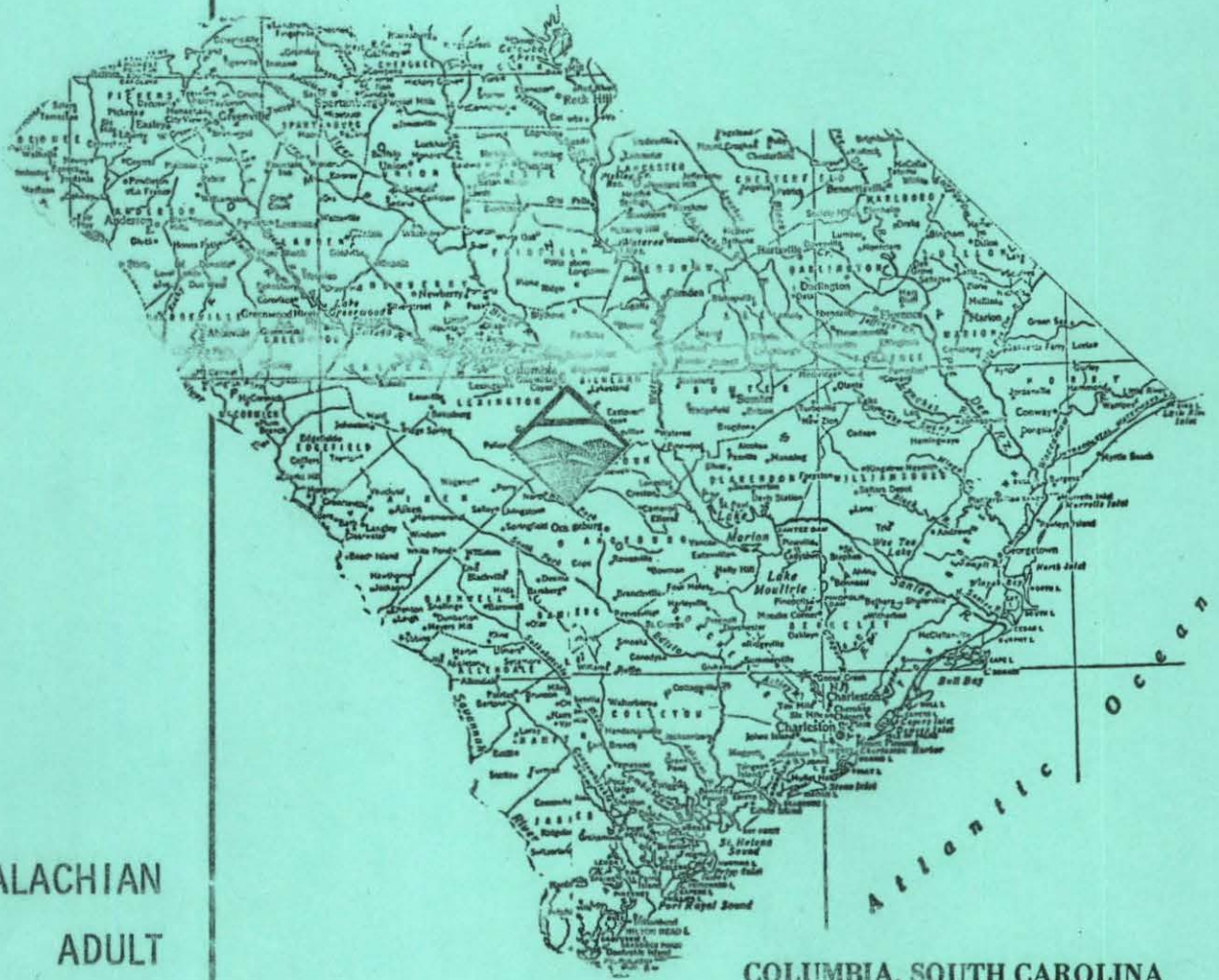




# The Interrelating of Public Library and Basic Education Services for Disadvantaged Adults

## PROGRESS REPORT (Training and Demonstration)



APPALACHIAN  
ADULT  
EDUCATION  
CENTER

COLUMBIA, SOUTH CAROLINA

INTERIM REPORT

A Demonstration of the Interrelating of Library  
and  
Basic Education Services for Disadvantaged Adults

1973-74

Continuation Demonstration

Richland County School District One

January 15, 1974



## GENERAL PROGRESS, PROBLEMS AND SOLUTIONS

### PART I

#### CONTINUING DEMONSTRATION PROJECT

The South Carolina project is in operation at this time with five part-time assistants averaging a total of 16 hours per week who are paid by the local ABE program. Through the efforts of the project director, local adult education office, and the blessings of the school district, we were able to continue the demonstration project. Much of the demonstration is done by the project director. The responsibility of the helping persons is to assist in 8 centers in the evening by offering library materials to ABE students.

Because there was a limited amount of time for each staff member, there was not much emphasis placed on special programs for the ABE students. There were special programs that were held by the project director, such as playing tapes, which formed a background for discussion and book talks about human resources.

The secretary who served the project in 1972-73 was available to the project 100% of the time then even though AAEC's contribution was less than full-time. This year the district asked the secretary to serve as receptionist/switchboard operator for the Lynhaven Career Center to earn the part of her salary paid by the district. To earn the salary paid by AAEC she is to act as secretary and typist for the project. This arrangement is not entirely satisfactory because of the distance from the receptionist's desk to the director's office. Moreover, the interruptions (because of the nature of her assigned job) has reduced her true effectiveness--possibly below the relative degree of AAEC funding. However, the project and director do have the assistance of the adult education staff (with secretaries) because we are now housed in one suite of offices.

#### OBJECTIVE 1: TO COORDINATE SCHOOL LIBRARY SERVICES WITH PUBLIC LIBRARY SERVICES DURING CLASS TIME

At the beginning of the school year, the school principal at Columbia High was contacted to find out whether it was possible to open the school library for the 1973-74 project. The project was successful in getting the school library open and also was able to employ the day school librarians who worked with the project during the 1972-73 demonstration. Because of the location of the library at C. A. Johnson High, it wasn't feasible to open the library this year. But because of a relocation of the library at Atlas Road Elementary School the project was able to open that library for ABE students.

#### OBJECTIVE 2: TO ASCERTAIN THE READING INTERESTS AND NEEDS OF ABE STUDENTS

The project staff interviewed all new ABE students in the ABE program for

readers' profiles. Because of the limited time each staff member asked teachers to interview returning students. Each staff member spends about 45 minutes per night interviewing students.

Enclosed is a tabulation of the questionnaire about topics requested. (See exhibit.)

OBJECTIVE 3: TO RESPOND TO ABE READERS' PROFILE AND ABE STAFF REQUEST FOR MATERIALS

During the 1972-73 demonstration, the project was centered around eight centers--five public schools, Apartment for Senior Citizens, and two state mental hospitals. This year the project staff members were able to continue to work with those centers on a limited basis and added two new programs, OIC (Opportunity Industrialization Center), and WIN (Work Incentive Program).

Materials are taken to the centers as often as possible on a rotating basis. The project staff gets many requests which have not been filled too successfully. Some staff members have other jobs during the day and for those who do not, there is not money in the budget to compensate them for additional working hours. The project director has not had the time to work fully since her concentrated effort has been focused on the training phase. Hopefully this semester will be better.

