South Carolina Librarian v.11 n.1 10/1966

Abstract
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The New ROBERT MULDROW COOPER LIBRARY, Clemson University, Clemson, S. C., Dedicated October 14, 1966

(J. W. Gordon Gourlay, Director)
EDITORIAL

This September it seems odd not having to prepare the front cover in the usual manner—spreading there-on the Program for the Annual Meeting! We know that there are many “happy people”—happy because of the freedom from the responsibility of an Annual Meeting—but perhaps a bit unhappy because the “meeting of the clan” will not take place annually—when friendships are renewed, new ideas gathered, and other inspirational material found. We look forward to our Biennial Meeting in 1967, under the leadership of Miss Josephine Crouch, President.

We would now like to ask for help—for it must come, if we are to continue to have a truly professional publication in the “off-year.” We know that a “general invitation” rarely gets results, but you are hereby invited to present articles of a scholarly nature, be-fitting the purpose of our publication. They can be on a phase of our work; new ideas; historical sketches of your library; plans for the future; reviews of books by or about South Carolina or South Carolinians, and our profession, etc. Just ask yourself what you would like to read twice a year—and don’t expect others to do it all! And don’t be bashful! We appeal to all Section Reporters: send in news of your Section! We cannot print what we do not know! We are able to gather news of Public Libraries through the kindness of Miss Estellene P. Walker, Director of the South Carolina State Library Board, who sends us News for Public Libraries. We thank her and her staff for this help; and we thank all others who have sent in material for this issue. The March, 1967 issue will be rather bare—unless many of you come through!

We thank Lt. Colonel James M. Hillard, Treasurer of SCLA, and his Assistant, Mrs. Mary V. White, for their help in compiling the Membership List—it is a hard job. We suggest that each member be certain that his or her ZIP CODE is included in the address to which the South Carolina Librarian should be sent—and, if your address is changed, please notify Mr. Merle Bachtell, Joseph Ruzicka, Inc., P. O. Box 21568, Greensboro, N. C., 27420, so that your copy of the South Carolina Librarian will reach you. (Please do not notify us).

We do ask, however, that news, copy, pictures, etc., be sent to us at the following address: Mr. Herbert Hucks, Jr., Editor, South Carolina Librarian, P. O. Box 5193, Spartanburg, S. C., 29301.

Again to Mr. JOSEPH RUZICKA and Mr. MERLE BACHTELL (the “man-in-charge” of publication) and their staffs—and Mr. J. D. Woodell and his associates, who actually print the South Carolina Librarian, we give our annual appreciation! We would have a hard time without their help!

And again we urge all to cooperate with our president, Miss Josephine Crouch, Committee Chairman, and all who “lead” in any way—everyone will benefit!

And now to get on with this issue!

MESSAGE FROM THE PRESIDENT

The transition of the South Carolina Library Association from an annual to a biennial basis of operation necessitated some changes in policies and procedures which, in turn, required careful consideration and planning on the part of the Executive Committee. The first half of this year (January-June 1966) was utilized for this purpose. As the Committee worked on the reorganization of the Association, it planned to keep the good things of the annual program and to incorporate them into the biennial program. The first large item to be considered was the matter of changes in the SCLA HANDBOOK. In addition to the routine changes in wording from annual to biennial, other necessary changes were recommended and inserted in the official copy of the HANDBOOK. The most significant changes were:

The term of office for the Officers and the term of service for the Executive Committee automatically became two years.

Appointments to standing committees were made for four years with the terms of approximately one half of the membership expiring each December 31, immediately following the biennial convention.

It was recommended that each section formulate and implement some type of program during the non-conference year and participate in the total program during the conference year. Also, the Association
could operate on this same schedule of program planning if it so desired.

The functions of the Executive Committee and the Planning Committee, program procedures and appointment of committees will be continued on the former scheduled pattern, adjusted within the biennial framework. Membership dues and the budget will continue to be handled on an annual basis rather than a biennial one since the income will continue on an annual basis. The SOUTH CAROLINA LIBRARIAN will be published twice annually.

The five sections of the SCLA planned pertinent and worthwhile programs and/or activities for 1966—the first non-conference year.

The College Libraries Section held a Spring workshop in Charleston, South Carolina on Friday and Saturday, April 29-30, 1966. Another workshop is proposed before the 1967 Annual meeting.

The Public Libraries Section and the Trustees Section are cooperating in a campaign to have State Aid increased during the 1967 Session of the South Carolina General Assembly.

The School Libraries Section proposed plans for local workshops to be held in the Fall of 1966 and a state-wide workshop in the Winter of 1966.

The Special Libraries Section, although still in the organizational stage, focused attention and plans on active participation in National Library Week, encouraging members to attend professional meetings and the recruitment of new members.

The Publication Committee, in cooperation with the South Carolina State Library Board and the SCLA, is in the process of compiling and printing A GUIDE TO RESOURCE MATERIALS IN SOUTH CAROLINA. The SCLA (SELA sponsored) Workshop Committee, is continuing to develop plans for a program which will meet the criteria for the workshop grant ($500) made by the Southeastern Library Association. This workshop will involve the total membership of the Association and will be held early in 1967. The printing of the recruiting brochure, compiled by the Recruitment Committee, has been completed and will be distributed to members in the Fall.

The National Library Week program for 1966 was well planned and was vital in stimulating enthusiasm for continued library progress in the state.

The Semi-annual Financial Report, January-June 1966, submitted by the Treasurer, emphasized that the treasury was in better condition than it was at the beginning of the year and that every estimated budget allocation had been surpassed. The report also stated that the Association had 534 members as of July 20, 1966—this topped the membership of any previous year.

The success and value of any organization depends entirely upon the participation, cooperation and interest of its members, and this is being especially reflected by the members of the Executive Committee and all committee members who are promoting, so wisely and successfully, the coordinating and implementing of the initial biennial structure of the Association.

The programs and objectives for the next two years' work include all of our concerns. With enthusiasm, attention, and the will to work, the impact of our Association of more than five hundred thirty-four members will be felt directly or indirectly on all types of libraries in South Carolina.

Josephine Crouch, President
South Carolina Library Association
September 1966

SOUTH CAROLINA LIBRARY ASSOCIATION COMMITTEES, 1966-67

MISS JOSEPHINE CROUCH, President

(The expiration date of terms is listed by each name)

STANDING COMMITTEES:

CONSTITUTION AND BY-LAWS
Mrs. Catherine H. Lewis, Chairman .................. (1966-1969)
Mr. Charles A. Stevenson .................. (1966-1969)

EDITORIAL
Mr. Herbert Hucks, Jr., Chairman
Miss Rachel S. Martin .................. (1966-1969)

LEGISLATIVE
Miss Nell Garrard, Chairman .................. (1966-1969)
Miss Estellene P. Walker .................. (1966-1969)
Miss Margaret Mosimann .................. (1966-1969)

MEMBERSHIP
Miss Madeline Hays, Chairman .................. (1966-1969)
Miss Desmond Koster .................. (1966-1969)

PLANNING
Mr. J. Mitchell Reames .................. (1966-1969)
Mrs. Margaret Seay .................. (1966-1969)
Miss Sara Belle Brooks .................. (1966-1969)
Miss Madeleine Mosimann .................. (1966-1969)
Miss Carrie Gene Ashley .................. (1966-1969)
Mr. J. W. Gordon Gourlay .................. (1966-1967)
Mr. Walter C. Plunkett, Jr. .................. (1966-1967)

(RECRUITING
Miss Helen L. Jordan, Chairman .................. (1966-1969)
Mrs. Lila W. Morley .................. (1967-1969)
Mrs. Jacqueline Bridges .................. (1969)
Miss Louise Jackson .................. (1967)
Miss Rachel Ellis .................. (1969)
Mrs. Josephine M. Huey .................. (1967)
Miss Alice B. Adams .................. (1967)
paratively new building indicates the mammoth growth of our national library Association and the corresponding expansion of its library programs.

Annual reports of the ALA Divisions and of its standing and special committees are duplicated and copies distributed to Council. These reflect real progress of the Association in many library areas. I think it would be well for all ALA members to have access to these reports.

The major portion of the Convention's first Council meeting was given to discussion of the Grafton resolution, which recommended suspension of membership in ALA of libraries practicing discrimination. The Executive Board, stating that the Grafton resolution was defective in several respects, presented an alternative resolution, and this was passed after more than an hour of debate and attempts to amend it. President Vosper showed his outstanding ability as a presiding officer at this meeting.

The Alabama Library Association's application for chapter membership in ALA was accepted by Council. David H. Clift, Executive Director, then announced that all state and regional library Associations are now chapters of ALA. Amendments to the Bylaws were passed by both Council and Membership in order to bring the Association's Bylaws in line with directives and practices.

In his annual report, President Vosper praised the formation of a Joint Committee on National Library and Information Systems, stating that it is necessary for associations to coordinate their efforts in major orders of business. He voiced the opinion that we are approaching the idea of a national library system across the nation that will provide the people of the whole country with an even level of service. Mr. Vosper's announcement that the January, 1967, Midwinter meeting would be held in New Orleans was welcome news to those of us who are not "fans" of Chicago's below-zero temperatures. The move from Chicago is a result of the Executive Board's recommendation that Midwinter be scheduled periodically in other part of the country.

The trade exhibits (475 of them) were the best I have ever seen. There just isn't enough time to see the exhibits and still find time to attend the most interesting of the 625 scheduled meetings. Standing in line for a half-day at the Delta Airlines office on 49th Street trying to get my reservation on Eastern transferred didn't help any, either!

We received evidence at the New York meeting that ALA today constitutes a bloc of economic and social power in the country. "Your combined voice is an articulate part of this Administration's call for action toward creative and widely extended library service," President Johnson stated in his message of greeting to the Convention.

DEADLINE for the March, 1967 issue of The South Carolina Librarian will be February 1, 1967. Please send your news, article, etc., to the Editor at P. O. Box 5193, Spartanburg, S. C. 29301.
I will admit my gloomy outlook on personal dues was unfounded as of July 20, 1966, we have 534 members. This includes both personal and institutional but it is well above the estimated amount.

3. In addition, the recruiting brochure was printed for $118.79 which was $31.21 less than anticipated.

4. Financially, the organization is in good shape as of this moment, but I am leaving for Mexico on July 29, 1966, and I have to meet expenses somehow.

Respectfully submitted,
JAMES M. HILLARD
Treasurer

( Editor’s Note: We hope you had a nice trip, Jim, and that the treasury is still intact!)

**COLLEGE SECTION’S SPRING MEETING**

April 29-30, 1966, Charleston, S. C.

May 3, 1966

Mr. Herbert Hucks, Jr.,
Editor, The South Carolina Librarian

Dear Herbert:

I think that this is the first college section meeting that you have missed. We missed you. It really was a nice meeting and we had thirty-six people on Friday afternoon, twenty-four people at dinner Friday night and seventeen people at the meeting on Saturday. I wish more people would stay over, but I guess that they have to get back. There were fourteen colleges represented.

We met in the Conference Room of the Research Building of the Medical College at 3:00 p.m. Jim Hillard spoke about the circulation system at the Citadel which he had adapted to suit their purposes. Then Barbara Williams gave an excellent paper on work simplification techniques. She had a film to show and nine different mimeographed papers to distribute. She and her staff are working on these various projects. I asked her if she would send her paper to you and she agreed. Her talk provoked much discussion and comment. We left the afternoon meeting about 5:30 and met at 6:30 at the Colony House Restaurant for dinner. It was a nice dinner and a pleasant change from hotel dinners. The waitresses told us that the bar was raided by SLED agents while we were there. We were on the other side of the building and did not know it. Some of the people came back to my house after dinner and we just chatted.

At 9:30 on Saturday morning we met at the Citadel Library. Jim Hillard showed us the Rare Book Room and it is most attractive. I am very envious.

Then we met upstairs in a seminar room for the business meeting. We voted to change our spring workshop to the fall and to have it in the years SCLA did not meet. We also voted to have the officers stay in office
for two years. We shall have a meeting this fall to get on the right schedule. Bob wants to have it at Clemson and we think Mr. Gourlay will have us if we can find an appropriate weekend. That meeting, if at Clemson, will be devoted to seeing the new library.

