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Report of the Librarian 1975 - 1976

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PRAIRIE VIEW A&M UNIVERSITY

PRAIRIE VIEW, TEXAS 77445

REPORT OF THE LIBRARIAN



Head of
LIBRARIAN

Financial Statement

October 4, 1976

Dr. Alvin I. Thomas, President
Prairie View A&M University
Prairie View, Texas 77445

Dear President Thomas:

I have pleasure to again submit to you these following pages which are the sixth report produced during my tenure as Head Librarian of the W. R. Banks Library.

The report of the Learning Resources Center has been presented as written. It may be founded following the Librarian's Report.

It is hoped that these pages will evoke not only the sense of pleasure which is associated with accomplishment, but also a sense of concern and alarm in those areas which are deserving of serious attention. It is the purpose of this report to present an accurate analysis of the Library as it exists in a state of constantly improving educational change. Such analysis is, of course, the first objective in our goal of sustained excellence.

Sincerely,

Frank Francis, Jr.
Librarian

FF/bc

REPORT OF THE LIBRARIAN

Physical Changes

The Library is on a collision course with the shortage of space. Most libraries can make the same claim because space shortage is the invertable results of the increase of physical volumes and added programs within the building. However, ours is one of increased volumes and added activities within the library.

The physical change which was eagerly anticipated by all who worked in the library, was the painting of all three floors, and the installation of tile over concrete floor. The end effect have greatly eliminated the dismal and dreary atmosphere and help to make the building come alive.

Library Use

An open stack arrangement, with free access to books and materials provided to patrons, allows no real assessment of Library use based upon circulation statistics. As the use of Circulation statistics were discussed at length in other reports--the subject will not be repeated.

The effectiveness of a library is measured by student excellence as indicated by their grades, which are influenced not only by teaching effectiveness but by meaningful use of library resources.

Grades, research reports, and theses suggest that meaningful library use is a needed objective of the University. It should be made clear that such an objective does not include artificial schemes to "get students to use the library," but rather require the student to seek library resources as a result of higher standards in term papers, etc.

An attitude of the Library as an important and concretely real contributor to the educational process should replace the frequently encounter that the library is "a good thing," a concept so vague as to lead students to believe that it may not be necessary at all.

Below are the circulation figures of the Circulation Department for the Period from June 1, 1975 to May 8, 1976.

I. Total Materials Circulated - 33,043

A. Inside of Library - 5,623

1. Reserves - 5,623

B. Outside of Library - 27,420

1. Non-Reserves - 27,297

a. Faculty - 1,269

(1) Dewey - 570

000	12
100	29
200	22
300	229
400	5
500	46
600	98
700	77
800	18
910-919	11
920	2
900-909	
930-999	5

Fiction 16

(2) L C Class - 699

A	0
B	33
C	0
D	7
E	7
F	0
G	19

H	148
J	9
K	12
L	190
M	5
N	52
P	29
Q	42
R	52
(1) S	4
T	83
(2) U	1
V	0
Z	6

b. Students - 26,028

(1) Dewey - 13,100

1. Teacher	000	69
	100	761
2. Matriculation	200	103
	300	4494
3. Serials	400	133
	500	997
4. Overhead -	600	3390
	700	1070
5. Circula	800	654
	910-919	190
6. New Books	920	141
	900-909	
	930-999	658

Fiction 440

(2) L C Class - 12,928

A	8
B	803
C	14
D	255
E	685
F	109
G	337
H	3134
J	303
K	156
L	1816
M	200
N	295
P	681
Q	1691

R	1100
S	153
T	1151
U	7
V	3
Z	27

c. Reserves (Overnight Use) - 123

(1) Faculty 1

(2) Students 122

II. Transfers Written - 100

A. Lost - 37

1. Circulation - 34

2. Teachers' Reserves - 3

B. Multilations - 5

1. Serials - 5

C. Overdues - 58

1. Circulation - 58

III. New Books Received - 6,576

The Necessity of An Increased Book Budget

Without an increase in its book budget, inflation will cause the W. R. Banks Library to fall further behind. According to book industry statistics, the average for all categories for academic libraries increased sharply in 1975-76. From fiscal 1973 to fiscal 1974, the price increase was 9.7 percent. From fiscal 1974 to fiscal 1975, the price increase was 25.5 percent.

The inflation of serials prices is even more serious. In 1971, the average periodical cost was \$9.84. Five years later, the price had risen to \$14.56. The steady increase in the price of serials is an

especially damaging item since serials occupies a high priority in academic circles. An increased budget will be necessary merely to maintain the Library's commitment to continuations. An even greater increase will be necessary for the Library to continue to develop its monograph holdings.

An increase in funds to provide for inflationary prices is not enough, because the library is inadequate by the standards set by the American Library Association, and libraries of similar size and reputation. The W. R. Banks Library needs to maintain multiple copies of a large variety of basic materials for Education, Science, etc. A great deal of our expenditures, unfortunately goes toward the purchase of multiple copies of books at the sacrifice of developing the collection in depth. Thus, we not only are unable to keep up with purchase of new publications, but we are unable to adequately duplicate heavily used materials.

