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A survey was conducted to analyze library facilities and services in 60 Florida state institutions and to make recommendations for improvement. Included in the study are descriptions of the institutions and a report and recommendations for each library. Results of question aires and visits show that institutional library service is inadequate, falling far below library standards. No institution has a professional librarian, expenditures for books are minute, collections consist of gifts and discards, services of the State Library and local public libraries are generally not used, and institutional administrators agree that library service is important and needs much development. Recommendations involve: (1) establishment of the positions of Consultant for Institutional Libraries within the State Library and Coordinator of Library Service within each Division of state institutions, to be filled by professional librarians, (2) an Advisory Council for State Institutional Libraries, (3) a central processing facility at the State Library for institutional libraries, (4) adequate budgeting for library service, (5) employment of suitable full-time personnel to manage the libraries under direction of a staff committee, and (6) development of a strong collection of carefully selected books and a library program relevant to residents' needs. Current standards for various types of libraries are appended. (JB)

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**Florida State Library
Tallahassee**

**A SURVEY OF
LIBRARIES AND LIBRARY SERVICES
IN THE
STATE INSTITUTIONS OF FLORIDA**

**BY
DAVID KANTOR**

**U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION**

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**FLORIDA STATE LIBRARY
TALLAHASSEE**

1967

**A SURVEY OF LIBRARIES AND LIBRARY SERVICES
IN THE STATE INSTITUTIONS OF FLORIDA**

-- FOREWORD --

This report has been prepared for the Florida State Library and Historical Commission by David Kantor, Director of Libraries for Volusia County Public Libraries at Daytona Beach, formerly with the Washington State Department of Institutions and the California Department of Corrections.

The purposes of this survey are to describe the current status of library facilities and services in the state institutions of Florida, to point up evident inadequacies or deficiencies in such services, and make pertinent basic recommendations as a foundation for constructing a practical state plan for development and improvement of library services where needed in the state institutions.

Between February and May 1967, the writer visited 17 of the 60 institutions operated by the State. Administrators were most cordial in giving up time from their busy schedules to show their facilities and discuss their services. There was commendable evidence of keen interest for improvement of facilities and treatment programs, and genuine concern for the welfare of institutional residents. Questionnaires were supplied to all institutions and only three failed to respond; two of these facilities were beginning operations.

Grateful appreciation of the writer is extended to all State institutional staff who gave their time to answer questions by interview and correspondence.

-- INTRODUCTION --

Under a variety of state statutes, the State government of Florida is charged by the Legislature with the responsibility for care, treatment, and possible rehabilitation for more than 25,000 of its citizens afflicted with serious mental and/or physical handicaps. To acknowledge this responsibility, the State operates sixty institutions with a staff of over 11,000 employees under seven different Divisions or Boards. Five of the Divisions function under the direction of the Board of Commissioners of State Institutions whose members comprise the State Cabinet. These are the 1) Division of Child Training Centers, 2) Division of Corrections, 3) Division of Mental Health, 4) Division of Mental Retardation, and 5) Florida Alcoholic Rehabilitation Program. Two additional institutional departments: 1) Florida School for the Deaf and Blind, and 2) State Tuberculosis Board are directed by independent Boards appointed by the governor.

In this study the reader will find, along with the report on libraries, a description of the purposes and programs of each institution, grouped within its Division, as foundation information for understanding the scope of library services necessary to assist the institution in the attainment of its objectives. Recommendations and data tabulation sheets follow each Division report. An appendix to the entire study contains copies of the current Standards for the various types of libraries.

A directory of the State Institutions by Division grouping and a summary of observations, conclusions, recommendations and tabulated data applicable to conditions as discovered by the writer prefaces the main body of the report as follows.

OBSERVATIONS AND CONCLUSIONS

1. All state institutions are operated on an integrated basis.
2. The libraries and library services in all of the State's institutions are operated far below the minimum standards established for the specific types of institution libraries by national and professional authorities, and must be rated as inadequate to serve the needs of the institutions, their staffs and clientele. This inadequacy is, in a major sense, discriminatory and actually constitutes an unnecessary handicap to institutional authorities in their attempt to help the people under their care.
3. No institution has a professional librarian administering library service and most of the existing libraries (resident and staff) are operated too informally for responsible management of the materials and for suitable guidance for clientele. Only one institution, the School for the Deaf and Blind, has qualified and suitable personnel administering the library.
4. A minute expenditure of funds has been spent for books by institutions for institutional residents and 96% of this money has been spent for books oriented only to school classroom use. Almost no funds have been used to purchase library books for recreation, reference or informal study needs.
5. Ninety percent of the books available to institutional residents from the institution libraries are cast-offs, discards, and gifts from agencies, organizations, and individuals, and other libraries. Selection for appropriateness to the library user has not been a major concern. Eighty percent of this collection is in poor condition or otherwise unsuited to needs of the users.

6. Very little attempt is made to acquire or use available inexpensive materials.

7. Almost no use is made of State Library services and few institutions make use of the resources of the local community public library.

8. No institution fosters a program of relating the resident's use of books in the institution library with carry-over benefits of using community public libraries when he returns to normal community life.

9. Institutional administrators are in earnest agreement that institution library facilities and programs leave much to be desired and are in need of considerable development . They readily acknowledge the importance of the library's place and effectiveness in the treatment and rehabilitation programs. They are interested in activating constructive development and improvement of library facilities and programs provided proper guidance and adequate funds are available on a continuing basis.

RECOMMENDATIONS

1. For creative and constructive professional leadership and guidance in planning and development for institutional libraries, there should be established within the State Library the position of Consultant for Institution Libraries (a professional librarian) who will initiate contacts with the various institutional Divisions, study the requirements for library services in the institutions and lend assistance for their development and improvement.

2. Each Division of state institutions should establish within the Division the position of Coordinator of Library Services who shall be a professional librarian with the responsibility for planning, developing, coordinating and guiding continuing and effective library services for all institutions of the Division. This position should maintain a direct link for assistance from the State Library's Consultant for Institution Libraries.

3. The State Library should establish an Advisory Council for State Institutional Libraries on which seven leading and interested librarians throughout the State would be called to serve with seven professional staff members representing the seven state institutional Divisions, to lend the authority of their experience in periodic surveying, reviewing and advising for continuing improvement of institution libraries.

4. The State Library should establish or assist in the provision of a central processing facility for purchasing and processing of books and library materials for institution libraries to:

- a. Gain low prices for books and supplies.
- b. Eliminate the need for institutional personnel to be involved with these time-consuming details.
- c. Free the time of personnel operating the library to give major attention to clientele rather than to materials.
- d. Provide standards and continuity for practical record keeping and maintenance of books and materials.

5. All State Divisions of institutions should convey to its institutional administrators that there is a serious interest in a realistic approach to budgeting and that adequate funds should be provided for credible and effective library services. Funds for library services should be budgeted from both state and canteen sources.

6. In view of the scarcity of professional librarians, institutional administrators should make definitive responsibility assignments to most suitable and interested personnel available to manage and operate the institutions' libraries on a full-time basis. The library manager should operate under an institutional library committee of from three to five interested staff members, constituting a library board appointed by the superintendent, to ensure that the library program is properly funded as well as functional in such details as management, selection of materials, and regulations for operation.

7. Each institution should develop its main or central library as a library materials resource center to include an ample collection of appropriately selected, currently useful books, periodicals, pamphlets, recordings and films that will serve the diverse needs of residents and personnel. The library should be easily accessible to residents and personnel on the ground floor of the building in which it is located. A scheduled service of books and periodicals also should be conveyed to residents confined in hospital sections and in maximum security situations.

8. All personnel who have some responsibility for institutional library programs should become familiar with the Standards established by national and professional authorities for the specific types of libraries (see Appendix).

9. In the matter of accepting books as gifts, it may be practical to consider the possibility of a central depository for these collections (possibly at the State Library) where the Consultant for Institution Libraries would be responsible for selection of materials for the stated needs of the various institutions. Distribution could be made logically from this point with the volumes processed and ready for use upon delivery at the specific institution.

10. Each institution should involve all residents in its program of library service as soon as practicable in orienting the individual to institutional life. Use of the library and its benefits should be made relevant and credible to each person throughout his stay, leading to his understanding of a continuing link to similar services to be obtained from the public library in his return to the home community.

ABBREVIATIONS USED IN TABLES

Bkmoble	Bookmobile
Ed Supr	Educational Supervisor
Ed Dir	Educational Director
K	Kindergarten
M-F	Monday thru Friday
N	No
NA	Not Applicable
NK	Not Known
NR	No Report
In Ser Trng Dir	In-service Training Director
O.T.	Occupational Therapy
PS	Pre-school
Pub Lib	Public Library
S-S	Saturday and Sunday
Y	Yes

DIVISION OF CHILD TRAINING SCHOOLS The Division of Child Training Schools is charged with the responsibility of protective care, custody and control of all juvenile offenders committed to its care by the Juvenile Courts of Florida. The Division states its philosophy is based on a program of "treatment rather than retribution or punishment. The program discovers interests, aptitudes and abilities and builds on these in order to return the children to their home communities as potential contributing citizens".

Although a new school, to be located in Gilchrist County, for 200 boys has been authorized by the legislature, the Division at present operates four institutions with a staff total of 433 employees. At the time of the survey more than 1200 boys were enrolled at the Marianna and Okeechobee schools and almost 300 girls were in training at the Lowell and Ocala schools with student ages ranging from 10 years to 18 years. It should be noted that the Marianna School opened in 1900 and the Ocala School began operating in 1914. The other two schools are of modern design, Lowell opening in 1952 and Okeechobee in 1959. Nevertheless, new construction is a continuing program at Marianna and Ocala.

The schools emphasize two forms of treatment: (1) educational programs in academic, vocational, recreational and religious training, and (2) group living by the cottage system supervised by house parents to enable the students to acquire some rudiments of adequate family relationships. The term of residence in the institution by a student is of short duration. In fact, it is unusual that a student will be in residence for more than ten months before going out to a community aftercare program.

Schooling is provided from grades 1 through 12 at the schools for boys, and from grades 5 through 12 at the schools for girls with opportunity to earn high school equivalency diplomas. Vocational training of an exploratory nature, an equally strong part of the program, is designed to present opportunities for students to test their abilities at varied work experiences. Because of the daily traffic of admissions and releases, all training programs operate on a continuous schedule throughout the year. Each student attends school and works on a vocational project on a schedule of alternating school days with work days.

Students Libraries

Library facilities at the four schools are near adequate in space and seating characteristics. However, these facilities have been established as school libraries oriented to the academic school program only. They are inclined to be used exclusively as study halls and as waiting rooms for new students on the way to interviews or individual counseling. The books available in these libraries are limited in the main to multiple copies of textbooks no longer used by the public schools and well-worn, out-dated reference books. Many of these books have been donated by various educational agencies that have paradoxically indicated the volumes out-of-date for regular school use, but would rather donate them to the Division schools than discard them completely as no longer applicable to the educational program.



STATE INSTITUTIONS OF FLORIDA

PAGE

IV. Division of Mental Retardation -- Tallahassee	24
* Sunland Training Center -- Gainesville	
Sunland Training Center -- Fort Myers	
* Sunland Training Center -- Marianna	
Sunland Training Center -- Miami	
* Sunland Hospital -- Orlando	
Sunland Hospital -- Tallahassee	
V. *Florida Alcoholic Rehabilitation Program -- Avon Park	29
VI. *Florida School for the Deaf and the Blind -- St. Augustine	32
VII. State Tuberculosis Board -- Tallahassee	34
* Southwest Florida Tuberculosis Hospital -- Tampa	
Southeast Florida Tuberculosis Hospital -- Lantana	

APPENDIX

Institutions Serving Delinquent Children
Objectives and Standards for Libraries in Correctional
 Institutions
Objectives and Standards for Hospital Libraries
Standards for Library Functions at the State Level
Standards for School Library Programs

STATE INSTITUTIONS OF FLORIDA

SUMMARY OF SIGNIFICANT TABULATED DATA

	CHILD TRAINING SCHOOLS	*CORRECTIONS	MENTAL HEALTH	MENTAL RETARDATION	FLA ALCOHOLIC REHAB PROGRAM	FLA SCHOOL FOR DEAF AND BLIND	STATE TUBERCULOSIS BOARD	TOTALS
Population	1,590	6,855	9,797	5,686	55	691	850	25,524
Staff	433	1,712	4,859	3,263	99	157	756	11,279
Books Available	11,000	53,043	25,645	2,395	250	9,897	14,000	116,230
Staff Library Books	100	280	2,954	1,890	400	647	4,213	10,484
Circulation 1965-66	1,410	88,236	40,054	7,900	NR	11,131	1,500 +	150,231
Library Expenditures 1965-66	\$2,295	\$4,972	\$4,394	\$1,691	None	\$5,356	\$ 25	\$18,733
Expenditures for Staff Library 1965-66	\$ 75	\$ 50	\$5,481	\$2,204	\$607	\$ 869	\$2,807	\$12,093

* Central Office staff and library not represented in these figures.

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No professional librarians are employed by the Division and no full-time person is employed to operate the library in each school as a sole responsibility. Library hours are dependent on availability of a teacher at a specific period. This results in a schedule of one hour per day at the Okeechobee school and from five to six hours per day at the schools for girls. At the Ocala school a retired principal volunteers her services and maintains a steady schedule of keeping the library open half-days. All schools reported use of students as assistants in the libraries.

Teaching and counseling with books are accomplished mostly by having books available for reference in the classrooms. General and recreational reading opportunities are made available by a small scattering of books and magazines in the cottages. At Okeechobee a student must have special permission to have his school texts with him in the cottage.

At the Marianna school, where more than half of the students of the Division are in residence, there is an attempt to provide a library for recreational reading. The building, surrounding 240 square feet, is a "temporary" 20-year old wood-frame building without insulation, extremely cold in winter and overly warm in summer. Shelved here are upwards of 2,000 old novels donated by all sorts of well-meaning people and agencies. Most of the volumes, aside from their inappropriateness to the youthful potential readers, are out-dated, roach-eaten, mildewed and weather-worn. It is the exemplification of the "psychological barrier". Here is the case in point on how to drive away the potential user from books and libraries. The fact that the "library" is open only one hour a day is no surprise. It is also no wonder that the total circulation of books from this library for last year was reported as 240 volumes.

Although information supplied by the schools indicates 11,000 volumes available in the Division's libraries, very few are books other than school texts and out-dated, worn-out novels. Expenditures for new books have been reserved solely for school textbooks and related needs such as dictionaries and workbooks for the individual students.

Information by three schools reporting book circulation indicates a thin 1.2 volumes per student, but the girls' school at Ocala reveals reading activity at almost 5 volumes per student. No circulation records were available from Okeechobee.

Two schools, Lowell and Marianna, reported no funds were spent for books last year while the school at Ocala spent \$200. The results of even this small purchase of new and current books are evident in the greater circulation of books per student at Ocala (see above). Although Okeechobee reported \$2,000 spent for books last year, a clarification by the school principal indicated the funds were spent for school books only.

Expenditures last year for periodicals were limited to a total of \$95 among three schools with Lowell providing no funds. Here again the schools accept donations of large bundles of old magazines from a variety of sources. When the principal or a teacher is available, time is spent, as in the case of book donations, in attempts to weed out unacceptable material. There

were no expenditures reported by the schools for any library operations, the costs of miscellaneous supplies, if any, being absorbed by classroom operating funds.

One school (Lowell) reported that it made use of the local regional library facility by regularly using its bookmobile service. Very little use of State Library services is made by any of the schools because of uncertainty in keeping track of borrowed materials.

Only Okeechobee claimed to have a catalog of its books and classified according to the Dewey system. Inspection of the catalog indicated it quite out-of-date with the book collection available and it was admitted that the catalog had been constructed several years ago when an interested person was available.

Only the Marianna school specified that extra-library activities such as story-telling and readings are part of its recreational program. This was also the only school reporting maintenance and use of clipping and picture files. Film service is not a part of the library's services and none of the libraries have phonograph records.

Staff Libraries

Only one school (Okeechobee) reported that it had available 100 volumes for use of its staff and that it actually spent \$75 in the past year to provide for pertinent books and manuals for staff use.

CONCLUSIONS & RECOMMENDATIONS

Administrators of the Division and the school supervisors are in earnest agreement that library facilities and programs of the schools leave much to be desired and are in urgent need of development at earliest possible date. They readily acknowledge the necessity for good library programs in their institutions and are interested in activating such development provided proper guidance and adequate funds are available.

Conversations of the writer with school supervisors in the Division regarding the special nature of the Division's objectives, ways, means, and methods of development point up the following special considerations as a preface to recommendations.

- a) The academic-vocational aspect of the training program in a basically school-oriented community.
- b) The cottage system of familial living.
- c) The psycho-social nature of the students' behavior problems.
- d) The necessity for continuing supervision at all times.
- e) The limitations of state revenues.

f) The scarcity of suitable personnel.