Then Dan Holt, the Curator of Archives and Manuscript Collection at the Citadel spoke to us about the collection of General Clark's papers which he (General Clark) had given to the Citadel. He spoke generally at first about an archives collection, and then specifically about what they are doing with the Clark papers. He was most interesting. I asked for his paper also. He showed us the exhibit room for the collection and the especially designed gates with the designs of the flags of the United States, Great Britain and France. We also saw the research room and the documents shelving area. It was really fascinating.

I am sorry this letter is so long, but I wanted to tell you about the meeting while it was fresh in my mind. I've added a list of the colleges represented.

Sincerely yours,
Desmond Koster,
Chairman, College Section


(Editor's Note: We print the entire letter because it reflects the enthusiasm of the meeting).

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THE CITADEL ARCHIVES AND MARK CLARK MANUSCRIPT COLLECTION

DANIEL D. HOLT, Curator

(Speech delivered to the Spring Workshop of the South Carolina Library Association, 30 April, 1966)

Although the operation of an archives is completely different from any parallel profession, if a comparison were to be made in techniques, it would be to those of a library. There has been in the past some discussion concerning the actual handling of manuscripts and archival material as to whether it should be done by trained librarians or trained archivists. In 1956 the American Library Association did the professional archivists a great boon by officially declaring that archives and manuscript collections should in all circumstances be under the direction of a trained archivist who, in most cases, by the nature of his position, will be a historian.

Before I begin my brief discussion of the work under way here at The Citadel, I wish to comment on the place of an archives and manuscript collection in the college or university library. I am certain many of you in recent years have no doubt been faced with what to do with documents that have no ready place in a library cataloging system, but which are important historically, either generally or locally.

This should be the beginning of your manuscript and archives collection. The personal papers of public figures in your cities and your colleges, literary manuscripts business records, records of societies and associations, publications of the faculty, master and doctoral dissertations, etc., are flowing into college libraries at an unprecedented rate. The place of an archives in a university is to store, preserve, and make available for research these items pertaining to the institution, local, state, or national history. Naturally, the archives also is a facility for a research center. College and university accreditation boards are now paying strict attention to the primary research available in institutions of higher learning for use by the students and the general public. Of course, we are still asked the question, "Why should there be an archives or manuscript collection?" An archivist is charged with the critical responsibility of determining to a great extent what should be retained relating to the present and the past that will be available for research in the future. It is also increasingly important for the student to become familiar with primary research materials in this day of factual knowledge and advanced study. Documentation is a must for everyone today rather than just something for the more scholarly to use. Bruce Catton, the famous historian, once said that most people do not use them. However, the people who do use them consider them irreplaceable and for historians there is nothing comparable in order to determine the actual accounts of past events; also a knowledge of the personal life is found in no other area than manuscript collections through the personal letters, diaries, etc., of individuals.

I could also quote here the motto that is carved over the entrance of the National Archives Building in Washington, D. C. This statement greets every visitor who enters the National Archives: "What is past, is prologue."

An example closer to home of the importance of such collections occurred when Hanson Baldwin, noted military critic, author and military editor of the New York Times was visiting The Citadel. His remark concerning the Clark Collection was that if he had had this material available during or immediately after World War II, his writings and conclusions would be completely different in many respects. The many new archival institutions and archival departments that are being built across the country is another supporting factor of increased interest in archival and manuscript collections.

The use of manuscripts presents the archivist or librarian many problems in preparing the collection for the research historian or scholar who uses them for interpretation. However, the archivist for that reason must be a historian if the collection is of historical importance, so that he may be able to determine what is valuable historically and what is apropos to research. Preservation is of prime concern to the curator, as well as the need of protection from theft, vandals, and even casual visitors who intentionally mean no harm. This calls for a careful admission policy. The policy that will be used here is basically the same as that of the Library of Congress and is given below:
RULES FOR USE OF MANUSCRIPTS

The reader using manuscript material is requested to:

1. Deposit his coat, hat, or other personal property not essential to his work, at the museum office.
2. Sign the readers' register daily.
3. Handle the materials only at assigned places.
4. Use no ink, except in ballpoint pens.
5. Limit use of items to the minimum essential to immediate research needs.
6. Make no marks on the materials, write no notes on top of materials, rest no books or other objects on the face or surface of items used, and handle loose sheets of book pages by their edges, avoiding as far as possible touching the surface with the hands.
7. Exercise greatest possible care to prevent damage to materials, and extreme care in handling fragile items.
8. Preserve the existing order and arrangement of unbound materials, and report any disarrangement to the person in charge.
9. Arrange with the person in charge, if it is necessary to leave for a short period of time, either to reserve the material or leave it on the reader's desk provided reader (a) replaces all materials having containers into their proper places;
(b) closes all containers and volumes; and (c) notifies the person in charge immediately upon return to resume use of the material.
10. Return all materials to the issuer before leaving room for the day or for an extended period of time and request reservation of material if it is to be used again in the immediate future.
11. Submit for inspection any brief case, typewriter case, or any other parcel, book, notebook, or other personal property before removing it from the room.
12. Obtain, before publication or use of manuscript material, advice as to its availability for publication and usage, relevant to the common law rights in literary property and the laws of libel.

Other problems that confound the archivist and manuscript curator are the treatment of literary rights and clearances. These problems are very complicated and will be mentioned only briefly. The primary question concerning literary rights is the interpretation of the law as it applies to anything written. Walter Rundell, Jr., a member of the National Historical Publication Commission, gives an excellent, concise statement of the problem in the April, 1966 issue of The American Archivist:

The common law is presently interpreted in such a way that anyone writing anything — a letter, diary, account book, memorandum, instruction note, endorsement, or such — holds in his writing a property right, which belongs to him for life and to his heirs in perpetuity, irrespective of their proliferation. Under the common law, the owner of literary rights may sell or give away the physical property — the actual document — and still retain the literary property inherent in the document, for literary property is separate from physical property. Ownership of this literary property includes the exclusive right to publish the verbatim content of the manuscript in any way — by print, photocopy, television, radio, or other means.

Actually, the rule of thumb has been that an institution "owns" a letter in the sense of having property rights to the paper and ink but does not have ownership of the content. Therefore, a curator, theoretically, to let any student copy from a letter sent to the donor of a collection must obtain permission from the author of the letter before it can be used. This brings up another point. When receiving a gift of manuscripts, provision should be made for the passage of literary rights to the institution at that time, or at a later, designated time. Solutions are being proposed to offset this by actually spelling out a definite time period, etc., for the use of manuscript and unpublished material. Anyone interested can acquaint himself with the proposed new law by writing for a copy of the House Committee on the Judiciary's Supplementary Report, Part 6, of the Register of Copyrights from the General Revision of the United States Copyright Law. Brief explanation of this proposed law appears in the April, 1966 issue of The American Archivist and warrants careful reading. I would also suggest that for further reading on the subject the last four issues of The American Archivist all contain excellent articles pertaining to these problems and give a much better explanation than what I am able to do in this brief period. My main point is that every library, whether it has an established archives and manuscript collection or not, should be aware of these problems and should lend its support to the passage of an explicit law concerning literary rights on manuscripts, and should be fully cognizant of this "law" as it now stands.

A discussion of what is being done at The Citadel will present to you a more detailed outline of the duties and problems that confront an archivist or manuscript curator. I will concentrate here primarily on the work being done with the Clark Collection.

In June of 1960 General Mark W. Clark announced that he was giving his personal and military papers to The Citadel to be used as the basis for a Citadel Archives and manuscript collection and for the establishment of a World War II research center. I began work as curator of this collection in June of 1965, coming from the Kansas State Historical Society where I was Assistant Curator of Manuscripts.

In the initial stages of working on the collection, it was quickly apparent that there was a need for a complete cataloging or indexing to detail the collection so explicitly that any subject item being requested by a researcher could be located at a moment's notice. In most historical societies
and the Library of Congress, complete collections are usually given comprehensive catalog cards, giving a general description of the entire complement of papers. Usually, only in Presidential libraries and research centers dedicated to one individual or to one subject can a collection be completely indexed. All of the items of General Clark’s and the other material here at The Citadel contain so much historical information that nothing can be neglected. The archival material at present contains many historic records, including the notification document on the occasion of the election of John C. Calhoun to the Vice Presidency in 1825. Due to the manner in which the Clark papers had originally been filed, it was deemed advisable to use a chronological order as a control with a separate special subject file for items that were important but would lose their effect if separated and arranged chronologically, such as complete battle reports or other official comprehensive reports.

The first step in organizing such a collection as General Clark’s is to read thoroughly through the papers, determining what steps should be taken for their cataloging, preservation, and storage. In arranging the papers chronologically, each paper had to be handled, so it was deemed the proper time to remove all material such as old paper clips and staples and any sort of temporary binding of the documents. Items which needed to be kept together were paper-clipped, using a thin strip of paper folded over the document in such a way that when the paper clip was attached no metal touched the document. This is to prevent rust or corrosion from the metal clips damaging the paper. Any mending that was necessary was done at this time. Also, in arranging the papers chronologically, it was necessary to identify items that were readily identifiable. This entailed researching dates, nicknames, abbreviations, etc. This also required, in this case, a comprehensive knowledge of the military documentary system and date time groups.

The cataloging system in use for the General Clark Collection is based on the use of three types of cards. The first type used is the primary author card to catalog letters written by General Clark to other individuals. The second card, which is termed the secondary author card for purposes of this collection, is used to catalog the name of the author of the letters written to General Clark or some other individual. Naturally, the third card is the subject card and any item that has any possibility of researchable value is used as a subject item. Each card contains the usual information such as the date the letter was written, how many pages, whether typed or handwritten, whether it is signed, and brief objective resume of the content. It is not unusual in some of the correspondence in the collection, such as reports from General Clark to General Eisenhower concerning the invasion of North Africa, to have as many as 50 to 60 subject cards per letter. To give the researcher an idea of the types of subject headings listed and to supplement the brief description on the face of the card, tracings are typed on the reverse side of the primary and secondary author cards indicating other available material. The locator, in this case, the date, is in the upper left hand corner. The cards are then filed in alphabetical order.

The archival holdings which we presently have will be arranged in two categories — historical and institutional. The cataloging of the archives in the historical category will follow the same general pattern as that used for the manuscripts. The institutional category of the archives will include records of The Citadel on a departmental basis with subordinate offices of each department united with them. Using this system, as new archival accessions arrive, they can be put into their proper group and, therefore, be kept together in one area, eliminating the necessity of complete indexing.

Also, to aid in the archival practices at The Citadel, it is hoped that this fall an Institutional Records Board can be established on the campus. This should consist of a member or the head of each academic and administration department. The only time required of these individuals would be to communicate with the school archivist before any records are disposed of and allow the archivist to determine what should be disposed of and what should be kept.

Currently in the Mark Clark Collection of manuscripts there are approximately 60,000 manuscript or unpublished items. In these are many letters from people of importance, such as Dean Acheson, Gen. Sir Harold Alexander, General Harold “Hap” Arnold, Bernard Baruch, General Omar Bradley, Admiral Arleigh Burke, General Chiang Kai Shek, Hon. Winston Churchill, Admiral Francois Darlan, General Dwight D. Eisenhower (includes 588 items from World War II of high significance), James Forrestal, many leaders of foreign nations, General Douglas MacArthur, General George C. Marshall (over 200 items of importance), Field Marshal Bernard Montgomery, Lord Louis Mountbatten, Robert Murphy, General George C. Patton, President Syngman Rhee, Hon. L. Mendel Rivers, General Maxwell Taylor, former Presidents Herbert Hoover and Harry S. Truman, and many others.

The Clark Collection also contains 40,000 photographs with most of them relating to World War II and Korea. There are 22 photo albums which, needless to say, pose quite a problem both for preservation and indexing. However, the photographs in the albums are all identified and arranged within each album in a chronological order. These albums will be cataloged for a chronological period only. The loose photographs will be numbered carefully beginning with “1” with no regard as to the content of the photograph and continue until the last photograph, or #40,000, as an example, is numbered, using duplicate numbers for duplicate photos. This numbering system is deemed advisable due to the very large number of photographs on hand. In the cataloging it will only be necessary to make biographical cards for each person in the picture, a geographical location card for each photograph and a general subject card for each with reference made to the number on the photograph.