Not only does the Library need an increase in its book budget to add new items but every year a certain number of replacement copies have to be purchased. Studies show that in recent years the rate of book theft in libraries has increased to such a point that it has become a threat to every library administration. Thousands of dollars are spent each year by the W. R. Banks Library to replace stolen books. Eventhough means are being sought and plans are being made to prevent thefts, still the necessity exists to replace those books already missing.

Because of one fourth of the Library's Collection is serials in nature, the binding operation is quite extensive. The binding of loose periodical issues is of great urgency. Loose pieces are damaged and

stolen more easily. Old issues are more expensive to acquire and go out of print faster. The W. R. Banks Library has been making every effort to eliminate the backlog of binding needs, but has been frustrated in the past by shortage of staff and funds. An improved budget will enable the Library to provide better access to its existing Serial Collection by means of permanent binding.

The 1976-77 book budget of \$200,000 will not permit the Library to begin the collection enrichment program which it sorely needs. However, it is considered to be the minimum required to off-set inflation, to fill the most pressing needs for duplication and replacement of primary materials, to preserve the collection physically, and at the same time insure that the condition and reputation of the Library does not worsen because of our inability to acquire the most recent publications.

Acquisitions

As of August 31, 1976 the Library had expenditure a total of \$261,515. This figure does include salaries or student wages. We have received approximately 25,000 volumes of books covering all ten main classes with special emphasis on Engineering, Industrial Education, Home Economics, and Nursing Education.

Presently the department has not been able to maintain its level of accuracy and efficiency with 100's of book orders coming in at the same time. This department is our main priority for this year.

Archives

It should be remembered that our heritage is no longer than our future. To this end, the events which occurred yesterday, or last week

are important posterity and their documentation should be preserved for the future. The implementation of Archival facility has signal a new awareness for our history which should result in a concentrated effort to collect documents of all kinds. Such collection must not be relegated as the responsibility of the archivist alone, but should be shared by all associated with the University.

Most of the records available were collected by Mr. O. J. Baker, a former Librarian, whose tenure of service extended from 1931-1970. These records were processed according to THE MANUAL FOR ESTABLISHING AND ORGANIZING AN ARCHIVAL COLLECTION, January, 1974, which was presented to the University President and Librarian for approval. In processing, the documents were divided into three categories:

(1) Record Groups - the official records of the University;

(2) Collections - an artificial grouping of records collected by an individual; and

(3) Personal papers and correspondence of an individual.

The following finding aids serve as indexes to the documents: (1) Cards on file in the Card Catalog; (2) Preliminary Inventories of Records; and (3) Calendars.

The Documents available for use are:

- UNIVERSITY GENERAL - (EARLY HISTORY AND LEGAL) RECORDS
- RECORDS OF J. C. OSBORNE, PRINCIPAL

His files consist of Annual Reports of Prairie View State Normal And Industrial College for the Fiscal Years, 1919-20, 1920-21, 1921-22, 1922-23, 1923-24; Fiscal Budget 1921 and Catalogue of Prairie View State Normal And Industrial College 1923-24.

- RECORDS OF WILLETTE RUTHERFORD BANKS, PRINCIPAL

Mainly correspondence in the form of Newsletters (bound together in volumes), Handbook, containing academic information, rules and regulations and roster of employees; Catalog of record sessions and schedules of classes.

- RECORDS OF EDWARD BERTRAM EVANS, PRESIDENT

This series of records consist of correspondence in the form of Newsletters (bound together), Handbooks And Faculty Directories, Catalogs of Record Sessions, Schedule of Classes and Faculty Conference Reports.

- RECORDS OF ALVIN I. THOMAS, PRESIDENT

Mainly correspondence in the form of newsletters (bound together) and Faculty Reporter.

- RECORDS OF THE PRAIRIE VIEW INTERSCHOLASTIC LEAGUE

The 1,041 documents consists of five series of records of the Prairie View Interscholastic League (formerly the Texas Interscholastic League of Colored Schools). They are complete for only certain years of the period 1920-1970, when the League was in operation.

- EDUCATIONAL CONFERENCE RECORDS (1931-1965)

This group of records consist of correspondence, reports and programs relating to the Annual Conference On The Education Of Negroes In Texas, dating back to 1931. The conference has evolved out of extensive studies of Negro life in the State. Many of the reports have been sent to the bindery.

- AGRICULTURAL EXTENSION SERVICE

These records consist of correspondence, pictures, narrative and statistical sections. The statistical reports on printed forms, give information on population of counties, sources of income, vital statistics, value of crops produced and types of crops produced and other subjects. The narrative reports include the same general information but they give a much more complete description of social conditions and community organization.

Cataloging

The Cataloging area will be the second objective of the Librarian's Spring Project. The work of this department is gravely handicapped by a shortage of clerical help. The lack of clerks and para-professionals have been a characteristics for many years. In addition need physical improvements (carpet, desk, chairs, draperies) have not been obtainable. Substantial inroads into these problems are anticipated in the near future to reduce great work load now required of personnel who work in the area.

Because of other tasks only 8,860 books were cataloged.

