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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

February 13, 1945

NO. 11

MEMO TO: Mr. Wm. A. Barrett, Property & Warehousing Officer
Mr. M. E. Bernhill, Supply Officer
Mr. H. W. Palmer, Procurement Officer
Mr. J. E. Connolly, Finance Officer

SUBJECT: Receipt and Issue of Text, Library and Reference
Books

The cost of all books have hitherto been charged to
Deferred Expenditure Account, No. 43.

Hereafter however, in accordance with the revised Fi-
nance Handbook, all text and supplementary books used in class
instruction shall be charged to Account 40-4120, and all li-
brary and reference books shall be charged to Account 40-4130.

This change necessitates a modification of the procedure
for receiving and issuing books which shall hereafter be as
follows:

1. Receipt of Books by Property & Warehousing Unit

All books shall be received by the Property Con-
trol and Warehousing Unit. Receipt shall be evidenced
by Tally-In Form, QMC No. 489, prepared in duplicate.
The original thereof shall be routed to the Property
Control office for comparison with the purchase order.
The duplicate copy of the Tally-In shall be filed chro-
nologically.

2. Preparation of Receiving Report

On the basis of the Tally-In and the related pur-
chase document, Receiving Report, Form O&M-680 shall be
prepared and distributed as prescribed in Project Memo-
randum No. 75. Receiving Reports for books of all kinds
shall be coded thereon for charge to Account 19.

3. Entry on Property Records

A record of all books received shall be made by
transcribing information from the Receiving Report to
the Stores Record Card, Form WRA-105 and to Minor Equip-
ment Record, Form WRA-346. Only the total number of
items received in each shipment and the total value
thereof shall be shown.

February 13, 1945

4. Requisition by School Librarian

On receipt of a copy of Form OIM-680, the School Librarian shall prepare and submit Requisition for Materials and Supplies, Form WRA-7 as prescribed in Project Memorandum No. 75. All titles of books included on the Receiving Report shall be listed and the total number of items and total value thereof shall be shown at the bottom of Form WRA-7 in the place provided and shall be the same as shown on the Receiving Report. One requisition only shall thereby be made for each shipment of books received.

5. Issue of Material Delivery Ticket, Form WRA-96

On receipt of Form WRA-7, approved by the Supply Officer, Material Delivery Ticket, Form WRA-96, shall be prepared and distributed by the Property and Warehousing Officer as prescribed in Project Memorandum No. 75. All text and supplementary books used in class instruction shall be coded on Form WRA-96 to Expenditure Account 40-4120 and all library and reference books shall be coded to Expenditure Account 40-4130.

6. Posting to Record Cards

All issuances of books and charges therefor to activities shall be evidenced on the Stores Record Card, Form WRA-105 and the Minor Equipment Record, Form WRA-346 by posting thereto totals only from the Material Delivery Ticket, Form WRA-96.

Maurice Lipian
Maurice Lipian
Assistant Project Director

cc: Dr. Fowell, Asst. Project Director
Dr. Harris, Director of Education
Mrs. Manning, Librarian

COLORADO RIVER RELOCATION CENTER
Local Council Unit I
Poston, Arizona

February 15, 1945

MEMO TO: Dr. Arthur L. Harris

On February 14, 1945 Ethel Manning, Project Librarian and artists presented themselves to the Local Council Unit I with the offer of an exhibit of Poston water-colors display at 32 Mess Hall and at the same time to offer them for sale. The suggestion was as follows:

Small pictures --- 3.00
2.00 to the artists
1.00 to the scholarship fund

Medium pictures --- 5.00
3.00 to the artists
2.00 to the fund

Large pictures --- 7.50
5.00 to the artists
2.50 to the fund

As suggested above a beneficial sum goes to the College Bound Club of Unit I. The Council unanimously voted for this suggestion without securing your suggestion prior to voting. Dr. John W. Powell, Chief of Community Management Division sent a favorable suggestion of this effort to the Council. I hope this will not interfere with your policy and at the same time the policy of the College Bound Club as well. As you well understand the Council is interested to obtain a statement of financial transaction and results under the responsible persons.

Will you please see that this fund will be in the College Bound fund and that we will receive a written statement from you or the College Bound Club. Also I would like to suggest that the College Bound Club will assist in this exhibit and sale at Mess Hall 32.