Also contained in the collection are many loose newspapers, newspaper clippings, newspaper clipping volumes,
souvenir albums, out of print publications, etc., which will probably be handled on a records group system rather than a complete cataloging. The some 30 maps will be kept in a map file and indexed geographically.

The preservation problems connected with this collection are tremendous. The photographs, especially those in the albums, are beginning to deteriorate rapidly due to the fact that they have been glued to the paper. It will be necessary to have the larger portion copied for preservation. The documents are being stored in Hollinger document boxes and will be placed in the new Hollinger manila folders. A positive microfilm will be made of the entire manuscript section for protection. A dehumidifying system has been installed and protective covering on all lights in the area will be used.

We are continually trying to acquire personal papers of distinguished Citadel graduates to be included in the manuscript collection. We also desire letters, diaries, etc., that may have been kept by cadets at The Citadel. Personal papers of the Board of Visitors and other governing men of The Citadel are being sought. Parallel collections to fill gaps in the Mark Clark manuscript collection such as papers of other military leaders in the same area have been requested. We have established microfilm or photocopy exchange agreements with the Eisenhower and Truman Libraries, the George C. Marshall Research Foundation, and the Library of Congress. We also accept any items that are historically important to South Carolina or to local history.

All of these materials combined should make The Citadel the depository for one of the finest military research centers for World War II in the United States and should also provide an excellent archives for Citadel and South Carolina history.

There are at present about eight other colleges or universities in South Carolina who either have or who are planning archival programs for their institutions. This knowledge is extremely gratifying from the point of view that in the future material will be available to researchers concerning these institutions, both from the administrative and academic standpoints and that a great amount of documentation that has been lost in the past, will, by these programs, now be preserved for the future.

WORK SIMPLIFICATION TECHNIQUES IN LIBRARIES
by
BARBARA J. WILLIAMS

Librarian, South Carolina State College, Orangeburg

(These are notes I would like to share with you from experiences gained in a Workshop on Library Utilization in June, 1965)

Work Simplification is that part of scientific management which deals specifically with improving the method or finding a better way of performing a job.

Many of us have been questioned as to why we perform certain tasks when we have been trained to do work of a highly skilled nature. It has been found that we are not utilizing our library personnel to our best advantage.

Some days do you find yourself saying, "I wonder where the work day has gone? I haven't accomplished anything.' You may have been busy, but were you actually performing the tasks that were really related to your job description?

Miss Jewell Hardkopf, Librarian-Management Consultant, stated recently, "the multitude of clerical details which surround a library is one of the reasons the professional librarian is not able to perform her regular duties for which she was trained. Librarians get bogged down with so many clerical details. This is what we are trying to overcome. They have a lot of clerical tasks which need to be done — but not by professionals. Is it a shortage or waste (of professional librarians' talents)? Are we making the best use of our librarians? If this were so, then we wouldn't have 80,000 vacancies for trained librarians." 1

Miss Hardkopf in another article states, "There are many tasks that are repetitive tasks which are essential for the accomplishment of the two major purposes for which libraries exist, namely to provide a collection of materials and to make it available. Some of the tasks involved are ordering, classifying, cataloging, and physical preparation. In order to make the collection available, there are repetitive tasks such as charging, discharging, returning materials to shelf location, preparing notices for materials overdue, filing requests for materials and registering borrowers.

"Methods analysis applied to the ordering of materials has saved libraries much time and has made it possible to process orders more simply. Through eliminating unnecessary files, combining others and improving the method of filing orders, librarians have brought order to their order departments." 2

The factors needed to analyze a library are:

(1) What work is done
(2) Who does it
(3) How much time is spent
(4) How each job is done and what steps are followed; and
(5) What is the volume of work

The tools needed are:

(1) Work Distribution Chart (answers questions 1-3)
(2) Flow Process Chart (answers question 4)
(3) Work Count (answers question 5)
(4) Motion Economy
(5) Layout Studies

We will examine two of the tools, the Work Distribution Chart and the Flow Process Chart.

The Work Distribution Chart gives in one place all phases of work in the library and contribution of each employee in each activity.

It will reveal the following:

(1) The work of each employee
(2) Overlapping and duplication of duties

1—The Atlanta Constitution, April 27, 1966, p. 18.
(3) Personnel and workload problems
(4) Time required to do tasks and activities
(5) Need for organization changes
(6) Reasons for bottlenecks and backlogs
(7) Whether employees are in right jobs
(8) Activities and tasks which can be simplified
(9) Free time available for use elsewhere
(10) Adequacy of supervision

In analyzing the Work Distribution Chart the following points are to be considered:

A. WHAT ACTIVITIES TAKE THE MOST TIME?
Are they the ones which should take the most time? Normally, the largest total time should be spent on what is considered to be the major activity of the organization. Other totals should reflect the relative importance of the activities. If the chart indicates that more time is being spent on an activity than the supervisor feels should be spent, he should find out why so much time is being expended. If the activity is a continuing one with several steps, a more detailed analysis should be made by preparing a process chart.

B. IS THERE MISDIRECTED EFFORT?
Is the organization spending too much time on relatively unimportant activities or unnecessary work? Instances of misdirected effort are frequently found in “administrative” categories. The time wasted by any one individual may be small, but it frequently becomes a sizeable total when several individuals are involved. Misdirected effort appears on the work distribution chart when individuals are involved in tasks not contributing directly to the mission of the organization.

C. ARE SKILLS BEING USED PROPERLY?
Is everyone being utilized in the best possible manner, or are special skills and abilities being wasted? Individuals with higher grades should not be required to perform tasks which should be performed by lower grade employees. It is also wasteful to have a person working above his ability.

D. ARE INDIVIDUALS DOING TOO MANY UNRELATED TASKS?
A large number of activities recorded in any one column on a work distribution chart may indicate that the individual is involved in such a variety of efforts that there is lost motion and resultant waste of manpower. Few individuals can perform a variety of tasks equally well. Greater efficiency results if related tasks are assigned to one or more individuals in a unit without unnecessary wasted effort.

E. ARE TASKS SPREAD TOO THINLY?
Performance of the same task by more than one individual may indicate duplication of effort. One person working steadily at a task is more productive than several individuals working the same number of manhours.

F. IS WORK DISTRIBUTED EVENLY?
The relative importance of tasks assigned to persons engaged in similar activities should be measured. For example, two clerks of equal ability and grade should normally be charged with similar volumes of work. The urgent and important tasks should be spread as evenly as possible to make certain that all work gets done according to schedule.

The Flow Process Chart answers the fourth question, “How each job is done and what steps are followed?” It shows the flow of work, step by step.

There are five symbols that make the sign language of a Flow Process Chart:

1. Operation . . . something acted upon
2. Transportation . . . something moved
3. Inspection . . . something examined
4. Delay . . . something stopped
5. Storage . . . something stored

In making a Flow Process Chart, you (1) state job to be studied (2) choose subject to be followed (3) pick beginning and ending (4) give brief description of each step made (5) apply symbols to each step (6) enter distance and time (7) summarize.

There are numerous ways that a Flow Process Chart can be employed in library activities. Following overdue notices, following order requests from receipt of order until books are ready for use; and tracing a reference request are examples.

In analyzing the Flow Process Chart the Questioning Attitude should be used. Each step must be questioned in a systematic way as follows:

1. WHAT is done? Why is it done?
2. What is accomplished? Is it worth the “cost”? Is it necessary? What would happen if it were not done? Is there any other way to accomplish the same thing?
3. WHERE is the work done? Why is it done there? Could it be done more effectively elsewhere?
4. WHEN is it done? Why is it done then? Could it be done earlier or later to advantage?
5. HOW is the work done? Why is it done in that manner? Could it be done more effectively? Could it be simplified?

In addition to questioning each step, the following table is helpful in improving a Flow Process Chart:

<table>
<thead>
<tr>
<th>WHY</th>
<th>WHAT lead to</th>
<th>COMBINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHERE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHEN</td>
<td>REARRANGEMENT OF CHANGE OF SEQUENCE</td>
<td></td>
</tr>
<tr>
<td>WHO</td>
<td>SIMPLIFICATION</td>
<td></td>
</tr>
</tbody>
</table>

3—Techniques of Work Distribution, Department of the Army Pamphlet No. 20-300, p. 3.
4—Ibid., pp. 6-9.
6—Ibid., p. 319.
Miss Hardkoppf states "To make the collection available to readers, many modern libraries also use industrial engineering techniques. The study of methods and motions as well as an analysis such as eliminating unnecessary transportation of materials, combining the filling of requests of materials with the discharging operation, changing the sequence of filing transaction cards, simplifying the method of preparing notices for overdue materials, rearranging furniture and equipment to reduce excessive movement of staff and to improve supervision and control, and rearranging the position of the charging desk and of tools and equipment on his desk ... The principles and techniques of scientific management which have been developed in industry are now being adapted to libraries with increasing effectiveness and better service to the library clientele." 9

An open mind and the ability to receive new ideas are the keys to Work Simplification.

(Note: Samples of a Work Distribution Chart; Flow Process Chart, 'Present & Proposed 'Methods; Task List; List of Activities by Major Purposes were given to each librarian present. A film entitled, "The Flow Process Chart and How to Use It" was shown. It can be secured from the Audio-Visual Division of the University of South Carolina.)


INTERLIBRARY LOANS AT McKISSICK

by

MRS. DAVY-JO S. RIDGE

Chief Reference Librarian, McKissick Memorial Library, The University of South Carolina

During the academic year 1964-65 the reference department at McKissick Library processed 2319 interlibrary loans. This number represents a 64% increase over the preceding year. Loan work became so heavy that it was necessary for one staff member to devote her entire time to interlibrary borrowing. Another staff member handled interlibrary lending. Because of the records which we felt were necessary to maintain, a great deal of paper work and typing was involved in processing the loans. This work required the addition of a full time departmental typist in the Spring of 1965. Some requests were not filled for a month or six weeks, due to the fact that if the item were not listed in LC, then the loan assistant would try Harvard or Duke, or North Carolina. If these libraries did not have the item, Yale, Princeton, Columbia, Chicago, or possibly California were sent a request. This hit-or-miss procedure ate up time, and the patrons would become irritable as weeks went by without receipt of the much needed material. Interlibrary lending did not slacken during the summer as expected, and it was decided that McKissick needed to streamline loan procedures, and thus shorten the time required to borrow material.

Before any changes were made, the department head visited the Emory University Library to observe their efficient loan procedures. Many good suggestions were made by the Emory staff and McKissick adapted Emory's loan methods with a few exceptions. The Emory method was put into effect on September 20, 1965, and it has proved so astonishingly efficient that other libraries may want to consider this method.

McKissick maintains two files of loan records. One file consists of request cards and is kept in a regular circulation file box. These 3x5 cards are the original requests which the graduate student or faculty member has submitted. Yellow cards are used for book requests; green cards are used for article requests. On one side of the card is listed the bibliographic information needed; on the reverse side is listed the borrower's name, address, etc. The borrower is requested to list where he saw the item noted. At the bottom of the card the interlibrary loan assistant fills in verification by noting the source in which she verified the request. If she locates a library or several libraries which have the item by checking LC or various serials listings, she notes their symbols on the card. There is room for noting where the book was borrowed, when due, and how much postage is charged at the bottom of the card on the reverse side. In other words, the original request card submitted by the patron is the master record of the request.

If the item cannot be located at a nearby library through the use of LC, the assistant writes the Union catalogs at Emory or North Carolina, or to the National Union Catalog for location information. Emory and North Carolina usually answer by return mail; NUC requires a few days longer. (It should be noted that the LC catalog is not a complete listing of the holdings of LC, but is a listing of printed cards available. NUC is contacted not only for locations throughout the nation, but also for holdings of LC which are not listed in the printed catalog.) Much time is saved, however, by these location requests as hit-or-miss loaning is eliminated. Under our new system, we know a library has the item when we request it. Frequently, we have the item within 10 days from the time the patron requests it.

