

1962

Are Maine's Public Libraries in Focus 1962

L. Marion Moshier

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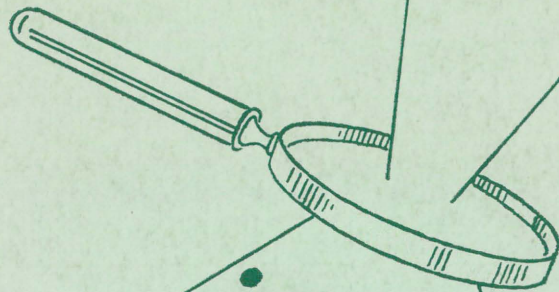
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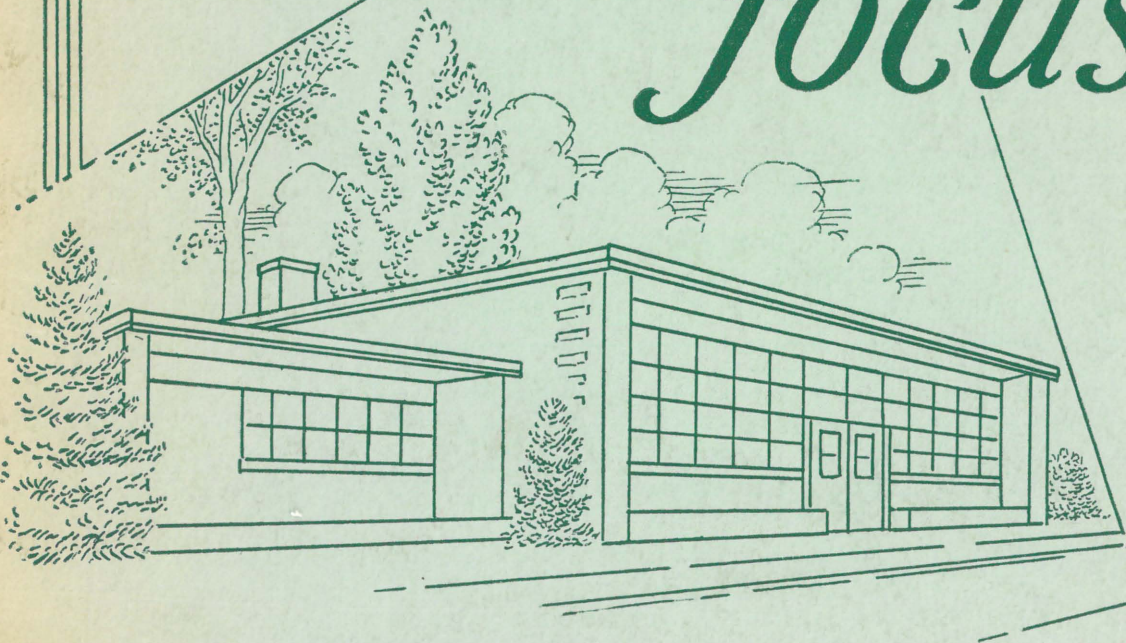
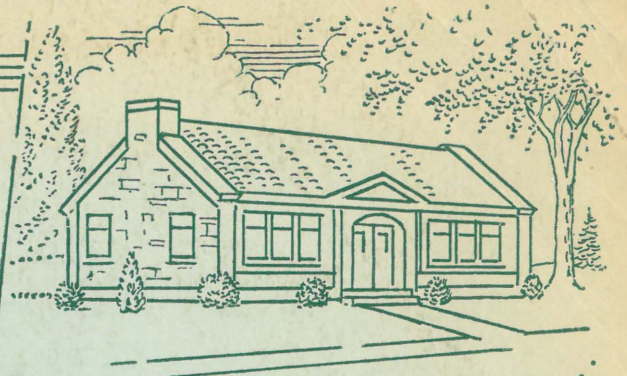
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Are

MAINE'S
Public Libraries



in
focus?



ARE MAINE'S
PUBLIC LIBRARIES
IN FOCUS?

A report of a
survey conducted
in 1961
by

L. Marion Moshier

MAINE STATE LIBRARY

Augusta, Maine

1962

This study of public library service in the State of Maine was initiated by the Maine State Library as part of its program under the Federal Library Services Act. Members of the Executive Council and the Committee on Public Library Standards of the Maine Library Association are serving as a survey advisory committee.

Miss L. Marion Moshier was associated with the Division of Library Extension of the New York State Library for many years, serving as Director for several years prior to her recent retirement. She has a thorough knowledge of the problems of the small public library and is the author of *The Small Public Library*, a publication of the American Library Association. It is the good fortune of the public libraries of the State of Maine that Miss Moshier was available to make this study with its recommendations for future development.

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INTRODUCTION

The industrious collection of facts alone does not constitute science or the scientific method; interpretations, with understanding and intelligence, must follow, by whatever method good judgment indicates. Here, as elsewhere, statistics are no adequate substitute for common sense. (*The Library Survey*, by E. W. McDiarmid, Jr. p. 3.)

This report is not an all-inclusive survey nor does it pretend to be 100% objective. It is primarily an appraisal, by one person, based on field visits, reports and statistics. The findings have been tempered and interpreted in the light of years of practical experience in state-wide library service.

It sets forth the findings as a springboard for those actively engaged, at the state level, in library planning for Maine, and as a definite challenge to Maine library trustees, the Maine library profession as a whole and the people of the State to work together to formulate and carry forward a plan of their making; a plan tailored to Maine's specific needs, abilities, monetary resources and native speed of accomplishment. This report should not be considered the final blueprint to be followed point by point, but as a document that provides some of the pertinent facts necessary for local planners to evolve a prudent plan.

The purpose of this study as stated by the State Librarian was:

To assess present services and make recommendations for future development . . . Such a survey . . . (to) serve as a basis for the development of standards for Maine libraries. (Letter from Ruth A. Hazelton, State Librarian, December 27, 1960.)

The time allotted to the study was approximately three months. The field was limited to the study of public libraries. The method of study comprised: field visits, statistical analyses, informal interviews, and study of records, publications and procedures at the state level. Local newspapers were checked for library coverage. No detailed questionnaire was used but information from annual reports was relied upon and all figures, unless otherwise noted, have been taken from the State Library's compilation for 1959.

The surveyor sought the advice and aid of the Department of Economic Development, the Department of Health and Welfare, State Department of Education and the Council and special committees of the Maine Library Association.

The staff of the State Library, especially the State Librarian and the members of the Extension Section gave unlimited time to the project and provided sound and efficient help in making and carrying out schedules and providing, when needed, relevant statistics and information.

The trustees and librarians of the libraries visited were responsive and cooperative and many provided facts and figures beyond those originally sought.

The surveyor was impressed with the basic book resources, type of personnel, general condition of library buildings and the happy acceptance, on the local level, of aid and guidance from the State Library. These features were, in general, better than found in other states under similar conditions and indicated that the state motto—*Dirigo*—is indeed a motto.

The cooperative spirit that was evident throughout the study augurs well for a bright future for library service in the State of Maine. The facts that follow are geared not to "pinpointing" weaknesses or to magnifying the strengths of individual libraries but to focus attention on the composite picture of the library service now available to the people of the State of Maine.

To arrive at the findings, as noted in the report, 63 libraries and all bookmobile headquarters were visited, 4 Round Tables attended, more than 100 issues of newspapers examined from areas of the state, and the book purchases of 57 libraries analyzed. All library outlets were studied in relation to population served and accessibility by highways by use of the *Maine General Highway Atlas*.

THE PICTURE IN BRIEF

THE RANGE AND DIVERSITY OF LIBRARY SERVICE

Number of Libraries

More than 250 libraries* are providing public library service to Maine's 969,265 people. These libraries are located in 222 towns and cities (twenty-five towns have two libraries and two towns have three libraries).

Importance

The libraries reflect the well-being of the communities. They have grown and expanded during the years in relation to the degree that local initiative and local interest in the library have been kept alive. The best ones provide service for the youngest of the children and do not forget the interests of the oldest members of the community. They make available to all citizens access to the means for growth and act as the seed for new ideas and development along all lines — art, business, farming, forestry, professions, shipbuilding and commerce, writing, and local, state and world affairs. They lighten work, brighten leisure and prepare for the tomorrow. They play an important part in creating family solidarity, good citizenship and an alert, prosperous community.

Industries, when considering new locations, study libraries. One southern state, where industrial activity is at a new high, reported "Libraries" on the list of *musts* checked by fact-finding teams employed by companies seeking new locations. A newspaper article in the June 15, 1961, issue of *The Enterprise* noted that the item "Libraries" was included in a study carried on by a company seeking a possible location in Maine. If a community has a library that merely "gets by" but is not first-rate, it can be a liability. It may keep the state from obtaining a needed source of income. Attention focused on library service not only provides returns in education and leisure but also increases the earning power of the citizen. The library is a vital part of every community, large or small. Citizens should be actively aware of the local library they support.

Size

In Maine the libraries range from a city library serving over 70,000 people to a library in a small town which numbers sixty-eight inhabitants. In between the libraries vary greatly in size, area of service, adequacy of support and the amount of service given or attempted. The tables that follow analyze the findings. One highlight is worth noting—only forty libraries are located in places with over 5,000 population.

TABLE I
POPULATION SERVED BY LIBRARIES

Town Population	Number of Libraries
0- 500	25
501- 1,000	55
1,001- 3,000	94
3,001- 5,000	37
5,001-10,000	21
10,001-20,000	14
20,001-75,000	5
Total	251

HOURS

Are the libraries open long enough hours to make service available for the busy person? In measuring the effectiveness of service, hours play an important part. If libraries are to have maximum use they must be open when people have the free time to visit them. Limited hours or

* *Statistics of Public Libraries in Maine, 1959.* Maine State Library.

poorly scheduled ones often make it impossible for many children and a large proportion of the taxpayers to make use of the libraries they support.

Table II indicates the number of hours per week the libraries are open during the winter months. Libraries open in the summer only have not been included since the summer hours are primarily for the convenience of the summer residents. This service is important but covers a short period of time. The table gives merely totals and would be more revealing if broken down by days of week, morning, afternoon and evening hours and compared with other scheduled community activities.

TABLE II
HOURS OF SERVICE*

Size of Population Served	Library Hours Not Noted or Summer Only	Range of Hours Per Week								Total Libraries
		3 or Less	4 to 6	7 to 12	13 to 20	21 to 30	31 to 45	46 to 60	60 or Over	
0- 500	9	7	7	2	0	0	0	0	0	25
501- 1,000	3	15	24	11	2	0	0	0	0	55
1,001- 3,000	2	18	21	34	12	7	0	0	0	94
3,001- 5,000	3	2	3	5	8	8	7	1	0	37
5,001-10,000	1	1	1	0	7	4	4	2	1	21
10,001-20,000				1	1	1	6	4	1	14
20,001-75,000								2	3	5
Totals	18	43	56	53	30	20	17	9	5	251

GUIDES USED BY OTHER STATES**

Population Group Served	State	Hours of Service Per Week
1	2	3
Under 500	Iowa	10
	New Hampshire	10
	New York	6
	Vermont	4-6
500-1,000	Iowa	15
	New Hampshire	12 (at least 4 days weekly)
	New York	12
	Vermont	8-10
1,000-2,500	Iowa	20
	New York	12
	Vermont	18-22
2,500-3,000	Iowa	30
	Michigan (all under 3,000)	10
	New York	18
	South Dakota (all under 3,000)	2 (daily)
3,000-5,000	Vermont	18-22
	Iowa	30
	Massachusetts (all under 5,000)	15
	Michigan	24
	New York	18
	South Dakota	30-36
Vermont	30-36	

* About one-half of the libraries provide some evening hours.