OBJECTIVE 4: TO ENCOURAGE ACQUISITION BY COMMUNITY LIBRARIES OF COPING SKILLS MATERIALS SUITABLE FOR USE BY DISADVANTAGED ADULTS

This objective has not been accomplished at this time. The project staff is supposed to urge and help the Richland County Public Library to identify and acquire needed materials. The project staff will urge and help the library extension director to stock the bookmobile and branches in the poorer areas of the county with coping skills materials. Because of lack of participation from the Public Library staff, it did not seem likely at the time.

The project director has talked with the ABE teachers at one of the state mental institutions and plans to work diligently this semester to provide library services for ABE students.

OBJECTIVE 5: TO DEVELOP A METHOD OF USING BOOK TALKS AS LIBRARY INITIATED READERS' GUIDANCE

The project director is continuing the practice of presenting talks to ABE classes about human needs and problem areas. Book talks are done extensively with non-print materials. The project spends approximately 30-35 minutes per class hour. The hopeful outcome is that book talks will increase a wealth of knowledge in any problem area that the clients have encountered.

ADVISORY BOARD MEMBERS, THEIR ROLE AND PARTICIPATION THIS YEAR IN THE CONTINUING DEMONSTRATION:

Mr. Milton Kimpson  
Director Greater Columbia  
Community Relations Council  
Chamber of Commerce  
Columbia, S. C.

Mrs. Elizabeth Foran  
Supervisor School Library Services  
Richland County School  
District One  
Columbia, S. C.



Mrs. Mary Robinson  
Graduate ABE & High School Program  
Columbia, S. C.

Mrs. Ann Milling  
S. C. Nursing Home  
Columbia, S. C.

Miss Norma Lightsey  
Director of Extension Department  
Greenville County Library  
Greenville, S. C.

Mr. Edward E. Taylor  
Assistant Director Adult Education  
Richland County School District One  
Columbia, S. C.

Dr. Harold Vaughn  
Assistant Superintendent for Instruction  
Richland County School District One  
Columbia, S. C.

Miss Estellene Walker, Director  
South Carolina State Library  
1500 Senate Street  
Columbia, S. C.

Mr. James Smith  
Graduate ABE & High School Program  
Columbia, S. C.

Mr. F. William Summers, Assistant Dean  
School of Librarianship  
University of S. C.

Mr. Earle Hayes  
Director of Adult Education  
Richland County School District One  
Columbia, S. C.

The role of the advisory board members is the same as it was last year. There has not been a meeting scheduled this year. At the beginning of the 1973-74 demonstration, the project director mailed information telling members about the project and future plannings for meetings. Each board member was asked to continue serving in that area.

There were individual meetings which were very helpful. Board members have referred other interested groups or persons to us for information. Several members have advised and counseled the project with special problems.

#### MATERIALS

Some materials were purchased to fill in the collection throughout the first semester. The ordering of materials has been done by the Johnson-Camden Library, Morehead State University, Morehead, Kentucky, for loan to the project.

Refer to the Appendix for list of materials showing source, type, material entry, category, and frequency of use.

#### WHAT ACTION HAS BEEN TAKEN BY THE FOLLOWING GROUPS ON THE CONTINUING DEMONSTRATION? WHAT ATTITUDES HAVE BEEN DISPLAYED?

##### ADVISORY BOARD

Attitudes of individuals on the board have been very positive. Several members have made favorable comments on the progress of the project.

##### LIBRARY

One member of the library board serves on the advisory board for the project. In conversation with this member, comments are very favorable; however, central

library staff does not take part in this project this year.

#### ABE

If it had not been for the attitude toward ABE taken by the State Department, local coordinators or supervisors, local teachers and ABE students, this project could not have been a success. The Adult Education Office of the State Department and local Adult Education coordinators have been concerned about this project from the very beginning. Local ABE coordinators and teachers have shown a desire to cooperate and assist the project director. The ABE personnel have supported this project from the beginning by allowing the project to use equipment, materials, and by supplementing the project's budget. ABE students have expressed great satisfaction from this project. One student made a favorable comment such as: "If it had not been for the ABE Library Program, I would still not know how to answer the telephone."

Others have made comments in this manner: "If it had not been for this program, I would not be able to write."....."If it had not been for this program, I would not have gotten a job at the department store."....."Because of this ABE Library Project; I was able to relate with people again."

#### HOW MUCH TRAVELING HAVE YOU BEEN ABLE TO DO TO ABE CLASSES?

Because the project staff time has been shortened, the project director had to travel far more than in 1972-73. She works with programs during the day and focuses her attention on two centers in the evening. However, she travels to other centers in the evening to help out where needed.

#### WHAT SEEMS TO BE MOST IMPORTANT ABOUT WHAT YOU DO NOW TO KEEP THE DEMONSTRATION GOING? IF THE DEMONSTRATION IS NOT CONTINUING AS YOU HOPED IT WOULD, WHY ISN'T IT?

The most important aspect of what this project is doing to keep this demonstration going is to make librarians and teachers aware of the ABE students' needs so they will continue serving ABE teachers and students with materials. I talked with the head librarian of Richland County Public Library at the beginning of this project year 1973-74 and she stated that if the project was not able to go to some of the centers that are away from the city, she would arrange for bookmobile stops. Fortunately, we were able to have some staff on duty at the centers in the evening. Some students have made comments such as: "I'm glad that you all are back with us this year.".... "I sure hope that we will have programs again this year."...."I thought I'll never be able to check out books again because I can't get to the bookmobile stop and I never think about it once I get to town."

#### REPORT ANY SPIN-OFF ACTIVITIES WHICH HAVE TAKEN PLACE BECAUSE OF YOUR CONTINUING DEMONSTRATION.

- a. One ABE teacher has initiated his own special programs with speakers for his class throughout the first semester. Several teachers have requested materials for different classes.
- b. Several teachers have taken their classes to the library on field trips and many teachers have requested the project director to take their class



to the central library.

- c. ABE coordinator of Richland County School District Two has requested information about promoting a library program in that school district.
- d. Some ABE students have established the reading habit by going to the central library all on their own.
- e. An ABE coordinator suggested that the project should go to other programs such as WIN and OIC. There was a felt need by teachers that library service should be offered. Because of this demonstration, an increased flow of interest and awareness was aroused by the teachers and students. Librarians have become aware of the needs of ABE students. The head librarian stated that she has learned so much because of this project. In the future, plans will be made to increase the coordination of public library service with adult education.

WHAT ARE YOUR PREDICTIONS CONCERNING THE CONTINUATION OF COORDINATED ABE LIBRARY THAT YOU HAVE DEVELOPED IN A NEW FISCAL YEAR WITHOUT AAEC SUPPORT? WHAT CAN THE AAEC AND/OR ITS ADVISORY BOARD DO TO HELP INSURE CONTINUATION?

As of this time Richland County School District One is under a new superintendent who is planning changes in upper staff responsibility and possibly personnel. The lines of communication have not been established nor are known at this time as to the future with respect to local support.

The coordinators of the Adult Education Programs are waiting to see the developments so that contacts and recommendations can be made to the most appropriate individuals. The attitude of the coordinator is positive with respect to the project but we are dependent on upper level decisions.

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## PART II

### PLANNING FOR TRAINING, RECRUITING

#### STATE TRAINING DESIGN

In July, 1973, State ABE personnel and State Library personnel met together with representatives from the University of South Carolina, AAEC, and project staff to organize a state training design. The meeting was very useful to those who attended in several ways. The meeting made me aware of the kinds of things that are involved in training librarians. Also, we were able to plan objectives for the continuation demonstration project.

