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EBSCO SUBSCRIPTION SERVICES
The Serials Professionals

Vol. 28, No. 2 Fall 1984

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On the cover: Estelleene P. Walker, retired state librarian, died May 15, 1984, in Columbia. Miss Walker led the State Library from 1946 until 1979. Under her guidance public library service was extended to all citizens of South Carolina.

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Official Publication of the South Carolina Library Association

Published in April and October
Deadline for the Spring 1985 issue is February 1.

Send all editorial correspondence to the editor.
Send all inquiries concerning paid subscriptions and advertising to the business manager.
Send all inquiries concerning membership, including change of address to:

Mrs. Lou Whitmore, Executive Secretary
South Carolina Library Association
P.O. Box 25
Edisto Island, SC 29438

Membership in the South Carolina Library Association includes a subscription to the South Carolina Librarian
Other subscriptions: $3.00 in the U.S., $4.50 elsewhere.

Signed articles reflect the writer’s opinions and not those of the South Carolina Library Association.
**From the Editor**

We think this issue of the *South Carolina Librarian* is one of the best ever. We hope you will agree.

South Carolina librarians seem to be joining the microcomputer revolution. Two articles, by Linda Allman and Gretchen Freeman and by Gloria Kelley, describe how the acquisitions departments of two libraries are using Apple II’s to solve universal recording-keeping and information gathering problems.

Special libraries also get special attention. Kathryn Hale and Martha Jane Zachert report on a survey of special libraries in South Carolina with special emphasis on future career opportunities for South Carolina special librarians. The role and functions of college and university archives are discussed in an article by Kathy Roe Coker.

In what we hope will be a regular feature in the *Librarian*, Tom Raines and Katina Strauch edit our version of the "action line" feature so popular in other publications. Even if you thought your question was too trivial for *American Libraries*, you can be assured it will be included in *South Carolina Librarian’s Exchange*.

Laurence R. Mitlin

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**Special Libraries in South Carolina: A Survey and a Projection**

Kathryn Hale
Martha Jane K. Zachert
College of Library and Information Science
University of South Carolina

There was at least one special library in colonial South Carolina and there will be special libraries here in the 21st century, although the latter may be disguised under other names. Exactly how many there are at present, their size and employment potential, and how they can be expected to develop was not studied until recently.

During September and October 1983 a survey of existing special libraries was undertaken with three overall objectives: 1) to inventory the current number, type, and size of special libraries in the state; 2) to examine the relationship between the increase in special libraries and the increase in professional, technical, and kindred workers in the state; 3) to make projections of the growth and of the number of new special libraries in the state, based on government projections of economic growth. The overall objective was to predict employment trends in South Carolina special libraries for at least the foreseeable future.

**Design of the Survey**

The group studied comprised special libraries from both profit and non-profit organizations. The libraries to be studied were identified by directories and personal contacts. College, university and technical school libraries were excluded unless they are independent of the main academic library of the institution. The State Library and the State Archives were also excluded from this survey, acknowledging that in at least some ways they function as special libraries.

A brief questionnaire was designed to obtain information about the age of each library, any history of prolonged closings of individual libraries, each library's original and current sizes, both in number of titles and in staff, the skill levels of the current staff, the library's anticipated growth, its perceived need for an anticipated addition of more staff, and the skill levels of those anticipated staff. The questions were presented by telephone to representatives of special libraries in and around Columbia, but the questionnaire was administered by mail to libraries elsewhere in the state. It was assumed that the two methods elicited comparable responses.

Of the 73 libraries contacted, 56 provided usable responses, a response rate of 81%.

**Recent Development of Special Libraries**

Since 1945 special libraries in South Carolina have enjoyed growth, both in size and number, similar to that nationwide. The 1960's and 1970's were especially successful years. Before 1901 there were only two known special libraries in South Carolina; six others were begun sporadically between 1901 and 1945. Only three new special libraries appeared in the late 1940's, but the early 1950's brought the first boom in the new special libraries. The second boom began in 1960 and there was pronounced growth through 1981. In this latter period the new libraries were typically staffed from their origin in contrast to many older libraries which were originated without staff. Also in the 1960's and 1970's understaffed libraries added personnel.
Table 1
Categories of Special Library Respondents

<table>
<thead>
<tr>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Profit/Not-for-Profit Status</td>
<td></td>
</tr>
<tr>
<td>Profit</td>
<td>10</td>
</tr>
<tr>
<td>Not-for-Profit</td>
<td>46</td>
</tr>
<tr>
<td>Total Responding Libraries</td>
<td>56</td>
</tr>
<tr>
<td>B. Broad Subject Areas</td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td>15</td>
</tr>
<tr>
<td>Law</td>
<td>4</td>
</tr>
<tr>
<td>Medicine</td>
<td>14</td>
</tr>
<tr>
<td>Arts</td>
<td>3</td>
</tr>
<tr>
<td>Historical/Social</td>
<td>9</td>
</tr>
<tr>
<td>Science/Technology</td>
<td>8</td>
</tr>
<tr>
<td>Commerce/Industry</td>
<td>3</td>
</tr>
<tr>
<td>Total Responding Libraries</td>
<td>56</td>
</tr>
</tbody>
</table>

