

**National  
Commission  
on Libraries**

**and  
Information  
Science**

September 16 and 17, 1976  
Washington, D.C.

1717 K STREET, N.W.  
SUITE 601  
WASHINGTON, DC 20036

Commissioners Present: Becker; Casey; Cuadra; Goland; Leith;  
Lerner; Moore; Renick; Velde; Welsh  
(for Boorstin); Wu; Younger; and  
Burkhardt, Presiding

Guests Present : Former Commissioners Andrew A. Aines  
and Catherine Scott

Staff Present : Trezza; Price; Tighe; Thompson; and  
Cranwell

September 16

The meeting was called to order at 9:00 a.m. by Chairman Burkhardt.

Approval of Minutes

On motion moved by Mr. Goland, VOTED, That the minutes of the May Commission meeting be accepted as submitted. In discussion which followed, the Commission unanimously agreed that the minutes of the Commission meetings would specifically reflect all formal actions taken.

Review of Orientation Session

The orientation session held for all Commissioners was considered successful and very useful. The on-line presentation by Dr. Cuadra, the tour of the MARC Office and Processing Department at the Library of Congress, and the presentation by the Office of Libraries and Learning Resources provided invaluable information.

Mr. Casey recommended, and the Commission was in agreement, that Dr. Burkhardt's presentation describing in detail the establishment of the National Commission is invaluable and should be recorded for posterity and historical purposes.

Commission Appointments

The President and the Senate confirmed Dr. Burkhardt's appointment as Chairman of the Commission until 1981.

The President has announced his intention to nominate two persons to succeed Col. Aines and Miss Scott, whose terms expired in July. The Senate has not yet confirmed the appointments.

The Commission extended to Miss Scott and Col. Aines their grateful appreciation for their unique contributions to the work of the Commission and expressed their regret at the conclusion of their terms.

#### Commission Committees

Mr. Trezza informed the members that the current Commission Committees are: American Indians; Copyright; Public Information; White House Conference; Private Sector; and the National Program Document Implementation.

#### ACTION

Each Commission Chairman was asked to develop a brief statement outlining his/her Committee's responsibility for discussion at the November Commission meeting.

According to Dr. Burkhardt the Committees fall within three categories: (1) Standing Committees. Dealing with continuing areas of work, i.e., the Public Information Committee; (2) Planning Committees. Dealing with important projects, i.e., White House Conference Committee; and (3) Supervisory Committees. I.e., committees to "oversee" various activities being conducted, i.e., contracts and studies.

It is the policy of the Commission that each Commissioner will serve on at least one Committee and one Task Force, and that appointments should be made regardless of the level of expertise in the particular areas of activity. A staff member will also serve on each. Dr. Burkhardt will review the current list of members on each Committee and Task Force to make the necessary revisions. New assignments will be made by the November meeting.

It was the consensus of the Commission that each meeting agenda should include reports from each Committee Chairman.

On motion moved by Mr. Becker, seconded by Dr. Cuadra, VOTED, That the following procedure would take affect immediately: "There will be a more systematic and formal approach to responsibilities and assignments to task forces and committees. This approach will be developed in collaboration with the Committee Chairman and will indicate responsibilities and appointments."

#### National Program Document Presentation

Mr. Becker presented the slides on the National Program to the Commissioners for their reaction and specific suggestions for changes, additions, deletions, etc. Specific recommendations were:

- (1) Change present title "Users and Their Need for Information" to "Present and Potential Needs for Information." (Mrs. Younger and Dr. Cuadra)

- (2) Add a slide showing the impact of economic change of libraries. Mrs. Younger stated, "Libraries are suffering drastically economically."
- (3) Under "Current Problems" add:
- Standards (Leith)
  - Information Illiteracy (Price)
  - Relationship between Private and Public (Scott)

Mr. Becker stated, "We need to devise formulas that can be expressed in terms of how we go about identifying and finding these deficient areas and what type of funding will be required to correct the imbalances that exist. Perhaps we should establish a task force of librarians to think this through. We need to identify the portions of legislation that are compatible, support them as they come up--such as the LSCA--and identify areas where new legislation is indeed required."

In the area of "Serving the Unserved" it was Mr. Becker's opinion that the Committee on American Indians could be helpful in pursuing this objective.