The following recommendations should be considered in planning for library services of acceptable standards for the Division's schools.

1. Of prime importance is the matter of professional guidance for the Division's library programs, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Child Training School Libraries who shall be a professional librarian with the responsibility for planning, developing, coordinating and guiding continuing and effective library services for all schools of the Division. This position should maintain a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. With realization of the scarcity of professional librarians and the improbability of each institution finding such personnel available, it is strongly recommended that each institution administrator make a definitive responsibility assignment to the most suitable and interested employee to manage and operate the library on a full-time basis. Cooperative assistance and training should come from the Division's Library Coordinator. The Library Manager should supervise as many student assistants as needed in the library operation.

3. The solution to library management, as stated above, should be supported by the appointment by the institution administrator of a working committee of from three to five employees who will act as a library board of control for the administrator concerned with proper funding of the library program as well as its operation. Such a committee should include the assistant superintendent, the school principal and the head of counseling. The Library Manager should attend meetings of the committee and make whatever reports are needed by the committee.

4. The Division must convey to its institutional administrators that there is a serious interest in a realistic approach to budgeting and that adequate funds should be provided for credible and effective library services. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books assuredly hinders attainment of the objectives stated in the Division's philosophy of treatment. Costs of library materials should be funded from both State and canteen sources.

5. The old shack being used as a library at the Marianna school and which can be characterized only as a detriment and an eyesore should be dismantled as soon as possible.

6. The present school library facility in each institution should be developed as the library resource center of the institution; it should house the basic book collection, the catalog, and other library materials as well as the stock from which rotating collections for the cottages may be drawn.

7. Well selected collections in ample quantity and suitable variety of books and periodicals should be placed in the cottages and freshened frequently. Each cottage should also have a current basic reference

DIVISION OF CHILD TRAINING SCHOOLS

FACT SHEET TABULATION

	GIRLS SCHOOL LOWELL	GIRLS SCHOOL OCALA	BOYS SCHOOL MARIANNA	BOYS SCHOOL OKEECHOBEE
<u>BASIC FACTS</u>				
1. Population	147	146	800	497
Age Range	10 to 18	11 to 18	10 to 18	11 to 17
Average Age	15.6	15	15.6	15
2. Staff	54	64	180	135
Professional	15	14	32	30
Other	39	50	148	105
3. Staff Training	N	N	N	Y
4. School for Residents	Y	Y	Y	Y
5. Grade Range	5th-12th	5th-12th	1st-12th	1st-12th
6. Vocational	Y	Y	Y	Y
<u>LIBRARY FACTS</u>				
1. Library	Y	Y	Y	Y
2. Adm By	Principal	Principal	Principal	Principal
3. Outside Library Use	Y	N	N	N
4. Kind	Bookmobile	NA	NA	NA
5. Area (sq ft)	420	465	240	900
Seats	24	22	30	50
6. Books Available For Staff	3,000 vols NR	4,000 vols NR	2,000 vols None	2,000 vols 100 vols
7. Book Circulation (1965-66) For Staff	240 vols NR	720 vols NR	450 vols None	NR NR
8. Spent for Books (1965-66) For Staff	None None	\$200.00 NR	None None	\$2,000.00 \$ 75.00

DIVISION OF CHILD TRAINING SCHOOLS

	GIRLS SCHOOL LOWELL	GIRLS SCHOOL OCALA	BOYS SCHOOL MARIANNA	BOYS SCHOOL OKEECHOBEE
9. Spent for Periodicals (65-66) For Staff	None None	\$20.00 NR	\$50.00 None	\$25.00 None
10. Other Expenses For Library For Staff	None None	NR NR	None None	None None
11. Source of Funds	State	State	Donations	State
12. Professional Librarian	N	N	N	N
13. Operated By	Teacher	Retired Principal	Teacher	Teacher
14. Hours Open	6 hrs M-F	5½ hrs M-Th	1½ hrs M-F	1 hr M-F
15. Scheduled Visits	Y	Y	Y	Y
16. Book Cart Service, etc.	None	None	None	None
17. Reading Guidance	N	N	N	Y
18. Given By	NA	NA	NA	Classroom Teachers
19. Special Programs	N	N	Y	N
20. Catalog	N	N	N	Y
21. Dewey System	N	N	N	Y
22. Residents as Assistants	Y	Y	Y	Y
23. How Many	2	2	4	1
24. Vols Bought Annually For Staff	under 50 NR	under 50 NR	None None	350 20
25. Discarded Annually	None	over 25	75	None
26. Periodicals Bought Annually For Staff	1 1	None None	10 None	5 None

DIVISION OF CHILD TRAINING

	GIRLS SCHOOL LOWELL	GIRLS SCHOOL OCALA	BOYS SCHOOL MARIANNA	BOYS SCHOOL OKEECHOBEE
27. Pamph-picture Collection	N	N	Y	N
28. Films	N	N	N	N
29. Adequacy	N	N	N	N
30. Interest in Improvements	Y	Y	Y	Y
31. Recommendations By Adm	<p>1. Desires up-to-date library services administered by qualified librarian</p> <p>2. Need suitable books & periodicals & newspapers</p>	<p>1. Desires up-to-date library services administered by qualified librarian</p> <p>2. Need suitable books & periodicals</p>	<p>1. Desires development of full library program administered by qualified librarian</p> <p>2. Larger building</p> <p>3. New books</p>	<p>1. Desires qualified librarian to plan & direct a good library program.</p>

collection consisting of, at the least, a suitable encyclopedia, an adequate dictionary and the latest almanac.

8. As far as books of current interest are concerned, the book collections of the four institutions are in need of complete replacement and plans for financing and implementing a complete renovation should be made to bring the book collections up to recommended standards in quality as well as quantity. The planning should be considered to be completed within a range of two years with an additional five-year plan of enhancement, to include sufficient periodicals and recordings.

9. Consideration should be given for early activation of definite programs involving library use, book reading and related cultural activities such as

a. Story telling or readings weekly in the cottage program.

b. Record listening programs weekly in the cottage program.

c. Book discussion groups bi-weekly in the cottage program.

d. Orientation on a continuing basis to good reading habits and use of libraries as an agreeable activity that will be continued as a desirable activity when the student is returned to normal community life. Some part of counselling should advance awareness to the student that the community public library is always available to provide continuing service and nurture individual reading.

10. All personnel responsible for library service should become familiar with the standards for libraries in Institutions Serving Delinquent Children prepared by the Children's Bureau of the U. S. Department of Health, Education and Welfare in cooperation with the National Association of Training Schools and Juvenile Agencies, as well as with the Standards For School Library Programs by the American Association of School Librarians of which copies can be found in this report. For effective library service every effort should be made to follow the guidelines suggested in the Standards.

11. Availability of local public library services and opportunities for using available services of the State Library should not be overlooked as an essential resource to supplement the institution library program.

DIVISION OF CORRECTIONS

The Division of Corrections, authorized by the 1957 legislature, has the responsibility for supervisory and protective care, custody and control of the inmates, buildings, grounds and all matters pertaining to the existing and future institutions for the imprisonment or correction of adult offenders. An additional responsibility of the Division is the inspection of places of confinement for prisoners in the State including county jails and county work camps.

An Advisory Council on Adult Corrections and Prison Industries was appointed in 1959 by the Board of Commissioners of State Institutions. The Board of Commissioners and the Division Director consult with the Council on correctional programs and prison industries.

At the present time the Division operates seven major institutions and thirty-four Road Prisons. An eighth facility to be known as the Reception and Medical Center at Lake Butler has been under construction since June 1964. When its program is activated this institution will serve as a receiving center for all male felons committed from courts of the State. The classification and initial orientation of male prisoners, now programmed at Raiford Prison, will take place at this center. The Lake Butler institution will also serve as the medical center for all male prisoners in the Division.

The Division's philosophy of treatment emphasizes correctional opportunities rather than punishment disciplines. The program is directed at providing every inmate with diverse opportunities for educational accomplishment and vocational development mixed with an active work schedule. This is bolstered by individual guidance as well as group counseling to foster training in resocialization on the basis that a large majority of the population must be returned to live again in the world outside the institution.

All of the institutions, including the Road Prisons, offer constructive programs of academic and vocational education with opportunity to obtain a general education diploma issued by the State Department of Education. Some institutions provide extension courses of college level. In addition to the courses in vocational education there is an enterprising program of vocational training at the industrial level. Time in the busy schedules for recreational and religious considerations is also included, and these activities are encouraged as part of the education for resocialization. With the exception of Raiford Prison, where cell block housing is traditional, the predominant method of housing inmates is dormitory style. Of course each institution of necessity also has security cells.

At the time of the survey the Division housed a total of 6,855 inmates of which 5,110 were in the seven major institutions and 1,745 were in the Road Prisons. Average age of inmates is 25 years with ages ranging from 14 years to 80 years. Average stay in an institution is reported by the Division to be 22 1/2 months. A staff of approximately 1,712 employees participate in operating the system with about 575 of these employed in the Road Prisons.

Central Office Library

The Division's Central Office established a Staff Library in 1965 with the acquisition of several hundred books in the field of corrections and subscriptions to periodicals relating to corrections. The library area is comfortably equipped, but is already showing signs of bulging at the seams with the mass of pertinent publications continuing to flow from publishers. Aside from serving as a ready reference resource for Central Office staff, the library circulates kits containing six books to the Division's institutions on a rotating schedule of 30 days. These books are made available to institution employees through their Personnel Office.

The APALACHEE CORRECTIONAL INSTITUTION, a two-unit facility opened in 1949, is located a few miles west of Chattahoochee. The East Unit with a capacity of 600, houses youthful male offenders 15 to 25 years of age (average age of 19) and emphasizes a comprehensive program of educational and vocational training. Provision is made for academic education through twelve grades enabling inmates to earn the equivalent of high school diplomas. The vocational education and training program encompasses over 50 areas of job training including 18 major vocations. The industries program provides vocational experience in agriculture, forestry and the manufacture of bricks, concrete products and sanitary supplies. Inmates enrolled in the school program alternate class attendance with on-the-job training on a schedule of alternating half-weeks. Each inmate remains in school for the length of his term until he either earns his diploma or advances to the limit of his capabilities.

The West Unit, the older of the two facilities with a capacity of 260, houses adult male offenders, ages ranging from 17 to 47 years with average age of 28. The program of this facility concentrates on farming and maintenance activities.

Inmates' Library

A room of nearly 450 square feet is provided as a library in the East Unit. Located in the school building it is crowded with shelving for 8,000 old, ragged, mildewed, donated books, mostly novels of the best-seller type of ten and twenty years ago; the rest are out-dated text books. Additional equipment of a desk and three small tables with seating for ten students squeezes the limited space even more drastically. However, a new educational building is being constructed and a new library area of 1,080 square feet is planned for this building.

There is no professional librarian; however, the library is operated on a schedule of 8 hours daily Monday through Friday by the graphic arts instructor with inmate assistance. It is also open one evening each week; all hours in conjunction with the time school classes are in session. A circulation of 18,000 volumes was reported for 1965-66 which points up an

avid interest in reading by inmates. An expenditure of \$1,957.00 is reported to have been spent for books last year, but only textbooks for the school program were purchased. A total of \$176 was spent for fifteen periodicals during this period and an additional \$300 was expended for miscellaneous supplies to operate the library. The educational supervisor reported extensive use of films in the classrooms, but this is not a service of the library. Reading guidance is rendered by the inmate library assistant it was reported, but there are no special programs such as book discussion groups, readings, etc. There is a card file index of the book collection, and classification of the sparse collection of non-fiction is an adaptation of Dewey. A picture-pamphlet-clipping file was reported as in service, but no phonograph records are available. There is no adequate local community library and no use is made of State Library services.

In the West Unit there is no library, but in the canteen there is a collection of about 300 volumes which inmates borrow on request. It should be noted that adjacent to the canteen, there is an ample-sized recreation hall equipped with a billiard table. The writer noted on his visit that a corner of this room could be spared for a writing table and four simple easy chairs with one wall of shelves for books to be borrowed on an informal basis at any time.

Staff Library

There is no staff library area, but it was reported that 200 volumes are available for staff use, mostly of interest to school personnel, and that there was a circulation of 300 volumes among personnel last year. No figures were available as to how much was spent for 25 books purchased for staff last year. Two periodicals are also subscribed for staff.

The AVON PARK CORRECTIONAL INSTITUTION near the town of Avon Park was opened in 1957 to relieve overcrowding at Raiford Prison and can accommodate 700 inmates. It is a minimum custody facility, built originally during World War II for the U. S. Air Force, and houses primarily older and/or physically disabled male offenders, ages ranging from 19 to 75 years with average age at 41. A full program of academic and vocational education is offered here as well as opportunity to engage in constructive religious and recreational activities.

Inmates' Library

The administration of this institution has taken pride in developing one of the old barracks office buildings into a very attractive library setting. A highly polished, brightly grained wood floor, covering 1,178 square feet, equipped with an attractive rubber matting in the aisles between the book stands and shelves makes a visit to the library one of

distinct pleasure. Although all the books are donated, tasteful and considerate selection has provided a readable and interesting collection of 7,000 bright paperbacks as well as cloth-bound books. However, the library is actually in the style of a quick-service shop, a stand-up service in which the inmate selects his books as he passes through. There are no chairs or tables where one might do any reference work or sit and scan books for contemplative reading. Nevertheless, circulation was reported at 24,000 volumes in 1965-66. There is no professional librarian and the library is operated by an inmate under informal supervision of the educational supervisor 4 1/2 hours per day and 7 1/2 hours on weekends.

No funds have been expended for books, but \$136 was spent last year for periodicals and an additional \$435 for miscellaneous supplies to operate library. There is no film service connected with library operation, no picture-pamphlet-clipping files, no phonograph records, no readers' guidance, and no special group activities. The books are cataloged and classified according to the inmate's interpretation of Dewey. There is no adequate local community library and no use is made of State Library services.

Staff Library

There is no staff library and no books or periodicals are reported to be available to employees with the exception of the availability of the set of six books rotated from the Division's Central Office.

FLORIDA CORRECTIONAL INSTITUTION, a two-unit facility, is located near Lowell. The Female Unit was completed in 1956 and houses all adult female felons in the State, ages ranging between 17 and 66 years with average age at 32. Present capacity is 348 inmates who are encouraged to participate in a wide variety of training opportunities, academic and vocational. Academic education includes courses in business and the opportunity to complete grades 1 through 12 to obtain the high school equivalency diploma. The vocational program offers training in beauty culture, sewing and garment manufacture, laundry operations, food service and cooking, nursing and dental assistance. Religious and recreational activities, including hobby-craft, as well as personal guidance and counseling, are also a definitive part of the busy schedule.

The Male Unit was completed in 1960 to house 200 adult male inmates who provide the necessary labor force for agriculture and maintenance operations at the institution. At time of survey there were 86 inmates at this unit ranging in age from 20 to 53 years with average age at 34.

Inmates' Libraries

A library of 528 square feet containing a little over 2,600 volumes is provided in the school area at the Female Unit. The room is pleasant

enough, but obviously 100% too small since most of the space is consumed by the shelving, a desk for the library assistant, several tables loaded with books, and only four seats for readers. Most of the books are donated discards although inspection of the volumes on the shelves indicated some care in selection of the best volumes from the "gifts". Circulation reported for last year totalled 8,564 volumes.

The institution reported an expenditure of \$270 for 100 volumes added to the library last year and an additional \$24 for six periodicals. There is no professional librarian and the library is operated by an inmate under the supervision of the educational supervisor on an 8-hour/day schedule, along with the school, and an additional 4 hours on weekends. The books are cataloged and the few non-fiction books in the collection are classified according to the inmate's understanding of the Dewey system. There is no picture-pamphlet-clipping file, no film service connected with the library and no phonograph records. The Education Director reported an active participation of inmates in book discussion groups, readings, book review presentations, and story telling.

Although the Forest Hills School for Girls (Division of Child Training Schools) is right next door and makes regular use of the Central Florida Regional Library's bookmobile service, no attempt is made by FCI to make use of this opportunity to widen the range of its own thin library resources. No use is made of the available services of the State Library.

The Male Unit provides a library area of 800 square feet and 1,720 volumes, none ever purchased by the institution. However, the men of this unit indicate an avid interest in reading through this small collection with a reported circulation of 6,500 volumes last year. The library is open four hours daily and is operated by an inmate. A catalog of the books is reported available as well as donated periodicals. There are no other library services or programs.

Staff Library

There is no staff library. Other than the availability of the set of six books on rotation from the Division's Central Office, personnel are on their own in the matter of finding reading materials relating to their functions and responsibilities in the institutional program.

