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NORTH DAKOTA STATE LIBRARY

BIENNIAL REPORT

JULY 1993 - JUNE 1995

Joseph C. Linnertz, Acting State Librarian

A Division of the North Dakota Department of Public Instruction - Dr. Wayne G. Sanstead, Superintendent

HISTORY

The North Dakota State Library was established in 1907 as the Public Library Commission pursuant to 1907 Session Laws Chapter 243. The commission consisted of three members--the Superintendent of Public Instruction, the president of the North Dakota Library Association, and a member appointed by the Governor. The commission was authorized to hire a librarian to control and to be in charge of the library work of the commission. The duties of the library commission included:

1. Administer and enhance the educational reference library.
2. Administer and enhance the system of traveling libraries and, as funds permit, increase the number and usefulness of the libraries.
3. Develop a system to allow any city, town, village, school district, or community within North Dakota to borrow books under the rules and regulations of the library commission.
4. Establish a legislative reference bureau for the information and assistance of the members of the Legislative Assembly.
5. Assist legislators in obtaining information and in preparing bills.
6. Provide advice and instruction to any public library or village, town, or community entitled to borrow books from traveling libraries upon any matter pertaining to the organization, maintenance, or administration of the libraries.
7. Promote and assist by counsel and encouragement the formation of libraries where none exist and assist in organizing new libraries or improving those already established.

Session Laws Chapter 156 (1909) changed the name of the Public Library Commission to the State Library Commission and expanded the membership to also include the secretary of the State Historical Society and one additional member appointed by the Governor. The bill further provided that adequate office room be provided in the Capitol for the State Library Commission.

Session Laws Chapter 237 and Chapter 238 (1915) established a Board of Regents to control all state education institutions, including the State Library. As a result, the original State Library Commission was abolished and the Board of Regents assumed all the duties of the previous State Library Commission. The Board of Regents consisted of five members appointed by the Governor.

Session Laws Chapter 261 (1927) provided that the State Board of Administration will constitute the State Library Commission. Therefore, the State Library was removed from the control of the Board of Regents.

Session Laws Chapter 352 (1965) provided that all state agencies deposit with the State Library Commission 10 copies of publications issued by them which are not issued solely for the use within the issuing office. The State Library Commission shall transmit these copies to depository libraries distributed geographically across the state.

This chapter expanded the duties of the library commission to include the current statutory responsibilities.

Session Laws Chapter 440 (1969) replaced the Board of Administration with the Director of Institutions office and, therefore, the Director of Institutions office assumed the duties of the State Library Commission.

Session Laws Chapter 550 (1979) removed reference to the State Library Commission and the secretary and director of the library commission and provided for a State Librarian position to be appointed by the Director of Institutions office, which would direct the State Library.

Session Laws Chapter 239 (1989) transferred administrative responsibility for the State Library from the Director of Institutions office to the Department of Public Instruction. The chapter provides that the Superintendent of Public Instruction shall appoint the State Librarian position but provides that the State Library be an autonomous agency which retains its budget and staff separate from that of the Superintendent of Public Instruction.

STATUTORY RESPONSIBILITIES

North Dakota Century Code Chapter 54-24 provides the authority, duties, and responsibilities of the State Library and the State Librarian. Statutory provisions of this chapter are:

54-24-01. State library - State librarian appointed by the superintendent of public instruction. The superintendent of public instruction shall appoint an executive officer to be known as the state librarian, who shall report to the superintendent and must receive a salary within the amount appropriated for salaries by the legislative assembly. The state librarian shall control the work and is the director of the state library. The state library is an autonomous agency and retains a budget and staff separate from that of the superintendent of public instruction.

54-24-02. Library offices. The state library must be furnished with adequate office room, with such suitable quarters as may be necessary for the proper shelving of the educational reference library, the books of the traveling libraries, and the legislative reference collection.

54-24-03. Powers and duties of state librarian. The state librarian shall:

1. Make rules for the operation of the state library.
2. Provide and care for all books and library materials in all collections of the state library, general, reference, and special, and make all rules regarding the loaning and returning of

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2. Provide and care for all books and library materials in all collections of the state library, general, reference, and special, and make all rules regarding the loaning and returning of

library materials.