If there is any opinion or suggestion you have in mind contrary to the above, will you please let me hear from you as soon as possible. Otherwise I shall assume that this offer is agreeable with you.

Thank you for your cooperation.

M. J. Suzuki
M. J. Suzuki, Acting Chairman
Local Council Unit I

✓ cc: Dr. John W. Powell

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INTER-LIBRARY COUNCIL MEETING

32-9-CD

October 13, 1944

Those Present:	Mrs. Laura R. Merrill	Director of libraries #32
	Mrs. Toyo Kawakami	Public library librarian #16
	Miss Chiyo Suzuki	Elementary school librarian #41
	Miss Haruko Hagiwara	" " " "
	Miss Yae Tsunura	Assistant librarian #32
	Miss Joanne Nagata	" " "

Those absent:	Mr. Asano	Japanese library librarian #31
	Miss Teru Kanba	Resident librarian

The meeting was called to order at 3:30 p. m. by Mrs. Laura Merrill. The following officers were appointed by the Director of Libraries:

Mrs. Merrill	President
Mrs. Kawakami	Vice-President
Miss Teru Kanba	Executive Secretary
Miss Joanne Nagata	Assistant Secretary

A request was made for duplicate "Readers Digests", "The Times", and "The Newsweek" magazines. These duplicates are needed to make a complete year of the respective magazines. The high school library is binding "Newsweek" and "Times" in groups by the month and "Readers Digest" by every three months.

A discussion was held to charge out books for two weeks instead of the one week charge as is being done under the present library system. However, to keep the latest and current books and those books most demanded under the one week plan. A suggestion was made by Mrs. Merrill to adopt a system by which the students can work off overdues instead of paying the fee of 1¢ per day overdue. The extension period of charging the books out will be definitely decided upon at the next meeting.

Mrs. Merrill recommended "The Horn Book" and "The Wilson Library Bulletin" magazines for use by the elementary school librarians. These magazines are particularly helpful for information about children's books. She also presented a list of children's books to the two elementary school librarians.

Mrs. Merrill suggested that all the librarians give out a book marker with each book charged out. She displayed several colorful, interesting book markers used in the high school library. These were shown as an example for making them.

A copy of the Simplified Dewey Decimal System was given to each librarians. These are to aid them in the arrangement of their books in their respective libraries.

A discussion was held on the books awarded the "Newberry Medal" and the "Caldecott Award" which is given for the best illustrations in children's books. Mrs. Merrill gave a brief history of the origin of these two awards and mentioned the names of some of the winners and the name of the books or the illustrations which merited them.

A request was made that each of the librarians bring a list of the currently

most popular books in their respective libraries to the next meeting.

Mrs. Merrill read the invitation extended to all the librarians of the Center to attend the Utah Education Association Conference to be held in Salt Lake City on November 2nd to 4th, 1944.

Mrs. Hawakami, Librarian at the Public Library, brought out the fact that the library is still having to contend with the trouble of overcrowded conditions, particularly in the evenings. Also books and magazines are being taken out without first being charged out. Many of the latest books and current magazines are lost in this way. She hopes that some system can be worked out to eliminate these disturbing factors.

The time and the date for the next meeting was set for 4:00 p. m. on November 10, 1944 at the high school library.

With no further business to discuss, the meeting was adjourned at 4:25 p. m.

Respectfully submitted,

Joanne Nagata
Joanne Nagata
Assistant Secretary

TEACHERS' LIBRARY BULLETIN

October 4, 1943

A brief explanation of the library system of Poston--school and public libraries, branch libraries and special research and departmental collections--will perhaps enable teachers and students to make the best use of all the library materials available on the Project.

The Poston Library system is modelled on the California county library plan. A Central Library receives all books bought with Project money--inventories them, stamps, numbers and shellacs them, catalogs them and sends them out to their respective libraries. A complete set of catalog cards is sent with each library book.

Each school library under the direction of the principal distributes its own textbooks, places the library books on the shelves, files the catalog cards in the school library catalog and circulates its own library and professional books.

Administration of each school library is the responsibility of the principal and the librarian of that school. The principal selects, orders and allocates the textbooks and in consultation with the school librarian, decides upon the hours the library shall be open and makes such other rules and regulations as may be necessary.

