

Marlowe → file AA plan - Library

MEETING OF THE PROFESSIONAL STAFF, Library, Room 2124, November 21, 1972

1. Library Committee Meetings. The School of Agriculture and Life Science and the School of Forest Resources Library Committees meet with Library Staff at 1:15 Tuesday for the last of the meetings.
2. University Library Committee Meeting. The University Library Committee Meeting is at 4:00 Tuesday.
3. Ed Walker Gets Promotion. As of December 1, Mr. Walker will become Stack Supervisor in the Circulation Department. His duties will be solely with Circulation after that date. Mrs. Ann Buffaloe will be the new chief mail clerk.
4. Savings Bonds. A memo in a recent Blue Bulletin announced opportunities to purchase Savings Bonds in Payroll Savings form. Any person interested should contact the payroll office and complete a card form which authorizes the periodic payroll deduction desired by the employee.
5. Faculty Publications. Please report to Dr. Littleton's office any publications during the year 1972. A publication card should be filled out and will sent to the Administrative Dean for Research by the Director's Office.
6. Revised Administrative Manual. Dr. Littleton has a proposed outline for a revised Administrative Manual which follows the organization of the library. The Assistant Directors will circulate the outlines in their own Divisions. Policy and Procedure Memos will no longer be separated as in the old Administrative Manual. As policies, procedures and duties change, we will be able to revise by substituting whole or partial sections (which will be self-contained and separately numbered).
7. Courses in Library Science Open to Practicing Librarians.
 - a. Seminar in Academic Library Administration. LS310A. Spring semester, Dr. Holley, prof. Wednesdays, 7:00-9:30 p.m. 206 Manning Hall. Five practicing librarians will be admitted. (Can take through the Evening College). If any professional librarian is interested, please see Dr. Littleton immediately so he can make his nomination.
 - b. Advanced Cataloging on Monday nights to be taught by Doralyn Hickey.
 - c. Seminar LS262. 2:00-4:30 p.m. The seminar is to be taught by Dr. Orne.
8. Equal Employment. A memo from HEW has been sent to Dr. Littleton by the Vice Chancellor and Provost. Each School and Division must come up with a plan for equal employment for minorities and women. The Vice Chancellor and Provost has been appointed Equal Employment Officer on the campus to cover both EPA and SPA personnel. An Affirmative Action Planning Committee for the Library was appointed by Dr. Littleton: Cy King, Suzi Rose, Bonnie Baker, and Doretha Blalock.
9. No Smoking Areas. No smoking is allowed now in the stacks and in the Reserve Reading Room. No Smoking signs will also be posted in the Documents Reference Area.

10. The Focus. An issue of The Focus will probably come out before Christmas, Mr. Pollard (editor) announced. If anyone has anything which should go into The Focus, please see Mr. Pollard.
11. United Fund. The University provided 94% of its goal and the Library was short \$100 of its goal.
12. "Space" Exhibit in Documents. Miss Poole invited those interested to look at the exhibit. Regular displays will be exhibited in the Documents area on the second floor. Recently there was a display on Documents Organization. Other displays will be announced as they appear.
13. Progress in the West Wing. Mr. Keener explained that the contractors have moved out of the West Wing. The Physical Plant is going to do the painting and carpeting. There is a hold-up at the present time on adequate lighting which may delay the move. The Facilities Planning and Physical Plant are both working on plans for ceilings and lighting. Until funds become available to make these changes, there are no plans to move into the building.

Nell Waltner
Secretary

NW:jec

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

THE D. H. HILL LIBRARY
Box 5007 ZIP 27607

9 March 1973

MEMORANDUM

TO: Dr. Harry C. Kelly, Provost and Vice-Chancellor
FROM: I. T. Littleton *ITL*

Enclosed is the Affirmative Action Plan for the D. H. Hill Library.

The plan was drafted by an Affirmative Action Plan Committee composed of Mr. Cyrus B. King, Chairman, Mrs. Bonnie Baker, Mrs. Doretha Blalock, and Mrs. Suzi Rose. The plan has been discussed with the department heads in the Library and appropriate suggestions and revisions incorporated. The procedures for implementation of the goals and policies will be further communicated to the staff.

ITL:yh

AFFIRMATIVE ACTION PLAN
FOR
THE D. H. HILL LIBRARY
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

March 9, 1973

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I. THE HISTORICAL RECORD

Minority Groups

In the late 1950's and early 1960's the D. H. Hill Library began to employ blacks for the first time. Although the first steps could only be described as tentative, they were significant because they resulted not from outside pressure, but from the Library administration's belief that blacks should be hired. The first black student assistant was employed around 1960. Mr. Edward Walker was the first full-time black hired by the Library. He was hired as a Clerk I and became the Library's first Mail Clerk in 1962, but he has been upgraded several times and now holds the position of Stack Supervisor which is classified Library Assistant II, the highest SPA level in the Library. Mrs. Doretha Blalock joined the staff in 1964 as a Typist II. She was the first black to be hired by the Library above the clerk classification and was possibly the first black to hold a clerical position on campus. Mrs. Blalock was later promoted to Library Assistant II. A third black, Mrs. Verna L. Lee, accepted a full-time Typist II position with the Library in September 1965. A listing of other blacks who have served in para-professional and clerical positions is shown in Appendix A. Although the list is not long, it does indicate an early and lasting commitment to increasing the black presence on the Library staff.