The plans of the project were clearly stated and understood, the progress of the demonstration project was identified. New insights about the project were gained including its former mission (demonstration) and its new thrust into the area of dissemination.

As a result of this meeting, I was able to work up a plan to carry out the recruiting and training activities for this project. Some changes have been made as they became necessary.

HOW DID YOU RECRUIT LOCAL LIBRARY STAFFS TO BE TRAINED?

In South Carolina, letters were mailed to forty libraries in the state explaining the project and asking them if they were interested in this kind of service. In early August, I appeared on ETV Talk Back Show to talk to adult educators and librarians throughout the state. In early September, I was invited to a regional Adult Education Workshop to talk with Adult Education coordinators and librarians who were also invited.

Librarians who were interested were mailed a letter of agreement. I called librarians who did not respond to my letter and talked with them about the training program.

LIBRARIES WHO WERE INTERESTED BECAUSE OF RECRUITMENT EFFORTS

Cherokee County Library	Horry County
Anderson County	Kershaw County
Berkeley County	Lancaster County
Chesterfield County	Pickens County
Georgetown County	Spartanburg County
Greenville County	York County

LIBRARIES WHO SIGNED LETTER OF AGREEMENT

Anderson County	Spartanburg County
Cherokee County	Horry County
Chesterfield County	York County

NAMES OF LIBRARIES WHO HAVE OR WILL HAVE A TWO-DAY PLANNING SESSION

Horry County	October 2 & 3, 1973
Anderson County	October 9 & 10, 1973
Cherokee County	October 22 & 23, 1973
Chesterfield County	November 8 & 9, 1973
Spartanburg County *	November 29 & 30, 1973
York County	December 4 & 5, 1973
Georgetown County	January 16 & 17, 1974
Pickens County	January 23 & 24, 1974

- \* Planning session was not completed in Spartanburg County for several reasons. We are in the process of re-scheduling a date to plan objectives for this particular county.

IN RETROSPECT, WAS YOUR RECRUITMENT METHOD(S) THE MOST EFFECTIVE AND EFFICIENT MEANS OF RECRUITMENT? IF NOT, HOW WOULD YOU DO IT NOW?

I am not at all sure that I used the most effective and efficient means of recruitment but I feel that this was a very good method because of the success I had in getting responses from libraries. When looking back, I cannot think of any other better method unless the libraries of the state also held regional or state meetings.

WHO WROTE YOUR RECRUITMENT MATERIALS? WERE THEY WRITTEN IN A WAY THAT WAS UNDERSTANDABLE? DID YOU HAVE TO CLARIFY THEM LATER?



Many of the recruitment materials were written by the AAEC staff and some by the project director. There were some librarians who did not understand the materials fully. At intervals, I had to re-write letters further explaining the program and from time to time there were several telephone calls made to talk about the training program.

Some of the problems arose because the project director was not fully aware of the kinds of training that would be involved at the beginning of the project. If the type of training had been known, it would have alleviated some of the telephone calls.

IF YOU RELIED ON OTHERS TO SEND OUT RECRUITMENT MATERIALS, DID THEY? IF NOT, DO YOU KNOW WHY NOT?

The recruitment materials were sent out by the project director; however, the state librarian did send out information through the newsletter. This was done at the beginning of the project and each time a planning session was held.

THE SUPPORT THAT I GOT FROM OTHERS IN MY RECRUITING EFFORTS ARE AS FOLLOWS:

<u>Agency</u>	<u>Support Given</u>
State Library Personnel	Some
Extension Library Personnel	Very Little
Regional Library Personnel	Very Little
Local Head Librarian	Very Little
University Personnel	Very Little
State ABE Level Personnel	A Great Deal
Local ABE Area Coordinators	A Great Deal
ABE Teachers	Some
ABE Students	Very Little

WHAT KINDS OF FOLLOW-UP WORK DID YOU HAVE TO DO AFTER INITIAL OFFER OF TRAINING BEFORE THE LETTER OF AGREEMENT WAS SENT?

A letter was mailed to libraries explaining the kind of training to be offered. Later a telephone call was made to further explain the program and to mention also that a letter of agreement would be sent and that it was necessary to have it signed by the head librarian and the chair person of the board.

HOW MUCH PERSUADING AND CONVINCING DID YOU HAVE TO DO TO GET LOCAL LIBRARIES TO SIGN LETTERS OF AGREEMENT?

There was not much persuading and convincing that I had to do to get five local libraries to sign letter of agreement, but there were others whom I had to convince by telling them of the many things that other libraries have done. Community studies played a very important role in my persuasion. From those studies, I could point out to them that there is a great necessity to expand services according to the statistics on drop-out rates.

DID YOU NEED THE HELP OF OTHERS TO CONVINCING LIBRARIANS TO SIGN LETTERS OF AGREEMENT?

I did not use help from others to convince librarians to sign letters of agreement.

THE REASONS THAT WERE GIVEN FOR NOT WANTING THE TRAINING THAT WAS OFFERED AT SOME LIBRARIES WERE AS FOLLOWS:

- (1) Some did not have enough staff at this time.
- (2) Some were involved in too many things at that particular time.
- (3) Some were financially unable at this time.

TWO-DAY PLANNING SESSIONS

HOW MANY LIBRARIANS DID YOU ASK TO FILL OUT PRE-PLANNING INFORMATION FORMS BEFORE THE TWO-DAY PLANNING SESSION? HOW MANY DID?

All librarians who were asked to fill out pre-planning information did so. At the time of Spartanburg County Training Session, there was an oversight and no pre-planning chart was sent. However, the project director did community survey research on her own and contacted the librarian by phone and got much of the information from several of the library staff members.

DID YOU DO COMMUNITY SURVEY RESEARCH ON YOUR OWN BEFORE YOU CONDUCTED EACH TWO-DAY PLANNING SESSION? WHICH SITES?

The project director did research on each community before each two-day planning session by contacting state and local ABE personnel and state library personnel for information.

DID YOU HAVE TROUBLE GETTING LIBRARIANS TO SET ASIDE TWO DAYS FOR PLANNING? WHICH SITES? WHY? WHAT WERE THE REASONS GIVEN?

There were difficulties in getting some libraries to set aside two days for planning particularly at Spartanburg and Pickens libraries. The reasons given were as follows:

- (1) Did not have enough staff members to take away from the library to have a meeting.
- (2) Could not see closing a library for two days.
- (3) They did not think trustees and other community persons would be able to take off from their jobs to attend a meeting of this kind.
- (4) Too much involvement to plan a meeting of this kind.

BEFORE EACH TWO-DAY PLANNING MEETING, DID YOU MAKE A REAL EFFORT TO PERSUADE EACH LIBRARIAN TO INCLUDE ALL TRUSTEES AND STAFF MEMBERS IN PLANNING? WHICH SITES?

The project director made a real effort to persuade each librarian to include all trustees and staff members in planning at all sites but when it came to the point of not having a meeting at all, librarians were encouraged to invite trustees at staggered times.

DID THE LIBRARIANS ASK TRUSTEES AND OTHER AGENCIES OR ORGANIZATIONS TO ATTEND THE TWO-DAY PLANNING SESSION? WHICH SITES? DID TRUSTEES AND OTHERS COME? WHICH SITES?

The librarians were urged to ask trustees and other agencies or organizations to attend the two-day planning session at all sites. Representatives from CMP (Comprehensive Manpower Program), EOC (Economic Opportunities Council),



WIN (Work Incentive Program), and Family Planning Clinic were examples of those who attended the two-day planning session. Trustees, ABE teachers, coordinators, directors, and other staff members were also invited.

