

APPENDIX A

FORMS OF CONTRACTS USED IN DEMONSTRATION LIBRARIES

REFERENCE is made in chapter ii to the contracts which were entered into by the Julius Rosenwald Fund and the public libraries of Chattanooga, Knoxville, and Memphis, Tennessee, through which library service was provided to all residents and schools in the counties in which the cities were located. In previous chapters the advantages of extending library service through contractual arrangements with libraries already existing are extensively discussed.

In order that the basis of the discussion may be better understood, copies of the contracts between the Chattanooga Public Library and the boards of education of Chattanooga and Hamilton County and of the contract between the board of trustees of the Lawson McGhee Library (the public library) of Knoxville and the board of trustees of the Knox County Library are reproduced below.¹ The contracts entered into by the Chattanooga Public Library illustrate the way in which an existing library can undertake to furnish service to city and county school systems. The contract between the Lawson McGhee and the Knox County libraries illustrates the way in which service can be extended to county residents outside the area served by the existing library.

In Webster Parish, Louisiana, where no library existed prior to the inauguration of the demonstration program, county-wide library service was effected under the state law through an ordinance adopted by the police jury and agreements with the Minden city council and the parish board of education. The various ordinances and agreements upon which entirely new service was based are reproduced for the guidance of counties which desire to establish county-wide service but which are at present without service of any kind.

¹ Copies of contracts supplied by Miss Tommie Dora Barker, regional field agent for the South of the American Library Association.

Unfortunately, no contracts have been entered into in the South through which one county has provided service for another. However, service is furnished two counties in California in this way. A full discussion of the problem of library development in an area comprising several counties is to be found in chapter x of C. B. Joeckel's *The Government of the American Public Library*.

It should be emphasized here, as it has been in chapters ii and x, that the provisions of the contract should clearly indicate the types of service to be furnished, rather than specific details of operation, and that to insure good service a professionally trained, experienced staff and adequate financial support are required.

CONTRACT BETWEEN THE HAMILTON COUNTY BOARD
OF EDUCATION AND THE CHATTANOOGA
PUBLIC LIBRARY

This contract entered into this the 12th day of December, 1929, between the Hamilton County Board of Education, the party of the first part, and the Board of Trustees of the Chattanooga Public Library, the party of the second part, shall determine the rights and obligations of each party to this agreement as follows:

1. The party of the first part agrees to furnish a suitable room for library purposes in such school buildings as shall hereafter be agreed upon and to provide for its sufficient lighting and heating.
2. The party of the first part agrees to permit a teacher, jointly agreed upon by the parties thereto, in such building or buildings to use one-fourth of her school day in service as librarian, and in the Central High School the party of the first part to employ a full time librarian at such salary as deemed proper by the party of the first part. The qualifications of librarians and teacher-librarians shall be such as to meet the standards of the Southern Colleges and Secondary Schools Association.
3. In consideration of the above service to be rendered by the party of the first part, the party of the second part agrees to be responsible for the administrative details, such as book buying, book selection, statistical and financial reports.
4. The parties of the first and second part agree to equip such rooms furnished by the party of the first part for library purposes with library equipment, such as shelves, chairs, tables and desks as may be needed.
5. The party of the second part further agrees to add to each of such libraries each year such number of suitable books as may be found practicable and available.
6. It is further agreed by each party to this contract that in event it should be desirable by either party to discontinue the library service given under this

agreement at any place, that each party shall share in the division of the books and equipment in proportion to the amount each has contributed in establishing and promoting same.

7. It is further agreed that such libraries as are now operated and shall hereafter be operated under the provision of this contract in connection with the schools coming under the supervision of the Board of Education of Hamilton County, shall be known as the Chattanooga-Hamilton County Public Libraries.

CONTRACT BETWEEN THE CITY COMMISSIONER OF
EDUCATION AND THE CHATTANOOGA
PUBLIC LIBRARY

IT IS HEREBY AGREED, by and between the Commissioner of Education of the city of Chattanooga and the Chattanooga Public Library, as follows:

1. The Chattanooga High School Library and the Lookout Junior High School Library are to function solely as school libraries and their opening and closing hours shall be 8:30 A.M. and 4:00 P.M., respectively, until otherwise ordered or agreed upon by the parties hereto. Said libraries are to be developed in accordance with the educational policies of the City High School and the Lookout Junior High School, and the Standards of the Southern Colleges and Secondary Schools Association.

2. The Chattanooga Public Library shall take over the responsibility of administration and operation of said libraries, such as book-buying, book-selection, statistical and financial reports, etc. But it is understood that said Commissioner of Education, and the teachers of said above named schools, respectively, through committees or otherwise, may, from time to time, aid in the selection of books, by submitting to said Chattanooga Public Library such lists of books as they may consider desirable for use in said respective school libraries. Such lists of books, when so furnished, while not controlling, shall be given careful consideration by the officers and committees of said Chattanooga Public Library in connection with the selection of the books to be, from time to time, placed in said libraries.