FLORIDA STATE PRISON, established in 1914, is located at Raiford. It covers over 18,000 acres and is the major institution of the Division. Capacity has been enlarged gradually to accommodate 3,200 inmates, age range from 14 to 80 years with average age reported to be 25. The huge prison complex comprises three units: the Main Unit known as the older section, the new East Unit for maximum security, and the Reception & Medical Center where all offenders are brought from the courts for classification and orientation. (In the near future the function of this third unit will be taken over by the new facility now under construction at Lake Butler).

A vast program of academic, and vocational education and training is offered here; schooling from the 1st through 12th grades, extension courses from the colleges, and vocational opportunities in electronics, office machine repair, furniture refinishing, cabinet making, welding, machine shop, graphic arts including drafting, shoe manufacturing, upholstering, air conditioning and refrigeration, ornamental horticulture, and business courses. Training in librarianship was also reported to be available, but there must be some doubt as to what this entails since there is no member of the staff who is a professional librarian or a teacher-librarian. Additional training opportunities are available in the considerable industrial complex of the institution: furniture factory, garment factory, concrete block factory, the auto tag plant, tobacco factory, feed mill, syrup mill, agriculture and forestry. There is an active program of guidance and counseling, and a large participation in religious and recreational activities, especially in sports and hobbycrafts.

Inmates' Libraries

There are four areas in the three units of the prison given over to library space totalling 3,500 square feet, with a combined inventory of over 22,000 volumes. However, only the school library of approximately 800 square feet has tables and chairs available for about fifteen readers. It was reported that books for the libraries have never been purchased. The prison is well-known throughout the country for its periodically successful call for donations of books. This, of course, entails many hours of careful selection in going through the tremendous piles of volumes received. However, this is no more a proper means of providing a library program, especially where guidance is an important part of the rehabilitation process, than it is to ask for donations of old books for school classroom use, donations of old food to feed the inmates, donations of old machinery to operate the auto tag plant, etc., ad infinitum.

The libraries, with the exception of the school library, are essentially storerooms for books where inmates on various schedules throughout the week pass through the rooms and make their selection of volumes to take back to their cells until allowed to return again two weeks later and exchange their books for another set. Although it was reported that the libraries are open from 8 a.m. to 4 p.m. daily and from 9 a.m. to 1 p.m. on weekends, a schedule posted on one of these rapid-flow book storerooms indicated the particular room was open from 6:30 a.m. to 7:30 a.m. and from 11:45 a.m. to 12:30 p.m. daily; from 8 a.m. to 11 a.m. on Saturdays; and from 9 a.m. to 10:45 a.m. on Sundays. Entrance to this room of aisles between shelves, encompassing about 800 square feet, is by a narrow, winding staircase to the very top of a huge cell-block building. It was also reported that books are available only to inmates able to get to the library. No service is provided inmates confined to hospital quarters or in maximum punishment cells.

A sum of over \$700 was reported spent for books in 1965-66, but since the policy of the institution is not to purchase books for libraries, the figures must be for school texts and work manuals. Other funds spent last year were \$5.00 for two periodicals and \$65.00 for miscellaneous library supplies and operation.

Considering the small number of volumes (22,600) available for a population of 3,000 inmates in a long term, maximum custody institution (see Standards for Libraries in Correctional Institutions) and the evident lack of logical accessibility, it is no wonder that last year's reported circulation figure was a third 29,000 volumes. (This circulation is compared with annual circulation of 90,000 to 100,000 volumes of a library of 30,000 volumes supervised by the writer in a maximum custody California institution of less than 2,500 inmates).

The reported catalog of books is a card index file of authors and titles with a unique adaptation of Dewey numbers for non-fiction. Film service is provided by the school for its instructional programs. A picture-pamphlet-clipping file is reported in use, but there is no provision for readers' guidance (AKA bibliotherapy), book reviews or talks, book discussion groups, and recordings.

Inmates are allowed to purchase their own law books and are given scheduled periods in special areas, when available, to pursue their research. The institution does not purchase law books as such for inmate use.

Staff Library

No staff library is reported to be in existence in this prison complex for the 600 plus employees. In fact, the supervisor of education reports 30 volumes and 1 periodical are available for staff use from his office. The rotating packet of six books from the Central Office would seem to present a very thin opportunity for employees here.

GLADES CORRECTIONAL INSTITUTION, located at Belle Glade and classed as a medium custody institution, has been occupied since 1932. A completely new institution was begun in 1951 to replace obsolete facilities. Capacity is 500 adult males ranging in age from 16 to 62 with average age at 30. Program emphasis is vocational training in agricultural pursuits, cannery techniques, construction, maintenance activities in laundry operation and food services, auto maintenance and repair, welding, and printing trades. An academic program is also available with emphasis on literacy classes and grades through high school with opportunity to earn high school equivalency diploma.

Inmates' Library

A room of 400 square feet with 16 seats is provided for library service exclusively in the new school building recently completed. Only 1,000 volumes are available and they have been described as "donations, old, and unvaried in content, predominantly fiction". Circulation totalled 2,000 volumes in 1965-66. In the same period the sum of \$40 was reported to have been spent for 50 books and this figure must be for paperbacks or school

manuals. An additional sum of \$150 was reported to have been spent for twelve periodical subscriptions. All of these expenditures were made from canteen funds. The library is open 8 hours daily and 6 hours on weekends, and operated by a staff member with 2 1/2 years experience as a college library assistant. Although the library offers no film service, phonograph records or other special programs, it does have a picture-pamphlet-clipping file and a partial catalog of its books. The institution reports that it does make use of the West Palm Beach Library and the community library of Belle Glade.

Staff Library

The institution reports it has a collection of 50 volumes for staff use and spent \$50 to add six books to the collection last year. However, no indication was given as to where these books are made available. A circulation of 20 volumes for 1965-66 was reported.

SUMTER CORRECTIONAL INSTITUTION, located near Bushnell, is the newest of the Division's facilities, opened in 1965. Program has been designed for intensive academic and vocational education with an atmosphere of rehabilitation and resocialization for youthful offenders; capacity for 600 males. At time of survey there were 171 inmates, ages ranging from 15 to 50, engaged for the most part in maintenance of present plant and in construction of new buildings. School program awaits completion of buildings and employment of teachers and other staff.

Inmates' Library

The library is temporarily located in a small office of approximately 240 square feet. About 1,200 donated volumes are displayed on shelves and are available for loan to inmates during the one hour each day the library is open. This service is operated by an inmate.

On a visit to the new education building, the interior and furnishing yet to be completed, the room contemplated for the library (about 640 square feet) was shown to be at the top of the stairs on the second floor. Considering the commendable program the Division plans for this facility, it has already begun on a course which will hinder attainment of desired goals. The library should first of all be on the ground floor, readily accessible to everyone; and it should have no less than 2,000 square feet of space for the services it should render. Additionally, there should be immediate budgeting for the purchase of new books; and the thinking of administrators should be leading away from the use of "hand-me-downs" for books.

Staff Library

The Personnel Section of the institution is vitally interested in building a collection of books, manuals, and periodicals for staff. Talks with the personnel head indicated plans are being considered for making all employees aware of the advantages and availability of the literature.

The SANTA FE CORRECTIONAL FARM, the smallest major facility of the Division, was opened in 1931 to provide manpower for the general services and maintenance operations of the nearby Sunland Training Center near Gainesville. The "Farm" was transferred to the Division of Corrections in 1961 and has been operated as a minimum custody institution with capacity of 60 inmates. The treatment program emphasizes "on-job-training" in the fields of agriculture: animal husbandry, truck farming, and forestry including timber management, saw mill operations, and heavy equipment operation. Academic education is also available with opportunity to complete first through twelfth grades of schooling through the assistance of the Alachua County Adult Education Department.

Inmates' Library

The Division's fifth biennial report states "inmates enjoy utilizing the library and hobby shop facilities". The Division's Educational Coordinator reported "library services very limited". There was no report from the institution.

The DIVISION OF CORRECTIONS ROAD PRISONS consists of 36 prison units located from the tropical Keys to the Northwest Panhandle. Each unit houses an average of 50 inmates ranging in age from 15 to 58 years with average age of 26. The program emphasis is, of course, highway maintenance. Nevertheless, all but three of the 34 units reporting indicated programs for schooling ranging from 1st through 12th grades for two to three nights each week with the assistance of the local county adult education departments. Seven of the units reported vocational classes in one of the following crafts: masonry, engine repair, carpentry, arc welding, and auto mechanics.

Libraries

Only 13 of the 34 units reporting indicated no library area provided. However, of the thirteen reporting negatively, six of these units make use of local community library services. In fact, eight additional units supplement their own sparse book collections by making use of local community library services. The methods of use take three forms: 1) Bookmobile

service is most popular, 2) Delivery of a deposit of 50 to 100 books bi-weekly or monthly, and 3) An officer of the unit takes specific requests from inmates for books and drives to the local library to borrow the listed books. Two other units indicated donations of books from Raiford Prison and that these 20 and 40 volume book collections constituted their only representation for library service.

The library areas as reported by the units making this provision are located for the most part in a small shack-like, multi-purpose building, used as classroom, "rec hall", chapel area, etc. Usually one wall is given over to shelving where books are available. The library in some units is shelved on one wall of the mess hall which also serves as a multi-purpose room. Other units have shelves of books installed in the dormitories. It is obvious that where the chief officer of the unit feels the necessity as well as the advantages of reading, a way is found to provide some modicum of service. In most of the units access to books is available every evening and on weekends. Only three units reported circulation figures for the past year with totals of 100, 400 and 600 for each unit. Road Prison schedules and activities are not conducive to such record keeping and it is doubtful that such records would be meaningful.

Book collections are reported to range from 20 volumes to 2,000 volumes and all are donated discards, mostly fiction. The exception to this condition is at Unit #35 at Panama City which reportedly spent as much as \$500 last year from canteen funds to purchase 75 volumes needed by inmates. An additional \$25 was spent for periodicals. Eight other units spent from \$10 to \$79 for periodicals.

The 10 to 17 members of the staff of each unit can make use of the Division's rotating package of six books or make use of the local community library resource. Twenty-three of the unit captains indicated they would like to see improvements in library service, and ten were noncommittal. The one negative response was obviously based on the fact that this unit not only was receiving satisfactory bookmobile service from the regional library system of the locality, but also had arranged for a fairly good unit library service program. The Panama City Unit could well serve as an example for developing a practical library service for the other Road Prison units.

Many good suggestions were made by the unit captains. The most frequent recommendation was for bookmobile service for the units lacking this service. Many suggested a good basic book collection be installed and periodic freshening of the collection with current volumes so that the old and ragged donated volumes could be discarded. Some suggested renovation of quarters for better atmosphere for reading and related activities.

CONCLUSIONS & RECOMMENDATIONS

1. Of prime importance is the matter of professional guidance for the

Division's library services, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Corrections Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating, and guiding continuing and effective library programs for all institutions of the Division. This position would be a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. The Division must convey to its institutional administrators a realistic approach to budgeting so that adequate funds for a credible and effective library service can be provided. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books and "hand-me-down" equipment, assuredly hinders the attainment of the commendable objectives of the Division's programs for rehabilitation. It is now time for the libraries to come in for a fair portion of canteen funds which have for so many years been expended for athletic and other recreational equipment and supplies. Of course, the cost of reference and technical books should be met out of State budgeted funds.

3. Reluctance on the part of administrators to budget funds for library materials may be due to a feeling of no confidence in a situation where there is evidence of a lack of definitive responsibility, and the library program itself is thought of as a superficial convenience of somewhat marginal value. Where professional librarians are not available for each institution, administration should make definitive responsibility assignments to most suitable and interested personnel to manage and operate the library on a full-time basis within each institution. Cooperative assistance and training should come from the Division's Library Coordinator.

4. The Division should direct each institution to establish a working committee of from three to five interested staff members whose purpose will be to function as a library board of control for the Superintendent, to ensure the library program is properly funded as well as functional in such details as management, selection of materials, and regulations for operation. Such a committee should include the head of treatment or associate superintendent, supervisor of education, head of personnel, an officer of the rank of captain or lieutenant, and a chaplain. The employee responsible for the operation of the library should make reports at each meeting of the committee.

5. All personnel responsible for institution library programs of the Division should become familiar with the "Objectives and Standards for Libraries in Correctional Institutions" established by the American Correctional Association and approved by the American Library Association. Chapter 20 of the Manual of Correctional Standards published by the American Correctional Association should also be read and frequently consulted.

6. Each institution should develop its main library as a library materials resource center to include a basic collection of books, periodicals, pamphlets, films, and recordings. The library should be easily accessible to both inmates and personnel on the ground floor of the building in which it is located. A scheduled service of books and periodicals should also be conveyed to inmates confined in hospital sections and in maximum custody situations.

7. The book collections of six of the major institutions are in need of complete replacement. Only 70% of the collection at Avon Park Correctional Institution need be replaced. Based on standards for correctional libraries, plans for financing and implementing this renovation on a three-year schedule should be made to provide for current basic reference books, and books for general reading and specific subject matter in suitable quantity and ample variety, reflecting the needs and interests of inmates and staff. Planning should also include subscriptions to appropriate periodicals.

8. It is possible that many employees of the various institutions are unaware of the availability of the staff book kits rotated among the institutions by Central Office. Emphasis on inducing awareness to employees regarding this opportunity, as well as the opportunity for discovering pertinent literature through local public library sources and use of the State Library, could well be given by the Division in the normal schedule of directives and in-service training sessions.

9. A program of guidance for inmates is needed to project the essential purpose of library services in a correctional institution. It should be based on a recognition of the value and benefits to be derived from developing good reading habits with the idea of continuing use of library services and reading for pleasure and self-development as valuable leisure time activity when the inmate is released to the community outside the institution. Essentially awareness should be advanced to the inmate that the community public library is always available for continuing services to readers.

Recommendations for Road Prisons

1. For the initial effort to provide for a useful and effective library for inmates in each of the Road Prison units, there should be established a small basic reference collection to consist of the most recent edition of a college standard desk dictionary, an atlas, an almanac, a secretarial handbook, a first aid manual and a set of the World Book Encyclopedia or the Colliers Encyclopedia plus a general reading collection, predominantly non-fiction, of 500 good quality paperback volumes widely diverse in subject matter. The reading collection should be freshened by new titles at six-month intervals at the least.

2. In order to finance Recommendation #1, budgeting in the amount of no less than \$600 for each unit will be necessary. Sources and the amounts could be set at \$300 from canteen funds, \$150 from state funds and \$150 from the federal grant which could be allocated by the State Library.

3. For the staff of each unit there should be made available a beginning collection of no less than a half-dozen books and manuals covering such subjects as supervision, management, behavioral psychology, correctional procedures, and camp sanitation and hygiene. This program could be financed at \$50 per unit with half coming from the State and half from the State Library.

4. The small sums recommended above will purchase the volumes noted only if purchased as a unit through one jobber or single vendor.

5. Through the convenient relationships of the State Library with local community libraries, a strong effort should be made to assist all Road Prison units in obtaining bookmobile service provided such service is available in the locality. Where community libraries are not developed at the level of being able to render this service, some incentive or instruction enabling the library to reach this level should be obtainable from the State Library. System libraries receiving state assistance funds should consider it an obligation to provide such service now. The practicalities of most bookmobile schedules will limit the service to deposits of books, periodicals and films on a weekly, bi-weekly or monthly basis. However, the deposits should also contain items of specific request.

