

King's Fund Centre

**MENTAL
HANDICAP
PAPERS**

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**A LIBRARY SERVICE FOR THE
MENTALLY HANDICAPPED**

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A LIBRARY SERVICE
FOR THE
MENTALLY HANDICAPPED

Report on a
King's Fund Seminar
November, 1972

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BACKGROUND TO THE SEMINAR

1. At the invitation of the King's Fund, a group of professionals involved either in giving service to the mentally handicapped, or in providing a general library service to the public, held a joint residential seminar from 7th - 9th November, 1972. The intention was to explore whether a need exists for a library service for the mentally handicapped, and if so, the nature of such a service, and the way in which it might be provided.

2. The membership consisted of two consultants in mental subnormality, three nurses, one psychologist, three teachers, one administrator, and four librarians. The seminar was greatly aided by Mr. David Clark, psychologist, who introduced the subject and instanced some possible headings for discussion. All participants were then given the opportunity of expressing views and of suggesting items for inclusion in the agenda: this formed the framework for the remainder of the work of the seminar.

3. When reading the following record it is important to note that the main object of the study was the provision of a library service in hospitals for the mentally handicapped, although it was recognised that all mentally handicapped people, wherever they may live, have the same basic needs. Although as a primary objective, the seminar considered the needs of those mentally handicapped people who are living out their days in large institutions, the principle of these recommendations applies to small institutions also: but the practical arrangements would differ.

ESSENTIAL SERVICE OR OPTIONAL EXTRA?

4. Is this a service which would merely make life rather more pleasant for mentally handicapped people, or is it one which could positively improve their conditions? Even if it only enriched the quality of life, it would be worthwhile for that alone; but in fact, such a service would have a developmental as well as a recreational function. There is a greater reading potential among adult mentally handicapped people than is commonly supposed and the library would be concerned not so much with imparting reading skills, which is the job of the educational service, as with encouraging reading activities in the widest sense. Using the library service is a good learning procedure in itself: the very coming and going, sharing and talking, borrowing and lending, which is part of any library service, should help the process of human communication.

5. Hospital staff and volunteers working with the handicapped need a kind of 'books-plus' resource centre which supports and encourages all sorts of learning activities, which widens the sphere of interest of mentally handicapped people, and which is part of the adult education network. Its functions could be defined as

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education, culture, and entertainment, but in a hospital setting it could have a still wider function - that of being a service to the whole hospital, to those who work there, to those who live there and those who visit. For example, parents and relatives might be greatly assisted by the existence of an information room where they could find out more about the hospital and more about what parents can do to help themselves; a general library service to staff could be a great unifying factor, not only helping staff who are on awkward shifts of work, but bringing them into the habit of coming into a building which is in effect a resource centre and information room for many activities. Professional staff would greatly benefit by the skilful organisation of the medical and professional library.

6. Happiness is as important as effectiveness, and a library service for the mentally handicapped could be justified on that account alone: but in fact a library service could be central to the remedial and training effort of the service. As succeeding paragraphs will show, this is a new dimension, hardly explored.

WHAT SORT OF LIBRARY SERVICE?

7. In addition to the ordinary hospital library which is visited by patients and staff, and from which bed patients are served, here is a list of resources which might be included in a special library resource centre serving mentally handicapped people in hospital:

Rooms needed

- (a) Appropriately furnished room for actual talking, story-telling, conversation or the use of audio apparatus
- (b) A room for silence, for reading in the usual way and for the storage of reference books, magazines, etc.
- (c) A third room which can be blacked out for the use of film strips, television, etc. which may be used in a variety of ways with other apparatus or activities.

Visual apparatus

- (a) Posters, maps, diagrams
- (b) Mobiles (which may be large or small and have textural or auditory aspects as well)
- (c) Slides and film strips arranged by topics; picture files and scrapbooks
- (d) Puppets
- (e) Instructional film strips as advised by the social education department

Auditory apparatus

- (a) Tapes and records with playing facilities including an induction loop and individual earphones for individual quiet reception of inputs
- (b) Talking books
- (c) Musical records which tell a story, or radio facilities
- (d) Taped newspapers in local dialect

Other materials

- (a) Plastic letters, form boards, felt pictures, blocks or flash cards (for demonstration only, or for actual supply to users)
- (b) Painting and drawing materials including tracing activities, dot joining games and so forth
- (c) Table games (e.g. Ludo, drafts, monopoly)
- (d) Catalogues (e.g. mail order type, timetables, telephone directories)
- (e) Casette recorder for those who cannot write to be able to send messages home and receive messages from home.

Reading Material

- (a) A large variety of books especially with special content and some including braille and large print content.
- (b) Magazines and daily papers, comics, handicrafts, motor and sporting journals, intermediate magazines like the World of Wonder or Knowledge, quiz books and books for story telling
- (c) Apart from using books, the imagination and resources of staff ought to be used to create special stories which are relevant to the life of the mentally handicapped, and in which they can meaningfully share.

8. Such a centre could well be considered as a bank of available material. Essentially it is a system which can support a variety of activities which might aid the systematic development of the handicapped. It is neither an initiating service, nor just a supportive service, but rather an organisation which possesses an array of facilities, is prepared to advise on activities, and is occasionally prepared to initiate them. The library staff could not undertake all these activities, but they ought to be prepared to suggest them, and to supply materials and facilities for other staff who are looking for something which would help them to train or develop handicapped people.

9. The resource centre should give an opportunity for small groups to work and learn together. It might provide a place where the hospital house journal is produced, with some help from the handicapped residents. It could be a very potent help towards communication between all professionals: one place in which the totality of mental handicap approaches and strategies can be seen under one roof. It should produce a directory of its resources, equipment and activities.

6.

10. Siting is felt to be important, and the library centre should not be in some remote part of the hospital but should be associated with such community facilities as the tea room, the post office, the recreation area, the church and so on.