WAS THERE A DIFFERENCE IN THE PLANNING SESSIONS IF TRUSTEES ATTENDED? LIST.

The project director is not at all positive that having trustees made a great difference but feels strongly that where there were trustees throughout the sessions, the meetings were much more effective.

For example, Chesterfield had trustees throughout the session and this meeting was much more effective than Anderson's session, which had a trustee who was there for no longer than an hour.

DID YOU SPEND TWO DAYS PLANNING AT EACH SITE? WHICH SITES? HOW MUCH TIME DID YOU SPEND AT THE OTHERS?

Two full days of planning were spent at all the counties with an exception of one county, Spartanburg. There were problems on the second day; therefore, we were not able to continue the session. Hopefully a date will be scheduled in the future to complete the session.

WAS TWO DAYS TOO LONG, TOO SHORT, OR JUST THE RIGHT AMOUNT OF TIME TO PLAN AND WRITE OBJECTIVES?

The project director discovered that two full days were not necessary for planning and writing objectives, but that it was still important to have two days with the sessions shortened. It is important to have one day for planning and taking a view of the community and the second day to write objectives.

WAS THEIR PARTICIPATION A CATALYST FOR HELPING LIBRARIANS UNDERSTAND THE NEED FOR EXPANDING PUBLIC LIBRARY SERVICES TO DISADVANTAGED ADULTS? OR VICE VERSA? OR BOTH?

The participation of ABE Coordinators and other agencies have made valuable contributions to the discussions. The fact that most agencies are interested in helping the disadvantaged meant that they were able to coordinate services to better serve the disadvantaged or undereducated.

DID YOU FIND THE TWO-DAY PLANNING SESSION AGENDA USEFUL? HOW? WHAT ABOUT IT DIDN'T YOU FIND USEFUL? QUOTE COMMENTS OTHERS HAVE MADE ABOUT THE AGENDA.

The agenda was very useful in having a meeting of this kind. It listed the steps with very important information. After doing the first real planning session alone, the project director was able to change the agenda to fit the needs of the community. There were times when the project director felt it was necessary to leave some things out to shorten the meeting and there were times when it was necessary to add some questions such as:

- (1) Do you have an active volunteer group in your community?
- (2) What ways do you see that coordination of agencies can help the library better serve the community?



DID YOU FIND IT DIFFICULT TO CONFRONT LIBRARIANS WITH GAPS IN SERVICE IF IT WAS NECESSARY? HOW DID YOU HANDLE THIS PROBLEM? DID YOU FEEL ANY CONFRONTATIONS WERE NECESSARY? WHICH SITES? WAS IT NECESSARY TO "COVER" YOURSELF WITH OTHERS IF A CONFRONTATION WAS NECESSARY? EXPLAIN.

The project director felt that confrontations were necessary in some of the planning sessions. Libraries who needed more convincing were: (1) Spartanburg, (2) Anderson, (3) Horry.

DID YOU OBSERVE ANY OTHER BENEFITS FROM THE TWO-DAY PLANNING SESSION, SUCH AS INCREASED FLOW OF COMMUNICATION BETWEEN LIBRARY STAFF? BETWEEN THE LIBRARY AND THE COMMUNITY? IF SO, AT WHICH SITES?

At Chesterfield, Cherokee, and York counties, the communication among library staff members had already been established before the two-day planning session in each case. An increased flow of communication between the library and the community was established in each library at Chesterfield, Anderson, Horry, and York. The reason for this was that no agency fully understood well before what the others were doing. As a result of this kind of meeting, things were brought out so that each representative from the community understood the extent of involvement of the others in the community.

DO YOU THINK THE PLANS FOR EXPANDED SERVICES WHICH WERE DEVELOPED DURING THE TWO-DAY PLANNING SESSION WOULD HAVE BEEN DEVELOPED ANYWAY, WITHOUT YOUR PRESENCE? WHICH SITES?

Libraries at Cherokee, York, and Horry were planning activities to promote additional services for the disadvantaged in the near future. There is the possibility that these plans would have been developed along the lines decided at the two-day conferences; however, there is evidence that the two-day conferences helped these libraries to see their goals more clearly and to plan more specifically. Other libraries, like Chesterfield and Anderson, had problems such as small staff and short funds that would have delayed them in expanding, but as a result of the two-day planning sessions, these libraries were able to put the most pertinent objectives first.

DID YOU WRITE UP AS OBJECTIVES ACTIVITIES WHICH WERE ALREADY IN THE WORKS? IF SO, WHICH SITES?

Objectives planned at all five sites were not in the works before the two-day planning sessions. The Cherokee County librarian had planned to revamp the bookmobile schedule but had not actually taken any action on it. York County librarians had considered ways of disseminating the kinds of library services which are available to York County residents. The planning session gave ideas to be reinforced immediately rather than to wait for later years. Although plans existed in some places the objectives were not necessarily the same as those agreed upon in the conferences.

WHICH KINDS OF EXPANDED SERVICES WHICH YOU SUGGESTED WERE THE MOST DIFFICULT TO GET LIBRARIANS TO AGREE TO?

Expanded services that caused much controversy were: Using books by mail, opening libraries at night and expanding bookmobile service. The reasons given were: Not sure how "books by mail" would be done, felt that this particular



service will duplicate expansion of bookmobile service, too expensive to get into at this time, lack of staff, energy crisis will prohibit bookmobile expansion. Some librarians felt that there were not enough persons interested in services at night to open libraries. Librarians agreed to explore controversial objectives when they were told by the project director that help by the AAEC staff, ABE library staff, and consultants would be available, if necessary.

DO YOU THINK YOU WERE ASKING TOO LITTLE OR TOO MUCH OF YOUR LOCAL LIBRARIANS DURING THE TWO-DAY PLANNING SESSION? WHICH SITES TOO LITTLE, WHICH TOO MUCH?

There were no libraries that the project director asked too little of during the two-day planning session because they could not take on any more objectives at this time and still fulfill their other obligations. Chesterfield County, perhaps, was asked too much. The library staff is small. Bookmobile service is available only once per week with nine stops. This service is provided in cooperation with the Hartsville Library of Darlington County. The staff members are very enthusiastic and anxious to serve more efficiently the client population. They agreed to undertake objectives, but limited how it would be done.

WHAT WERE THE GENERAL REACTIONS OF THE LIBRARY STAFFS AFTER THE FIRST DAY OF THE PLANNING SESSION? AFTER THE SECOND?

At the end of the first day, all libraries except one were aware of what the expanded service would require of them and were very enthusiastic about services. The second day, librarians were ready to write the objectives and plan activities to be carried out except for Spartanburg County. There were many problems at Spartanburg library on the second day such as: the library was robbed the night of the first day, the staff members were not fully aware of what the expanded services would require, the head librarian was not in a good frame of mind to carry out the conference, and no trustees were present.

DID YOU HAVE TROUBLE WRITING UP THE OBJECTIVES? IF SO, WHY? (a) DURING THE PLANNING SESSION? (b) FINAL DRAFT DONE AT WORK?

Writing objectives for libraries during the first and second planning sessions was very difficult because writing objectives was very new for me and the fact that I had a representative from AAEC made it very easy for me to rely on others for information. When writing the final draft, it was even more difficult because my notes were not clear. It was much easier writing for other planning sessions because I was far more aware of how to write them and was able to write clearly. The final draft done at work was very easy because my first draft was clear to understand.