**Current Status of Staff in South Carolina Special Libraries**

Eighty-two percent of the special libraries reporting are currently staffed by one to five persons. Four percent report no staff, but 9% employ more than ten persons. In 66% of the libraries none of the staff holds a degree in library science. Thirty-six percent of the libraries employ one degree librarian and 14% employ two to five degree librarians. Fifty-five percent of the responding libraries employ at least one person who is a specialist in a subject appropriate to that library. (Specialization is loosely defined here as a degree, certification, special qualification or special experience in the subject.) Of the total 220 persons employed in the 56 responding libraries, 56 (25%) are degree librarians and 72 (33%) are subject specialists; some are both.

**Perception of Needed Staff**

Only seven (13%) of the 56 respondents anticipate adding personnel in the next two years. Thirty-nine (70%) do not expect to add staff, and ten (18%) were unsure or did not respond. Despite this, 14 libraries (25%) responded to the questions about how many personnel would be added and what their skill levels would be. Eleven of the 14 libraries (79%) expect to add one person, two expect to add two people and one is unsure. Of the 14 libraries that expect to add staff, four (29%) expect to add clerical staff, two (25%) to add technical assistants or their equivalent, one (7%) expects to add a subject specialist, four (29%) expect to add degreed librarians, and one (7%) is unsure.

**Current Size and Anticipated Growth of Library Collections**

The libraries surveyed vary considerably in size of collection from less than 500 to over 100,000 titles, with 26% (29) holding over 1000 monograph titles and 29% (16) over 10,000 monograph titles.

Only ten of the respondents (18%) anticipate annual growth in collection size or acquisition budget within the next few years, and only three were able to state the amount of anticipated growth. Thirty-seven respondents (66%) do not anticipate forseeable growth, and nine respondents (16%) are uncertain as to what to expect in future growth patterns.

**Predicting Growth in Special Libraries**

Can we predict future growth from past growth patterns? There are no mathematical models available for answering this specific question. However, South Carolina Employment Security Commission economists have recorded the number of employees in South Carolina in a category called "professional, technical and kindred occupations" beginning in the 1960s. A nearly identical employment classification has been used by the federal government in its decennial census for over 100 years. Data from these two sources were correlated, decade by decade from 1880 to 1980, (using Pearson's product moment coefficient of correlation) with the number of special libraries and with the number of people employed in special libraries. There is a near perfect correlation in both cases, indicating that there is a strong association between the number of special libraries and the number of persons employed in professional, technical and kindred occupations (R = .9921), and a similarly strong association between the number of persons employed in special libraries and the number employed in professional, technical and kindred occupations in South Carolina (R = .99205).

Given these correlations, the predictions of the SC Employment Security Commission become a very hopeful sign for the future of special libraries in South Carolina. The Commission forecasts a growth rate of 14.7% in professional, technical and kindred occupations between the years 1978 and 1985. Because of the growth rate of special libraries has shown a very strong correlation in the past with the growth rate in the number of persons in these types of employment, it is reasonable to expect that the number of special libraries in South Carolina will grow in the next few years.

Another factor that enters the picture of predicting the future is the increasing number of degree librarians who take jobs in South Carolina information agencies not designated as "libraries". These agencies—which show by their hiring that they need the library and information skills—are more like special libraries than any other type of library. They are typically not identified in the special library directories, as yet, and therefore were outside the scope of this study. They do exist, however, and observation in the College of Library and Information Science Placement Office verifies their increase. They can be expected to add to the employment potential for special librarians. Combining identified special library positions, anticipated growth in traditional settings and the new information agency alternatives, the outlook for employment for special librarians in South Carolina in the immediate future looks very good even though it cannot be precisely quantified.

*This paper is a condensation of a fuller report available upon request from Dr. Robert V. Williams, SLA Student Group, College of Library & Information Science, University of South Carolina, Columbia, SC 29208.*

**References**

Serials Management: A Microcomputer Application

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Winthrop College Library

One of the most time-consuming chores facing librarians is maintaining management files for periodicals and serials. With the increasing use of microcomputer in libraries, acquisitions librarians are exploring the capabilities of these systems and in many cases using them to eliminate the vast amount of paperwork involved in record keeping. Acquisitions librarians need a system that will control and facilitate the storage, retrieval, and dissemination of serials information.