11. It is doubtful whether the centre would offer the right setting for holding a collection of the larger toys. Probably a separately established toy library, with good repair and construction facilities, would be the answer: information is attached at Appendix 5 concerning the activities of the Toy Libraries Association.

THE EFFECT OF DISPERSAL

12. What would be the effect of the White Paper "Better Services for the Mentally Handicapped" on the kind of work which hospitals will eventually be required to do? Would a library resource centre still be necessary when the White Paper is implemented?

13. As to the eventual nature of the hospital population, some speakers held that since the hospitals would be mainly looking after the physically handicapped or those with serious behavioural disorders, in addition to the profoundly handicapped, there might well be an increasing proportion of readers within the hospital population, and this trend might be accentuated by the work now about to be carried out in hospital schools by the local education authority. Others foresaw a slight but steady drop in mean IQ levels: already the number of readers was falling.

14. Even so a library service of some kind will still be essential for all mentally handicapped people whether they be the less able, in a hospital, or the more able, in other residential facilities. The size of the hospital would determine whether there should be a library permanently established on that site. The handicapped need a service wherever they may happen to live, and the solving of these new logistical problems will lie with the library authorities. Some residents can be encouraged to use public library facilities. What seems to be needed is a variety of special adaptations of the general library service, rather than the creation of a separate specialist library service for the mentally handicapped.

ORGANISATIONAL RELATIONSHIPS IN THE HOSPITAL

15. The librarian ought to be part of the multi-disciplinary team which works out the strategy and tactics for the individual hospital. His service is not an optional extra, and neither is he: he should have the right to attend multi-disciplinary meetings at senior level. Equally, he or his staff should be welcomed, whenever practicable, on the therapeutic team at ward or divisional level, coming there side by side with the psychologist, social worker or the teacher, and meeting there the nurse and the doctor. This will be simpler to achieve in the hospital which has an established multi-disciplinary tradition than in the hospital which still adopts a departmentalised and authoritarian stance.

16. Whilst all staff and volunteers ought to be familiar with the library resource centre and with the changing range of materials and facilities which it will possess, teachers and nurses will have a special interest and involvement.

HOW SHOULD A LIBRARY SERVICE BE PROVIDED?

17. Instead of visualising an entirely new service, what are the possibilities of facilities which already exist and which can be adapted?

18. Hospital schools for the mentally handicapped, now run by the local educational authorities, often have library facilities which are good but which are not available to adults. It might be asked, why not develop a library service there? In fact there are considerable problems of finance and control; in addition, school libraries tend naturally to be provided on a basis designed to further the work of the school, rather than the development of everybody of all ages within the hospital. It is better not to emphasise the school library as the basis of a resource centre, though the possibility need not be completely ruled out.

19. Special schools (formally ESN schools) within the community are themselves already served by the local authority library service, so there seems no point in trying to develop a service based on those schools. It is better to go back to the source: the public library authority.

20. Public library authorities often have extremely imaginative junior libraries in which are seen such activities as storytelling, music, informal displays, projects, collections, poster exhibitions and so on. It is this service which should be adapted to the needs of the mentally handicapped. The service given should have a direct relationship to the further education programme and with the public library serving the area.

8.

21. Before the library authority can act, it is necessary for the hospital authority to identify much more precisely the needs of the mentally handicapped, to declare that need to the public library authority, and to be prepared to share the costs on some negotiated basis.

PROVIDING, STAFFING AND FINANCING THE SERVICE

22. Many hospitals for the mentally handicapped do not have a service at all, and have not asked for it. This seems to be due partly to a lack of awareness of the potential, and partly to past failures. In one hospital referred to in the seminar there was a library service for men on one day of one week, and then a session for women on the same day the next week. The voluntary operator of this library expressed surprise that there should be any complaint about this system: it had been going on for 35 years without complaint. This anecdote is inserted to illustrate the very great difference between an ideal service and what can, in fact, exist today.

Legal provision is covered by the following acts:

23. The Public Libraries and Museums Act 1964, sections 7 and 8, under which local authorities may provide and charge for a service. If hospital library services are provided for patients, it generally works out that the local authority meets about 50 to 75 percent of the running costs and the hospital authority the remaining 25 percent.
(See Appendix 1)

24. The Chronically Sick and Disabled Persons Act 1970, section 2(1b) is mandatory: the local authority must provide services to the handicapped which are equal to those which the ambulant person could obtain. Implementation of this Act is very patchy throughout the country.
(See Appendix 2)

25. NHS Memorandum HM(70)23, governs the provision of library services in hospitals, and Appendix 1 of that memorandum describes provisions for special groups of patients including the mentally handicapped. An extract is given at Appendix 3.
(See Appendix 3a.)

Appendix 2 to HM(70)23 gives a short reading list on patients' libraries, and this does include some reference to handicapped readers.
(See Appendix 3b.)

26. Hospital Libraries - recommended standards for libraries in hospitals, Library Association, 1972, is not specific about the needs of the mentally handicapped. It does however offer advice about physical facilities to be provided in hospital libraries generally.

27. The functions of the newly-formed British Library are listed in Appendix 4.

28. Various kinds of technical equipment have been developed for people with other handicaps, by Action for the Crippled Child, Vincent House, 1a Springfield Road, Horsham, Sussex. Some of these pieces of equipment could be valuable to the mentally handicapped who have additional disabilities. The Disabled Living Foundation, 346 Kensington High Street, London W14 8NS, is also a useful source of advice on equipment and other resources for the disabled.

29. In broad terms it is for the hospital authority to provide and furnish the hospital library as a capital expenditure, leaving the library authority to provide the service. Generally the service itself is provided on a negotiated rate, based on the number of sessions or modules of work involved. There are different practices in different areas. To get a rough idea of the order of cost which might be involved, and using some recent project figures brought forward by one of the librarians, it would appear that a hospital with 1,000 to 1,500 mentally handicapped residents might need a department with an area in the order of 1,000 sq.ft.. This, with its equipment and furnishing, might cost between £12,000 and £15,000 as a once-only charge. The charge which a local authority might make for staffing such a service, and for providing it with books and materials, would depend on the amount of service requested. If it were to fulfil the ideals expressed in this seminar record, then the cost might be between £1,200 and £2,000 a year.