** *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg, 1960. pp. 80-81.

GUIDES USED BY OTHER STATES—Continued

Population Group Served	State	Hours of Service Per Week
1	2	3
5,000–10,000	Iowa	40
	Massachusetts	25
	Michigan	40
	New Hampshire (1,000–10,000)	Some part of 5 days a week
	New York	30
10,000–15,000	South Dakota	36
	Vermont	36–50
	Iowa (10,000 and over)	40
	Massachusetts	50
	Michigan	48
	New York	30
	South Carolina (all under 15,000)	25 (branches, 18 hours)
15,000–25,000	South Dakota (10,000 and over)	60
	Vermont (10,000 and over)	50–72
	Massachusetts	50
	Michigan	48
	New York	30
25,000–50,000	South Carolina	36
	Massachusetts	60
	Michigan	60
	New York	45
	South Carolina (15,000 to 40,000)	36
50,000–75,000	Virginia (40,000 to 75,000)	54
	Massachusetts (50,000 and over)	65
	Michigan (50,000 and over)	60
	New York	45
	South Carolina	54
75,000–100,000	Virginia	54
	New York	45
	South Carolina (75,000 and over)	72 (plus Sunday reading room)
100,000 and over	Virginia (75,000 and over)	68
	New York	60
	Pennsylvania	60 (including 5 evenings)

Note: Maryland and Pennsylvania require a minimum of 20 hours for local units, including, in the case of Pennsylvania, evening hours. Virginia requires that headquarters libraries be kept open a minimum of 36 hours.

National Recommendation*

Well planned hours of service must be maintained by all units in a library system.

The community library in a small population center should provide services to the public some *substantial* part of *five* days a week, the hours and days to be selected upon a basis of maximum potential use.

BOOK RESOURCES

The book collection that is assembled and made available to a community is one of the major aspects of library service. To have a collection that will answer the many questions and needs of the inquiring minds, a library needs not only books but periodicals of high quality, pertinent pamphlets, a local and a nationally recognized newspaper and, if not available through the local resources, *access* to pictures, slides, films, maps, music scores, recordings and various forms of micro-reproductions.

* *Public Library Service*. American Library Association, 1956. pp. 25-26.

An adequate and well cared for book collection contains a wide variety of books from which a reader may choose and enough duplicates of titles in great demand to fulfill requests.

Likewise, the collection must be kept alive, up-to-date and vital by the regular addition of new publications. Books should be purchased promptly and continuously and selections made from accepted sources.

To add new titles is important, but of equal consequence is the regular withdrawal of material. Out-of-date, unnecessary books or those in poor physical condition weaken a collection. Unless outmoded books are withdrawn regularly they can readily crowd out and obscure the currently useful books. In general, as is suggested in *Public Library Service: a Guide to Evaluation with Minimum Standards*, the annual withdrawals from a collection average at least 5 percent of the total collection.

The Findings

Maine libraries are to be congratulated on the book resources they have assembled, for even in the smallest library one finds a fair basic collection, some periodicals, a few "ready reference tools" and a smattering of current titles. However, in the majority of libraries, the book stocks are bolstered by books seldom used. Unreadable sets of authors, once popular, bound magazines and documents seldom used take up valuable space. Many out-of-date books in science, mechanics and travel have been retained. Some of these books may have value for the historian or researcher, but on the open shelves of the average library the everyday patron finds them disconcerting and their very presence breeds criticism and hampers service. Only a quarter of the libraries studied approached the 5% mark in withdrawals.

TABLE III
TOTAL BOOK HOLDINGS, 1956-1960

Year	Volumes	Volumes Per Capita
1960	2,761,659	2.8
1959	2,643,022	2.7
1956	2,436,324	2.66

TOTAL BOOK EXPENDITURES
1956-1960

Year		Libraries Reporting
1960	\$240,518.64	223
1959	230,916.62	225
1956	243,422.54	204

TABLE IV
TOTAL BOOK STOCK IN MAINE PUBLIC LIBRARIES

Size of Population	No Report	Volumes 0-4,999	Volumes 5,000-9,999	Volumes 10,000-19,999	Volumes 20,000-99,999	Volumes Over 100,000	Total Libraries
0- 500	14	5	5	1	—	—	25
501- 1,000	14	23	16	2	—	—	55
1,001- 3,000	12	28	32	18	4	—	94
3,001- 5,000	7	3	8	15	4	—	37
5,001-10,000	2	—	4	10	5	—	21
10,001-20,000	—	—	1	6	7	—	14
20,001-75,000	—	—	—	—	3	2	5
Totals	49	59	66	52	23	2	251

The need to increase the annual rate of purchasing was also evident in the vast majority of libraries. Almost three-fourths of all the libraries in the state spent less than \$1,000 for books during 1959 and of the fifty-seven libraries visited a third added less than 300 books during the year. When one realizes that included in the "books added" are new books, duplicate copies, replacements and gifts, it can readily be seen why few of the 15,000 or more titles published annually reach the shelves of these libraries.

The average price of a current book in 1959 was \$2.80*. (This price was arrived at by studies made at several large libraries where discounts are high, hence the price is lower than paid by the small isolated library.) Not many new titles could be purchased by the 112 libraries that spent less than \$500 for *all* book purchases. One library spent a total of eight dollars for books in 1959!

Also revealing was the checking of the purchases, for the libraries visited, as noted on the state aid application. This checking, of course, has little value in the larger libraries, but in the *smallest ones*, where the situation is acute, it is worth thought. On these lists appeared 1,783 titles of which 24 titles appeared on *Notable Books for 1959* and 16 on the 1960 list. There were only two titles from *Business Books of 1960* and six from *Technical Books of 1960*. From the children's list of best books of the year, there were only twelve titles.

The checking of these lists of course did not give the complete picture of library holdings. Nor did the cursory noting of recent additions, at the time of the surveyor's visit, give a basis for a profound statement on the current holdings. In most libraries other book funds and gifts provide many additional purchases and a wider representation of outstanding titles is doubtless available in many libraries. However, even the smallest library needs books on current problems, technical and business subjects in its basic collection, and in general they were missing.

The checking, however, did provide other clues. The same popular current titles were purchased by most libraries, indicating that gains could be made through cooperative book purchasing and cataloging. Also, the spread of the outstanding titles was wide, indicating that an active inter-library lending program or reciprocal lending privileges would be helpful.

One aspect must be kept in mind, that most of the titles included on these lists are available through the State Library, as was indicated by the checking of *Selected List of Books Recently Added to the Maine State Library*.

Many requests for books not in the local libraries are supplied from the State Library. On March 20, 1961, 107 specific titles were requested by both libraries and individuals. Also, five libraries requested books on special subjects. The subjects covered: radiation, teenage driving, finger painting, propaganda, criminal law, federal and state health safety standards and Kennebec River log drive. Likewise, on that same day, forty-seven requests for specific subjects were made by individuals. Thirty-five of these borrowers lived in towns with library service (four resided on bookmobile routes).

TABLE V
ANNUAL BOOK EXPENDITURES—1959

Size of Population	No Report	Under \$100	Under \$500	Under \$1,000	Under \$5,000	Under \$10,000	Over \$10,000	Total Libraries
0- 500	17	4	4					25
501- 1,000	19	10	23	3				55
1,001- 3,000	13	14	46	11	10			94
3,001- 5,000	6	1	6	11	13			37
5,001-10,000	1	1	2	5	12			21
10,001-20,000	2		1		10	1		14
20,001-75,000	0				1	2	2	5
Totals	58	30	82	30	46	3	2	251

* *Cost of Public Library Service in 1959*. A.L.A., 1960. pp. 5, 7.

TABLE VI
RANGE OF NUMBER OF BOOKS ADDED—1959
(Libraries Visited)

0– 100	101– 200	201– 400	401– 500	501– 600	601– 1000	1001– 3000	3001– 6000	Over 6000
36	108	215	414	510	616	1045		8981
40	150	244	417	523	623	1107		9301
55	172	245	431	524	654	1119		
58	185	260	431	540	710	1243		
59		264	476	572	731	1272		
75		294	486	574	732	1452		
85				588	742	1751		
				590	749	1932		
					761	2092		
					774	2272		
					850			
					853			
					856			
					904			
<hr/>								
Total libraries								
7	4	6	6	8	14	10	0	2–57

TABLE VII
DISCARDING PATTERN OF TWENTY-FIVE LIBRARIES

Population Served by Library	Date Library Was Established	Total Book Stock	Books Discarded	% Total	Total Circulation
525	1902	9,053	63	.007	8,702
584	1895	3,500	56	.016	1,772
806	1914	4,500	220	.048	5,502
976	1931	4,874	60	.012	5,230
982	1901	6,595	—	—	1,644
1,018	1939	3,699	4	.001	7,007
2,062	1952	8,467	348	.041	13,761
2,780	1898	14,850	—	—	13,167
3,169	1842	20,000	2,362	.118	11,507
3,343	1954	13,999	63	.0045	23,777
3,951	1880	26,359	25	.0009	12,358
4,679	1944	5,929	59	.009	4,649
5,043	1925	10,722	1,308	.121	17,061
6,897	1882	22,548	264	.011	81,000
7,661	1889	29,351	194	.006	33,083
8,289	1905	25,856	1,663	.044	57,098
8,769	1894	26,023	867	.033	67,800
10,005	1903	14,160	47	.003	29,685
10,717	1889	33,000	5,106	.154	34,711
12,464	1886	13,548	524	.038	45,295
15,797	1893	19,602	1,145	.058	91,125
19,255	1862	38,407	372	.009	70,204
21,680	1883	33,666	30	.0008	84,156
40,804	1903	76,000	2,949	.038	97,118
72,566	1862	177,017	4,733	.026	382,157

To augment their collections, thirty-four libraries took advantage of collections of Traveling Libraries sent by the Extension Section of the State Library and in thirty-three towns with public libraries, requests for collections were also received (and sent) to *individuals*. These latter re-

quests for collections, of course, may not have been because of the local library's resources alone, for hours, location of library and even personality traits often enter the picture. However, the picture presented is one that has all the indications of meagre collections of current books.

Listed below are guides for book resources, used by other states in their efforts to build up their collections to a useful size.

