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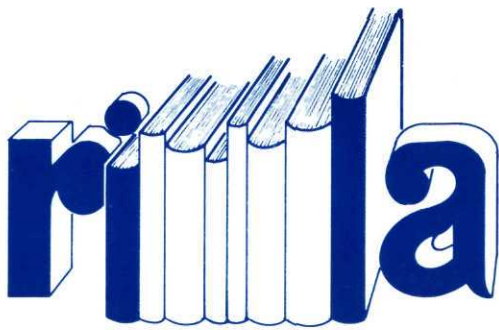
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# Rhode Island Library Association Bulletin

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NOVEMBER 1987

## LIBRAS INTERNSHIP IN COLLEGE LIBRARY ADMINISTRATION

by Edgar Bailey  
Providence College

The announcement in the October, 1986 issue of C and RL News caught my attention immediately. It was a call for applications for the first "LIBRAS Internship in College Library Administration." LIBRAS, the brief article explained, was a consortium of fifteen small liberal arts colleges in greater Chicago. In an attempt "to compensate for the lack of a recognizable career ladder for college library directors," the consortium proposed to offer a one-month internship to be based in one of the consortium libraries, intended to provide the intern with both practical and theoretical exposure to some major issues in academic library management. A \$1,000 stipend plus room and board would be provided. Listed qualifications were broad; applicants needed to be either current library school students or presently employed in a college library.

The opportunity as described was appealing to me for both personal and professional reasons. Having worked in college libraries for over ten years and intending to continue in the field for the foreseeable future, I was naturally interested in any activity which might serve to better prepare me for further professional advancement. It appeared that both the experience to be gained and the prestige which should accrue simply from having been chosen in a competitive selection process could only be beneficial professionally. Of secondary but still significant import was the fact that my wife had grown up in Chicago and still

had many friends there she would enjoy visiting. The chance to spend a month in the area with my family doing something decidedly different from my routine summer duties at Providence College held considerable attraction.

Although the deadline was several months off, I submitted my application immediately. I received a prompt response from Jonathan Lauer, library director at Aurora University and chair of the intern selection committee, assuring me that I would receive full consideration. In January, I received another letter asking for letters of reference; and in February I was informed that I was one of three finalists who would be interviewed by telephone as the last stage in the selection process. The letter of notification also contained more detail on the program itself. I learned that the person selected would be based at Rosary College in River Forest, an institution familiar to me only as housing a library school. The intern would be expected to complete two projects involving the development of a computer-based statistical package and a book allocation formula. There would be visits to other colleges and a series of discussion groups on major issues in administration.

In the ensuing telephone interview, which lasted about thirty minutes, I was asked to respond to the tentative proposal and explain how my own background had pre-

pared me to benefit from this type of program. I, in turn, questioned Mr. Lauer about the listed qualifications for the internship. I wondered how the committee would decide between a current library school student and someone such as myself who had considerable professional experience. He explained that the committee had hoped to attract candidates with sufficient experience to profit from this type of program. However, since this was the first time the internship had been offered, they had been unsure exactly who would apply, and qualifications had therefore been made as broad as possible. In the end they had received about thirty applications, many apparently from people with significant experience.

Shortly after the interview I received formal notification that I had been selected, and I accepted enthusiastically. The administration at Providence College generously allowed me the time off from my regular duties in order to participate. At this point, I began communicating directly with Inez Ringland, library director at Rosary College who would be my mentor. I received a detailed revised schedule of activities and discovered that the originally proposed two projects had been reduced to one due to anticipated time constraints. I would be attempting to develop a spreadsheet using LOTUS 1-2-3 (tm) which would be capable of automatically generating the various statistical reports which the library required. Although I had been more interested initially in the other project, the development of a book allocation formula, I resolved to prepare myself as fully as possible to deal with statistics instead. Not being familiar with LOTUS, I spent some time in the Providence College computer center working through various tutorials and practice exercises.

Having prepared myself as thoroughly as time permitted, I arrived at Rosary College on July 12 and reported for work the next day. I had an opportunity to meet and talk with my mentor as well as the chair of the intern committee. At a coffee hour, I met the rest of the Rosary staff as well as several representatives from other consortium libraries. Later in the day, I was given a tour of the library audio-visual facilities, which were quite extensive; and I then commenced a literature search for material on statistics in academic libraries which might be useful for my project.