The only black professional librarian to serve on the staff was Mr. William V. Frazier, a Reference Librarian from July of 1970 until December of 1971. He left to accept a position as Head of Reference in the Wake County system at a substantial increase in salary.

Student assistants are vital to the operation of an academic library. They perform a variety of tasks such as shelving books, typing orders and filing catalog cards. Since the early 1960's sixteen black students have served as student assistants.

In 1969 the Library participated in the New Careers Program and had six trainees, all black women, working in the library for various periods of time. Unfortunately, the project was not a success in that none of the trainees completed the program. But the Library staff made a sincere effort to give the participants good training and to furnish them with a congenial working environment.

Women

Traditionally the library profession has attracted a greater number of women than men. Only in the last twenty to twenty-five years have a large number of men chosen librarianship as a career. In 1962 there were three male professionals on the staff of the D. H. Hill Library. At present there are 9 males and 15 female professional librarians with academic status. Of the nine male professionals, all but one are department heads or assistant directors. Eight of the fifteen female professionals are department heads. Thus, even though a higher percentage of the male professionals hold administrative positions, the numbers of male and female professionals occupying administrative positions remain almost equal.

At the clerical and para-professional levels, most of the positions have been filled by women, and only rarely by men. Men have not been consciously excluded from the recruiting process, but salaries at the SPA level have not attracted a large number of qualified men who usually have the major responsibility for supporting families.

II. THE SITUATION NOW

Minority Groups

At the para-professional and clerical levels there are presently 11 1/2 blacks out of a total of 73 full-time equivalent SPA employees.

The following table gives the breakdown by position classification:

	<u>Caucasian Male</u>	<u>Caucasian Female</u>	<u>Black Male</u>	<u>Black Female</u>	<u>Other Male</u>	<u>Other Female</u>	<u>TOTAL</u>
Clerk I	0	0	1	0	0	0	1
Typist I	0	2	0	2	0	1 (Indian)	5
Intermediate Clerk	1	2	0	0	0	0	3
Mail Clerk	0	0	0	1	0	0	1
Steno II	0	0	0	1	0	0	1
Typist II	0	4	0	0	0	0	4
Library Asst. I	1	15 1/2	0	3 1/2	1 (Syrian)	0	21
Typist III	0	3	0	0	0	0	3
Clerk III	0	1	0	0	0	0	1
Library Asst. II	0	29	1	2	0	0	32
Clerk IV	0	1	0	0	0	0	1
TOTAL	2	57 1/2	2	9 1/2	1	1	73

This indicates that the Library has been successful in employing blacks at the SPA level. Of the FTE employees, 11 1/2, or 16%, are blacks. An Employment Security Commission report of January 22, 1973 shows a total work force in Wake County of 118,170. 22,660, or 19% of this total, are black. This indicates that the library is only 3% below the 19%.

A breakdown by division and department showing the location of minority employees follows:

<u>NUMBER OF SPA POSITIONS BY LOCATION</u>	<u>NUMBER OF BLACKS IN SPA POSITIONS</u>	<u>NUMBER OF BLACKS WHO HAVE BEEN IN THOSE POSITIONS IN PAST</u>
<u>ADMINISTRATIVE OFFICES</u>		
3 Full time	0	0
<u>DIVISION OF GENERAL SERVICES</u>		
Circulation		
13 Full time; 5 part time	5 Full time; 0 PT	12 (5 Full time; 7 Student Asst.)
Photocopy		
4 Full time	0	1
Reserve		
1 Full time; 5 Part time	1 Part time; 0 FT	0
Mail Room		
2 Full time	2	1 Full time
<u>DIVISION OF REFERENCE SERVICES</u>		
Reference		
2 Full time	0	0
Documents		
3 Full time	0	1 Student Asst.
Interlibrary Center		
2 Full time	0	0
Technical Information Center		
1 Full time	0	0
<u>DIVISION OF COLLECTION DEVELOPMENT AND ORGANIZATION</u>		
1 Full time	1	0
Acquisitions		
11 Full time; 2 Part time	2 Full time	8 (3 Full time; 5 Student Asst.)
Cataloging		
8 Full time	2 Full time	1 Student Asst.
Marking		
2 Full time	0	0
Serials		
6 Full time	0	3 (1 Full time; 2 Student Asst.)
Periodical Service Center		
4 Full time	0	0
Design		
1 Full time; 2 Part time	0	0
Textiles		
1 Full time	0	0
Forest Resources		
2 Full time	0	0

At the academic level there are no blacks on the staff at this time.