If location information is necessary on the title, the request card is filed alphabetically by borrower in the file box under "Location." When location is determined and a request is mailed, the card is filed under "Requested" by borrower. As soon as a shipped notice is received from the lending library, the request is filed under "Shipped." By separating the requests this way, the borrower can be informed instantly on the progress of his request by any member of the staff. When the material is received, the card is then filed by date due. After the item has been returned to the lending library, the card is filed permanently by borrower's name. This permanent file is already proving its worth since patrons may repeat the request in the future. They frequently do not remember the author or exact title, but they can easily refresh their minds by checking the file of their requests. Since all the bibliographic information is on the card as well as the name of the library from which the book was borrowed, no verification or location work is required and the request can be sent out immediately.

The second file consists of the ALA loan or photo-
duplication forms. This file is housed in a four-tray cabinet which has custom made 5x8 trays. In one tray current loan files are kept. The “D” form is filed alphabetically by lending library when the request is mailed. The “B” and “C” forms usually arrive before the book; the “D” form is clipped to them and all are filed by lending library under “Shipped.” When the book is unwrapped, the postage is noted so the patron may be charged. Since the book carries the lending library’s identification, it is very easy to match the loan forms with the book. The book or xerox is placed on a labeled shelf. A Do-not-remove card which lists borrower’s name, date due, lending library, and postage due is inserted in the book. The ALA forms are filed by borrower under date due.

When the book is returned, the “B” form is filed under “Completed.” On the last day of the month the completed file is counted for departmental statistics, and the “B” form is then filed permanently by author. New requests are checked against this file in the hope that verification and location work will not need to be done. This permanent file is maintained in two trays of the cabinet.

The fourth tray of the cabinet contains the lending file. When requests are received, the items are collected from stacks and checked out to interlibrary lending. A carbon copy of the check is inter-file in the date due file with the borrowed items. This procedure gives a daily record of all items due, both borrowed and lent. The ALA “A” form is then filed in the tray by borrowing library. Since the return label is stamped “Interlibrary Lending,” it is easy to pull the “A” form when the book is unwrapped. The carbon check out record is pulled and inserted in the book. This slip indicates to the circulation staff that their record of the transaction is not filed in the regular circulation file. The “A” form is then filed behind “Completed” to be counted at the end of the month. The “A” forms are kept two months, and are then discarded since McKissick is not interested in keeping records of items other libraries do not have.

If the requested item is to be xeroxed, the material is sent to the University Printing Center and is usually in the mail within 48 hours of receipt. A bill is enclosed with the copy; the request and carbon of the bill are clipped together and are filed in the cabinet lending tray under “Billed.” When payment is received, the request is then placed with the completed file. Since McKissick no longer lends its periodicals, a heavy xeroxing business is maintained. The minimum charge is $1.00; otherwise, the charge is 10c a page. An article of 30 pages or less is automatically xeroxed without notifying the borrowing library of the cost. For articles over 30 pages, an estimate is sent to the borrowing library before proceeding with the xeroxing. Loans at McKissick are further simplified by the use of stamped returned mailing labels which indicate whether the book is being lent or borrowed. When the mail arrives, the packages are sorted easily to the two staff members responsible for loans.

McKissick also uses parcel post coupon insurance rather than postal insurance so that we have a definite record of each package mailed. If a book should be lost, private insurance pays quickly and usually with no questions asked. Coupon insurance is also less expensive than postal insurance.

For the first eight months of the 1965-66 academic year we have experienced a 62% increase in interlibrary loans over the year before! Yet, we are able, under our new method, to process loans quicker than we did a much smaller number two years ago. Most loan requests are in the mail within 48 hours from the time the patron presents the request. The paper work has been cut to the bone. The typist is needed for half-time only and can devote mornings to another project outside the department. The McKissick reference staff highly recommends this procedure and would be happy to explain it in more detail to any one interested in the service.

(See illustration on page 13)

THE ROBERT MULDROW COOPER LIBRARY — CLEMSON UNIVERSITY
by J. W. Gordon Gourley, Director

The library opened in time to be available to students as soon as they returned to Clemson for the fall semester. As yet we do not have all our furniture, but expect to have most of it installed by the end of September.

Each morning as I drive past the old library on my way to the new, I think of the words of a certain Mr. Lewis who said, “I have been rich and I have been poor — Believe me, it’s much better to be rich.”

In appraising any library three basic factors must be taken into consideration. (1) The Library Building; (2) The Library Collections; (3) The Library Staff. These three ingredients must be carefully blended with a purpose and a plan so that the library can contribute maximal service to student and researcher.

THE LIBRARY BUILDING

There are certain basic principles that serve as guides when planning a library. Some of these principles are indicated below. The method by which these principles have guided the planning of the new library building are briefly outlined.

1. The Library Must be Easily Accessible
   The library is situated in the geographical center of the campus and the main floor is connected to the bridge-way which connects the east and west campus.

2. The Library Must Provide for Quiet Reading and Reference Service and the Reader Must Not be Distracted From the Work Before Him
   (a) The building is air conditioned and all areas are uniformly lighted.
   (b) The carpeted floors add richness and warmth to the library and the sound absorption qualities contribute to the quietness of the reading areas.
   (c) The majority of reading stations are individual desks or carrels but there is a generous amount of other types of reading spaces including large read-
ing tables, lounge furniture and comfortable chairs. The study lounges are easily accessible on each floor but are removed from areas where students are consulting reference works or engaged in research.

(d) Acoustically treated typing cubicles are located in the central core of the building so that the noise of typewriters will not be distracting.

(c) Bookstacks and reading tables are so arranged that the ordinary operations of the library — such as giving assistance to readers — will not disturb those who are studying.

3. The Student Should Get the Information He Needs or the Knowledge of Where to Get It as Quickly and Conveniently as Possible

(a) The Circulation, Reference, and Reserve Desks are directly in front of the student when he enters the building. These desks are always staffed by persons who can direct or assist him.

(b) The front stairway leads to the Second Floor which contains the collections in Science, Technology and Agriculture and to the Ground Floor which contains the collections in Social Sciences and the Humanities. The card catalogs, indexes, reserve books, etc., are immediately available on the Main Floor. Even though the building is large — 32,400 square feet on each floor — no point is further than 55 feet from a stairway which leads up or down to the collections.

(c) The arrangement of reference books, catalogs, indexes, study rooms and washrooms follows a similar pattern on each floor. It is easy to become oriented to the building.

(d) Special types of equipment, such as index tables and card catalogs, are located close to the reference books and to the reference librarians.

4. Books Must be Readily Available to Readers

As few barriers as possible are between the reader and the books. With the exception of the manuscripts and special collections the stacks are open to all students. The stacks and reading areas are so arranged that when a book is located there is a reading area in the immediate vicinity.

5. The Library Must be Flexible and Expandable

(a) Modular construction is the method by which flexibility is provided. The only permanent interior walls are those which enclose services such as stairways, elevators and mechanical equipment. The stacks are of the type known as free-standing and can be taken apart and moved to different locations. There is practically no "built-in" equipment and the stacks and furniture can be rearranged as future necessity may dictate.

(b) Expandability by which the building can grow to take care of large book collections and a larger student body is built into the structure. Two additional floors (or parts of floors as necessary) can be added without in any way affecting the exterior. The library can grow to a maximum capacity of 1,250,000 volumes and seat 2,000 students.

6. Sufficient Space and Convenient Arrangement are Prerequisites for Acquiring and Cataloging Library Materials

The members of the staff whose chief work is to acquire and catalog the library collections are located on the south side of the First Floor. In this location they are close to the card catalog, the reference collection, the bibliography room and the central stairway or elevator which brings them to the heart of the library collections. Adequate spaces and work areas have been provided.

THE LIBRARY COLLECTIONS

The library collections are being developed with a very definite purpose which is outlined as follows: (a) To develop strong collections in all fields basic to the undergraduate curricula. (b) To develop special research collections in those fields in which graduate work is being offered at Clemson or in which extensive research is being conducted. (c) To maintain a collection of general cultural materials. (d) To develop special collections deemed advisable.

The library has a collection in excess of 250,000 volumes and increases at the rate of 15,000 volumes annually. This figure does not include thousands of government publications which are indexed and available for use nor does it include some 150,000 manuscripts which are in the archives and special collections. The library has about 15,000 volumes relating to South Carolina and a small collection of 3,000 rare or otherwise valuable books. The collections are particularly strong in science, engineering and agriculture but are rapidly being developed in breadth and depth in the social sciences and humanities as new programs are offered or graduate work is undertaken. About 3,500 journals are received regularly from United States and from countries throughout the world where pertinent research is being carried on.

THE LIBRARY STAFF

The library staff of 37 persons is divided into two groups. (1) Those who order, catalog and classify library materials. (2) Those who help readers use the collections. This second group is divided into two divisions — Social Sciences and Humanities and Science, Technology and Agriculture. In this way the library provides a staff of personnel who are very familiar with the references works and collections in each of the major divisions.

(See illustration on page 15)

ANOTHER "FIRST"

If you think a school library is only a quiet corner full of books, you're behind the times.

A summer institute at the University of South Carolina took the modern approach that a school library can be a center for diverse kinds of materials used in teaching and learning.

The six-week institute on “The School Library as a Materials Center,” sponsored by the university under a grant from the U. S. Office of Education, concluded Friday, July 22, 1966.

Asst. Prof. Nancy T. Burge, chairman of Library Science Dept. in the USC School of Education, was institute director.

Participants were 35 elementary, junior and senior high school librarians from South Carolina, Tennessee, Florida, North Carolina, Wisconsin, Kansas and Illinois.

Behind the institute is the need to upgrade libraries by teaching librarians to be more versatile in the selection and promotion of learning materials.

Current emphasis on independent study in elementary, junior and senior high schools is sending more students to libraries and creating a need for many kinds of materials in addition to books to aid learning.

Institute instructors acquainted participants with a wide
diversity of new materials and with equipment necessary to
use them.

These materials included films, filmstrips, tapes, rec-
cordings, transparencies, maps, charts, globes, diagrams,
educational television and art objects.

Institute participants have been involved in such varied
activities as learning to make transparencies, mastering the
operation of film projectors and visiting school li-
braries in use.

In addition to seeing that their libraries have such
materials available, the librarians can encourage both stu-
dents and teachers to use them.

Each participant wrote a proposal for the organization
and administration of a materials centers library at his
school.

Prof. Burge plans next year to visit S. C. participants
to evaluate their programs in practice and to assess the
institute's value.

She said, "I hope that these librarians will assume
leadership roles in their own school districts to implement
the multi-media concept of instruction."

Students who ask these librarians for help next fall will
probably be encouraged to listen to a tape as well as to
read a book. (See page 17)

SCLA EXECUTIVE COMMITTEE
ACTIONS AND ACTIVITIES

March 19, 1966: Heard the president, Miss Josephine
Crouch, remind Section Chairmen of the necessity of re-
vising Section By-laws to bring them in line with the
Association By-laws and again urge them to make special
efforts to keep members interested during the years when
no convention is held; discussions on changes in the SCLA
Handbook, and approval of them; deleted Item 3 of Section
6 on page 14 of the Handbook ("Suggestions for Selecting Nominees") added to Section 5 on page 15: "... and to
participate in the activities of additional sections as a non-
voting member;" heard that Committee appointments had
been made (See list in this issue); moved and passed that
applicants for the 1966 Scholarship be notified that no
scholarship would be available for 1966-67 because of prior
commitments (Publications Project); and that the presi-
dent appoint a committee to make a study of the Scholar-
ship Committee situation and to make recommendation for
future action. Heard Miss Frances B. Reid, Chairman of
the SCLA (SELA sponsored) Workshop Committee, re-
port that the Committee would meet during the afternoon
to make plans for the Fall Workshop — with Sept. 10,
1966, as the date for the Workshop; approved the presi-
dent's special Budget Sub-Committee report for 1966; heard

suggestions for the location of the 1967 Biennial Conven-
tion; approved Mrs. Ben G. Ehhardt, S. C. State Dept. of
Education, as the representative of SCLA on the S. C.
Council for the Common Good.