Administration of the Central Library and general supervision of the entire library system is the responsibility of the Head Librarian. The duties of the Central Library are to consolidate requests for library purchases; administer the library budget; maintain an accurate record of all books on the project; process and catalog all books before distribution; train the librarians; prepare monthly and annual statistical library reports and to assist all libraries whenever requested to do so.

Books

The book collection in each school consists of (a) textbooks, (b) library and reference books (c) professional books.

(a) Textbooks All textbooks are selected and ordered by the school administration. The Central Library has nothing to do with their selection or with ordering them. When they arrive they are inventoried and processed in the Central Library and are sent to each school library for distribution. Last year textbooks were allocated to the three camps by department heads, usually on a 2-1-1 basis. This year each school will receive the books ordered by its principal.

The forms and the procedures now in use in all three camps for checking textbooks to classrooms were worked out last year by the Central Library and librarian of Camp II School Library. They are based on those in general use in California schools.

So far these forms have been mimeographed by the Central Library and distributed to the three camps. From now on, in order to decentralize the library system, each school will mimeograph its own forms, borrowing the stencil from the Central Library for that purpose.

Library Books

Whenever possible, library books are bought in sets of four; two are placed in the Camp I school library, one in each of the other camps. When only one copy of a library book is bought it goes into a circulating library. One half of these are sent to Camp I school library the others are divided between Camps II and III. The permanent collection in each school is stamped with the number of the camp-- i.e. Poston Public Schools--Camp I: books in the circulating collection are stamped simply --Poston Public Schools. Books in the circulating collection will be transferred from one camp to another from time to time.

Professional Books

Last year, because teacher training classes were held every Saturday morning in Camp II, and because Camp I had no adequate building available even for a school library, all professional books were kept in the Central Library and were checked out to teachers on Saturday mornings. This year, it is hoped each camp will have a separate, centrally located building for a teacher's library. Where there are three or more copies of the same book one has been placed in each camp. If there are more than three, they have been allocated on a 2-1-1 basis. When there are two copies, one has been placed in Camp I the other circulates between Camps II and III. At one of the last Principals meeting in May it was decided that single copies of professional books should be kept in the Central Library and should be circulated to the three camps. These books may be obtained either directly from the Central Library or through the school library. A special professional library catalog--author, title and subject--is being prepared for each camp. Each such catalog will list the books in the circulating collection as well as each camp's permanent professional library.

The Central Library

Several valuable weeks were lost last year in the attempt to find a building in Camp I for a Central Library before Camp II's offer of a barrack in the school block was accepted. The Central Library not only processes and catalogs the books for all schools but it maintains a staff of librarians to assist the school and public libraries with technical library matters. The head Librarian is also available for information concerning the library system and to advise individual libraries when requested to do so.

Poston Library News

During the school year the Central Library issues a mimeographed library paper every two months. This contains library news and statistics, lists of new books added to public, school and Project Libraries and suggestions to librarians and teachers for the better use of library materials.

Union Catalog

Each library has been equipped by the Central Library with a catalog of the books in its own library. So far, because there is only one typewriter in the Central Library, only author and title cards have been made. With the new books sent out this school year, however, subject as well as author and title cards are made for each book and as soon as possible subject cards will be added for books sent out last year.

An additional set of cards is made for each book and filed in a union catalog at the Central Library. This catalog, like the one in the State Library in Sacramento, includes cards for all Project-owned books in Poston. It may be consulted at any time to avoid unnecessary duplication of purchases throughout the three camps.

The Library Budget

The annual library budget for Poston is five thousand dollars. This must be stretched to cover library books and magazines, supplies and special equipment for the school libraries and--since no Project funds were made available for public libraries--some supplies and equipment for them also. Suggestions from teachers for reference materials to be bought for the libraries are welcome. They should be sent to the Central Library through the library coordinator for Core Studies in each camp--Miss Backus in Camp I; Mrs. Courage in Camp II. These suggestions will be consolidated and added to the library purchase request, and then submitted to the Director of Education and the principals by the Head Librarian. With the opening of the adobe libraries it is hoped the school libraries system will be of real service to the schools.

librarian

REPORT ON POLICY CONCERNING BOOKS

On Monday, January 3rd, 1944, at Mr. Main's request, a meeting of the Library Committee was held in his office. The purpose of this meeting was to consider the decision of the committee made during the first quarter of the scholastic year, 1943-1944, asking for the retention of all basic and supplementary texts in all core class and in certain special subject class rooms until further notice. The decision then was not to allow such books to be checked out overnight to students.