Research Service Center

An essential preliminary to intelligent planning of reference service in a library is an understanding of the functions, objectives, and responsibilities of the library as a whole and its relationship to the community which it serves....and the following statement of one of our library's general objectives embraces this service. "The W. R. Banks Library provides free service to all individuals and groups in the University Community." One basic objective is the provision and servicing of selected materials which aid the individual in the pursuit of education, information or research and in the creative use of leisure time. Reference work, essentially, is the service of bringing together the inquirer and the printed material he needs as well as aiding in the effective and efficient use of this material. This responsibility does not end with a search in printed sources within the library, but frequently involves interlibrary loan requests or placing the inquirer in direct contact with outside agencies where he will find help.

On the whole, the activities of the Research Service Center have been good; however, a great problem exists due to mutilation of materials. This situation is keenly felt when locating materials for research or general purposes. Many books have been destroyed and articles completely torn from many magazines.

Faculty members are availing themselves more and more of the resources of the library, and we have seen an increased number of class visits during the regular and summer sessions.

Interlibrary Loans. The handling of interlibrary loans and interdepartmental orders have become very exacting and time consuming. There is a tremendous amount of correspondence connected with borrowing, acknowledging, and returning loans, and a tremendous amount of record keeping connected with both areas of operation. Therefore, there is an urgent need for the appointment of an additional staff member....a clerk typist.

Collection. Maintaining a collection that continues to provide strong support to students and faculty reference and research is one of our priorities. We are doubling our activities in this area by:

- Checking appropriate bibliographical sources constantly to determine needs and additions to the collection.
- Recommending references and research resources for acquisition to manifest these needs and additions.

During this reporting period, the Research Service Center:

Acquisitioned 954 Volumes and 235,074 non-book items--a total of 236,028 resources. The non-book items included 234,728 vertical file pieces, 47 maps, 61 charts, 76 brochures, 36 microfilm and 126 microfiche. A total of 278,712 vertical file items were discarded.

Issued a total of 7,168 recorded materials. Statistics include 5,237 books and 1,931 non-book items. A survey of non-book circulation reveals 47 bulletins, 178 magazines, 752 microfilms, 456 microfiche, 307 monographs, 176 pamphlets and 15 (82 prints) interlibrary loans.

Analyzed more than 6,000 inquiries (excluding directional questions). These range from spot queries involving the rise of Reader's Guide, World Almanac, Texas Almanac, Statistical Abstract and other readily accessible references to problems requiring extensive search.

The wide interest of our clientele is reflected in a few selected queries:

(1) Provisions of the Smith-Hughes Act Perkins Act - 1963

(2) Address: Department of Commerce in the State of Delaware

(3) Definition of Custri

(4) Quotation: "Bury me not in the land of slaves"

(5) Heads of State - Leaders of different countries

(6) Members of Black Caucus

(7) Black Congressmen

(8) Black Mayors

(9) Biographies of the Presidential Candidates

(10) The number of Afro American doctors, dentists and veterinarians in the United States today

(11) General Secretary of AAUP

(12) Metric System

Photoduplicated 56,159 pages of materials during the year. Thirty three thousand two hundred and eighty two (33,282) copies were made for interdepartmental orders; 21,881 for library and 996 were made for faculty and students.

Completed 15 interlibrary loan transactions (mailings). Fifteen titles involving 12 establishments were requested for our clientele. Thirteen requested were filled and 2 were unfilled. Requests filled were placed for 4 books, 1 dissertation, 5 theses, 2 bulletins, 1 journal (8 prints).

Two hundred and three (2-3) interlibrary loan Teletype (TWX) transactions were completed. One hundred and eighty titles involving establishments were requested for our clientele. Ninety nine requests were filled and 81 requests were unfilled. The requests filled were placed for 23 books, 66 journals (682 prints), 3 theses, 5 microfilm, 1 dissertation, and 1 report. The requests not filled were placed for 5 books, 66 journals, 2 microfilms, 2 theses, 1 dissertation, 1 bulletin, 1 proceeding, 3 reports. Twenty three titles involving establishments were requested from our library. Fifteen were filled and 8 were unfilled. Types of materials borrowed: 4 theses, 10 journals, (82 prints), 1 report. Requests unfilled were placed for 4 books, 2 journals and 2 reports.

A total of 218 transactions (Mailings and TWX) were completed. One hundred and ninety five titles involving 31 establishments were requested for our clientele. One hundred and twelve requests were filled and 83 were unfilled. Requests filled were placed for 27 books, 67 journals, (690 prints), 2 bulletins, 8 theses, 5 microfilms, 2 reports and 1 dissertation. Twenty three titles involving 8 establishments were requested from our library. Fifteen were filled and 8 were unfilled. Types of materials filled were 4 theses, 10 journals (82 prints), and 1 report.

Bibliographies in Compilation. Bibliographic and compilation services continue to be a leading departmental activity. Some of the requests for such services are listed below.

- Multicultural programs
- History of basketball in Texas
- Library resources in the field of physical education
- Sociological implications of the crime wave
- A list of Out of Print Dealers for textbooks
- Principle territories in America

Serials

Serial publications, especially journals, provide a platform for the communication of ideas, the exchange of experience, and the transmission of current information. For these reasons, they form a very basic element in the reference resources of a library.