DIVISION OF CORRECTIONS

FACT SHEET TABULATION

ACI Apalachee Correctional Institution
 APCI Avon Park Correctional Institution
 FCI-F Florida Correctional Institution - Female
 FCI-M Florida Correctional Institution - Male
 FSP Florida State Prison
 GCI Glades Correctional Institution
 SCI Sumter Correctional Institution

	ACI	APCI	FCI-F	FCI-M	FSP	GCI	SCI
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BASIC FACTS

1. Population	521	500	315	86	3,900	462	171
Age Range	15-25	19-75	17-66	20-53	14-80	16-62	18-50
Average Age	19	41	32	34	25	30	27
2. Staff	81	102	(142)		600	112	60
Professional	25	12	(5)		36	12	3
Other	56	90	(137)		564	100	57
3. Staff Training	Y	N	N	N	Y	Y	NR
4. School for Inmates	Y	Y	Y	Y	Y	Y	NA
5. Grade Range	1-12	1-12	1-12	1-12	1-12	1-12	NA
6. Vocational	Y	Y	Y	N	Y	Y	Y

LIBRARY FACTS

1. Library	Y	Y	Y	Y	Y	Y	Y
2. Adm By	Ed Supr	Ed Supr	Ed Dir	Ed Dir	Ed Dir	Ed Supr	Asst Supt
3. Outside Library Service	N	N	N	N	N	Y	N
4. Form of Service	NA	NA	NA	NA	NA	Pub Lib	NA
5. Area (sq ft)	450	1,178	528	800	3,500	400	240
Seats	10	None	4	16	NR	16	None
6. Books Available For Staff	8,000 200	7,000 None	2,669 Incl.	1,720 None	22,654 30	1,000 50	1,500 None
7. Book Circulation (65-66) For Staff	18,000 300	24,000 None	8,564 NR	6,500 None	29,172 30	2,000 20	NA None

DIVISION OF CORRECTIONS

	ACI	APCI	FCI-F	FCI-M	FSP	GCI	SCI
8. Spent for Books (65-66) For Staff	\$1,957 NR	None None	\$270 NR	None None	\$700 None	\$40 \$50	None None
9. Spent for Periodicals (65-66) For Staff	\$ 176 NR	\$136 None	\$ 24 NR	None None	\$5 None	\$150 None	None None
10. Other Expenses For Library	\$ 300	\$435	None	None	\$65	NR	None
11. Sources of Funds	State	Can- teen	Can- teen	NA	State	Can- teen	None
12. Professional Librarian	N	N	N	N	N	N	N
13. Operated By	Teacher	Inmate	Inmate	Inmate	Teacher	Inmate	Inmate
14. Hours Open	8 M-F	4½ M-F 7½ S-S	8 M-F 4 S-S	4-Daily	8 M-F 4 S-S	8 M-F	1 Daily
15. Scheduled Visits	Y	Y	Y	Y	Y	Y	Y
16. Book Cart Ser- vice, etc.	NR	NR	NR	NR	N	NR	NR
17. Reading Guidance	Y	N	N	N	N	N	N
18. Given By	Inmate	NA	NA	NA	NA	NA	NA
19. Special Pro- grams	N	N	Y	N	N	N	NA
20. Catalog	Y	Y	Y	Y	Y	Partly	Y
21. Dewey System	Y	Y	Y	Y	Y	N	Y
22. Inmates as Assistants	Y	Y	Y	Y	Y	Y	Y
23. How Many	3	2	1	1	7	1	1
24. Vols Bought Annually For Staff	200 25	NR None	100 NR	NR NR	None None	50 5	None None

DIVISION OF CORRECTIONS

	ACI	APCI	FCI-F	FCI-M	FSP	GCI	SCI
25. Discarded Annually for Staff	150 10	NR None	10 NR	NR NR	100 None	NR None	NA NA
26. Periodicals Bought Annually for Staff	15 2	NR None	6 NR	NR NR	2 1	12 NR	None None
27. Pamph-Picture Collection	Y	N	N	N	Some	Y	N
28. Films	Y	N	N	N	N	N	N
29. Library Adequate	N	Y	N	N	N	N	N
30. Improvement Desired	Y	Y	Y	Y	Y	Y	Y
31. Recommendations by Adm.	Budget for Staff, Books, Equip. Open on Weekends	Funds for Books, Periodicals	Funds for Useful Book Collection	Funds for use-ful book collection and adequate staff	\$10,000 annually for adequate book collection, Equipment & librarian	Funds for Staff Books, Equip.	

DIVISION OF CORRECTIONS -- ROAD PRISONS

FACT SHEET TABULATION

POP	AGE RANGE	AV. AGE	STAFF	SCHOOL	LIBRARY	AREA SQ FT	BOOKS	PERIODICALS	FUNDS SPENT	HOURS OPEN	OUTSIDE LIB USE	LIBRARY ADEQUATE	IMPROVMT DESIRED
#11 - ARCADIA	51	16-45	28	17	Y	NR	NR	NR	NR	Daily	N	N	Y
#12 - BARTOW	55	17-43	24	14	Y	NA	NA	NA	0	NA	N	N	Y
#13 - BROOKSVILLE	51	17-36	20	NR	Y	225	300	0	0	Daily	N	N	Y
#14 - FT. MYERS	57	20-44	29	NR	Y	80 books/mo from Bookmobile	4	\$20	Daily	Daily	Bkmobile	N	Y
#15 - LARGO	55	17-45	29	NR	Y	224	125	0	0	8/wk	N	Y	NR
#16 - LA BELLE	54	NR	NR	NR	Y	NR	NR	NR	0	14/wk	N	NR	NR
#17 - ZEPHYRHILLS	52	NR	NR	14	N	Dorm	100	NR	0	4/day	N	N	Y
#21 - BRONSON	50	18-36	25	14	Y	175	150	0	0	44/wk	Bkmobile	N	Y
#23 - DOCTORS INLET	52	17-40	23	14	Y	180	NR	2	\$10	44/wk	Bkmobile	Y	Y
#24 - GAINESVILLE	54	18-42	25	16	Y	NA	NA	NR	NR	NA	NR	NR	NR
#25 - LAKE CITY	50	19-47	24	14	Y	Dorm	200	3	\$15	Daily	N	N	Y
#27 - PERRY	48	18-46	25	17	Y	NA	0	0	\$79	NA	Y	N	Y
#32 - JAY	49	19-40	28	16	Y	Dorm	20	0	0	Daily	N	N	Y
#33 - MARIANNA	51	20-44	36	16	Y	0	40	0	0	NA	N	N	Y
#35 - PANAMA CITY	55	17-42	24	NR	Y	693	1,000	8	\$525	44/wk	Bkmobile	Y	N
#36 - PENSACOLA	53	17-40	25	16	Y	NA	NR	NR	NR	NA	N	NR	Y
#37 - TALLAHASSEE	52	18-48	26	14	Y	Books borrowed from Bookmobile	3	NR	NR	44/wk	Bkmobile	Y	Y

DIVISION OF CORRECTIONS -- ROAD PRISONS
FACT SHEET TABULATION

	POP	AGE RANGE	AV. AGE	STAFF	SCHOOL	LIBRARY	AREA SQ FT	BOOKS	PERIOD CALS	FUNDS SPENT	HOURS OPEN	OUTSIDE LIB USE	LIBRARY ADEQUATE	IMPROVMT DESIRED
#38 - CARYVILLE	42	19-49	25	11	Y	Y	Dorm	250	4	\$30	Daily	Bkmoble	Y	NR
#39 - NICEVILLE	50	17-40	27	14	Y	50 books bl-weekly from Bookmobile		NR	NR	0	2/day	Bkmoble	Y	NR
#41 - BIG PINE KEY	39	18-44	22	10	Y	Y	10	1,000	2	\$20	5/day	Bkmoble	Y	NR
#42 - COPELAND	45	18-46	33	12	Y	Y	140	556	3	\$15	34/wk	Y	N	Y
#43 - POMPANO BEACH	46	18-47	25	13	Y	Y	240	70	0	0	14/day	N	Y	NR
#44 - FORT PIERCE	47	18-58	29	NR	Y	Y	150	1,500	0	0	18/wk	Y	N	Y
#45 - HOMESTEAD	52	19- 39	23	10	Y	Y	NR	75	0	0	39/wk	N	N	Y
#46 - LOXAHATCHEE	55	20-47	NR	NR	Y	Bkshelf	NR	150	0	0	7/wk	N	N	Y
#51 - COCOA	61	19-54	29	16	Y	Y	80	300	0	0	30/wk	N	Y	Y
#52 - DELAND	55	21-41	30	14	Y	Y	400	2,000	3	NK	12/wk	N	N	Y
#53 - EAST PALATKA	55	15-37	19	10	Y	N	NA	0	0	0	NA	N	N	Y
#54 - FLORAL CITY	50	18-44	NR	14	Y	N	NA	NA	NR	NR	NA	Bkmoble	NR	NR
#55 - ST. AUGUSTINE	54	18-46	23	14	N	N	NA	0	0	0	NA	N	N	Y
#56 - OCALA	58	18-45	30	NR	N	N	NA	NA	NR	NR	NA	Bkmoble	Y	NR
#57 - OVIEDO	55	19-45	NR	14	Y	N	NA	NA	NR	NR	NA	N	NR	NR
#58 - TAVARES	52	19-45	25	14	Y	N	NA	NR	NR	NR	NA	Y	N	Y
#59 - KISSIMEE	42	18-42	29	10	Y	Y	NR	485	3	0	Daily	N	N	Y
SFCF - GAINESVILLE	55	NR	NR	NR	Y	Y	NR	NR	NR	NR	NR	NR	NR	Y

DIVISION OF MENTAL HEALTH

The Division of Mental Health, authorized by the 1957 legislature, has the responsibility for general supervision of the State Hospitals for the care and treatment of the mentally ill. There are four hospitals operating under the Division as follows:

The Florida State Hospital at Chattahoochee, activated in 1876
The G. Pierce Wood Memorial Hospital at Arcadia, activated in 1947
The South Florida State Hospital at Hollywood, activated in 1957
The Northeast Florida State Hospital at Macclenny, activated in 1959

Persons eligible for admission as patients must be no less than 12 years of age and residents of Florida. Methods of admission include adjudication as incompetent and commitment by the County Courts, the Circuit Courts, and the Courts of Record; certification to the hospital for care and treatment not to exceed six months by the County Courts; by voluntary admission; by return from trial visit.

At the time of the survey the population of the four hospitals totalled 9,797 patients and 4,859 employees. The ages of patients range from the minimum of 12 years upwards to as much as 116 years.

The Division emphasizes therapies leading to rehabilitation and return of patients to their communities as quickly as possible on the trial visit program. After expiration of a successful year on trial visit status, the patient is discharged from hospital. In the biennium 1962-64 over 50% of releases were on trial visits and nearly one-third of total separations were hospitalized for a period of less than three months. Patients are also released direct from hospital by competency discharge, when in the opinion of hospital medical staff, the patient has regained competency and no longer requires hospitalization or supervision.

Although the average age of the Division's patients today stands at 50 years, as much as 27.6% of total population are aged 65 and over. Patients of the advanced age group tend to remain in hospital longer because mental and physical disorders of elderly patients are generally of longer duration and less subject to improvement.

Therapy programs of the hospitals may be classed in three areas: (1) the technical medical services rendered to patients in the typical hospital program; (2) the psycho-drug therapies; (3) the occupational or activity therapies including vocational and industrial therapy, recreational therapy, educational rehabilitation, and religious programs. However, only the institution at Hollywood provides a well-developed academic program with opportunities for patients to continue schooling through the 12th grade and earn a high school diploma. The majority of mobile patients are actively involved in work and vocational experiences of an exploratory nature; in drama, dance, music and other cultural activities; and in religious counseling and church programs.

Patients' Libraries

Considering the great number and variety of educational activities constantly in progress in the Division's institutions, a substantial source for basic facts to pursue these activities would be a well-organized library. The institutions do provide library areas and donated books. No professional librarians are employed and the libraries are variously operated by Clerk-Typists and Recreational Therapy Aides with the assistance of patients; in this relationship the libraries are used to excellent purpose, serving as practical occupational therapy where patients learn to shelve books, file cards, check books to borrowers, and select and cut out magazine articles and pictures for filing or for scrapbooks to be used by less-oriented and confined patients.

None of the libraries, however, begin to measure up to the minimum standards for patients' libraries in hospitals accepted and endorsed by the American Hospital Association, American College of Surgeons, American Library Association and Medical Librarians Association. Not only is the quantity of volumes per patient quite below the minimum, but there is also the astounding fact that no funds are spent at all for the purchase of new and suitable books based on the needs of the patients. The collection of 25,645 volumes in the four hospitals are all donations from diverse agencies, groups and individual well-meaning people who either no longer have any use for the books or actually believe the books will have value in conveying specific philosophies. The non-selective aspect of the books, their tattered condition, as well as their age, as witnessed by this writer at two of the institutions certainly convey the impression of a convenient dumping. Nevertheless, much time is spent by the activities therapists in attempting to select suitable titles from these castoffs. Apparently it is felt by donors of these "gifts", and also surprisingly by hospital personnel, that this conditional aspect is not important to persons with mental disorders. Paradoxically, there is much concern with the institutions' picturesque landscaping and architecture, color decor of interiors, and personal appearance of patients and staff.

Back issues of periodicals are also provided in large bulk by agency and individual donations, and here again much time is spent in selection from these heaps. It can be said, however, that considering the many uses and the ephemeral nature of this material, these donations do have value as long as careful selection of issues is maintained. Nevertheless, the hospital at Chattahoochee apparently realizes the value of the current aspects of periodical literature for patients and last year, from canteen funds, spent \$946 for subscriptions. The hospital at Macclenny reported \$148 spent for this purpose for the same period. No expenditures for periodicals were made by the hospitals at Arcadia and Hollywood.

Chattahoochee also reported an expenditure of \$3,330 to operate its patients' library in 1965-66, the money going for various supplies and miscellaneous operating costs. This means that a total of \$4,394 was spent for patients' libraries in two of the hospitals with a total population of 6,500 and no funds were expended for the patients' libraries in two hospitals with a total population of nearly 3,300. Again, it must be stressed that no funds were spent for library books.

DIVISION OF MENTAL HEALTH

FACT SHEET TABULATION

	ARCADIA	CHATTANOOCHEE	HOLLYWOOD	MACCLENNY
I. Basic Facts				
1. Population	1,805	5,483	1,486	1,023
Age Range	12 to 103	12 to 98	12 to 100	14 to 116
Average Age	45	60	47	40
2. Staff	864	2,230	979	786
Professional	44	128	150	114
Other	820	2,102	829	672
3. Staff Training	Y	Y	Y	Y
4. School For Patients	N	N	Y	N
5. Range of Grades	NA	NA	1-12	NA
6. Vocational	NR	Y	Y	None
II. Library Facts				
1. Library	Y	Y	Y	Y
2. Adm By	Superintendent	Activity Therapy	Treatment	Activity Therapy
3. Outside Library Use	N	N	N	N
4. Kind	NR	Donations	Donations	Donations
5. Area	300 sq ft	2,000 sq ft	2,452 sq ft	1,470 sq ft
Seats	33	40	55	35
6. Books Available	850 vols	17,000 vols	4,000 vols	3,795 vols
For Staff	446 vols	Unknown	1,379 vols	129 vols
7. Book Circulation (1965-66)	3,848 vols	12,000 vols	18,206 vols	6,000 vols
For Staff	520 vols	Unknown	Unknown	480 vols
8. Spent for Books (65-66)	NR	None	None	None
For Staff	None	\$312.00	\$871.00	\$969.00
9. Spent For Periodicals (65-66)	NR	\$946.00	None	\$148.00
For Staff	\$1,796	\$675.00	\$608.00	\$250.00

DIVISION OF MENTAL HEALTH

	ARCADIA	CHATTAHOOCHEE	HOLLYWOOD	MACCLENNY
10. Other Expens For Library For Staff	None NR	\$3,330.00 NR	None \$221.00	None None
11. Source of Funds	State	State	State	State
12. Professional Librarian	N	N	N	N
13. Operated By	Clerk Typist	Library Supervisor	Rec Ther- apy Aide	Secretary O.T. Dept
14. Hours Open	4½ hrs M-F	8 hrs M-F	6 hrs M-F	4 hrs M-F
15. Scheduled Visits	Y	Y	Y	Y
16. Book Cart Ser- vice, etc.		Also branch libraries in 10 bulidings	Book cart service to restricted areas once/week	Book col- lection in residential bulidings
17. Reading Guidance	N	N	N	Y
18. Given by	NA	NA	NA	O.T. Staff
19. Special Programs	Book Dis- cussion Groups	N	Book Dis- cussion Groups	N
20. Catalog	Y	Y	Y	Y
21. Dewey System	N	N	Y	N
22. Residents as Assistants	Y	Y	Y	Y
23. No Assistants	5	14	9	6
24. Vols Bought An- nually For Staff	None None	None NR	None 80-100 vols	None 92 vols
25. Discarded Annually Staff	None None	40 vols Unknown	117 vols 10 vols	100 vols None
26. Periodicals Bought Annually For Staff	31 12	32 78	None 56	4 23
27. Pamph-Picture Collection	N	N	N	Y

DIVISION OF MENTAL HEALTH

	ARCADIA	CHATTAHOOCHEE	HOLLYWOOD	MACCLENNY
28. Films	N	N	N	N
29. Adequacy	N	N	N	Y
30. Interest In Improvements	Y	Y	Y	NR
31. Recommendations by Adm.	NR	-Trained personnel -Larger quarters -More Materials	Books For Patients & Staff	NR

Despite the fact there are branch libraries for patients in ten different buildings at Chattahoochee and book collections in residential buildings at Macclenny, in view of the number of patients in the two hospitals visited by the writer, the space provided for patients' central libraries at Chattahoochee and at Macclenny is about 100% too small. The library area is extremely crowded with the equipment, materials, and seating now available. Although Macclenny reported 1,470 square feet available, this figure must be in error or it represents a total figure with space for books in the residential buildings. Nevertheless, the library room shown to the writer was an area of approximately 700 square feet, with some materials stacked on the floor. The small library area of 300 square feet reported by Arcadia represents a total of two libraries and must be unbelievable. The report from the hospital at Hollywood appears to represent adequate space and equipment to operate a fairly adequate library service provided proper guidance and new books could be obtained.

