OLA Conference. She is Field Representative of the Mississippi State Library Commission.

JANUARY, 1955
Report of the OLA Nomination Committee

The Nomination Committee (Betty Alcock, Lee Spencer, and Mary Hays Marable, Chairman) submitted its report to the Executive Board in December. The report and biographical information on each nominee for a 1955-56 office in the state association follow. Nominations may also be made from the floor at the O.L.A. annual meeting in Oklahoma City, March 31-April 2, 1955.

First Vice President, President Elect: Willa Grace Hardy and John B. Stratton; Second Vice President: Stanley McElhenny and Margaret Stewart; Secretary: Frances DuVall and Gladys Tingle; Treasurer: Ida Self and Johnetta Watson.

Biographical information submitted by nominees:

First Vice President, President Elect


Second Vice President
STANLEY MCELDERRY, Assistant Director of Libraries and Associate Professor of Library Science, University of Oklahoma since 1952. B.A. and B.B. in L.S., University of Southern California, candidate for Ph.D. degree, University of Chicago. Member A.L.A. Subscription Books Committee; member O.L.A. Select Committee on State Planning.

MARGARET STEWART, Librarian of Guthrie High School since 1950 (teacher-librarian 1946-50). B.A., University of Texas; B.A. in L.S., University of Oklahoma. Secretary, Carnegie Library Board since 1949.

Secretary
FRANCES DUVAL, Librarian of Northwestern State College since 1947. B.A., Central State College; M.A. in L.S., George Peabody College for Teachers; studied University of Oklahoma, University of Texas.

GLADYS TINGLE, Assistant Librarian of East Central State College since 1951. B.A., East Central State College; M.A., Oklahoma A & M College; B.A. in L.S., University of Oklahoma.

Treasurer
IDA SELF, Librarian of Norman Junior High School Library since 1953. B.A., Baylor University; B.S. in L.S., University of Oklahoma.

JOHNNETTA WATSON, Teacher-librarian of Dunbar High School, Shawnee, since 1951. B.A., Langston University; B.A. in L.S., University of Oklahoma; studied University of Minnesota. Library Department of O.A.N.T., chairman for 4 years, member of program committee for 2 years.

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District Library Meetings

Central Oklahoma Library Group met on November 12, 1954, with the Veterans Administration Hospital Libraries and the University of Oklahoma Medical School Library as hosts. Approximately seventy-five librarians of the area met for dinner, a short program outlining the history and objectives of the medical libraries, and a tour of the libraries.

* * *

A district meeting was held in Okmulgee on November 12, 1954. Mrs. Virginia Collier, Librarian of the Okmulgee Public Library, Mrs. Arthur Jones, Librarian of Oklahoma A. & M. Technical College, and Mrs. C. F. Keith, Librarian of the Okmulgee High School were hostesses to the forty librarians of the area and interested laymen. Following the dinner the group toured the college and public libraries. The film, "Tennessee Regional Libraries" was shown by Miss Esther Henke, Field Librarian from the State Library. Ralph Hudson, State Librarian, made a brief talk on library aims for Oklahoma.

* * *

"Better Oklahoma Libraries" is the theme of a District Meeting of librarians and trustees to be held in the Ponca City Library on January 20, 1955, from 10:00 a.m. to 3:00 p.m. Librarians and trustees from towns in the surrounding area are invited to attend, according to Mrs. Gertrude K. Sterba, Librarian. Details of the meeting will be announced later.

Directory of Special Days

Special Days, Weeks and Months in 1955 has just been published by the U.S. Chamber of Commerce, 1615 H Street, N.W., Washington, D.C. This 48-page pamphlet lists more than 400 legal holidays and special events. The price is 25 cents per copy.

Library Trustees Handbook

In January, 1955 the R. R. Bowker Company will release Marian Manley Winser's A Handbook for Library Trustees, priced at $3.00. This is an up-to-date guide for trustees with practical suggestions on the trustees' responsibilities and opportunities in furthering library development. This book should be starred for first purchase by every public library in the state.
ARDMORE, Public Libraries — The charging system in the main library has recently been changed to the Recordak Photocopying method. For date due transaction cards the McBee Keysort punched cards are used.

A survey designed to discover the type of library service desired is underway. It is also hoped to find what plans will be necessary for future building changes. The survey is being undertaken by volunteers using the personal interview method. One adult member of every residence in the city will be contacted.

CHEROKEE, City-County Library — National Book Week was observed with several special events. A program of religious music presented by the Alfalfa County Home Demonstration Club chorus opened the observance. Other events included a special sermon, “Influence of a Good Book” at one of the churches, and a picture and story hour for all county children. Throughout the month all residents were invited to visit the library.