The W. R. Banks Library has a growing collection of serial publications. Included are journals, newspapers, government publications, Texas State Documents, experiment station publications, annual reports, college catalogs. The objective of the Serials Department is to find effective ways of selecting, acquiring, organizing, housing, and servicing publications received. A number of projects have been started to achieve this goal.

State of the Periodicals Collection. Periodicals are an important part of the library's collection for not only do they inform the searcher about recent events, but also they contain a very large proportion of the first appearances of important literature, original research, and invention in science and technology.

Because our goal is to have a wide collection of periodicals and to make them easily and quickly accessible to patrons, the Serials Department Staff reviewed the current subscriptions list and suggested titles to add, renew, or drop; instituted a claims procedure; selected and carefully prepared titles for the bindery; gathered data for a serials print-out; studied procedures of organization, preparation, etc. in the literature and at workshops and conferences; ordered appropriate equipment and supplies for periodicals, the map depository, and documents; began subject analysis of holdings with the idea of recommendations for a five year span, among other projects.

Documents organization and processing, map depository preparations, and a number of other projects either were halted or postponed because the serials librarian assumed responsibility for the human nutrition project.

The University is constantly adding degree programs shifting emphasis of those already in the curriculum, and at the same time serial publications are ever increasing. For these reasons, we need to take adequate steps to correct and expand serials activities in all aspects.

New Acquisitions. Eventhough budgetary problems forced the cancellation of a number of journals, 110 new titles were added.

Gifts. Journals were received from the following individuals:

President Alvin I. Thomas

Mr. J. C. Williams

Mrs. Helen Yeh

Mr. Frank Francis, Jr.

Ms. Dorothy Davis

Ms. Patricia Parr

Congressman Pickle

Holdings. The Library subscribes to 1,141 journals and approximately 210 are received as gifts. The total number of newspapers subscribed to is 48. Approximately 10 are received as gifts.

The Library has 26,281 bound journals in the collection excluding duplicates, also 3,841 microfilms and 4,120 microfiche.

Serials Preparation Processes. Mail for all departments of the Library was received and distributed daily. Journals, newspapers, microforms, etc. were processed, housed, and serviced. We circulated 17,052 library items. [See Appendix]

Binding Preparation Processes. From December 1975 to March 1976, 1,817 volumes were prepared for the bindery. Back issues received through gifts or exchange enabled certain volumes to be bound. Student assistants received instruction in bindery preparation procedures.

Other Activities

Claiming of Missing Issues. Deep, regular, thorough review of journal and newspaper subscriptions is necessary for two reasons: (1) missing issues of journals that are unclaimed equal financial lost for the library, and (2) publishers of journal literature print a certain number of copies per run. Some are kept from 30 to 60 to 90 days. After the specified time, back files are turned over to second hand dealers and the cost immediately doubles, triples.

The Serials Department is attempting to correct the problem through a systematic method of claiming. Faxon's Automated Claims System and Serials Updating Service assist us in this effort. Also standard claims forms for direct orders and a statistics claim sheet were developed.

APPENDIX
SERIALS DEPARTMENT
STATISTICAL SUMMARY RECORD SHEET
Period Covered May 1, 1975 to April 30, 1976

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	Total
Magazines (Circ)	229	1853	1841	886	1699	1916	1512	1153	931	1553	1749	1730	17052
Newspapers (Circ)	54	67	126	195	36	166	321	296	45	115	125	68	1614
College Catalogs (Circ)	35	73	13	5	6	16	16	13	11	—	4	1	193
College & Univ. Exp. & Ext. Stat. Pub. (Rec'd)	8	25	35	20	10	23	9	4	0	18	5	39	196
College & Univ. Bul. Cat (Rec'd)	2	9	2	3	6	0	0	0	0	1	1	1	25
Annual Reports & Proc. (Rec'd)	2	0	1	0	0	2	1	0	0	0	4	6	16
Bound Volumes (Rec'd)	5	7	9	2	6	0	1	443	0	829	553	4	1859
Indexes (Rec'd)	36	36	34	45	37	35	29	35	67	43	25	55	477
Microfilms (Rec'd)	5	4	1	4	2	2	2	1	6	3	3	3	36
Microfiche (Rec'd)	0	0	89	0	20	90	0	54	0	0	0	61	314
FAO Documents (Rec'd)	0	0	3	0	24	0	0	0	4	0	0	0	31
Gov. Documents (Rec'd)	3	4	0	16	4	7	0	0	0	7	0	25	66

Several of the direct orders were sent back from purchasing marked NIF (insufficient funds) long after Acquisitions had placed the orders. Serials assumed bills had been paid. The Composite Order too has suffered from delays in payment. Eventhough the Acquisitions Department has placed the orders and Serials Department has generated claims, the issues have not been received because the publishers will either not send the issues or send only a limited number until bills are paid. We have received many a terse note to this effect. Consequently, we need to work out a system between the three units to resolve the problem.