30. Every hospital, while it does not pay rates, does make a contribution to the local authority in lieu of rates, and this contribution is generally equivalent to the amount which the hospital would have paid had it been rateable under the law. It is therefore perfectly true that for many handicapped residents, rates are being paid to the local authority, yet the residents are receiving no library service of any kind. This is felt to be an important matter when pressing for priority to be given to the service: the service required is already being paid for through the rate contributions which have been going on for decades.

31. Use should be made of the structure of the integrated service which will begin in 1974. Working to each area health authority there ought to be a library director whose main interest is in health and welfare, whose remit covers the library needs of all handicapped and disabled groups, and whose service at area level is inspirational. If he is involved in the planning of area services for all handicapped groups, including the mentally handicapped, he will be able to deploy his library service in the best way to meet those needs.

32. Hospital professional libraries are by no means always as good, or as well-used, as they could be. There is much to be said for the area library service to include the professional library, the general library, and the special patients' library, thus providing an extremely interesting spread of work for qualified librarians.

33. Administrators or committee men do not seem greatly interested in library services. This could be because the possibilities have not been stated with sufficient clarity, no doubt because there is insufficient knowledge of the subject. The effect of an inspirational librarian at area or regional level, and of the establishment of a centre of excellence which would provide career opportunities and good training facilities for librarians, might be very marked.

TRAINING LIBRARY WORKERS TO MEET THE SPECIAL NEEDS OF THE MENTALLY HANDICAPPED

34. Special training in hospital library work of any kind is quite recent. Courses do cover work for handicapped readers and this is a popular optional paper in the librarianship examinations, but there seem to be too few openings for careers in this branch of work.

35. The librarians consider that the number of good hospital libraries is so woefully small, that it is difficult to produce good career opportunities, or even to find centres of excellence where good specialised staff can be trained.

36. There is a lack of post-experience courses in mental handicap or mental illness work for senior library staff. Once again, the lack of good-quality hospital libraries has much to do with this.

37. On the other hand, in many areas there are good services for the housebound, which cover all degrees of handicap, but these do not necessarily cover people who are in hospitals and institutions.

38. It is important that any library service does not stop at the gate. In other words, there is no parallel with the system in which the mobile library arrives in the village square, and the local people just come and select the books. The people who undertake this work for the mentally handicapped will have to have some understanding of the needs of the handicapped and of the special ways of meeting those needs.

39. It is likely that local service to the mentally handicapped would be better met by librarians working part-time in mental handicap and part-time in some other field; and also by part-time volunteers. Information is available at Appendix 6 on the activities of the Library Association, including training for librarians.

A BIBLIOGRAPHY ON LIBRARIES FOR THE MENTALLY HANDICAPPED

40. A reading list on this subject is included at Appendix 7.

SUGGESTED BOOKS FOR HANDICAPPED PEOPLE WHO HAVE LEARNT TO READ

41. At Appendix 8 is given the titles of publications which contain lists and descriptions of books available for slow readers of various ranges of ability and interest. It is not claimed that this is exhaustive, but it may prove a useful source of information to those grappling with this problem.

PROPOSED ACTION

42. In the paragraphs of this report there are a great many suppositions and not so many hard facts. This is due to the fact that the concept of a library service for the mentally handicapped is largely unexplored territory. Whilst it is the opinion of the members that the development of a library resource centre would certainly make life more pleasurable for the handicapped, and would in many cases aid their development, this remains a matter of opinion. Some test or trial is needed.

43. It is recommended that an attempt be made to find out what library services are already being provided for the mentally handicapped, and what kind of establishment might be required if a hospital decided to develop a library resource centre on the lines described by the seminar.

44. Using the information thus gained, a pilot scheme should be developed jointly between hospital and library authorities, in which a model hospital library resource centre would be set up. The project would attempt to find out the snags, and to establish whether the new service helps the hospital in its rehabilitative and developmental work. If resources permitted, a parallel study could be undertaken in a group of smaller, more scattered facilities - which might well be the pattern of the future.

45. The pilot scheme should involve post-experience librarians at the outset, but once good practice has been established, student librarians should be attached. Experimentation could also be made in the ways in which nurses and others can use the resource service.

46. On the basis of the experience gained, it should be possible to publish some reliable costed guidelines for a library resource centre for the mentally handicapped.

12.

SUMMARY

47. The seminar considers that a library resource service would aid the development of mentally handicapped people.

48. The service would not merely provide books, but would function as a bank of resources which would back up the efforts of teachers, nurses and other care staff.

49. Handicapped people need this service. If they live outside hospital they will use the ordinary public library, but a special effort will be needed to meet their special needs. If they live inside hospital, some may still use the public library, but the majority need a special service within the hospital, geared to the needs of severely handicapped people.

50. The librarian ought to be an accepted member of the hospital team.

51. The hospital library should have a direct operational link with the public library.

52. Information is given on the statutory and financial implications of setting up such a service, and on the activities of voluntary agencies.

53. Librarians need additional training to prepare them for working with the mentally handicapped.

54. A reading list is given on the general topic of libraries for the mentally handicapped; and a note is given of lists of books available for slow readers, and learners.

55. A pilot scheme is proposed, as a joint venture between hospital and library authorities, in which a model hospital library resource centre would be set up and evaluated.