CLAREMORE, Will Rogers Library — A Book Fair, sponsored by the Claremore Book Club, was held during National Book Week.

During November various clubs visited the library in groups as a part of their project, “Know your Library Month.”

DURANT, Robert L. Williams Public Library — A new wing to the library is presently being added. Completion date is planned for March, 1955. New equipment, fixtures and air conditioning will also be installed.

D. D. Stewart, Durant businessman, has been elected Chairman of the Library Board.

HOBART, Public Library — The library is the local sponsor of weekly broadcasts by Gilbert Higget, nationally known educator and writer, starting on November 1, and running consecutively for thirteen weeks.

NORMAN, University of Oklahoma Libraries — An exhibit from the Folger Shakespeare Library was recently on view in the corridor of the main library. The display included copies of each of Shakespeare’s first four folios, two of the quartos and other interesting Shakespearean material.

The Southeastern District of the Daughters of the American Revolution made its first annual award to an O. U. graduate student for competence in use of archival materials for the study of Oklahoma history and contemporary life. A $50 U. S. savings bond and a certificate were awarded to Elbert Leslie Watson (M. A. ’54) for his thesis “The 1928 Presidential Election in Oklahoma,” written from several collections in the Divisions of Manuscripts.

OKLAHOMA CITY, Oklahoma City Libraries — Copies of the spring program of the library’s Community Workshop are now available upon request. Rabbi Israel Chodos will resume his popular book discussion television series, “Our Better Shelves,” tentatively set for Sunday afternoons beginning January 2 over station KWTV. A public discussion series on the “Presidential Messages” will be held in the main library after the delivery of the President’s State of the Union, Economic, and Budget messages. James E. Webb, former Assistant Secretary of State and Director of the Budget and presently a member of the library’s Adult Education Advisory Committee will assist in the planning.

OKLAHOMA CITY, Oklahoma City University Library — The library recently received two gifts of law books. One collection, numbering about 1,800 volumes, was presented by the family of the late Walter B. Paschal, a long time city resident. The second collection was given by S. S. Owig of Wewoka, formerly a member of the Board of Trustees.

Two Cintypers have been installed in the library for student use. For ten cents the typewriters are put into operation for thirty minutes, with the library receiving 15 per cent of the profits. The Gramont Corporation, which installed them, assumes the responsibility and cost of maintenance and service.

OKMULGEE, Public Library — Advertising the library’s progress and services took an unusual form when the new city manager, Marshall Bingham, included a printed statement about the library on the back of the water department’s bills. A description of recent remodeling, special services, and a note about
the library's budget reached everyone receiving a water bill. The ad ended with these words “Get your money's worth—Use your library fully—The world's treasures are there!”

During National Book Week all classes in the city grade schools were brought to the library by their teachers. Books suitable for the classes coming each day were on display and bulletin boards featured book jackets appropriate for that age group. Students were shown the new books and allowed to choose one not on display to take home. All the children were given the opportunity to obtain a library card. Fourth graders were instructed in how to find the books in the Children's Department, and fifth and sixth graders were given instructions on how to use the card catalog. Approximately 300 children visited the library each day.

The Library Board has voted to install a Gaylord Charging Machine on February 1. At that time a complete re-registration of borrowers will be made, with continuous re-registration every three years. Other major changes in policy include the elimination of all one week book loans making children's books due in two weeks, and recent fiction and non-fiction two week loans with no renewal privileges.

PRYOR, Public Library—National Book Week was observed in the traditional way with 886 elementary school children, accompanied by their teachers, visiting the library in classes. The library, its Librarian and Board of Directors were honored by a visit in November from Ralph Hudson, State Librarian, and James E. Gourley, Librarian of the Tulsa Public Library. The two guests, with members of the Board, the Librarian, and the City Clerk were entertained at a buffet dinner at the home of Mr. and Mrs. Thomas J. Harrison, Chairman of the Library Board.

An open house was held at the library in honor of the guests.

SEMINOLE, Public Library—The library celebrated National Book Week with a lecture by Kester Svendsen of the University of Oklahoma on November 18. Mr. Svendsen's topic was "Modern Literature and the Common Reader." Over a hundred persons attended.

A Great Books group was organized in December with about 25 persons indicating an interest in joining the group.

TONKAWA, Northern Oklahoma Junior College Library—"Know Your Library" was the theme of the library's observance of National Book Week. Special exhibits were on display and a radio program was presented by Jeanne Aber, Librarian, on station WBBZ. An open house and tea helped to familiarize the public with library service.

TULSA, Public Library — The Florence Park branch library building, most modern in the Southwest, opened in December, 1954 with Miss Doris L. Park as librarian. For the past year the library has been operating in a book-trailer. Formal opening for another new branch library was held November 3. It is located in the Northwest part of Tulsa known as Sheridan Village. Mrs. Jane de Michelle is the librarian.