Projects in Progress

In addition to the routine duties of processing and servicing serial publications, the following projects are underway:

1. Serials Print-Out
2. Unbound Journal Backlog
3. Map Depository
4. Cataloging of Serials
5. Shifting of Bound Journals
6. Subject Analysis of Subscriptions with Recommendations

Recommendations

Serials Collection. That we re-think totally the handling of serial publications within the W. R. Banks Library. Degree programs are being added; subscriptions increasing, and in general, the publishing out-put greater. Past procedures are inadequate. Serials personnel is spending more and more time checking materials in and pulling back issues when the time should be spent working on projects, plans, and procedures to make resources of maximum service to the clientele. At present, a patron begins a search in the Reference Department (first floor), continues to Periodicals (basement) where he receives information on

holdings, some of the back issues that are not missing, then returns to the Reference Department for issues on microfiche/microfilm and to the stacks to search for bound copies. He often has to repeat the cycle several times for one subject search. This is both frustrating and confusing to the patron. Added to this, for monographs on the same subject, he has an entirely new hassle with the Dewey and LC number change over.

We need to consolidate some of the steps a patron takes in order to satisfy his information needs. For serials, the original plan included purchasing back sets of broken volumes on microfilm, cataloging the bound collection, and providing a print-out of holdings on the regular collection including microforms. The current recommendations are as follows:

Journals. That we expand the original concept by doing either of two things.

1. House all serial publications on one floor including microforms. Details include placing together on the shelves bound/unbound copies.
2. Catalog and shelve with the regular monographic collection bound volumes.

Documents. Texas Depository, U. S. Government Publications, and Experiment Publications follow the plan already set up for organization. Space for adequate housing and servicing be determined and provided.

Map Depository. Map depository be catalogued and become the direct responsibility of the Reference Department if housed on that floor. Reporting of cartographic acquisitions could still be responsibility of Serials Department.

Personnel

1. That a clerical assistant be added to the Serials staff to assist with documents processing, records, and reports.
2. That Serials personnel be provided with office space.

Special Collections

The Special Collections room contain the bulk of materials by and about black people which include primarily books with a few newspaper clippings and pamphlets. The policies concerning the inclusion of black books in the Special Collections room states that when there are several copies of a title only one copy of that title will be included in the Special Collections room. Other copies are sent to the Reference or Circulation Department unless all copies of a particular title are considered rare.

Other materials in the collection are the curriculum guides, elementary and secondary textbooks adopted for schools in Texas. The master theses, Prairie View yearbooks, catalogs and other miscellaneous materials pertaining to the University are also housed in the room.

A number of items pertaining to the University have been relocated to the University Archives.

Suggestions. Materials housed in the Special Collections Room have just about out-grown this area. At the present time, we lack shelving space for the black collection. Several alternatives would be to relocate the curriculum materials and theses to another area within the library or to relocate Special Collections. If, the Special Collections room is to continue developing; a solution to alternative housing of material will have to be considered in the near future.

Another consideration for the black collection is to make it a closed stack area. The reason being is that many of the books are out of print and a number of them are first and second edition titles. If any of these books are stolen or misused it would be almost impossible to replace them. Reprints may be purchased for many of these books but the reprints do not have the same value as the original copy or older editions.

The Theses Collection needs to be up-dated. The collection does not include titles from 1969 through the present. A number of inquiries have been made by individuals concerning this collection. Students, especially graduate students are usually interested in what has been written in a particular department and the various formats which are used in writing research papers for this University.

The Special Collections staff needs a separate work area. At the present time, we do not have work nor storage space. Work which could normally be done between eight and five cannot be done until after five or during semester breaks when students are not using the collection.

Personal Overview. The basic problem confronting the Special Collections room is space. We do not have the kind of area to do the activities that we would like to do. Such as special display area for rare books and displays in general for the black collection and curriculum material.

STATISTICAL SUMMATION OF SPECIAL COLLECTIONS

1975-76

ATTENDANCE:

5,750

MATERIALS USED AFTER CLOSING HOURS:

8,619

MATERIALS ADDED TO THE COLLECTION:

Black Collection 629 This figure only includes the number of books added to the special collections room and not duplicate copies added to other departments.

Textbook Collection 495

MATERIALS SENT TO THE BINDERY:

Prairie View A&M College. Department of Education. Reading Conference Report. 1951-55.

_____ . The Prairie View Faculty Reporter. 1967-74.
Volumes 1-6.

_____ . Cooperative Community Education Workshop. 1947-52.

Bibliographic Survey: The Negro in Print. 1967-69. Volumes 2-6.

Bibliographic Survey: The Negro in Print. 1965-66. Volumes 1-2.

Prairie View A&M College. Annual Report for the School of Arts and Sciences. 1966-67.

_____ . Report of the Coordinated Workshops in Health Education, Nutrition, Library Service and School Administration. 1949-51.

_____ . Report of the Coordinated Workshops in English, Library Service and Natural Science. 1946-48. (2 copies).

DISPLAYS AND EXHIBITS

Displays and books are a natural combination, mutually complementing and reinforcing their common purposes. Each represents a means of dispersing knowledge and exciting interest, the former through the word symbol, and the latter through the visual symbol.

