

Stand Up for Libraries

NORTH CAROLINA LIBRARY ASSOCIATION

NCLA Biennial Conference

October 26-28, 1983

Hyatt House Hotel, Conference Headquarters
M.C. Benton Convention Center, Exhibits and Meetings
Winston-Salem, North Carolina



Mrs. George Bush
Wife of the Vice-President of the United States



Frederic J. Glazer
Director
West Virginia Library Commission
"Stand Up For Libraries"



Judith F. Krug
Director, Office for Intellectual Freedom
American Library Association
"Stand Up For Intellectual Freedom"



NCLA Minutes and Reports

North Carolina Library Association Minutes of The Executive Board

March 18-19, 1983

The Executive Board of the North Carolina Library Association met Friday, March 18 in Founders Hall at Guilford College. Members present were Mertys Bell, Leland Park, Carol Southerland, Mary Jo Godwin, Bob Pollard, Gerald Hodges, Gwen Jackson, Emily Boyce, Rebecca Ballentine, Bill O'Shea, Jon Lindsey, Kathy Woodrell, Dawn Hubbs, Shirley Jones, Bill Bridgman, Nancy Fogarty, Doris Anne Bradley and Ruth Katz. Robert Bland and Judie Davie represented their sections in the absence of the section chairpersons. Others present were Robert Burgin, Elizabeth Laney, Louise Boone, Marge Lindsey, Ariel Stephens, Martha Davis, Jerry Thrasher and Mary Williams. Board members absent were Eugene Huguélet, Paula Short, John Pritchard and Gary Barefoot.

President Bell called the meeting to order. Herb Poole, Guilford College Librarian welcomed the group to the campus. The minutes of the December 3, 1982 meeting were approved as presented.

President Bell recognized Jon Lindsey and announced his resignation as editor of *North Carolina Libraries*, effective June 1. Dr. Lindsey has been named Director of Libraries at Baylor University. President Bell expressed sincere thanks and appreciation to Dr. Lindsey on behalf of the association for his dedicated service and numerous contributions. Dr. Lindsey distributed copies of his report with a sample of the cover for the next issue featuring the new two-column 7x10 format. He expressed his pleasure at having the opportunity to serve as editor of the journal. Recommendations for a new editor should be submitted to the president immediately.

Section Reports:

Children's Services chairperson Kathy Woodrell announced their plans to procure the Notables Showcase from ALSC to present at the biennial conference and to print another issue of the section's newsletter devoted to children's authors and publishers to be distributed in June.

The College and University section is working with RTSS on the upcoming Collection Development Symposium. The section is studying the Southern Association proposed new standards and how they relate to libraries.

Dawn Hubbs, chairperson of the Documents section, reported they are investigating a joint meeting with the South Carolina Documents group in 1984.

Recent activities of the Junior College, Reference and Adult Services, NCASL, Public Library, Resources and Technical Services and Roundtable on the Status of Women in Librarianship were reported. RTSS announced that the section's conference programs will include a program on the public catalog and a presentation on electronic publishing. The brochures for the section's April symposium were printed and mailed through the generosity of Bro-Dart, Inc.

The Roundtable on the Status of Women in Librarianship is planning a workshop concerning personnel management.

Vice President Leland Park announced that Fred Glazer, West Virginia State Librarian, will be featured at the first general

session of the biennial conference. Robert Burgin, Local Arrangements chairperson, distributed copies of the tentative conference schedule.

Emily Boyce, ALA Representative, gave a full report of the midwinter meeting in San Antonio. The report prompted general discussion and comments from the board concerning ALA's fiscal condition.