Book circulation to patients in the Division totalled 40,000 volumes in 1965-66 with 45% of the total circulated at the Hollywood hospital. This percentage appears to be the logical result of the very active educational programs in evidence there, and the use of volunteer aides to keep the library open six hours daily with book cart service to restricted areas on weekends. It is quite possible that book circulation may be greater than figures reported from Chattahoochee and Macclenny, in view of the use of informal book collections available in residential buildings.

Neither Chattahoochee nor Macclenny provide library service other than lending books and periodicals. Both Arcadia and Hollywood conduct book discussion groups. All libraries reported that the books are cataloged, but only Hollywood indicated that the Dewey classification is used. Only Macclenny provides a file of pamphlets, pictures and clippings. However, none of the libraries provide recordings or film service.

Staff & Technical Libraries

All of the hospitals provide space for staff libraries. In fact there are four staff libraries at Chattahoochee, one for general use and three connected with special situations. One of the three special staff libraries constitutes the book resource library for the Department of Nursing Education which is responsible for the courses in psychiatric nursing and the in-service training programs for graduate nurses and non-professional nursing personnel. In view of the responsibilities of this department and the resource material that should be available, the library area should be enlarged from its present estimated 500 square feet to 1,000 square feet. Most of the books on the shelves were quite out-of-date and seemed to be multiple copies of textbooks no longer in use. Current technical periodicals as well as back issues are available.

Of the remaining two special libraries at Chattahoochee, one is located in the dental department and another in the pathology department. Book collections and journals are the most current in their subject specialties here. The general library for staff would be adequate in

space if it were 50% larger. However, here again are a few out-of-date medical texts and a few periodicals. New technical books are purchased on specific request of a professional person for his use only. Should four or five staff members request the same volume, then that many copies of the book are purchased and turned over to the individuals making the request. No records are kept as to which staff members have specific volumes and there is no record of the hospital's holdings of these volumes. Since there is very little use of the materials in this room, it is used mostly for conferences, interviews, and quick writing or reading of a report. There is no attendant here. Most of the current technical periodicals are to be found in the offices of the hospital superintendent.

The other three hospitals reported a total of 2,154 technical volumes available for staff, of which Hollywood has 63% of the total volumes. But while Hollywood, like Chattahoochee, maintains no circulation records, Arcadia and Macclenny reported respectable circulation totals for their small collection of volumes. In fact, Macclenny revealed a healthy circulation of 480 books from a collection of 129 volumes. The Macclenny staff library demonstrates pointedly the use that will be made of a library designed and furnished with attracting the user in mind. The space is ample, the room well lighted and furnished comfortably, with current materials readily available; it is off the beaten track, near the superintendent's office, making it conducive for quiet concentration.

A total sum of \$5,481 was reported as spent for the Division's staff libraries in 1965-66. In this period \$2,152 was expended for books with Macclenny spending 44% of the total and Arcadia purchasing no books at all. However, of a total of \$3,329 spent for technical journals by the Division, Arcadia spent 53% of the amount. For books, periodicals and supplies, the hospitals spent the following sums for their staff libraries: Arcadia \$1,796; Chattahoochee \$987; Hollywood \$1,600; Macclenny \$1,219.

CONCLUSIONS & RECOMMENDATIONS

Although only one institution reported that the hospital's library program for patients was felt to be adequate, it was generally agreed after some interesting conversations between the writer and administrators that improvements were not only desired, but very much needed.

1. Of prime importance is the matter of professional guidance for the Division's library programs, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Mental Health Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating and guiding continuing and effective library programs in all hospitals of the Division. This position would be a direct link for assistance from the State Library's Consultant For Institution Libraries.

2. Definite full-time responsibility should be assigned by each institution to a suitably qualified and interested employee who will look after library interests for that specific institution with the cooperative

assistance and training by the Division's Library Coordinator.

3. The book collections of the patients' libraries in the four hospitals are in need of complete replacement and plans for financing and implementing a complete renovation should be made to bring the book collections up to recommended standards in quality as well as quantity. This planning should be completed within a range of two years with an additional five-year plan of enhancement to include sufficient periodicals, recordings and films.

4. Each institutional administrator should appoint a committee of from three to five interested employees representing various administrative units within the institution who will act as a library board concerned with the institution's library service in all its phases.

5. All personnel responsible for library service should become familiar with Objectives and Standards For Hospital Libraries accepted and endorsed by the American Hospital Association, American College of Surgeons, American Library Association, Medical Library Association and the Special Libraries Association copy of which may be found in this report. Of course, every effort should be made to follow the guidelines suggested in the Standards for effective library service.

6. Institutional administrators should adopt a realistic approach to budgeting so that adequate funds for a credible and appropriate library service can be provided. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books assuredly hinders the attainment of treatment objectives of the Division.

7. Serious attention should be given to the matter of revamping staff library services to include necessary accommodation for the needs of non-professional staff, and certainly a more business-like accounting for the books and materials would be of prime order.

8. A program is needed in the institutions to enhance the beneficial potential of bibliotherapy for patients relating to continuing use of books and community library services on trial and terminal return to normal community life.

DIVISION OF MENTAL RETARDATION

The Division of Mental Retardation grew out of the Division of Sunland Training Centers created by the Legislature in 1961 to supervise, coordinate and develop programs for State-operated facilities for the epileptic and feebleminded, or mentally retarded persons. Persons eligible as residents or patients must be legal residents of Florida and diagnosed as mentally retarded. Admission is gained by commitment from the county courts.

There are four institutions known as Sunland Training Centers that "provide sheltering protection...opportunity for each individual to grow physically, mentally, emotionally, spiritually, and socially to his full limits of growth...to rehabilitate him within his limitations and the limitations of the knowledge and culture of his times; to train and educate him insofar as his capabilities permit, with the goal...of permitting him to live his life, whether in the institution or returned to the community, with as much dignity, happiness and usefulness as may be inherent in him". These facilities are located at Fort Myers, Gainesville, Marianna, and Miami. Gainesville, the oldest of the institutions, opened as the Florida Farm Colony in 1921, while the other three have opened since 1960. The two Sunland Hospitals, activated at Orlando in 1960 and at Tallahassee in March 1967, emphasize medical and nursing care for mentally retarded patients of all ages who are totally and permanently non-ambulatory or crib-type cases.

At time of survey, there were 5,686 residents under the care of 3,263 employees in five of the institutions. (Data is not yet available from the recently opened Tallahassee facility). The chronological ages of residents range from 3 months to 74 years, and nearly 35% of the Division's population are in residence at the Gainesville Center.

The two hospitals as well as the four training centers offer a veritable beehive of creative treatment programs comprising academic education, pre-vocational training, socialization and recreational activities, psychological therapies and expert medical services. There is great dependence on a large following of volunteers to assist in the busy schedules, especially in socialization and recreational activities. This comprehensive activity is enhanced by intensive and diligent in-service training programs for staff, and calls for a great undertaking in public relations.

Academic education is limited to the sixth grade since most mentally retarded are not capable of achievement above this level. Nevertheless, Sunland Hospital at Orlando reported learning achievement as high as the eighth grade and does some teaching at that level. Except for the hospitals where housing is by ward, the training centers foster cottage living. Each cottage provides for an average of 36 residents presided over by cottage parents at all times. Although discharge is the ultimate goal of the treatment program, the Division's statistical reports reveal the great majority of residents, once admitted to the Division, can expect to spend the remainder of their lives in the institutions since very few mentally retarded persons ever develop enough capability to cope adequately for long in the outside world. However, vacations and trial visits out of the Centers are part of the program for habilitation objectives.

Resident Libraries

At time of survey all of the library areas were reported as classrooms where books are made available. It was also reported that books were available in cottages and in the wards. However, at time of writer's visit, a new building at the Gainesville Center was being completed specifically for use as a central library for the institution community. The building encompasses an ample 2,760 square feet with seating for 60 and shelving to accommodate possibly four times the number of volumes presently reported by this facility.

There are only 2,395 books (mostly gifts and donated discards) reported as available to the more than 5,600 residents of the Centers. Almost half of these volumes are at the one Center in Gainesville and it is significant that this Center, with less than 3/4 of a book available per resident, is alone in reporting a meaningful circulation of almost 4 volumes per resident in 1965-66. Where books are made available and reading is encouraged, reading is obviously a popular activity. Keeping circulation records with books to be returned at a certain time in the future is part of the schedule of learning disciplines for accepting responsibility.

Expenditures for books in 1965-66 by five of the institutions totalled \$1,052 with Miami reporting no expenditure and Fort Myers recording the largest amount spent at \$530. Expenditures for periodicals in the same period by three institutions amounted to \$629 with Gainesville expending the largest amount at \$533, but unless the question was misunderstood or the response an error, the institution reported a great many copies of a single title were subscribed for.

Although no professional librarians are employed, all facilities with libraries indicated they are managed by teachers with hours of operation varying from 1 hour to 8 hours Monday through Friday depending whether or not classes are being held in the schoolrooms in which the books are located.

All institutions conduct special programs in story telling and readings; the Marianna Center and Orlando Hospital indicated active use of phonograph records. All institutions have catalogs of their book collection, but only Gainesville's books are classified by the Dewey system. Only three facilities use residents as assistants in library service and indicated this activity for training in responsibility. With exception of Miami, the institutions indicated an active use of film borrowings from outside agencies and use of a picture-pamphlet-clipping file.

Staff Libraries

All institutions reported active use of staff libraries and while the two hospitals reported volumes available at 900 for Orlando and 500 for Tallahassee, both institutions admit the texts are out-of-date. However, Orlando does have 340 bound periodicals, subscribes to some necessary current technical and professional periodicals as well as to a technical reprint service. Both libraries measure a minute 240 square feet in area each and are operated by Registered Medical Record Librarians. This means

that not only is there not enough room to accommodate a reasonable potential of literature researchers, but there is also the likely possibility that in most cases when assistance of the librarian may be needed to search for a document, the RMRL has her hands full in the office next door with the job for which she has been trained.

The book collection available for staff in each of the four Centers ranges from 50 to 259 volumes. A view of the collection at Marianna indicated an inventory of 85 carefully selected volumes relating directly to reference needs in the subjects of therapy, sociology and management; circulation records carefully recorded indicated a total of 500 volumes borrowed last year. Of 96 volumes available at Gainesville, circulation reached 1,000 volumes in 1965-66. No circulation figures were reported for the staff library of 259 volumes at Ft. Myers; Miami indicated the library not in operation for 1965-66.

Expenditures for books for the institutions, excepting Miami, totalled \$1,062 with the hospitals spending twice as much as the Centers. A total of \$682 was spent by the same five institutions for professional periodicals, but only the three Centers reported a total of 18 periodicals purchased.

The library areas are much limited in space and are apt to be used for staff training classes and small conferences. This reduces the availability of the material to staff. The libraries are operated part-time by secretarial personnel.

CONCLUSIONS & RECOMMENDATIONS

Institutional administrators and library supervisors are in earnest agreement that library facilities and services are in need of extensive development. They readily acknowledge the need for good library programs in the institutions and are interested in activating such development provided proper guidance and adequate funds are available.

The following recommendations should be considered in planning for library services of acceptable standards for the Division's institutions.

1. Of prime importance is the matter of professional guidance for the Division's library services, and responsibility for books and materials. There should be established within the Division the new position of Coordinator of Sunland Libraries (a professional librarian) who shall have the responsibility of planning, developing, coordinating and guiding continuing and effective library services for all institutions of the Division. This position would be a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. The basic problem of space and management has been solved only at the Gainesville Center with the completion of a new library building; plans are being developed to operate the library for staff as well as residents on a daily schedule including evening hours. However, the remaining five institutions are in drastic need of adequate space for library services. With these conditions, no less than 2,000 square feet for each facility should be considered with allowance of 600 square feet for staff library

facilities. The library should be available on the ground floor of the building in which it is located with easy access to residents and personnel.

3. The Division should convey to its institutional administrators that there is a serious interest in a realistic approach to budgeting so that adequate funds can be provided for credible and effective library services. Costs of library materials and services should be funded from both State and canteen sources.

4. Each institution should draft plans for early development and budgeting for a central or main library as a library materials resource center to include an ample collection of appropriately selected, currently useful books, periodicals, pamphlets, films, and recordings that will serve the diverse needs of both residents and personnel. The book collection for residents should be especially strong in quantity and variety of "pop-u₂" books to increase awareness in the aspects of three-dimensional entities and how they are operated.

The hospitals should develop an ample schedule of books and periodical services to the wards. There should be an adequate bed stand beside each bed to provide, among other things, storage space for readily available reading materials desired by the patient.

5. In view of the scarcity of available professional librarians, the Division should direct its institutional administrators to make definitive responsibility assignments to the most qualified and interested personnel available to assume responsibility for management and operation of each of the institutions' libraries on a full time basis.

6. The employee appointed to manage the institution library should supervise as many resident assistants as the extent of the library operation calls for. The library manager should operate under an institutional committee of from three to five advisors, constituting a library board or committee, appointed by the superintendent to ensure the library program is properly funded as well as functional in such details as management, selection of materials, and regulations for operation. Such a committee should include the institutional head of treatment, the head of personnel, the head of the school program, and an occupational or activities therapist. The library manager should attend all meetings of the library committee and make whatever reports called for by the committee.

7. All personnel who have some responsibility for library service should become familiar with the "Standards for School Library Programs" and the guidelines for services in "Hospital Libraries".

8. Among the suggestions made by administrators, detailing the need for library facilities, personnel, books and materials, was the interesting proposal for considering the library as not only a center for the usual books and audio-visual materials, but also as the location for the major portion of instructional and recreational equipment such as game sets and constructive toys to be borrowed in the same manner as books. This is a suggestion of value that should be explored seriously for practicality and feasibility. An additional 1,000 square feet of space to the 2,000 square feet already noted as minimum would be needed for this accommodation.

9. Availability of local public library services and opportunities for using services of the State Library should not be overlooked as an essential resource for supplementing the institution library program.

The availability of local public library services and opportunities for using services of the State Library should not be overlooked as an essential resource for supplementing the institution library program. The State Library should be made aware of the needs of institutions and should provide the necessary support and resources to ensure that these needs are met. This includes providing information on the services available, as well as providing the necessary funding and staff resources to ensure that these services are available to institutions. The State Library should also be made aware of the needs of institutions and should provide the necessary support and resources to ensure that these needs are met. This includes providing information on the services available, as well as providing the necessary funding and staff resources to ensure that these services are available to institutions.

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DIVISION OF MENTAL RETARDATION

FACT SHEET TABULATION

	FT MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
<u>BASIC FACTS</u>						
1. Population	1,008	1,974	750	1,000	954	NR
Age Range	3-66 yrs	4 mos-74 yrs	1-65 yrs	7-20 yrs	3 mos-68 yrs	NR
Average Age	14	20	18	12	11½	NR
2. Staff	500	1,157	502	240	864	NR
Professional	56	103	50	30	54	NR
Other	434	1,054	452	210	810	NR
3. Staff Training	Y	Y	Y	Y	Y	NR
4. School for Residents	Y	Y	Y	Y	Y	NR
5. Grade Range	K - 5	K - 6	PS - 6	1 - 6	PS - 8	NR
6. Vocational	Y	Y	Y	Y	N	NR
<u>LIBRARY FACTS</u>						
1. Library	Y	Y	Staff only	Y	Y	Staff only
2. Adm By	Med Dir	Sch Principal	In-Ser Training	Sch Dir	Teacher	NR
3. Outside Library Service	N	N	N	N	N	NR
4. Form of Service	NA	NA	NA	NA	NA	NR
5. Area (sq ft)	435	468	None	750	None	NR
Seats	35	20	NA	20	NA	NR
6. Books Available						
For Staff	200	1,450	200	150	395	NR
	259	96	85	50	900	500
7. Book Circulation (65-66)						
For Staff	NR	7,500	400	not operatng	NA	NR
	NR	1,000	500	not operatng	NA	100
8. Spent for Books (65-66)						
For Staff	\$530	\$422	\$75	None	\$25	NR
	\$147	\$144	\$131	None	\$340	\$300

DIVISION OF MENTAL RETARDATION - FACT SHEET TABULATION

	FT MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
9. Spent for Periodicals (65-66) For Staff	\$56 \$124	\$533 \$228	\$40 \$60	NR NR	None \$120	NR \$150
10. Other Expenses For Library	None	None	\$10(staff)	NR	None	\$450(staff)
11. Sources of Funds	State	State	State	State	State	State
12. Professional Librarian	N	N	N	N	N	N
13. Operated By	In-Ser Trng Dir	Teacher	In-Ser Trng Sec Pt Time	Teacher	Teacher	NR
14. Hours Open	8 M-F	6 M-F	7½ M-F	1 M-F	4 T&F	NR
15. Scheduled Visits	Y	Y	Y	Y	Y	NR
16. Book Cart Service, etc.	NR	NR	N	NR	Y	NR
17. Reading Guidance	Y	Y	N	Y	Y	NR
18. Given By	Teachers	Teachers	NA	Teachers	Teachers	NR
19. Special Programs	Story Telling	Story Telling	Story Telling & Records	Readings Story Telling	Story Telling	NR
20. Catalog	Y	Y	Y	In Process	Y	NR
21. Dewey system	N	Y	N	In Process	NR	NR
22. Residents as Assistants	N	Y	NA	Y	Y	NR
23. How Many	NA	1	NA	2	2	NR
24. Vols Bought Annually For Staff	30 28	NR NR	40 25	None None	Unknown Unknown	NR NR

DIVISION OF MENTAL RETARDATION - FACT SHEET TABULATION

	FT MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
25. Discarded Annually For Staff	None None	25-50 None	10 None	None None	None None	NR NR
26. Periodicals Bought Annually For Staff	15 8	1 6	NR 4	None None	None NR	NR NR
27. Pamphlet-Picture Collection	Y	Y	Y	N	Y	NR
28. Films	Y	Y	Y	N	Y	NR
29. Library Adequate	N	N	N	N	N	NR
30. Improvement Desired	Y	Y	Y	Y	Y	NR
31. Recommendations By Adm	Facility & Books	With new library bldg almost completed, the need is for books.	-Library materials of all kinds needed. -Library facility needed.	NR	-Everything for a useful basic library.	NR

FLORIDA ALCOHOLIC REHABILITATION PROGRAM

The Alcoholic Rehabilitation Center, located at Avon Park, is a 64-bed treatment facility for Florida residents who have been referred as alcoholics in need of intensive treatment by either a physician or an Alcoholic Rehabilitation Program out-patient clinic.