May 21, 1966: (not yet approved)—next meeting date of
Committee will be November 19, 1966): heard Treasurer
James M. Hillard report that membership was 508 (we
understand that it is now 5341); that Miss Margie Herron
would succeed Mrs. W. A. Foran as Chairman of the Public
Libraries Section on July 1, 1966 (Mrs. Foran went into
School Library work); Miss Frances B. Reid, SELA Rep-
resentative, urge SELA members to make reservations to
attend SELA in Atlanta, Ga., October 26-29 in the Marriott
Motor Hotel; the Federal Relations Coordinator, Mrs. Wm.
A. Foran, report that 13 public librarians and trustees had
written to S. C. Representatives concerning LSCA exten-
sion; Lt. Col. James M. Hillard speak briefly on the Spring
Meeting of the College Section, on Work Simplification (see
reports in this issue); Mrs. Marguerite G. Thompson, ALA
Councilor, report plans for attending the ALA Conference
in New York in July (see report in this issue); Mrs. W. A.
Foran report for the Public Libraries Section, with the Trus-
tees Section, was planning a campaign to increase and to
change the method of allotting state aid to public libraries
from $1500 per county to 25c per capita; continued correc-
tions in the SCLA Handbook; heard that the Sept. 10 date
for the SCLA (SELA sponsored) Workshop was an impos-
sibility, and moved that Miss Reid be authorized to request
the $500.00 and to present a proposal to SELA for a one-
day workshop on Work Simplification to be held early in
1967, and that Miss Reid be authorized to make any changes
in the Workshop Committee; heard Miss Josephine Crouch
promise a report of the place for the 1967 Biennial Conven-
tion at the November 19, 1966 meeting.

CLEAN BASEMENTS
VS. BOOK REVIEWS

"There are some jobs that have to be done. If it
means that I work in blue jeans for the day cleaning
out the basement, or file catalog cards, or hang art
exhibts, it does not mean they are jobs that are not as
satisfying as making a reading list, giving a book
review, cataloging a book, or other professional tasks.
I'm afraid I see no difference in a clean basement
a good book review. They both give me a feeling of
having done my best."—An SCLB scholarship re-
cipient after a year's experience as a county librarian.
(S. C. State Library Board's News for Public Li-
braries, July, 1966)

(Editor's Note: We say "Amen," and, although we
understand, we cannot help but feel that there is a
constantly increasing feeling that we should not ever
have dirty hands!)
Vol. II, No. I
Dept. of Public Relations - Dr. Paul C. Berg and Asst. Prof. Nancy T. Burge (standing) of the School of Education at the University of South Carolina answer questions for one of 35 elementary, junior high and high school librarians attending a Summer Institute for advanced study in Library Science at the University. Prof. Burge, Chairman of the Library Science Dept. at the University, was Director of the six-week Institute, sponsored at USC under a grant from the U. S. Office of Education. Dr. Berg, Professor of Education and Director of the USC School of Education’s Reading Clinic, was a lecturer and Consultant for the Institute on “The School Library as a Materials Center.” (See pages 15-16)

NATIONAL LIBRARY WEEK

Librarians of Charleston County were honored by a parade given by the Corps of Cadets of The Citadel in April, 1966. Prior to the parade, 46 Librarians were feted at a tea held in The Citadel Library. General Hugh Pate Harris, President of The Citadel; Mrs. Harris; and members of the Library Committee of The Citadel were present at the tea. At the parade the Librarians were seated in a special section of the grandstand.

FLORENCE’S LIBRARY IS OUTSTANDING

“I stood in line for more than an hour so I could be one of the first persons to register when the library opened,” says Dr. George C. Smith of Florence.

Dr. Smith was referring to the formal opening of the new Florence Public Library building, on November 3, 1925. It is of interest to note that not only did Dr. Smith acquire Library Registration Card number 32 in 1925, but in 1966 he is chairman of the Library Board of Trustees.

The plaque in the foyer of the library at 319 South Irby Street states:
Much credit for the establishment of this public library for Florence belongs to Mr. Henry E. Davis, who had become a member of the Board of School Commissioners in 1917. By 1919, the Board had adopted Mr. Davis’s proposal for the establishment and operation of a public library by the School District to be supported and maintained through the levy of a three-mill tax.

In the very beginning, the Library Board went on record that “a library must have educational value; and to this end, it must cover not only fiction and general literature, but the whole field of knowledge, and must be particularly strong in works of general reference, historical books, and works of our own authors and those of our state.”

Mr. Henry E. Davis was also instrumental in acquiring a fine collection of Caroliniana materials, some of which are first editions and the majority of which are now out-of-print. These volumes are today shelved in a special South Carolina Room at the library.

Through the years, the Florence Public Library has been a focal point of community activities, contributing to the education and culture of the people of Florence.

A significant step was taken on July 1, 1964, when the Florence County Circulating Library merged with the Florence Public Library to form the Florence County Library system. This action made the public library resources of the county available to all residents of the county through a unified county system.

The public library building at the corner of South Irby and Pine Streets was designated as headquarters for the system. A County Department was set up on the ground floor to house the collection of books for bookmobiles and branches. Public libraries at Lake City and Johnsonville joined the county system and became branch libraries.

Library service has been expanded to all areas of the county through the addition of a large modern bookmobile. Two bookmobiles now carry books to 101 community centers and 32 schools of Florence county on a regular bi-weekly schedule.

With its collection of 49,477 books, the Florence County Library system is making a start toward catching up with the population growth of Florence and the increasing demands made upon the library by Florentines. Standards recommend at least 100,000 books in a library to give even minimum service, the recommendation is three books per capita, or 253,314 books.

Emphasis is presently being given toward developing the reference and research collection, a collection receiving the heaviest use in the library today. Magazine subscriptions have increased, with the library now subscribing to over 200 magazines. With the fields of knowledge developing so fast today, business and professional people of Florence are finding these current magazines the best way to keep abreast of new developments in their field.

An average of 223 people come to the Florence County Library every day seeking answers to reference questions and information for research projects, as well as browsing for books for recreational reading and general information. In addition, an average of 192 readers visit library branches and bookmobiles daily in search of reading material.

According to Mrs. Marguerite G. Thompson, Librarian, the immediate goal of the library is “to provide the people of Florence county with all the books they need and to develop top library service to the area.”

(Florence Times, Florence, S. C., April 28, 1966)
(Editor’s Note: Thanks, Mrs. Thompson! — we hope more librarians will send in the history of their libraries!)

LIBRARY INTERNSHIPS, SUMMER, 1966

Fourteen young persons were awarded Internships in nine South Carolina Public libraries during the summer of 1966, during the eighth year of its operation, sponsored by the S. C. State Library Board and the Public Library Section of SCLA. The Library Intern Program has given 102 college students and recent graduates the opportunity to investigate Librarianship as a career.

The library interns and their sponsoring libraries this year were:

- Aiken-Bamberg-Barnwell-Edgefield Regional Library — Nancy Carroll, University of South Carolina; Ruth Leedy, Indiana University (Bloomington, Ind.).
- Charleston County Library—Judy Young, Columbia College.
- Colleton County Memorial Library—Claudia Mole, University of South Carolina.
- Florence County Library—Linda Kuntz, University of South Carolina; Jennifer Quesinberry, North Greenville Jr. College.
- Greenwood City and County Public Library—Doris Morgan, Agnes Scott College (Decatur, Ga.).
- Greenville County Library — Lucy Moore, Winthrop College, Jannette Watkins, Benedict College.
- Lexington County Circulating Library — Linda Taylor, Newberry College.
- Richland County Public Library — Elizabeth Brong, University of North Carolina; Woodrow Nathan, Jr., South Carolina State College.
- Spartanburg County Library — Sybil Fain, North Greenville Jr. College; Myra Roach, Winthrop College.

(S. C. State Library Board’s News for Public Libraries, May, 1966.)
GUIDE TO S. C. RESEARCH MATERIALS

Under the sponsorship of the State Library Board, Dr. John H. Moore, formerly Professor of History at Winthrop College and now at Georgia State University, Athens, has completed a guide to research materials in South Carolina. At its 1965 conference, the South Carolina Library Association voted to co-sponsor the publication of the guide. Publishing arrangements have been made with the University of South Carolina Press.

The following introduction by Estellene P. Walker, Director, S. C. State Library Board, explains the scope of the guide.

"A Guide to Research Materials in South Carolina is another step in the State Library Board’s program to improve reference service at both state and local levels and marks an advancement towards the realization of a coordinated network of library service over the state. The listings of specialized library resources, holdings of newspapers, periodical collections, and subject collections will prove to be an indispensable aid toward bringing the collections of libraries in South Carolina into a total network of library service.

"The Guide represents a first attempt in this state to produce a bibliographic tool through which the specialized reader can locate available subject material and individual periodical and newspaper titles held by all South Carolina libraries. Included in the Guide and of noteworthy importance are the guide to the historical and genealogical collections in the South Carolinaian Library at the University of South Carolina and a guide to the holdings of the South Carolina Archives Department. These two individual listings are the most extensive and complete compilations published which outline the collections of the state’s official archival records as well as the state’s most significant collection of historical materials.

Part II of the Guide provides an excellent union list of serials for South Carolina. It includes periodical collections begun in libraries prior to 1941 and should prove to be invaluable in locating much worthwhile contemporary information and commentary published in journals, serials, and magazines, back issues of which are maintained by libraries throughout the state.

The task of compiling the vast amount of information contained in the Guide fell on the shoulders of Dr. Moore, and he has done a creditable job. Numerous librarians in public, special, and college and university libraries cooperated with Dr. Moore in making this index and bibliographical tool a reality. The Guide is a credit not only to Dr. Moore’s assiduousness and competence, but to those librarians, both past and present, who through the years and in diverse libraries over the state collected and developed the materials listed in this compilation.

The availability of this important study as a published volume is the result of a cooperative project of the South Carolina State Library Board and of the South Carolina Library Association, both of which have shared equally in the cost of bringing the Guide into print.

don, Columbia; Mr. and Mrs. Ben C. Hough, Lancaster; Major Gen. J. M. Maeter, Sr., Commanding General of the Marine Corps Recruit Training Depot at Parris Island; Mr. and Mrs. W. Lawrence Norton, Walhalla; Mr. and Mrs. Clyde Rowntree, Johnsonville; and Mr. and Mrs. A. L. M. Wiggins, Hartsville.)

LIBRARIANS AND TRUSTEES MAP PLANS FOR INCREASED STATE AID CAMPAIGN

Sixty-four public library trustees, librarians, and Friends from twenty-three county and regional libraries met on Saturday, July 23, 1966, at the Richland County Public Library to devise strategy for obtaining increased state aid and to plan for a successful campaign in each county. The event was a joint meeting of the Public Libraries and Trustee Sections of SCLA and was arranged by a Steering Committee headed by Jean Galloway, Greenville trustee and chairman of the Trustee Section, and Mrs. Catherine Lewis, Horry County Librarian, who is co-chairman.

Margie Herron, Chairman, Public Librarians Section, presided at the morning session. Those appearing on the program were Miss Galloway who spoke on “A New Era for Public Libraries,” Robert M. Hollings, Charleston trustee, who compared South Carolina state aid figures with others in the Southeast, and Estellene P. Walker, who presented the plans for the use of funds.

Miss Galloway presided over the afternoon session and introduced Mrs. Gordon White, a member of the Mississippi legislature and the Mississippi State Library Commission. Mrs. White described the recent Mississippi legislative campaign which resulted in increased state aid for Mississippi libraries. Harry M. Lightsey, Jr., Columbia attorney and legal advisor to the Senate Finance Committee, explained how the legislative process operates in South Carolina.

Ramon Schwartz, Jr., Sumter trustee, concluded the meeting by asking each library board in the state to call a special meeting in August to make plans for a county campaign and to solicit a minimum contribution of $2.00 per trustee. A letter will be sent to those boards not represented at the Saturday meeting. Reports of the special board meetings and all contributions are to be sent to Mrs. Clyde S. Rowntree, Route 1, Johnsonville, S. C. 29555.

(S. C. State Library Board’s News for Public Libraries, August, 1966)

LIBRARY-WISE AND LIBRARY WAYS

The ABBEVILLE-GREENWOOD Regional Library was created this summer when Boards of Trustees of the ABBEVILLE COUNTY LIBRARY and the GREENWOOD CITY-COUNTY LIBRARY signed a contract establishing it. Fletcher W. Ferguson, Chairman of the ABBEVILLE Board, and Edgar Davis, Chairman of the GREENWOOD Board, made the joint announcement. Board members are: GREENWOOD: Edgar Davis (chairman), Mrs. R. L. Steer, Dr. A. L. Schneider, and William L. Bross; ABBEVILLE: Fletcher W. Ferguson, Mrs. Cal Stevenson, and Myer Poliakoff.