3. Employ qualified library personnel to care for all library procedures.
4. Make library materials available to libraries throughout the state, to individuals connected with departments of state, and to citizens of North Dakota who do not have adequate library facilities, under the rules of the state library.
5. Promote and assist by counsel and encouragement the formation of libraries and the improvement of those already established, in keeping with state and national standards, and be available to librarians and trustees of libraries in the state for assistance in organization, maintenance, or administration of the libraries.
6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or regional (multi-county) libraries.
7. Compile statistics of the free public libraries of North Dakota and their larger counterparts of county and regional libraries, and of the work done at the state library, and make a full biennial report to the superintendent of public instruction and the governor.
8. Collect, maintain, and make available a reference and reading collection of books, slides, films, and other graphic materials that supplement and support the needs of all libraries in the state, either by direct loan or by consultation, and that form a reference source for the officers of the state in performing their duties.
9. Collect and maintain a collection of the publications of the departments and agencies of state government, including the enacted laws of this state, current session laws, and journals.
10. Conduct, or have conducted, research into the conditions of library service in the state, and produce written plans for the development and betterment of that service.
11. Compile, or have compiled, union lists of resources of libraries throughout the state, and make those lists available for consultation.
12. Establish levels of certification for librarians of the state that meet the standards recommended by the American library association.

54-24-03.1. Acceptance of federal aid. The state library is hereby authorized to accept and to expend in accordance with the terms thereof any grant of federal funds which may become available to the state for library purposes. For the purpose of qualifying to receive such grants, the state library is authorized to make such applications and reports as may be required by the federal government as a condition thereto.

54-24-04. Who may borrow books from state library. Repealed by S.L. 1965, ch. 352, 10.

54-24-05. Commission to give advice and aid. Repealed by S.L. 1965, ch. 352, 10.

54-24-06. Records kept by commission - Report to the governor and secretary of state. Repealed by S.L. 1965, ch. 352, 10.

54-24-07. Printing of state library - How paid.

The printing of the report made by the state library to the legislative assembly, and all other printing coming within the purview of the library, must be paid out of funds appropriated for that purpose by the legislative assembly.

54-24-08. Library contracts for library services. The state library is hereby authorized and empowered to cooperate with, and to contract with, cities, governmental subdivisions, and agencies of the state of North Dakota and other states of the United States, in the extension of library services.

54-24-09. Distribution of certain state publications for certain libraries required. The state purchasing and printing agent shall arrange to deposit with the state library eight copies of all publications issued by all executive, legislative, and judicial agencies of state government intended for general public distribution. These publications must be provided to the state library without charge. Should expense and limited supply of state publications, particularly audiovisual items, make strict compliance with the depository requirement impossible, the state library shall accept as many copies as an agency can afford to provide. However, no less than two copies must be provided to the state library by each agency. State publications refer to any informational materials regardless of format, method of reproduction, or source, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. The definition incorporates those publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency. In circumstances not directly involving the state purchasing and printing agency, a state agency shall comply with the depository requirement by arranging with the necessary parties for the printing and deposit of eight copies of any state publication issued. State publications are specifically defined as public documents appearing as reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals, committee minutes, transcripts of public hearings, other printed matter, audiotapes, videotapes, films, filmstrips, or slides, but not those administrative or training materials used only within the issuing agency. As the document acquisition and distribution agency, the state library shall retain for its own use two copies of every state document received and transmit the remaining copies to the depository libraries. These are the libraries of the state historical board, the university of North Dakota, North Dakota state university, library of Congress, and two others to be designated by the state library. All nondepository North Dakota libraries shall have the opportunity to receive state documents under an optional selection program developed by the state library. The state library shall catalog state publications and arrange for their conversion to microfilm or to optical disk storage prescribed by the state records administrator and shall make available for distribution the same to the designated depository libraries.

RESPONSIBILITIES ADDED OR DELETED

The 1993 Legislature authorized the State Library to establish a talking book service for the blind and physically disabled in North Dakota. No new money was appropriated, but three FTE's were authorized as well as the ability to raise and expend private grant funds. A plan was developed, funds were raised, and the program was implemented.