GUIDES*

California	Library unit—a book collection of at least 7,000 volumes.
Maryland	Minimum of 6,000 titles or 2 books per capita for basic collection.
Massachusetts	<i>Standard titles</i> in major fields of interest for adults. Books for children and young adults selected from standard lists. Evidence that collection has been evaluated, and seldom-used and obsolete material discarded regularly. Evidence that new titles for adults, young adults and children are added each year.
Under 5,000 Population	Standard titles in major fields . . . (as noted above) with a selected basic reference collection. Provision in library budget for regular additions of currently useful titles for adults, young adults and children.
5,000–9,000 Population	25,000 volumes, which includes a substantial percentage of titles in basic book selection aids approved by the American Library Association, and supplemented by annual acquisitions of currently useful new titles. . .
10,000–24,999 Population	Equivalent of 2 books per capita per community served . . . supplemented by annual acquisitions of new titles with sufficient duplication of currently useful titles. Book collection should be supplemented by periodicals, films, phonograph records, pamphlets, maps, etc.
25,000–49,999 Population	Same as 25,000–49,999 group.
50,000 and over	
Missouri	A minimum of 3,000-4,000 books in good condition and of current interests. . .
Local Outlets (up to 25,000)	Additions of at least 2,000 new titles annually. A basic collection of reference books and several hundred information tools kept up-to-date with additions and revisions. The more important periodicals not usually taken by home subscription and selected pamphlets and audio visual materials.
New York	
0–35,000	3 books per person minimum.
35,000–100,000	2 books per person. At least two-tenths of a volume per capita annually.
Pennsylvania	
Local unit	6,000 volumes minimum. In larger places, one book per capita. At least 20 titles on <i>the list of Minimum Reference Sources for Small Pennsylvania Libraries</i> . Subscription to 10 general periodicals of substance.
Larger libraries	75,000 volumes minimum . . . including 10,000 volumes for children and 2,500 volumes for young people. Include the 124 basic information sets. Add at least 5,000 volumes annually. 250 periodicals. At least 1,500 long-playing disks or tapes and 250 motion picture films.
South Carolina	Minimum of 1 volume per capita. The proportion of adult non-fiction holdings to adult holdings should be at least 60 per cent.

* *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg.

South Dakota	Minimum of 6,000 volumes selected from approved lists for public library service.
0-5,000	
5,000-10,000	Minimum of 1½ volumes per capita.
Over 10,000	Minimum of 1 volume per capita.

Virginia

Population Served	Volumes Per Capita
6,000- 10,000	3.0 up to 25,000
10,000- 35,000	2.5 up to 70,000
35,000-100,000	2.0 up to 175,000

STATURE OF PERSONNEL

Education and Training

One library is distinguished from another not so much by the size of the library building or the number of books it houses as by the atmosphere it creates and what happens to people when they come for service. For a healthy library climate and to make the book collection an effective instrument of public service, a competent and adequate staff is essential.

In Maine, as in most of the fifty states, library personnel includes a wide range of individuals. There are in the ranks persons without high school diplomas and individuals with several academic degrees. There are numerous volunteers and part-time workers and many dedicated people who have devoted their lives to the management of the libraries.

Maine is fortunate in the caliber of the personnel it has had in the past and of those now employed in libraries, but plans for the future are needed to assure the continuance of the quality. Competence is not, as a rule, casually picked up. In the selection of a librarian for a small library great care is needed, for one person is called upon to take care of a wide range of activities. Also, the assistants are usually part-time or volunteers, hence training and supervisory talents play an important part.

Since public library service directly or indirectly affects the lives of the entire population it should be in qualified hands. In most libraries the largest portion of the tax monies is allotted to salaries and it is astute to invest the money wisely. To do this it is judicious to establish guide posts for selection with minimum educational preparation noted. No such guide posts have been set for public librarians in the State of Maine.

In the past, reading for the law without formal training produced many outstanding lawyers. There have been and still are in Maine and elsewhere remarkable librarians who have gained "on the job" training and provided effective library service, but this type of training requires more time, with proper supervision, than is available in libraries today and leaves much to chance. Thirty-three states have adopted guides to direct them in selection of personnel.

Even in most of the cities of Maine the majority of staff members lack formal training and the experience (but not the ability) for initiating progressive modern library service.

Only in the library serving the largest city in the State are all major departments headed by librarians who have graduated from library schools. One city located in one of the most significant spots in the State has not one member on its staff with training and the library is a "two-man" operation where at least a minimum staff of nine should be employed.

There is a widespread lack of comprehension of the purpose of libraries beyond that of circulation of books and there has been little attempt to simplify procedures and adopt more efficient methods of operation to provide for the extra services.

The "professional" staff of public libraries, while often members of the state and regional library association, do not play an active part in the American Library Association. This is the national organization where the best experience is obtained in evaluation of library service, trends, future planning and research. As of November 1, 1961, thirty-one members of the Public Library Association of the American Library Association were members from Maine. Seven of these are personal memberships and twenty-four are institutional members.

TABLE VIII
BACKGROUND AND TRAINING FOR PUBLIC LIBRARY SERVICE

Population range served by library	Total Staff*		Education and Training of Librarian				Education and Training of Assistants				Range of Hours worked Per Week	Salary Range for Librarian
	Full Time	Part Time	College and Training	College No Training	Less Than College	Corres. Course Completed or Summer School	College and Training	College No Training	Less Than College	Corres. Course Completed or Summer School		
0-5,000 (31 libraries Total pop. served by group 31,309)	2	70	—	5	26	(6)	1	—	40	(8)	1½ hours to 29 hours	25c per hour** to \$2,000 per year
5,000-10,000 (10 libraries Total pop. served by group 71,126)	13	27	—	0	10	(5)	—	—	30	(4)	17½ hours to 40 hours	\$1,000 per year to \$4,000 per year
10,000-20,000 (11 libraries Total pop. served by group 135,985)	30	20	1	1	9	(4)	1	1	37	(6)	20 hours to 45 hours	\$1,090 to \$6,500 per year
Over 20,000 (5 libraries Total pop. served by group 198,411)	87	9	3	1	1		7	5	79	(3)	37 hours to 40 hours	\$3,000 per year to \$8,000 plus
Totals	132	126	4	7	46	(15)	9	6	186	(21)		

* Thirty hours or more considered full time.

** In 1960 raised to 75 cents.

In general the librarians and trustees operate libraries as "sufficient unto themselves." In keeping with the times there have been a few cooperative ventures, among a few librarians, but none of the projects has been on a planned formal continuous basis.

STAFF RATIOS, BASED ON POPULATION SERVED

American Library Association	1: 2500	(In a <i>system</i> serving a population of 100,000, staff should include at least 15 professional librarians.)*
Maryland	1: 2400-3000*	
Massachusetts	1: 2500	In population over 10,000 (In a system serving a population of 100,000 staff should include at least 15 professional librarians.)*
New Hampshire	One staff member	(full-time or equivalent) should be the minimum provision for each 2500 people in a service area. P.L.S. (127). Towns of less than 2500 population should have a capable substitute paid by the board rather than the librarian.**
New York	1: 2500 1: 5000	for libraries <i>not</i> in systems for libraries in systems
Pennsylvania	1: 3500	(A district library center should employ a minimum staff of 15, of whom 7 should be professional librarians.)
Virginia	1: 4000 1: 5000	in populations over 90,000 in populations under 90,000

Working Conditions

Retirement. Even the smallest library should keep in mind the welfare of its staff and provide the best working conditions possible. Retirement and Social Security possibilities should be carefully studied and trustees should take steps to incorporate the provisions that apply to their type of library. *Formal* action is always necessary and no Board should assume that its library will automatically qualify. If a library belongs to no pension system a definite age limit for retirement should be set. About one-half of the libraries visited indicated that the staffs were covered (or the matter was under consideration) by either Social Security or a retirement plan. Only a few libraries indicated a policy relating to age of retirement.

Vacations. Unlike schools, libraries operate on a fifty-two week schedule and have no definite closing period when vacations are taken. Library work is a demanding profession with many outside commitments, Saturday and evening hours. Vacations are essential. In Maine where one of the busy periods, in many libraries, is in the summer, the usual months of July and August may not be practical but some definite paid time should be allowed for *all* workers. As with retirement about one-half of the libraries had a stated policy. The vacation period indicated by the libraries visited ranged from none to one month.

One factor that appeared and reappeared was the lack of "reliefs" or substitutes for the librarians in very small libraries to care for vacations, illnesses or emergencies. In libraries where the staff consists of one person only, a capable paid substitute should be available. Provision for this should be indicated as part of the annual budget and it should not be paid for by the librarian.

Sick Leave. Provisions for sick leave seem to have been left more or less to chance to be solved when the emergency arises. This policy can work hardships and be embarrassing both to librarian, staff members and trustees. While just exceptions can always be made, a definite procedure should be established. The policies adopted vary as to number of days and only in a very few cases was the sick leave accumulative.

* *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg. p. 85.
** *How Good is Your Library?* New Hampshire State Library. p. 6.

Salaries. The salary question calls for closer study by the trustees and the Maine Library Association. Few definite classification and pay plans have been adopted and few applicants could be given assurance that for satisfactory work regular increments would be forthcoming. Many faithful, alert and good librarians are working for hourly pay lower than the minimum wage. In one library, after years of service, the hourly rate was raised from twenty-five cents to seventy-five cents. The supply of librarians is low, the positions vacant numerous and the competition great. To attract and hold young people the salaries for public libraries need to be readjusted rapidly. Youth and enthusiasm are qualities needed in Maine but the present salary scale will not attract many of the recent graduates. In 1959 the average salary range offered the new library school graduate was \$4,682-\$5,382. The Boston Public Library's beginning salary is \$5,024 and the pre-professional salary begins at \$4,016. In New York State the recommended beginning salary is \$5,040.

Unless salary scales are improved, public libraries cannot attract and hold first-rate personnel. The loss or lack of the service of trained staff members make it impossible for residents of the State to get full value from the collections now in their libraries.

TABLE IX
WORKING CONDITIONS*

Pop. Range Served by Library	Social Security	Pension System	Vacation	Sick Leave	Hours worked per week	Days worked per week
0-5,000	11	2	11 Range: Month—1 3 weeks—1 2 weeks—9	6 Range: Indefinite—3 2 weeks—1 1 week—1 ½ day per month—1	1½-34	1-6
5,000-10,000	4	5	9 Range: 2 weeks—6 3 weeks—2 4 weeks—1	6 Range: Up to trustees—2 10 days—1 2 weeks—2 3 weeks—1	17½-40	3-6
10,000-20,000	8	2	9 Range: 2 weeks—8 (1 month for Librarian)—2 3 weeks—1	6 Range: 1 day per week worked—1 1 week accumulated to 3 yrs.—1 10 days up to 90 days—1 12 days—1 12 days up to 3 yrs.—1 1 month after 1 year—1	20-45	3-6
Over 20,000	1	4	5 Range: 2 weeks—2 3 weeks—2 24 working days—1	5 Range: None—1 Variable—1 1 day month accumulated to 50 days—1 2 weeks—1 Librarian decides—1	37-40	5½-6

TABLE X
SAMPLE SALARY SCALE IN PUBLIC LIBRARIES**

Population Served by Library	Librarian	Assistants	Hourly Rate
Under 5,000	\$1800 2100-2300 2500 3100-3900	\$815 780-900 1130 2500-2610	Students 50c — 85c 85c to \$1.00 adults 40c to 65c students

* Covers only libraries visited.
** Selected from libraries visited.

