

# NCLA COMMITTEES 1980-81

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# NORTH CAROLINA LIBRARY ASSOCIATION MINUTES OF THE EXECUTIVE BOARD

October 20, 1979

The Executive Board of the North Carolina Association met at noon on Saturday, October 20, 1979, in the Polk room of the Radisson Plaza in Charlotte. The members present were William O'Shea; Philip Ritter; Bob Pollard; Leonard Johnson; Carol Southerland; Carolyn Oakley; Carolyn Jamison; Jon Lindsey; Ann Webb; Martha Davis; Arabelle Shockley; Mae Tucker; Lillie Caster; Norma Royal; Gail Terwilliger; Bill Snyder and David Harrington. Also present were Peggy Sullivan, Vice-President/President-Elect of ALA; Arial Stephens, Conference Chairman for 1979 and Mary Frances Crymes, who assisted Arial Stephens in making local arrangements for the NCLA Conference. President William O'Shea presided.

Mr. O'Shea announced the following dates for the NCLA Executive Board to meet: December 14th, March 28th, July 11th and October 10th. He recommended that the December 14th meeting be in Raleigh, and suggested that the remaining board meetings be hosted by various members of the Executive Board.

Mr. O'Shea reported that he received a letter concerning NCLA's participation in the Adult Educational Conference in the spring. A motion was made by Philip Ritter to participate. The motion was seconded and carried.

William O'Shea asked the committee chairmen to forward to him within a week the names of the people willing to serve on the different committees. He brought up the question of up-dating the NCLA Handbook. He said that he will turn over this information to the appropriate section chairman.

Mr. O'Shea asked Arial Stephens and Mary Frances Crymes to work with the liaison committee from South Carolina on plans for a joint conference in the fall of 1981. Mr. Stephens will report to the Board in December the progress of this committee. The Board expressed concern that in South Carolina the division chairmen serve annually instead of biennially. A discussion developed concerning the issues of a joint conference. The Board felt that a joint meeting of the Executive Boards would be helpful.

Arial Stephens reported a drop in the number of people registered for the biennial conference. Mary France Crymes and Bill Pollard reported that many exhibitors were unhappy with the turn out. The Board felt a need to make some changes in the conference. Mr. Stephens will offer some recommendations at the December meeting.

Mr. O'Shea reported that there are four seats available in the North Carolina Council for Social Legislation. He will hold one seat and asked members of the Board to submit names to him in order to fill the remaining three positions.

Jon Lindsey asked the chairman of each division to please reappoint last year's section reporters to serve again. He reported that *NORTH CAROLINA LIBRARIES* is now up-to-date and that plans have been made for reviewing articles for the spring and summer issues. Mr. Lindsey discussed procedures for reviewing articles for publication.

Bob Pollard suggested that the December meeting be held at The North Carolina State Faculty Club. He volunteered to make the necessary arrangements.

Gail Terwilliger announced that an evaluation workshop will be held at the Durham Public Library on April 1st and 2nd. It will be sponsored by the Children's Section and UNC Chapel Hill. The workshop will focus on film and book evaluation.

Norma Royal emphasized the importance of the Board acting quickly to get the mail-out ballots prepared in order to allow the membership to decide whether NCLA should endorse ERA. Mr. O'Shea appointed Norma Royal and Jon Lindsey to work with him on getting the ballots prepared for mailing.

Lillie Caster asked whether a calendar is maintained by the Board to prevent different groups within the Association from having conflicting meetings. Jon Lindsey explained that a calendar is maintained in *TAR-HEEL LIBRARIES*. Bill O'Shea asked the Board members to keep him informed on important dates so that he could include them in the mailing.

Mr. H. K. Griggs announced tentative dates for the Trustee Workshop on April 25-26.

Mr. O'Shea discussed the lack of attendance at the Saturday Morning Session. He asked Peggy Sullivan about participation at various conferences that she had attended. She thought there was less participation on Saturdays and on Weekend Conferences. Ms. Sullivan suggested taking a look at other states comparable to North Carolina to see what dates proved successful for them.