New officers of the library's Board of Directors are Lee Erhard, President; Charles C. Mason, Vice-President; and Mrs. Richard B. Rutledge, Secretary.

TULSA, University of Tulsa Library—The book-stacks of the library, formerly closed to undergraduates, are now open to all students of the University. This new policy went into effect at the beginning of the 1954 summer session.

WEATHERFORD, Southwestern State College Library—The position of Assistant Librarian is open. Applicants may apply to E. A. Thomas, Librarian.

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JANUARY, 1955
ADA. Public Library—Miss Hazel Whaley, librarian at Ada for the past nine years, was married in Cushing on December 4, to Mr. L. L. Jackson of Gladewater, Texas. Mr. and Mrs. Jackson will be at home in Gladewater after January 1, 1955. Mrs. Jackson has been associated with Oklahoma libraries for many years, having served as librarian at Yale and Claremore before going to Ada. She has been the OLA-ALA Co-ordinator, and at the last annual meeting of the OLA was elected treasurer of the association.

Mrs. John Parsons has been appointed librarian to succeed Mrs. Jackson. Mrs. Parsons is a graduate of East Central State College, and has attended the O.U. School of Library Science. She was formerly on the staff at East Central, and was librarian of the Ada High School for several years.

FORT SILL. Artillery School Library—O. Willard Holloway has recently been appointed librarian. Mr. Holloway is a graduate of George Washington University, is a member of the American and Alabama Bar Associations, and a director of the Special Libraries Association. He was formerly librarian of the U.S. Information Library, Paris; Federal Trade Commission, Washington, and the Legislative Reference Library, Washington. Mr. Holloway came to Fort Sill from Wright-Patterson Air Force Base Library, Dayton, and prior to that was Assistant Librarian at the Air University Library, Maxwell Air Force Base, Montgomery, Alabama.

NORMAN. University of Oklahoma Libraries—Gaston Latta and J. M. Babcock, of the Division of Manuscripts, represented the University Libraries at the annual meeting of the Society of American Archivists in Williamsburg, Virginia. Dr. Latta, a member of the Society's Committee on College and University Archives, participated in a panel discussion on the problems of collegiate record units. On their return trip the two inspected the new records center operated by the North Carolina Department of Archives and History at Raleigh.

Warren B. Wickliffe, formerly Lower Division Librarian, has been transferred to head of the Acquisitions Department. Mr. Wickliffe replaces Bobbie Hopkins, who sailed September 7 for Nuremberg, Germany, where she will receive her assignment as a librarian in the Special Services for the Armed Forces Overseas.

Mrs. Blanche Morgan, formerly with High-land Park Public School in Dallas, and a graduate of the Library School at Texas State College for Women is the Lower Division Librarian replacing Mr. Wickliffe.

Mrs. Elise Owing was appointed Architecture Librarian to succeed Ben Allen Park. Mr. Park recently received a Fellowship at Notre Dame. Mrs. Owing has been on the staff of the Library at the University of California, the Public Library at Barlingsan, California, and the Oklahoma City Libraries.

Arthur Long is now Art Librarian, replacing Mrs. Constance Schneemeyer. Mr. Long was a part time Assistant in the Reference Department.

Mr. Virginia Pumphrey Webb was appointed Cataloger to replace Mrs. Liv L. Smith during the latter's leave of absence. Mrs. Webb received the bachelor's degree from Mary Washington College of the University of Virginia, and the B.S. in L.S. from the University of Illinois.

Preston Trimble, a journalism major, has been appointed Journalism Librarian to replace Fred Cooke.

Mrs. Va Rue Lindsay Bailey, who was Reserve Book Librarian and Assistant in the DeGolyer Collection, has been transferred to Technical Services, where she will be in charge of the Serials Section.

Virginia Ervin was appointed Library School Revisor and Librarian. She holds the M.S. in L.S. degree from the University of Illinois. Before coming to the University of Oklahoma, Miss Ervin worked as Teen-age Librarian at the Kansas City Public Library.
Her other experience includes work as Bookmobile Librarian in West Allis, Wisconsin.

OKLAHOMA CITY, Oklahoma City Libraries—Longtime staff members were honored by the Library Staff Association at a coffee held in November. Gifts were presented to the following: Mariam Craddock, Clarice France, Mildred Knight, Cordia May Spencer, Morris Spencer, and Bess Stewart. All of those honored have completed 25 or more years in the service of the Oklahoma City Libraries.

TULSA, Public Library—James E. Gourley, Librarian, was elected to the office of Second Vice-President of the Southwestern Library Association at the meeting held recently in Albuquerque, New Mexico.