5,000-20,000	\$1000	\$1.00 per hour	50c
	2830-3613	2112-2445	25c to 40c
	4500	2678	\$1.25
	5000-6500	(3400-4250 (2630-3250)	(\$1.00-\$1.25 adults (75c to \$1.00 students)
Over 20,000	\$2800-3000	2360-2500	75c
	4515	3255	\$1.00 to \$1.50
	5000	2028-2678	90c
	6369-7622	(4855-5847	—
		(4046-4855	
		(3080-3681	
	7280-8840	4368-5200)	\$1.09-\$1.46
		3562-4368)	
2925-3562)			
2405-2925)			

SALARY SCALES USED IN BUILDING ILLUSTRATED BUDGETS*

Professional and Administrative Staff	Salary Range
First Level	\$4600-5400
Second Level	5400-6200
Third Level	6200-7200
Fourth Level	7200-8400
Fifth Level	8500 and up
Clerical Staff	
First Level	\$2800-3400
Second Level	3600-4200
Third Level	4400-5200
Shelving Staff	
	\$2,080 or \$1.00 per hour if on hourly basis

National Recommendation**

Library positions should be clearly defined and differentiated in terms of requirements, duties and responsibilities.

Existing studies of the nature of library tasks indicate that the professional staff in a library system should be approximately one-third of the total personnel, and the non-professional staff (. . . excluding maintenance personnel) approximately two-thirds.

Professional staff members should have qualifications for competent performances of their duties. Non-professional staff members should be chosen for competence to perform their respective duties. All staff members should have conditions of employment that insure job satisfaction and high morale, and pension plans which give them security in the face of accident, disability and retirement.

The vacation allowance for persons holding professional positions should be not less than one month annually and for non-professional employees should conform with professional vacation allowances, or, when necessary with prevailing local employment practice.

Provisions should be made for daily rest periods, sick leave with pay, leaves of absence for study and extensive travel, for attendance with pay at professional meetings, and for opportunity during work periods to keep up with professional library literature.

* *Costs of Public Library Service in 1959.* A.L.A. pp. 6-7.

** *Public Library Service,* A.L.A. p. 38.

Salaries for staff members should be at a level to attract and hold personnel with the qualifications specified . . .

The number of staff members should be sufficient to perform the duties involved in assembling, organizing and interpreting materials, and to provide consistently efficient service at all hours when the central agency and community outlets are open to the public.

One staff member (full time or equivalent) should be the minimum provision for each 2500 people in the service area.

Professional staff members should be available to provide professional services to the public at all hours when central libraries are open.

All libraries serving populations of 5000 or more should have full-time professional personnel.

State governments should establish certification regulations covering professional positions in public libraries.

LIBRARY BUILDINGS

Private funds have played an important part in providing the library buildings of the past. Maine's literary heritage is an old and enduring one, rich in names known throughout the world. Many of these names and those of generous benefactors are prominent in the names of the libraries. Carnegie buildings are, likewise, scattered throughout the State.

Some of the libraries do honor to the names they bear, for the buildings are well kept, have inviting reading rooms, comfortable working conditions for the staff, open stacks, modern lights and special sections for children, adults and teen-agers. In other communities the trustees and citizens appear to have forgotten the patron or benefactor for whom the library was named for few changes have been made and the dark walls and woodwork and closed stacks create an atmosphere more in keeping with the nineties than the sixties. Surely the donors in making gifts indicated they were forward looking, service minded and in tune with their times.

Thanks to the generous benefactors, over three-fourths of the libraries are located in their own buildings. The vast majority of the buildings were built prior to 1925 and many were planned for library purposes. There are some libraries that have been converted from churches, houses or stores and in general the remodelings have been fairly successful. Some of them do pose problems as to supervision and adequate shelf space and in some cases the weight of stacks is a hazard. The libraries housed in non-owned quarters are chiefly located in stores, grange halls, town halls, or community houses. Several of these libraries have had recent gifts and are planning new buildings. The newest building visited was opened this past year and the oldest building bears the date of the early eighties. Within the past few years some excellent new buildings have been erected.

Three of the larger libraries have built new additions primarily to provide increased stack space and one of the medium sized libraries is now in the process. Several of the libraries have recently added new children's quarters and one a new reference room. One library building, restored after a fire, clearly shows how trustees and architects can successfully recreate from the old. All but three of the libraries visited had within the past two years done some remodeling and improving. New lights, fresh paint and new floor coverings were much in evidence.

While some of the buildings are obsolete and new construction would provide more economical maintenance, the main handicaps are: (1) lights (some trustees hesitate to add new fixtures lest the "Romanesque-Renaissance" atmosphere of the library be ruined); (2) heavy solid doors that keep light out and make it difficult for people to enter; (3) crowded stacks, some closed or

semi-closed; (4) entrances with many steps; (5) dark walls and woodwork; (6) too many pictures or articles with art or historical significance but not necessarily fitting for a library.

Maine can be justly proud that few of its libraries have been relegated to second floor locations. Three libraries visited lacked running water or toilet facilities, two were heated by stoves and many lacked shelf space for periodicals, and adequate seating space for readers or clear marking of the library and its hours, but in general buildings are far from Maine's major library problem.

A Few Principles Adopted by Other States

California

For the smallest unit "... not less than 1400 square feet . . ." For larger units, 3,000-8,000 or more square feet.*

New Hampshire**

The library should have an inviting atmosphere for the public and comfortable working conditions for the staff. Bright and pastel colors should be used to enliven the interior and housekeeping should be orderly with regular cleaning and dusting standard procedure. Dust collecting knickknacks and historical mementos should be kept at a museum.

Efficient, attractive shelving and exhibit space should be provided for display of a wide range of books and other printed materials. PLS (176). Adjustable shelving and special racks for newspapers, periodicals, recordings, etc. should be provided. Newspapers and magazines should not be displayed on reading room tables.

Facilities should be provided for all age groups with appropriate furnishings and suitable space for study and informal reading.

Libraries in towns of 3,000 to 10,000 population should have a separate reference room, separate children's room, adequate provision for young adults, work-room space distinct from public areas, and librarian's office. Libraries in smaller communities should set aside separate sections for these functions even though separate rooms are not feasible.

There should be adequate heat, light and ventilation. Reading surfaces should have a minimum of 50 foot candles—and glare should be avoided.

The identity of the library building should be unmistakable and the hours of opening should be posted so that they are clearly visible from the street. Adequate outside lighting and exhibit space should be provided.

The charging desk should be placed so that it does not constitute a barrier for the books.

The following special equipment is the minimum which should be provided for every library—charging desk, catalog case, dictionary stand, book trucks, typewriter, outdoor book return facilities and telephone. Chairs and tables should be comfortable and suitable for both adults and children.

The library should have orderly and well-kept grounds.

South Carolina

. . . seating should be at the rate of 3 seats per 1,000 population. Or, allow one-half square foot of space per capita . . .

. . . a modern fireproof building (may be expected) to cost from \$12 to \$14 per square foot and equipment to cost from \$2 to \$2.50 per square foot of the building area. (Based on figures in the Charleston area in 1955.)

Vermont

Over 5,000 population, separate children's and reference rooms.

* *State Standards for Public Libraries*. Vainstein & Magg.

** *How good is your library?* New Hampshire State Library. p. 13.

FRAMEWORK FOR LIBRARY SERVICE

Types of Libraries

Various types of libraries serve the people of Maine. There are libraries established by towns, villages and cities and associations. All are considered "free public libraries."* Of the libraries visited the majority were association type libraries.

Boards of Trustees

Regardless of type, with the exception of one which operates directly under the City Manager with a library advisory board, the libraries are governed by trustees. The trustees have full and complete responsibility for the library and on them rest the introduction of new policies and the degree of advancement. They carry a responsibility that concerns every inhabitant in the area served by their library, so it is no job for the half-hearted or shallow minded nor for one who merely seeks wide public acclaim. It requires thought, interest and time.

The size of the boards and methods of selection vary too. In size the range is from three to twenty-five members with the majority in the three-five member range. They are selected either by the selectmen or governing officials, election at town meeting or association meeting, or by some special means:—Probate Court; members of the Boards; special stipulations noted in wills or terms of bequest. The terms of office vary from life to one year but the majority hold office for three or five years. Meetings ranged from "when needed" to monthly but the general rule seems to be four meetings a year.

Caliber of Boards

The individual members that the surveyor met during the study were well-known in the community and as a rule active on other boards, community projects and clubs. Because most visits were made during the day the trustees interviewed were primarily women. However, young alert businessmen, lawyers, real estate agents, bankers and professors were among those who took time to answer questions and tell about their library's program and plans. It was encouraging to note that many of the newer members of boards were young men and women.

The trustees appeared to have the interest of the library at heart and many had served on the boards for many years, some from the beginning. As a general rule they indicated they attended board meetings, prepared the budget, carried out assignments given them, but it was the exceptional one who indicated any critical evaluation of the library's accomplishments. Few made reference to any concerted effort to improve the financial resources of the library. There was almost no indication that trustees of nearby towns ever met for mutual help and there was little interest in the national or state trustees' groups. The trustees have in the past, since few libraries have trained librarians, perforce intermingled policy making and administrative functions and have not felt the need for a clear written statement of objectives. However, within the group are men and women of vision, judgment, initiative and the ability to plan and carry forward a program geared to modern times. This group has the full responsibility to determine policy, approve regulations, employ qualified personnel and advance the library program. If they undertake to revitalize library policies they are certain to succeed. It takes keen insight to foresee the consequences of a trend and courage to help work out a solution. Problems that the average person might consider utterly impossible and untimely in the light of existing conditions and attitudes, the trustee can analyze objectively, note the local implication and seek a solution.

Governing Principles

*The public library should be under the general governmental control of capable and interested officials.***

* Library Laws (from the 1954 Revised Statutes of Maine, Annotated, Chapter 42, Amended to date 6/13/61).

** *Public Library Service*, A.L.A. p. 21.

Trustees should be chosen not for partisan reasons but for their value to the citizens, government and library in interpreting the needs of the community, the will of the government, and the policies of the library.

Legal or other provisions should be made for definite, staggered terms and for the retirement of officers and members of the Board to insure the replacement of inactive or uninterested members.

*The function of the library board and of the chief librarian and the staff should be clearly differentiated.**

The librarian should attend all meetings of the board of trustees.

The board and the librarian should adopt a written statement of objectives and should study and plan services to implement these objectives.

The members of the board should participate in the New Hampshire Library Trustees Association and the Trustees' division of the American Library Association.

LIBRARY SERVICES

No attempt was made to make a detailed study of services and technical procedures but a cursory analysis of these factors was made at each library visited to sense the breadth, effectiveness and ease with which service was provided for *children, teen-agers, adults* and *special groups*.

An adequate up-to-date book collection, a comfortable attractive library and a competent staff are necessities but services and procedures are essential, too, for carrying out the library's objective to serve readers who desire books and to reach those who need them but are not aware of the library's offerings. The spirit and competency with which the services are offered make library service professional and not merely a "lending service."