LEGISLATION

SCR4032

A concurrent resolution directing the Legislative Council to study the library system in North Dakota, including the role and mission of the state library system in North Dakota, cooperative library ventures, and research and information systems to determine if the citizens of this state have access to essential library services that are delivered efficiently.

WHEREAS, the education of our children and the continuing education of our adults are dependent upon the quality of the libraries and the materials available to them; and

WHEREAS, the system of libraries developed over the years should be reviewed to determine if improvements and efficiencies can be achieved; and

WHEREAS, technological advancements on a statewide, national, and international level are redefining both the scope of and access to libraries and library materials;

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF NORTH DAKOTA, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

That the Legislative Council study the library system in North Dakota, including the role and mission of the state library, cooperative library ventures, and research and information systems such as ODIN, to determine if the citizens of this state have access to essential library services and whether improvements and efficiencies in the delivery of those services can be achieved; and

BE IT FURTHER RESOLVED, that the Legislative Council report its findings and recommendations, together with any legislation required to implement the recommendation, to the fifty-fifth Legislative Assembly.

TRENDS

The State Library recognizes that developments in technology continue to shape the structure for the delivery of information. The State Library is partnering with the Online Dakota Information Network (ODIN), SENDIT, and Prairie Online in providing North Dakota citizens access to the statewide database, providing access to the complete text of magazine articles and creating electronic methods for transmitting interlibrary loan requests. This partnership includes working with ODIN to expand the records held by the database. The State Library encourages, facilitates and trains staff from North Dakota state agencies and other public and school libraries to add their holdings to

ODIN. State Library staff work with all types and sizes of libraries for their automation needs.

The State Library continues to expand its coordination role with North Dakota state agencies. The State Library works to make material owned by a state agency available to other state agencies, libraries, and citizens by adding their holdings to the ODIN database. Agency holdings include magazines, books, and audio-visual material, and can be accessed through the State Library.

The State Library's role in training librarians, citizens, and staff of state agencies continues to grow. Training provided by staff includes searching the Internet and ODIN; converting records to MARC format; and developing a statewide database.

The State Library is working with public libraries to develop them as local community information centers, which would focus on data access. Access to library information, government data, school schedules and information, and the Internet are examples of data that would be accessed.

The State Library will continue to play an active role in statewide collection development by purchasing unique items on demand that are not available from another North Dakota library.

REFERENCE

The State Library functions as the back-up reference center for North Dakota libraries. Material for 17,653 subject requests was provided to libraries and private citizens this biennium. The State Library's collection is open to the general public. One half of the requests were from individuals who walked into the State Library; a 13% increase.

For state resource sharing, the State Library is among thirty-three North Dakota libraries statewide that participate in the Online Dakota Information Network (ODIN). ODIN includes 1,450,420 records from thirty-three public, academic, state agency, school and medical libraries in North Dakota. The State Library offers training sessions on the searching of ODIN to any citizen or library in the state of North Dakota.

The North Dakota State Library catalog, which is part of ODIN, allows users and libraries to search by traditional methods of author, title and subject as well as keyword searching. With the keyword searching, it is no longer necessary to know the exact wording of a subject heading or a title of a book in order to locate material. Catalog users can also limit their search by language, format, or date.

North Dakota librarians and citizens can request information from the State Library by subject, author or title. North Dakota citizens can request information by subject from the State Library Reference Department or they can do their own research by accessing online databases on ODIN and SENDIT. Through a partnership with SENDIT, librarians can electronically submit requests for information to the State Library.

To avoid the cost of borrowing from out of state libraries, the State Library is identifying materials within it's collection that no other North Dakota library owns. These books are being identified with a "Last Copy in State" label. North Dakota libraries, during their deselection process, are being encouraged to donate books to this collection.

Magazine indexes and company profiles continue to be available on ODIN. During this biennium the complete text of magazine articles also became available on ODIN. Through the magazine indexes, patrons have access to general, academic and business information. The company profiles give a quick snapshot of companies around the United States. Any person having a library card from the State Library or any other ODIN library has access to the indexes and the full-text articles. The full-text articles can be accessed from any computer and can be printed to a citizen's or library's personal computer.

For regional resource sharing, the State Library contracts with Minnesota Interlibrary Telecommunications Exchange (MINITEX) through the Higher Education Coordination Board of the State of Minnesota. MINITEX provides additional sources for interlibrary loan from the library collections of the University of Minnesota and other Minnesota libraries.