WERE THE CHOCTAW MODEL OBJECTIVES USEFUL TO YOU? HOW?

Writing objectives was very new to me as I stated in the paragraph above. Therefore, the Choctaw model objective was very useful to me.

HOW COULD THE AAEC HAVE BETTER PREPARED YOU FOR THE TWO-DAY PLANNING SESSIONS?

The AAEC could have better prepared me for the first two-day planning sessions by making the agenda available beforehand. Meetings of this kind require a great amount of preparation on my part. I was not confronted with an agenda until we were on our way to the second planning session which was not enough time for me.



It frightened me so that I did not know how to get started at all.

WAS IT USEFUL OR NOT USEFUL TO HAVE AAEC STAFF HELP YOU CONDUCT THE FIRST TWO PLANNING SESSIONS? IF USEFUL, HOW?

The AAEC was very useful during the first two planning sessions. I knew nothing about planning sessions and to observe such a person with great expertise was very beneficial for future planning sessions.

WHICH OF THE HEAD LIBRARIANS PRESENTED THE OBJECTIVES OR WORK STATEMENT TO THEIR BOARD FOR APPROVAL BEFORE YOU BEGAN TRAINING?

The head librarians in all planning sessions presented the objectives to the board for approval before training began except in Cherokee County. The librarian was very anxious to get started and the fact that he has a very good rapport with his board members enabled him to get started before the objectives were written up in the final draft and approved by the board.

PART III

TRAINING ACTIVITIES

FILL OUT DATA COLLECTION FORMS

See forms in Appendix C

WHAT TRAINING PROBLEMS HAVE YOU HAD IN EACH SITE? HOW HAVE YOU HANDLED THEM?

To this date, there have been no problems with sites after training sessions except for Anderson County. The bookmobile person was fired after objectives were written up. For a long time, training was delayed until they were able to hire another director of the extension department. This was settled by going back and organizing the objectives again with the new bookmobile driver. Hopefully, no more problems in the future.

WHAT TRAINING SUCCESSES HAVE YOU HAD? IN YOUR OPINION, WHAT HAVE YOU DONE THAT WAS ESPECIALLY SUCCESSFUL AND USEFUL? AT WHICH SITE?

Much success has followed training activities at four of the sites according to librarians and ABE coordinators. As I've stated in the paragraph above, Anderson had problems which delayed them from getting started. I feel that they will have great success once they get started because they have a very enthusiastic person on their staff who is head of the extension department, very anxious to get things going.

In Horry County, the head librarian of the extension department was able to go to Pestonburg, Kentucky to gain insight for expanding services for ABE students by using the bookmobile. If it had not been for the ABE Library Project, it would not have been possible.

In Chesterfield County, the library staff members were able to establish a rapport among several agencies. This library is also hosting ABE classes in the library to promote uses of the library. Again, the ABE Library Project provided this by conducting the two-day planning session.



The success of libraries stems from the fact that the project director was able to conduct planning sessions in each county with expertise in selecting materials for disadvantaged or undereducated adults. Offering alternative ways of expanding services and backing up their activities with helpful information have been advantageous to all libraries.

#### PART IV

### EVALUATION OF AAEC SERVICES AND STAFF

#### INTRODUCTION

Please evaluate the following AAEC services to your continuing demonstration and training project.

#### TRAINING WORKSHOP

In May, 1973, all project directors and related staff were invited to attend a four-day training workshop held by AAEC in the Faculty Lounge at Morehead State University.

Please judge the Workshop in the following areas by writing not useful, useful, or valuable after each item:

- (1) Length of Workshop \_\_\_\_\_ Useful \_\_\_\_\_
- (2) Roleplaying \_\_\_\_\_ Useful \_\_\_\_\_
- (3) Viewing of Slide-tape \_\_\_\_\_ Useful \_\_\_\_\_
- (4) Discussion of Slide-tape \_\_\_\_\_ Useful \_\_\_\_\_
- (5) Small group discussions of Training Sequences \_\_\_\_\_ Useful \_\_\_\_\_
- (6) Training Sequences Materials \_\_\_\_\_ Valuable \_\_\_\_\_  
(rough skeletons developed for Workshop)
- (7) Large Group Discussions \_\_\_\_\_ Valuable \_\_\_\_\_
- (8) Large Group Lectures \_\_\_\_\_ Valuable \_\_\_\_\_
- (9) Informal contacts with:
  - A. Project Directors \_\_\_\_\_ Valuable \_\_\_\_\_
  - B. ABE Support Personnel \_\_\_\_\_ Useful \_\_\_\_\_
  - C. Library Support Personnel \_\_\_\_\_ Useful \_\_\_\_\_
  - D. AAEC Staff \_\_\_\_\_ Valuable \_\_\_\_\_
- (10) Other \_\_\_\_\_

The Workshop was designed to lay the groundwork for the training project, providing information on methods, activities, planning and organization, and to train the new demonstration project directors. Please judge the success of the Workshop in these areas, explaining by encircling the word you feel is most appropriate:

<u>Methods of Training</u>	not successful	(somewhat ) (successful)	fairly successful	successful
<u>Activities in Training</u>	not successful	somewhat successful	(fairly ) (successful)	successful
<u>Planning for Training</u>	not successful	somewhat successful	(fairly ) (successful)	successful
<u>Planning for Dissemination</u>	not successful	somewhat successful	(fairly ) (successful)	successful
Training of new* Demonstration Project Directors	not successful	somewhat successful	(fairly ) (successful)	successful

\* Not at all certain but from the comments that I received, the results were very positive .

TRAVEL

A. Please judge your trip to the NAPCAE-AEA Conference by writing not useful, useful, or valuable after each of the following:

- (1) Dissemination of project purpose and activities: Valuable
- (2) Learning about ABE from:
  - a. other project staff Valuable
  - b. conference presentations Useful
  - c. other professions Useful
- (3) Learning about library services for the disadvantaged from:
  - a. other project staff Valuable
  - b. conference presentations Valuable
  - c. other professionals Useful
- (4) AAEC booth activities Valuable
- (5) Personal Growth Valuable
- (6) Informal professional contact Valuable



Do you have any suggestions for improving our agenda or the conference activities in which we participated?

- B. If you have traveled to demonstration sites of other AAEC projects or to other exemplary sites, please explain the benefit of this travel. (Give dates and names.)

PLEASE EXPLAIN HOW AAEC SERVICES WERE HELPFUL OR NOT HELPFUL IN THE FOLLOWING AREAS:

ESTABLISHING OBJECTIVES FOR TRAINING

The objective written by AAEC in the "Proposal for Training," was not clear enough for the project director to follow. The "Description of AAEC Training Institute," which was written at a later date, was far more helpful for South Carolina training.

ESTABLISHING OBJECTIVES FOR CONTINUING DEMONSTRATION

AAEC was very useful in planning objectives for the continuing demonstration. It was much easier planning objectives along with AAEC after having previous experience from the year before.

GAINING COOPERATION OF CENTRAL LIBRARY STAFF IN CONTINUING DEMONSTRATION ACTIVITIES

AAEC efforts were very good in trying to gain cooperation of central library staff in continuing demonstration activities. However, there were ill feelings at the beginning of the project year 1972-73, which prohibited the participation in the project on the part of the library. Since the project year 1973-74, the project director has been successful in getting cooperation from the central library, which agreed to let libraries from other counties get helpful information regarding different services when needed.