From that point on, the internship generally

progressed in accordance with the schedule that had been laid out for me. My activities fell roughly into four main areas: independent work on the statistics project, meetings with members of the library staff and tours of their respective departments, discussion groups involving staff from both Rosary and other LIBRAS libraries, and full-day visits to other campuses. Approximately half of my time was devoted to the statistics project. During the first week I completed a literature search which turned up quite a bit of general material but nothing of direct relevance to my particular efforts. I drafted a brief review of my search and launched into a detailed analysis of the statistical records maintained by the various departments in the Rosary library. As a member of several different groups and consortia, Rosary was expected to file numerous annual reports, each requiring somewhat different data. My task was to try to develop a spreadsheet which would automatically calculate the specific figures needed for each report. I concentrated my efforts, however, on the Library's own annual report, the data required by LIBRAS, and the federal government's HEGIS report.

The task proved difficult, but not, as I had anticipated, because of my lack of familiarity with LOTUS. The various formulae required for recalculation were generally simple even for a beginner. Complications arose in the attempt to arrive at accurate definitions of the specific terminology used in each report, definitions which would render the data comparable. In the course of working out these definitions, some of which proved impossible to reconcile, I learned a lot about an area of library administration of which I had previously had little knowledge. The desirability, as well as the difficulty, of arriving at universally acceptable definitions of such standard library concepts as "reference question" or "interlibrary loan transaction" was forcefully driven home to me.

During my visit, the Rosary library hosted a total of eight discussion groups on major issues in library administration, including: 1.) collection and use of statistics 2.) budgeting and fiscal management 3.) communication 4.) staffing 5.) collection management 6.) patron services 7.) the status of academic librarians and 8.) performance measurement. Each session, which lasted approximately two hours was

led by a member of the Rosary staff (the final one on performance measurement was mine). All LIBRAS librarians were invited; and, while attendance was not as large as the intern committee had hoped, eight of the fifteen libraries in the consortium were represented at one or more sessions, often by the director. The discussions were lively, freewheeling and candid. The directors, particularly, were refreshingly frank in their comments on problems with administrators, budgets and staffing.

Three full days of my stay were occupied with visits to other colleges in the consortium. The intern committee had, I believe, selected the three institutions with an eye to exposing me to the diversity, both in size and in educational mission, of the colleges in LIBRAS. My first trip was to Trinity College, a small school of about 500 students affiliated with the Evangelical Free Church of America. (The majority of schools in LIBRAS have a formal religious affiliation, a situation more common, apparently, in the Midwest than in New England.) The following week, I spent a day at North Park College, a somewhat larger institution affiliated with the Evangelical Covenant Church. My final visit was to Lake Forest College, a prestigious small liberal arts college with a national reputation for innovation in bibliographic instruction and online bibliographic searching.

The visits gave me a chance to see how different administrators had dealt with different types of problems. Thom Morris, director at Trinity, described his involvement in the design of a new library building and the difficulties he faced in getting the architect and the board of trustees to listen to his suggestions. North Park College was still attempting to deal with the effects of a bizarre invasion of mold, caused by faulty air conditioning, which had destroyed books and created a health hazard for staff. At Lake Forest, I viewed a number of creative attempts to deal with serious space problems without actually expanding the building. In discussing each of these situations, the director explained the background of the problem, outlined efforts to get it resolved, and, most valuable for me, suggested lessons learned from the experience.

Despite the diversity of the institutions visited and the uniqueness of some major problems, I came away with the general impression that all college libraries are facing

similar challenges as they attempt to play the central role expected of them in the academic life of the institution. Budgets are usually at the top of the list, closely followed by relations with faculty and administration. The role of library staff on the campus is of constant concern. Efforts to maintain, if not improve, collection quality and to extend bibliographic instruction programs even in the face of diminishing resources are continuous. The question of the appropriate role of automation has not yet been answered. Different institutions have moved, usually rather tentatively, in different directions; but none is as yet wholly satisfied.

During the last couple of days of my stay, I was asked to review and evaluate my experience and to suggest changes which might improve future internships. My overall impression, which has not changed in the weeks since my return from Chicago, was that what had been essentially an experiment in an area where no one had much previous experience had gone unexpectedly well. The major problem I encountered--and the intern committee and my mentor confessed to some ambivalence on this point--was the extent to which the whole program was intended as a learning experience for me rather than something to benefit the host institution. It soon became evident to me that my mentor hoped the end result of the statistical project would be a package genuinely useful to her library. The project was, however, one which required a considerable portion of my allotted time to produce even minimally useful results. Development of a fully acceptable package might have taken more than my entire month.