Through long term participation in the Online Computer Library Center (OCLC), a national bibliographic utility database, the State Library identifies and accesses over thirty-three million unique titles worldwide. Through OCLC, the holdings of over 19,000 worldwide libraries are available to the citizens of North Dakota. The reference staff has keyword accessibility to the title, notes, series, author and subject fields on OCLC.

The State Library staff has access to the Internet and to additional online catalogs and specialized databases. With these additional databases, the reference department's ability has been enhanced to provide accurate and up-to-date information.

Services to state government remains a priority of the State Library. Information seminars to state agencies have contributed to a thirty-three percent increase in requests for information since last biennium. State government personnel are encouraged to come to the State Library to learn more about the services that will benefit their agencies. During this biennium, State Library staff has trained 93 state employees in basic and advanced ODIN searching.

A Periodicals Management Program was developed to assist state agencies in organizing and sharing periodicals. To date, 15 state agencies are involved in the program which provides the options of storage of back issues of periodicals or having the State Library manage receiving, housing and access to state agency periodicals.

Information booths were provided at the Teaching and Technology Conference, North Dakota Educator's Association Conference, and Marketplace to inform the general public on procedures to access information. State Library staff constructed the index for the 1995 North Dakota Blue Book.

RESOURCE SHARING SERVICES

The State Library is the interlibrary loan referral center for the state of North Dakota. Nearly 100,000 interlibrary loan and subject requests were received during 1993-1995 biennium from public, academic, school, and special libraries and from the citizens who live in areas without local library services.

Technology enables patrons to call the ODIN database from any computer with a modem to locate information they are seeking, the library that owns that material, and whether or not it is on the shelf. They can place a hold on an item, check to see what items they have checked out, when the items are due, the status of their interlibrary loan requests, or fees they may owe.

The ODIN interlibrary loan subsystem enables libraries to transmit interlibrary loan requests to one another within seconds. The subsystem also tracks requests indicating if the book was shipped, when it was shipped and when it was returned, thus reducing the chance of losing a book in the mail.

The SENDIT system, which is accessible in schools, enables students, teachers and librarians to transmit requests for information to the State Library electronically.

CIRCULATION

Library cards are held by 12,114 persons and libraries. Library card applicants increased by 531 for a 12% increase over last biennium. Library cards are valid for five years and then need to be renewed so that phone numbers and addresses can be updated. The State Library circulated 121,164 items from its collection and had 24,758 walk-in patrons. 70,557 packages were mailed to patrons requesting information.

Inventory of State Library holdings continued during the biennium. Several benefits from this process include: items which are misshelved are located and shelved properly; books that are not bar coded or that have an incorrect call number are identified and corrected; and items that are not found are checked out to missing in order to inform patrons of their status.

CATALOGING SERVICES

To assist in the resource sharing function of the North Dakota State Library, the Cataloging Department continues to strive towards providing statewide access to all materials housed at the State Library. To reach this goal, continued emphasis is placed on cataloging current state agency publications as well as those received in the past that were not cataloged. Because state publications are unique, they account for the majority of the 3,329 original cataloging records added to the international OCLC database during the biennium. At the end of the biennium, the

North Dakota State Library received a total of \$12,150 credit from OCLC for original cataloging records entered.

In addition, staff cataloged thousands of items for the general, large print, and reference collections, received periodical issues and federal documents; and added video cassettes and audio cassettes to the collection.

The Cataloging Department also served to fulfill the resource sharing goals of the State Library in its efforts to add materials owned by other state agencies to the statewide database (ODIN). Towards that end, staff assisted the Department of Human Services Prevention Resource Center to enter over 1,348 print and videocassette titles to the database. By adding these records, the state has access to materials about substance abuse and prevention. North Dakota School for the Deaf also entered materials on the database. To provide statewide access to their deaf culture collection, the School contracted with the State Library to enter records for 178 titles. By adding these records, citizens of the state have access to this useful and unique collection. The State Library will continue to work with state agency librarians who plan to make their resources available to citizens of the state via ODIN. The Health Department Division of Health Promotion and Education Library has also agreed to enter their 450 audiovisual titles on the database.