GAINING COOPERATION OF STATE LIBRARY PERSONNEL FOR TRAINING ACTIVITIES

AAEC was very helpful in getting the state library personnel to agree to assist the training activities on a very limited basis. However, the support given has had little bearing on the success of the training.

DEVELOPMENT OF STATE TRAINING DESIGN

AAEC was helpful in developing a state training design. Had it not been for AAEC, South Carolina Project would have had to rely on a tentative state training design because it was impossible to have a meeting; however, a meeting was held by AAEC with all representatives from state and local personnel.

TRAINING RECRUITMENTS METHODS AND PROCEDURES

Much information was provided by AAEC on recruitment methods and procedures. The recruitment letter was developed by AAEC and several phone calls were made explaining how recruitment should be done.

TWO-DAY PLANNING SESSIONS

AAEC was more valuable in this area perhaps than in any other area. As I have stated earlier, I knew nothing about planning sessions and to observe AAEC conducting the first two planning sessions was most helpful. Although the agenda arrived late, it was helpful for other planning sessions.

PROVIDING TRAINING MATERIALS

With an exception of the training guides, the materials provided for training have been mailed promptly and provided librarians with helpful information.

PROVIDING TRAINING CONSULTANTS

No training consultants have been to South Carolina at this time. There has not been a felt need at any of the libraries.

ORGANIZATION OF ACTUAL TRAINING

There was not enough time for planning in the organization of actual training. A weak point of the training was AAEC organization.

DATA COLLECTION TECHNIQUES

Some criticism has been made on data collection. Some librarians and participants made comments like,..."The questions do not apply to me; the questions are not clear and I don't like to answer questions of this kind." The project director has tried to alleviate some of the paper work.

PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT AAEC STAFF:

- a. Did the AAEC staff have the information you wanted and needed when you asked for advice?  Yes  No
- b. If they didn't have it, did they get it for you quickly?  Yes  No
- c. Were site visits by AAEC staff helpful to you?  Yes  No
- d. Did the staff spend enough time at the site?  Yes  No
- e. Were contacts with AAEC staff other than site visits helpful to you?  
 Yes  No
- f. Was the AAEC staff easy to work with?  Yes  No

EVALUATION OF THE APPALACHIAN ADULT EDUCATION CENTER (AAEC)

Please state at least three strengths and three weaknesses of the AAEC participation in your project activities:

CONTINUING DEMONSTRATION

STRENGTHS:

- 1. Provided additional material resources for the project.



2. Provided project directors the opportunity to get together during NAPCAE Conference, which helped to find out things to use for centers in the demonstration.
3. Training institute experience provided director with a greater consciousness of problems in own demonstration project.

WEAKNESSES:

1. Should have provided additional money to employ other staff members.
2. Money should have been allotted to visit other demonstration sites by director and staff.
3. Emphasis was so strong on Training Institutes that demonstration project activities did not seem to be as important in terms of AAEC interest.

TRAINING INSTITUTE

STRENGTHS:

1. AAEC was dependable in having a staff member available to assist in the first two planning sessions.
2. AAEC was always available to answer questions if problems should arise.

WEAKNESSES:

1. The agenda for planning sessions should have been prepared before the first planning session.
2. The training guides should have been prepared earlier so that librarians would not feel that we were promising something that we could not fulfill.

MATERIALS

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	FREQUENCY OF USE
Lillies of the Field	Local Bk. Store	Coping Skill	Leisure	3
BHG So-Good Meals	"	" "	Leisure	2
The First Christmas Tree	New Reader's P.	" "	Leisure	1
Are You Running With Me Jesus?	Local Bk. Store	" "	Relating to Others	2
Vitamin E	" " "	" "	Family	1
Shirley Chisholm	Doubleday	" "	Self	2
Junkies	Local	" "	Health	1
New Fabrics-New Clothes & You	Steck=Vaughn	" "	Leisure	1
Arithmetic 3		Basic Skill	Education	1
Enchanting Evil	Local Bk. Store	Copying Skill	Leisure	1
A Duel of Hearts	" " "	" "	"	1
And Then There Were None	" " "	" "	"	2
Soul on Ice	" " "	" "	Relating to Others	1
Get That Job	Award Books	" "	Jobs	1
Akraham Lincoln	Local Book Store	" "	Community	1
Murder Must Wait	" " "	" "	Leisure	1
Yes I Can	" " "	" "	"	1
Deliverance	" " "	" "	"	1
Baseball	" " "	" "	"	1
Dearest Debbie	" " "	" "	Relating to Others	1
"It Only Hurts When I Laugh"	" " "	" "	Leisure	2
Integration is A Bitch	" " "	" "	"	2
Sickle Cell Disease	" " "	" "	Health	3
I Never Promised You A Rose Garden	" " "	" "	Leisure	2
Hey, White Girl	" " "	" "	"B ack Studies	1
Black Like Me	" " "	" "	" "	6
Great Quarterbacks	" " "	" "	Leisure	1
Pistol Pete Maravich	" " "	" "	"	1
A Raisin in the Sun	" " "	" "	"	1
Lessons in Paradise	" " "	" "	"	1
Sex and Racism in America	" " "	" "	Relating to Others	1
High School Equivalency Exam.	" " "	Basic Skills	Education	1
The Boyhood Adventure of Frederick Douglas	New Dimensions	Coping Skill	Community	1
Happy Deathday	Local Bk. Store	" "	Leisure	1
I Am Curious (Bloody)	" " "	" "	"	1
Lady Sings the Blues	" " "	" "	"	2
On the Night of Seventh Moon	" " "	" "	"	1
The Mustee	" " "	" "	"	2
How-to Christmas Book	" " "	" "	"	1
Flip Wilson Close-Up	" " "	" "	"	2
God Bless the Child	" " "	" "	Relating to Others	1
Mind Drugs	" " "	" "	Health	1
Monday Morning Father Room 222	" " "	" "	Leisure	4
The Couple	" " "	" "	Relating to Others	2



MATERIALS CONTINUED\_

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	USE FREQUENCY OF
A Different Drummer	Local Book Store	Coping Skill	Leisure	3
Profiles In Courage	" " "	" "	Community	1
Lassie Come-Home	" " "	" "	Leisure	1
The Rise and Fall of A Proper Negro	" " "	" "	Relating to Others	1
A Landers Talks to Teenagers about Sex	" " "	" "	" " "	2
To Kill a Mockingbird	" " "	" "	" " "	2
Talking to Children about Sex	" " "	" "	Health	1
Rosemary's Baby	" " "	" "	Leisure	1
Fair Tomorrow	" " "	" "	Leisure	1
High of Heart	" " "	" "	"	2
Swift Water	" " "	" "	"	4
And We Are Not Saved	" " "	" "	"	1
Christy	" " "	" "	"	1
Cats	" " "	" "	"	1
I Was a Black Panther	" " "	" "	Relating to Others	2
Sex Anyone?	" " "	" "	Leisure	1
Time of Trial, Time of Hope	Doubleday	" "	Relating to Others	1
Contraception	Local Book Store	" "	Health	1
Astrology & You	" " "	" "	Leisure	1
The Sixth Wife	" " "	" "	"	1
Playboy Party Jokes	" " "	" "	"	1
Martin Luther King: Fighter For Freedom	" " "	" "	Community	3
The Godfather	" " "	" "	Leisure	2
War of the Dons	" " "	" "	"	3
Parent's Guide to Sex Education	" " "	" "	Health	1
Easy Skillet Meals	" " "	" "	Leisure	3
Low Calorie Desserts	" " "	" "	"	2
Favorite Ways with Chicken, Turkey, Duck & Game Birds	" " "	" "	"	1
Recipes for Entertaining	" " "	" "	"	2
Menu Cook Book	" " "	" "	"	4
Black Is	" " "	" "	Relating to Others	3
Helping Yourself with Self Hypnosis	" " "	" "	Self	5
A Halo for the Devil	" " "	" "	Leisure	2
Love is the Enemy	" " "	" "	"	3
Stolen Halo	" " "	" "	"	1
Sweet Adventure	" " "	" "	"	1
TV's Top Comedians	" " "	" "	"	3
White House Enemies	" " "	" "	Community	2
Matched Pearls	" " "	" "	Leisure	1
Silver Wings	" " "	" "	"	1
Sunrise	" " "	" "	"	1
White Orchids	" " "	" "	"	2
Ghosts and More Ghosts	" " "	" "	"	1
The Ghost in My Life	" " "	" "	"	1
Satchmo	" " "	" "	"	2
How to Live with A Neurotic Husband	" " "	" "	Family	3
Another Country	" " "	" "	Relating to Others	2