* * *

APPENDIX 1

PUBLIC LIBRARIES AND MUSEUMS ACT 1964 - SECTIONS 7 and 8

7.(1) It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof, and for that purpose to employ such officers, to provide and maintain such buildings and equipment, and such books and other materials, and to do such other things, as may be requisite:

Provided that although a library authority shall have power to make facilities for the borrowing of books and other materials available to any persons it shall not by virtue of this subsection be under a duty to make such facilities available to persons other than those whose residence or place of work is within the library area of the authority or who are undergoing full-time education within that area.

(2) In fulfilling its duty under the preceding subsection, a library authority shall in particular have regard to the desirability -

- (a) of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children; and
- (b) of encouraging both adults and children to make full use of the library service, and of providing advice as to its use and of making available such bibliographical and other information as may be required by persons using it; and
- (c) of securing, in relation to any matter concerning the functions both of the library authority as such and any other authority whose functions are exercisable within the library area, that there is full co-operation between the persons engaged in carrying out those functions.

8.1) Except as provided by this section, no charge shall be made by a library authority (otherwise than to another library authority) for library facilities made available by the authority.

(2) A library authority may make a charge not exceeding such amount as may be specified in that behalf by the Secretary of State -

- (a) for notifying a person that a book or other article reserved by him has become available for borrowing, or
- (b) in respect of failure to return a book or other article before the end of the period for which it was lent.

8.(3) A library authority may make a charge for the borrowing of any article, except that where under section 7(1) above the authority is under a duty to make facilities for borrowing available to a person the authority shall not charge that person for borrowing -

- (a) a book, journal, pamphlet or similar article,
or
- (b) a reproduction made by photographic or other means of the whole or a part of any such article.

(4) A library authority may make a charge for supplying book catalogues or indexes, or any similar articles, where the articles become the property of the persons to whom they are supplied.

(5) Where facilities made available to any person by a library authority go beyond those ordinarily provided by the authority as part of the library service the authority may make a charge for the provision of those facilities.

* * *

APPENDIX 2

CHRONICALLY SICK AND DISABLED PERSONS ACT 1970
SECTION 2(1)

2. (1) Where a local authority having functions under section 29 of the National Assistance Act 1948 are satisfied in the case of any person to whom that section applies who is ordinarily resident in their area that it is necessary in order to meet the needs of that person for that authority to make arrangements for all or any of the following matters, namely -

- (a) the provision of practical assistance for that person in his home;
- (b) the provision for that person of, or assistance to that person in obtaining, wireless, television, library or similar recreational facilities;
- (c) the provision for that person of lectures, games, outings or other recreational facilities outside his home or assistance to that person in taking advantage of educational facilities available to him;
- (d) the provision for that person of facilities for, or assistance in, travelling to and from his home for the purpose of participating in any services provided under arrangements made by the authority under the said section 29 or, with the approval of the authority, in any services provided otherwise than as aforesaid which is similar to services which could be provided under such arrangements;
- (e) the provision of assistance for that person in arranging for the carrying out of any works of adaptation in his home or the provision of any additional facilities designed to secure his greater safety, comfort or convenience;
- (f) facilitating the taking of holidays by that person, whether at holiday homes or otherwise and whether provided under arrangements made by the authority or otherwise;
- (g) the provision of meals for that person whether in his home or elsewhere;
- (h) the provision for that person of, or assistance to that person in obtaining, a telephone and any special equipment necessary to enable him to use a telephone,

then, notwithstanding anything in any scheme made by the authority under the said section 29, but subject to the provisions of section 35(2) of that Act (which requires local authorities to exercise their functions under Part III of that Act under the general guidance of the Secretary of State and in accordance with the provisions of any regulations made for the purpose), it shall be the duty of that authority to make those arrangements in exercise of their functions under the said section 29.

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APPENDIX 3

(a) LIBRARY SERVICES FOR SPECIAL GROUPS OF PATIENTS

Appendix I to HM(70)23 - Library Services in Hospitals

The Blind

1. The National Library for the Blind, 35 Great Smith Street, London SW1 (tel: 01-222-2725) provides a free postal loan service of books in Braille and Moon for the blind. Hospital librarians should obtain copies of NLB catalogues. The NLB main library in London makes provision for all England and Wales except the six northern counties which are served by the NLB Manchester branch. The NLB service to hospitals is free.

2. The Royal National Institute for the Blind, 224 Great Portland Street, London W1 (tel: 01-580-8962) publishes a variety of books and periodicals in Braille and Moon; it also publishes a Braille edition of the Radio Times free to the blind on application. The RNIB in conjunction with St. Dunstan's provides the British Talking Book Service for the Blind. In this system tape cassette players provide talking books. The playback machine weighs only $10\frac{1}{2}$ lbs. Each cassette weighs $6\frac{1}{2}$ oz., is made of plastic, and can be posted in any pillarbox. In 1966 the library stock was 1,200 titles, with 250 more being added each year. The library service is free but an annual rental charge of £3 is made for the hire of the machine; for hospital in-patients, this charge should be met by the hospital unless the patient's local authority has assumed responsibility for it. The RNIB also has a large collection of Braille material for students and a Students' Tape Library connected with the British Talking Book Service for the Blind.

Those with Reduced Vision

3. The Ulverscroft series of large print books has been devised to make reading easier for those with reduced vision. In these, the print is twice as large as in a normal book each page is $8\frac{1}{2}$ " x $5\frac{1}{2}$ ", jet black ink is used and to prevent the books being too heavy for elderly people they are printed on lightweight paper. Over 200 titles are available. Ulverscroft large print books are not generally available through the normal book-selling channels and the sale of these books is usually restricted to public libraries, hospital libraries, welfare departments, schools and institutes for the blind. They may be obtained from F.A. Thorpe (Publishing) Ltd., Station Road, Glenfield, Leicester (tel: Leicester 871552). A lending service of books, called the Austin books, in enlarged type arranged by the National Library for the Blind complements the Ulverscroft series with standard and modern classics. These books are available on loan free, through local authority libraries.