In addition to adding holdings of state agencies, the State Library assists school and public libraries in adding their holdings to the statewide database. Billings County Schools and Dickinson High School Library are adding their material collections to ODIN. Once Dickinson High School's library catalog, of approximately 13,000 titles, is converted into machine-readable format and loaded into the ODIN system, Dickinson area residents will be able to find materials held in public, school, and academic libraries in Stark and Billings County. Because ODIN can be searched both statewide and at the local level, this demonstrates another activity by which the State Library works providing geographic areas the opportunity to share resources locally as well as at a statewide level.

The State Library continually updates the listing of titles of periodicals received by state agencies. Titles from agencies agreeing to make photocopies in response to patron requests are entered into the ODIN serials subsystem. During the past biennium, access was provided to 287 unique periodical titles available from state agencies.

The cataloging staff serves as a resource for libraries in North Dakota. Approximately 80 requests were received for assistance in assigning call numbers or subject headings for items, information about binderies, and other cataloging questions. In addition, a workshop was presented on subject classification to 25 librarians during the Spring 1994 workshops. Emphasis was placed on policies to consider in an automated environment. The Head of Cataloging is entering name authority records into the national database, OCLC.

	HOLDINGS 7/1/93	ADDED	DISCARDED	HOLDINGS 6/30/95
GENERAL COLLECTION	114,824	4,530	658	118,696
REFERENCE	5,396	690	411	5,675
LARGE TYPE	4,940	400	10	5,330
STATE DOCS				
PERM	16,906	25,361	18	42,249
LOAN	23,341	19,299	24	42,616
FEDERAL DOCS	13,073	10,114	2,325	20,862
PERIODICALS	70,420	10,558	2,474	78,504
CASSETTES	14,051	493	20	14,524
VIDEO CASSETTES	483	93		576
COMPUTER DISKS	60	1	0	61
KITS	23	10	0	33
16 MM FILMS	76	0	64	12
ND PAMPHLETS	22,147	698	0	22,845

STATE AID TO PUBLIC LIBRARIES

1993-1995 completed the eighth biennium for funding of State Aid to Public Libraries by the state legislative assembly since its passage in 1979. State Aid checks were distributed by an application process based on the formula mandated by the legislature of \$1.00 per capita for a city and \$1.00 per capita plus \$5.00 per square mile for counties. The total amount distributed to eighty-five public libraries was \$893,000. The formula is only funded at a 50% level by the legislature.

Public libraries use State Aid funds to increase hours of service to the public by employing staff (48%), purchasing books, audio-visual and other materials for local and statewide use (49%), and replacing equipment (3%).

STATE DOCUMENT DEPOSITORY PROGRAM

The State Library has administered the State Document Depository Program since its inception in 1965. Each North Dakota agency is to deposit eight copies of all publications issued and intended for general public distribution to the State Library. The State Library retains two for its collection and distributes the other six copies to depository libraries: State Historical Society, University of North Dakota, North Dakota State University, Minot State University, Dickinson State University, and the Library of Congress in Washington, D.C. These publications are cataloged on the OCLC international database and are then loaded into the statewide ODIN database, making cataloging information available to other librarians worldwide. Deteriorating publications are converted to microfiche and made available to depository libraries.

It has been difficult to identify all state publications and to secure eight copies of each. Efforts to increase awareness of the program have resulted in a noticeable increase in the number of publications received and distributed. These efforts include working with Central Duplicating staff to send publications to the State Library after printing is complete, sending notices to agencies regarding their statutory responsibility, sending thank you acknowledgments to agencies who have sent publications, and by talking with agency representatives at various exhibits, such as Marketplace, North Dakota Educational Association Convention, Teaching and Technology Conference, and State Agency showcase during State Employee Recognition Week. The Head of Reference Services also informs state agencies of the depository requirement when speaking to them about State Library services.

Awareness of the program is increased via the "Notable Documents Award" of the North Dakota Library Association's Government Documents Roundtable. The State Library works with the Roundtable in selecting nominee publications for the honor and assists at the voting exhibit booth at the annual Library Association convention. The State Library has been asked to submit an annotated bibliography of two or three particularly noteworthy publications to the Journal of Government Information. These have been published in the November 1993 and November 1994 issues, with copies sent to the agencies producing the noted publications.