This article describes a serials management system recently developed for the Dacus Library at Winthrop College in Rock Hill, South Carolina. Winthrop is a state-supported coeducational institution. It has 39 programs leading to the baccalaureate degree, 30 programs leading to the master’s and specialist degree in the College of Arts and Science and four professional schools.

Winthrop currently receives approximately 3,200 periodicals and serials. This figure includes paid and gift subscriptions. Presently we use the Online Computer Library Center (OCLC) Serial Control Subsystem for maintaining receipt information for all current periodicals and serials. This subsystem does not provide financial or statistical information helpful in compiling reports.

For financial and statistical data, the library previously coded Keysort cards with subject, title, vendor, and pricing information. The file was maintained manually, and as reports were needed, the file was sorted manually.

Our main objective was to devise a system of control that would provide us with financial and statistical data. The acquisitions librarian participates in the budget process each fiscal year and also provides academic areas with statistics for accrediting agencies. Accrediting agencies usually require academic departments to document their reports with the number of periodicals and serials in their subject area, actual expenditures for the past three years and occasionally a list of titles. An additional responsibility of the librarians is predicting future periodicals and serials budgets based on past expenditures.

Problem

The current literature does not deal with practical approaches to financial management of serials. There are several questions that serials librarians must answer that necessitate having a detailed account of serials acquisitions and expenditures. But how can one expect a serials librarian to manage the problems of escalating prices, voluminous publishing, fluctuating titles and subject matter without a system that can store and manipulate the data as needed?

A well-organized system should provide necessary data to help in predicting future budgets, determining actual expenditures, and assessing collection needs. Winthrop’s present check-in system for serials does not provide this form of management application.

Solution

The ideal solution is a system that provides financial and statistical information using a limited amount of staff time. The system should provide management reports designed to meet specific needs at any given time. In a preliminary trial in June of 1983, the annual acquisitions statistics were entered into a microcomputer using Multiplan soft-

ware. After that initial use of microcomputers, an effort was made to find a software package that would allow one to design, edit, and update financial records for serials, and receive reports according to specific needs. In August, 1983, the library purchased DB Master, a file management system. It is a self-contained program designed to help non-programmers manage information. Dacus Library uses the software with an Apple IIe. It is also available for other microcomputers. The system requires one or two disk drives, preferably two. A printer is also necessary to receive the optimal use of the program.

The DB Master periodical file was designed to solve specific local problems for collection development and budgetary matters. After a thorough review of our needs and wants, a basic set of codes was established and a form design worksheet was designed to make sure the data entered would in fact produce a quality product. The format of these records includes the following fields: (See Figure 1.)

1. Title Code: A systematic way of searching all titles in the file. The search keys are the same ones used for a title search in using the OCLC database: 3,2,2,1. The length of the field includes 12 characters.

2. Type: There are four stated values for the one character length field. Because of the current division of our budget, budgetary charges are indicated by the following code symbols:
   - P = Periodical
   - S = Serial

Figure 1

*** PERIODICALS AND SERIALS ***

<table>
<thead>
<tr>
<th>TITLE CODE</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td></td>
</tr>
<tr>
<td>DEPT:</td>
<td></td>
</tr>
<tr>
<td>CALL #:</td>
<td></td>
</tr>
<tr>
<td>VENDOR:</td>
<td></td>
</tr>
<tr>
<td>INDEXED? (Y/N)</td>
<td></td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
</tr>
<tr>
<td>UPDATED:</td>
<td></td>
</tr>
<tr>
<td>PRICE 1983/84:</td>
<td></td>
</tr>
<tr>
<td>PRICE 1984/85:</td>
<td></td>
</tr>
<tr>
<td>PRICE 1985/86:</td>
<td></td>
</tr>
<tr>
<td>PRICE 1986/87:</td>
<td></td>
</tr>
<tr>
<td>PRICE 1987/88:</td>
<td></td>
</tr>
</tbody>
</table>
Features of the System

The DB Master program offers several features that our manual keysort file does not provide.

1. Searching: The system allows searching through all information added to the files and retrieves whatever a user requests. One has the capabilities of searching for alphanumeric or numeric values within a field and searching on the contents of more than one field.

2. Editing: Records can be added, edited, or deleted according to current and future needs. The system will automatically recalculate computed fields which have changed. One may edit a record and replace the original record with the edited copy and/or add the revised record as a new record.

3. Reports: Reports can be generated according to specific needs and organized to appear in a format designed by the requestor. The system will, according to instructions given, date and number the pages, print out selected records, format computed fields with or without commas, and include page headings for each report.

4. Security: The system protects confidential information by requiring a password for access. Passwords allow the system to lock an entire file and/or certain portions of the file. This procedure eliminates the possibility of unauthorized changes and keeps certain information from becoming public knowledge.

5. In-house system: DB Master gives one the freedom of choice by avoiding vendor system tie-ins, resulting in no network telecommunications charges. It also allows complete control of one’s data at all times.