Women

A breakdown by department, position, and sex is given in the following table:

<u>POSITION</u>	<u>SEX</u>
<u>ADMINISTRATION</u>	
1 Director (EPA)	Male
1 Systems Librarian (EPA)	Male
2 Typist III (SPA)	Female
1 Library Assistant II (SPA)	Female
<u>DIVISION OF GENERAL SERVICES</u>	
1 Assistant Director (EPA)	Male
1 General Service Librarian (EPA)	Female
<u>Circulation</u>	
2 Library Assistant II (SPA)	1 Male
	1 Female
9 Library Assistant I (SPA)	1 Male
	3 Female
5 Part-time Library Assistant I (SPA)	Female
2 Part-time Intermediate Clerk (SPA)	Male
<u>Photocopy</u>	
1 Typist III (SPA)	Female
1 Typist II (SPA)	Female
1 Intermediate Clerk (SPA)	Female
1 Clerk I (SPA)	Female
<u>Mail Room</u>	
1 Mail Clerk (SPA)	Female
1 Clerk I (SPA)	Male
<u>Reserve Room</u>	
1 Library Assistant II (SPA)	Female
5 Library Assistant I (Part-time) (SPA)	Female
<u>DIVISION OF REFERENCE SERVICE</u>	
1 Assistant Director (EPA)	Male
<u>Reference</u>	
1 Department Head (EPA)	Male

POSITIONSEX

2 Reference Librarians (EPA)	Female
1 Reference Librarian (EPA)	Male
1 Library Assistant II (SPA)	Female
1 Typist I (SPA)	Female

Documents

1 Department Head (EPA)	Female
1 Librarian (EPA)	Female
1 Library Assistant II (SPA)	Female
2 Library Assistant I (SPA)	1 Male 1 Female

Interlibrary Center

1 Department Head (EPA)	Female
2 Library Assistant II (SPA)	Female

Technical Information Center

1 Department Head (EPA)	Male
1 Library Assistant II (SPA)	Female

DIVISION OF COLLECTION DEVELOPMENT AND ORGANIZATION

1 Assistant Director (EPA)	Male
1 Steno II (SPA)	Female

Acquisitions

1 Department Head (EPA)	Female
7 Library Assistants II (SPA)	Female
2 Part-time Library Assistant II (SPA)	Female
1 Clerk III (SPA)	Female
1 Typist II (SPA)	Female
2 Typist I (SPA)	Female

Chief Bibliographer

1 (EPA)	Female
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Marking

1 Library Assistant II (SPA)	Female
1 Library Assistant I (SPA)	Female

Cataloging

1 Department Head (EPA)	Female
4 Catalogers (EPA)	Female
5 Library Assistant II (SPA)	Female
3 Typist I (SPA)	Female

POSITIONSEXSerials

1 Department Head (EPA)	Female
4 Library Assistants II (SPA)	Female
2 Library Assistants I (SPA)	Female

Periodical Service Center

1 Clerk IV (SPA)	Female
1 Library Assistant II (SPA)	Female
2 Library Assistant I (SPA)	Female

Design

1 Department Head (EPA)	Female
1 Library Assistant II (SPA)	Female
2 Part-time Library Assistant II (SPA)	Female

Textiles

1 Department Head (EPA)	Male
1 Library Assistant II (SPA)	Female

Forest Resources Library

1 Library Assistant II (SPA)	Female
1 Typist II (SPA)	Female

III. AVAILABILITY OF MINORITY GROUPS AND WOMEN FOR LIBRARY POSITIONS

A considerable amount of research has been done to determine the availability of women and members of minority groups for library positions at both para-professional and professional levels.

Non-Academic PositionsMinority Groups

Non-academic library personnel are generally recruited from among the work force of Wake County, including graduates of local colleges and wives of faculty members and students. A letter from the Employment Security Commission dated January 22, 1973 (attached as Appendix D) provides information on the number of blacks and other minority groups in the Wake County work force. The 22,660 blacks in the Wake County work force as of January 22, 1973 represents 19% of the total work force. There is an ample supply of blacks in the area with qualifications

needed for SPA positions which require generally high school graduation, or in some cases, one or more years of college.

Women

Likewise, there is an ample supply of women in the Wake County work force (49,150 out of 118,170) for SPA positions. The Library has no problems in recruiting women for non-academic positions.

Academic Positions

Minority Groups

The difficulties in finding and recruiting members of minority groups for professional library positions center around the shortage of black and other minority group library school graduates, not only in North Carolina but nationally. One writer concludes that minorities represent only a "Trickle" of library school graduates. As a result, there is a severe national shortage of minority librarians. The two key reasons for this shortage are as follows: "First, comparatively few minority group students are enrolled in colleges and universities; second, highly motivated blacks and Latin Americans head first for law, medicine, college teaching, or business--rather than to a profession which has status problems of its own. "(quoted from "Minority L.S. Grads Still a Trickle;" Library Journal, February 15, 1970, p. 616).

The October 1972 issue of Library Journal provides the following report: "A survey recently completed by AIA's Library Education Division and the Office for Recruitment reveals a limited increase in minority representation in 36 accredited library education programs throughout the U. S. For example, 310 black students were reported as enrolled in the Spring of 1972 compared to 156 in 1969. Mexican-American enrollment rose from 9 to 17...the number of Puerto Rican students dropped from 9 to 1."