Mr. O'Shea announced that the new committees will take over at the Spring Workshop. He asked the Board to let him know if new committees need to be formed. Mr. O'Shea stressed the fact that he hopes everyone will be given the opportunity to serve.

Jon Lindsey expressed a concern about the proliferation of interest groups within the Association. He felt that the Association should take a close look at its structure to see whether it is meeting the needs of the membership.

Mr. O'Shea thanked Peggy Sullivan for her morning presentation and her attendance at the Executive Board Luncheon.

The meeting adjourned at 1:40 p.m.

David Harrington, Secretary  
Bill O'Shea, President

# MINUTES OF THE EXECUTIVE BOARD

December 13, 1979

The Executive Board of the North Carolina Library Association met at 11:00 a.m. on Thursday, December 13, 1979 at North Carolina State University Faculty Club in Raleigh. The members present were William O'Shea; Bob Pollard; Jonathan Lindsey; Mertys Bell; Arabell Shockley; William Snyder; Phillip Ritter; Ann Webb; Carolyn Oakley; Martha Davis; Mae Tucker; H. K. Griggs; Carol Southerland; Arial Stephens; Gail Terwillinger; Carolyn Jamison; Tommie Young; Norma Royal; Emily Boyce; Leonard Johnson; Lillie Caster; and David Harrington. President William O'Shea presided.

The minutes of October 20 were approved after two corrections. First, on page 3 Jonathan Lindsey suggested that the Association look at its structure to see if it is meeting the needs of the membership. The other correction was on page 2 when Gail Terwillinger announced that an evaluation workshop will be sponsored by the Children's Services Section and UNC-Chapel Hill.

Bob Pollard announced that a complete financial audit was being made due to the transfer of the office of treasurer. He presented the treasurer's report for the year 1979. In addition he presented a financial report on the 1979 conference. These two reports led to a discussion of the Association's financial status.

Jon Lindsey reported that the winter edition of *NORTH CAROLINA LIBRARIES* would be mailed January 15, and he said that this edition would include the Treasurer's report for 1979 and a membership listing or a separate membership directory. He reported that the next four issues were developing well. Mr. Lindsey stressed the importance of *NORTH CAROLINA LIBRARIES* as a means of communication within the Association.

Mr. Lindsey, in collaboration with William O'Shea and Bob Pollard, made a presentation to the Board of three computerized systems for managing membership records. He suggested that the Board contract with one of the systems in order to make the transfer in the office of treasurer and to provide services to the journal. After discussion by various members of the Board, Emily Boyce moved that the Board contract with Independent Data Processing Corporation for membership records management. The motion was seconded and carried.

Mr. O'Shea asked if it would be possible for members to be notified when it was time to renew their memberships. Mertys Bell suggested that the membership committee assume this responsibility.

Mr. O'Shea brought up the question of employing an executive secretary. The Board passed a motion not to hire an executive secretary beginning January 1, 1979. Arial Stephens explained that money can be allocated to the treasurer for temporary help especially before such busy times as getting ready for conferences. He expressed his desire to see this practice continued.

Philip Ritter asked the section chairmen to let him know as soon as possible the name of their representative to serve on the membership committee. He said forms were available for recruiting new members, and they would be distributed to the various sections. Mr. H. K. Griggs pointed out the need to reach and even recruit more trustees. Mr. O'Shea stated that the State Library maintains a listing of trustees.

Mr. O'Shea asked for a motion from the board to see the Association participate in the Grolier Award. It was so moved and the motion passed. He announced that the grant is allocated to organizations that can make the best use of money for public relations. In order to expedite procedures, Mr. O'Shea had contacted several members to meet on December 20 at 12:00 noon in the Asheboro Public Library to help in applying for the award.

Mr. O'Shea then called for reports from the section chairmen. Ms. Terwillinger, Ms. Young, Ms. Davis, Ms. Webb, and Ms. Oakley reported on activities that their respective sections were planning for 1980. Ms. Caster announced that the Resources and Technical Services Section had established objectives for 1979-81. In addition she stated that the RTSS had established an award for an article on technical services in NCL. She commented that the Serial Interest Group had been accepted as a formal part of RTSS.