It was the opinion of the Commission that the slide presentation be expanded, redesigned and, perhaps, audiovisual. It was further suggested that two versions of the presentation would be helpful; a short script for public presentation, and a 20-25 minute presentation for professional audiences. Mr. Lerner offered his assistance in updating and resetting the slides.

#### NCLIS Matrix

ACTION A "Catalog of Activities Related to the NCLIS National Program Objectives-- A Discussion Paper" (Matrix) prepared by Ruth Tighe, in collaboration with Joseph Becker, Chairman of the National Program Implementation Committee, was distributed to each Commissioner. Each Commissioner was urged to review the document and submit his/her comments to the staff before the November Commission meeting.

#### NCLIS Meeting Dates

Information Document #31 outlines suggested NCLIS meeting dates to the end of 1977. The proposed dates are: November 18-19, 1976, in Los Angeles, California; February 17-18, 1977, in Miami, Florida; May 12-13, 1977, in Washington, D.C.; September 22-23, 1977, in Washington, D.C.; and November 17-18, 1977, in Los Angeles, California. There was discussion of a possible change in the February meeting; however a consensus of the members on Friday determined that the proposed meeting date remain firm.

### Commission/Staff Relationships

Dr. Burkhardt, Mrs. Moore and Mr. Goland met with Mr. Trezza during lunch and discussed some of the difficulties that had developed in operational relationships between the staff and the Commissioners. In an effort to better meet the expectations of the Commissioners, Mr. Trezza offered the following clarifying statement: "I will make every effort as Executive Director to involve the Commissioners in all major decisions and not to take precipitous action. I ask that each Commissioner alert me to omissions on my part in this area. Handling of decisions will be much more precise and approval of projects will be made clearer. What we hope to do is to devise more formal procedures for staff activity."

Dr. Cuadra stated, "It is evident that the Commission has not defined its procedures very clearly." The possibility of the staff producing "by-laws" outlining Commission/staff policy and procedures was suggested. The staff will produce such a document for consideration by the Commissioners at a future meeting.

STAFF  
ACTION

### Progress Reports

--Library of Congress Study - The study of the Library of Congress' role in the national network was originally scheduled to be completed by the end of fiscal year 1976. The study examines the present bibliographic services provided by the Library of Congress and will result in recommendations on changes necessary to enhance the utilization in a national context. Commissioners Becker and Cuadra serve on the Advisory Committee.

--National Periodicals System Task Force - This project, to develop a strategy for access to periodicals, is scheduled for completion by the end of the current calendar year. The Task Force will be responsible for developing a plan for providing convenient access to periodicals at the local as well as regional and national level. The Task Force is scheduled to meet next on October 19, 1976, at the Statler Hilton Hotel in Washington, D.C. Commissioners serving on this Task Force are Messrs. Becker and Cuadra.

Activities during the first six months have included the specification of goals and objectives for a National Periodicals System, services and products, criteria for choosing the best approach, and alternative structures of the system.

Dr. Cuadra suggested that the Task Force consider the problem of "United States vs. Foreign Sources."

--National Inventory of Library Needs - This study, now in its final stages, has identified "indicators of need" in such "resource input and output categories" as number of books held, acquisitions, budgets, operating expenditures and hours of service for school, public and academic libraries based on standards developed in the professions. The study will provide numerical data on the size of the "unserved" population. Mrs. Moore and Mr. Casey serve as Advisory Committee members.

--Impact of Federal Funding on Public Libraries - This study, nearing completion, will provide information on the effectiveness of one funding strategy, i.e., LSCA, for the development of strategies for funding the provision of service. Commissioners Casey and Lerner serve on this Advisory Committee which will meet next on November 1 at the Statler Hilton Hotel in Washington, D.C.

--Committee for the Coordination of National Bibliographic Control - This Committee (previously called the Advisory Group on National Bibliographic Control) is jointly funded by the National Science Foundation, the Council on Library Resources; and the NCLIS. Two working groups have been established, one to deal with name authority files, and the second with standardization of citations within the abstracting and indexing community. A report from the Committee was distributed as Information Document #27. Dr. Burkhardt serves on the Advisory Board to this Committee for NCLIS; Dr. Fred Cole for CLR; and Dr. Lee Burchinal for NSF.