Service to Children

One of the most important phases of library service is work with children. It is a section where careful book selection is paramount. Good children's work provides good readers and good readers continue to read throughout life and become strong advocates of the library. It is the wrong section in which to economize. The book stock should be composed of books in attractive editions that have stood the test of time and use and likewise current books to meet the inquiring minds of today. Storytelling, picture book hours, puppet shows, school visits and reading clubs are all important but need to be guided by a children's librarian who knows books and readers. Maine has many libraries where the service is commendable and the person in charge enthusiastic and capable. Excellent exhibits are arranged, puppet shows held and listening hours and picture book hours regular features.

All libraries visited had at least a section set aside for children, this section varied from a tier of shelves to a separate room. In many libraries the space set aside was poorly located from the standpoint of supervision or approach—second floor locations with steep stairs or dark corners blocked by high stacks. All libraries visited had a few new children's books but in many cases the selection was only fair, the physical condition poor and the book range limited. Sets of books and out-of-date science books were still found on the shelves of many libraries and in one or two of the smallest libraries gifts provided the main part of the collections.

One quarter of the libraries indicated that story hours were held. This service varied from regularly scheduled hours to one a year for a special occasion as at Christmas time, or during National Book Week.

While the elements of good service are evident and in many libraries excellent it is far from evenly distributed. Likewise the hours of service are not always well planned for children who use school buses. Only one library (the position now vacant) was supervised by a trained chil-

* *How Good is Your Library?* New Hampshire State Library. p. 4.

dren's librarian and one library left the supervision to an eighty-eight year old custodian comfortable in a rocking chair. The lending rules and regulations varied from "any one may borrow any number" to an age limit and book limit. Likewise in a few libraries, the old signs of "Quiet" were found.

The answers to an informal questionnaire submitted to librarians and trustees who attended the Spring Round Tables revealed that three libraries consider children's reading as their greatest strength and twenty-one noted such items as lack of books, space, time, trained personnel and lack of story hours as greatest weaknesses.

Service to Teen-Agers

This group with its vitality, interest and spirit of doing needs special attention. They have access to the children's section and to books at school but they drift away if their importance is not recognized. Books from the adult section and special books in such areas as careers, music, art, etiquette, and romance are needed. However, an assistant with special interest in and ability to work with them is often more important than a special collection or room. The resources of the entire library are required to wisely meet their needs. Libraries overflow with eager students and often they disturb the older readers, hence a special room is helpful. These years are vital and libraries need to expose young people to the best in reading for it will be for many their "college of the future."

Special shelves have been set aside for these readers in a few libraries but aside from shelves for "Required Reading" and aid in school reference service the field is still untapped in the majority of libraries.

The fact that in many communities schools are on "double sessions" hampers the service, for to care for the overflow more attention has been placed on discipline than guidance, on rules rather than privileges and books and in some cases resorting to police patrolling and "Silence" signs when efficient assistants with understanding and interest might be more effective.

School Work

All libraries seemed to be actively engaged in school work. Books for "required reading" were specially shelved, books arranged by grades were found in almost every library and there was hardly a library that did not send special classroom collections to schools.

Cooperation with the schools is of prime importance and class visits (both to the library or the librarian to the school) should be held, but the public library should not be the substitute for the school library. If the library is called upon to provide such direct service to the schools, additional funds should be provided by the school. This is an area where each locality should make a special study for at present it would appear that some libraries are more school than public. To continue along these lines hampers the growth of both school and public libraries.

Reference Service

At all libraries visited a simple reference question was asked, the answer to be found in a basic reference book essential to all collections but which to be useful must be up-to-date. The question was answered in half of the libraries visited but the other half lacked the latest editions. This same percentage can describe the reference service now available. This service is outstanding in the large libraries, good in the medium and ranges from fair to poor in the smaller ones. While almost every library had at least three basic reference books, many were out-of-date. New encyclopedias had been purchased in many of the small libraries and the interest in reference books at the Round Tables indicated a growing concern. Reference collections in all but the largest libraries needed weeding of out-of-date material. Better quarters were needed in many and in all more expert assistants. Only one library had a trained person in charge but many had assistants with good book knowledge and inquiring minds. To build up strong, adequate reference facilities in

small libraries is expensive and space consuming and it is one of the first fields where cooperative services might be practical. Of the fifty-seven libraries visited, twenty-one borrowed from other libraries to meet special requests. The majority used either the State Library or the Bangor Library. If the plan outlined in the recent study of Mr. Metcalf, *Cooperation Among Maine Libraries*, is implemented, a good research setup will materialize and would be of great help in answering the *unusual* requests now left unanswered.

Services to Special Groups

Services to groups are provided and the use of films and recordings were reported in some places but the libraries providing such services on a regular formalized basis were few and the statistics not valid for comparison.

Cooperative Services

While some efforts at cooperative activities have been started in Maine libraries, two simple procedures might well be considered by all libraries within a shopping or trading area. All that would be needed to start would be interest, a spirit of sharing and getting together.

1. Plan for uniform lending policies (length of loans, renewals, fines for overdues, etc.) and a borrower's card good in all libraries or recognition of existing library cards by neighboring libraries.
2. Establish an *active* inter-library lending policy to meet special needs and urgent requests.

Book Selection

Book selection can make library service good or inferior. It is one of the prime responsibilities of a librarian and must be done with great care, especially when book funds are limited. The sources used for selection were many but the average small public library depended to a great extent on lists sent by commercial houses. These lists are good, speedy for checking but are more order lists than book selection lists.

Of the 251 libraries in the State less than 100 subscribe to the *Booklist* or use regularly any of the standard book selection aides. Book committees were found in most libraries but book selection meetings for staff members were found only in the larger libraries. It is difficult for an untrained librarian, even one with an excellent background of books, to evaluate the many titles offered annually. The use of nationally recognized selection tools would be an investment, not an expense.

Telephone Service

Twenty-eight of the fifty-seven libraries visited did not have telephones. "It would be a bother," "I have a telephone at home" or "We're not open every day" were some of the reasons given for the lack.

A telephone is an important adjunct and no active library can afford to be without it. It enlarges the book stock, expands the services and speeds up procedures. Books not in the library can be quickly located. Books overdue can be recovered more promptly. Reserve books are moved more rapidly and people who never or seldom use the library can be reached. To pay for itself it must be used. It is a business tool, hence should be only for business not for personal calls, by either public or staff. It is important that the listing of the number be readily located and the entry in the telephone book should be one that is readily thought of by the casual patron.

Charging Systems

It would take a special study to review the charging systems now used by the public libraries in Maine. They range from the ledger system to Gaylord charging machines and many are cumbersome, out-of-date and a handicap to service. A real study should be made and more efficient methods adopted.

Statistically Maine has widespread library service. However, only 20% of the population have access to libraries that provide what approaches adequate service. About 29% of the population live where service is available on a fair to good basis and 51% have either token service or no service, except as the State Library provides it by mail.

Guidelines for Services*

The resources of the library should be adequate to furnish information on the most frequently requested topics, with staff capable of locating facts in these resources and regular referral of difficult questions to the State Library.

Libraries in towns of 5,000 to 10,000 population should have a separate reference room with a well organized collection of materials. In smaller communities there should be a separate section of the library for the reference section.

The public library should provide service for all children which will give them good experience in using the resource which will provide continuing education after school.

In towns of 3,000 to 10,000 population there should be a separate children's room.

In towns of less than 3,000 population there should be a separate section for service to children.

Every library should provide facilities and resources for young people (teen-agers). In towns of 5,000 or more a separate room for young people is desirable.

Every library should have a written statement of policy, covering the selection and maintenance of its collection of books and non-book materials. (PLS 87)

Materials should be selected from recognized critical sources.

THE FINANCIAL PICTURE

The picture of the monetary support of Maine's public libraries is far from clear.

The major responsibility of a public library is to give the best service that is possible with available funds. The major accountability of the trustees is to see that the proper amount is available to produce sound library results. Trustees should aim for a productive course and avoid either excessive spending or a pinch-penny policy.

In Maine, as elsewhere in the country, the financial picture is uneven. The libraries in general receive their support from income from endowments, current contributions, tax appropriations, and state grants. Some receive generous amounts, others mere pittance.

In 1959, from all sources, Maine public libraries acquired enough money to expend on library services \$1.37 per capita. Back in 1940, when \$1.00 per capita was the minimum recommended for libraries, this would have been encouraging. The 1960 per capita expenditure rose to \$1.44, which again would have been almost adequate in 1950 when \$1.50 was noted as the minimum needed.

A slightly encouraging fact is that receipts from tax appropriations climbed to \$701,747 in 1960, a gain of almost \$200,000 in five years, but still far from adequate.

But a closer examination of the figures blurred the picture. It was not always the communities noted for their high cultural and educational levels, their high incomes or low tax rates that supported the libraries most adequately. It was more often the communities where alertness and interest on practical problems prevailed, where incomes were on the low or average scale, where taxes were high, and schools expanding, that generous support was found. There was no pat-

* *How Good is Your Library?* N. H. State Library.

tern to indicate that where large endowments had been built up tax appropriations were withheld nor that where business declines were evident library appropriations were retrenched.

The same sources are tapped for income but the relative success in acquiring funds and improving service is marked by diversity. One picture stands out clearly. Merely obtaining the \$3.00 per capita (newest figure \$3.50) recommended in 1956 in *Public Library Service* is not the whole answer.

One library in 1959 with a per capita expenditure of \$6.70 managed with the money available to open the library thirteen hours per week, buy for its readers about two hundred new books, and employ for \$1500 a part-time librarian. The money allotted did not provide a telephone nor had the resources permitted running water. The interest in this library was great and the 600 people, scattered over a wide area who supported the library, appreciated it and took pride in the accomplishments.

Another library with a per capita expenditure of \$2.06 was able to provide for its people eight trained librarians, a wide choice of materials—9000 books and 460 periodicals added in the year. Its services were available 69 hours per week and extra attractions like exhibits, listening hours, story hours, and discussion groups were regular features. It is supported by a compact population of over 70,000.

One question asked at the Round Tables dealt with support and the answers were revealing. Over half of the replies noted inadequate support and the comments added provided interesting sidelights:

“Imagine we could use more, but I’m satisfied.”

“We don’t want to mix with politics.”

“Our town has had economic difficulties and we are busier than ever but feel we should not ask for more.”

In many cases it is the librarians and trustees that have kept support low. They do not fully grasp the conception of the library as an educational institution to be supported by public funds. What is never asked for is seldom acquired.

There is no doubt that local libraries could and should receive more adequate support and a real effort should be made to increase the per capita local support, but the most urgent need is for libraries to start “working together.” The Standards now used by all libraries in the United States are based on the idea that the resources and services suggested are “available to the local reader, but not necessarily all available within the local community.” Libraries working together and sharing services and materials can meet the needs.