The ODIN serials subsystem has been instrumental in assisting staff in the collection of serial publications, such as annual and biennial reports, newsletters, and minutes of meetings. Based on prior arrival patterns, the system can predict when the next issue of a report or newsletter is expected and will generate a notice if the issue has not been received when predicted. Staff reviews newsletters and reports issued by state agencies for references to other publications issued by the agency. Many publications have been discovered in this manner.

Keeping agencies aware of the program will continue to be a priority of the State Library. Towards that end, a brochure will be developed and distributed to agencies briefly explaining the program. Collaborative efforts with Central Duplicating and the Secretary of State's Office will continue to be pursued for receiving all publications intended for public distribution.

The Head of Cataloging Services, as chair of the Government Documents Roundtable of the North Dakota Library Association, spoke to an interim legislative study group against a bill draft

that would have eliminated the annual and biennial reporting requirements of state agencies. The bill, if passed, would have resulted in a loss of valuable historical information about state agencies. The bill did alter the requirements of some agencies by replacing the word "shall submit" to "may submit" and also changed the recipient of completed reports from the Office of Management and Budget to the Secretary of State's Office.

State Library staff assisted in the presentation of a workshop entitled "Acquisition and Organization of State Government Publications" which was offered to attendees of the 1993 North Dakota Library Association convention in Williston.

ACQUISITIONS

Ordering of all materials is done on the ODIN system. The acquisitions and serials subsystems' interfaces were implemented by the State Library in February, 1995, to accommodate renewing subscriptions and processing payments on standing orders.

Collection development includes orders generated by subject and author/title requests received from libraries and individual patrons. Requests for material not owned by a North Dakota library is purchased by the State Library. The advantages include: greater customer satisfaction because material is timely, cost effectiveness because it avoids duplication within North Dakota, and a statewide collection is being developed. The 1991 State Library Collection Development Policy is being revised and updated.

SERVICES FOR BLIND AND PHYSICALLY DISABLED

During the 1993 legislative session, the State Library requested funding which would enable a Talking Book library to be developed in North Dakota.

The Legislature approved three staff positions for the talking book program, but did not appropriate the funds necessary to purchase equipment and supplies. During the biennium the State Library's mission was to raise funds for equipment and supplies necessary to start the program and develop an implementation plan. The next phase included researching and purchasing electronic and other equipment needed for this specialized library program and to order, process, and shelve 35,000 books on tape. By the end of the biennium, the Talking Book library was finalizing the implementation of the plan. Records of 2,200 patrons were entered onto the database and the State Library will begin loaning books on September 1, 1995.

Statistics for the biennium show that the State Library received 208 consultative telephone calls and 227 informational calls. The calls were from: librarians, 178; disabled patrons or their relatives, 107; government agencies, 48; teachers, nursing home personnel or others, 102. Packets of information about Talking Books and/or Dakota Radio Information Service (DRIS)

were mailed out in response to requests from 164 individuals.

The department continued to work with the Talking Book and Braille Library in Pierre on the Governor's Summer Reading Program for blind and physically disabled children. The participants in the program and their families were honored at receptions at the State Library by Governor Ed Schafer in 1993 and First Lady Nancy Schafer in 1994. Twenty-six children participated in the 1993 program; thirty three in 1994.

There were 473 Dakota Radio Information Service (DRIS) receivers loaned out on June 30, 1993 and 506 on June 30, 1995. On July 1, 1993, DRIS expanded to its fifth transmission site--the Jamestown area-- which expanded signal coverage to most of western North Dakota.

State Library staff presented a workshop in April, 1994, for librarians on the Americans With Disabilities Act.

LITERACY/CENTER FOR THE BOOK

During the biennium, the State Library has worked closely with Literacy North Dakota, a statewide non-profit organization, to provide literacy services to North Dakotans. The State Library is represented on the Literacy North Dakota board of directors, and staff have attended the quarterly meetings throughout the biennium.

State Library staff assisted in forging links between Literacy North Dakota and libraries to provide literacy training and tutoring in rural communities. Literacy materials added to ODIN last biennium continue to be available to citizens statewide. Literacy is a component of LSCA funding and public library development.