SELA Representative Rebecca Ballentine reported that the association has its financial troubles also. The Budget committee has been asked to study the dues structure and the possibility of establishing an endowment and make recommendations. The biennial conference will be a joint meeting with the Mississippi Association at Biloxi on October 15-20, 1984. Other conference sites will be Atlanta, 1986 and New Orleans, 1988. Louisville is being considered for 1990, but some SELA members believe the conference should rotate among the member states. There was some discussion about North Carolina hosting in 1990. Dr. Park suggested letting the site committee know that we may be interested and to send them information about contacts in the four cities that could accommodate the conference. After further discussion the board decided not to submit a bid for the 1990 SELA conference.

A committee report from Pat Valentine, chairperson of the Library Resources committee, was given.

The board was reminded of the reception at Ruzicka at 6:30 p.m.

President Bell called for a recess until 8:30 a.m. Saturday.

The Executive Board of the North Carolina Library Association reconvened at 8:30 a.m. on March 19. Reports were presented by the following committees and acted upon by the board.

Honorary and Life Membership chairperson Kathy Shropshire presented the names of two individuals recommended for honorary membership and four librarians for life membership. Dr. Park made a motion to accept the committee's nominees, Dr. Hodges seconded and the motion passed.

Lib Laney distributed copies of the revised pages for the handbook pertaining to the Scholarship committee. She asked for a clarification concerning who gives final approval of the scholarship recipients... the Scholarship committee or the executive board. It was the consensus of the board that the committee decides who will receive scholarships and the executive board approves the amount. Ms. Laney will prepare a clarification of the duties of the committee and submit it to the Handbook committee. She announced that 17 applications were considered. Two recipients were selected for the \$1000 NCLA Scholarships and one for the \$1000 Query-Long Scholarship for Work with Children or Young Adults. Loans of \$200 will be offered to four persons.

Jerry Thrasher gave the final report of the ad hoc Publications committee. The committee endorses the 7x10 format for *North Carolina Libraries* and \$36,000 budgeted for its publication for the biennium. They recommend maintaining the current bulk mailing permit in a centralized location and that all mailings of 200 or more pieces be sent to this centralized location for handling and mailing. The committee recommends that the executive board establish a special committee from its own

membership to facilitate and advise on any special publication or occasional paper of the association. Mr. O'Shea made a motion to accept the committee's report and recommendations. Ms. Balentine seconded and the motion passed. President Bell thanked the committee for their hard work. Ms. Katz spoke to the need for a publications committee. It could market items such as the disaster manual and encourage NCLA publications.

Louise Boone, chairperson of the Governmental Relations committee, outlined plans for Washington and North Carolina Legislative Day activities.

Helen Tugwell, chairperson of the Education for Librarianship committee, appeared before the board to request \$50.00 to be applied to the cost of printing a flyer to be distributed at the 1983 conference. Dr. Hodges made a motion to give the committee the sum requested. Ms. Boyce seconded. The treasurer indicated that the funds are available. The motion passed.

Intellectual Freedom committee chairperson Dr. Gene Lanier announced that the People for the American Way are locating their fifth state office in Winston-Salem. The contact person is Barry Hager at 310 E. Third St., Winston-Salem, NC 27101, phone (919) 721-1931. The office will distribute information, operate a speaker's bureau and keep the organization's 1500 North Carolina members abreast of the rights of citizens.

President Bell recognized Mary Williams who presented a petition calling for a Roundtable on Minority Concerns. No action was taken by the board.

Treasurer Bob Pollard reported the 1991 ballots concerning the new dues were mailed and 556 returned. The results are 338 approving, 167 not approving and 1 abstaining. Copies of the Treasurer's report were distributed.

The next Executive Board meeting will be July 22, 1983 at Guilford Technical Institute. The meeting was adjourned at 9:30 a.m.

The Executive Board and representatives of the association's committees held a joint meeting at 10:00 a.m. in the Sternberger Auditorium. Herb Poole, Guilford College librarian, gave an entertaining welcome.

Vice President Park gave a conference update noting that Fred Glazer and Judith Krug will be featured speakers.