The ALLENDALE COUNTY LIBRARY has received a record player and a collection of records from Beckman Winthrop of Boston and New York.

The ANDREWS Branch building of the Georgetown County Library was authorized by an Act of the 1966 General Assembly of South Carolina.

The BARNWELL COUNTY LIBRARY of the ABBE Regional Library has completed the microfilming of the Barnwell newspapers from September, 1877, through August, 1963; included are The Barnwell People, the Barnwell Sentinel and their successor, the Barnwell People-Sentinel. Funds for the project came from gifts and from fines collected by the library. The Friends of the library presented the Madrigal and Motet Choir of Columbia in a program in the library March 20, 1966.

January 16, 1966, Mr. and Mrs. Harold F. Harding, Hanahan, S. C., entertained at home with a tea in honor of the BERKELEY COUNTY LIBRARY BOARD and to celebrate the first anniversary of the HANAHAN BRANCH of the county library. Attending were the library staff and residents of the community who actively supported the building program.

The CALHOUN COUNTY LIBRARY has a new bookmobile. Boy Scouts helped unload the old one and transfer the books to the new one.

The CHARLESTON COUNTY LIBRARY resumed its lecture series “What Makes a Book Live?” on October 3, 1966. The sessions last year were popular and well attended.

From the 217th Annual Report of the CHARLESTON LIBRARY SOCIETY, Miss Virginia Rugheimer, Librarian, January 18, 1966: the Joseph W. Barnwell Annex . . . “will be invaluable of the temporary housing of donations . . .”; microfilming of the first part of The Charleston Mercury, 1822-1845, has been completed; the microfilm library now consists of 772 rolls; Mr. John E. Gibbs, President of the Society, presented WILLIAM Mc Call, janitor, who began work in the library in 1922, a gold watch, in appreciation of his faithful service.

The COLLETON COUNTY MEMORIAL LIBRARY has received over 20 books, pertaining mainly to Southern history, in memory of William Edward Fripp. A plaque in the reference room states: “William Edward Fripp, 1896-1965. First President of the Colleton County Historical Society. Official of the Walterboro Library Society and of the Colleton County Memorial Library. In appreciation of his services these books are dedicated to his memory. The Colleton County Historical Society.”

The DARLINGTON PUBLIC LIBRARY is cooperating with the Office of Economic Opportunity by training
three applicants for library work.

A committee has been appointed to select a site and make plans for a replacement for the DART HALL Branch of the Charleston County Library. Estimated costs are $90,000.00 for the building; $20,000.00 for furniture and equipment; and site and other expenses $25,000.00.

The DORCHESTER COUNTY LIBRARY is now in the especially designed quarters in the County Court House. Plans for a $100,000.00 improvement of the EASLEY PUBLIC LIBRARY building have been announced. The building now owned by the Easley Library Association will be transferred to the EASLEY COUNTY LIBRARY BOARD and will serve as a headquarters for the county system.

To Mrs. M. H. Mims, Librarian, EDGEFIELD COUNTY LIBRARY, ABBE Regional Library, from John C. Morgan, President, Edgefield Jaycees:

"The Edgefield Jaycees would like to thank you for your cooperation over the past year. Your interest and enthusiasm in Jaycee projects are deeply appreciated not only by the Jaycees, but the city of Edgefield as well. We feel that your displays during our "Religion in America Life" and suggested "Family Good Reading" programs have helped us gain our community's interest in something that we feel is very worthwhile.

"Again, we would like to say, thank you, for your interest and help the past year." (S. C. Library Board's News for Public Libraries, May, 1966.)

The FLORENCE COUNTY LIBRARY has received from the Florence Sertoma Club a Caliphon Record Player and listening station as part of its continuing project to support the Children's Room.

To Mrs. Marguerite G. Thompson, Librarian, FLORENCE COUNTY LIBRARY, from Mrs. W. M. Ayres, Secretary, The Twentieth Century Literary Club:

"The Twentieth Century Literary Club wishes to use this note as an expression of appreciation for the contributions you make to our community as librarian of the Florence County Library.

"Our club recognizes the importance of adequate library facilities, and of librarians such as you, to guide the community in using them in the wisest and best way.

"Please extend our appreciation to the efficient members of your staff."


The FORT MILL LIBRARY has a part-time Assistant, a high school student, under the In-School Program, Carolina Community Actions, Inc., Neighborhood Youth Corps.

February 15, 1966, the FOUNTAIN INN Branch of the Greenville County Library moved into the new $25,000 library donated by the Beaunit Corporation.

GREENVILLE COUNTY LIBRARY has been designated as a Limited Government Depository Library by U. S. Representative Robert T. Ashmore of the Fourth Congressional District. The library will save about $2,000.00 a year by this action. Piedmont Engineers and Architects of Greenville, and Perry, Dean, Hepburn and Stewart of Boston, Mass., have been selected to design the new GREENVILLE COUNTY LIBRARY Building. J. RUSSELL BAILEY of Orange, Va., A. I. A., a nationally known library consultant, has been retained as Consultant Architect. The new $1,600,000 building will be constructed in the Civic Center on College Street. The Fred S. Symmes Foundation made available funds for the site. October 1, 1966 was the deadline for preliminary sketches and schematics. The library received a $1,000.00 gift from the Kiwanis Club for the purchase of young adult titles, and $10,000.00 in unexpected tax money, making the total book budget $50,000.00.

GREENWOOD CITY AND COUNTY PUBLIC LIBRARY has received from the Index-Journal 35 rolls of microfilm, 23 of which cover the newspaper files for 1919-1929. In 1960 the paper gave the library a Recordak microfilm reader in memory of the late Harry L. Watson, editor of the Index and later of the Index-Journal from 1900 to 1956. The library received a $5,000.00 bequest from Mrs. George Rush, first Children's Librarian; it is being used to provide a paved parking area at the rear of the library. Martha McCabe, daughter of Mrs. Kathleen S. McCabe, of the library staff, was made Principal of Leslie School, Greenwood, this year. One of her first acts was to arrange for a library room. (Editor's Note: "Like Mother, like Daughter")

Mr. and Mrs. F. A. McClure, Varvville, presented several copies of the large-print Reader's Digest to the HAMPTON COUNTY LIBRARY of the Allendale-Hampton-Jasper Regional Library.

A picture of the HARTSVILLE Library Commissioners, A. L. M. Wiggins, John Wilmeth, and Coltn Segars was presented to the library by R. B. White on behalf of Mrs. A. L. M. Wiggins. The original picture was made thirty years ago—this gift is an enlargement.

Mrs. George Jackson exhibited her collection of dolls at the KINGS MOUNTAIN TOWNSHIP Library, Clover, April 5, 1966. "Dolls" was the subject at the following week's Story Hour.

The American Legion Auxiliary has given $2,500.00 to the LAURENS COUNTY LIBRARY to purchase slides for use in the Children's Story Hour.

Headquarters building for LEXINGTON County Library was assured by an Act of the 1966 General Assembly of South Carolina. The library had, in April, 1966, $35,000.00 as its Building Fund Goal. Leamon Ralson is Batesburg Chairman and Paul Craven Leesville Chairman. Mr. and Mrs. Clyde Barr donated the building site. Senior Girl Scout Troop 2-34 gave $100.00 to the Fund. Burlington Industries Foundation, James S. Rotan, Executive Vice-President of Catlin Farish, donated $5,000.00. The building will cost $116,346.00.

The Loris Garden Club voted 100% in favor of a motion supporting the construction of a building to house the LORIS BRANCH of the Horry County Library.

The MARION PUBLIC LIBRARY held an autograph party for Miss Shannon Wilkerson, author of "Straight
Talk,” a book on various problems facing young people. Miss Wilkerson teaches history in the Marion High School. The Lions Club presented the 20 Keith Jennison Books to the library—books in large print for persons with sight trouble. The Civitan Club gave $25.00 and the Woman’s Club presented an umbrella stand. The library has been redecorated recently, with carpets and draperies added—improvements financed by proceeds from the sale of Sellers’ History of Marion County, which the library sponsored.

The NEWBERRY-SALUDA Regional Library which has been operating since 1949 by contract, was legally established by an Act of the General Assembly signed by Governor Robert E. McNair February 15, 1966. On April 13, 1966, the transfer of the old Post Office building in Newberry for use as headquarters for the NEWBERRY-SALUDA Regional Library was approved by the General Services Administration, which transferred the property to the Department of Health, Education, and Welfare. Transfer date to the NEWBERRY-SALUDA Regional Library will be determined later.

The PICKENS COUNTY LIBRARY is co-sponsoring with the local YMCA a Great Books Discussion Group.

The RICHLAND COUNTY LIBRARY received a Class A special award of merit from the National Federation of Music Clubs for outstanding participation in National Music Week, 1965. Mrs. Richard Wilson, Reference Librarian, prepared a special display of books and records with the caption “Music Hath Charms...”

Local members of the Allendale-Hampton-Jasper Regional Library helped obtain new quarters for the RIDGELAND Library. The former county agricultural building was converted into a new library, redecorated, and new shelving was installed.

Seneca City Council gave unanimous approval of final plans for a $100,000.00 Branch of the Oconee County Library and committed the city for $25,640 as its share toward the total cost. Preliminary sketches have been drawn for the SENECA Branch, designed for $4,500 sq. ft.

The Richland County Library is planning a $75,000.00 Branch Library in the St. ANDREWS section. Land adjacent to its branch now under construction was donated by the Home Federal Savings and Loan Association. Two years ago the St. Andrews Women’s Club organized a library, raised funds, and volunteers staffed the library until Richland County took it over six months ago.

The new SARLIN COMMUNITY LIBRARY in LIBERTY was opened January 27, 1966. Ralph Sarlin donated the site and $5,000 to the building fund in memory of the Sarlin family, and public contributions and Friends of the Library membership added the necessary amount to that fund. The library is a branch of the PICKENS COUNTY LIBRARY. The LIBERTY Woman’s Club is conducting a campaign for funds for furnishings and fixtures.

Members of the SOUTH CAROLINA FEDERATION OF WOMEN’S CLUBS have contributed to a fund for books for a permanent library for the Governor’s Mansion. S. C. State Library Board personnel selected 56 books by South Carolina authors or about South Carolina. In charge of contributions was Mrs. W. C. McCall, and Miss Betty E. Callaham, State Library Director of Field Services, presented the books to Mrs. Robert E. McNair. The books became the property of the Governor’s Mansion Trust Commission, appointed by Mrs. McNair.

The following was received by Estellene P. Walker, Director, S. C. STATE LIBRARY BOARD, from Charles E. Stow, Librarian, Greenville County Library, and is reproduced with thanks to Mr. Stow.

“This is a letter of appreciation to you and the members of your staff for the wonderful help and cooperation we have received in the various phases of LSCA.

“We are most grateful to you for the financial help. We scarcely need to assure you that it has meant a very great deal to us in our efforts to make better library service available to our patrons. As a result, we have been able to offer many books and services which would otherwise not have been possible.

“The cooperation we have received from you and your staff in helping us take advantage of the various programs is also gratefully acknowledged. Without this help, I am sure we would have missed out on projects.

“I should also like to say that I hope you have received from us the cooperation you have a right to expect, and I do hope that we have not added to the burden the State Library Board carries in the administration of the various LSCA projects.

“I hope you will express to your staff the appreciation of all of us at the Greenville County Library.”

(S. C. State Library Board’s News for Public Libraries, June, 1966)

Sara Henry, Children’s Librarian, SPARTANBURG COUNTY LIBRARY, had a weekly display featuring the books discussed on the Carnival of Books program. The library recently received $125.00 from the Altrusa Club; $65.00 from the Spartanburg Garden Club for the purchase of books for the Garden Center and a book, The Climate Is Hope, by Walker S. Ross from the Spartanburg Junior Woman’s Club.