TABLE XI
PER CAPITA EXPENDITURES 1959

Population Served	No Report	Less than \$.50	Less than \$ 1.00	Less than \$ 1.50	Less than \$ 2.50	Less than \$ 3.00	\$3.00 or More	Total Libraries
0-500	14	4	1	1		1	4	25
501-1,000	17	12	15	6	1		4	55
1,001-3,000	7	24	25	11	9	4	14	94
3,001-5,000	7	5	9	8	7	1		37
5,001-10,000	2	1	8	9	1			21
10,001-20,000	3	2	3	3	2		1	14
20,001-75,000			2		1	1	1	5
Totals	50	48	63	38	21	7	24	251

GUIDES

National

. . . In a more or less typical city or county of 100,000 people approximately \$3.50 per capita is needed to achieve *minimum* standards. Smaller places will need more. (*Costs of Public Library Service in 1959.*)

Pennsylvania

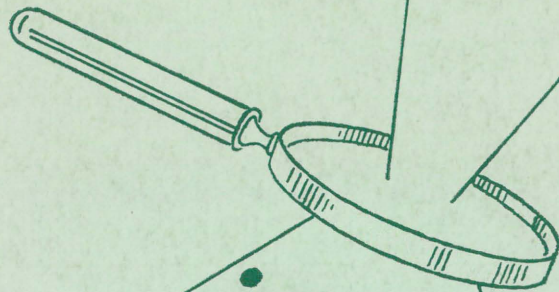
The very smallest libraries will need a budget of at least \$4,000.

New Hampshire

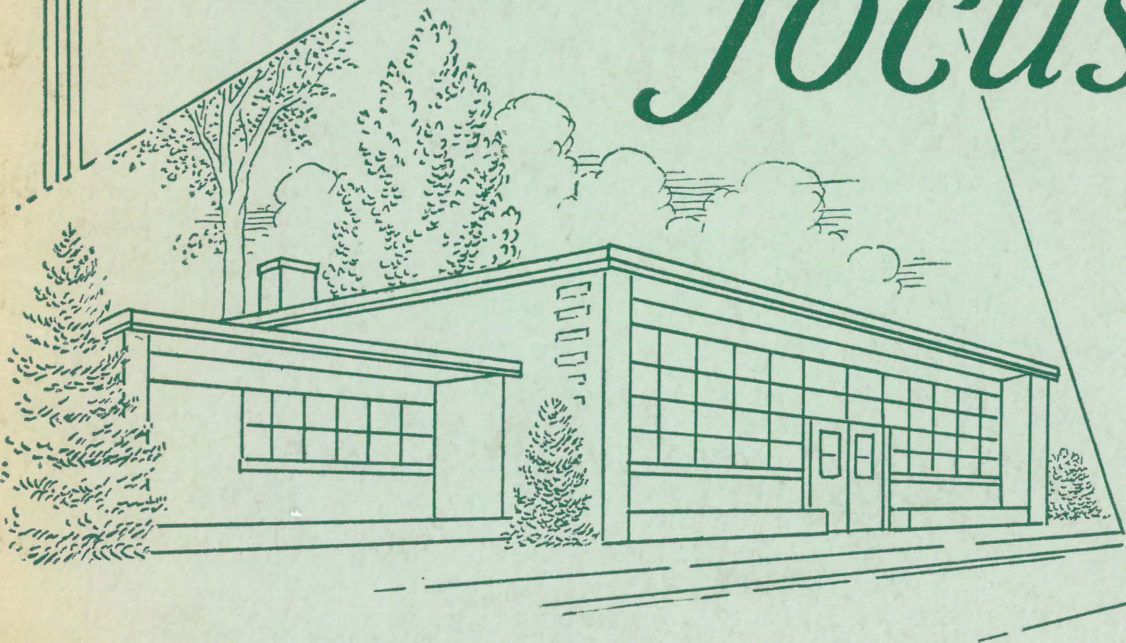
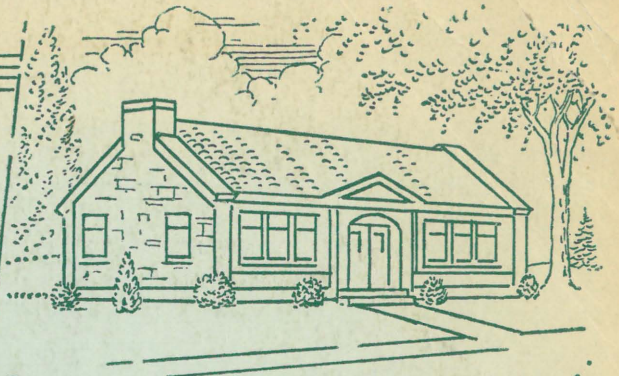
At present prices no less than \$3.00 per capita should be provided for *minimum* service.

Are

MAINE'S Public Libraries



*in
focus?*



ARE MAINE'S
PUBLIC LIBRARIES
IN FOCUS?

A report of a
survey conducted
in 1961
by

L. Marion Moshier

MAINE STATE LIBRARY

Augusta, Maine

1962

This study of public library service in the State of Maine was initiated by the Maine State Library as part of its program under the Federal Library Services Act. Members of the Executive Council and the Committee on Public Library Standards of the Maine Library Association are serving as a survey advisory committee.

Miss L. Marion Moshier was associated with the Division of Library Extension of the New York State Library for many years, serving as Director for several years prior to her recent retirement. She has a thorough knowledge of the problems of the small public library and is the author of *The Small Public Library*, a publication of the American Library Association. It is the good fortune of the public libraries of the State of Maine that Miss Moshier was available to make this study with its recommendations for future development.

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INTRODUCTION

The industrious collection of facts alone does not constitute science or the scientific method; interpretations, with understanding and intelligence, must follow, by whatever method good judgment indicates. Here, as elsewhere, statistics are no adequate substitute for common sense. (*The Library Survey*, by E. W. McDiarmid, Jr. p. 3.)

This report is not an all-inclusive survey nor does it pretend to be 100% objective. It is primarily an appraisal, by one person, based on field visits, reports and statistics. The findings have been tempered and interpreted in the light of years of practical experience in state-wide library service.

It sets forth the findings as a springboard for those actively engaged, at the state level, in library planning for Maine, and as a definite challenge to Maine library trustees, the Maine library profession as a whole and the people of the State to work together to formulate and carry forward a plan of their making; a plan tailored to Maine's specific needs, abilities, monetary resources and native speed of accomplishment. This report should not be considered the final blueprint to be followed point by point, but as a document that provides some of the pertinent facts necessary for local planners to evolve a prudent plan.

The purpose of this study as stated by the State Librarian was:

To assess present services and make recommendations for future development . . . Such a survey . . . (to) serve as a basis for the development of standards for Maine libraries. (Letter from Ruth A. Hazelton, State Librarian, December 27, 1960.)

The time allotted to the study was approximately three months. The field was limited to the study of public libraries. The method of study comprised: field visits, statistical analyses, informal interviews, and study of records, publications and procedures at the state level. Local newspapers were checked for library coverage. No detailed questionnaire was used but information from annual reports was relied upon and all figures, unless otherwise noted, have been taken from the State Library's compilation for 1959.

The surveyor sought the advice and aid of the Department of Economic Development, the Department of Health and Welfare, State Department of Education and the Council and special committees of the Maine Library Association.

The staff of the State Library, especially the State Librarian and the members of the Extension Section gave unlimited time to the project and provided sound and efficient help in making and carrying out schedules and providing, when needed, relevant statistics and information.

The trustees and librarians of the libraries visited were responsive and cooperative and many provided facts and figures beyond those originally sought.

The surveyor was impressed with the basic book resources, type of personnel, general condition of library buildings and the happy acceptance, on the local level, of aid and guidance from the State Library. These features were, in general, better than found in other states under similar conditions and indicated that the state motto—*Dirigo*—is indeed a motto.

The cooperative spirit that was evident throughout the study augurs well for a bright future for library service in the State of Maine. The facts that follow are geared not to "pinpointing" weaknesses or to magnifying the strengths of individual libraries but to focus attention on the composite picture of the library service now available to the people of the State of Maine.

To arrive at the findings, as noted in the report, 63 libraries and all bookmobile headquarters were visited, 4 Round Tables attended, more than 100 issues of newspapers examined from areas of the state, and the book purchases of 57 libraries analyzed. All library outlets were studied in relation to population served and accessibility by highways by use of the *Maine General Highway Atlas*.

THE PICTURE IN BRIEF

THE RANGE AND DIVERSITY OF LIBRARY SERVICE

Number of Libraries

More than 250 libraries* are providing public library service to Maine's 969,265 people. These libraries are located in 222 towns and cities (twenty-five towns have two libraries and two towns have three libraries).

Importance

The libraries reflect the well-being of the communities. They have grown and expanded during the years in relation to the degree that local initiative and local interest in the library have been kept alive. The best ones provide service for the youngest of the children and do not forget the interests of the oldest members of the community. They make available to all citizens access to the means for growth and act as the seed for new ideas and development along all lines — art, business, farming, forestry, professions, shipbuilding and commerce, writing, and local, state and world affairs. They lighten work, brighten leisure and prepare for the tomorrow. They play an important part in creating family solidarity, good citizenship and an alert, prosperous community.

Industries, when considering new locations, study libraries. One southern state, where industrial activity is at a new high, reported "Libraries" on the list of *musts* checked by fact-finding teams employed by companies seeking new locations. A newspaper article in the June 15, 1961, issue of *The Enterprise* noted that the item "Libraries" was included in a study carried on by a company seeking a possible location in Maine. If a community has a library that merely "gets by" but is not first-rate, it can be a liability. It may keep the state from obtaining a needed source of income. Attention focused on library service not only provides returns in education and leisure but also increases the earning power of the citizen. The library is a vital part of every community, large or small. Citizens should be actively aware of the local library they support.

Size

In Maine the libraries range from a city library serving over 70,000 people to a library in a small town which numbers sixty-eight inhabitants. In between the libraries vary greatly in size, area of service, adequacy of support and the amount of service given or attempted. The tables that follow analyze the findings. One highlight is worth noting—only forty libraries are located in places with over 5,000 population.

TABLE I
POPULATION SERVED BY LIBRARIES

Town Population	Number of Libraries
0- 500	25
501- 1,000	55
1,001- 3,000	94
3,001- 5,000	37
5,001-10,000	21
10,001-20,000	14
20,001-75,000	5
Total	251

HOURS

Are the libraries open long enough hours to make service available for the busy person? In measuring the effectiveness of service, hours play an important part. If libraries are to have maximum use they must be open when people have the free time to visit them. Limited hours or

* *Statistics of Public Libraries in Maine, 1959.* Maine State Library.

poorly scheduled ones often make it impossible for many children and a large proportion of the taxpayers to make use of the libraries they support.

Table II indicates the number of hours per week the libraries are open during the winter months. Libraries open in the summer only have not been included since the summer hours are primarily for the convenience of the summer residents. This service is important but covers a short period of time. The table gives merely totals and would be more revealing if broken down by days of week, morning, afternoon and evening hours and compared with other scheduled community activities.