President Bell heard reports for the committees. Highlights were: The Constitution, Codes and Handbook Revision committee recommended that the term of office of the treasurer be four years rather than two. The Finance committee will gather information from several CPA or financial management firms about handling the association's finances. They also recommended that someone other than the treasurer handle the finances of the biennial conference. This will be discussed with the Conference Manager and Local Arrangements chairperson. Sections and committees were asked for input concerning whether association membership should be required for someone to attend seminars and workshops sponsored by the sections and committees. Membership chairperson Carol Southerland announced that 'I Belong' stickers will be made available to all members at the conference.

President Bell thanked all those who participated in the Spring Workshop. The meeting adjourned at 12:10 p.m.

PLS Planning Council Meets

The Planning Council of the Public Library Section of NCLA met on May 26 at the Union County Public Library in Monroe. Following are highlights from committee reports and other business sessions:

The Audiovisual Committee is completing the Directory of Audiovisual Services in North Carolina Public Libraries.

The Genealogy Committee has completed work on a slide show on how to get started in genealogy. Copies will be deposited at the N.C. Museum of History and the State Library, for loan to public libraries throughout the state. The Committee also

received funding to prepare and distribute an information packet for librarians on the new North Carolina history curriculum in the public schools.

The Planning Council voted to abolish the Information Resources Committee, since it had failed to issue a written report for four consecutive meetings.

The Personnel Committee announced that a Personnel Handbook will be completed by the end of the biennium.

The Problem Patron Policy Committee is developing a list of North Carolina laws applicable in problem patron situations.

The Nominating Committee presented the following slate of officers:

Vice-Chairman/Chairman Elect:	Nancy Massey
Secretary:	Rich Rosenthal
Director:	David Fergusson
Director:	Willie Nelms

President Bell thanked all those who participated in the Spring Workshop. The meeting adjourned at 12:10 p.m.

Women's Roundtable Nominees Announced

The following nominations for the board of the Roundtable for the Status of Women in Librarianship have been announced by Cathy Collicutt, Chair of the Roundtable's Nominating Committee. The slate will be placed before the membership of the roundtable at its business meeting at the NCLA biennial conference.

Patsy Hansel, Chair
Earlene H. Campbell, Vice-Chair/Chair-Elect
Janie Morris, Secretary-Treasurer
Billie Durham
Pat Grim
Ruth Katz

North Carolina Interlibrary Loan Code

The North Carolina Library Association's Library Resources Committee prepared this revised North Carolina Interlibrary Loan Code from 1981 to 1983. The project was initiated by request from H. William O'Shea, NCLA President 1979-81, and continued under the encouragement of Mertys W. Bell, NCLA President 1981-1983.

The previous NCLA ILL Code was adopted in 1972 to comply with the 1968 American Library Association's National ILL Code. This present NCLA ILL Code complies with the new 1980 ALA National ILL Code. Its preparation was announced in *North Carolina Libraries* and *Tarheel Libraries*. Written and oral comments were presented to the Library Resources Committee. I want to thank those who have contributed to this revised Code.

The NCLA Executive Board adopted this Code on July 22, 1983.

Patrick Valentine, Chair, NCLA Library Resources Committee

NORTH CAROLINA INTERLIBRARY LOAN CODE

Approved by the Executive Board
of the North Carolina Library Association
July 22, 1983

Preface

This code is a voluntary agreement adopted by the North Carolina Library Association to govern interlibrary lending among libraries in North Carolina.

Introduction

Interlibrary lending is important to all libraries as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan service should be provided to all library clientele, including children and young adults.

Through specific agreements North Carolina libraries organized geographically or on some other basis may have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements.

This code is intended to make interlibrary loan policies as liberal and as easy to apply as possible. Interlibrary loan is a privilege and should serve as an adjunct to, not a substitute for, collection development.