The Physically Handicapped

4. Many physically handicapped patients will be able to make use of ordinary books available from the hospital library, although lightweight paperbacks may be especially appreciated. Some may prefer the enlarged type Ulverscroft series. For certain patients provision of reading aids may be required, such as prismatic spectacles for those who must read in a supine position, electric page-turners or simple page-turners such as a wand gripped between the teeth or fastened to a headband. These devices encourage patients to activity. Occupational therapists can be of great assistance to the librarian when arranging aids for the physically handicapped. Some patients may prefer to listen to taped recordings for hospital patients. It is also possible that some may like to be read to, and selected volunteers should be recruited for this purpose. The National Fund for Research into Crippling Diseases, Vincent House, Vincent Square, London SW1 (tel: 01-834-7001) has produced an illustrated index of equipment such as writing and reading aids for the disabled.

The Mentally Ill

5. An attractive hospital patients' library easily accessible and with a welcoming, informal atmosphere can make an effective contribution towards the treatment of patients with mental illness. Modern methods of treatment are reducing the numbers of those who require prolonged periods of hospital treatment for mental disorders, and hospital programmes are geared to fitting psychiatric patients for return to home life wherever possible. Whilst patients are in hospital, every attempt must be made to assist them to keep in touch with the community outside and current affairs. Illustrated daily papers and magazines should be available in the library; these may attract patients to visit the library who might not come for books alone. For long-stay patients it is particularly important that the stock of books should be renewed frequently; this will be practicable only through the co-operation of the local library authority. The library services might also include the maintenance of a stock of gramophone records and the provision of sets of plays for play reading.

6. Selected patients may be given work in the library as a therapeutic measure.

The Mentally Handicapped

7. In hospitals with mentally handicapped patients it will be necessary to provide material for a wide range of ages and reading abilities. Many of the children will be non-readers for whom it is best to provide bright and attractive picture books and pre-reading material of a type provided for young normal children. For others who are beginning to read, advice on the selection of books may be obtained from the school department within the hospital, where this exists, from the local education authority and from the public library authority. Books are now available which require low reading attainments but cover a variety of subjects

Which are both useful and interesting to adolescents and young adults. The needs of patients who are working outside the hospital, or who are about to be discharged from hospital, should be kept in mind. Lists of books can be obtained from the National Society for Mentally Handicapped Children, Pembridge Hall, 17 Pembridge Square, London W2 4EP (tel: 01-229-8941). The Institute for Research into Mental Retardation, 16 Fitzroy Square, London, W1P 5HQ, and the College of Special Education, 85 Newman Street, London W1P 3LD also produce periodic lists of books. There will also be a number of normal readers among the adolescents and adults who should have access to the usual range of library books.

8. Where a hospital for mentally handicapped patients includes educational staff they should have access to books on methods of teaching, and on new trends in education and play. Such publications can be obtained through the National Society for Mentally Handicapped Children or the National Association for Mental Health, 39 Queen Anne Street, London W1 (tel: 01-935-1272). Literature is also available on loan from the local public library services.

The Elderly

9. For old people with poor eyesight the Ulverscroft large type books are very useful. There is high incidence of blindness amongst old people but it may be difficult for the elderly to learn Braille and Moon, and for these taped recordings for hospital patients may be particularly helpful. Reading to elderly patients also offers considerable opportunities for voluntary effort.

(b) BOOK LIST ABOUT HOSPITAL LIBRARY SERVICES

Appendix II to HM(70)23 - Library Services in Hospitals

General

1. Library Association. Hospital libraries: recommended standards for libraries in hospitals. Library Association, 1965.

Gives the views of the Library Association on financed, staff, stock, space requirements, shelving and equipment, for hospital medical and patients' libraries.

2. Scottish Hospital Centre. Libraries in hospitals. Scottish Hospital Centre, 1969.

Staff Libraries

3. Barr K.P. The National Lending Library for Science and Technology. Postgraduate Medical Journal, 1966, Nov, vol 42, no 493, pp 695-697.

A brief account of the NLL and its services.

4. British Council and Royal Society of Medicine. Select list of British medical periodicals. British Council, 1963.

Staff Libraries (continued)

5. Cornelius E.H. The Library. *Postgraduate Medical Journal*, 1966, Feb, vol 42, no 484, pp 112-114.
6. Harley A.J. and Barraclough E.D. Medlars information retrieval in Britain. *Postgraduate Medical Journal*, 1966, Feb, vol 42, no 484, pp 69-73. A brief account of the Medlars service for medical libraries.
7. Library Association. Medical Section. Books and periodicals for medical libraries in hospitals. 3rd edition. Library Association, 1966.
8. Library Association. Medical Section. Directory of medical libraries in the British Isles. 2nd edition. Library Association, 1965.
9. Library Association. Medical Section. Medical libraries in hospitals: notes for secretary/librarians and others. Library Association, 1966 (obtainable from Miss W.M. Gallagher, St. Mary's Hospital Medical School Library, London W2). A guide to elementary medical library work for those with little or no practical experience.
10. Library supplement. *Postgraduate Medical Journal*, 1968, Jan, vol 44. This special supplement includes items 3, 5, 6, 27, 28 from this list.
11. Mattingly D. Journal clubs. *Postgraduate Medical Journal*, 1966, Feb, vol 42, no 484, pp 120-121.
12. Morpurgo J.E. Book and journal services for doctors and nurses: an interim report on a National Book League investigation. Nuffield Provincial Hospitals Trust, 1966. Deals with hospital medical libraries and libraries in schools of nursing.
13. Morton L.T. How to use a medical library: a guide for practitioners, research workers and students. 4th edition. Heinemann, 1964. A short and authoritative guide to arrangement in the library, chief sources of information, practical use of bibliographic sources, the location of medical literature, compilation of bibliographies, periodicals and abstracting services.
14. National Book League. The planning and organisation of medical book and journal services in regional hospitals. Nuffield Provincial Hospitals Trust, 1966. Intended to serve the same purpose as item 9.
15. Sheffield Regional Hospital Board. Working party on medical libraries. Final report. Sheffield Regional Hospital Board, 1965. A plan for hospital medical libraries in a region, with detailed recommendations on the running of such libraries at varying levels.