Mrs. Helen G. Ware has completed 25 years of service on the Staff of the Tulsa Public Library. Mrs. Ware is Assistant Librarian.

Joanne Stiebel of the Children's Department has returned from a trip to Hawaii.

ALA Hospital Libraries Division

The Hospital Libraries Division of A.L.A. offers professional contact with more than 600 colleagues whose interests and problems center around service to hospital patients and staff. Membership in this organization entitles its members to receive the Hospital Book Guide and to become an integral part of a growing professional specialty which has set up standards and objectives for beginning and continuing hospital library service.

The purpose of the division is to promote the establishment of libraries for patients and personnel in hospitals, to further their better organization and administration, to interest public libraries and other agencies in extending library service to hospitals, and to advance professional training for hospital library service.

The Hospital Book Guide, a division publication available without cost to members only, is published ten months of the year, and includes book reviews with annotations as to the suitability of specific titles for hospital patients. It also carries information concerning special reading devices for patients, news about Hospital Libraries Division, and bibliographies of interest to hospital librarians and administrators.

An invitation to join and to share in the heritage of hospital librarianship is extended to all who want to move forward in this field.
W. E. BARTON. Prison Library Supervisor at the El Reno Reformatory, was a teacher in the public schools of Oklahoma before accepting his present position in 1950. He is a graduate of Southwestern State College, Weatherford, and attended library school at O.U. this past summer.

RICHARD E. CHAPIN has been assistant director of the O. U. School of Library Science since 1953. He is a graduate of Wabash College, and received his M.S. degree in library science from the University of Illinois. Prior to coming to Oklahoma Mr. Chapin was on the staff of the Florida State University, and of the University of Illinois. He is presently editor of the SWLA Newsletter.

ESTHER MAE HENKE was appointed Field Librarian, Oklahoma State Library, in August, 1953. After receiving her L.S. degree at the University of Oklahoma, Miss Henke entered county library work in Missouri, and was librarian of the Ray County Library, Richmond, Missouri for several years. She received a master's degree in history from O.U. in 1954, her thesis subject being the history of Oklahoma libraries.

EDMON LOW, librarian at Oklahoma A. & M. College, is a former president of Southwestern Library Association. He holds L.S. degrees from Illinois and Michigan, and was librarian of Bowling Green State University before coming to A. & M. in 1940. Mr. Low is Chairman of the Finance Committee of the A.L.A.

WILLIAM H. LOWRY has been Processing Librarian, Oklahoma City Libraries, since September, 1953. He received his B.A. degree from the University of Michigan, and a master's degree in library science from Western Reserve University. Before coming to Oklahoma Mr. Lowry was cataloger at the University of New Mexico, and was president of the Albuquerque Library Association.

ARTHUR McANALLY returned to his alma mater, the University of Oklahoma, as librarian in 1951. He received his B.A., B.A. in L.S., and M.A. degrees from O.U., and a Ph.D. from the University of Chicago. His professional career includes the positions of librarian at the University of New Mexico, Bradley University, and Wisconsin State Teachers' College. Before returning to the state Dr. McAnally was assistant director in charge of public services at the University of Illinois. He is a former president of the New Mexico Library Association, and is currently a member of the ALA Council.

Newbery and Caldecott Medal winners for 1954 will be announced by the Children's Library Association on March 7, 1955 in the New York office of Mr. Frederic G. Melcher, who established and endowed the awards. Nominations for the 1954 awards, which were due in December, 1954, have been made by librarians to the Newbery-Caldecott Award Committee composed of twenty-two children's librarians.

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<th>PARAGON BINDINGS</th>
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<tr>
<td>There is something new on the market!</td>
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<td>We have the best comparable buy, still at the lowest prices, along with our SUDDEN SERVICE. Every book in its LATEST edition.</td>
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<td>* Write for list today.</td>
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<td>1954 Fall lists (bindings, 1200 titles)</td>
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<td>1954 Reader list (1st three grades, 322 titles, with copyrights)</td>
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<td>* DON 'R. PHILLIPS</td>
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<td>PARAGON BINDINGS</td>
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OKLAHOMA LIBRARIAN
A Plan for Coordinated Library Education in Oklahoma

(Continued from Page 4)

C. Library development in the United States
   1. Social background
   2. College libraries
   3. Public libraries
   4. School libraries

III. Contemporary library scene

A. Library types to be considered in this section
   1. College
   2. University
   3. Public
   4. School
   5. Industrial
   6. Government
      a. Federal
      b. State

B. Points to be covered for each type
   1. Scope and functions
   2. Control
      a. Source of government
      b. Financial situation
   3. Audience
   4. Current problems
   5. Important libraries