3. Recommendations or appointments of librarians shall be made by the Chattanooga Public Library, subject to the approval of the Commissioner of Education, and no person shall serve as librarian at either of said schools without the approval of said Commissioner of Education. Qualifications of each and every librarian so appointed with the approval of the Commissioner of Education shall meet the standards of the Southern Colleges and Secondary Schools Association; each librarian to have the status of a member of the faculty of the school with which his or her library is connected.

4. In order that these school libraries may function as do other branches operated or administered under the direction of the Chattanooga Public Library, said Chattanooga Public Library shall establish such a Charging Desk System as it may deem necessary in each of said libraries.

5. The Commissioner of Education, of the Educational Department of the City of Chattanooga, shall be responsible for the payment of the salaries of the librarians of said school libraries, the same to be paid as salaries of teachers connected with said schools. Whatever sum or sums may be allotted from time to time to the Chattanooga High School Library and the Lookout Junior High School Library for books, periodicals, supplies and appurtenances by said Commissioner of Education, or said Educational Department of the City of Chattanooga, shall be made available to the Chattanooga Public Library for use in the administration of said respective school libraries, and shall be used only for that purpose; and, the Chattanooga Public Library will use for the same purpose whatever amounts may be received by it from the Rosenwald Fund which shall be, during the next five years, based upon the amounts so made available to said Chattanooga Public Library, by said Commissioner of Education or Department of Education of the City of Chattanooga, for the purpose of buying books, periodicals, and equipment and supplies for said two school libraries.

This arrangement with respect to the operation of said school libraries shall continue until terminated by mutual consent of the Commissioner of Education of the City of Chattanooga, on the one hand, and the Chattanooga Public Library on the other. Should said parties disagree in regard to the termination of said arrangement, the matter, at the instance of either party, may be submitted to the Board of Commissioners of the City of Chattanooga, and the determination or decision of said Board of Commissioners as to whether or not this arrangement for the operation of said school libraries by said Chattanooga Public Library shall be discontinued, shall be final and binding on both parties hereto.

CONTRACT BETWEEN THE COUNTY LIBRARY BOARD OF KNOX
COUNTY, TENNESSEE, AND THE BOARD OF TRUSTEES OF
THE LAWSON MCGHEE LIBRARY, KNOXVILLE

In view of the appropriation of \$5,000 for county library service by the Knox County Court, and of the offer of the Rosenwald Fund, copy of which is attached thereto, the Board of Library Trustees of the City of Knoxville submits the following plan for county library service which, if accepted by you as outlined herein, will constitute a contract for such service.

We Propose:

1. To make the Knoxville City library system free to all residents of Knox County to the same extent as if they were residents of Knoxville.

2. To furnish to such of the eight consolidated county high schools as may wish it, experienced help and supervision in organizing, cataloging, classifying and assisting in the operation of their respective school libraries.

3. To lend groups of books for required reading and other school work to all the county high schools; and also to county elementary schools, on condi-

tion of adequate arrangements for the safety of these books, to as liberal extent as its resources will permit.

4. To operate a book truck, covering the county by regular routes, lending books to schools and neighborhoods not otherwise served, so that the major part of Knox County is reached not less often than twice a month.

The Board of Library Trustees makes the above proposals subject to ratification by the City Council, but in the belief that it will approve any equitable plan recommended by this Board for an extension of city library service to Knox County.

WEBSTER PARISH LIBRARY, MINDEN, LOUISIANA,
ORDINANCE OF POLICE JURY ESTAB-
LISHING LIBRARY

SECTION 1: Be it Ordained by the Police Jury of Webster Parish, Louisiana, in regular session convened, that a public library is hereby created and established in and for Webster Parish, Louisiana, jointly and in conjunction with the City of Minden, Webster Parish, Louisiana.

SEC. 2: Be it further Ordained, etc., that a Board of Control for said library is hereby appointed, to consist of the following named persons, all citizens of Webster Parish, Louisiana. . . . (The names of five persons to serve, one, two, three, four, and five years, respectively are given but are omitted here.)

SEC. 3: Be it further Ordained, etc., that in order to establish said library and maintain same for a period of five years, there is hereby appropriated, annually for a period of five years, beginning with the year 1929, the sum of Twenty Five Hundred Dollars (\$2,500.00), to be paid out of the General Fund, this appropriation to be conditional upon the City of Minden and the Webster Parish School Board appropriating, annually for a like period, the following sums:

City of Minden—Two Thousand Dollars (\$2,000.00)

Webster Parish School Board—Three Thousand Dollars (\$3,000.00)

And upon the further condition that the Rosenwald Library Fund appropriate for said project, for a like period of time, the following:

For the first and second years, one dollar for each dollar contributed by the Police Jury, City of Minden, Parish School Board and any other local boards, municipalities, or individuals, not to exceed in any one year the sum of Ten Thousand Dollars (\$10,000.00).