In addition to bringing one's attention to the different types of materials and services, W. R. Banks Library observes special events and special week such as:

1. Homecoming - "Brainpower + Pride = Success
2. Christmas Season - Library Decorated by Staff Members
3. Afro-American Week
4. National Library Week

STAFF MEMBERS

Professional Staff

Frank Francis, Jr., B.S., M.A.L., Administrative Librarian
 Naomi P. Baker, B.A., B.L.S., Archives Librarian
 Mary L. Boozer, B.A., B.S. in L.S., Circulation Librarian
 Alma Dawson, B.S., M.L.S., Serials Librarian
 Sharon Gouse, B.S., M.A.L.S., Assistant Serials Librarian
 Leveda Jackson, B.S., M.L.S., Cataloger
 Francis Moore, B.S., M.L.S., Assistant Acquisitions Librarian
 Dan C. Simon, B.S., M.L.S., Head Acquisitions Librarian
 Jimmizine B. Taylor, A.S., B.S. in L.S., Head Reference Librarian
 Dorothy Wilson, B.S., M.L.S., Curator, Special Collections
 Helen S. Yeh, B.A., M.L.S., Head Cataloger

Non-Professional Staff

Gazella W. Boothe, A.B., M.S., Assistant Reference Librarian

Patricia Briggs, B.A., M.E.D., Assistant in Acquisitions

Barbara A. Clark, Stenographer

Marie Clem, B.S., M.S., Teachers' Reserve Librarian

Norma Kluna, Clerk Typist

Ernestine Law, B.S., M.E.D., Assistant in Serials

Marion LeBeaux, Library Assistant

Sam Peters, B.S., Assistant in Reference

Bertha Reed, B.S., Assistant in Circulation

Arnetta Small, Clerk Typist

RECOMMENDATIONS

1. That an unoccupied residence hall be provided for Library storage.
2. That a special addition to the Library budget be provided to support W. R. Banks Library participation in the AMIGOS Bibliographic Network, a component of the nationwide Ohio College Library Center's on time computerized cataloging system.
3. That Office space for the Circulation Department be provided on the Second Floor.
4. That four new classified positions be added to the budget.
5. That additional monies be provided for office furniture throughout the Library.

SUMMARY STATEMENTS

The following summary statements reflect some of the various accomplishments which the Library witnessed during the current year:

1. Subject Analysis of Periodicals Holdings with Recommendations for a Five Year Span.

2. Printing of W. R. Banks Library Directory.

3. Installation of the "INFACT" College Catalog System.

It provides a sense of satisfaction to report that the year has been trying and taxing, often frustrating, and occasionally disappointing. Progress is measured in terms such as these, and the Library, as well as the University, moves forward only by the efforts of those who are not content with the status quo, but establish even higher goals of achievement.

It is doubtful that the attainment or pursuit of excellence, as the immediate and long range goal of the University, will be based upon a permanent state of satisfaction. While such a state is normal result of achievement, it never becomes the final goal.

REPORT OF THE LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is a central service agency charged with supporting the faculty, staff, and student in the areas of communications media. Its responsibility is to design, operate, maintain, and improve the media facilities of the University in support of its goals in instruction. This support does not only occur in the technical and logistical areas of communications, but includes training of faculty, staff and students in the proper and creative uses of materials and technology.

The rationale for an LRC is based upon the obvious fact that we live in an age whose complexity grows ever greater. No one medium of communication is adequate to the task of providing information and concepts which are unambiguous to students. Each medium--books, film, recordings, filmstrips, TV, radio, and so on has particular strengths and weaknesses. Only the use of a wide variety of materials--the multi-media approach--can help insure that the weaknesses of any given type of materials will be compensated for by strengths of one or more other materials. Since the multi-media approach to teaching and learning is so necessarily a part of modern education the problem of how best to make this wide range of materials convenient to teachers and students presents itself....to that end the LRC is committed.

Staff

To implement the philosophy of the LRC the following persons coordinate the Center.

Marion Henry, Director, Learning Resources Center
Ronald Leverett, Coordinator, Audio Visual Services
Marion Williams, Coordinator, Audio Visual Laboratory
Timmie Neal, Coordinator, Production-Reproduction of Graphics

The professional staff is assisted by student laboratory assistants who work from nine to twelve hours weekly.

The following is a report of the services provided by the LRC and the number of times the LRC was used by faculty, staff, and students.

<u>Name of Equipment</u>	<u>Number of Units Checked Out</u>
16mm Projector	401
8mm Projector	31
Filmstrip Projector	253
Carousel Projector	133
reel-to-reel Recorder	199
Cassette Recorder	157
Screens	219
Extension Cords	178
Certs (projectors)	355
Record Players	230
Overhead Projectors	132
Opaque Projectors	67
Dikans projector	180
Audio Visual Laboratory Services	
Aut-X Machines	10
Video Tape Recorders	17
Tech-X Machines	8
Adapters	164

<u>Media</u>	<u>Number Checked Out</u>
Films	394
Filmstrips	216
Audio Tapes	264
Sound Filmstrips	97
LP's	247
Transparencies	32

<u>Name of Equipment</u>	<u>Number of Times Checked Out</u>
16mm Projector	501
8mm Projector	21
Filmstrip Projector	251
Carousel Projector	111
Reel-to-Reel Recorder	198
Cassette Recorder	157
Screens	219
Extension Cords	179
Carts (projection)	365
Record Players	230
Overhead Projectors	132
Opaque Projectors	67
Dukane Projectors	163
Aud-X Machines	10
Video Tape Recorders	17
Tach-X Machines	8
Adapters	164