After due consideration, at the meeting of January 3rd, the library committee wishes to announce to the faculty a change in policy which will grant permission to check out books overnight. The committee, however, feels it necessary to ask serious consideration of the following points:

1. The supply of books in each class room is limited, at the maximum, to a number, theoretically equalling the largest class meeting in any one room. This means that from two to three core classes must be served by the same sets of books and, in at least three rooms, two teachers each are involved. If the change of policy is to be successful, there must be the closest cooperation between teachers who are "room-mates" to avoid any classes being deprived of the use of the books during class time. All teachers will find it necessary to plan carefully to prevent their second or their class group from being deprived of the use of the books during class time.
2. The rightful demands of the students to have access to the books outside of class time must be satisfied, if the school, as an organization, is to serve the community in greatest measure.
3. The need for fixing the responsibility, both for the care of the books while out of the school room, and for the return of the books promptly to ensure use during class time, is imperative and must be met, both for the sake of the students and for that of the teachers.

Therefore, the following regulations are made:

1. Students shall be granted the privilege of checking out books for over-night study.
2. Teachers shall exercise care in seeing to it that the members of one class do not check out all copies of any one set of books, if a class meeting subsequently in the same room has an assignment from the same set of books.
3. Teachers, in so far as possible, shall use sets or single copies of supplementary texts to make out the sets of basic texts which are confessedly unequal to the total number of students enrolled in any one room, thus getting the most good from the supplementary texts in the class rooms and also encouraging the formation of the multiple text habit among the students.
4. Teachers shall emphasize the necessity for the rule that, in general, books should not be checked out until the end of the school day and the even more important necessity that all books be returned to the class-room from which they were taken by not later than 8:10 A.M. the following morning.

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Education

5. Teachers shall withdraw the privilege of checking out books from those students who disregard point No. 4 above.
6. Teachers shall use the forms issued by the library early in the year 1943-1944, and assign each student in each class to one specific copy of a book and require him to check out only that copy. This will help to fix the responsibility for the care of individual copies of books. It will also necessitate cooperation between and among students, to avoid one student's taking an unfair share in the use of one book.
7. Teachers shall impress upon the students the fact that, upon the presence of any one book on the class-room shelves, at the end of the year, depends his assurance of the issuance of his grades at the end of the year. This responsibility must be met, in order to ensure the care of government property and respect for it by both students and teachers.

In connection with teacher responsibility in regard to the books, two things should be said. First, it seems well to quote three paragraphs from the W.R.A. statement, issued by Mr. Head and dated January 3, 1944, concerning responsibility for government property and directed to all teachers and appointed personnel. These paragraphs follow:

1. Directly, you are monetarily responsible for property in your custody or under your supervision. Conservation and proper utilization of Government property should, therefore, be one of your primary objectives
2. Disregard for this purpose any previous distinction between expendable and non-expendable property, for it is all accountable in one way or another. Government property in your custody must be accounted for irrespective of its kind, quality, value or dimensions. You should always be prepared to (1) produce the item, (2) a receipt therefor, or (3) some other document to prove its legal disposition.
3. In the absence of the above, the Board of Survey may determine financial responsibility, particularly where negligence or abuse is evident. Salary deductions can be made in such cases.

In addition to this clear statement of the situation, Dr. Harris has informed the committee that, where there is "undue loss of property (books)," the teacher showing such loss is liable to dismissal.

Secondly, in protection of the Class-room teacher, locks have already been ordered and promised for the windows of the rooms and a list of door-locks for which duplicate keys are needed, in order that all teachers may have keys so that class-room doors may be locked at all times when they are not actually in use, has been prepared and filed. These measures should ensure the teachers' willingness to assume the responsibility imposed by the W.R.A. and help them to realize the seriousness of the problem.

