

NEW HAMPSHIRE STATE LIBRARY

Concord, N.H. 03302

September 28, 1966

Mrs. Elsie Wendlandt
Etna
New Hampshire

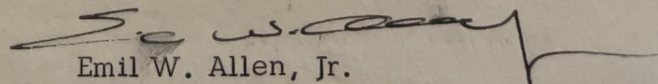
Dear Mrs. Wendlandt:

Thank you very much for your letter concerning possible eligibility of the Etna Library under the Statewide Library Development Program. I will try to answer your questions.

First of all, it may be true that you are only open for four hours, and that the qualifications call for eight hours. However, you have until July 1st, 1972 to achieve the eight hours and it seems a bit premature to give up now. Secondly, the recommendations for running water are only recommended for smaller libraries under 1,000 population, but are not required. Thirdly, it is not even suggested that your librarian be a professional, but that she attend the courses given at UNH. I would like to point out that we have every intention of providing these courses on an extension basis in an area convenient to your librarian, probably Claremont or Lebanon.

I would conclude by saying that these qualifications are goals which we hope local libraries will be able to meet over a period of years. Furthermore, these qualifications were established by the other libraries in your district, and they obviously feel that they are realistic. I would suggest that your library should make every effort to attain these goals within the required amount of time. Actually, I must confess that, if you pin me down, I think the best thing that could happen would be for the Etna Library to become an official branch of the Howe Library in Hanover. This is what happened to the West Lebanon Library a few years ago. It was originally an independent library and it is now a branch of the Lebanon Library. The result has been that the library service in West Lebanon has improved greatly. I would like to suggest that you give this possibility some consideration.

Very sincerely yours,


Emil W. Allen, Jr.
State Librarian.

EWA/REW

QUALIFICATIONS FOR AFFILIATED LIBRARIES

Adopted by State Library Commission, September 7, 1966

Hours Open

Under 500 population - 8 hours

500 to 999 population - 12 hours

1000 to 1999 population - 15 hours

2000 to 2999 population - 20 hours

3000 to 3999 population - 25 hours

4000 to 9999 population - 40 hours

Be open at least one evening per week under 1000 population; two evenings per week 1000 to 2000 population; three evenings per week over 2000 population.

Be open not less than two hours at a time; open at least a minimum of two days per week.

These goals to be achieved by July 1, 1972.

Personnel

Newly-appointed chief librarians, unless they have a professional library degree, have completed or be enrolled in, or state intent of enrolling in, the course in "Public Library Techniques" sponsored by the University of New Hampshire, or its equivalent.

Policy Statement

Have a written statement of policy on (a) general objectives of the library,
(b) basic rules governing personnel and other internal rules of the library,
(c) book selection policy.

Policy Statement, cont'd.

These statements to be adopted and filed with the State Library Commission no later than July 1, 1968.

Physical Facilities

In communities of 1000 population or more, running water (hot and cold) toilet facilities, and telephone to be installed by July 1, 1972. These same facilities also recommended for smaller libraries.

Review Committee

Reviewing committee to be appointed to consider applications from member libraries encountering hardship in meeting the qualifications for Affiliated Libraries and Service Center Libraries.

Committee to consist of five members. Each District Advisory Council to appoint one representative on this committee; the fifth member to be a member of the State Library staff. Representation to be from small, medium, and large libraries.

Committee to make recommendations to State Library Commission concerning possible action to be taken.

Terms to be for two years on rotating basis.

NEW HAMPSHIRE STATE LIBRARY

Concord, N.H. 03301

October 6, 1970

To: Librarians of Affiliated Libraries
Subject: Centralized Catalog Card Service
From: EMIL W. ALLEN, JR., STATE LIBRARIAN

This is to announce that, beginning November 1, 1970, any public library belonging to the Statewide Library Development Program will be eligible to receive expanded catalog card service from the State Library.

After November 1st, sets of catalog cards may be ordered for all books published during the current year, and the immediately preceding year. In other words, cards can be ordered for adult fiction and nonfiction, and for all juvenile titles.

The specific procedure to follow in ordering these sets of cards remains the same. Follow the same procedure you have been using in ordering cards for adult nonfiction books. If you have any questions concerning this service, please contact the State Library.