<u>Media</u>	<u>Number Checked Out</u>
Films	394
Filmstrips	216
Audio Tapes	344
Sound Filmstrips	97
LP's	247
Transparencies	22

DUPLICATION(S)

CASSETTES:

Dr. Don Knott--Agricultural Department

2/60 minute(s)

2/90 minute(s)

Mrs. Otterstad--Nursing Department

1/60 minute(s)

Mrs. Mary Parker--Education Department

2/90 minute(s)

Dr. Chapman--Freshman Studies English

2/40 minute(s)

(From LP to Cassette)

Dr. Grossman--Education Department

2/60 minute(s)

2/90 minute(s)

TAPES RECORDED

VIDEO:

Number recorded--27

The following tapes were given to the various departments for use in their areas.

BUSINESS

D. L. Wadhwa

2/90 minute(s)

1/60 minute(s)

ENGINEERING

N. Hopkins

7 inch reel-to-reel tape

LIBRARY

Mr. Frank Francis, Jr.

1/60 minute(s) cassette

Mrs. Gazella Boothe

1/60 minute(s) cassette

MICROBIOLOGY

Dr. Humphrey

1/90 minute(s) cassette

RECRUITMENT

Ms. Mary Clark

5/60 minute(s) cassette

SPORTS PUBLICATIONS

Mr. Booker

1/40 minute(s) cassette

2/45 minute(s) cassette

3/40 minute(s) cassette

FRESHMAN STUDIES ENGLISH

Dr. Chapman

2/40 minute(s) cassette

ADMINISTRATION

Dean Ragland

3/60 minute(s) cassette

Bennie Boone

2/7 inch reel-to-reel tapes

Departments Using the Laboratory for Classes

<u>Departments</u>	<u>Number of Days Used</u>
Freshman Studies English	140
Health & Physical Education	26
Nursing Concepts	95
Business	4
Education	26
Speech	2
Social Studies	6
Math	3
Sociology	6
Music	4
Microbiology	6
English Literature	72
Special Education	3
Upward Bound	8

Departmental Use of LRC

<u>Departments</u>	<u>Number of Times Used</u>
Admissions	6
Administration	12
Agriculture	33
Anatomy & Physiology	27
Art	2
Auto Mechanics	7

<u>Departments</u>	<u>Number of Times Used</u>
Audio-Visual	17
Biology	22
Business	27
Career Development Seminar	19
Concepts	88
Chemistry	32
Counseling & Guidance	62
English	90
Engineering	27
Episcopal Church	9
Education	78
Extension	6
Foreign Language	7
Geography	7
History	12
Health & Physical Education	68
Home Economics	47
Industrial Education	17
Library Science	12
Manpower	5
Military Science	7
Music	23
Miss P. V. Pageant	4
Nursing	42
Political Science	14

<u>Departments</u>	<u>Number of Times Used</u>
Psychology	4
Social Studies	19
Sociology	38
Supervision	22
Speech	42
Special Education	13
Teacher Corps Conference	9
Upward Bound	22

TOURS

October 8, 1975

Mrs. Pauline Bonner and Company Representative

November 4, 1975

Mrs. Margaret P. Sherrod and Ms. Kelley, Coordinating Board
Austin, Texas

March 17, 1976

Mrs. Pauline Bonner and Aetna Insurance Representative
Hartford, Connecticut

March 31, 1976

Mrs. Pauline Bonner and Representative from Paul Anderson Company
New York, New York

NUMBER OF FILMS ORDERED FROM FREE LOAN SERVICE

Number ordered: 11

Transmittals

<u>Departments</u>	<u>No. Used</u>
Admin	40
Graduate School	3
F. L. Math	44
Engineering	3
History	42
Library	41
Industrial Administration	12
Business	1
Language	21
Religion	28
Education	28
PRODUCTION/REPRODUCTION AND GRAPHIC SERVICES	
Chemistry	10
Students	1
Total	300

Administrative Services

<u>Departments</u>	<u>No. Used</u>
Political Science	41
Graduate School	3
Education	1
Admin	45
Dr. William Hall	1
Dr. William (Woman)	2

Transparencies

<u>Departments</u>	<u>No. Used</u>
AROTC	80
Graduate School	9
F. S. Math	44
Engineering	9
Biology	42
Library	21
Industrial Education	13
Business	1
Manpower	21
History	15
Education	28
Chemistry	10
Students	<u>7</u>
Total	300

Electronic Stencils

<u>Departments</u>	<u>No. Used</u>
Political Science	41
Graduate School	5
Education	7
AROTC	45
Sr. Fellows (Men)	5
Sr. Fellows (Women)	2

<u>Departments</u>	<u>No. Used</u>
Teacher Corps	112
History	78
F. S. Math	78
F. S. English	12
Industrial Education	22
Music	17
Placement Center	7
Alumni Hall	1
Physical Education	4
Biology	7
Dean of Women	3
Business	24
Nursing	28
Total	497

Mimeo Copies

<u>Departments</u>	<u>No. Used</u>
Teacher Corps	1160
Sr. Fellow (Women)	820
Sr. Fellow (Men)	1220
History	2575
Physical Education	450
AROTC (Special Project)	6520
F. S. Math	6830
Alumni Hall	200