The intern committee clearly had envisioned the internship as more of a learning experience providing considerable exposure to the day-to-day life of a college library director. In retrospect, it was generally agreed that, while a project of some type could be a worthwhile part of the program, this particular one had probably not been appropriate since the time required was not commensurate with the return to either the intern or the host institution. Both the committee and I felt that the other parts of the program were highly successful in terms of the original internship goals. The discussion groups, scheduled as almost an afterthought, proved perhaps most valuable.

Without exception, all who attended claimed to find them interesting and informative, the only regret being that some libraries never sent representatives. From my perspectives (the committee had to accept my evaluation on this matter) the visits to other institutions were extremely profitable. Although it would clearly have been impractical to visit all fifteen LIBRAS schools, I felt the number of visits could certainly have been doubled if the time allotted for the project had been reduced. I would also like to have had more time for informal discussion with members of the Rosary library staff in order to become better acquainted with all aspects of their operation.

In sum, the experience was a worthwhile one which I would not hesitate to recommend to anyone interested in pursuing a career in college library administration. Unfortunately, at this point it appears unlikely that LIBRAS can afford to allocate funds from its own limited budget to offer the opportunity in coming years. Members of the intern committee intend to look into the possibility of grant funding, however. They also hope, if the success of this first venture can be widely publicized that other consortia in other parts of the country might be inspired to sponsor similar opportunities. In this way a perceived lack of career development opportunities specifically for college, as opposed to university or research, library administrators can be at least partially alleviated.

## people

**ANNALEE BUNDY**, Director of the Providence Public Library for the past 10 years, has resigned effective January 31, 1988.

**GLENNA DEARY** has been named Children's Librarian at the Jamestown Philomenian Library.

**KATHY HAWKE**, formerly at the Lincoln Public Library, has become a school librarian in the East Providence School System.

**PAUL H. HOLLIDAY, Jr.**, formerly Catalog Librarian at the Providence Public Library, is now Assistant Administrator for Technical & Extension Services at Fall River Public Library.

**ANN KOWALSKI** has been appointed Catalog Librarian at Salve Regina/Newport College.

**DENISE LISTOVITCH GAROFALO**, formerly at the Warwick Public Library, has married and moved to New Hampshire and is working as a free-lance writer.

**JOYCE MATHEWS** was recently appointed Bookmobile Librarian at the Rhode Island Department of State Library Services.

**DOUGLAS McDONOUGH**, former Director of the Woonsocket-Harris Public Library, is now Director of the Belfast (ME) Free Public Library.

**JUDITH S. PASTER**, a free-lance librarian who has worked in a variety of Rhode Island libraries, will become the Managing Editor of the RILA Bulletin in January.

**CAROL S. TERRY** recently was named Library Director at the Rhode Island School of Design.

**SUSAN WADDINGTON**, who has headed the Art & Music Department of the Providence Public Library (PPL) for many years, is now PPL's Principal Public Library Coordinator.

## EXECUTIVE BOARD

The Treasurer, Doug Pearce, presented the 1988 budget which was approved by the board. The budget will be presented to the membership for approval at the annual business meeting.

Roberta Cairns, Past President, in consultation with Cathy Alves, Vice President, will present an amendment to the constitution at the annual business meeting which will improve the voting procedures.

The Trustee of the Year Award will be presented at the Spring Business Meeting.