The Center is the headquarters for the State of Florida's Alcoholic Rehabilitation Program under the authority of an Advisory Council of five members appointed by the governor. The Program was authorized by the legislature "to formulate and effect a plan for the prevention, care, treatment and rehabilitation of alcoholics. The program shall: (a) construct and operate a rehabilitation center for alcoholism in Highlands County; (b) furnish such aid to alcoholics in any manner which, in its judgment will afford the greatest benefit to said alcoholics, and in this connection make suitable arrangements with hospitals or clinics, and with properly qualified doctors of medicine; (c) set up and operate outpatient clinics in the various geographic areas of the state and cooperate with and assist similar clinics operated by other non-profit agencies; and (d) carry on an educational program on alcoholism for the benefit of the general public, alcoholics and their families, and professional persons who care for or may be engaged in the care and treatment of alcoholics".

At time of survey there were 55 patients undergoing treatment at the Center, ranging in age from 27 to 66 years with average age at 45, of whom 35 were males and 20 females. A staff of 99 employees, of whom 30 were of professional standing, operate the Center and its treatment program.

Care and treatment is limited to a 28-day period during which time the staff attempts to learn all they can about each patient, and under group and individual therapy take "into account the physical, social and spiritual needs of the patient as well as the underlying personality problems". Residence at the Center places the patient in a community setting with other patients and enables the staff to evaluate the patient's reactions to the demands and responsibilities of community living. The 28 days of residence also provides the patient with a timely interval of rest and relaxation away from the stress and immediate pressures in the patient's environment. "Vitamins, medicines and nourishing food are combined with light work details to restore the patient's physical health. Occupational therapists assist patients in learning new hobbies or in reviving interests in long-forgotten pastimes".

It is authoritatively acknowledged that there is no known cure for alcoholism. However, the Center "does provide a short period of thought provoking self-examination and corrective experience designed to improve the patient's problem-solving ability and instill in him some degree of self-awareness and hope". Recovery from the affliction may take several years and "for this reason, patients are usually referred back to an outpatient clinic, a local group of Alcoholics Anonymous or some other source of continuing assistance when they leave the Center".

In addition to ARP's operation of the treatment program at the Center and the responsibility for five outpatient clinics throughout the State,

an extensive educational program on the subject of alcoholism emanates from the Center. There is a continuous outflow of literature in numerous eye-catching and readable brochures, leaflets, and pamphlets mobilizing attention to alcoholic problems, symptoms, cautions, and calls for understanding. The literature is made available to the public throughout the State. Another enterprising activity at the Center is the growing film library from which films on nearly every known facet of alcoholism are distributed throughout the State for education of the public.

Libraries

The patients' library area comprises about 200 square feet adjacent to the main lounge in the group therapy building. Along one wall for about ten feet, a set of shelves holds about 250 worn, faded, out-dated, donated volumes, mostly fiction. There is adequate seating, but it is not conducive to reading since activities in the main lounge can be distracting, especially when there is a group therapy session in progress. However, library use is commendably informal and convenient for browsers who may select desired volumes from the shelves and carry them to their rooms. There is no attendant and no funds have ever been expended for recreational reading or for periodicals for patients.

The staff library is a room of 240 square feet with a collection of 400 volumes. However, use of the room is limited for library purposes since it is often in use for conferences. The books are cataloged, fairly current, and appropriate to the needs of staff and program. The collection serves as a useful reference resource and there is an attempt to make use of bibliotherapy when staff counselors recommend volumes on human behavior be read by patients for the purpose of stimulating insight.

The Center reported \$527 spent for professional books last year, but did not know how many volumes had been purchased. About \$40 was expended for five professional periodicals in the same period and an additional \$40 for other miscellaneous library expenses. The Center also subscribes to a useful research annotation service for basic literature on alcoholism. Part-time care of the library is obtained from a secretary, but no circulation records are maintained. There is no local public library available and resources of the State Library are seldom used.

CONCLUSIONS & RECOMMENDATIONS

1. A very commendable characteristic of the operation of the staff library is the Center's use of a library committee of four staff members who consult, discuss and make decisions on the selection and purchase of books, periodicals, and ways and means of library operation. The committee's authority should be expanded to include development and operation of an appropriate library collection for patients.

2. The space for patients' library is adequate for the program, but the present book collection should be scrapped and funds appropriated to purchase no less than 500 new volumes of appropriate variety relating to patients' interests, and supporting various recreational and occupational activities required of patients in the Center's therapy program. A minimum of seven basic reference works such as encyclopedia, a useful

dictionary, almanac, atlas, biographical dictionary, a one-volume collection of world poetry, a volume of quotations. Subscriptions to ten periodicals should also be purchased for patients' use. Annual budgeting should be based on a plan for suitable freshening of the collection, and replacement of worn and out-dated volumes.

3. A serious consideration should be activated for adequate funding for library needs of staff and patients.

4. A fruitful opportunity is potentially evident in the treatment program by demonstrating the practical values and benefits of reading to patients as a carry-over habit that has been relearned, and can be remembered as an attractive and palatable activity to be continued in re-entering community life. Some part of counselling should advance awareness to the patient that the community public library is always available to provide continuing service and nurture reading for expansion of the individual's knowledge, pleasure, and insight.

FLORIDA SCHOOL FOR THE DEAF AND BLIND. The Florida School for the Deaf and Blind was established in St. Augustine in 1885. Under the supervision and general policies adopted by the State Board of Education, management for the school is the responsibility of a Board of Trustees, a corporate body appointed by the governor.

The school is a dual residential educational institution providing instruction from grades 1 through 12 to young people, ages 5 to 20 years, afflicted with deafness or defective hearing, or blindness or defective sight who cannot make suitable progress in the public schools, and whose parents are residents of Florida. The philosophy of the school is "to provide an education in the broadest sense for boys and girls so that they may become independent, responsible and informed citizens able to assume full responsibilities in their communities".

Since the educational requirements of the deaf and the blind are quite different, complete and separate campuses are provided as well as very specialized programs for certain groups with multiple handicaps. In addition to a very high quality academic program, the school stresses intensive prevocational and vocational training in the printing trades, upholstering, barbering, shoe repair, dry cleaning, drafting, cosmetology, needlework crafts, woodwork, engine mechanics, electronics, food economics, and business office skills. Physical education, recreational and extra-curricula activities in arts and crafts, music, drama, religion and socialization are also emphasized.

Housing for students is by dormitory and cottage with supervision by house parents. Complete and expert medical care together with psychological evaluation and therapy are notable provisions supporting the comprehensive schedule of services.

At time of survey 691 students were registered on the two campuses participating in programs managed by a staff of 157 employees. This is the only one of the State institutions where employees on a professional level outnumber the caretakers, the ratio here being almost 3 to 1. The teachers are of high competence and most are certified with special training in instructional disciplines for the handicapped.

Libraries

Until a year ago, the institution served all phases of the two-school program from a single library facility of 5,600 square feet and 436 seats at the Deaf School with an additional small room of 357 square feet and 17 seats for the Deaf School's primary grades. Since the recent opening of a new building for the Blind School, providing space for a separate library of 1,984 square feet with seating for 40, there is reasonable library area, tastefully appointed and equipped, to accommodate the needs and interests of students and faculty in both school programs. However, a strange anomaly in this improvement is the placement of the library facility on the second floor of the building.

It was the impression of the writer after a visit to the institution that the library programs in the two libraries are being operated in a highly competent manner by degreed personnel with commendable interest in the programs, considerable experience, and special preparation and training for their responsibilities. Although funding for books, materials and equipment has not yet reached minimum standards, the placing of responsibility for library services under the leadership of full-time qualified teacher-librarians is the base for continuing progressive development.

The tabulation sheet indicates specific characteristics of what is available and the intensity of use of the facilities. There is nothing but praise to be noted on what is being done and the method of its doing with what is available. The improvement and development suggested by the librarians are very much to the point and for the most part are based on the need for proper funding. Some of the recommendations are as follows:

1. Budgeting is needed which would provide an annual minimum library expenditure of \$40 per student.

2. Funds are needed to build the library materials collection for the Blind School from its present 2,262 printed books, braille books, talking books, and tapes to the minimum standard of 6,000 titles.

3. A clerk-typist-brailist is needed for the School for the Blind Library and a Clerk-Typist is needed for the School for the Deaf Library.

4. Current reference materials are needed as follows:

- 50 basic titles for the first six grades
- 75 basic titles for junior high school
- 100 basic titles for senior high school
- Encyclopedias, dictionaries, almanacs to be replaced at five-year intervals

5. Periodical titles in braille, large print, recordings and in regular print are needed as follows:

- 26 for kindergarten to 6th grade
- 70 for junior high school
- 120 for senior high school

6. Exploration of the feasibility of making recreational reading materials available in the cottages and dormitories should be undertaken.

7. Guidelines indicated in the Proposed Standards for Libraries in Schools for the Deaf should be the base for continued improvements.

STATE TUBERCULOSIS BOARD

The State Tuberculosis Board of five members, appointed by the governor for four-year terms, is authorized by the Legislature to regulate, operate, and control the two State Tuberculosis Hospitals. Persons are eligible for admission to the hospitals who are afflicted with active tuberculosis provided they have been certified by the Board of County Commissioners of any Florida County.

The Southeast Florida Tuberculosis Hospital at Lantana, with capacity of 500 beds, was activated in 1950; the Southwest Florida Tuberculosis Hospital at Tampa, with capacity of 550 beds, was opened in 1951. At time of survey the two institutions had a combined population of 850 patients with ages ranging from 6 months to 90 years, and average age at 46. Combined staff complement of the two institutions totalled 756 employees of whom 17% were of professional status.

It was gratifying to learn that with continuing improvements in drug therapy and surgical techniques, active tuberculosis no longer means the traditional, long-term confinement of most patients of yester-years. Modern treatment methods have cut the average number of months for early treatment to no more than eight.

The two hospitals are quite active in comprehensive research programs in cooperation with the U. S. Public Health Service and the Florida State Board of Health. Emphasis is given to a large education program for all levels of staff including student nurses, laboratory technicians, x-ray technicians and resident physicians. Special training is provided for a large following of volunteers as aides and occupational assistants. Additional educational opportunities are made available to patients to enable them to participate in academic courses for completion of high school requirements; Lantana reports provision for some college extension courses. Classes in practical vocational education are offered patients in such subjects as electronics, watch repair, cooking, sewing, bookkeeping, and secretarial disciplines. Classes are conducted also to teach English to non-English speaking patients.

Patients' Libraries

The library at the Lantana Hospital was reported to have an ample area of 3,000 square feet, but a collection of only 4,000 volumes. The library at the Tampa Hospital proved to be only 576 square feet, bulging with 10,000 volumes. However, it was obvious that all but 3,000 of the volumes at the Tampa facility were distributed in the various wards since it would have been impossible to accommodate that quantity in the small library room allotted. Tampa also indicated only 1,500 volumes were circulated last year and intimated that the figures did not adequately represent use of books from the library. There was no circulation report from Lantana.

No books apparently have ever been purchased for the Tampa library, but Lantana reports it spent a donated \$25 for 4 books last year. This means that

the 14,000 volumes at the two facilities are gifts and discards. A view of the Tampa collection indicated the old institutional story of a library collection consisting in the main of old, worn, soiled and inappropriate volumes. No funds have been expended for periodicals, but Tampa reported receiving 25 different subscribed titles as donations. Here again for the most part, the two institutions depend on large consignments of unsold periodicals from the news vending agencies or donations of back issues from interested individuals.

The libraries are operated by Red Cross volunteers eight hours daily, and patients are urged to come to the library to select books. There was no report of book cart service to the wards, but special programs such as book discussion groups and story telling sessions are provided. The institutions reported that the books are cataloged and classified by the Dewey system. Lantana library has use of a pamphlet-picture collection, and neither library is involved with the film service. While Lantana considers its library adequate, Tampa indicated that appropriate books, materials and personnel were seriously needed for an adequate library service.

Staff Libraries

The staff libraries at the two institutions are oriented to professional medical employees only. Lantana reported its staff library of 200 square feet with 8 seats, cataloged book collection of 2,154 volumes, 42 subscriptions to periodicals, and annual expenditure of \$2,500, as adequate for its requirements. Tampa was non-committal about its staff reading room of 264 square feet with 10 seats, cataloged book collection of 2,059 volumes, 45 subscriptions to periodicals and annual expenditure of around \$1,500. Both libraries are operated on a schedule of 8 hours daily by Medical Record Librarians, but no circulation records are maintained. Volumes are discarded when superseded by new editions.

CONCLUSIONS & RECOMMENDATIONS

It is obvious that the two State Tuberculosis Hospitals do not have adequate library services for patients or staff, the report of the Lantana facility to the contrary. It is not possible to render adequate library service to patients when the choice of materials is limited to discarded books and periodicals; it is not likely that the donated collection provides current and specific supplemental information needed to support the extensive educational opportunities the institutions report in progress. The staff libraries because of their limitations in area and subject matter are not capable of accommodating the needs of the majority of employees who could benefit themselves, as well as the treatment programs, with supplementary reading and study in the hospital training regimen in such subjects as management, supervision, simple treatment techniques, patient care, etc. With this preface for reference the following recommendations are in order.

1. Of prime importance is the matter of professional guidance for library services in the two hospitals. There should be established under the

State Tuberculosis Board the position of Coordinator of Tuberculosis Hospital Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating, and guiding continuing and effective library services for the two hospitals. This position should be a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. Institutional administrators should adopt a realistic approach to budgeting so that adequate funds for a credible and appropriate library service can be provided. Costs of library materials should be funded from both State and canteen sources.

3. Planning should be implemented to replace the patients' book collection with currently interesting new books over a three to four year period. Additional purchases for immediate acquisition should include a basic reference collection of necessary current encyclopedias, dictionaries, atlases, etc.

4. Since the scarcity of professional librarians negates the possibility of acquiring such qualified personnel for each institution, administration should make definitive responsibility assignments on a full-time basis to most suitable and interested personnel available for management of the library programs with cooperative assistance and training by the Board's Library Coordinator. Helpful assistance can also be rendered the library manager through use of cooperative volunteers.

5. Each hospital administrator should appoint a working committee of from three to five interested staff members whose purpose will be to function as a library board of control for the hospital administrator, to ensure the library programs are properly funded as well as functional in such details as management, selection of materials, and regulations for operation. Such a committee should include the head of treatment, special services supervisor, and the head of personnel. The employee responsible for operation of the library should make reports at each committee meeting.

6. Attention should be given to the library needs of non-professional staff relating to their work and responsibilities in the institutions' treatment programs.

7. A program is needed to relate patients to the continuing benefits of using books and library services upon returning to normal community life with emphasis on the availability of community library services.