The State Library established the North Dakota Center for the Book in November of 1992 when the Center for the Book in the Library of Congress granted North Dakota an affiliated status. The purpose of the Center for the Book is to promote books, reading and libraries in North Dakota. The North Dakota Center for the Book, a non-profit, 501-C-3 organization, is operated on grants and donations. It is governed by a statewide advisory board. The State Library provides office space and administrative support to the program.

LIBRARY FIELD SERVICES

During this biennium, the effort to bring library automation to the smallest and most rural public libraries in North Dakota has continued. During the past year, automation projects have been started in six cities. Each of these libraries has purchased a computer and circulation system software, and each has begun conversion of bibliographic records into machine readable form. This facilitates the interlibrary loan process and makes interlibrary loan more accessible to rural

communities.

Continuing field services were provided to twelve libraries already involved in automation projects and to eight libraries planning automation projects of various types.

Field services were provided to eighty-five public libraries on a regular basis during the biennium. Assistance was provided for: space budgeting, long-range planning, book selection, equipment, personnel, legislative action, grants and staffing. Services were delivered via regular site visits, telephone, fax, and e-mail contacts.

Field service staff assisted in the consolidation of library services in Watford City and Arnegard into a single county-wide library - the McKenzie County Library. Similar efforts and technical assistance were provided to the Velva School and Public Library and to McHenry County to establish a county library system and a county mill levy to provide service to both rural and city residents throughout the county. Efforts were successful in establishing a mill levy to provide county library services in Ramsey County.

The State Library and the Center for Innovation in Instruction partnered to offer training sessions to 152 librarians across the state. A hands-on ODIN/SENDIT class and an interlibrary loan ethics class were offered in seven North Dakota locations. The IVN network was used in conjunction with face-to-face classes.

GOVERNOR'S ADVISORY COUNCIL ON LIBRARIES

The Governor's Advisory Council on Libraries held quarterly meetings during the 1993-1995 biennium. The Council is appointed by the Governor in compliance with federal regulations for the Library Services and Construction Act programs and is responsible for recommending to the State Librarian federal grant applications for funding. Criteria and guidelines were established for federal Library Services and Construction Act competitive grants. The Advisory Council reviewed fifty-four applications for projects and recommended funding forty-eight projects totaling \$293,240.

Twelve projects were for institutional library services and thirty-six projects were for public library construction and technology enhancement.

Members and their representative groups are: Dennis Page (Public Libraries); Mary Ann Cavanaugh (Disadvantaged); Bernnett Reinke (Academic Libraries); Thomas Eggers (Institutional Libraries); Jerry Kaup (Handicapped); Lee Lampert (School Libraries); Roann Masterson (Special Libraries); Erik Sakariassen, Rita Traynor (Citizen Users).

North Dakota State Library
1993-1995 Biennial
PUBLICATIONS OF THE NORTH DAKOTA STATE LIBRARY
July 1993 - June 1995

Biennial Report to the Governor, 1991-1993.

Flickertale (bimonthly newsletter), Vol. 23, no. 4 (July-Aug. 1993)-Vol. 25, no. 2 (Mar.-Apr. 1995)

The Impact of Federal Library Services and Construction Act Funds on North Dakota Libraries, 1994.

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NORTH DAKOTA STATE LIBRARY
Expenditures and Revenues
1993-1995 Biennium

Expenditures

Account Description	Original Appropriation	Adjusted Amount	Biennium Expenditures
Salaries & Wages	1,614,325	1,614,325	1,470,784
ISD	78,289	78,289	70,958
Risk Management	-0-	9,520	9,520
Operating Expenses	889,098	889,098	875,942
Multi-type Library	50,000	50,000	50,000
Talking Book Services	235,271	235,271	231,592
Equipment	22,500	22,500	22,250
Grants to State Agencies	68,000	73,240	73,240
Grants	893,000	1,205,388	1,137,498
TOTAL	3,850,483	4,177,631	3,941,784

Revenues

General Fund	2,711,610	2,721,130	2,720,990
Federal Fund	1,039,634	1,357,262	1,147,465
Special Funds	99,239	99,239	73,329
TOTAL	3,850,483	4,177,631	3,941,784

North Dakota State Library
1993-1995 Biennium
Agency 250