<u>Departments</u>	<u>No. Used</u>
Canterbury Association	20
Mathematics	175
Library	1600
Sociology	225
Athletics	250
Institutional Research	1500
Music	1750
Students	1150
Total	26,445

Ditto Copies

<u>Departments</u>	<u>No. Used</u>
Biology	675
Physics	4095
Industrial Education	850
Music	1310
Physical Education	275
Library	216
Education	500
AROTC	5840
Sr. Fellows (Men)	4075
Total	17,836

Spirit Masters

<u>Departments</u>	<u>No. Used</u>
Education	68
Students	22
Mathematics	80
Music	33
Physical Education	42
Nursing	8
Library	11
Industrial Education	28
AROTC	72
History	37
Sr. Fellow (Men)	33
Total	<u>434</u>

Laminating

<u>Departments</u>	<u>No. Used</u>
Political Science	1
Industrial Education	14
Engineering	3
Dean of Women	2
Personal	1
Library	57
Students	27
AROTC	13

<u>Departments</u>	<u>No. Used</u>
Business	15
History	<u>42</u>
Total	175

209 Copies

<u>Departments</u>	<u>No. Used</u>
Athletics	96
History	<u>750</u>
Total	846

INSTRUCTIONAL SERVICES

AUDIO TAPINGS

SUMMER COMMENCEMENT	08-17-75
PARENTS DAY ADDRESS	08-31-75
HONORS CONVOCATION	09-18-75
CHRISTMAS MUSIC (PRESIDENT'S HOME)	11-16-75
CHRISTMAS MUSIC (" ")	11-18-75
ROTC CONVOCATION	02-26-76
MINISTER'S CONFERENCE	02-03-76
MINISTER'S CONFERENCE	02-04-76
MEMORIAL SERVICES (SARGEANT LEWIS)	03-05-76
PRESIDENT'S OFFICE	03-22-76
HONORS CONVOCATION	03-25-76
FRANK FRANCIS	03-30-76
NATIONAL LIBRARY WEEK (MS. WILSON)	04-06-76
SYMPHONIC BAND CONCERT	04-08-76
MISS PV PAGEANT PUBLICITY TAPE	04-14-76
FORMER MISS PV TALENT NUMBER	04-15-76
MISS PV PAGEANT	04-22-76
PARENTS DAY ADDRESS	04-25-76
COMMENCEMENT ADDRESS	05-02-76
MISS PV (ENTRY NUMBER) MISS TEXAS	05-19-76

VIDEO TAPINGS

COACH H. WRIGHT	08-30-75
MISS DREW HALL PAGEANT	10-13-75
ENGLISH DEPARTMENT	11-04-75
DR. FULLER	02-07-76
DR. BURKS	02-13-76
MISS PV PAGEANT REHEARSAL	04-21-76
MISS PV PAGEANT	04-22-76
COACH ROBERT KINNEY	04-24-76
DR. BURKS	04-28-76

PHOTO COPY WORK

DEPARTMENT OF NUTRITION	02-03-76
DEPARTMENT OF BIOLOGY	02-10-76
COLLEGE OF NURSING	02-11-76
LIBRARY	02-17-76
DEPARTMENT OF BIOLOGY	02-18-76
DEPARTMENT OF CHEMISTRY	03-18-76
DEPARTMENT OF EDUCATION	03-18-76
DEPARTMENT OF PHYSICAL EDUCATION	04-15-76

SLIDE TAPE PRODUCTIONS

NURSING DEPARTMENT	02-09-76
LIBRARY	02-17-76
LIBRARY	03-30-76

GRAPHIC ART PRODUCTIONS

COVER DESIGN (LRC HOLDING MANUAL)	01-26-76
ENGLISH DEPARTMENT (4 CHARTS)	02-18-76
HOME ECONOMICS (2-22x28 POSTERS)	02-19-76
LIBRARY (3 POSTERS)	02-24-76
COVER DESIGN (LRC GRAD BROCHURE)	03-10-76
MISS PV PAGEANT (22 POSTERS)	04-19-76

FOOTBALL GAMES	FILM TYPE	FEET
INNER SQUAD	PLUS X	800
EAST TEXAS STATE	TRI X	1200
JACKSON STATE	PLUS X	1200
SOUTHERN UNIVERSITY	TRI X	1200
TEXAS LUTHERAN	TRI X	1200
BISHOP COLLEGE	TRI X	1200
MISSISSIPPI VALLEY	PLUS X	1200
UNIVERSITY OF ARKANSAS	PLUS X	1200
ALCORN	PLUS X	1200
TSU	TRI X	1200
PRAIRIE VIEW BAND	PLUS X	200
PRAIRIE VIEW BAND	KODACOLOR	400

CLASS SCHEDULE

FALL SEMESTER

AUDIO VISUAL INSTRUCTION 303 AT 10:30 WITH 14 STUDENTS
 AUDIO VISUAL INSTRUCTION 303 AT 1:30 WITH 12 STUDENTS

SPRING SEMESTER

AUDIO VISUAL INSTRUCTION 303 AT 10:30 WITH 12 STUDENTS