TABLE II
HOURS OF SERVICE*

Size of Population Served	Library Hours Not Noted or Summer Only	Range of Hours Per Week								Total Libraries
		3 or Less	4 to 6	7 to 12	13 to 20	21 to 30	31 to 45	46 to 60	60 or Over	
0- 500	9	7	7	2	0	0	0	0	0	25
501- 1,000	3	15	24	11	2	0	0	0	0	55
1,001- 3,000	2	18	21	34	12	7	0	0	0	94
3,001- 5,000	3	2	3	5	8	8	7	1	0	37
5,001-10,000	1	1	1	0	7	4	4	2	1	21
10,001-20,000				1	1	1	6	4	1	14
20,001-75,000								2	3	5
Totals	18	43	56	53	30	20	17	9	5	251

GUIDES USED BY OTHER STATES**

Population Group Served	State	Hours of Service Per Week
1	2	3
Under 500	Iowa	10
	New Hampshire	10
	New York	6
	Vermont	4-6
500-1,000	Iowa	15
	New Hampshire	12 (at least 4 days weekly)
	New York	12
	Vermont	8-10
1,000-2,500	Iowa	20
	New York	12
	Vermont	18-22
2,500-3,000	Iowa	30
	Michigan (all under 3,000)	10
	New York	18
	South Dakota (all under 3,000)	2 (daily)
3,000-5,000	Vermont	18-22
	Iowa	30
	Massachusetts (all under 5,000)	15
	Michigan	24
	New York	18
	South Dakota	30-36
Vermont	30-36	

* About one-half of the libraries provide some evening hours.

** *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg, 1960. pp. 80-81.

GUIDES USED BY OTHER STATES—Continued

Population Group Served	State	Hours of Service Per Week
1	2	3
5,000–10,000	Iowa	40
	Massachusetts	25
	Michigan	40
	New Hampshire (1,000–10,000)	Some part of 5 days a week
	New York	30
10,000–15,000	South Dakota	36
	Vermont	36–50
	Iowa (10,000 and over)	40
	Massachusetts	50
	Michigan	48
15,000–25,000	New York	30
	South Carolina	36
	Massachusetts	60
	Michigan	60
	New York	45
25,000–50,000	South Carolina (15,000 to 40,000)	36
	Virginia (40,000 to 75,000)	54
	Massachusetts (50,000 and over)	65
	Michigan (50,000 and over)	60
	New York	45
50,000–75,000	South Carolina	54
	Virginia	54
	New York	45
	South Carolina (75,000 and over)	72
	Virginia (75,000 and over)	68
75,000–100,000	New York	60
	Pennsylvania	60
		(including 5 evenings)
100,000 and over		

Note: Maryland and Pennsylvania require a minimum of 20 hours for local units, including, in the case of Pennsylvania, evening hours. Virginia requires that headquarters libraries be kept open a minimum of 36 hours.

National Recommendation*

Well planned hours of service must be maintained by all units in a library system.

The community library in a small population center should provide services to the public some *substantial* part of *five* days a week, the hours and days to be selected upon a basis of maximum potential use.

BOOK RESOURCES

The book collection that is assembled and made available to a community is one of the major aspects of library service. To have a collection that will answer the many questions and needs of the inquiring minds, a library needs not only books but periodicals of high quality, pertinent pamphlets, a local and a nationally recognized newspaper and, if not available through the local resources, *access* to pictures, slides, films, maps, music scores, recordings and various forms of micro-reproductions.

* *Public Library Service.* American Library Association, 1956. pp. 25-26.

An adequate and well cared for book collection contains a wide variety of books from which a reader may choose and enough duplicates of titles in great demand to fulfill requests.

Likewise, the collection must be kept alive, up-to-date and vital by the regular addition of new publications. Books should be purchased promptly and continuously and selections made from accepted sources.

To add new titles is important, but of equal consequence is the regular withdrawal of material. Out-of-date, unnecessary books or those in poor physical condition weaken a collection. Unless outmoded books are withdrawn regularly they can readily crowd out and obscure the currently useful books. In general, as is suggested in *Public Library Service: a Guide to Evaluation with Minimum Standards*, the annual withdrawals from a collection average at least 5 percent of the total collection.

The Findings

Maine libraries are to be congratulated on the book resources they have assembled, for even in the smallest library one finds a fair basic collection, some periodicals, a few "ready reference tools" and a smattering of current titles. However, in the majority of libraries, the book stocks are bolstered by books seldom used. Unreadable sets of authors, once popular, bound magazines and documents seldom used take up valuable space. Many out-of-date books in science, mechanics and travel have been retained. Some of these books may have value for the historian or researcher, but on the open shelves of the average library the everyday patron finds them disconcerting and their very presence breeds criticism and hampers service. Only a quarter of the libraries studied approached the 5% mark in withdrawals.

TABLE III
TOTAL BOOK HOLDINGS, 1956-1960

Year	Volumes	Volumes Per Capita
1960	2,761,659	2.8
1959	2,643,022	2.7
1956	2,436,324	2.66

TOTAL BOOK EXPENDITURES
1956-1960

Year		Libraries Reporting
1960	\$240,518.64	223
1959	230,916.62	225
1956	243,422.54	204

TABLE IV
TOTAL BOOK STOCK IN MAINE PUBLIC LIBRARIES

Size of Population	No Report	Volumes 0-4,999	Volumes 5,000-9,999	Volumes 10,000-19,999	Volumes 20,000-99,999	Volumes Over 100,000	Total Libraries
0- 500	14	5	5	1	—	—	25
501- 1,000	14	23	16	2	—	—	55
1,001- 3,000	12	28	32	18	4	—	94
3,001- 5,000	7	3	8	15	4	—	37
5,001-10,000	2	—	4	10	5	—	21
10,001-20,000	—	—	1	6	7	—	14
20,001-75,000	—	—	—	—	3	2	5
Totals	49	59	66	52	23	2	251

The need to increase the annual rate of purchasing was also evident in the vast majority of libraries. Almost three-fourths of all the libraries in the state spent less than \$1,000 for books during 1959 and of the fifty-seven libraries visited a third added less than 300 books during the year. When one realizes that included in the "books added" are new books, duplicate copies, replacements and gifts, it can readily be seen why few of the 15,000 or more titles published annually reach the shelves of these libraries.

The average price of a current book in 1959 was \$2.80*. (This price was arrived at by studies made at several large libraries where discounts are high, hence the price is lower than paid by the small isolated library.) Not many new titles could be purchased by the 112 libraries that spent less than \$500 for *all* book purchases. One library spent a total of eight dollars for books in 1959!

Also revealing was the checking of the purchases, for the libraries visited, as noted on the state aid application. This checking, of course, has little value in the larger libraries, but in the *smallest ones*, where the situation is acute, it is worth thought. On these lists appeared 1,783 titles of which 24 titles appeared on *Notable Books for 1959* and 16 on the 1960 list. There were only two titles from *Business Books of 1960* and six from *Technical Books of 1960*. From the children's list of best books of the year, there were only twelve titles.

The checking of these lists of course did not give the complete picture of library holdings. Nor did the cursory noting of recent additions, at the time of the surveyor's visit, give a basis for a profound statement on the current holdings. In most libraries other book funds and gifts provide many additional purchases and a wider representation of outstanding titles is doubtless available in many libraries. However, even the smallest library needs books on current problems, technical and business subjects in its basic collection, and in general they were missing.

The checking, however, did provide other clues. The same popular current titles were purchased by most libraries, indicating that gains could be made through cooperative book purchasing and cataloging. Also, the spread of the outstanding titles was wide, indicating that an active inter-library lending program or reciprocal lending privileges would be helpful.

One aspect must be kept in mind, that most of the titles included on these lists are available through the State Library, as was indicated by the checking of *Selected List of Books Recently Added to the Maine State Library*.

Many requests for books not in the local libraries are supplied from the State Library. On March 20, 1961, 107 specific titles were requested by both libraries and individuals. Also, five libraries requested books on special subjects. The subjects covered: radiation, teenage driving, finger painting, propaganda, criminal law, federal and state health safety standards and Kennebec River log drive. Likewise, on that same day, forty-seven requests for specific subjects were made by individuals. Thirty-five of these borrowers lived in towns with library service (four resided on bookmobile routes).

TABLE V
ANNUAL BOOK EXPENDITURES—1959

Size of Population	No Report	Under \$100	Under \$500	Under \$1,000	Under \$5,000	Under \$10,000	Over \$10,000	Total Libraries
0- 500	17	4	4					25
501- 1,000	19	10	23	3				55
1,001- 3,000	13	14	46	11	10			94
3,001- 5,000	6	1	6	11	13			37
5,001-10,000	1	1	2	5	12			21
10,001-20,000	2		1		10	1		14
20,001-75,000	0				1	2	2	5
Totals	58	30	82	30	46	3	2	251

* *Cost of Public Library Service in 1959*. A.L.A., 1960. pp. 5, 7.

TABLE VI
RANGE OF NUMBER OF BOOKS ADDED—1959
(Libraries Visited)

0– 100	101– 200	201– 400	401– 500	501– 600	601– 1000	1001– 3000	3001– 6000	Over 6000
36	108	215	414	510	616	1045		8981
40	150	244	417	523	623	1107		9301
55	172	245	431	524	654	1119		
58	185	260	431	540	710	1243		
59		264	476	572	731	1272		
75		294	486	574	732	1452		
85				588	742	1751		
				590	749	1932		
					761	2092		
					774	2272		
					850			
					853			
					856			
					904			
<hr/>								
Total libraries								
7	4	6	6	8	14	10	0	2–57

TABLE VII
DISCARDING PATTERN OF TWENTY-FIVE LIBRARIES

Population Served by Library	Date Library Was Established	Total Book Stock	Books Discarded	% Total	Total Circulation
525	1902	9,053	63	.007	8,702
584	1895	3,500	56	.016	1,772
806	1914	4,500	220	.048	5,502
976	1931	4,874	60	.012	5,230
982	1901	6,595	—	—	1,644
1,018	1939	3,699	4	.001	7,007
2,062	1952	8,467	348	.041	13,761
2,780	1898	14,850	—	—	13,167
3,169	1842	20,000	2,362	.118	11,507
3,343	1954	13,999	63	.0045	23,777
3,951	1880	26,359	25	.0009	12,358
4,679	1944	5,929	59	.009	4,649
5,043	1925	10,722	1,308	.121	17,061
6,897	1882	22,548	264	.011	81,000
7,661	1889	29,351	194	.006	33,083
8,289	1905	25,856	1,663	.044	57,098
8,769	1894	26,023	867	.033	67,800
10,005	1903	14,160	47	.003	29,685
10,717	1889	33,000	5,106	.154	34,711
12,464	1886	13,548	524	.038	45,295
15,797	1893	19,602	1,145	.058	91,125
19,255	1862	38,407	372	.009	70,204
21,680	1883	33,666	30	.0008	84,156
40,804	1903	76,000	2,949	.038	97,118
72,566	1862	177,017	4,733	.026	382,157

To augment their collections, thirty-four libraries took advantage of collections of Traveling Libraries sent by the Extension Section of the State Library and in thirty-three towns with public libraries, requests for collections were also received (and sent) to *individuals*. These latter re-

quests for collections, of course, may not have been because of the local library's resources alone, for hours, location of library and even personality traits often enter the picture. However, the picture presented is one that has all the indications of meagre collections of current books.

Listed below are guides for book resources, used by other states in their efforts to build up their collections to a useful size.