--Photocopy Study - This study has just begun and is scheduled for completion in May 1977. The contract was awarded to King Research, Inc., of Maryland. Purpose of the study will be to: (1) collect data on the nature and extent of photocopying done for library patrons under the auspices of library staff (for the purpose of providing the statistical information necessary for a more rational analysis of the copyright question); and (2) provide data on the kind of photocopying being done for interlibrary loan. The Photocopy Study Advisory Committee will meet next on October 22, 1976, at the American Chemical Society in Washington, D.C. Mr. Becker and Mr. Goland are members of the Advisory Committee.

Mr. Goland urged that we proceed very carefully in the designing of a "royalty payment mechanism." Mr. Price replied that this concern has been carefully stated in the contract.

--Private Sector Committee - Col. Aines, former Chairman of the Committee, reported on the efforts of the Committee. The Task Force was established to implement Objective #6 of the National Program Document, "Encourage the private sector to become an active partner in the development of the National Program," and to specifically study "Fee vs. Free Service." Col. Aines reported that he has been actively tracing developments and accumulating information in this area. He suggested that the newly-established Science Office in the White House might have some effect on the direction of this study. Col. Aines further stated that this matter was also brought into discussion at the meeting of the Domestic Council and the deliberations contained in the forthcoming report could have valuable information. "There has to be some new set of guidelines that will make it possible for co-existence of capital investments. Networking creates fear on the part of the publisher, and we have to seriously consider that problem," stated Col. Aines. He indicated that even though his term with the Commission has expired, he would continue with this assignment. Other Commissioners serving on the Committee are Messrs. Burkhardt, Becker and Cuadra.

Mr. Trezza stated that when the Commission formally approves moving ahead with this project, the approximate cost will be \$25,000 - \$30,000. In an effort to obtain this approval, Dr. Burkhardt felt that a paper outlining specifics to be accomplished would be helpful to the Commissioners. Mr. Trezza agreed to produce such a paper, working closely with Col. Aines.

ACTION

Col. Aines Farewell to the Commission

Col. Aines presented a "farewell speech" to the Commissioners and staff. In his talk, he presented his ideas for accomplishing the goals of the NCLIS. He said: (1) that since NCLIS is, in effect, in competition with other commissions, particularly those also dealing with aspects of information, there is a need for NCLIS to define its "piece of pie" more clearly; (2) that because there is an "anti-bureaucracy" mood in the air, the Commission should make every effort to select demonstrably valid projects that people care about and are concerned about and that provide clear gain; the Commission should attempt to be in the forefront in identifying problems and their solution, and not follow on behind providing attenuated solutions to areas that are no longer critical; (3) the Commission should become more aware of developments in the telecommunications area by establishing contact with the Federal Communications Commission (FCC) and Office of Telecommunications Policy (OTP). There is opportunity for significant contribution from NCLIS as spokesman for libraries in this area; (4) that NCLIS should pay more attention than it has to date to other groups by mounting an entrepreneurial activity in encouraging the use of radio and television generated information sources, for example; (5) NCLIS should divorce itself more from its own specific communities; it must think and work in terms of its identity

and responsibilities as a Commission; we should go back and carefully re-read the Public Law which created the Commission; (6) the community looks to the Commission for intellectual leadership; this should be provided through its program and projects; the Commission must inform itself on what is happening in terms of, for example, information technology, in Federal, national and international circles, in networking, etc. It could then provide intellectual leadership by issuing, for instance, a report on the information scene as it is developing in the world.

The Commissioners gave him a round of applause at the conclusion of his speech.

### September 17

The meeting was called to order at 8:30 a.m. by Chairman Burkhardt.

### Task force on Computer-to-Computer Protocols

The establishment of a Task Force on Computer-to-Computer Protocols to develop a high-level protocol for computer-to-computer data interchange and to identify existing related standards that should be adopted for library and information science applications was discussed. It is projected that such a study could be completed by September 1977.