Results

As a result of this DB Master file, management reports are being generated to handle the requests received by the department. Use studies, departmental listing of titles by call number, vendor, title and type of publication are few of the reports currently being printed by the library. (Figure 2 is a usage survey form.) The flexibility of the system allows for personal imagination.

The fiscal year 1983/84 was the first year for gathering data concerning serials costs. At the end of the fiscal year 1984/85, we are anticipating using the system to determine price increases to aid in establishing future budgets for periodicals and serials.

Conclusion

Microcomputers are a useful and inexpensive tool for acquisitions librarians. Many programs are being developed to handle various amounts of documentation vital in the area of acquisitions. When considering a software program, parameters should be clearly defined before investing money and staff time. The only limitation to these programs is the application of the mind in determining which programs most appropriately satisfy the specific needs of a particular serials department.

References

2. Ibid.
College and University Archives As Special Libraries

Kathy Roe Coker
Appraisal Archivist
S.C. Department of Archives and History

In recent years, an increasing number of colleges and universities have established archival agencies. Such agencies are charged (in succinct terms) with the management of noncurrent but permanently valuable records and manuscripts.1 As the number of college and university archives has grown, so has the perception of these institutions as repositories of knowledge and as primary sources of information.2

As briefly noted above, college and university archives have as their central objective the preservation and management of the archival materials of the parent institution. The special libraries also are responsible for providing adequate physical facilities for the retention and preservation of those records, for providing informational services to assist in the operation of the parent institution, for serving as an educational tool in the academic environment, for advancing research and scholarship through utilization of its collections, and for promoting an understanding of the parent institution's origins, aims, programs, and objectives. In addition, the special library aids the parent institution in keeping abreast (and ahead of) the so-called "paper mountain" through an active and efficient records management program. These facets of the college and university archives "core mission" constitute the reason for their existence.2

Continuance of their existence depends largely upon fulfillment of the "core mission": that achievement has much to do with the position of the archives in the college administration. The location of the archives is important not only from a budgetary or "decision-making point of view" but also (and perhaps more critically) from the need for ready access to key administrators. "Archivists usually function either in the administrative support capacity under the supervision of the chancellor or vice president for university relations or, frequently, in an 'instructional support capacity' under the library or special collection's administrator. Within the context of the article, archivist should be understood to include special collections librarians." Each position has distinctive advantages and disadvantages affecting the working relationship of the archivist and the archives with the other segments of the college or university community. For example, the archivist who is closely identified with the college library rather than the administration may have more success in dealing with student groups and faculty. These two groups may contribute materials (oral history tapes, position papers, etc.) to the archives evidencing a candid opinion of university policies and procedures. However, wherever the archives is placed in the administrative structure, the status of the archives need be one that provides the archivist with adequate authority, with cooperation from university offices, and with the financial means to pursue the established "core mission" of the archives.4

As mentioned previously but not emphasized, the archives serves as an administrative function and as a research and educational function. In these service areas the primary users and beneficiaries of the archival program are the "in-house" clientele, that is, the college or university administrators, faculty, and students.5

In the administrative service capacity the archives' basic responsibility is to university administrators and to faculty and student governing bodies. The archives functions to supply these users with "informational service based on the holdings in the archives." From the noncurrent records, questions may be answered, for instance, about the institution's history, development of policies, procedures, and programs, comparative operational costs, and about university or university-sponsored organizations. The archives also operates as a facilitative service by making available to the designated users those materials which are otherwise unobtainable.6

In addition to these two administrative services, an effective records management program operates to relieve the flow of papers in use and to eliminate those noncurrent records no longer needed by the administrators in the daily operation of the institution. Ready and efficient access to pertinent records results.7

Distinct from the archives' administrative function is its educational and research service. It is in this area that the college or university archives can "stimulate awareness of research possibilities by providing excellent reference service."8 Although the institution's faculty and students may be the primary users of this service, they need not be the only users. By publicizing the archives' holdings, the archivist can encourage the active utilization of the collection by those outside the college or university community. Archival sources appear to be most beneficial in the areas of institutional history, intellectual history, racial history, and political history. Archives can serve as "Windows on American Society." But, first the archivist must open that window. He may do so by publishing guides to the archival collections, arranging for exhibits, reporting recent accessions and developments in the college or university news sources, and by related activities designated to inform and attract potential users (both in-house and those outside the institution) of the archives. In this capacity, the archives is serving as both an educational and research tool.9

The educational and research and administrative services of the college or university archives mirror its "core mission" and the objective of the archivist as a special librarian in meeting the often unique informational needs of his clientele. With the financial burdens of our society, college or university archives, as well as those in state and federal government, must actively seek to know the needs of their users. Archivists and special collections librarians can no longer wait for the potential user to find and raise the often hidden or sealed window.