IV. Major trends in librarianship

A. Cooperation
   1. To reduce costs and size
      a. Microphotography
      b. Co-operative storage
      c. Specialization
   2. Increase resources
      a. Union catalogs and union lists
      b. Bibliographic centers
      c. Description of resources
      d. Surveys
      e. Inter-library loan

B. Machines in the library
   1. Rapid-selector
   2. Photo-clerk
   3. Contoura
   4. Facsimile
   5. Ultra-fax
   6. Teletype
   7. Others

C. Cataloging
   1. Factors influencing the future development
      of the catalog
      a. Increased costs
      b. Larger units
      c. Growth of the catalog
      d. Trend toward mechanization
      e. Cooperative projects
   2. Catalog problems
      a. "Filing tool" vs. "bibliographic tool"
      b. Bibliographies vs. catalog

V. Librarianship

A. Professional status of librarianship
   1. Profession defined: "A calling in which one
      professes to have acquired some special
      knowledge and use it to the end of instructing
      or advising others or of serving them
      in some art..." (Webster's New International
      Dictionary).
   2. Elements common to the professions
      a. Special training
      b. License granted by authoritative body
      c. Special literature and body of knowledge
      d. Individual responsibility
      e. Philosophical basis in the form of a
         professional philosophy and code of ethics
      f. Social consciousness

III. Professional aspects of librarianship

A. Library organizations
   1. A.L.A.
      a. General organization
      b. Divisions
   2. Other National organizations
      a. Special Library Association
      b. Association of Research Libraries
   3. Regional and State Organizations
   4. Local organizations

B. Library education
   1. Historical development
   2. Specific problems in this area
      a. Type of education needed
      b. Undergraduate education
      c. Recruitment
      d. Accreditation
      e. Curriculum content
      f. Advanced work and research
   3. O. U. Curriculum

C. Literature for librarianship
   1. Bibliographic tools
   2. Professional and trade journals
   3. Classics and landmarks

Library Science 221

ORGANIZATION OF LIBRARY MATERIALS

An introduction to the various methods of arranging library materials for use and providing guides for locating these materials; an elementary introduction to classification, cataloging, and alternatives, with considerable practice work in each area. Broad understanding and evaluation are stressed. (Sixty-four hours of laboratory preparation of 50 sets of catalog cards and classification of 100 volumes on various subjects is required.)

OUTLINE OF THE COURSE

I. Introduction
   A. Brief history of cataloging and classification
   B. Cataloging codes
   C. Systems of classification
   D. Subject heading lists

II. The card catalog and its values
   A. For bibliography
   B. For reference work. The card catalog as a reference tool
   C. For acquisitions
   D. For loan work
   E. Kinds of catalogs
      1. Dictionary catalogs
      2. Special libraries
      3. Union catalogs
      4. The divided catalog

III. The making of the catalog card
   A. Entries
      1. Personal name
      2. Corporate
      3. Title
   B. Descriptive cataloging
      1. Author
      2. Title
      3. Collation
      4. Imprint
      5. Series
      6. Notes
   C. Filing

IV. Classifying books
   A. The Dewey Decimal classification
      1. Based on Sir Francis Bacon's Chart of
         Human Knowledge

JANUARY, 1955

19
2. Discussion of classes, divisions, sections and sub-sections
3. Pure notation—mixed notation
4. Symbols indicate content of book
5. Basic principles of classification (Merrill: Code for classifiers)
7. Use of the index
B. Special problems in classification
C. Basic principles of classification (Merrill: Code for classifiers)
D. Building Dewey numbers
E. Book numbers and work marks
F. The shelf list and its uses
V. Subject headings
A. Relationship of classification in choice of subject headings
B. Basic principles of classification in Dewey
C. Interpreting a subject heading list
D. Cross references: See and See Also references
E. The form of subject headings
F. The term of subject headings
VI. Reference tools useful to the cataloger
VII. Current trends of cataloging
A. The role of cataloging
B. Centralized cataloging
C. Cooperative cataloging

Library Science 222
REFERENCE MATERIALS
An introduction to the nature and use of the various reference and bibliographic tools or resources of information for reference and research. Special emphasis is given to acquainting the student with typical and most used reference tools, through detailed analysis of one hundred of them.