MATERIALS CONTINUED-

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	FREQUENC OF USE
Death for a Playmate	Local Book Store	Coping Skill	Leisure	2
The Golden Book of America	" " "	" "	Community	5
The Watergate File	" " "	" "	"	7
What You Can Do About Drugs and Your Child	" " "	" "	Health	7
I'm O'K- You're O'K	" " "	" "	Relating to Others	9
The Mystery of the Green Ghost	" " "	" "	Leisure	2
Bible Stories: God at Work with Man	" " "	" "	Relating to Others	9
The Ten Commandments for Children	" " "	" "	Relating to Others	9
The Moonstone Castle Mystery	" " "	" "	Leisure	2
A Certain Crossroad	" " "	" "	"	3
The Trial Conflict	" " "	" "	"	1
Getting Started in Ceramics	" " "	" "	"	2
Curious George Goes to the Hospital "	" " "	" "	"	3
Couple Therapy	" " "	" "	Family	5
Garage Sale Shopper	" " "	" "	Consumer Economics	9
Meet Martin Luther King, Jr.	" " "	" "	Community	7
Meet Abraham Lincoln	" " "	" "	"	4
Meet George Washington	" " "	" "	"	4
Gifts You Can Make	" " "	" "	Leisure	7
Cookies and Candies Cook Book	" " "	" "	"	9
Dessert Cook Book	" " "	" "	"	3
The Story of the Thirteen Colonies	" " "	" "	Community	5
Sounder	" " "	" "	Relating to Others	2
Meet Thomas Jefferson	" " "	" "	Community	7
To Sir with Love	" " "	" "	"	5
Mary McLeod-Girl Devoted to her People	" " "	" "	Relating to Others	6
Baseball players Do Amazing Things	" " "	" "	Leisure	3
Martin Luther King: The Peaceful Warrior	" " "	" "	Relating to Others	5
The Color of Man	" " "	" "	Relating to Others	5
The Bears on Hemlock Mountain	" " "	" "	Leisure	1
Meet Christopher Columbus	" " "	" "	Community	7
Meet the Men Who Sailed the Seas	" " "	" "	Community	5
George Washington	" " "	" "	Relating to Others	7
Benjamin Franklin	" " "	" "	"	3
Eleanor Roosevelt	" " "	" "	"	7
John F. Kennedy	" " "	" "	"	7
The Story of Franklin D. Roosevelt	" " "	" "	"	5
36 Children	" " "	" "	Community	9
Afro Hairstyles	" " "	" "	Health	2
We Were There with Lincoln in the White house	" " "	" "	Community	3
Woodrow Wilson- Boy President	" " "	" "	"	2
Motown	" " "	" "	Leisure	5
Meet Andrew Jackson	" " "	" "	Community	2
Shaft (Has a Ball)	" " "	" "	Leisure	3



MATERIALS CONTINUED-

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	FREQUENCY OF USE
Violence and Your Child	Local Book Store	Coping Skill	Leisure	3
Sandford and Son	" " "	" "	Relating to Others	4
The Black Expatriates	" " "	" "	Relating to Others	2
Eleanor: The Years Alone	" " "	" "	Self	3
Heart Attack- You Don't Have to Die	" " "	" "	Health	3
The Pursuit of Loneliness	" " "	" "	Self	4
Cleopatra Jones	" " "	" "	Leisure	2
The Throwaway Children	" " "	" "	Relating to Others	5
Super Fly	" " "	" "	Leisure	2
The Watergate Hearings	" " "	" "	Community	7
Hope and Help for Your Nerves	" " "	" "	Health	6
Letters to the Happy Hooker	" " "	" "	Leisure	5
Semi- Tough	" " "	" "	"	2
The Making of a Psychiatrist	" " "	" "	Relating to Others	5
Future Shock	" " "	" "	"	4
Open Marriage	" " "	" "	Family	7
Why Am I Afraid to Love?	" " "	" "	Self	3
Gentlemen of Leisure	" " "	" "	Leisure	3
Johnny We Hardly Knew You	" " "	" "	Community	2
The Golden Book of the Civil War	" " "	" "	"	1
The Human Body (What It Is and How It Works)	" " "	" "	Health	3
The World's Great Religions	" " "	" "	Relating to Others	4
Rosevean	" " "	" "	Leisure	1
Walking Tall	" " "	" "	"	2
The Wonderful Story of How You Were Born	" " "	" "	Family	3
The Impeachment of Richard Nixon	" " "	" "	Community	3
The Kiss of Paris	" " "	" "	Leisure	1
The Half Sisters	" " "	" "	Relating to Others	1
Black Heroes in World History	" " "	" "	"	5
Watergate: The View From the Left	" " "	" "	Community	2
I Love the Person You Were Meant to Be	" " "	" "	Relating to Others	3
How to Raise a Human Being	" " "	" "	Family	2
Paper Moon	" " "	" "	Relating to Others	2
To Reach A Dream	" " "	" "	Relating to Others	3
Help for Your Headache	" " "	" "	Health	4
Concentration	" " "	" "	Leisure	2
A Doctor Speaks on Sexual Expression in Marriage	" " "	" "	Family	7
Watergate	" " "	" "	Community	3
In Search of Nixon	" " "	" "	Community	1
Poor Richard's Watergate	" " "	" "	"	2
The Watergate Rollies	" " "	" "	"	3
What Nixon Is Doing to Us	" " "	" "	"	2
Everything You Want to Know About Diets to Help Asthma & Bronchitis	" " "	" "	Health	10
Everything You Want to Know About Abortion	" " "	" "	Health	5