On motion moved by Mr. Casey, and seconded by Mr. Goland, VOTED, That a Task Force on Computer-to-Computer Protocol be formed. The NCLIS and the National Bureau of Standards will tackle the problem of developing a high-level protocol for computer-to-computer data interchange directed primarily at library and information science networking applications. The project cost is \$70,700. The record shows that Mrs. Younger abstained from the vote.

Mr. Becker will serve on the Task Force and Ms. Tighe was designated primary liaison.

### Management Institute for State Library Directors

Mr. Trezza explained that as a result of many meetings between the staffs of the Office of Libraries and Learning Resources, USOE, and himself, a management institute for state library directors was proposed. In presenting the need for such an institute, Mr. Trezza explained, "You will recall in 1970-71, as a facet of the LSCA, the USOE undertook responsibility of working with state agencies to develop their five-year plan with annual updates. To do so, a training session was conducted to teach state library agencies planning and evaluation. It was a fine program. It was started, but USOE let it die. Now, over 60 percent of the state agencies have changed directorship. So, it was my feeling that we must again assert this leadership through USOE with the help of NCLIS. The Office of Libraries and Learning Resources thought this was a good idea. However, they have since found that they cannot commit any money."

After further discussion, on motion moved by Mrs. Leith, and seconded by Mr. Goland, VOTED, That NCLIS award a contract of \$49,795 to the University of Pittsburgh's Graduate School of Library and Information Sciences to conduct a management institute for state library directors and other key state library personnel. The record shows that Mr. Lerner voted "No" and Mrs. Younger abstained.

Commissioners to serve on this project are Mrs. Leith and Mrs. Moore.

#### National Bibliographic Data Base for Nonbook Media

Ms. Tighe described the proposed study which would be performed in conjunction with the Association for Educational Communications and Technology (AECT). The charter of the project would be to develop functional specifications for an integrated data base of machine-readable records for nonbook media.

On motion moved by Mrs. Wu, and seconded by Mrs. Leith, VOTED, That the Association for Educational Communications and Technology--under sponsorship of the National Commission--undertake a project to develop goals, guidelines and functional specifications for a national bibliographic data base for nonbook media. AECT will contribute \$10,000 and NCLIS' cost is not to exceed \$16,000. The study should be completed by summer of 1977. For the record, Messrs. Lerner and Velde and Mrs. Younger voted "No." Commissioners serving on the Task Force are Mr. Becker and Mrs. Wu.

#### Establishment of Executive Committee

Dr. Burkhardt announced that an Executive Committee has been established consisting of himself as Chairman, Mrs. Moore and Mr. Goland. The main purpose of the Committee is to be a "time saver" on behalf of the Executive Director in obtaining approval for projects, studies, major decisions, etc., requiring immediate concurrence. All actions will be reported to the Commission as a whole. A formalized statement will be prepared by the staff, for Dr. Burkhardt's approval, to be distributed to each Commissioner.

The Executive Committee was an outgrowth of a decision reached by the Commission in Executive Session. As reported earlier, the Executive Committee met with Mr. Trezza.

#### School Libraries

On motion moved by Mrs. Wu, and seconded by Mr. Velde, VOTED, That a task force be established to consider the role of school library/media centers in a national network of library and information services.

Total project cost not to exceed \$30,000 and to be completed in a year. Commissioners Leith and Wu were appointed to serve on the task force. Nominations of outside persons to serve on the advisory committee should be sent to the staff office. Mr. Trezza stated that NCLIS will work closely with the U.S. Office of Education and the American Library Association on this project.

### International Relations

Dr. Burkhardt and Mr. Trezza both stressed the importance of the Commission's involvement in the area of international relations. There needs to be a move toward the realization of freely flowing information and dynamic sharing of intellectual resources. The basis for a study in this area is a paper produced by Dr. Foster Mohrhardt entitled, "International Library and Information Service Developments as they Relate to the NCLIS." This paper describes the relationship and involvement of the U.S. national program with the international library and information service developments and projects the problems in effecting a compatibility between U.S. national library planning and developments and the international scene. Attention is given to changes needed in present programs, new programs required, types of standards desirable, new qualifications for personnel and anticipated problems in developing this relationship.

Mr. Trezza reported that he plans to meet with Dr. Mohrhardt to prepare an outline of the necessary next steps which would be submitted to the Commission for approval.