OUTLINE OF THE COURSE
I. Summary of objectives
A. Encourage the understanding and appreciation of reference work (i.e., the locating of information) in all of its phases
B. Develop an understanding of the nature of, and skill in the use of, reference materials
C. Develop judgment in the selection and acquisition of reference materials
D. Foster comprehension of the interdependence among the card catalog, bibliographies, and other reference tools
II. Reference work and reference methods
A. The scope of reference work
1. Definition of reference materials
2. Description of reference materials
a. As affected by organization of the library
b. Types of reference services, by clientele
i. Level of difficulty, frequency, etc.
3. Variations produced by different types of clientele and libraries
B. Uses of approach
III. Bibliography in its relation to reference
A. Purpose
B. Types
1. General
2. Special and tools
3. Subject
4. Indexes
5. Values and limitations
C. Practical bibliography
IV. The card catalog as a reference tool
A. Values and limitations
B. Problems: Location, public rather than select
C. Specialized cataloging, covers varying segments of the sources of information, etc.
V. Reference materials
A. Sources
B. Examination and evaluation
C. Techniques for using effectively
D. Sources of information (by location, and form of material)
VI. Answering reference questions
VII. Organizing reference materials
VIII. Organization and administration of reference service
A. Staff
B. Coordination with cataloging, acquisitions, peripheral areas, documents, circulation services, etc.
C. Problem areas: interlibrary loans, documents, catalog information service, etc.
IX. Sources of information for reference
A. General
1. Bibliographical, dictionaries, encyclopedias, yearbooks, handbooks, indexes, bibliographies
B. Subject
1. Literature, geography, history, social sciences, sciences, philosophy and religion, etc.
C. Current experiments in publishing, locating, and providing information by electronics, punched cards, photographic processes, rapid selector, international bibliography, etc.

Library Science 223
BOOK SELECTION AND ACQUISITION
(Includes part of old courses 260-369. Selection and Use of Books, 3 and 2 hours). Evaluation and selection of informational materials; publishers and sources of informational materials; general bibliographic tools and their use; acquisition methods.

OUTLINE OF THE COURSE
I. Background
A. People and books
1. Reading habits

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OKLAHOMA LIBRARIAN
Regional Catalogers Organize

Thirty-one librarians interested in cataloging and classification met in Norman for dinner on October 22, 1954, and organized the Oklahoma Regional Group of Catalogers. The stated objectives of the Group are: (1) to exchange ideas; (2) to discuss problems in cataloging and classification; and (3) to keep informed of current developments in the fields of cataloging and classification. Membership is open to any person in the state interested in cataloging and classification.

The Group elected the following officers: Edith Scott, University of Oklahoma, Chairman; William H. Lowery, Oklahoma City Libraries, Vice-Chairman and Chairman-Elect; and Mrs. Alice Phelps Pattee, Oklahoma A & M College, Secretary-Treasurer.

After the business meeting Mr. Richard E. Chapin, University of Oklahoma Library School, spoke on "The Future of the Catalog." Professor Chapin was not only informative on current developments, but he stressed the most challenging and controversial problems of library catalogs.

With this as the beginning, it is hoped that the Group will continue to fulfill its objectives in providing a common ground for the discussion and possible solution of cataloging problems in Oklahoma libraries.

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ALA Publications Announced

Public Librarians may look forward to several new publications to be issued in the coming months. Committees of the Public Libraries Division of the American Library Association are currently busy on the revision of several standard works.

Dr. Lowell Martin of Rutgers University, New Brunswick, N. J., met on November 17 at ALA Headquarters with his Committee to work on the revision of Post-War Standards for Public Libraries. The committee includes John M. Covy, Lucille Nix, John C. Ross, Amy Wimberly and Mrs. Carolyn B. Zimmerman.

Mrs. Genevieve Calkin, Head of the Massachusetts Division of Library Extension, heads the committee which is revising State Grants to Public Libraries and Miss Dorothy Randolph, of the Vermont Free Public Library Commission, is Chairman of the committee now working on the revision of Regional and District Library Laws.
Multiple Form Duplication
In Oklahoma City Libraries

(Continued from Page 9)

serve and only one run is practical.

To provide increased work area, a duplicating center was established in an unused section of the stacks. Fluorescent lighting was installed and the area enclosed by steel shelving. An A. B. Dick folding machine capable of folding 4000 to 5000 pieces an hour was placed near the Gestetner. Paper, card stock and other supplies are kept close at hand. The cabinet supporting the duplicator holds equipment necessary for six color changes.

Duplicating work contributes both to the library's public service and to the administration of the library itself. For the Community Workshop Division, a 1954 fall program listing lecture, concert, radio, and T.V. series, programs for club and youth leaders, and other activities was prepared. In addition, bibliographies, individual concert programs, series programs, tickets, press releases, and radio and T.V. spots were reproduced. The T.V. Creative Craft Worksheet is published weekly during the school year. Last year 10,000 worksheets were sent, upon request, throughout the nation and to foreign countries. For the Adult Service Sections, two catalogs, a thirty-three page pamphlet listing projected books in the library, and a nineteen page annotated list of motion picture films available for loan, have recently been prepared. For the Business Technical Section, two bibliographies, a five page list of books on selling, and a five page list on police work and traffic problems, have been duplicated. Bookmarks showing library hours, lists of books, or special announcements are always being requested. Approximately 100 library forms, varying from legal size sheets to three by five inch cards are duplicated on the Gestetner. Variation in design, arrangement, fold, and in colors of ink and paper, help to make each new item distinct from the last.