MATERIALS CONTINUED-

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	FREQUENCY OF USE
Captains and the Kings	Local Book Store	Coping Skill	Community	1
Help Yourself Improve Your Reading	" " "	Basic Skill	Education	1
The Need to Be Loved	" " "	Coping Skill	Relating to Others	1
Zula Woman	" " "	" "	" " "	1
The Six Wives of Henry VIII	" " "	" "	Leisure	1
1001 Questions & Answers to Your Skin Problems	" " "	" "	HEALTH	3
Streamlined Decorative Sewing	" " "	" "	Leisure	1
Write Your Own Letters	" " "	Basic Skill	Education	2
Young and Female	" " "	Coping Skill	Leisure	1
Teen Love, Teen Marriage	" " "	" "	Relating to Others	2
The Destroyer	" " "	" "	Leisure	1
The Ghost Next Door	" " "	" "	Leisure	1
Storybook Dictionary	" " "	Basic Skill	Education	1
Pimp: The Story of My Life	" " "	Coping Skill	Relating to Others	1
S.C. Driver's Handbook	" " "	" "	Transportation	19
I Hate My Parents	" " "	" "	Family	2
Three for the Chair	" " "	" "	Leisure	3
Uncle Tom's Cabin	" " "	" "	Relating to Others	4
Letters to A Black Boy	" " "	" "	" " "	3
African Beginnings	" " "	" "	" " "	7
Harlem Summer	" " "	" "	" " "	2
Up From Slavery	" " "	" "	" " "	3
Freaky Friday	" " "	" "	Leisure	1
Squanto: Friend of the Pilgrims	M.S.U. Johnson Camden Library	" "	Relating to Others	2
The Lord is My Shepherd: Stories From the Bible	" "	" "	" " "	7
She Wanted to Read: the Story of Mary McLeod Bethune	" "	" "	" " "	5
Nigger	" "	" "	" " "	4
Politics: A First Book	" "	" "	Community	3
Durango Street	" "	" "	Leisure	2
Young and Female	Local Book Store	" "	Relating to Others	1
We Were There at Pearl Harbor	" " "	" "	Community	1
Meet Robert E. Lee	" " "	" "	"	1
Beyond Racism	" " "	" "	Relating to Others	4
Eat Yourself Slim	" " "	" "	Health	1
Dark Star	" " "	" "	Leisure	1
Symphony in the Sky	" " "	" "	Leisure	1
The Lonely Road	" " "	" "	Leisure	1
September's Girl	" " "	" "	Leisure	1
The Parent Trap	" " "	" "	Relating to Others	3
Two Faces of Nurse Roberts	" " "	" "	Leisure	3
A Candle in Her Heart	" " "	" "	Leisure	2
Everything You Want to Know About	" " "	Basic	Health	3
Low Fat Diet	" " "	Basic	Health	
With Banners	" " "	Coping Skill	Leisure	1
Forsaking All Others	" " "	" "	Leisure	2
Strawberry Girl	" " "	" "	Leisure	1
Kim	" " "	" "	Leisure	1



MATERIALS CONTINUED-

MATERIAL ENTRY	SOURCE	TYPE	CATEGORY	FREQUENCY OF USE
Lighted Windows	Local Book Store	Coping Skill	Leisure	1
The River is Down	" " "	" "	"	1
Give Me One Summer	" " "	" "	"	1
Everything You Want to Know About Allergy	" " "	Basic	Health	5
Directory of Free Gifts	" " "	Coping Skill	Consumer Economics	3
Meet John F. Kennedy	" " "	" "	Community	7
Parents on Trial	" " "	" "	Family	2
Black Boy	" " "	" "	Relating to Others	4
Uncle Tom's Children	" " "	" "	Family	9
Golf, Swimming, Tennis	" " "	" "	Leisure	1
There Was Once A Slave	" " "	" "	Relating to Others	1
The Scarlet Letter	" " "	" "	" " "	1
Robert's Rules of Order	" " "	" "	" " "	1
Civilization in Europe	" " "	" "	Community	1
The Secretary's Handbook	" " "	Basic	Education	1
The New Testament	" " "	Coping Skill	Relating to Others	7
Legal Rights of Married Women	" " "	" "	Advocacy	5
Grow Rich With Peace of Mind	" " "	" "	"	2
Wealth	" " "	" "	Consumer Economics	3
Not Quite Ready to Retire	" " "	" "	Jobs	3
How to Stay Out of Court	" " "	" "	Community	4
Key to Yourself	" " "	" "	Self	4
Get That Job	" " "	" "	Job	11
All About Words	" " "	Basic	Education	2
Everyone's 1974 Income Tax Guide	" " "	Coping Skill		7
How to Write Successful Business Letters	" " "	Basic	Education	1
When Joy Came	" " "	Coping Skill	Relating to Others	5
How and Where to Get Scholarships and Loans				

Date	Individual Attendance	Classes	RCPL Lib. Cards	Books Issued	Books Returned	Pamphlets Given	Requests, Comments, Etc.
Nov. 1, 1973	4			2			
Nov. 5, 1973	14		2	16	3		
Nov. 6, 1973	6			3			
Nov. 8, 1973	4			9			
Nov. 12, '73	7			2	9		
Nov. 13, '73	21	(Mr. Hardy) 1		17	2		
Nov. 15, '73	4			0	1		Drag Racing
Nov. 19, '73	8			4	6		Physical Fitness - Short Sto
Nov. 20, '73	3			1	1		
Nov. 26, '73	60	Huddleston 2 Leverette		0	2		Mr. Sauer - Hypnotist
Nov. 27, '73	17			5	7		
Nov. 29, '73	6			1	2	4	Family Living
Dec. 3, '73	7			4	2	7	Drugs
Dec. 4, '73	19	Sociology 1 Haltiwanger		8	2		Class Did Research
Dec. 6, '73	5			2	9		
Dec. 10, '73	6			3	1		
Dec. 11, '73	13			5	10	10	Gave Away Holiday Baskets
Dec. 17, '73	11			0	13	3	Audiovisual Room Locked And Nance forget key, couldn't ge
Dec. 18, '73	6			1	4	28	Gave Away Holiday Baskets
Jan. 7, '74	4			1			Speaker On Energy Crisis - 55 miles per hour, etc.



STATISTICS FOR COLUMBIA HIGH SCHOOL

te	Individual Attendance	Classes	RCPL Lib. Cards	Books Issued	Books Returned	Pamphlets Given	Requests, Comments, Etc.
.17,1973	29	1 Geography	2	11			Needs Books About Geography
.18,1973	5						
.20,1973	30	Vocabulary 2 Basic I & II	8	26			Needs Books On How To Do Book Reports
.24,1973	25	(Mrs.Block) 1 English	1	28	1		
.25,1973	10			2	6		
27,1973	8			2	1		
1,1973	7			2	1		
2,1973	2		1	1	1		
4,1973	4				1		Information On Veteran Benefits
8,1973	6			2	3		
9,1973	51			11	3		Program - Tape By Herb True On "Love"
11,1973	4			3	1		
15,1973	9			1	4		
16,1973	8			1	1		Witchcraft and Leukemia
18,1973	6			2		Whole Info. File on Sewing to Mrs. Perry	Mrs. Perry Wants More Sewing Book and Materials
22,1973	6	(Mrs.Black) 1 to RCPL		3	2		Nancy Drew Mysteries
23,1973	5			2			Scarlet Letter, House of Gables
25,1973	9			10	7		
29,1973	11			4	4		
30,1973	36	Mrs.Huddleston 2 Miss Findlayson		24			

Date	Individual Attendance	Classes	RCPL Lib. Cards	Books Issued	Books Returned	Pamphlets Given	Requests, Comments, Etc.
Jan. 8, '73	15	1 Findlayson		15	6	1 Sewing 2 Drugs	Need Pamphlets On Babies For Client Who Is Expecting
Jan. 10, '73	4			5	3		
Jan. 14, '73	18	1 Huddleston		6	1		Hot Rot Speaker, Heating And Air Conditioning. Military Teaching -GED
Jan. 15, '73	4		1	1	1	3 (Army)	