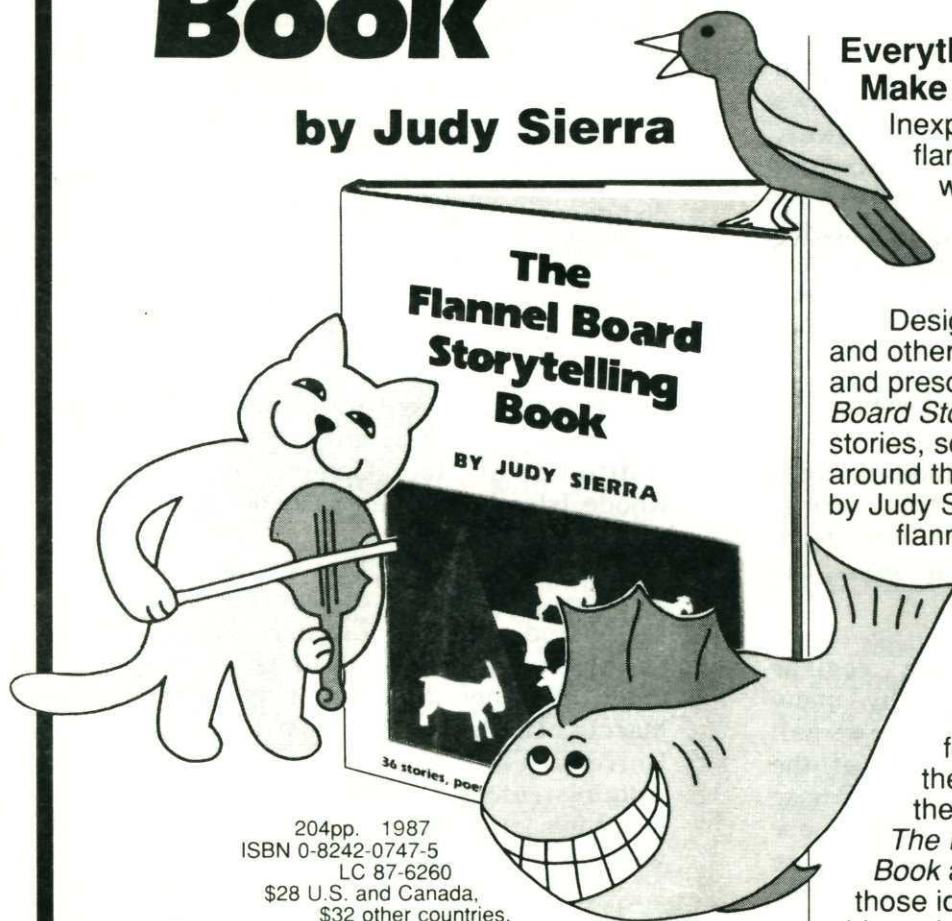
The Spring Business Meeting has tentatively been set for May 23, 1988.

The Board agreed to spend \$300 to host, in cooperation with COLA, the reception prior to the COLA program at the conference which deals with Trustees. It was agreed that trustees play a vital role in the library community, and we should support them enthusiastically.

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## ABRIDGED MAGAZINE INDEX BRINGS AUTOMATED PERIODICAL REFERENCE TO SMALLER LIBRARIES

by Mala Davis  
Director, Middletown Public Library

I first saw the ABRIDGED MAGAZINE INDEX™ at the New England Library Association exhibit a couple of years ago, and thought it was wonderful! Then I saw it at A.L.A. in New York and our library won a trial of the system. After using it for a while we do not know how we ever managed without it.

Library users in our small town of 10,000 caught on to Information Access Company's ABRIDGED MAGAZINE INDEX right away. The index is fast, easy to use, and very recent. Because monthly updated microfilm reels of the five-year-cumulative index service are sent to us to use on the reader, we have access to articles that were published as recently as 15 days ago. Our reference librarian sees the ABRIDGED MAGAZINE INDEX as a very useful tool.

Some of our biggest users are students from fourth through twelfth grade. This spring, many of them were doing last-minute term papers and almost all of them used the ABRIDGED MAGAZINE INDEX.

Earlier, we had looked at the regular MAGAZINE INDEX which is used by many large public libraries. But since we are a small library, we do not subscribe to many of the magazines indexed by the larger system whose annual cost of \$2,400 is not within our budget. Information Access Company came to the rescue when it produced the ABRIDGED MAGAZINE INDEX for smaller public libraries.

The abridged version, which costs approximately \$900 annually, is affordable for us as well as more practical because it does not index many magazines that we do not carry. We subscribe to about 85, or the majority, of the 116 magazines indexed on the abridged version, whereas we carry less than 25 percent of the periodicals indexed on the regular version.

The service provides extensive indexing by using Library of Congress subject headings supplemented with natural language headings and expanded by many "SEE" and "SEE ALSO"

crossreferences.

We are very happy with the ABRIDGED MAGAZINE INDEX and hope we will never have to do without it.

### bulletin board

- Secretary of State Kathleen S. Connell recently endorsed a proposal calling for relocation of the State Archives offices, now located in the basement of the State House, to a multistory facility to be constructed inside the Cranston Street Armory. The environmentally controlled storage area would also house papers from the Department of Administration's State Records Center and include space for cities, towns, and private institutions to store documents. The Secretary of State must now confer with Governor DiPrete and legislative leaders to promote the proposal and seek action on the repair and reuse of the armory.