Staff Libraries (continued)

16. Stearns N.S. and Ratcliff W.W. A core medical library for practitioners in community hospitals. *New England Journal of Medicine*, Boston, Mass; 1969, Feb 27, vol 280, no 9, pp 474-480.
A basic list of books and journals for use in community hospital libraries in the USA which can be used as a guide to establishing similar medical libraries in British hospitals.
17. Thornton J.L. *Medical librarianship: principles and practice*. Crosby Lockwood, 1963.

Hospital Administration

18. Fountain A.E. *The Ministry of Health's Hospital Abstracting Service*. Hospital, 1965, Nov, vol 61, no 11, pp 565-566.
Explains how the Department of Health and Social Security Library can help hospital librarians with the literature on hospital administration in all its branches.
19. *Hospital Abstracts: a monthly survey of world literature prepared by the Department of Health and Social Security*. HMSO, 1961.

Patients' Libraries

20. Boorer D. *The mental hospital library*. Library Association, 1967.
21. Going M.E., editor. *Hospital libraries and work with the disabled*. Library Association, 1963.
A guide to all aspects of the patients' library and its work, with contributions by experts.
22. Lewis M.J. *Libraries for the handicapped*. Library Association, 1969.
23. Lewis M.J. *Library service to handicapped readers*. Library Association Record, 1968, May vol 70, no 5, pp 120-123.
24. *The London declaration (on hospital patients' library service)*. Book Trolley, 1967, vol 1, no 12, pp 3-5.
25. Shaw A. *Print for partial sight*. Library Association, 1969.

Liaison with Local Libraries

26. Burgess D. The hospital library service in Lincoln. *Library World*, 1966, April, vol 67, no 790, pp 290-294.
27. Burgess D. The Lincoln Medical Library. *Postgraduate Medical Journal*, 1966, May, vol 42, no 487, pp 289-293.
28. Partington W.W. The Queen Elizabeth II Hospital library. *Postgraduate Medical Journal*, 1966, Sept, vol 42, no 491, pp 537-542.

Premises and Equipment

29. Department of Health and Social Security. A guide to user activity measurement in health buildings. (Health Service Design Note 3) HMSO, 1969.
30. Illuminating Engineering Society. Lighting of Libraries (IES Technical Report No 8) Illuminating Engineering Society, 1966.
31. Royal College of Nursing. Library guide for schools of nursing. 2nd edition. Royal College of Nursing, 1967.
32. Thomas B. Planning libraries in hospitals. In: *Reading and health*. Library Association Hospital Libraries and Handicapped Readers Group, 1967.
33. University Grants Committee. Non-recurrent grants: notes on procedure. HMSO, 1968.

APPENDIX 4
THE BRITISH LIBRARY

The British Library Act 1972⁽¹⁾ marked the official starting point for the creation of a national library service which will be far in advance of any other nation's provision. The Act was the culmination of discussion and planning which had been in progress for several years, and the implementation of the Act is now in progress.

Four existing institutions will be merged to form the British Library. These four, which between them hold unequalled collections of printed matter and staff with vast experience in reference and lending activities, are:

The British Museum Library
(which includes the National Reference Library of
Science and Invention)
The National Central Library
The National Lending Library for Science and
Technology
The British National Bibliography.

The objective of the British Library is to provide the best possible central library services for the United Kingdom, by

preserving and making available for reference at least one copy of every book and periodical of domestic origin and of as many overseas publications as possible;
providing an efficient central lending and photocopying service in support of other libraries and information systems of the country;
providing central cataloguing and other bibliographic services (in close co-operation with central libraries overseas).

It is envisaged that the British Library will eventually be housed mainly in two locations - in new buildings in London in an area between New Oxford Street and Great Russell Street, and in expanded accommodation at the present site of the National Lending Library for Science and Technology at Boston Spa in Yorkshire.

1. GREAT BRITAIN. PARLIAMENT. British Library Act 1972.
London, H.M. Stationery Office, 1972. pp.9.

APPENDIX 5

THE TOY LIBRARIES ASSOCIATION

Formed as a charity in 1972, the Association, on behalf of member toy libraries, maintains links at national level with top level therapists, psychologists, teachers and research projects; with manufacturers, art colleges and toy designers; with existing societies for the handicapped; and between toy libraries themselves. Through regular conferences, a newsletter and an up-to-date "ABC Toy Index", the Association passes on guidance about the right toys and play to individual toy libraries. This is a new direct channel of communication which will benefit today's children.

Membership

Membership of the Association is not confined to toy library organisers but is open to any person or organisation concerned to see play enrich the lives of these children. Corporate Toy Library Membership is £2 per annum and Individual Membership is £1 per annum.

What are Toy Libraries ?

They are centres for lending the best - and sometimes specially adapted - toys to handicapped children. Because they cannot explore and experiment in the way normal youngsters do, these children live in a limited world. But the right play material can do a lot to make up for this, encouraging their imaginations, teaching them skills and helping them to become involved socially with other people.

Local Support for Local Families

Toy libraries aim to provide friendship as well as toys. They constitute what is often the only really local meeting place for parents and children (as most national societies work more on a regional basis). They open their doors to children with any kind of handicap, no matter how young they are, because they believe these children need help and stimulus from a very early date. They also provide an opportunity for a close informal partnership between parents and local professional people.

Anyone can start a Toy Library

To date some sixty toy libraries are operating and more organisers are urgently needed so that toy libraries can be started in every part of Britain (and abroad). Hospitals, parents, friends, societies, schools, playgroups, training colleges, churches, universities and local authorities are among those who have expressed interest. Write to the Secretary, for our 15p. leaflet "How to Start a Toy Library" (with addresses of existing toy libraries). Also available are the Association's current "ABC Toy Index" (35p.) containing addresses of suppliers, and "Choosing Toys for Handicapped Children" (20p.).