FACT SHEET TABULATION

	FLORIDA SCHOOL FOR DEAF & BLIND		FLA ALCOHOLIC REHAB PROGRAM	STATE TUBERCULOSIS BOARD	
	DEAF	BLIND		LANTANA	TAMPA
<u>BASIC FACTS</u>					
1. Population	466	225	55	350	500
Age Range	5 - 20	5 - 20	27 - 66	16 - 80	6 mos - 90
Average Age	10.5	13	45	57	40
2. Staff	121	36	99	357	399
Professional	81	32	30	49	80
Other	40	4	69	308	319
3. Staff Training	NR	N	Y	Y	Y
4. School for Residents	Y	Y	N	Y	Y
5. Grade Range	1st-12th	1st-12th	NA	1-college	1st-12th
6. Vocational	Y	Y	N	Y	Y
<u>LIBRARY FACTS</u>					
1. Library	Y	Y	Y	Y	Y
2. Adm By	Principal	Principal	Clinical Services	Special Services	Special Services
3. Outside Library Service	-Jax Public Library -Library of Congress	-Fla. Council for Blind -Atlanta Braille Library	N	N	N
4. Form of Service			NA	NA	NA
5. Area (sq ft)	5,957	1,984	240	3,000	576
Seats	453	40	16	25	16
6. Books Available	7,847	2,262	250	4,000	10,000
For Staff	547	100	400	2,154	2,059
7. Book Circulation (65-66)	9,072	2,059	NR	NR	1,500
For Staff	Included Above		NR	NR	NR

FACT SHEET TABU ON

	FLORIDA SCHOOL FOR DEAF & BLIND		FLA ALCOHOLIC REHAB PROGRAM	STATE TUBERCULOSIS BOARD	
	DEAF	BLIND		LANTANA	TAMPA
8. Spent for Books (incl. For Staff)	\$1,724 Included above	\$3,140 \$180	None \$527	\$25 \$296	None \$529
9. Spent for Periodicals For Staff	\$204 Included above	\$307 \$50	None \$40	None \$1,100	None \$782
10. Other Expenses For Library For Staff	\$198 Included above	\$600 \$32	None \$40	\$25 \$1,200	None NR
11. Sources of Funds	State & Federal	State & Federal	State	Donations	Donations
12. Professional Librarian	N	N	N	N	N
13. Operated By	Teacher-Librarian		Secretary	Volunteers	Volunteers
14. Hours Open	8 hrs M-F	7½ hrs M-F	7½ hrs M-F	9 hrs M-F	8 hrs M-F
15. Scheduled Visits	As Needed	As Needed	As Needed	Y	Y
16. Book Cart Service, etc.	NR	NR	Delivered	NR	NR
17. Reading Guidance	Y	Y	Occasionally	Y	Y
18. Given By	Librarian	Librarian	Counselors	Special Services	Red Cross Aide
19. Special Programs	Story telling	N	N	Book Disc. Groups	Story telling
20. Catalog	Y	Y	Staff Library	Y	Y
21. Dewey System	Y	Y	N	Y	Y
22. Residents as assistants	Y	Y	N	N	Y
23. How Many	3	2	None	NA	1
24. Vols Bought Annually For Staff	300 50	NK NK	NR NR	4 varies	None NR

Guides and Goals

Library Services

A training school should provide both school and public library services for its students. Properly organized, directed, and utilized, the library is an instrument of wholesome recreation and of direct and indirect education. Its function through guidance in the use of well selected materials is: to help youngsters to better understand themselves, other people, and the society in which they live; to develop desirable concepts through reading; to develop the habit of looking to reliable sources for information; to provide experiences by which youth may develop pleasure and satisfaction in reading as a leisure time activity. The library habit, based in part on an understanding of library procedures, can easily be acquired while the child is in the training school. Reading can be coordinated with the group life, educational, vocational, and work programs and with the services of the social caseworker, psychiatrist, psychologist and chaplain.

In order to derive full benefit from the library, policies, rules and regulations pertaining to it should be such as to encourage full use of all materials. The schedule should be flexible enough to permit each student at least one library period a week and permit the librarian to work with any group in the population for whom library service is desirable and advantageous. Individuals, both adults and youngsters, should be encouraged to borrow materials for their personal use. In this connection, the library should be available to children in a training school population who may not have access to it through the academic program. This may mean that the library should be open during the noon hours or designated periods during the weekend when such children may go to the library from their cottages. Another procedure may be to have collections of materials assigned to cottages either permanently or on rotation depending upon the interests of the cottage group. The librarian should work with cottage parents in developing and promoting recreational reading programs.

The librarian should know the academic program and work with school personnel in suggesting suitable materials, supplying materials requested, assembling materials for special projects, preparing timely exhibits, and lending materials to classrooms. It is also desirable that the librarian conduct story hours, read aloud to small groups, give book talks, lead book discussion groups, guide students in leisure time reading, and initiate and participate in any library activities that fit in with the social, recreational, or educational programs of the training school. It may be desirable to assign pupils with special interests and aptitude to assist in the library as part of their work training, thus providing an opportunity for the development of good work habits and a sense of responsibility and proficiency in handling certain library duties.

The librarian should be responsible for maintaining reference materials for staff development and in-service training.

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The library should be centrally located, preferably in the school building. It is desirable that it be attractive and inviting in appearance, with comfortable chairs, proper lighting, attractive draperies and an informal atmosphere conducive to study or quiet recreation.

The library should be the central filing and distribution center of all visual materials for the institution, including books, magazines, pamphlets, pictures, maps, recordings, charts, slides and filmstrips.

Prepared by the U.S. Department of Health, Education and Welfare, Children's Bureau

In cooperation with the National Association of Training Schools and Juvenile Agencies

INSTITUTIONS SERVING DELINQUENT CHILDREN

Guides and Goals

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The librarian should be responsible for maintaining reference materials for staff development and in-service training.

Library Personnel

A well-trained, qualified librarian is a valuable member of the treatment team. This person should have a knowledge and understanding of the overall philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual students. The librarian should be mature in judgment, capable of cooperation with the entire staff, able to understand and get along with children, and have a knowledge and enthusiasm for books and their uses.

Administratively responsible to the director of education, the librarian should have full responsibility for the total library service in the institution. This includes selection of materials with the advice and cooperation of the staff, purchase and organization of materials, and the development of effective methods of using these materials. The librarian should have the responsibility for utilizing to the best possible advantage any library service available from State and local library agencies, including bookmobile services.

The minimum educational qualifications for the librarian should include graduation from a 4-year college, graduation from an accredited library school, and ability to meet State certification requirements for public school librarians. Desirable requirements should also include at least a year's experience in working with maladjusted children before coming to the training school.

Facilities and equipment

Library materials should meet informational, inspirational, reference, and recreational needs and provide a positive influence on the formation of personal attitudes and values. It is important that there be a wide variety of materials which do not demand high reading skills. Materials about minority groups should be included, especially where such groups are represented in the school population. There should be a wide variety of magazines, pamphlets and picture books and picture-type magazines to attract the nonreader and those of low reading ability. Such material must of course be carefully selected.

Recommended standard lists, catalogues, and book review publications can be used to good advantage as guides in the selection of material. A committee composed of the librarian and interested staff members should have an opportunity to examine the material before the final selection is made. The size of the initial collection of books for training schools establishing a library program should be at least 3,000 books for those schools having 200 or more students. It is recommended that training school libraries that have been established for 4 years or longer and have more than 200 students have a book collection of at least 6,000. Similarly, funds for books should be at least \$1,000-\$1,500 per year. In schools having 250 or more students the funds should be at least \$4-\$6 per student. In view of the fact that schools with 200 students need at least 6,000 books in their school libraries, smaller schools can use collections of proportionate size. For training schools with less than 200 students it is recommended that there be a magazine collection with at least 10 to 15 titles for meeting the curricular purposes and general interests of students and teachers. Provision should also be made for substantial regular yearly replacements and additions to the collection, following a formula of replacing at least one book per child per year.

The library should be centrally located, preferably in the school building. It is desirable that it be attractive and inviting in appearance, with comfortable chairs, proper lighting, attractive draperies and an informal atmosphere conducive to study or quiet recreation.

The library should be the central filing and distribution center of all visual materials for the institution, including books, magazines, pamphlets, pictures, maps, recordings, charts, slides and filmstrips.

Prepared by the U.S. Department of Health, Education
and Welfare, Children's Bureau

In cooperation with the National Association of
Training Schools and Juvenile
Agencies

[The following text is extremely faint and illegible due to the quality of the scan. It appears to be a list of references or a detailed report, but the specific content cannot be transcribed.]

OBJECTIVES AND STANDARDS FOR LIBRARIES IN CORRECTIONAL INSTITUTIONS

Prepared by

Committee on Institution Libraries of the American Correctional Association

Marion H. Vedder, Chairman

To support, broaden, and strengthen the institution's total rehabilitation program by providing appropriate library materials in an attractive library setting, with library staff adequate for directing planned programs to encourage and facilitate maximum use of the materials.

Specifically, the library shares in common with other units or divisions of the institution the responsibility for educational, social, and vocational training of people committed to the institution. In carrying out this function, the library program:

1. provides vocational information
2. enlarges social and reading backgrounds
3. develops reading as a satisfying leisure-time activity, a therapeutic release from strain, and a positive aid in substituting new interests for undesirable attitudes.
4. prepares the individual, through his own efforts, for release and post-prison life.

The institution library carries out these objectives and functions by providing:

1. informal adult education through guidance, counseling, and planned reading courses geared to the needs and abilities of each individual.
2. materials supplementary to the work of and useful to the psychologist, the educational program, and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value
3. contacts with good library service which will accustom the individual to library usage as an essential in post-institution life.

ACCESS

Regular library hours should be maintained (desirably 10 hours daily) where staff is sufficient.

Weekend, holiday, and evening hours are highly desirable.

Inmates should have adequate opportunity to select their own books and read in the library.

Teachers, or other staff members, should be able to use the library as a laboratory when the schedule permits and the lessons indicate this method desirable.

Isolated groups who cannot visit the library at least once a week should receive book cart service or have access to a branch library.

LIBRARY SERVICES

Factors which influence character, quality, and extent of services:

Institution program and policies.

Type of inmates and their particular needs and interests.

Degree of cooperation--within the institution among both professional and nonprofessional staff--with other libraries, state and local.

Size and quality of the library collection and organization of material.

Library staff (number and qualifications).

Adequacy of library budget.

Library location, layout, and size.

SERVICES PROVIDED SHOULD INCLUDE:

Reader guidance:

The librarian should devote a major part of time to reader guidance for

Those referred by a staff member.

Those who request it individually.

Those who are observed to need it but who do not themselves recognize the need.

Information and reference service:

Should be available to each inmate.

Should be available to staff (telephone service if needed).

If information is not available in the library collection, librarian should seek this information from the State Library or some other large or specialized library.

Inter-library loan service:

Librarian should obtain by request from the State Library, or other large library, materials needed but not available at the institution.

Booklists and bibliographic information:

Prepared for specific needs.

Secured from other sources.

Recreational reading:

1. Selected in accordance with written book selection policy of the institution.

2. In sufficient quantity and variety for all tastes, levels of reading.

3. Available to everyone, in the library and in cells or dormitories.

Educational reading:

To supplement and support formal education and the aims and the treatment programs of the institution.

For informal self-education and self-improvement of any inmate.

Discussion groups:

Materials--based discussion groups, such as Great Books, American Heritage, and other "library" oriented discussions, should be sponsored by the library with staff and "outside" assistance as needed or desirable.

Listening groups:

Recordings of music or the spoken word should be regarded as appropriate for library-sponsored programs when library facilities are adequate.

Exhibits and publicity:

The librarian should prepare appropriate exhibits to accompany films and other programs in education and other departments.

Exhibit space within the library should be continuously used and frequently changed to keep in touch with important events, trends, seasons.

Special library projects such as the promotion of National Library Week attention to the many values of libraries in general and to the institution library in particular.

Posters within the library and throughout the institution should attract interest in library services, new books, and other materials.

Book marks should be designed to have interest, serve a useful purpose, and be made readily available.

Optimum use should be made of the institution paper in publicizing the library and its materials to both inmates and staff.

Whenever possible, there should be library exhibits and news notes outside the institution to create greater understanding and interest.

Attractive and readable brochures on how to use the library as well as interesting facts about the library should be available.

LIBRARY MATERIALS

For the inmate library, current book titles and duplicates of the most popular titles, replacements of the useful older standard titles, up-to-date reference material, wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings, films (unless the latter are the responsibility of another department).

For the staff, books, journals, pamphlets at varying levels for professional information and advancement, covering all aspects of the institution program.

Principles in selection:

Rehabilitation, with all its implications, is a most important part of the over-all correction institution program. The library has a positive

role to play in this process and should provide only those materials which have positive value, whether they be for wholesome recreation, accurate, up-to-date information, inspiration, or esthetic and cultural development. Material which is suitable in content, make-up, and reading level should be available to all of the institution population and should support the total institution program. Omission of books which will not support the institution program and philosophy constitutes good selection, not undesirable censorship.

There should be a written statement of book selection policy which is approved by the administrative and educational staff for the guidance of the librarian who is responsible for selection. Purchase suggestions by all staff and inmates should be encouraged, with the understanding that the librarian must make the final selection. Approval of book orders should rest with the warden or with a staff member delegated by the warden.

Gift books should be carefully weeded and only those titles added to the collection which conform to the book selection policy.

Textbooks and audio-visual materials are not the direct responsibility of the librarian. Programs using films and records, however, should be closely related to the library collection and program through cooperative planning by staff members.

Size of collection:

A collection within an institution should never be less than 6,000¹ well-selected volumes with at least 10 books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate. The collection will normally be reduced by at least 10 per cent each year from obsolescence, wear, and loss. This requires a comparable replacement schedule.

Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. This general library may be the State Library or a local public library.

Annual additions:

These should be at the rate of one current book per inmate, minimum.

Budget:

For current books: one book per inmate at current cost (e.g., an institution population of 1,000 will require a current book budget of \$3,000 if average cost of a book is \$3.00).

For replacement and binding: add 35 per cent of estimated cost of current books.

1

An exception may be made for a very small institution such as a camp or prison farm. Here there should be a small reference collection, supplemented by frequently changed books from a bookmobile, public library, or the State Library.

For periodicals and newspapers: plan for a variety to support the institution program and meet inmates' interests--75-125 titles are desirable.

For other materials: budget for pamphlets, pictures, recordings, and films according to use in the institution program. Allow for rental and postage.

Staff library:

A basic collection of standard and recent books and journals in all areas related to the correctional institution programs should provide 500-1,000 volumes and 25-50 journals.

A minimum of \$500 annually is recommended to maintain this library adequately.

STAFF

Place in organization:

Library staff should be a part of the education and treatment programs, responsible to the Superintendent or Associate Warden in charge of Treatment, where there are such treatment positions. In institutions where such titles do not exist, the library staff should be under the Director or Supervisor of Education. Where there is a Director of Education, the librarian position should be at a grade level equivalent to that of Supervisor of Education. Where the Supervisor of Education is the top educational person, the librarian position should be equivalent to Senior or Supervising Teacher. Although the library should be coordinated with the education program, its services to both staff and inmate population must of necessity extend beyond those of the usual school library; therefore, there should be a clear line of communication and authority between the librarian and top administrative staff.

Number of staff²:

For institution with population up to 1,000 inmates:

1 professionally trained librarian

For institution with population 1,000-2,000 inmates:

1 professionally trained librarian

1 correctional officer

For institution with population from 2,000-3,500 inmates:

1 professionally trained librarian

1 correctional officer

1 library technician or senior clerk

For institution with population over 3,500 inmates:

1 professionally trained librarian

1 professionally trained assistant librarian

1 correctional officer

1 library technician or senior clerk

2

For each professionally trained librarian there should be a minimum of one full-time clerical person (or part-time equivalent).

Qualifications:

A well-trained, qualified librarian is a valuable member of the treatment team. He should have a knowledge and understanding of the over-all philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual inmates in purposeful counseling with books or other library materials.

The librarian should be a college graduate with a degree from an approved library school. Courses in adult education, sociology, psychology, and criminology are recommended. It is desirable that a correctional librarian have at least one year's experience in a public, school, or college library, including some experience in administration and reader guidance, before entering the correctional library field. In-service training in institutions which have a trained supervising librarian is also desirable.

The civilian assistant to the librarian may be designated as a correctional officer, library technician, or senior clerk. Persons with college degrees should be encouraged to secure professional library training. Trainee programs, stipends and scholarships, opportunity for promotion are highly important in the field of correctional librarianship. Small or specialized units, such as camps or diagnostic centers, may find it satisfactory to have library services provided by a large library. They may be a branch of a larger correctional institution, or have branch or bookmobile service provided by a large public or state library.

Duties of the librarian (administrative, professional, technical, and educational):

The librarian should:

1. direct library policy and programming
2. prepare the library budget
3. plan library services for the entire institution population
4. select and evaluate library materials
5. direct the acquisition and organization of all library materials
6. devote a large proportion of time to book counseling and reader guidance
7. train and supervise inmate library assistants
8. maintain an active role in in-service training of the institution civilian staff
9. give instruction in the use of the library
10. plan library quarters
11. make reports of library progress and use
12. plan and supervise library publicity
13. maintain and supervise reference and inter-library loan service
14. assist education and other staff members with library materials to enrich their programs
15. assist all staff in efforts to qualify for professional advancement
16. keep informed of new developments in the library and correctional fields by professional reading, participation in state and national professional organizations, and attendance at conferences

17. prepare job descriptions and specifications for library positions: professional, clerical, and inmate assistants.