On the state level, library science programs have produced few black librarians. The Admissions Office at UNC at Chapel Hill, which has the only AIA accredited library science program in the state, reports that since 1931 (the date of establishment) approximately 12 blacks have graduated from the library school. In the Class of 1972 there was only one black, and in the Class of 1973, none. Out of 123 graduates in the Library Education program at UNC - Greensboro since 1964, eight have been black. The UNC-G library science program is designed for school librarians and not for college and university libraries.

The library school at North Carolina Central University in Durham which is not an AIA accredited library school, but is a predominantly black institution, has graduated 96 black librarians since 1965, averaging about 12 per year.

The statistics cited bear out the shortage of librarians on the national as well as the state level, which explains to some extent why so few applications are

received from black librarians even after our best efforts at recruitment. This is explained further by the fact that a large group of the few black librarians who do receive M.L.S. degrees from library schools are trained for work in secondary and elementary schools rather than in college and university libraries.

Women

Traditionally librarianship has attracted a substantially greater number of women than men. Appendix C contains tables showing the number of men and women receiving Library Science Degrees in the U. S. and in North Carolina. Taking 1969-70 as a typical year, about 5/6 of those receiving Library Science Degrees in the U. S. and in North Carolina are women. During this year, 5,436 women received Master's Degrees in Library Science, of whom 124 were from library schools in North Carolina.

The Library recruits professional librarians nationally, not from just library science schools in North Carolina. There is no problem in recruiting caucasian women and the library has traditionally hired a greater number of women librarians than men. The difficulties arise in finding and recruiting black professional candidates of either sex.

IV. THE COMMITMENT AND GOALS

The employment policy of the D. H. Hill Library is nondiscriminatory. Appointments, promotions and conditions of employment are and will be made without regard to race, color, sex or national origin. The Director has had, and continues to have, a strong commitment to increasing the black presence on the staff, and he has communicated this commitment to assistant directors and department heads who recruit and employ new staff. Likewise, the Director, assistant directors, and the department heads are committed to utilizing women at all levels and in all areas of the library.

Goals for Minority Groups

- (1) A major goal of the D. H. Hill Library is to increase the number and percentage of blacks and members of other minority groups on the staff through concerted efforts to identify and recruit qualified candidates at all SPA and EPA levels. It is the aim of the Library to increase the percentage of black SPA employees from the present 16% to as high a level as possible. There are no upper limits on the percentage or number of blacks that we hope to have on the staff. However, we hope that within the next six months we might be able to recruit enough qualified blacks so that the percentage of SPA blacks on the library staff is at least equal to the percentage of blacks in the Wake County work force which is now 19%. We are very near this goal at the present time.

- (2) The Library will continue its policy of providing all employees, regardless of race, the opportunity for upward mobility within the constraints imposed by position classification requirements.
- (3) The problems of finding and recruiting blacks for professional positions is extremely difficult because of the factors previously cited. In spite of the most concerted efforts at recruitment of black professionals, few applications from blacks are received. A major goal of the library is to increase even further its efforts in recruitment of qualified black professional candidates. If the academic staff continues at its present level of 24, the goal will be to have one to two blacks in professional positions within the next six months.
- (4) As in the case of SPA employees, future black EPA staff members will be provided opportunities for promotion commensurate with their qualifications and abilities.

Goals for Women

- (1) Numerically, women are in the majority on the library staff. The library will continue to recruit women for positions from the highest administrative levels down through the system. It may very well develop that some of the positions usually filled by women, especially on the SPA level, will be filled by men and this in itself may tend to upgrade salary levels for both men and women.
- (2) In the past, the Library has provided women with challenging career opportunities and it has and will continue to afford them the opportunity to move into supervisory and administrative positions.

V. PROPOSED ACTION TO IMPLEMENT COMMITMENT AND REALIZE GOALS

Minority Groups

Non Academic

Para-professional and clerical staff are recruited from Wake County. It has been our experience that an adequate pool of qualified personnel, black and white, is available.

Department heads are responsible for recruiting, interviewing, and employing the para-professional and clerical personnel for their respective departments. In order to comply with and implement the aforementioned commitment and goals of the library, the following practices will be instituted:

- (1) A letter will be sent to the Personnel Office and all appropriate employment agencies stating that library department heads desire to interview qualified applicants regardless of race, religion, sex, or nationality. We want it known by all those responsible for making referrals that the library is anxious to interview and hire minorities.
- (2) As long as the Personnel Department can refer qualified black applicants, no position will be filled by a department head until both qualified black and white applicants have been interviewed. Department heads will maintain records to show that blacks have been interviewed and considered for position vacancies. Our intention is to make sure that department heads do not overlook blacks in the recruiting and interviewing process.
- (3) It is only natural that many positions are filled through the "grape vine"-- i.e., some staff member in a department tells a friend about a position vacancy. This has been an effective though informal recruiting device for the library as well as for other departments on campus and an impossible one to control. Until blacks become a more substantial part of the "grape vine," however, it tends to exclude blacks. Therefore, it should be used by department heads in conjunction with other recruiting devices to assure blacks equal opportunities in interviewing and consideration for vacancies.
- (4) Applicants for para-professional and clerical positions frequently have higher qualifications for vacant positions than required by position classifications. This is due in part to the large number of student wives who find the library a convenient and desirable place to work. A student wife who is a college graduate is sometimes willing and even anxious to work for two or three years in a library position that is classified and described as "minimum qualification, high school graduate." As an employer interested in hiring the best staff possible, this situation has proved advantageous for the library. But, as David H. Rosenbloom points out in a recent article in Personnel Administration and Public Personnel Review, the principle that the "best qualified" should always be appointed and promoted over all others becomes discriminatory in a society in which there has been widespread inequality of opportunity to become the "best qualified." To avoid this kind of discrimination, it may be necessary to hire, at least some of the time, those who meet minimum qualifications for the position rather than the "best qualified" who are frequently over qualified.

- (5) Blacks as well as whites on the staff are given the opportunity to upgrade themselves by applying for higher level job openings in the library. At least three blacks who are presently on the staff have been promoted to higher job classifications. This practice will be continued.

Academic

Finding black professional librarians is far more difficult than finding black para-professionals. All predominately white institutions are now seeking black professional librarians. This sudden demand in an extremely scarce market makes our goal of hiring at least two black professionals a difficult one to meet. However, the effort will be made and the following procedures will be followed:

- (1) Professional job vacancies are being listed with library schools including Atlanta University, the only predominately black ALA accredited library school in the country. They have also been listed with non-ALA accredited predominately black library schools.
- (2) Positions will also be advertised in newspapers with nationwide distribution having primarily Black readership (e.g. the Daily Challenge and the Courier) and in newspapers with readership of other minority groups.
- (3) Descriptions of position vacancies will be sent to the libraries of major black institutions in the country with the request that they be posted or circulated to the staff.
- (4) The Director has arranged with the Dean of the School of Library Science at North Carolina Central University for visits to the campus for interviews with students.
- (5) The Director has extended an invitation to the Dean of the School of Library Science at North Carolina Central to bring classes to our campus to tour the Library. The invitation has been accepted and such tours should interest students in the D. H. Hill Library as a possible place of employment.
- (6) The Librarians at Shaw and St. Augustine have been notified of the Library's recruiting program and asked to refer to us any extra black applicants they might interview.
- (7) Black professionals will be actively recruited at professional library meetings.
- (8) It has been previously mentioned that student assistants working part-time are vital to the operation of the library. Black students have served the D. H. Hill Library in the capacity since the 1960's. Special efforts will be made to recruit black student assistants since student assistants frequently

become interested in librarianship as a profession. This continues to be one of the best ways of attracting students to the profession, and we hope to encourage some black students to go to library school and thereby increase the number of black professional librarians in the market.

- (9) Position descriptions of vacant positions that are circulated to schools and colleges and that are listed in newspapers and professional journals will continue to have the notation, "Equal Opportunity Employer."

Women

The Library will continue to recruit women for professional library positions. The number of men entering librarianship has been increasing, and this trend is reflected in the number of men holding professional positions at the D. H. Hill Library. Even so, women still outnumber men and probably will continue to do so. Women have been promoted from within and will continue to have the same opportunities for advancement as men. Salaries and responsibilities will be regulated by ability and not by sex.

The nepotism rule of the university has been waived on occasion to allow the library to offer professional positions to the wives of men holding faculty positions in academic departments. It is understood that the nepotism rule will be further relaxed in the future to enable women to pursue their professions without this artificial encumbrance. This will hold for both EPA and SPA positions. The library will welcome this change since the policy has at times been a handicap in recruiting.

VI. REPORTING PROCEDURES TO MEASURE PROGRESS

The commitment and goals discussed above indicate that the library has had and continues to have the desire to offer full and fair employment opportunities at all levels to minority groups and women. It is also recognized that the finest commitment in this area may fall short of realization through "benign neglect" resulting from the overwhelming daily activities involved in managing a library. For this reason it will be necessary to have procedures for measuring the efforts made and progress achieved. The following will help:

- (1) All position vacancies will be reported to the Director's Office as is presently done. Positions will be reported to the campus Personnel Office and in Personnel Notes before the job is offered to any applicant other than a present staff member. This provides the opportunity for upward mobility to campus employees.
- (2) Those department heads needing to fill a vacancy shall submit to the Director a summary of the recruiting and interviewing processes followed in filling each position.

Included will be information on the number of people interviewed and the race and sex of each.

- (3) Department heads shall include in their annual reports statements describing the efforts that have been made during the year to employ and upgrade minorities and women.