Acceptance of a $6,000 grant from the Fund for the Republic to assist in the work of the Intellectual Freedom Committee of the American Library Association was announced recently by David H. Clift, ALA Executive Secretary, at ALA Headquarters in Chicago.

The grant is particularly to be applied during the coming year, to publications of the Committee's Newsletter and expansion of its circulation.

Great Books Training Course

Dorothy Holcomb, Community Representative of the Great Books Foundation has announced the fifth annual Great Books Leader Training Course, to be held at the Oklahoma City Libraries Main Branch this spring beginning March 14 and continuing weekly on Monday nights through May 9, from 8:00 to 10:00 p.m.

Although the course is designed primarily to train leaders for the Oklahoma City groups to be started in the fall, interested persons from surrounding towns (where no such course is held) are invited to take part. Orace Johnson, Great Books Foundation area representative, will conduct the sessions under the auspices of the O.C.L.'s Community Workshop Division.

For those who wish to lead a Great Books group, the usual questions of what, how, and why may be answered briefly. A co-leader (there should always be two to a group) is an unpaid volunteer who conducts the discussion of a group of adults on a Great Book, which all have read previous to the meeting. The leader's purpose is to serve as a traffic cop by keeping the argument on the track and speed along through provocative questioning. The leader is in no sense a teacher or instructor, and no academic requirements are necessary to participate.

The training course schedule includes (1) a demonstration session on the Declaration of Independence; (2) demonstration on selected readings on adult education; (3) practice session on Plato's Apology and Crito; (4) practice on Aristotle's Politics; (5) demonstration on The Prince, by Machiavelli; (6) practice on Shakespeare's Macbeth; (7) practice on The Federalist and the United States Constitution; (8) practice on Marx and Engels' Communist Manifesto; (9) demonstration on Plato's Memo; and a tenth session, with date to be announced later, for community organization. There is no charge for participation, and materials for use are furnished free.

Second DAB Supplement Planned

The American Council of Learned Societies has formulated plans for the publication of the second supplement (vol. 22) to the Dictionary of American Biography. This volume will contain biographies of prominent Americans who died between 1936 and 1940. Dr. Robert L. Schuyler, Professor Emeritus of History, Columbia University, has been appointed editor, and preliminary editorial work was scheduled to begin in September, 1954.
O. U. Library Science School Announces Summer Session

Listed below are the courses which will be tentatively offered by the School of Library Science during the Summer, 1955. The faculty has not been determined as of this time. As soon as the final program has been approved, another announcement will be made.

Lib. Sci. 220 Libraries in the Social Order (3 hours)
Lib. Sci. 221 Organization of Library Materials (3)
Lib. Sci. 222 Reference Materials (3)
Lib. Sci. 223 Book Selection and Acquisitions (3)
Lib. Sci. 301 Literature of the Sciences (3)
Lib. Sci. 305 Organization and Administration of Libraries (3)
Lib. Sci. 306 Audio-Visual Materials (2)
Lib. Sci. 308 Books and Materials for Children (2)
Lib. Sci. 309 Books and Materials for Young People (2)

For further information write to Richard E. Chapin, Assistant Director, School of Library Science, University of Oklahoma, Norman.

"Libraries in the Southwest" Is Theme of California Meet

A regional library conference will be held in Los Angeles on April 16, 1955, with the joint sponsorship of the Rockefeller Foundation and Occidental College. Dr. Lawrence Clark Powell, Librarian of the University of California at Los Angeles, on behalf of the Foundation and the College, has extended an invitation to Oklahoma librarians to attend the conference.

This Sixth Annual Rockefeller Conference on the American Southwest and Mexico has as its theme, "Libraries in the Southwest." Speakers announced include the following: Erna Ferguson, author; Edwin Castagna, librarian of Long Beach; Patricia Paylore, assistant librarian, University of Arizona, and president, Southwestern Library Association; and Dr. Powell.

Librarians and interested friends throughout the Southwest are cordially invited to attend the conference. There is no registration fee, and out-of-state librarians are welcome to attend the California Library Association’s Southern District annual meeting which runs concurrently. The complete program for the conference is available in the editor’s office.

New AASL Secretary Appointed

The American Association of School Librarians has announced the appointment of Mary Helen Mahar as Executive Secretary. She succeeded Rachael De Angelo, who resigned in April, 1954. Miss Mahar has been librarian of the Garden City, N.Y., High School for ten years, and has served as librarian and teacher in other New York state schools. In 1951 she received a Fulbright Fellowship to study library service to children and young people in the United Kingdom.