The Headquarters Building for the SUMTER COUNTY LIBRARY was assured by an Act of the 1966 General Assembly of South Carolina. The Sumter Board of Commissioners was authorized by the Act to borrow up to $275,000.00 toward the cost ($400,000.00) of the new library, which will be built on property within the proposed Civic Center, which site was made possible by an urban renewal project and is adjacent to the business center. Ramon Schwartz is Chairman of the Board.

The WILLIAMSTON Town Council has voted to proceed with plans for a library building. January 5, 1966, the contract for the building was let. Its expected cost is $10,000.00, of which $2,800 has been donated (March, 1966).
Dr. Dwight Smith donated a lot to the Council. The library is a branch of the Anderson County Library.

April 18, 1966, the Boards of the five public libraries in YORK COUNTY met with the Director of the S. C. State Library Board to discuss a unified countywide system. The YORK COUNTY LIBRARY BOARD and the Boards and York and Kings Mountain Townships voted in favor of the plan—the FORT MILL and ROCK HILL Boards are studying the proposal. May 3 the five separate library boards approved unanimously and sent to the County Delegation a bill for the establishment of the consolidated county-wide library system to begin July 1. The bill was approved by both Houses and signed by Robert E. Me Tair.

The YORK Branch of the recently created York County Library will be housed in a modern $75,000.00 building. Individuals, civic organizations, and businesses such as Bowaters Carolina Corporation, Sullivan-Southern, Inc., Winn-Dixie, Duke Power Co., and Talon, Inc., contributed over $10,000.00.

PERSONALS

FRANK J. ANDERSON, formerly Librarian of Kansas Wesleyan Univ., Salina, Kansas, became Librarian of Wofford College September 1, 1966.

MYRA ARMISTEAD has resigned from the staff of the Greenville County Library to become a member of the Clemson University Library staff.


R. E. BARRON, Jr., Rock Hill, is Chairman of the recently appointed York County Library Board.

Mrs. ELOISE J. BOGGS has been appointed Assistant Librarian at McCain Library, Erskine College. She is a graduate of Winthrop College, and the wife of Dr. Mauldin J. Boggs of Abbeville.

Mrs. SHIRLEY BOONE, Librarian of the Chapin Memorial Library, Myrtle Beach, spoke at the December, 1965, meeting of the Heritage Book Club, Myrtle Beach.

Mrs. D. H. BROWN has been appointed Librarian of Liberty's Sarlin Community Library, succeeding CARRIE HUTCHINS, who retired June 30, after 19 years of service.

CHARLES H. BUSHA, Reference Consultant of the S. C. State Library Board, attended a three-day conference at Columbia University in New York City in April. The conference was on the present status and future prospects of reference-information service.

LAMAR CALDWELL has been elected Chairman of the Hartville Memorial Library Board. He replaced Mrs. Keith Flowers, who remains on the Board.

The Myrtle Beach First Baptist Church dedicated its library, named in honor of Mrs. O. C. CALLOWAY, Assistant in the Chapin Memorial Library, Myrtle Beach, January 9, 1966.

Miss Edith Campbell has joined the staff of the Darlington Public Library.

In April, 1966, GARY CANTRELL, a 1964 graduate in music of Furman University, and a 1966 graduate in library science of Florida State University, joined the technical processes staff of the Furman University Library.

Mrs. MYRON CARTER is Salley Branch Librarian for the ABBE Regional Library.

The Reverend J. CALVIN CHESNUTT has been appointed to the Hartsville Memorial Library Board.

BILL CRAIG is the new president of the Friends of the Hartsville Memorial Library.

Sympathy to Mrs. FRANCES CRESWELL, on the Lancaster County Library staff, on the death of her mother.

JOSEPHINE CROUCH, SCLA President, and Director, ABBE Regional Library, has been elected president of the Aiken branch of the American Association of University Women.

LAURA S. EBAUGH, Adult Education Associate in the Greenville County Library, presented a narration which she prepared from letters, diaries, and early records for a pageant, "A Nineteenth Century Diary of Greenville" — a project of the Greenville County Historical Society.

Miss SARA EDWARDS has joined the staff of the Darlington Public Library.

Sympathy to ELIZABETH FOGARTY, Technical Services Librarian in the Charleston County Library, on the death of her father.

Mrs. WILLIAM A. FORAN resigned as Children's Librarian. Richland County Public Library, to become Coordinator of Library Services for the Columbia City Schools.

Sympathy to Mrs. LOIS FOWLER, Anderson County Library, on the death of her husband May 17, 1966.

EMMA FULTON, Murrells Inlet, has joined the staff of the Florence County Library.

January 25, 1966, EDDY GILMORE, Pulitzer Prize winning writer for the Associated Press, lectured in Greenville, sponsored by the GREENVILLE FRIENDS OF THE LIBRARY.

Sympathy to Mrs. J. C. GULLION, and her daughter, DRUCILLA ANN, staff members of the Aiken County Library of the ABBE Regional Library, on the death of their husband and father.

Sympathy to the family of EARL HODGES, on the death of Mr. HODGES, member of the Abbeville County Library Board.
Sympathy to the family of Mrs. LEON S. HOLLEY, Aiken, who died March 28, 1966. Mrs. HOLLEY served as Aiken County Librarian for many years before she retired in 1952.

We thank you for your many expressions of sympathy on the death of our father, HERBERT HUCKS, 79, in Pinopolis, S. C., August 19, 1966. He was Editor-Publisher of the Berkeley Democrat, Moncks Corner, S. C., from 1936 until 1961, and continued to write editorials for the newspaper until the week of his death.


JANE JARVIS, student in library science at McGill University, was a summer cataloging assistant at the Greenwood City and County Public Library.

HENRY ZED JONES has succeeded WILLIAM A. BOLEN as a member of the Greenville County Library Board.

HELEN L. JORDAN of the Field Service Staff of the S. C. State Library Board, became Assistant Librarian of the Lexington County Library September 15, 1966.

Mrs. ERWIN LAMBERCHT is Children's Librarian of the Greenwood headquarters of the Abbeville-Greenwood Regional Library.

Mrs. IRIS LAWRENCE is Wagener Branch Librarian for the ABBE Regional Library.

C. S. LITTLE, Jr., Fort Mill, is Vice-Chairman of the recently appointed York County Library Board.

GEORGE L. MCGILL, Clover, is Secretary of the recently appointed York County Library Board.

Mrs. MILDRED LITTLE MARTIN has joined the staff of the Cherokee County Library.

PATRICIA MERCER, Librarian, Lancaster County Library, spoke to the Lancaster Rotary Club on the needs of the library in April, 1966.

Mrs. J. WILLIAM MILLING, Rock Hill, is Treasurer of the recently appointed York County Library Board.

JOYCE MITCHUM, Assistant in the Berkeley County Library, was married to Bernard Guerry July 23, 1966.

Mrs. EDGAR MOORE, Aiken County Librarian, spoke to the Welcome Wagon, an organization for newcomers, on "Seeing Aiken in Books."

Mrs. B. E. NEIBURG has succeeded Mrs. J. N. THURSTON as Librarian of the Clemson Community Library, a joint branch of the Oconee and Pickens County Libraries.

S. C. State Library Board grants were made to three trustees: Mrs. W. L. NORTON, Oconee County Library; J. C. BENNETT, Horry County Memorial Library; and ROBERT M. HOLLINGS, Charleston County Library, to attend the Library Equipment Institute July 7-9, 1966, at the Statler Hilton in New York City. They also attended the ALTA workshop: "Reaching Out with Books," July 9.

Mrs. HENRY PARR, Newberry, is Treasurer of the recently appointed Newberry-Saluda Regional Library Board.

July 1 EVELYN R. PEELE, Librarian for the North Carolina-South Carolina Regional Library for the Blind, retired and was succeeded by Mrs. MARION LEITH of the North Carolina State Library staff. The more than 700 Talking Book readers in South Carolina looked upon Miss PEELER as a personal friend!

Congratulations to the RAY PEPPERS on the birth of their son! Mr. PEPPERS, Librarian of the Beaufort County Library since 1963, has resigned to become Administrative Librarian of Kellogg College, Battle Creek, Michigan.

Sympathy to Mr. H. DeWITT PLYLER, Chairman of the Lancaster County Library Board, on the death of his brother.

KEITT PURCELL, Newberry, is the Chairman of the recently appointed Newberry-Saluda Regional Library Board.

Mrs. VADIS ROWE, Saluda, is Vice-Chairman of the recently appointed Newberry-Saluda Regional Library Board.

MARILYN SEARSON has resigned from the staff of the Greenville County Library to become Librarian of the Clemson University Center at Sumter.

FRANCES SHIRLEY, of Anderson, a student at Rutgers Library School, was employed during the summer of 1966 as a pre-professional assistant in the Anderson County Library.

Sympathy to Mrs. JOHN D. SMITH, Chairman of the Spartanburg County Library Board, and her family, on the death of her father, Milon Stone Christman, August 28, 1966.

Mrs. SARAH C. SMITH, Librarian of the Anderson County Library since 1960, resigned to accept the position of Reference Librarian in the Spartanburg County Library July 1, 1966.

Sympathy to Mrs. BEN L. STROZIERS, Jr., of the Rock Hill Public Library Staff, on the death of her father.

Mrs. HILDA K. STABOITZ, retired Head of Extension of the ABBE Regional Library, is Extension Consultant for Abbeville-Greenwood Regional Library.

Mrs. FRANCES C. STUART, Cataloger of the State Library Board since 1957, resigned August 5, 1966, to become Librarian of the Richland Technical Education Center.

SARAH A. TAYLOR, a 1965 graduate of the School of Library Service, University of North Carolina, joined the staff of the Sumter County Library September 1, 1966.

(Continued on page 35)
SOUTH CAROLINA LIBRARY ASSOCIATION

Membership as of August 30, 1966

(Please send address corrections to Mr. Merle Bachtell, Joseph Ruzicka, Inc., P. O. Box 21568, Greensboro, N. C. 27420 — with ZIP CODE)

LIFE:

Mrs. Jessie Cannon
Route 1, Box 309
Arroyo Grande, California 93420

Miss Mary E. Frayser
Winston College
Rock Hill, S. C. 29730

Miss Cornelie Graham
1961 Randolph Road, Route 7
Charlotte, N. C. 28207

Miss Lila L. Grier
3015 Kirkwood Road
Columbia, S. C. 29205

Miss Ellen Perry
7 David Street
Greenville, S. C. 29609

Mrs. V. M. Salley
1714 College Street
Columbia, S. C. 29201

Miss Gladys M. Smith
616 Capital Place
Columbia, S. C. 29205

Mrs. Elizabeth C. Stephens
P. O. Box 42
Tuxedo, N. C. 28784

Miss Mary Timberlake
McKissick Memorial Library
University of S. C.
Columbia, S. C. 29208

Mr. John P. Voight
Box 557
Summerville, S. C. 29483

Miss Eva Wrigley
11 Lavinia Ave.
Greenville, S. C. 29601

COLLEGE:

Miss Alice Adams
James B. Duke Library
Furman University
Greenville, S. C. 29613

Allen University
I. S. Flippin Library
Columbia, S. C. 29204

Anderson College Library
Anderson, S. C. 29621

Miss Margaret Bald
Bob Jones University Library
Greenville, S. C. 29614

Benedict College Library
Columbia, S. C. 29204

Mrs. Sara P. Bird
801 Milton Avenue
Rock Hill, S. C. 29730

Mrs. E. G. Boyce
Erskine College Library
Due West, S. C. 29639

Miss Nancy T. Burge
4G. Cornell Arms
Columbia, S. C. 29201

Miss Marian Burn, Librarian
Presbyterian College
Clinton, S. C. 29325

Mrs. Rossie B. Caldwell
S. C. State College
Orangeburg, S. C. 29115

Mrs. Phyllis B. Cartwright
Gwathmey Library, Converse College
Spartanburg, S. C. 29301

Mrs. Frances R. Chewning
Veterans Administration Hospital Library
Columbia, S. C. 29201