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APPENDIX 6
THE LIBRARY ASSOCIATION
Executive Committee
Libraries in Hospitals Sub-Committee

THE CHARTERED LIBRARIAN IN THE HOSPITAL
(approved draft)

Introduction

The Library Association receives many enquiries regarding the establishment and improvement of libraries in hospitals. The Association is pleased to answer such enquiries, many of which concern questions of qualifications and salaries, but this pamphlet may be of assistance in giving general guidance on a professionally organised hospital library and information service.

The Need

Hospitals exist to care for patients. All hospital employees serve this ultimate purpose. Along with increasing sophistication in the treatment of patients has come a greater awareness of after-care; ancillary services have developed and specialist staff are now employed in a wide variety of occupations. Yet relatively few hospital authorities employ Chartered Librarians who can do much to provide a full library and information service to support the work of medical staff and to meet the needs of the whole hospital population.

Users

A comprehensive hospital library and information service provides for two distinct groups:

Staff: medical, nursing, paramedical, administrative,
technical and community health workers

Patients

Aims

The aims of a hospital library and information service are to provide:
For staff and patients: a general recreational and reference service

For staff:

- (i) Information services to keep them aware of developments and trends within their own and other fields
- (ii) An enquiry service to answer specific questions rapidly
- (iii) Ready access to up-to-date books, journals and reports
- (iv) Information about and literature for postgraduate education, further training and research and development.

For patients:

- (i) Books and periodicals for recreational reading
- (ii) Material for continuing study
- (iii) Suitable material and equipment for handicapped readers.

Services

For staff:

(i) Information

It is the librarian's job to supply information and be familiar with the stock and bibliographic aids. Doctors, administrators, nurses both qualified and in training, and technical staff can all benefit from such a service. Requests for references on the toxic effects of drug X, unusual complications of appendicitis, comparative studies on new nursing techniques, off-site catering, the re-organisation of hospital transport and many other topics are all within the scope of the hospital librarian, and will result in the enquirer spending all the time at his disposal reading and assessing the information, rather than wasting time trying to assemble material himself, or being unaware that there is any literature on the subject. Through the literature, the librarian draws on the cumulative experience of others and it is clear that such a service can contribute to greater management efficiency resulting in the saving of lives, time and money.

(ii) Services for further study

Many professional people holding intermediate positions in hospitals are studying for higher examinations and qualifications, or are engaged in research. There is also a considerable increase in the number of courses now available. The librarian can assemble recommended reading material and make special facilities available. No library, however large, can be self-supporting, and with the help of the librarian's knowledge of external sources of information, such as the National Lending Library for Science and Technology, university, public and government department libraries and the interlibrary lending system, the whole library resources of this country and abroad are available. Moreover, by being a member of a professional body, the Chartered Librarian can call on his colleagues at any time (he is likely to know them personally) and can make arrangements for his readers to use other libraries.

(iii) Current awareness service

The librarian can draw the attention of individuals to current information and material of their known interest, of which they might otherwise be unaware. A direct service of this kind is invaluable to those holding particularly more responsible positions within the hospital.

Services (continued)

For patients:

A patient, who has both his physical and intellectual needs catered for, is likely to improve more rapidly. Just as a patient is assessed individually for medical treatment, so mental needs must also be individually satisfied. Patients are a cross section of the community and a skilled Chartered Librarian may, for example, have to help simultaneously a university student with a fractured leg, a business man with an ulcer and a mother 'of three' with high blood pressure. Specific requests quickly satisfied are an important boost to morale. Patients who are handicapped physically, visually or mentally, the immigrant, the illiterate, geriatric patients, children in long-stay wards, all present special problems, but the hospital librarian can advise on suitable books, reading aids, large print books, talking books and all the new media of tapes, slides, films, etc.. The therapeutic value of reading is now widely recognised. There are, moreover, many patients who require reading matter other than for diversion and some as well who for various reasons are unable to read in the conventional way. The Chartered Librarian is able to assess their needs and is able to assist in the rehabilitation of, for example, psychiatrically disturbed patients by working closely with other hospital staff.

The trolley service to the ward and a visit to the library for ambulant patients can provide a welcome diversion from the clinical atmosphere. For this reason, the stock should be attractive and up-to-date and the library itself should have a pleasant welcoming appearance.

Organisation of the Library

To provide essential material for the various services, the librarian develops an acquisitions policy leading to the purchase and collection of a wide variety of publications which are necessary to run the service. By means of classification, cataloguing and indexing he organises the material so that it can be fully exploited. It is most important that due emphasis is placed on bibliographical aids, since these are the tools enabling the work to be done. It is also the responsibility of the librarian to ensure that staff know how to use the library and to arrange the opening hours to enable the library to be used to the maximum advantage.

Library Staff

The value to the hospital of the material in the library lies in its use and library staff are therefore of considerable importance, because on their capabilities and expertise depends the full utilisation of the materials. Furthermore, in order that all members of the hospital staff understand the value and importance of the library and information service, it is essential that the post of librarian be clearly identified as a senior appointment with well defined areas of responsibility.

In some hospitals, the person in charge of the library has no training or qualification for the post. In such cases there is a strong possibility that an unbalanced collection will be acquired, that an inadequate enquiry service will be based on it and that many sources of information will remain untapped. Because the person in charge can be no more than a diligent custodian, any money spent will be largely wasted. In other hospitals the senior post in the library is occupied by a doctor. Though such a person will have the medical knowledge his lack of techniques in librarianship will seriously limit his efficiency in locating all relevant information. Therefore, although the cost of engaging highly qualified librarians may appear to absorb a large proportion of library funds, their employment is not only desirable, but essentially economic.