References

1Society of American Archivists, College and University Archives Committee, "Standards for College and University Archives Proposed," SAA Newsletter, January 1979, p. 11

2Ibid.


Automated Standing Order List Using ListHandler

Linda K. Allman
Gretchen L. Freeman
Richland County Public Library

In March 1983, Richland County Public Library began using an outline automated acquisitions system. Standing orders could be ordered and received using the automated system. However, we also needed the ability to add, delete, update, manipulate, and view standing order information for distribution to the Main library and six branch libraries in the system.

Since we believed that a standing order module would be developed in the near future, we began making preparations. We had, perhaps, more preparation to do than most libraries our size. Complete records of bibliographic information and receipt history did not exist for the 550 standing order titles received by the library. The records which did exist consisted of title, last price paid, receiving location (Main or branches) and a vendor number.

From March 1983 to March 1984, a complete manual check-in file was established. The form of each title was determined by the latest cataloged entry on the shelflist and entered on a 5" x 8" card. A copy of each shelflist was placed behind the corresponding check-in card to supply a past history of receipt and verify call number. The check-in file included other information such as ordering sources, receipt frequency, and payment information. Although the manual file worked well as a check-in tool, we were not able to pull together records having a common denominator, such as ordering source or receiving location, without a card by card review. The manual file also could not be duplicated easily for distribution.

Just prior to the completion of the manual check-in file, we realized that a standing order module for the acquisitions system would not be forthcoming immediately. Given our needs, the choices seemed to be between a fairly sophisticated automated check-in system (and the necessary hardware) or complementing the manual check-in file with an automated standing order list. There are several reasons why we decided against investing in an automated check-in system:

1) Eventually, our automated acquisitions system will have a standing order module.
2) Technical Services does not have exclusive use of the library’s Apple II+ microcomputer, nor is the Apple II+ in near proximity to the department.
3) As each edition or issue of a standing order is received, the records must be updated immediately. With limited staffing in Acquisitions, manual check-in is handled by the Chief of Technical Services, while a clerk can update the automated file at irregular intervals.

Having made the decision to create an automated file, we began to examine the library-owned software. ListHandler, a file management program produced by Silicon Valley Systems, was originally purchased for the library on the basis of several features: capability, flexibility, ease of use, ease of modification, print capabilities, price, and compatibility with an Apple II+. As we discovered, a ListHandler is more than a simple listing program. With careful design of a file, the user can stretch ListHandler’s capabilities. At less than $65.00, ListHandler is worth the price.

For the standing order module for this project, it uses data compression techniques to squeeze as many as 3,000 records on a single floppy disk and allows simultaneous use of up to eight disk drives. Unlike some file management programs, ListHandler does not store blanks. Data is compressed to conserve as much disk space as possible. For applications such as this, requiring a large file of small records, this feature minimizes the number of disks required and the resulting disk-swapping.

ListHandler is very flexible about file format, allowing up to 255 fields and 4,000 characters per record. Of course, record size directly affects the number of records which can be stored per disk. ListHandler doesn’t require the length of a field or its contents (alphabetic, numeric) be predetermined. In addition, fields may be added or deleted after the file has been created. This feature allows the user to tailor a file to the application and to make refinements as work progresses.

Keeping in mind the kinds of printed lists and labels we wanted to produce, we developed the format of the standing order file from the information available on the manual check-in cards. Field labels were kept as short as possible to conserve space. Numbered fields can be used, but we found short mnemonic labels easier to work with. For example, the title field is labeled “ti,” and so on.

The fields we chose to include on each standing order record include:
1) Title—contains the standing order title as it appears on the shelflist.
2) Holding/disposition—describes locations or collections with an active standing order for the title and the disposition of superseded editions or issues. The library’s standard location codes of I-3 letters were used (M = Main, C = Cooper, etc.). Following the location codes, a number in parenthesis indicates the number of copies of the title received at that location. For example, MRS (2) means two copies of the title are received by the Main library Reference department; C(1) means one copy is received by the Cooper branch library.

Rather than use separate fields for disposition information, we chose to encode that information and attach it to the location code. We designed a set of 15 codes to represent the most common routes of disposition. For example, a “1” following the location/number of copies means that the superseded edition or issue is discarded; a “2” means the superseded edition or issue is returned to the publisher, and so on. For example C(1)2 means that the Cooper branch’s superseded edition is returned to the publisher when the new edition is received. A system of number/letter codes was also used to indicate transfers from reference to circulation collections or to another location.

Standardizing disposition information was the most difficult part of the format. While the codes devised are not meaningful without a key, they do save considerable disk space. Rather than retyping repetitive information, such as “transfer Ref copy to circ” in a Notes field, a number/letter code can represent that phrase with fewer characters. Of course, the exceptions to the usual types of disposition cause the most headaches. In those cases, a little improvisation is necessary.