APPENDIX A

BLACK EMPLOYEES
PRESENTLY ON STAFF

<u>CLASSIFICATION</u>	<u>NAME</u>	<u>DATE</u>
SPA	Blalock, Doretha J.	<u>6/8/64 to 6/30/70</u> 5/24/71 to present
SPA	Buffaloe, Annie M.	5/20/70 to present
SPA	Chavis, Marva M.	11/27/72 to present
SPA	Forney, Claudette S.	11/10/69 to present
SPA	Hunter, Yvonne	8/24/72 to present
SPA	Hyman, Betty E.	10/1/70 to present
SPA	McCullers, Gloria H.	12/19/70 to present
SPA	McCullers, Hilda C.	12/28/70 to present
SPA	Medlin, Francis G.	3/13/ 72 to present
SPA	Rogers, Dorthelia R.	5/29/72 to present
SPA	Walker, Edward	11/15/62 to present
SPA	White, Evelyn S.	2/1/70 to present

APPENDIX B

FORMER BLACK EMPLOYEES

<u>CLASSIFICATION</u>	<u>NAME</u>	<u>DATE</u>
EPA (Professional Reference Librarian)	Frazier, William V.	7/1/70 to 12/31/71
SPA	Harkley, Gladys H.	6/8/71 to 5/31/72
SPA	Hines, Jesse L. (temp.)	1/16/67 to 6/1/68 7/1/68 to 7/24/70
SPA	Holden, Doris P.	5/6/68 to 6/28/68
SPA	Hunter, James H., Jr.	2/1/70 to 9/8/70
SPA	Jernigan, Celestine W.	6/1/68 to 2/24/72
SPA	Long, Barbara H.	4/4/72 to 7/31/72
SPA (PT transferred to FT)	Nelson, Michele T. (Part) (Full)	9/1/70 to 4/30/71 5/1/71 to 8/31/71
SPA	Riddick, Delores P.	7/30/68 to 5/31/70 8-2-67
SPA	Lee, Verna L.	9/7/65 to 6/2/72

telephoned
Correction
3/12/73
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APPENDIX C

Hooper, Mary Evans. Higher Education. Earned Degrees Conferred 1969-1970. National Center for Educational Statistics, Office of Education of the U.S. Department of Health, Education and Welfare.

I. DEGREES CONFERRED IN LIBRARY SCIENCE, AGGREGATE FOR THE U.S., 1969-1970

	<u>TOTAL</u>	<u>MEN</u>	<u>WOMEN</u>
Bachelors (4-5 years)	1,054	86	968
Masters	6,544	1,108	5,436
Doctors	40	24	16

II. DEGREES CONFERRED IN LIBRARY SCIENCE, N.C., 1969-1970

	<u>BACHELORS</u>			<u>MASTERS</u>			<u>DOCTORS</u>		
	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>
Appalachian	12	1	11	16	6	10	---	---	---
E. C. U.	15	4	11	14	2	12	---	---	---
N.C. Central	---	---	---	12	---	12	---	---	---
U.N.C. - CH	---	---	---	93	16	77	---	---	---
U.N.C.-G	---	---	---	14	1	13	---	---	---
TOTAL	27	5	22	149	25	124	0	0	0

EMPLOYMENT SECURITY COMMISSION

COMMISSIONERS
 HENRY E. KENDALL, CHAIRMAN
 HARVEY D. HEARTLEY
 CHARLES L. HUNLEY
 F. R. LATTA
 WALTER A. ORRELL, SR.
 H. ARCHIE PARKER
 SAMUEL F. TEAGUE

OF
 NORTH CAROLINA



BUREAU OF EMPLOYMENT
 SECURITY RESEARCH

P. O. BOX 25903
 RALEIGH, NORTH CAROLINA 27611

January 22, 1973

Mr. John C. Brooks
 Personnel Services
 Post Office Box 5067
 North Carolina State University
 Raleigh, North Carolina 27607

Dear Mr. Brooks:

As requested on January 19, 1973, we are showing below tables for Wake and Johnston counties listing 1970 census of population figures and 1971 annual average work force estimates from our publication "North Carolina Work Force Estimates by County, Area, and State," with sex and race broken out according to 1970 census proportions.

	<u>Wake County</u>						"Other Minority"
	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>White</u>	<u>Black</u>		
Population	228,453	112,351	116,102	176,754	50,562	1,137	
Civilian Work Force	118,170	69,020	49,150	95,020	22,660	480	
Employment	115,320	67,810	47,510	93,290	21,560	460	
Unemployment	2,850	1,210	1,640	1,730	1,100	20	
Unemployment Rate	2.5	1.8	3.5	1.9	5.1	4.3	

	<u>Johnston County</u>						"Other Minority"
	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>White</u>	<u>Black</u>		
Population	61,737	29,786	31,951	48,615	13,071	51	
Civilian Work Force	24,590	15,000	9,590	20,090	4,500	0	
Employment	23,550	14,670	8,880	19,570	3,980	0	
Unemployment	1,040	330	710	520	520	0	
Unemployment Rate	4.4	2.2	8.0	2.7	13.1	--	

We hope this information will be useful to you. If we may be of further assistance, please let us know.