Oklahoma Author Headings

Oklahoma librarians will be especially interested in the recent ALA publication, Author Headings for the Official Publications of the State of Oklahoma, compiled by Rose F. Cramer, revised and extended by Carolyn C. Mohr. Public, school, special, and university libraries will find this a helpful tool in the reference department, and in cataloging state publications. The book may be purchased from ALA for $3.50.

Civil Service Needs Librarians

The United States Civil Service Commission announces that there is still a need for librarians in various Federal agencies in Washington, D. C., and vicinity, for positions paying from $3,410 to $7,040 a year.

Applicants are required to take a written test and must have completed a full 4-year college course which included at least 30 semester hours of study in library science; or (b) 4 years of progressive experience in library work; or (c) 1 full year of professional library training in a liberal arts or college program covering library work or 3 years of progressive experience in library work. In addition, for positions paying $4,205 and up, applicants must have had experience in professional library work.

Further information and application forms may be obtained at many post offices throughout the country, or from the U.S. Civil Service Commission, Washington 25, D.C. Applications will be accepted by the Commission in Washington until further notice.

JANUARY, 1955
PLD Publication Launched

The Public Libraries Division of ALA has launched a new publication, the PLD Reporter, to be issued irregularly with S. Janice Kee and Dorothy K. Smith as co-editors. The first issue is devoted to paper-bound books, the development of the industry and an analysis of replies from libraries on the use of paper bound books in libraries. A standing order subscription may be placed with the ALA Publishing Department at $1.50 per issue, or issues may be purchased singly at $1.75.

Latin American Libraries Receive Gift of Encyclopedias

Cooperation with Latin American libraries was illustrated recently when Mr. Martin J. Phillippe, state representative for the F. E. Compton Company, sent two sets of Compton’s Pictured Encyclopedia to Brazil. The need for reference materials was brought to Mr. Phillippe’s attention by Dr. Gaston Litton, Archivist of the University of Oklahoma Library, who spent most of 1953 in Brazil as visiting professor of library science at the University of Paraná in Curitiba, and as technical adviser for the State Library of Pará. These two libraries received the encyclopedias. Presentation of the sets was made by the U.S. Consular Agent, Dr. F. M. Albiac, who arranged separate ceremonies at which the Governor of the State of Paraná received the set for the State Library, and the Rector of the University of Paraná accepted on behalf of his institution. Dr. Litton, who reports that many basic reference materials are critically needed by these institutions, will be glad to serve as intermediary between any Oklahoma library having surplus reference materials and the needy Brazilian libraries. He has a want list of specific works which he will send to any librarian wishing to participate in this cooperative project in international understanding.

ALA Midwinter Meeting

The annual Midwinter Meeting of the American Library Association is expected to bring 1,200 librarians from all sections of the country to the Edgewater Beach Hotel in Chicago, January 31 to February 3.

The meeting is devoted to approximately 150 business sessions of ALA divisions, boards, committees and round tables; surrounding three meetings of the ALA Council, composed of elected delegates, who form the policy-making body of the Association. The ALA 74th Annual Conference, which includes many program features, will be held in Philadelphia, July 3 to 9.

ALA President L. Quincy Mumford, who is Librarian of Congress, will preside and make a mid-year report. ALA Executive Secretary David H. Clift will report to Council for the Headquarters staff.

A State Library Association Workshop—third of its kind—will be held on Monday (Jan. 31) with Marguerite Giezentanner, President of the Illinois Library Association, presiding. The workshop will be devoted to discussion of the planning and operation of state meetings.

Mr. Mumford will preside at a special meeting of the ALA Program Committee, requested by the ALA Executive Board, on Monday (Jan. 31) evening. Representatives of various Annual Conference program planning groups will discuss coordination of conference plans and also deal with concern expressed by ALA members about the large number of meetings and activities at the conferences.

The ALA Committee on Divisional Relations, headed by Louis N. Nourse, St. Louis (Mo.) Public Library, plans to present definite recommendations to Council. The Committee has made three previous progress reports.

A reporting conference on the progress of The Management Survey of ALA will be held on Friday (Feb. 4) when the Executive Board will meet with representatives of all units within ALA concerned with the organization, structure and operation of the Association.

Council meetings will be held on Wednesday (Feb. 2) afternoon and on Thursday (Feb. 3) morning and evening.

At a Council meeting the Notable Books Committee of the ALA Public Libraries Division will present a list of “Notable Books of 1954,” and the Book Selection Committee of the Association of Young People’s Librarians will present a selection of adult books recommended for young people.

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