Mr. H. K. Griggs announced that the trustees met December 3, 1979. He reported on the spring workshop to be held on April 24-25. He noted that the workshop would take place at the Western Motel in Burlington.

Carolyn Jamison reported that the annual meeting of the Documents Section would be held in September or October. She announced that the Documents Section was cooperating with the Public Libraries Section to develop guidelines for the collection and maintenance of municipal documents.

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Bill Snyder reported that the Junior Members Roundtable Section had two projects underway. The JMRT was interested in recruiting members from various library schools and negotiating with AMTRACK for NCLA members to attend ALA in New York.

Arabell Shockley reported on the Winter Media Conference to be held January 24-25 at the Bordeaux Convention Center in Fayetteville.

Mr. O'Shea reported that the four seats on the NC Council for Social Legislation were being filled by Elizabeth Laney, Cyrus King, Carol Reilly, and Geneva Chavis. He noted that the mail-out ballots concerning NCLA's participation in ERA would be mailed January 15 and returned by February 15 to Norma Royal.

Norma Royal read a letter to the Board from ALA Legislative Office in Washington. The letter asked for an increase in NCLA's contribution to the up-keep of the Washington office. The Board moved to increase the contribution from \$100.00 to \$200.00.

Mae Tucker reported that SELA President Helen Lockhart was very complimentary on the biennial conference at Charlotte. Ms. Tucker felt that the AACR2 workshop for catalogers was very successful.

Under old business, Ariel Stephens reported on the 1979 biennial conference. The total number of participants registered was down to 882. A discussion followed on how to improve participation at conferences.

Mr. O'Shea reported that the spring workshop for the Executive Board would be held at ASU Center for Continuing Education on March 28-29. He announced that meetings would take place Friday evening and perhaps Saturday morning.

Concerning new business, Ariel Stephens reported on the latest plans for a joint meeting between NCLA and SCLA in 1981. The Board approved four motions made by Mr. Stephens.

The motions approved were as follows:

1. No pre-conferences, but that any pre-conference request be scheduled for a time slot threading throughout the conference so that persons attending the "pre-conference" would stay for the entire time.
2. The Committee be given authority to set the exhibit fee depending on expenses so that a profit will be realized when the time is appropriate.
3. The Committee be authorized to employ a secretary to assist with pre-registration and to act as a Conference Treasurer with a separate Conference Account set up in Charlotte to handle the funds until they are divided between the two associations, and that operations funds be appropriated by the two groups on a 2 to 1 basis, NCLA—\$4,000.00 and SCLA—\$2,000.00 which would be returned as part of the profits when the conference is over.
4. The Committee be allowed to set a mutually acceptable fee for registration.

Mr. O'Shea announced that the summer meeting of the Executive Board will be held June 13 at Guilford Technical Institute.

The meeting adjourned at 3:05 p.m.

David Harrington, *Secretary*  
William O'Shea, *President*

# Some Readers Comment

In the 1979 winter issue of *North Carolina Libraries* Mr. Robert Bland detailed some of the problems involved in the bibliographic control of microforms. In recent months the Association of Research Libraries has taken steps to deal with some of these problems. ARL applied for and received a grant of \$50,000 from the National Endowment for the Humanities to conduct a project entitled "Bibliographic Control of Materials in Microform."

The Association engaged Mr. Richard Boss of Informations Systems Consultants, Inc. to serve as principal investigator for the project. Mr. Boss is in the process of contacting libraries which produce a large volume of microform cataloging, micro-publishers, bibliographic utilities, and committees of ALA and other organizations working on standards for microform publishing. The primary goal of Mr. Boss' study is to develop an accepted plan for improving bibliographic access to existing and future microform collections. Anyone interested in this study is urged to contact Mr. Boss at ISCI, Box 34504, Bethesda, Md. 20034 (Telephone: 301/299-6606).

In addition to this study by Mr. Boss, there are several other developments related to the bibliographic control of microforms.