GUIDES*

California	Library unit—a book collection of at least 7,000 volumes.
Maryland	Minimum of 6,000 titles or 2 books per capita for basic collection.
Massachusetts	<i>Standard titles</i> in major fields of interest for adults. Books for children and young adults selected from standard lists. Evidence that collection has been evaluated, and seldom-used and obsolete material discarded regularly. Evidence that new titles for adults, young adults and children are added each year.
Under 5,000 Population	Standard titles in major fields . . . (as noted above) with a selected basic reference collection. Provision in library budget for regular additions of currently useful titles for adults, young adults and children.
5,000–9,000 Population	25,000 volumes, which includes a substantial percentage of titles in basic book selection aids approved by the American Library Association, and supplemented by annual acquisitions of currently useful new titles. . .
10,000–24,999 Population	Equivalent of 2 books per capita per community served . . . supplemented by annual acquisitions of new titles with sufficient duplication of currently useful titles. Book collection should be supplemented by periodicals, films, phonograph records, pamphlets, maps, etc.
25,000–49,999 Population	Same as 25,000–49,999 group.
50,000 and over	
Missouri	A minimum of 3,000-4,000 books in good condition and of current interests. . .
Local Outlets (up to 25,000)	Additions of at least 2,000 new titles annually. A basic collection of reference books and several hundred information tools kept up-to-date with additions and revisions. The more important periodicals not usually taken by home subscription and selected pamphlets and audio visual materials.
New York	
0–35,000	3 books per person minimum.
35,000–100,000	2 books per person. At least two-tenths of a volume per capita annually.
Pennsylvania	
Local unit	6,000 volumes minimum. In larger places, one book per capita. At least 20 titles on <i>the list of Minimum Reference Sources for Small Pennsylvania Libraries</i> . Subscription to 10 general periodicals of substance.
Larger libraries	75,000 volumes minimum . . . including 10,000 volumes for children and 2,500 volumes for young people. Include the 124 basic information sets. Add at least 5,000 volumes annually. 250 periodicals. At least 1,500 long-playing disks or tapes and 250 motion picture films.
South Carolina	Minimum of 1 volume per capita. The proportion of adult non-fiction holdings to adult holdings should be at least 60 per cent.

* *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg.

South Dakota	Minimum of 6,000 volumes selected from approved lists for public library service.
0-5,000	
5,000-10,000	Minimum of 1½ volumes per capita.
Over 10,000	Minimum of 1 volume per capita.

Virginia

Population Served	Volumes Per Capita
6,000- 10,000	3.0 up to 25,000
10,000- 35,000	2.5 up to 70,000
35,000-100,000	2.0 up to 175,000

STATURE OF PERSONNEL

Education and Training

One library is distinguished from another not so much by the size of the library building or the number of books it houses as by the atmosphere it creates and what happens to people when they come for service. For a healthy library climate and to make the book collection an effective instrument of public service, a competent and adequate staff is essential.

In Maine, as in most of the fifty states, library personnel includes a wide range of individuals. There are in the ranks persons without high school diplomas and individuals with several academic degrees. There are numerous volunteers and part-time workers and many dedicated people who have devoted their lives to the management of the libraries.

Maine is fortunate in the caliber of the personnel it has had in the past and of those now employed in libraries, but plans for the future are needed to assure the continuance of the quality. Competence is not, as a rule, casually picked up. In the selection of a librarian for a small library great care is needed, for one person is called upon to take care of a wide range of activities. Also, the assistants are usually part-time or volunteers, hence training and supervisory talents play an important part.

Since public library service directly or indirectly affects the lives of the entire population it should be in qualified hands. In most libraries the largest portion of the tax monies is allotted to salaries and it is astute to invest the money wisely. To do this it is judicious to establish guide posts for selection with minimum educational preparation noted. No such guide posts have been set for public librarians in the State of Maine.

In the past, reading for the law without formal training produced many outstanding lawyers. There have been and still are in Maine and elsewhere remarkable librarians who have gained "on the job" training and provided effective library service, but this type of training requires more time, with proper supervision, than is available in libraries today and leaves much to chance. Thirty-three states have adopted guides to direct them in selection of personnel.

Even in most of the cities of Maine the majority of staff members lack formal training and the experience (but not the ability) for initiating progressive modern library service.

Only in the library serving the largest city in the State are all major departments headed by librarians who have graduated from library schools. One city located in one of the most significant spots in the State has not one member on its staff with training and the library is a "two-man" operation where at least a minimum staff of nine should be employed.

There is a widespread lack of comprehension of the purpose of libraries beyond that of circulation of books and there has been little attempt to simplify procedures and adopt more efficient methods of operation to provide for the extra services.

The "professional" staff of public libraries, while often members of the state and regional library association, do not play an active part in the American Library Association. This is the national organization where the best experience is obtained in evaluation of library service, trends, future planning and research. As of November 1, 1961, thirty-one members of the Public Library Association of the American Library Association were members from Maine. Seven of these are personal memberships and twenty-four are institutional members.

TABLE VIII
BACKGROUND AND TRAINING FOR PUBLIC LIBRARY SERVICE

Population range served by library	Total Staff*		Education and Training of Librarian				Education and Training of Assistants				Range of Hours worked Per Week	Salary Range for Librarian
	Full Time	Part Time	College and Training	College No Training	Less Than College	Corres. Course Completed or Summer School	College and Training	College No Training	Less Than College	Corres. Course Completed or Summer School		
0-5,000 (31 libraries Total pop. served by group 31,309)	2	70	—	5	26	(6)	1	—	40	(8)	1½ hours to 29 hours	25c per hour** to \$2,000 per year
5,000-10,000 (10 libraries Total pop. served by group 71,126)	13	27	—	0	10	(5)	—	—	30	(4)	17½ hours to 40 hours	\$1,000 per year to \$4,000 per year
10,000-20,000 (11 libraries Total pop. served by group 135,985)	30	20	1	1	9	(4)	1	1	37	(6)	20 hours to 45 hours	\$1,090 to \$6,500 per year
Over 20,000 (5 libraries Total pop. served by group 198,411)	87	9	3	1	1		7	5	79	(3)	37 hours to 40 hours	\$3,000 per year to \$8,000 plus
Totals	132	126	4	7	46	(15)	9	6	186	(21)		

* Thirty hours or more considered full time.

** In 1960 raised to 75 cents.

In general the librarians and trustees operate libraries as "sufficient unto themselves." In keeping with the times there have been a few cooperative ventures, among a few librarians, but none of the projects has been on a planned formal continuous basis.

STAFF RATIOS, BASED ON POPULATION SERVED

American Library Association	1: 2500	(In a <i>system</i> serving a population of 100,000, staff should include at least 15 professional librarians.)*
Maryland	1: 2400-3000*	
Massachusetts	1: 2500	In population over 10,000 (In a system serving a population of 100,000 staff should include at least 15 professional librarians.)*
New Hampshire	One staff member	(full-time or equivalent) should be the minimum provision for each 2500 people in a service area. P.L.S. (127). Towns of less than 2500 population should have a capable substitute paid by the board rather than the librarian.**
New York	1: 2500 1: 5000	for libraries <i>not</i> in systems for libraries in systems
Pennsylvania	1: 3500	(A district library center should employ a minimum staff of 15, of whom 7 should be professional librarians.)
Virginia	1: 4000 1: 5000	in populations over 90,000 in populations under 90,000

Working Conditions

Retirement. Even the smallest library should keep in mind the welfare of its staff and provide the best working conditions possible. Retirement and Social Security possibilities should be carefully studied and trustees should take steps to incorporate the provisions that apply to their type of library. *Formal* action is always necessary and no Board should assume that its library will automatically qualify. If a library belongs to no pension system a definite age limit for retirement should be set. About one-half of the libraries visited indicated that the staffs were covered (or the matter was under consideration) by either Social Security or a retirement plan. Only a few libraries indicated a policy relating to age of retirement.

Vacations. Unlike schools, libraries operate on a fifty-two week schedule and have no definite closing period when vacations are taken. Library work is a demanding profession with many outside commitments, Saturday and evening hours. Vacations are essential. In Maine where one of the busy periods, in many libraries, is in the summer, the usual months of July and August may not be practical but some definite paid time should be allowed for *all* workers. As with retirement about one-half of the libraries had a stated policy. The vacation period indicated by the libraries visited ranged from none to one month.

One factor that appeared and reappeared was the lack of "reliefs" or substitutes for the librarians in very small libraries to care for vacations, illnesses or emergencies. In libraries where the staff consists of one person only, a capable paid substitute should be available. Provision for this should be indicated as part of the annual budget and it should not be paid for by the librarian.

Sick Leave. Provisions for sick leave seem to have been left more or less to chance to be solved when the emergency arises. This policy can work hardships and be embarrassing both to librarian, staff members and trustees. While just exceptions can always be made, a definite procedure should be established. The policies adopted vary as to number of days and only in a very few cases was the sick leave accumulative.

* *State Standards for Public Libraries*, by Rose Vainstein and Marian Magg. p. 85.
** *How Good is Your Library?* New Hampshire State Library. p. 6.

Salaries. The salary question calls for closer study by the trustees and the Maine Library Association. Few definite classification and pay plans have been adopted and few applicants could be given assurance that for satisfactory work regular increments would be forthcoming. Many faithful, alert and good librarians are working for hourly pay lower than the minimum wage. In one library, after years of service, the hourly rate was raised from twenty-five cents to seventy-five cents. The supply of librarians is low, the positions vacant numerous and the competition great. To attract and hold young people the salaries for public libraries need to be readjusted rapidly. Youth and enthusiasm are qualities needed in Maine but the present salary scale will not attract many of the recent graduates. In 1959 the average salary range offered the new library school graduate was \$4,682-\$5,382. The Boston Public Library's beginning salary is \$5,024 and the pre-professional salary begins at \$4,016. In New York State the recommended beginning salary is \$5,040.

Unless salary scales are improved, public libraries cannot attract and hold first-rate personnel. The loss or lack of the service of trained staff members make it impossible for residents of the State to get full value from the collections now in their libraries.

TABLE IX
WORKING CONDITIONS*

Pop. Range Served by Library	Social Security	Pension System	Vacation	Sick Leave	Hours worked per week	Days worked per week
0-5,000	11	2	11 Range: Month—1 3 weeks—1 2 weeks—9	6 Range: Indefinite—3 2 weeks—1 1 week—1 ½ day per month—1	1½-34	1-6
5,000-10,000	4	5	9 Range: 2 weeks—6 3 weeks—2 4 weeks—1	6 Range: Up to trustees—2 10 days—1 2 weeks—2 3 weeks—1	17½-40	3-6
10,000-20,000	8	2	9 Range: 2 weeks—8 (1 month for Librarian)—2 3 weeks—1	6 Range: 1 day per week worked—1 1 week accumulated to 3 yrs.—1 10 days up to 90 days—1 12 days—1 12 days up to 3 yrs.—1 1 month after 1 year—1	20-45	3-6
Over 20,000	1	4	5 Range: 2 weeks—2 3 weeks—2 24 working days—1	5 Range: None—1 Variable—1 1 day month accumulated to 50 days—1 2 weeks—1 Librarian decides—1	37-40	5½-6

TABLE X
SAMPLE SALARY SCALE IN PUBLIC LIBRARIES**

Population Served by Library	Librarian	Assistants	Hourly Rate
Under 5,000	\$1800 2100-2300 2500 3100-3900	\$815 780-900 1130 2500-2610	Students 50c — 85c 85c to \$1.00 adults 40c to 65c students

* Covers only libraries visited.
** Selected from libraries visited.