3) Call number—contains the local call number assigned by cataloging. Uncataloged materials are designated “uncat.” If different titles are received under one standing order title with each title cataloged under its own call number, the term “varies” is used.
4) Cost—the last price paid for the standing order title. If more than one volume is received during the subscription period, the total cost of volumes is given.
5) Type order—contains five two-letter codes representing various publisher order requirements for new editions:
   a) SO titles received automatically without re-ordering;
   b) OY titles ordered each time;
   c) FP titles ordered each time and prepaid;
   d) LI titles initiated by the library since we may not wish to receive each new edition;
   e) CI titles initiated through company representatives.
6) Payment frequency—contains codes representing how often a particular title is paid, such as A (annual), Q (quarterly), and so on.

7) Receipt frequency—contains codes representing how often a publication should be received, such as B (biennial), M (monthly), and so on. Often the payment and the receipt frequencies are the same.

8) ISSN, if available.

9) Source and address fields—four concurrent fields are labeled generically as "add1", "add2", "add3", and "add4". These fields are used cumulatively to store the address of the source of the standing order title. If one of the fields is not needed, "add1" is left blank. Each field corresponds to one line of the source's name and address in a label format. The exception is the name of our major jobber which is always placed in "add1". No address information is needed.

10) Zip code—set off in a separate field to facilitate sorting.

11) Publisher—entered if the publisher is different from the source.

Ease of use is another of ListHandler's best features. Within an hour, beginners can set up a practice file or experiment with the tutorial list provided with the program and an audible signal indicates an inappropriate command. Back-up procedures consist of a one-step routine to copy the data disk following each work session. The manual is adequate, even though lacking an index. Staff inexperienced with computers will appreciate ListHandler's useability.

The actual data entry for the 550 titles in the standing order file was accomplished in 56 hours by a part-time employee with some background in bibliographic information. The standing order records were input directly from the manual check-in cards at a rate of just over 6 minutes per title. ListHandler allows creation of columnar lists, form letters, or labels from the file. Fields may be combined in any order and in any layout. Data from the file may also be inserted in form letters which are created directly on the ListHandler program or transferred to other word processing files. Once all titles had been entered, the following printouts were obtained:

- a master list of all titles for all collections or locations including source and publisher, used by Acquisitions and Cataloging on receipt of each new edition (see Example 1);
- a master list of all titles for all collections or locations without source and publisher, used by the heads of other Divisions in the library;
- separate lists of all titles for each receiving collection or location distributed to branches or Divisions;
- separate lists of each type of order (SO, OY, PP, LI, CI);
- lists of titles ordered from each source, printed whenever a sales representative visits the library to discuss the standing order account.

The master list required two hours to print. We needed a list of all titles ordered by all branches, but ListHandler cannot produce sorts on two fields at once. Therefore, we used the branch list having the most titles to quickly compile a typed list. ListHandler's other weaknesses include the lack of statistical information (number of titles) and the lack of a way to monitor remaining disk space. We built in protection for growth of the file by dividing the file alphabetically on two disks. We can easily expand to four disks if necessary.

In Technical Services, copies of all lists were placed in a binder. When a new standing order title is added, a manual check-in card is made and copied. The new title is entered alphabetically on the appropriate lists and a copy of the check-in card is placed in the binder to be entered into the automated file. Updated lists are printed after additions and deletions have been made at the beginning of a fiscal year. For the first time, every location in the system has a list of all their standing order titles, including yearly gifts, and the pertinent information for each title.

For budget preparation, prices are written in red above the cost field on the master list of the receiving location as each new edition or issue of a standing order is received. Prior to budget allocation, a cost total for each receiving location is made for all standing order titles. Each receiving location total is multiplied by an estimated inflation rate percentage, which is added to the total.

In the near future, we would like to add several features to the standing order list—cross references, form letters for placing or claiming standing order, phone numbers to be printed on the master list, and a code to indicate the particular month(s) in which an edition or issue is expected to be received. We will continue to make refinements to the file, which has already proved its usefulness and versatility at a very moderate cost.

Example 1

Micrographic Equipment, Supplies & Microfilming Service

Carolina Microfilm, Inc.

P.O. Box 30386
Charleston, S.C. 29407
803-556-3045

P.O. Box 152
Greenville, S.C. 29602
803-233-4509
S.C. Librarians’ Exchange
Edited By
Tom Raines and Katina Strauch

With this issue of South Carolina Librarian, we are beginning a new column patterned on American Libraries’ Action Exchange. It is designed for librarians all around the state in all types of libraries and will focus on library issues of all types. Questions and answers are solicited from the readership. Please type all questions and/or answers. We ask that you include your name, address, job title, and telephone number in correspondence, but we will withhold names upon request. All questions and answers are the property of South Carolina Librarian. Some questions in need of answers by our next issue are listed below:

1) How many libraries in South Carolina have used prefabricated buildings for branches? Several companies are offering prefabricated buildings for library use. One company, Porta-Structure, claims a large saving over a ten-year period in cost of operating and maintaining this type of building versus a conventional type. Libraries in Virginia, District of Columbia, and Texas have used prefabricated buildings and/or kiosks in malls. Is any library in South Carolina contemplating this approach in these days of high cost of new construction?