Duties of assistant librarian:

Responsible under the general direction of the librarian for assigned phases of library administration and services.

Acts for the librarian in his absence.

Under the general direction of the librarian, supervises the work of clerical and inmate assistants.

Duties of correctional officer (library)

1. maintain discipline
2. supervise daily interview line outside librarian's office
3. operate exit checkpoint at library door
4. organize and manage system of lost book retrieval
5. serve as direct and immediate contact for custodial necessities

Duties of library technician or senior clerk:

1. type all confidential reports and correspondence
2. assist in training and supervision of inmate assistants
3. supervise and proof all catalog filing
4. supervise receiving and checking of all acquisitions of books and equipment
5. assist in maintaining discipline in absence of correctional officer

Inmate library assistants:

Classification Committee should select inmates for library assignments who meet specifications for the jobs.

Librarian should give each inmate brief, intensive training in library routines. There should be a probationary period in which the librarian evaluates the aptitude and performance of the inmate in the library assignment.

Credit should be given on an inmate's prison record for initiative and accomplishment. Appropriate duties which inmate assistants may perform include:

1. typing correspondence, reports, catalog cards
 2. preparing orders and requests
 3. checking over-due books and sending notices
 4. charging books
 5. filing cards
 6. checking orders
 7. taking inventory
 8. keeping records
 9. processing books and other materials
 10. maintaining the collection and quarters in good order
- assisting in preparation of exhibits

LIBRARY QUARTERS

Location factors:

Accessibility to school
Accessibility to those not in schools
Accessibility to outdoor recreation facilities
Accessibility to personnel
Accessible with minimum supervision at all times including evenings and weekends

Space factors:

Number of books (See Library Materials--Size of collection)

Determining book space

15 volumes per square foot of floor space

24 volumes of fiction per 3 ft. shelf

15 volumes of nonfiction per 3 ft. shelf

Standards for book shelving:

Width--3 ft.

Depth--8", 10", and 12"

Heights--

Wall type--6' 10" (6 shelves)

5' 6" (4 shelves)

Aisle type (double faced)

5' 6" (4 shelves)

3' 6" (2 shelves)

Shelves should be adjustable and the base shelf should be sloping for easier reading of titles.

Reader space

Provide seats for no less than 5 per cent of population

Allow 35 sq. ft. per reader

Additional rooms:

Work Room

Location--adjacent to the library control center and to librarian's office

Size--100 sq. ft. per worker (do not underestimate number of workers)

Librarian's office

Location--accessible to the work room with provision for supervision of both library and work room but with provision for quietness for concentrated work and privacy for conferences with readers and staff

Size--minimum of 120 sq. ft.

Conference room

Location--accessible to librarian's office for supervision

Size--depends on use. This room may be combined with librarian's office with provision to shut it off when desired

Staff library

Location--desirable to have it accessible to librarian's office for administration but most important that it be easily accessible to staff. Possible to combine with conference room.

Size--provide for 500-1,000 books and 25-50 journals (15 volumes per 1 sq. ft.)

minimum readers--6 (35 sq. ft. per reader)

Lavatory

For use of library staff and accessible to librarian's office

Light, heat, ventilation, acoustics:

Minimum light--70 foot candles

Controlled, even temperature

Radiators placed with shelving requirements in mind

Humidity between 56-60 per cent

Good ventilation, with air conditioning in warm climates

Acoustic tile on ceiling and upper walls

Floor covering that is resilient but durable (linoleum, rubber tile, or some comparable covering)

Furniture and equipment:

Seek the advice of one or more reputable library equipment manufacturers and experienced librarians

Too much furniture can be as great a problem as too little

Library supplies:

Consult several library supply house catalogs

Purchase in quantities to effect savings but rarely more than one year's supply

OBJECTIVES AND STANDARDS FOR HOSPITAL LIBRARIES

Part I. Patients' Library

Objective

It is the objective of the Patients' Library to furnish recreational and additional educational reading materials for all patients, with the purpose of contributing to their recovery and welfare. The basic needs for the fulfillment of this objective are a qualified staff which recognizes the differences in reading tastes of the long-term and short-term patient; adequate library space with a comfortable non-hospital atmosphere; an active collection of books, pamphlets, magazines and related materials; necessary equipment for preparing materials for use and for bringing them to the non-ambulant patient. In attaining its objective, the Patients' Library coordinates with all departments of the hospital concerned with the personal welfare of the patient. It shares with other departments of the hospital the responsibility of social adjustment and vocational education of the patient. The Patients' Library promotes reading as a satisfying experience both in and out of the hospital.

Staff

Number

The size and type of hospital are the chief determinants of the number of librarians. Mental hospitals, tuberculosis sanatoriums, orthopedic and children's hospitals will require approximately one third more service than patients in general hospitals. Local conditions such as physical layout of the hospital and aid received from nearby libraries are also to be considered in the personnel requirements of a Patients' Library. The following is the standard ratio of size of general hospital to number of librarians:

<u>Size</u>	<u>Library Staff</u>
Up to 300 beds serviced	Minimum of 1 professional librarian Clerical assistance as required
301-500 beds serviced	Minimum of 1-1/2 professional librarians Minimum of 1 clerical assistant
Over 500 beds serviced	Minimum of 2-5 professional librarians Minimum of 1 or more clerical assistants as required

Qualifications

Since the Patients' Librarian is part of the medical program of the hospital, too much emphasis cannot be placed upon the necessity for having an understanding of the nature of illnesses and their effects upon people. In nearly all Patients' Libraries, the staff is so small that the librarians must have broad professional competence to handle all aspects of the work. This is in contrast to academic or public libraries where the work is generally so organized that librarians specialize in reference, circulation or processing. Consequently, the satisfactory performance of the duties in a Patients' Library requires the following education, experience, and personal qualifications:

Education

Head Librarian:

Collegiate baccalaureate degree
Graduation from an accredited library school
A course in hospital librarianship desirable

Assistant Librarians:

Same as above.

Clerical Assistant:

High school graduation including typing and filing training.

Experience

Head Librarian:

Three years of experience in working with the public in a library with at least one year of hospital library service.

Assistant Librarians:

One year of experience in working with the public in a library desirable.

Personal Qualifications

A basic qualification for the Librarian is ability to approach and get along with patients. It is necessary that the Librarian have a sympathetic understanding of and liking for people so that she can work with patients of different backgrounds. She should have sufficient physical strength needed to push book trucks in corridors, wards, and ramps. An attractive appearance resulting from good grooming is a particular asset.

Title

The title Librarian is restricted to those individuals possessing the educational, experience, and personal requirements for Head Librarian or Assistant Librarians outlined above. All others in charge of a library are designated as Library Attendant or Clerk or by their own official titles.

Status

Librarians should have professional Civil Service classification where such is in effect.

Organizationally, the Library should be on the same level with other hospital departments. The Head Librarian should be rated as a department head with corresponding salary and privileges, including attendance at staff conferences on patients. Cooperation with other staff members in order to integrate library service for patients with the rest of the hospital services should be emphasized.

Duties of the Head Librarian

The Patients' Librarian provides library service to all patients. This professional service includes general administration, book selection, circulation, reference, and promotional work. In addition, an intensive grade of readers' advisory service is furnished to patients representing all types of background and interests. The needs of patients in the wards are analyzed, the requests are reviewed, and appropriate books and magazines are selected for the ward trips. The reading inclinations of long-term patients often tend to require a more diversified book collection and more long-range reading aid programs than those of short-term patients. The Librarian must know patients and books so that the proper book can be selected in keeping with the physical condition, mental state, educational background, special interests and reading habits of each patient. Non-ambulatory patients should be visited regularly twice a week with special requests delivered as soon as possible. In the book selection process the Librarian must read current reviews and study current bibliographies so that she can make an intelligent selection.

Library Collection

The number of volumes in a hospital library is in relation to the size and type of hospital. The basic number of volumes for a general hospital library should be approximately as follows:

Size of Hospital	Number of Volumes
Up to 300 beds serviced	Minimum of 8 books per patient
301-500 beds serviced	Minimum of 7 books per patient
501-800 beds serviced	Minimum of 6 books per patient
801-1100 beds serviced	Minimum of 5 books per patient
1101-1500 beds serviced	Minimum of 4 books per patient

Special hospitals, such as orthopedic, children's, 200-400 bed mental and the like will need at least 25% more volumes; tuberculosis sanatoriums at least 50% more; and the 1000 bed or larger mental hospital will usually need fewer volumes than noted in the above scale.

Budget

After the library is established, an adequate library budget administered by the Librarian should be provided annually in the hospital budget for books and related materials, supplies, and equipment. A definite amount should be set aside to provide for an annual turnover of at least one-fifth of the book collection. The purchasing of library items should be in accord with the business procedures of the hospital. Often the budget can be supplemented by gift solicitations through library book fairs, teas, staff donations, and duplicate exchanges.

Location and Equipment

Book Trucks: There should be a sufficient number of book trucks to maintain an adequate schedule.

Library: The library should be restricted to library activities and not be used as a conference room or laboratory of one sort or another. A reasonable amount of quiet should be assured the library. Accessibility is a basic requirement so that ambulatory patients will not have too far to walk and wheel chair patients gain easy entrance to the library. The library should be centrally located in the hospital or wherever large groups of patients gather. Plenty of natural light is essential as well as adequate artificial light at night. The library should be attractive in appearance making use of harmonious blending of colorful furnishings.

Added Space Requirements: The library is the logical place for study and writing, if such space is not elsewhere available in the hospital. An office for the Librarian where she may work in privacy is also recommended. A library workroom is a basic space requirement because of the needs of book and other material preparation prior to use.

Furnishings and Equipment: Standard adjustable shelving should be provided. Where space permits, shelving not over five feet in height should be provided in order that wheel chair patients can see all the books. Hassocks are needed for patients with casts. In order that patients with any type of injury may be comfortably seated, chairs of various heights should be in the library. Further, practical tables for writing and study are to be included. Bulletin boards and a dictionary stand are part of the equipment. A standard catalog file cabinet, at least one typewriter, and adequate telephone extensions should be in every library.

Hospital Library Service Provided by Outside Established Agencies

When a hospital cannot provide its own library service because of its small size or for other reasons, agreements can be entered into with outside established agencies for service to the library. The pattern for this service varies with local conditions and with the agency furnishing the service. Among outside agencies providing library service to hospitals are public libraries, state library commissions, state libraries, state departments having supervision over state institutions, and health and welfare organizations.

Conclusion

Because of the value of Patients' Library service as an adjunct to the treatment and recovery of the patient, all efforts should be made to meet these minimum standards. If they cannot be met immediately, service should be established and subsequently developed to meet these standards.

Accepted and Endorsed By: American Hospital Association
American College of Surgeons
American Library Association
Medical Library Association
Special Libraries Association

STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL

A clear and continuing official relationship should exist between state library agencies and libraries within the institutions which the state maintains for its health, welfare, and correctional programs.

The purpose of this relationship includes both the initial development of institutional libraries and their continual guidance. The relationship should be set forth in official statements of policy so that it is recognized by institution officials as well as by state library officers. The standards to be maintained can be derived from official library standards for hospitals, schools, and correctional institutions, adjusted to the specific purposes of each agency.

The resources of state institutional libraries should meet the immediate administrative and technical needs of the staff, and should be tied into state resources for specialized materials not held within the institutions.

The staffs of the institutions are technical state workers just as are employees of government agencies in the capital, and indeed are often specialized in training and skill. Resources at their command should include good working collections, whether in medical, welfare, or penal fields. Like other decentralized departmental collections maintained by the state, those in institutions should be tied into the state library as the second line of defense for specialized materials, and in fact particular attention must be given to rapid communication between the state library and the institutional libraries located at a distance.

The library programs maintained in state institutions should be an integral part of their treatment and rehabilitation programs.

The institutional library should be more than a marginal adjunct to the institution. It is able to contribute to educational, vocational, recreational, and cultural programs. Bibliotherapy should be developed and utilized in state institutions. Qualified staff members in institutional libraries should participate in staff meetings and in the development of rehabilitation programs.

Developed by the Survey and Standards Committee
of the American Association of State
Libraries, American Library Association

A summary* of the major quantitative standards

Type of collection ^b	Delegated administrative responsibility	Location in the school
The collections of printed materials		
The collections in the school library	Head School Librarian	<ol style="list-style-type: none"> 1 School library area or areas, with seating space for at least 45-55 in schools with 200-550 students or fewer and for 10 per cent of the student enrollment in schools having 551 or more students. 2 Classroom collections on short- or long-term loans from the school library.
The collection of professional materials for the school faculty	Head School Librarian	A separate room, either as part of the school library suite or in another part of the school.
The collection of supplementary materials (Sets of supplementary texts; classroom reference materials)	Head School Librarian	<ol style="list-style-type: none"> 1 May be housed in a separate area, in the textbook room, or in storage-stack space of the school library. 2 Classroom collections on short- or long-term loans.
The collection of audio-visual materials		
	Head School Librarian or Co-ordinator of Audio-visual Materials, depending on local school policy and organization	<ol style="list-style-type: none"> 1 The audio-visual center (may be part of the school library suite or a separate center near the library). 2 Classroom collections on short- or long-term loans.

a For schools having 200 or more students. For standards for library programs in schools having fewer than 200 students,

b The collection of free or rental textbooks is not included in this chart. c In the case of some schools, these collections may be supplemented by materials received from district or central depositories of materials.

for school library programs*

Annual expenditures	Size of the collections ^a	Personnel
<p>1 Funds for regular library books: In schools having 200-249 students . . . at least \$1,000-\$1,500. In schools having 250 or more students . . . at least \$4.00-\$6.00 per student.</p> <p>2 Additional funds as required for: Encyclopedias, unabridged dictionaries, magazines, newspapers, pamphlets. Rebinding. Supplies and equipment.^b</p>	<p>1 Books: Minimum size of the collections in schools having 200-999 students. . . . 6,000-10,000 books. 1,000 or more students . . . 10 books per student.</p> <p>2 Magazines: a At least the following number of titles in the general magazine collection in: Schools having Grades K-6. . . . 25 Schools having Grades K-8. . . . 50 Junior high schools. 70 Senior high schools. 120 b Plus at least 5 titles in the areas of librarianship and instructional materials.</p> <p>3 At least 3-6 newspapers.</p> <p>4 An extensive collection of pamphlets covering a wide range of subjects.</p>	<p>1 Librarians: For the first 900 students^c or fraction thereof: 1 librarian for each 300 students or major fraction thereof. For each additional 400 students or major fraction thereof: 1 librarian.</p> <p>2 Clerks: 1 clerk for each 600 students^c or major fraction thereof.</p>
<p>1 For materials, a minimum of \$200-\$500, depending on the needs and size of the faculty and the availability of other collections of professional materials in the community.</p> <p>2 Funds for supplies and equipment.^b</p>	<p>1 Books: At least 200-1,000 titles, the number depending on the needs and size of the faculty and the availability of other collections of professional materials in the community.</p> <p>2 At least 25-50 professional magazine titles.</p> <p>3 Other instructional materials as needed.</p>	
<p>1 Funds allocated as needed. These funds are in addition to those recommended above for the school library and for the faculty collection.</p> <p>2 Funds for supplies and equipment.^b</p>	<p>1 The size of the collection depends on the needs and enrollment of the school. (Extensive use of school library materials and individualized reading and instructional programs tend to reduce the size of these collections considerably.)</p> <p>2 The type and number of reference materials purchased for classroom use depend on local school policy.</p>	<p>Library clerks as needed in addition to those provided for the school library and audio-visual collections.</p>
<p>1 Not less than 1 per cent of the total per pupil instructional cost (\$2.00-\$6.00) for the acquisition of audio-visual materials.</p> <p>2 Funds for supplies and equipment.^b</p>	<p>1 A sufficient number of all types of audio-visual materials for use in the classrooms, in the school library, and for home use.</p> <p>2 Films used six or more times a year are purchased.</p> <p>3 Filmstrips and recordings used more than once a year are purchased.</p>	<p>1 When the head school librarian has partial administrative responsibility for audio-visual materials, the number of librarians and the number of clerks are each increased by 25 per cent.</p> <p>2 When the head school librarian has full administrative responsibility for audio-visual materials, the number of librarians and the number of clerks are each increased by 50 per cent.</p>
<p>^d Funds for supplies and equipment are provided in amounts sufficient for the needs of the school.</p> <p>^e The school having 200 students has a full-time librarian and a half-time clerk.</p> <p>^f This summary table is to be used after the complete text of the book has been read. These quantitative standards must be interpreted in relation to a complete and active school library program.</p>		

By The American Association of School Libraries