- Due to insufficient enrollment, the Library Technical Assistant program recently instituted at the Community College of Rhode Island has been suspended.

- The College of Library & Information Services, University of Maryland, is planning the 22nd annual Library Administrators Development Program, to be held May 1-3, 1988. Further information is available from Marcia Hayleck, Administrative Assistant, University of Maryland, Library Administrators Program, College of Library & Information Services, College Park, MD 20742 (Tel.: 301-454-6080).

- Libraries in An Information Society: A Statistical Summary is a compendium of basic statistics about libraries in the United States describing what libraries are and do, how they are used and by whom, what they contain, how they are financed and staffed, and how they spend their resources. It is available from the American Library Association, Publishing Services, 50 East Huron Street, Chicago, IL 60611 and is priced at \$4.00.

- The New England Library Association is offering a travel program package for anyone interested in attending the Annual Meeting of the American Library Association in New Orleans (July 9-13,

1988). NELA is offering flexible scheduling so that preconferences and/or personal travel can be included. Interested persons should contact Garber Travel at 617-787-0600 or 800-225-4570 (outside Massachusetts), being sure to ask for the NELA Desk.

## jobline

The Rhode Island Library Association has established a minimum recommended salary of \$19,000 for a full-time beginning librarian in 1987.

**CHILDREN'S LIBRARIAN:** Responsible for library service to children with emphasis on programming. MLS or equivalent experience/training. Will consider library school student. 30 hours per week, \$9.32/hr. to start, \$9.79 after 6 months. Full benefits. Apply in writing with resume to: Director, Lincoln Public Library, Old River Road, Lincoln, RI 02865.

**LIBRARY DIRECTOR:** Qualifications - opportunity for the individual with creativity and flexibility to meet the challenge of a new library. ALA accredited MLS with 5 years recent experience, plus strong managerial, financial, and public relations skills, dedication to public service and familiarity with library automation. Strong emphasis in children's programming for a wide age range. Duties: responsibility for planning, organizing, directing, and evaluating all phases of library operation. Salary: \$23,400 plus benefits. Available February 1988 to help facilitate the organization and transition from the current library to the new building. Closing date: November 30, 1987. Send letter of application, resume and 3 references to Board of Trustees, Plainville Public Library, Plainville, MA 02762.

**LIBRARY DIRECTOR:** Small, well supported suburban public library seeks ALA accredited MLS with successful and recent administrative experience in public library work. Creativity, high level of energy and strong public service orientation needed to assume responsibility for planning, organizing, directing, implementing and evaluating all phases of library's operation. Salary: current salary of \$20,000. Municipal benefits package. Closing date: November 15, 1987. Send letter of application, resume and references to: Susan Scherr, Chair, Sherborn Public Library, 84 North Main Street, Sherborn, MA 01770.

**SUBSTITUTE SCHOOL LIBRARY MEDIA SPECIALIST:** Woonsocket Public School System. Must be certified as Teacher of Library Science by the Rhode Island Department of Education. Salary: \$40 per day. Application available from: Louis R. Leveillee, Coordinator of Media Services, 108 High Street, Woonsocket, RI 02895 (401) 762-4440.

**SUPERVISOR REFERENCE & ADULT SERVICES:** This position is for a busy regional public library. Responsibilities include collection development, programming, grant writing and administration; writes newsletter, conducts workshops for public libraries on Cape Cod and the Islands, public relations, supervises reference department. Knowledge of Dialog and BRS, demonstrated supervisory and communications skills are required. Competitive salary and Master Health Plus. Send resume to Ann Haddad, Director, Falmouth Public Library, 123 Katherine Lee Bates Road, Falmouth, MA 02540. No phone calls please. The Town of Falmouth is an Affirmative Action Employer.

## calendar

**NOVEMBER 16-22:** Children's Book Week

**NOVEMBER 18:** Young Adult Round Table "Pamphlets/Verticle Files," 9 AM, Cumberland Public Library.

**NOVEMBER 20:** RHILINET Committee, 2-4 PM, Cranston Public Library.

**APRIL 9-15, 1988:** National Library Week

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NELA COUNCILOR: Janet Levesque  
Cumberland Public Library

Applications for the following ALA awards are available from Jon Tryon:

ALA World Book Award  
ALA Trustee Award  
ALA Equality Award

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