2) Have any libraries exchanged staff with other libraries? The Charleston County Library and the College of Charleston Library sent members of their reference departments to spend the day in each library because of a staff exchange agreement that has been worked out among libraries of the Charleston Higher Education Consortium. While visiting, the staffs were given tours, shown services offered, viewed the collection, discussed types of referrals between the two libraries, and sought avenues for future cooperation. Who knows, perhaps a joint reference bibliographic instruction program could be a possibility? If it works with reference departments, why not technical services, children’s librarians or even administrators? Have any other South Carolina libraries had experience with this approach?

3) How are South Carolina libraries using microcomputers in current operations, including for internal library operations as well as for user applications?

Questions in this issue will be answered in the next issue. Please send answers and questions to either the column editors by February 1, 1985.

Your column editors are: Tom Raines, Deputy Director, Charleston County Library, Charleston, S.C. 29403 (803) 723-1645 and Katina Strauch, Head, Collection Development Department, College of Charleston Library, Charleston, S.C. 29424 (803) 792-5530.

S.C. Librarians’ EXCHANGE contest: !!!$25 PRIZE!!! Send us the weirdest, strangest reference question you’ve ever been asked. Contest is ongoing, prize will be awarded at the end of a calendar year.
Bibliographic Instruction Roundup

Nancy M. Davidson
Reference Librarian,
Coordinator of Bibliographic Instruction
Winthrop College Library

"October's bright blue weather" is just one of the exciting and beautiful elements of autumn along with all the activities associated with a new academic year in many different types of libraries. Jane Presseau, Student Services Librarian at Presbyterian College, is our guest columnist for this issue and presents the following report on the workshop held this past April by the BI Interest Group of SCLA.

"Perspectives on Bibliographic Instruction" was the topic for the April 6, 1984, workshop sponsored by the Bibliographic Instruction Interest Group of SCLA. Thirty-seven participants, representing various types of libraries, attended this workshop held in Columbia. Susan Casbon, 1983-84 chair of the BI Interest Group, introduced the workshop leaders who represented academic, school, and public libraries.

Jane Presseau, student services librarian at Presbyterian College, began the program with the topic, "Building the Bibliographic Instruction Program: the PC Experience." She shared the following premises about Presbyterian's program: (1) that the position of student services librarian is fundamental to their long range program, (2) that the closest possible working relationship with faculty is essential to a teaching library, (3) that the teaching of library skills must be relevant to a student's needs and capabilities throughout his college years, (4) that student services assistants can be trained to help their fellow students, and (5) that a facility can work for you if there is space available for instructional purposes.

Some of the problems experienced at Presbyterian include: (1) faculty resistance, (2) student apathy for instruction unless course related, (3) overkill, or trying to cover too much material in presentations, (4) lack of follow-up, (5) poor timing in instruction, (6) lack of commitment by some college administrators, and (7) limited evaluations.

Adjustments in keeping with the basic premises have been made to respond to the problems. Faculty who had a positive library attitude were targeted for first consultations. The most fruitful work has been with those who wanted to improve their teaching and who were willing to experiment with new patterns. New faculty were open to suggestions. Refresher sessions with faculty helped keep them abreast of new library acquisitions and developments. Free computer searches acquainted faculty with online bibliographic database. Some departments budgeted seed money (e.g. $5 - $10, per student) in selected upper level courses. In most cases the results were positive and computer time for students became a part of their budgets.

Course related instruction began by meeting the needs of students at the reference desk. Although some professors provided written copies of their assignments, reference questions and discussions with students at the card catalog and index areas more often supplied knowledge of class assignments. Search strategy techniques has been particularly successful for biology majors because of a one-hour required library research course taught by biology faculty and the Student Services Librarian. English majors are also required to take a one-hour course, "Introduction to Literary Studies," which is team taught by the head of the English department and the student services librarian. Library exercises, a research paper, and practical mid-term and final exams actually require hands-on use of library tools.

The freshman library orientation test has been greatly simplified to determine student knowledge of the card catalog, index books and the Readers' Guide to locate periodical. A self-guided walking tour to acquaint students with the physical facilities is also provided. No library skills are taught at this time.

The one-hour library methods course has been dropped in favor of course related instruction. Since only one person is providing library instruction along with many other functions, time is spent where it makes the most difference. The most productive instruction is with a class which already has a specific library assignment.

Although training and supervision of student assistants is time consuming, student assistants still help others with typical information problems; thus the plan is to continue this training.