### Monographic Resources

Mr. Trezza presented the idea of a task force on monographic resources. As soon as enough informational data can be assembled, it will be presented to the Commission for their decision.

### Library of Congress Authority File

Mr. Trezza presented a proposal received from Mrs. Henriette Avram of the Library of Congress entitled, "The Role of Authority Files in a National Bibliographic Network." He requested the Commission to consider partial funding (approximately \$5,000) for the first phase of the project, which is to develop the methodology by which the tasks are to be carried out. The task would take approximately three months to complete.

On motion moved by Mr. Velde, and seconded, VOTED, That a project be undertaken in collaboration with the Library of Congress to define the role of authority files in the emerging national bibliographic network.

### Public Relations Conference

Mr. Trezza stated that he and Mr. Lerner have discussed the possibility of holding and conducting a special conference composed of library magazine, newspaper, consumer magazine and other media persons/editors to discuss the problem of public information programs through the library press. It is hoped that such a conference would "increase the public's understanding of library services," as stated in our National Program Document. Mrs. Leith suggested Ms. Betty Rice of New York as an excellent person to consult with on this type of conference. Participants would have to pay their own travel costs.

ACTION On motion moved by Mr. Velde, and seconded, VOTED, That the Commission plan a public relations conference. The purpose of this conference would be to call media people and library public information specialists together to discuss the problems of library public information programs and public articulation of NCLIS goals and programs. The library press will be involved in the conference as participants and resource people.

The Commission agreed to use the balance of the transitional quarter money (\$21,000) to fund the Library of Congress Authority File Study and/or the Public Relations Conference, as indicated above.

### Research Proposals for Review

Mr. Trezza described a research proposal received from Dr. Susan Crawford, American Medical Association, entitled "An Investigation into Potential Role Functions for Library and Information Science Personnel." The objective of the proposal is to explore in depth: (1) the generation of information; (2) processing and packaging of information for dissemination; (3) storage and retrieval of information; and (4) the uses of information. The proposal will be sent to several Commissioners for their evaluation.

A research proposal was received from Mr. Dan Joldersma, Librarian, University of Michigan entitled "An Analysis of and Strategies for Improving the Utilization of Demographic Information in the Long-Range Planning of National, Regional, State and Local Libraries and Information Centers." The proposal will be sent to several Commissioners for their evaluation.

### Office Mail Procedures

Mr. Trezza announced that there is a "centralized" mail-opening procedure in effect at the staff office. Commissioners desiring their mail to an individual not be opened should mark it "personal."

Conference on National Information Policy Issues

Col. Aines reported that he felt that the Conference on National Information Policy Issues sponsored by NCLIS was well handled and quite successful. The report for which this conference provided input is now in the hands of the President and is 216 pages long. Hopefully, the report will be released by the President and copies distributed to each individual involved in the work of the report and in the conference.

Annual Report

An outline of the Annual Report was distributed for review and comments by each Commissioner. A first draft of the Annual Report, being written by Mr. Price, will be sent to each Commissioner--with Messrs. Burkhardt, Becker, Casey and Cuadra having major responsibility for review. Mr. Lerner volunteered, again, to set the type for the report.

American Indians Committee

Mrs. Moore reported that the American Indians Committee held a breakfast meeting that morning. After a lengthy conversation, it was suggested by Dr. Burkhardt that a task force of knowledgeable people be formed to focus on: (1) specific on-site visits; (2) the results of this task force as a vehicle for and impact on the White House Conference; (3) reconsideration of NCLIS' appropriate participation and role in this area; (4) determining concrete educational projects which the American Indians want and need; and (5) determining from the Indians just how important libraries are to them.

On motion moved by Mrs. Wu, and seconded by Mrs. Moore, VOTED, That a Task Force be formed to study the library and information needs of the American Indians.

Reminder Items

Schedule visit, tour and meeting at the Bell Laboratories (suggested by Mr. Casey).

Efforts on the part of all Commissioners in seeking participation on Governors Conference agenda. (Casey)

Each agenda to include reports from all Committee Chairmen and scheduled discussions on substantive issues. (Welsh)

Next Meeting

November 18-19, 1976, in Beverly Hills, California, at the Beverly Wilshire Hotel.