

CLINTON-ESSEX COUNTY LIBRARY SERVICE SYSTEM
NEWSLETTER

Vol. 3, No. 10

Librarians and Trustees from twelve member libraries attended the Librarians' Meeting held at the Headquarters on October 11. At this meeting, Mrs. Frederick B. Tuttle of the Centralized purchasing and processing section, spoke on the ordering and processing procedures of the System. She traced the steps necessary from the time an order is received at the Headquarters until the book is mailed to the ordering library, catalogued, processed, and ready for immediate circulation. Mrs. Tuttle stressed the importance of filling out the order blanks provided by the System as completely as possible, since much valuable time is lost in verifying titles when insufficient information is given. She suggested that when it is not possible to give complete information, a note to that effect be put on the order blank.

Mrs. Tuttle also emphasized the fact that most orders are sent out the day they are received at the central office. The exception to this is when insufficient information makes it necessary to spend much time completing the order blanks.

Also at this meeting, Miss Walter announced the appointment of a program committee who will be responsible for the planning of programs beginning with the February meeting. Members of this committee are: Mrs. R. E. Mason, Willsboro, Mrs. Keeton Lobdell, Wadhams, Mrs. Homer Labare, Chazy, and Mrs. Paul Vogan, Mooers.

The next meeting will be held on Wednesday, December 12. The speaker will be a representative of the Plattsburgh Social Security Office. Other details of the program will be announced in the December Newsletter.

Mrs. Everett Manwell, Senior Librarian in charge of centralized purchasing and processing, represented the System at the New York Library Association Conference held at the Hotel New Yorker October 18th to 20th. Also present for County Library Day were Mr. Richard W. Lawrence, Jr., President of the Board of Trustees, and Mr. W. Hustace Hubbard, who was chairman of the original planning committee for the System.

Miss Walter and Miss Ingalls attended the Conference as representatives of the Plattsburgh Public Library.

The Board of Trustees has asked us to announce that a System Trustee or Staff member will be happy to meet with the Board and staff of any member library, at any time, to discuss problems and to explain more fully the relationship of the System to its members, and the many services it offers. Please send requests and dates of meetings to Miss Walter at the Headquarters.

Mooers: The Mooers Free Library conducted its annual membership drive during October.