Sincerely,

Donald A. Brande
 Director

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

THE D. H. HILL LIBRARY
Box 5007
RALEIGH, NORTH CAROLINA 27607

MEMORANDUM

TO: Mr. William Simpson, Affirmative Action Officer
FROM: Cyrus B. King, Affirmative Action Officer for the D. H. Hill Library
DATE: June 12, 1974
SUBJECT: Update of Affirmative Action Plan for the D. H. Hill Library

Attached are forms showing the complement of SPA and EPA Non-Faculty employees for the Library as of June 1, 1974.

We have been fortunate enough to meet our goal for EPA Non-Faculty. Mrs. Lillie D. Caster, a black woman, joined our staff as Head of the Catalog Department on July 1, 1973. Ms. Margaret Rogers, a black woman, was employed as Assistant Acquisitions Librarian in July of 1973. Ms. Lourdes Moré, Spanish surname, joined the Reference staff in September of 1973.

The SPA breakdown has remained essentially the same since the last report. Since the representation from minority groups was in excess of the number that availability figures indicated the Library should have on its staff, maintaining the status quo in this instance is good. This does not mean, however, that the Library is complacent. Those in supervisory roles who have a responsibility for hiring will continue to seek out qualified employees from minority groups.

CBK:yhs

Enclosure

AFFIRMATIVE ACTION PLAN
SPA

School/Department Chancellor/Library

Completed By Cyrus B. King

Date 6-12-74

Oct. 1973 Complement

Projected 1973-74 Complement

June 1974 Complement

FULL-TIME	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers																								
Professionals																								
Technicians																								
Sales																								
Clerical	4	48	1	13	0	0	5	61	5	48	1	14	0	0	6	62	4	48	1	12	0	1	5	61
Craftsman																								
Operations (semi-skilled)																								
Laborers																								
Service Workers																								
SUB-TOTAL	4	48	1	13	0	0	5	61	5	48	1	14	0	0	6	62	4	48	1	12	0	1	5	61
*PART-TIME																								
Officials & Managers																								
Professionals																								
Technicians																								
Sales																								
Clerical	0	15	0	0	0	0	0	15	1	14	0	1	0	0	1	15	1	13	0	1	0	0	1	14
Craftsman																								
Operations (semi-skilled)																								
Laborers																								
Service Workers																								
SUB-TOTAL	0	15	0	0	0	0	0	15	1	14	0	1	0	0	1	15	1	13	0	1	0	0	1	14
TOTAL	4	63	1	13	0	0	5	76	6	62	1	15	0	0	7	77	4	61	1	13	0	2	6	75

*SPA individuals working at least 1/2-time in a permanently established position.

AFFIRMATIVE ACTION PLAN
EPA NON-FACULTY

School/Department Chancellor/Library

Completed By Cyrus B. King

Date 6-12-74

June 1973 EPA Non-Faculty Complement

Projected 1975-76 Complement

June 1974 EPA Non-Faculty Complement

FULL-TIME	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs.	*																							
Professionals	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
Technicians																								
SUB-TOTAL	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
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Officials & Mgrs.																								
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SUB-TOTAL																								
TOTAL	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16

*PERMANENT PART-TIME - Individuals working less than full-time and being paid accordingly but hired for term of 12 months or more or for a stated term of one academic year or more. This does not include joint appointments which should be reported as full-time by their major departments.

*Director of Library reported under Administration and is not included in this report.

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

THE D. H. HILL LIBRARY
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CBK:yhs

Enclosure

AFFIRMATIVE ACTION PLAN
SPA

School/Department Chancellor/Library

Completed By Cyrus B. King

Date 6-12-74

Oct. 1973 Complement

Projected 1973-74 Complement

June 1974 Complement

FULL-TIME	White		Black		Other		Total			White		Black		Other		Total			White		Black		Other		Total		
	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M
Officials & Managers																											
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Clerical	4	48	1	13	0	0	5	61		5	48	1	14	0	0	6	62		4	48	1	12	0	1	5	61	
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Clerical	0	15	0	0	0	0	0	15		1	14	0	1	0	0	1	15		1	13	0	1	0	0	1	14	
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TOTAL	4	63	1	13	0	0	5	76		6	62	1	15	0	0	7	77		4	61	1	13	0	2	6	75	

*SPA individuals working at least 1/2-time in a permanently established position.

AFFIRMATIVE ACTION PLAN
EPA NON-FACULTY

School/Department Chancellor/Library

Completed By Cyrus B. King

Date 6-12-74

June 1973 EPA Non-Faculty Complement

Projected 1975-76 Complement

June 1974 EPA Non-Faculty Complement

FULL-TIME	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs.	*																							
Professionals	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
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SUB-TOTAL	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
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*Director of Library reported under Administration and is not included in this report.

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

THE D. H. HILL LIBRARY
Box 5007
RALEIGH, NORTH CAROLINA 27607

M E M O R A N D U M

TO: Dr. Lawrence M. Clark
FROM: Cyrus B. King *by*
DATE: June 16, 1975
SUBJECT: Affirmative Action Annual Unit Report for the D. H. Hill Library

Attached are Affirmative Action Report forms showing the complement of EPA nonfaculty and SPA employees in the D. H. Hill Library as of June 1, 1975. These forms reflect changes since June of 1974.