Only when resources within North Carolina have been exhausted should a library request materials outside the state. In making requests outside North Carolina, libraries should follow the *National Interlibrary Loan Code, 1980*¹ and the *Interlibrary Loan Procedure Manual* published by the American Library Association.² Note that the *National Interlibrary Loan Code, 1980* restricts the purpose of interlibrary loan to obtaining materials for "research and serious study."

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The term "library material" includes all formats of library materials.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain library material not available in the borrowing library.

III. Scope

A. A library may request a loan or a photocopy of any library material needed for study, instruction, information, research, or recreation. However, libraries should not ordinarily request:

1. Titles in current and/or recurring demand
2. A large number of items for one person at any one time
3. Titles already owned unless the items are missing
4. Materials for reserve or multiple copies for use in a class

B. Most libraries will not ordinarily lend the following types of materials:

1. Rare or valuable material, including manuscripts
2. Bulky or fragile items
3. Material in high demand at the lending library
4. Material with local circulation restrictions
5. Unique material that would be difficult or impossible to replace

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. Borrowing libraries should make a serious effort to exhaust local resources. These local resources include libraries of all types: public, community college or technical institute, academic, school, and special.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids including this code, the *National Interlibrary Loan Code, 1980*, the *Interlibrary Loan Procedure Manual* published by the American Library Association, and the *Interlibrary Services Manual* of the Division of State Library.³

D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

E. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

F. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. A source of verification should be cited. Libraries without access to the major bibliographic verification aids may request help from the Interlibrary Services Branch of the Division of State Library by calling the INWATS (Inward Wide Area Telephone Service) number or by mailing a standard interlibrary loan form. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of the citation. If the bibliographic citation is incorrect, incomplete, or unverified, the lending library may return the request unfilled without special effort to identify the reference, unless special agreement otherwise provides.

G. Requests should be routed through channels established by libraries participating in this agreement. After local resources the primary channel in North Carolina is the North Carolina Information Network, for which the Interlibrary Services Branch of the Division of State Library functions both as a lender and a switching center to provide locations, make initial referrals, and answer reference questions. Libraries engaged in interlibrary loan activity should acquaint themselves with the operation of the network as described in the *Interlibrary Services Manual* of the Division of State Library. Requests should be directed only to libraries reported to own the material. Care should be taken to avoid concentrating the burden of requests on a few libraries. Requests for materials owned by major university libraries should always be routed through the Interlibrary Services Branch of the Division of State Library unless prior agreements have been made.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission. When mutually agreeable, telephone requests are acceptable.

I. Borrowed materials are the responsibility of the borrowing library from the time the materials leave the lending library until they are received by the lending library. The borrowing library is responsible for packaging the materials so as to ensure their return in good condition. If damage or loss occurs (either in the mail or by the borrowing library's patron), the borrowing library must meet all repair or replacement costs in accordance with the preferences of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted, provided that it complies with the copyright law and its accompanying guidelines and that no damage to the original volume will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the material requires special handling.

V. Responsibilities of Lending Libraries

A. The decision to lend material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

NCLA Minutes and Reports

- B. A written interlibrary loan policy should be made available upon request and should be on file in the Interlibrary Services Branch of the Division of State Library.
- C. The lending library should process requests promptly. Conditions of loan should be stated clearly, and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling it.
- D. A lending library should inform any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

- A. The borrowing library should be prepared to assume any costs (lending fees, postage, insurance where specified, and photocopying) charged by the lending library and should attempt to anticipate photocopying and lending charges and authorize them on the initial request. The borrowing library should inform the patron of any anticipated charges which will be passed on to the patron.
- B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

- A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library, disregarding the time spent in transit.
- B. Interlibrary loan material should be returned promptly.

- C. A renewal request should be sent in time to reach the lending library no later than the due date. If the lending library does not respond, it will be assumed that renewal for the same period as the original loan is granted.
- D. All material on loan is subject to immediate recall. The borrowing library should comply promptly.