For the third and fourth years, one dollar for each two dollars contributed by said bodies or individuals, not to exceed in any one year the sum of Ten Thousand Dollars (\$10,000.00).

For the fifth year, one dollar for each four dollars contributed by said bodies or individuals.

The total contribution from said Rosenwald Library Fund not to exceed the sum of Forty Thousand Dollars (\$40,000.00).

APPENDIX B

EQUIVALENTS FOR HIGH-SCHOOL LIBRARY
SERVICE SUPPLIED WHOLLY OR IN
PART BY THE PUBLIC LIBRARY

THE following equivalents for high-school library service supplied wholly or in part by the public library were adopted by the Southern Association of Colleges and Secondary Schools in December, 1934.¹ In order that they may be fully understood by libraries and schools co-operating in high-school library service, they should be carefully considered in connection with the "High School Library Standards" as published by the Association, copies of which can be secured from its secretary.

It is important for libraries and school systems contemplating co-operation to consider the standards carefully, as they may prove very suggestive concerning service to schools in general, although they apply only to high schools having membership in the Association.

EQUIVALENTS FOR HIGH-SCHOOL LIBRARY SERVICE
SUPPLIED WHOLLY OR IN PART BY THE
PUBLIC LIBRARY

It has been demonstrated that adequate library service to both communities and schools can be given economically and effectively by means of centralized administration from a municipal, county, or larger regional library when properly financed and adequately administered by trained personnel. But in view of the fact that difficulties have in some cases arisen relative to the adjustment of centralized service to meet the standards of local, state, and regional accrediting agencies, it appears that a statement of equivalents is desirable.

Standards for a high school library whose service is either wholly or partially supplied by a public library should in no way be lower than the present High School Library Standards; but certain forms of service may be accepted as equivalent of these standards, with resultant advantage to both school and public library.

¹ "An Interpretation of High School Library Standards in Terms of Public Library Service," mimeographed statement supplied by the American Library Association, January, 1935.

A statement of equivalents should not be confused with a plan for co-operative administration of the high school library. Such a plan will naturally be worked out in each community and will cover immediate administrative details, such as the method of book selection and purchase, final ownership of books, cataloging, transportation of books, et cetera.

The following is a statement of equivalents where administration is under or in co-operation with the public library.

1. BOOKS

- a) A basic collection for general reference work, collateral reading in connection with curricular subjects taught, and recreational reading should be permanently housed in the high school library.
- b) Enough books to meet these requirements may be obtained on short or long term loans from the Public Library, provided these books are suitable for high school use; and provided that the high school library contains at all times, enough books to meet the minimum requirements of accrediting agencies.

In addition to this, the school library should be able to draw on the public library for special material as the needs arise.

- c) The selection of books for the school library should be a co-operative enterprise, recommendations coming from teachers, school librarians, and public librarians.

2. PERIODICALS

- a) Magazines and newspapers as required by accrediting agencies should be received regularly at the high school library.

3. LIBRARIAN. As in High School Library Standards

- a) A public library, in order to render adequate service to school libraries, should be in charge of trained personnel.

If the salary of the school librarian is paid by the school authorities she should be appointed in consultation with the public librarian; if her salary is paid by the library she should be appointed in consultation with the school authorities. She should administer the library in accordance with the policies agreed upon by the school and public library authorities.

4. APPROPRIATION. As in High School Library Standards

- a) The school authorities should pay the public library authorities for library service rendered the schools, on a basis to be agreed upon by the two agencies.
- b) It shall be the responsibility of the public library to provide standard service in proportion to the funds made available.

5. ORGANIZATION. As in High School Library Standards

- a) *Add:* Much technical and clerical work, as ordering, cataloging, et cetera, should clear through the respective departments of the public library. This will relieve the school librarian sufficiently to enable her to give more time, and consequently better service, in the direct aid of students and teachers.
- b) The school library should have permanently housed within it whatever records are necessary for its efficient administration and to meet the standards of accrediting agencies, and the public library should have whatever records are necessary for the correct and consistent technical work of the high school library handled through public library departments. It will seldom be necessary to set up duplicate records.

6. EQUIPMENT. As in High School Library Standards

- a) *Add:* The public library may reasonably be expected to provide estimates of needed equipment and to assist in working out correct specifications for library rooms, shelving, and other equipment.

7. COURSES IN THE USE OF THE LIBRARY. As in High School Library Standards

- a) *Add:* Courses in the use of the library may be given under supervision of the public library staff or the high school library staff. These courses should meet all requirements of accrediting agencies. Instructions in the use of the public library may appropriately be included in the course.