During the year, there were two resignations from the professional staff--EPA nonfaculty. In recruiting for these two vacancies, an effort was made to attract applicants from minority groups and to attract women. When the first vacancy occurred in December of 1974, the Library advertized the position in the New York Times and the Black Alliance Newsletter (Cornell University). An announcement of the vacancy was sent to the 32 ALA accredited library schools; libraries of the other 15 institutions in our University system; and, to a select list of 42 predominantly black institutions in the Southeast. We received a total of 16 written applications from 10 white males and 6 white females. We invited one white male to visit the campus for an interview and two white females. We filled the position with a white female.

We interviewed for the other position in March of 1975. In recruiting, we used the same channels as those listed above and in addition listed the position with the Black Librarians Caucus and in Opportunity (c/o NAACP, New York, NY). Again, we had no applications from minorities. There were 35 white males who sent written applications and 26 white females. Two white males came to the campus for interviews and five white females. A white male was hired to fill the position.

It happens that one white male who resigned was replaced by a white male and the white female who resigned was replaced by a white female. The result is that the status quo for EPA nonfaculty was maintained. Since the Library had already met its goal for minorities and women, this is one time when maintaining the status quo is good.

Although there has been a number of changes in the SPA staff, the Library continues to have representation from minority groups in excess of the number that availability figures indicate it should have. This does not mean, however, that the Library is complacent. Those persons with management responsibilities continue to seek out qualified employees from minority groups. For every vacancy filled, a report is filed with the Director of Libraries showing the number of people interviewed according to race and sex. This along with constant encouragement from the library administration, keeps everyone aware of the need for meeting our commitment to be an equal opportunity employer.

CBK:yhs

NORTH CAROLINA STATE UNIVERSITY

RALEIGH, N.C.

THE D. H. HILL LIBRARY
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CBK:yhs

AFFIRMATIVE ACTION PLAN
EPA NON-FACULTY

SCHOOL/DEPARTMENT Chancellor / Library

COMPLETED BY Cyrus B. King

DATE June 16, 1975

June 1973 EPA
Non-Faculty Complement

Projected 1975-76 Complement

June 1974 EPA
Non-Faculty Complement

June 1975 EPA
Non-Faculty Complement

FULL-TIME	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers	**																							
Professionals	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
Technicians																								
SUB-TOTAL	8	14	0	0	0	0	8	14	8	14	0	2	0	1	8	17	8	13	0	2	0	1	8	16
*PERMANENT PART-TIME																								
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* PERMANENT PART-TIME - Individuals working less than full-time and being paid accordingly but hired for term of 12 months or more or for a stated term of one academic year or more. This does not include joint appointments which should be reported as full-time by their major departments.

**Director of Library reported under Administration and is not included in this report.

AFFIRMATIVE ACTION PLAN

SPA

SCHOOL/DEPARTMENT Chancellor / Library

COMPLETED BY Cyrus B. King

DATE June 16, 1975

June 1973 Complement

Projected 1973-74 Complement June 1974 Complement

June 1975 Complement

FULL-TIME	White		Black		Other		Total		White	Black	Other	Total	White	Black	Other	Total	White	Black	Other	Total												
	M	F	M	F	M	F	M	F													M	F	M	F	M	F	M	F	M	F		
Officials & Managers																																
Professionals																																
Technicians																																
Sales																																
Clerical	4	48	1	13	0	0	5	61	5	48	1	14	0	0	6	62	4	48	1	12	0	1	5	61	2	50	1	12	0	1	3	63
Craftsman																																
Operations (semi-skilled)																																
Laborers																																
Service Workers																																
SUB-TOTAL	4	48	1	13	0	0	5	61	5	48	1	14	0	0	6	62	4	48	1	12	0	1	5	61	2	50	1	12	0	1	3	63
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Clerical	0	15	0	0	0	0	0	15	1	14	0	1	0	0	1	15	1	13	0	1	0	0	1	14	1	16	0	1	0	1	17	
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TOTAL	4	63	1	13	0	0	5	76	6	62	1	15	0	0	7	77	4	61	1	13	0	1	6	75	3	66	1	13	0	1	4	80

* SPA individuals working at least 1/2-time in a permanently established position.

AFFIRMATIVE ACTION PLAN
EPA NON-FACULTY

SCHOOL/DEPARTMENT Chancellor / Library

COMPLETED BY Cyrus B. King

DATE June 16, 1975

June 1973 EPA
Non-Faculty Complement

Projected 1975-76 Complement

June 1974 EPA
Non-Faculty Complement

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FULL-TIME	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers	**																							
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SPA

SCHOOL/DEPARTMENT Chancellor / LibraryCOMPLETED BY Cyrus B. KingDATE June 16, 1975

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June 1974 Complement

June 1975 Complement

	White		Black		Other		Total		White		Black		Other		Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
FULL-TIME																								
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TOTAL	4	63	1	13	0	0	5	76	6	62	1	15	0	0	7	77	4	61	1	13	0	1	6	75

* SPA individuals working at least ½-time in a permanently established position.