VIII. Violation of Code

Interlibrary loan is a privilege, not a right. Each library is responsible for maintaining the provisions of this code in good faith. Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges after prior warning.

References

¹A copy of the *National Interlibrary Loan Code, 1980* is available in the American Library Association's *Interlibrary Loan Codes, 1980; International Lending Principles and Guidelines, 1978*, published in Chicago in 1981. This publication (ISBN 0-8389-5587-8) may be purchased for \$1.50 from the Order Department, American Library Association, 50 East Huron Street, Chicago, Illinois, 60611. A copy of the *National Interlibrary Loan Code, 1980* is also included in Bowker's *American Library Directory*.

²Thomson, Sarah Katharine, *Interlibrary Loan Procedure Manual* (Chicago: American Library Association, 1970). This manual is currently under revision.

³This manual was issued in 1971 as the *North Carolina State Library IN-WATS Procedure Manual*. It is presently under revision by the Interlibrary Services Branch of the Division of State Library and will be distributed to North Carolina libraries upon completion.



go for it!



use your library

American Library Association

CONSTITUTION
of the NORTH CAROLINA LIBRARY ASSOCIATION
Changes in Constitution and Bylaws Recommended by the
Executive Board and the
NCLA Constitution, Codes and Handbook Committee
(July 22, 1983)

PRESENT CONSTITUTION

ARTICLE IV. OFFICERS

2. They are to be elected by ballot, to serve for two years.

PRESENT BYLAWS

ARTICLE II: DUTIES OF OFFICERS

6. *Treasurer.* The Treasurer shall assist in the preparation of the budget and keep whatever records of the Association the President and the Executive Board deem necessary. He will collect and disburse all funds of the Association under the instructions of the Executive Board and keep regular accounts, which at all times shall be open to the inspection of all members of the Executive Board. He shall handle and keep all membership records. He shall execute a bond in such sum as shall be set by the Executive Board, the cost to be paid by the Association. He shall perform such other duties and functions as may be prescribed by the Executive Board.

8. The term of office of all officers shall commence at the adjournment of the biennial meeting following their election, or if the biennial meeting cannot be held, upon their election.

SUGGESTED CHANGE
(indicated by underlining)

ARTICLE IV. OFFICERS

2. They are to be elected by ballot, to serve for two years except for the Treasurer who is to serve for four years.

BYLAWS

SUGGESTED CHANGES
(indicated by underlining)

ARTICLE II: DUTIES OF OFFICERS

6. *Treasurer.* The Treasurer shall assist in the preparation of the budget and keep whatever records of the Association the President and the Executive Board deem necessary. He will collect and disburse all funds of the Association under the instructions of the Executive Board and keep regular accounts, which at all times shall be open to the inspection of all members of the Executive Board. He shall handle and keep all membership records. He shall execute a bond in such sum as shall be set by the Executive Board, the cost to be paid by the Association. He shall perform such other duties and functions as may be prescribed by the Executive Board. Term of office shall be four years.

8. The term of office of all officers shall commence at the adjournment of the biennial meeting following their election, or if the biennial meeting cannot be held, upon their election. The term of office of the Treasurer shall commence at the adjournment of the biennial meeting following his election.

This publication of proposed constitution and by-law changes for the North Carolina Library Association meets the notification requirements of the current constitution. The above changes will be placed before the membership for ratification at biennial conference October 28, 1983.