Mrs. R. S. Clarke
Box 277
Due West, S. C. 29639

Clemson University Library
Clemson University
Clemson, S. C. 29631

Mrs. Alice H. Cochran
18 Woodburn Road
Spartanburg, S. C. 29302

Coker College Library
Hartsville, S. C. 29550

College of Charleston Library
66 George Street
Charleston, S. C. 29401

Arthur N. Corontzes
The Citadel
Charleston, S. C. 29409

Miss Gracia W. Dawson
S. C. State College Library
Orangeburg, S. C. 29115

Miss Nancy Divver
509 East Orr Street
Anderson, S. C. 29623

Miss Stephanie Easterling
Furman University Library
Greenville, S. C. 29613

Miss Edna Eaves
Furman University Library
Greenville, S. C. 29613

Miss Sidelle B. Ellis
508 Clemson House
Clemson, S. C. 29631

Frances B. Everhart
Baptist College at Charleston
4217 Rivers Avenue
Charleston Heights, S. C. 29405

Mrs. Kathleen C. Fesperman
2113 Springdale Drive
Newberry, S. C. 29108

Furman University Library
Greenville, S. C. 29613

Mrs. Louise B. Garvan
McKissick Memorial Library
University of South Carolina
Columbia, S. C. 29208

Miss Linda S. Gill
520 Clemson House
Clemson, S. C. 29631

Miss Margaret Givens
Kirkland Arts, 5, USC
Columbia, S. C. 29608

Mr. John Goodman, Head Librarian,
Science, Technology & Agr. Dept.
Clemson University Library
Clemson, S. C. 29631

Mr. J. W. Gordon Gourlay
Clemson University Library
Clemson, S. C. 29631

Miss Jessie G. Ham
McKissick Memorial Library
University of S. C.
Columbia, S. C. 29208

Miss H. Joanne Harrar
764 Milton Avenue
Rock Hill, S. C. 29730

Lt. Col. James M. Hillard
The Citadel
Charleston, S. C. 29409

Mrs. Elizabeth G. Hinton, Librarian
Limestone College
Gaffney, S. C. 29340

Mrs. Kendall Hobbs
Anderson Jr. College
Anderson, S. C. 29621

Mrs. Edith R. Holmes
2507 Waves Road
Columbia, S. C. 29210

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<tr>
<th>Name</th>
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<td>Miss Peggy Hopkins</td>
<td>Clemson University Library</td>
<td>Clemson, S. C. 29631</td>
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<td>Mr. Herbert Hucks, Jr.</td>
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<td>Mrs. Macon G. Hunter</td>
<td>1107 Pressly Street</td>
<td>Hartsville, S. C. 29550</td>
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<td>Mr. E. L. Inabinett, Director</td>
<td>South Carolina Library</td>
<td>university of south Carolina Library, S. C. 29208</td>
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<td>Miss M. Louise Jackson</td>
<td>Box 103, Winthrop College</td>
<td>Rock Hill, S. C. 29730</td>
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<td>Miss Desmond Koster</td>
<td>Medical College of S. C., 80 Barre St.</td>
<td>Charleston, S. C. 29401</td>
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<td>Mr. William D. Laws</td>
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<td>Miss Sarah Leverette</td>
<td>School of Law Library</td>
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<td>Mrs. Marshall G. Ligon</td>
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<td>Mrs. Madeline W. Logan</td>
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<td>Mrs. Thelma Mayer</td>
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<td>Mrs. Verna T. Morris</td>
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<td>Mr. Maceo Nance, Jr., Business Man</td>
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<td>Mr. H. T. Nath</td>
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<td>Mrs. Joella S. Neel</td>
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<td>Bob Jones University</td>
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<td>Milton S. Overby</td>
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Florence Public Librav
Florence, S. C. 29501

Miss Laura Smith Ebaugh
311 Pettigru Street
Greenville, S. C. 29601
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<td>Mrs. D.</td>
<td>118 Bailey Drive</td>
<td>Charleston Heights, S. C.</td>
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<td>Miss Beth Fogarty</td>
<td>151 Moultrie Street</td>
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<td>Miss Amelia S. Fraser</td>
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<td>Mrs. Lillian P. Freeman</td>
<td>112 9th Ave., No.</td>
<td>Surfside Beach, S. C.</td>
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<td>Mrs. Emma Fulton, Library Assistant</td>
<td>319 South Irby St</td>
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<td>Mr. Ted Gaines, Greenville Co. Library</td>
<td>35 Sunset Drive</td>
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<td>Mrs. Emmett Garner</td>
<td>Rt. 4, Union, S. C.</td>
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<td>Miss Nell C. Garrard</td>
<td>413 E. Rutledge Ave</td>
<td>Gaffney, S. C.</td>
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<td>Mrs. Esther B. Gordon</td>
<td>1003½ N. Main St. Ext.</td>
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<td>Mrs. Ruth C. Grimm</td>
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<td>Robbie W. Gross</td>
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<td>Mrs. Eva F. Higgins</td>
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<td>Miss Bessie Holliday</td>
<td>Richland Co. Pub. Library</td>
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<td>Mrs. D. N. Howle, Staff</td>
<td>Darlington County Lib.</td>
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<td>Mrs. Phil D. Huff, Librarian</td>
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<td>Kershaw County Library</td>
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<td>1323 Bull St., Columbia, S. C.</td>
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<td>Marion Public Library</td>
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<td>Mrs. Maurine H. Lackey</td>
<td>156 Two Notch Road, Box 909</td>
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<td>Mrs. Catherine H. Lewis</td>
<td>1008 5th Avenue</td>
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<td>Mrs. Mary L. McAfee</td>
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<td>Mrs. Sue Miller, P. O. Box</td>
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<td>Mrs. Lorena Miller, P. O. Box 187</td>
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<td>Mr. Chapman J. Milling, Jr.</td>
<td>Spartanburg Public Library</td>
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<td>Mrs. M. H. Mims, Edgefield County Library</td>
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<td>827 Boardman Road, Box 2047</td>
<td>Aiken, S. C.</td>
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<tr>
<td>Mrs. L. B. Morlev, 103 Center Street</td>
<td>Walterboro, S. C.</td>
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<td>Mrs. Dorothy J. Morrell</td>
<td>4623 Limestone St.</td>
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<td>Miss Madeleine Mosimann</td>
<td>Charleston Free Library</td>
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<td>Miss Margaret Mosimann</td>
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Mr. J. C. Nicholson  
Oconee County Library  
Salem, S. C. 29676

Mr. J. F. Nolen  
655 King Avenue  
Florence, S. C. 29501

Mrs. A. D. Oliphant  
107 James Street  
Greenville, S. C. 29607

Mrs. W. G. Peterkin, Jr.  
Calhoun County Library  
St. Matthews, S. C. 29135

Mr. H. DeWitt Plyer  
308 W. Meeting Street  
Lancaster, S. C. 29720

Miss Carrie T. Pulitzer  
5 Pitt Street  
Charleston, S. C. 29401

Miss Mabel L. Pulitzer  
5 Pitt Street  
Charleston, S. C. 29401

R. Adm. Ellis Reed-Hill  
Box 419  
Summerville, S. C. 29483

Mrs. A. H. Rice  
Bamberg, S. C. 29003

Mr. Charles B. Ridley  
Rock Hill Public Library  
Rock Hill, S. C. 29730

Miss Ann Rorer  
Richland County Public Library Bd.  
Blythewood, S. C. 29016

Mrs. J. M. Rowe, Jr.  
200 North Lemascks Street  
Walterboro, S. C. 29488

Mrs. Clyde R. Rowntree  
Route 1  
Johnsonville, S. C. 29555

Mr. K. W. Sallenger  
P. O. Box 41  
Florence, S. C. 29501

Mrs. Claudia T. Sanders  
534 Rutledge Ave.  
Caffney, S. C. 29340

Mrs. Curtis Shealy  
Ballentine, S. C. 29002

Mrs. Arthur St. J. Simmons  
Richland County Public Library Bd.  
2615 Stratford Rd.  
Columbia, S. C. 29204

Dr. George C. Smith  
311 W. Palmetto Street  
Florence, S. C. 29501

Mrs. John D. Smith  
331 Connecticut Ave.  
Spartanburg, S. C. 29302

Mr. Willard Wade  
Travelers Rest Fed. Savings & Loan  
Travelers Rest, S. C. 29690

Mr. James P. Whitlock  
103 Crestwood Drive  
Clemson, S. C. 29631

Mr. A. L. M. Wiggins  
Box 820  
Hartsville, S. C. 29550

Hugh L. Wilcox  
P. O. Box 909  
Florence, S. C. 29501

Miss Elizabeth Wilson  
Box 839  
Lancaster, S. C. 29720

EXHIBITORS:

Mr. Norman S. Berg  
Route No. 1  
Dunwoody, Georgia 30043

The Book Basement  
9 College St.  
Charleston, S. C. 29401

Mr. Leonard W. Davy  
217 N. Dotger Ave., Apt. D-10  
Charlotte, N. C. 29207

Miss Nancy Hovle, Assoc. Director,  
Educational Relations  
F. E. Compton Co.  
1000 N. Dearborn  
Chicago, Ill. 60614

Mr. Elmer Miller  
Gerstenslager's  
Wooster, Ohio 44691

Mr. William S. Southward  
P. O. Box 1292  
Myrtle Beach, S. C. 29577
From Mr. MERLE BACHTELL, of JOSEPH RUIZICKA, Inc., who has the hard job of seeing that SCLA members receive the SOUTH CAROLINA LIBRARIAN: "Do you think it would do any good to have printed in every issue of The South Carolina Librarian a notice to advise . . . immediately, whenever a recipient of the magazine changes address?" This is mentioned in the Editorial in this issue, but we repeat: "If your address is changed, please notify Mr. Merle Bachtell, Joseph Ruzicka, Inc., P. O. Box 2156, Greensboro, N. C. 27420." (And be sure that your ZIP CODE is included — Mr. Bachtell has to have it!)

The Post Office does not forward third class mail from a former address to a current one.

PUBLIC RELATIONS SUCCESS STORY-FLORENCE COUNTY LIBRARY

How can you solve the problems of getting community participation in library activities? Here's how the Florence County Library did it.

Mrs. Marguerite G. Thompson, Florence librarian, says the secret of involving the people in a community in their library is letting them know what needs to be done. It has been Mrs. Thompson's experience that, once they know, they're usually very willing to pitch in and help in any way they can.

Response to the Florence County Library's calls for cooperation, publicized through annual reports and frequent newspaper articles, gathered so much momentum that today, the community plays an invaluable part in library activities. For instance, a bi-weekly Children's Story Hour is being co-sponsored by the Women's Club and the Crescent Fine Arts Club; a "Friends of the Library" group has been established through the efforts of local Jaycees; and the Children's Room has been remodeled and is being maintained as a continuing project of the Sertoma Club.

Other groups, such as the Kiwanis Club and the city Garden Clubs have organized book roundups to supplement the library stacks — and the titles received through these drives, Mrs. Thompson reports, have been consistently outstanding.

SECTION REPORTERS are urged to send in NEWS OF THEIR SECTIONS before February 1, 1967, to the Editor at P. O. Box 5193, Spartanburg, S. C. 29301.

The Eighth Governor's Conference on Education will be held in Columbia, S. C., on October 27. This is sponsored annually by the South Carolina Association of School Boards. Dr. Wendell H. Pierce, Executive Director of the Education Commission of States, a product of the Compact for Education, and recent Superintendent of Schools, Cincinnati, Ohio, will be the principal speaker at the morning session.

Moral: Tell people what needs to be done — through communications media, letters, phone calls and person-to-person contact.

PERSONALS
(Continued from page 24)

Mrs. PAULINE THOMPSON has joined the staff of the Technical Services Department of the ABBE Regional Library.

February 17-18, 1966, Miss ESTELLENE P. WALKER, Director, S. C. State Library Board, attended the Southern Regional Conference on Adult Basic Education, sponsored by the Adult Education Association of the USA, at the request of the U. S. Office of Education, in Atlanta, Ga. Miss WALKER'S election as Vice-President and President-Elect of the American Association of State Libraries, a division of ALA, was announced at the July Conference of ALA in New York. CONGRATULATIONS!

Mrs. FRANK WELBORN and Mrs. AL MAYNARD were appointed to the Anderson County Library Board July 1, 1966. They succeeded J. M. WINGO and Mrs. W. H. SULLIVAN, whose terms expired June 30.

Mrs. ELEANOR POWER YONCE has joined the staff of the Cherokee County Library.