The first of these developments deals with the cataloging of microforms under AACR2. Under AACR1 microform cataloging describes the original work with the microform edition being described in a note (unless the microform edition is the original). Under AACR2 microform cataloging describes the microform edition with information about the original work being given in a note. This different approach to microform cataloging has caused some concern among researchers who feel that access to the original document would be lost.

In response to this particular concern the Library of Congress proposed changes in the MARC format to MARBI (Representation in Machine-Readable Form of Bibliographic Information) at ALA/Midwinter in January of 1980. MARBI approved the addition of a 534 field which provides linkage between the original format and the microform format. The approved 534 field has detailed subfields describing the original format. Further changes in the 007 Physical Description Fixed Field to better accommodate microforms are also being studied by MARBI. Specific concerns about these changes should be addressed to Mary Kay Ganning at the LC Automated Systems Office (Telephone: 202/287-5271).

In spite of the steps taken by LC and MARBI, there are those who feel that the above MARC changes are not enough. They feel that the bibliographic data of the original should not be relegated to a note, and that major revisions are necessary in Chapter 11 (Microforms) of AACR2. Upon the recommendations of its Micropublishing Committee, the Resources Section of ALA's Resources and Technical Services Division passed a resolution at ALA/Midwinter to empower a committee to propose changes in Chapter 11 to the Joint Steering Committee for Revision of AACR.

In addition to the above developments, micropublishers are starting to offer cataloging of microforms in machine-readable form. University

Microfilms is now doing all cataloging for its new microform publications on the OCLC system. We at Microfilming Corporation of America are using Blackwell of North America to support our machine-readable cataloging. Because of this we are now able to offer overtyped added entry cards in our sets of catalog cards for our microform collections, and we will soon be able to offer our customers the option of buying the cataloging for our microform collections on magnetic tape.

The bibliographic control of microforms is a very real problem. Much is happening right now to deal with this problem. I would encourage anyone who is at all concerned with this problem to get involved in all that is happening in this area.

Sincerely,

Duane Bogenschneider, Assistant Editor  
Microfilming Corporation of America  
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## Instructions for the Preparation of Manuscripts for NORTH CAROLINA LIBRARIES

In response to requests for instructions on how manuscripts should be submitted to the journal, the Editorial Board of NORTH CAROLINA LIBRARIES has prepared the following statement.

1. All manuscripts should be submitted in triplicate on plain, white paper measuring 8½" x 11".
2. Double-space all copy except for lengthy quotes which should be indented and single-spaced. The beginning of paragraphs should be indented eight spaces.
3. Name, position, and professional address of the author should appear in the upper left-hand corner of the title page. The number of words rounded to the nearest hundred should appear in the upper right-hand corner of the page.
4. Each page after the first should be numbered consecutively at the top right-hand corner and carry the author's last name at the upper left-hand corner.
5. Footnotes should appear at the end of the manuscript. The editors will refer to *A Manual of Style*, 12th edition, University of Chicago Press.
6. Photographs will be accepted for consideration, but will not be returned.
8. Manuscripts of the following character will be considered: historical, biographical, philosophical, descriptive, research reports, how-to-do-it, minority librarianship, student research papers, and major addresses. Questions relative to manuscripts outside of these types should be addressed to the Editor.
9. All manuscripts should be scholarly in tone if not in content.

Upon receipt, a manuscript will be acknowledged from the Editor's office. Following review of a manuscript by members of the Editorial Board, a decision to accept or reject will be communicated to the writer. A definite publication date cannot be given since any incoming manuscript will be added to a manuscript bank from which articles are selected for each issue. Publication can be reasonably expected within twelve months.

An honorarium of \$15.00 will be paid by the journal for each manuscript immediately following its publication; however, no honorarium will be paid for addresses.

**NOTE:** PLEASE TYPE MANUSCRIPTS ON 60 SPACE LINES, DOUBLE SPACED, 25 LINES TO A PAGE.

### PUBLICATION DEADLINES

February 15  
May 15  
August 15  
November 15