Treasurer's Report

January 1, 1983 - June 30, 1983

Exhibit A

Balance on Hand - January 1, 1983 - Checking Account

(\$ 649.08)

Receipts:

Dues and Receipts:			
Association	\$17,695.00		
Sections (Schedule 1)	<u>6,871.50</u>		
Total Dues and Receipts		\$24,566.50	
NORTH CAROLINA LIBRARIES (Schedule 1)		1,726.42	
Reimbursed Expenses (THL)		916.83	
Reimbursed Expenses (N.C. Educational Media)		26.89	
1983 Conference (Exhibits)		9,235.00	
RTSS/College & Univ. Symposium Receipts		4,200.03	
Dues Overpayment to be Refunded		40.00	
Transfers from:			
General Savings	\$ 2,000.00		
RTSS Money Market Acct.	<u>1,100.00</u>	3,100.00	
Total Receipts			<u>\$43,811.67</u>
Total Cash to Account For			\$43,162.59
Expenditures (Exhibit B)			<u>39,378.94</u>
Cash Balance, June 30, 1983			<u>\$ 3,783.65</u>

Exhibit B

Cash Disbursements

Executive Office - Expenses:			
Telephone	\$263.98		
Postage	441.52		
Computer Charges	593.83		
Clerical Help	149.63		
Photocopy	34.00		
Audit and Preparation of 1982 Tax Forms	285.00		
Mail Processing	256.30		
P.O. Box Rent	20.00		
Printing and Duplicating	<u>553.13</u>	\$ 2,597.39	
President's Expenses		538.81	
Other Officers' Expenses		77.80	
ALA Representative Expenses		912.30	
SELA Representative Expenses		189.86	
NORTH CAROLINA LIBRARIES (Schedule 1)		4,278.09	
TAR HEEL LIBRARIES		523.09	
1983 Conference		985.04	
Transfer to General Savings		18,500.00	
Committee Expenses:			
Intellectual Freedom	\$265.22		
Library Resources	200.00		
Scholarship	200.00		
Governmental Relations	<u>392.72</u>	1,057.94	
Sections Expenses (Schedule I)		8,733.49	
Freedom to Read Foundation 1983 Membership		100.00	
Refund of Dues		74.00	
Spring Workshop		219.62	
Bulk Mail Account Deposits (less reimbursements)		551.80	
Labels for UNC-CH Librarians' Association		8.10	
Other Expenses		<u>31.61</u>	
Total Disbursements (To Exhibit A)			<u>\$39,378.94</u>

Instructions for the Preparation of Manuscripts for *North Carolina Libraries*

1. *North Carolina Libraries* seeks to publish articles, book reviews, and news of professional interest to librarians in North Carolina. Articles need not be of a scholarly nature, but they should address professional concerns of the library community in the state. Examples of the types of articles published in the journal would include evaluations of library practices and programs; biographical and historical studies; state of the art reviews; and reports on studies or surveys of North Carolina libraries.
2. Manuscripts should be directed to the Editor, *North Carolina Libraries*, Carlyle Campbell Library, Meredith College, Raleigh, NC 27611.
3. Manuscripts should be submitted in triplicate on plain, white paper measuring 8½" x 11".
4. Manuscripts must be double-spaced (text, references, footnotes, etc.). Manuscripts should be typed on 60-space lines, 25 lines to a page. The beginnings of paragraphs should be indented eight spaces. Lengthy quotes should be avoided. When used, they should be indented on both margins.
5. The name, position, and professional address of the author should appear in the upper left-hand corner of the first page. The

number of words in the text rounded to the nearest hundred should appear in the upper right-hand corner of the first page.

6. 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.
7. Footnotes should appear at the end of the manuscript. The editors will refer to *A Manual of Style*, 13th edition, University of Chicago Press. The basic forms for books and journals are as follows:
 - Keyes Metcalf, *Planning Academic and Research Library Buildings* (New York: McGraw-Hill, 1965), p. 416.
 - Susan K. Martin, "The Care and Feeding of the MARC Format," *American Libraries* 10 (September 1979): 498.
8. Photographs will be accepted for consideration but cannot be returned.
9. *North Carolina Libraries* is not copyrighted. Copyright rests with the author.

Upon receipt, a manuscript will be acknowledged by the editor. Following review of a manuscript by at least two jurors, a decision 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.

**Issue Deadlines: February 10, May 10,
August 10, November 10.**

NCLA EXECUTIVE BOARD 1981-83

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