Mrs. Presseau concluded her presentation by reminding participants of the need for adaptability and evaluation of BI as an on-going enterprise.

Druce Reeves, librarian at Brookland-Cayce High School and 1983-84 president of SCLA, then spoke on "Bibliographic Instruction in the High School." She commented on the fact that bibliographic instruction in a large high school is similar to that in a small college. Each time students are scheduled to come to the library media center at Brookland-Cayce they receive some type of instruction related to their assignment. She stressed the importance of a close working relationship with teachers as they key to a strong bibliographic instruction program. For the most effective and meaningful student library experience, the media specialist and teacher must plan the unit of instruction together.

At Brookland-Cayce, most library instruction is taught through the English classes. Beginning in the ninth grade, activities and units of instruction are designed for grade and level within that grade. By the time Brookland-Cayce students are seniors, they are relatively comfortable using the library media center.

All classes are provided subject bibliographies related to their classes. Media specialists instruct these classes in the use of reference materials and other resources pertinent to their assignments.

Making lifetime library users is one of the goals of the media program at Brookland-Cayce. This goal is especially important for the student who will not go on to college. The media specialist hopes students will feel comfortable using their high school media center and that as adults they will also feel comfortable in their public or college library.

Dennis Bruce, director of the Spartanburg County Public Library, centered his talk on the "Business Breakfast" held once or twice a year for business people in community. Its purpose is to introduce and teach the use of library services pertinent to business needs. The Business Breakfast consists of food (mostly donated), a slide presentation of business services, and small group or individual tours of business services. One recent library will present programs to groups on how to use the library. Such techniques as scavenger hunts teach younger children how to find things in the library. Details of their highly successful Radio Reference Show were also included.
South Carolina Wins First IFRT State Award

The South Carolina Library Association (SCLA) Intellectual Freedom Committee (IFC) is the recipient of the American Library Association's first annual Intellectual Freedom Round Table (IFRT) State Award for the most creative and successful intellectual freedom project produced by a state committee. Funded by Social Issues Resources Services, the $1000 prize was presented by Elliot Goldstein, president of SIRS, to Daniel Barron, immediate past chair of the SCLA/IFC Sunday, June 24, at the 103rd Annual Conference of the American Library Association in Dallas.

The winning project was jointly sponsored by the SCLA/IFC and the South Carolina Association of School Librarians. In addition, matching grants were received from the South Carolina Committee for the Humanities and the National Endowment for the Humanities.

The theme of the program, presented on May 21, 1983, was "The First Branch of the Palmetto Tree: Intellectual Freedom in South Carolina Libraries." The event was comprised of three parts. Part I was a teleconference to 200 people across the state as an open exchange of ideas using a moderator/panel approach. The main topic of the panelists was "Censorship and the Role of the Library, Librarian, and Educational Institution in Intellectual Freedom." Part II will conclude by June 1984 and 11 regional follow-up workshops of the program. The workshop title is "What to do Before, During, and After the Censor Arrives." Part III was the development of an intellectual freedom handbook for South Carolina.

Harvin Clarendon County Public Library Wins Gale Research Financial Development Award

The Harvin Clarendon County Public Library, Manning, S.C., won the Gale Research Company Financial Development Award for its countywide fund-raising drive for a new public library. The award, established in 1982 by the Gale Research Company, Detroit, Mich., is a cash award of $2500 and a certificate given annually "to a library organization that exhibited meritorious achievement in carrying out a library financial project to secure new funding resources."

The award was presented Wednesday evening, June 27, at the Inaugural Banquet during the American Library Association's (ALA) 103rd Annual Conference in Dallas.

With an excellent and innovative plan, Harvin Clarendon County Public Library was able to raise $290,000 to construct a new public library in an area with 29 percent of the population below the poverty level and an unemployment rate of 11.9 percent. In its citation, the committee noted that, "besides the financial rewards from this clearly documented, well executed project, the library will gain long-term benefits from its new support base of people who participated in the dozens of fund-raising projects. The success of this campaign serves as an outstanding example for other small libraries."
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South Carolina Librarian
Vol. 29, No. 1
ISSN 0038-3112
Spring 1985

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Official Publication of the
South Carolina Library Association
Published in April and October
Deadline for the Fall 1985 issue is August 1.

Send all editorial correspondence to the editor.
Send all inquiries concerning paid subscriptions and advertising to the business manager.
Send all inquiries concerning membership, including change of address to:
Mrs. Lou Whitmore, Executive Secretary
South Carolina Library Association
P.O. Box 25
Edisto Island, SC 29438

Membership in the South Carolina Library Association includes a subscription to the South Carolina Librarian
Other subscriptions: $3.00 in the U.S., $4.50 elsewhere.

Signed articles reflect the writer's opinions and not those of the South Carolina Library Association.