Finally, in order to start the new policy with a clean slate, so to speak, the committee asks that it be announced to the students that the proposed policy becomes effective only after all books in all class-rooms, now missing, be returned at once, without penalty to the student returning such books; or, if books are definitely lost or seriously damaged, the monetary value of the loss or damage

be assessed at the high school office and the fine paid by the student or students responsible. It is strongly recommended that all such losses be made up on or before January 26, 1944, so that the new policy may become effective not later than the beginning of the second semester, Monday, January 31, 1944.

It is decided that copies of this report be placed in the hands of all teachers and, further, that the above seven recommendations, plus the final recommendation concerning when and how this policy shall become effective be read by the Core Class Teachers to their respective groups, so that all students may be cognizant of regulations concerning this policy.

Respectfully submitted:

The Library Committee

Miss Backus, Library Coordinator
Miss Hinson, Core Supervisor
Mr. Main, Principal

POSTON III LIBRARY STAFF

Head Librarian

Fumi Shiota -- Keep office files, catalog books, order supplies and books, correspondence, bookkeeping, inventories and daily reports, censor Japanese literature, attend meetings, help find informations requested by readers. Membership and pay desk. Part supervision of school libraries and specialized libraries.

Assistant Librarians

Anna Yamada -- Membership, pay desk, typing and cataloging, daily report of books issued out, filing of overdue notices and fine reports. Act in place of Head Librarian during her absence. Answer requests made by readers and help find information. Attend inter-library staff meetings. Help out clerks.

Atsuko Aoki -- Performs same duties as first assistant librarian, but works on different shift.

Library Clerks

Tokiko Hirashima-- Work in shifts. Processing newly acquired books, checking in and out books, repairing books and
Totomi Mano magazines, shelving books, reading shelves, search
Satsuki Uyeno overdues, and send out overdue notices. Record attendance and number of books checked out. Keep order in library. Collect fines and overdues. Special decorations. General custodian of books.

Part-time Worker

Shizuko Mano -- Three hours of work each school day and five hours of work on Saturdays. Printing signs, preparing visual materials, relieving clerks during heavy hours, send out notices for reserve books and overdue books and shelving books and magazines turned in.

Special Notes on Personnel:

Akiko Kobayashi--Library clerk since end of August, was transferred over to the school library since Oct. 8, 1942.

Satsuki Uyeno:-- Library clerk, replaced Akiko Kobayashi. Started work on October 12, 1942.

Shizuko Mano ---- Started part-time work in the library on Oct. 13.

(over)

Tom Tajiri -- Volunteer worker. Printing cards and notices and binding books. He is also planning to do work for the other libraries in Units I and II.

Janitor ---- The library is planning to get one regular janitor.

Representation in Central Library: The library is planning to get a representative worker to work at the Central Library, upon the suggestion of Miss Manning, Advisor to librarians.

POSTON III LIBRARY

HISTORY

1942

The Poston Three Library was organized on August 13th, one week after induction into this camp, under the supervision of Dr. John Powell, with a staff of five girls: one head librarian, two assistants and two clerks. Later, another girl was added on the staff as a clerk. It was organized as a unit in the Rec. Dept, but was soon changed over to Community Activities.

The first six weeks were spent in getting a hall, books and materials to start our project. Means and fund were limited; nevertheless, the six members of the staff have been responsible for the acquisition of books from far-reaching sources.

After six weeks, a total of about 1,750 books and 667 magazines were brought together in Recreation Hall, Block 325, and on September 28th, the Poston Three Library opened its doors to the public. An Open House was held on this day with an attendance of about 300 people, including various administrative personnels.

The purpose of this library is for recreational reading, and it is also intended as a study hall for students.

Many obsolete books and outworn books are necessarily included on our shelves because the larger part of the books are discarded books from public libraries. Consequently, the binding department has become an essential unit of this library. A small number of Japanese religious books are also included on our shelves.

The average daily attendance is 294 people and a total attendance of 13,163 people have been recorded between September 28 and November 27th.

The total number of books issued between Sept. 28 and Nov. 27 was 5,722.

AGENDA

A card catalog of all books, magazines and other printed materials in the library is being compiled. Bibliographical aids are also being made. These are later to be incorporated into a master catalog in collaboration with Units I and II.

Our aim is to extend our services to the reading public in general without limitations. We hope to obtain more up to date books and source materials for the students and adult readers.

We plan to participate in the forthcoming Children's Bazaar being sponsored by the Block Managers of Camp III.

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