Librarians' Qualifications

To become chartered a librarian must have three years' approved library service. It is now customary for a librarian to have qualified in one of the fifteen schools of librarianship, including four at universities, in Great Britain, taking either The Library Association's examinations, which include optional papers on hospital libraries and medical bibliography, or the degrees and postgraduate qualifications of either the schools or associated universities or the CNA. Higher degrees in librarianship studies are also offered by some schools.

Co-operative Provision

All the library services within the hospital can be run jointly or separately, but in any case there must be close co-operation between them. Whatever arrangements are adopted, it must be realised that libraries cost money and that adequate funds must be allocated from the outset. Nevertheless, in present economic circumstances, it would be unrealistic to assume that there are sufficient funds for every single hospital in the country to have all the facilities that have been described.

However, there are various alternatives, which make it possible to envisage a library service becoming available to all hospitals.

(a) Library services organised on a regional or group basis. Wessex Regional Hospital Board have already provided a successful staff service, and both the Sheffield and Oxford Regional Boards have conducted studies along these lines.

(b) Co-operation with the local public library authority. A joint service may be instituted, of which Hertfordshire, Kent, Durham, Edinburgh, Stirlingshire and Lincoln are examples. The 1972 White Papers on the Re-organisation of the National Health Service, in England (Cmnd.5055) and in Wales (Cmnd.5057) envisage the creation of Area Health Authorities coterminous with local library authorities and it is intended that a general obligation will be placed on the authorities to collaborate with one another in the provision of goods and services and to establish machinery to facilitate such collaboration. The pamphlet, Libraries in Hospitals, published by The Library Association suggests ways in which this can be done.

(c) Voluntary helpers can be employed to help with patients' needs, but it is essential that they are trained and supervised by Chartered Librarians.

(d) The postgraduate medical centre or training centre and the nurse training school may be involved in co-operation as in (b) in all cases with appropriate financial contributions.

(e) The university medical library may be involved in a regional library organisation as in Wessex or may co-operate locally as in Edinburgh, Cardiff and elsewhere.

Guidelines

Help and advice are readily available on hospital libraries. The Department of Health and Social Security has published a memorandum Library Services in Hospitals, HM(70)23. The Library Association has a panel of advisers on hospital libraries as well as a pamphlet on recommended standards for libraries in hospitals. The Secretary of The Library Association, 7 Ridgmount Street, Store Street, London, WC1, has full information on salaries, appointments and library costs.

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APPENDIX 7

READING LIST ON LIBRARIES FOR THE MENTALLY HANDICAPPED
AND RELATED TOPICS

ALVIN, Juliette. *Music for the handicapped child*. London, Oxford University Press, 1965.

ELLIOTT, J. and BAYES, K. *Room for improvement: a better environment for the mentally handicapped*. London, King Edward's Hospital Fund for London, 1972.

GOING, M.E. editor. *Hospital libraries and work with the disabled*. Second edition. London, Library Association, 1973.

GUNZBURG, H.C. *Social competence and mental handicap: an introduction to social education*. Second edition. London, Bailliere Tindall and Cassell, 1973.

HART, J.A. and RICHARDSON, J.A. *Books for the retarded reader*. London, Ernest Bern, 1971.

LELAND, H. and SMITH, D.E. *Play therapy with mentally subnormal children*. London, Grune and Stratton, 1965.

LEWIS, M.J. *Libraries for the handicapped*. London, Library Association, 1969.

LINDSAY, Zaidee. *Art is for all: arts and crafts for less able children*. London, Mills and Boon, 1967.

NATIONAL BOOK LEAGUE. *Books for teachers of backward children in the primary, secondary and special school: an annotated list*. London, NBL, 1970.

NATIONAL BOOK LEAGUE. *Books for the teacher of backward children in the primary, secondary and special school: supplementary list*. London, NBL, 1970.

NATIONAL BOOK LEAGUE. *Help in reading: books for the teacher of backward children and for pupils backward in reading*. London, NBL, 1968.

Reading for the mentally handicapped. *The Book Trolley*, vol.3, no.5. March, 1972. pp. 3-15.

Section 6: Tables, over-bed frames and workframes and Section 7: Communication.
AGERHOLM, M. editor. *Equipment for the disabled*. volume 2. second edition. London, National Fund for Research into Crippling Diseases, 1966.

SEGAL, S.S. *No child is ineducable: special education provision and trends*. London, Pergamon Press, 1967.

30.

SEGAL, S.S. and MORGENSTERN, F. Books for the teachers of severely subnormal children. London, National Book League, 1971.

STEVENS, M. The educational needs of severely subnormal children. London, Edward Arnold, 1971.

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APPENDIX 8

LISTS OF BOOKS SUITABLE FOR HANDICAPPED READERS

HART, J.A. and RICHARDSON, J.A. Books for the retarded reader. London, Ernest Benn, 1971.

NEIL, A. Compiler. Fiction and non-fiction books: for use by the least able pupils in secondary schools. Glasgow, School Library Association in Scotland, 1971.

NOTTINGHAM UNIVERSITY TOY LIBRARY. Suggested reading list for parents and others concerned with the care of the handicapped child. Nottingham, NUTL, 1972.

DANIELS, J.C. and SEGAL, S.S. Help in reading: books for the teacher of backward children and for pupils backward in reading. London, National Book League, 1972.

Ladybird series 601. Loughborough, Wills and Hepworth Ltd.

1. The story of flight
2. Great inventions
3. The story of railways
4. The story of ships
5. The story of the motor car
6. The story of houses and homes
7. The story of clothes and costume
8. Churches and cathedrals
9. Exploring space.

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APPENDIX 9

LIST OF SEMINAR MEMBERS

Mr. John BOLWELL	Assistant Group Secretary	East Birmingham HMC
Dr. D.F. CLARK	Consultant Clinical Psychologist	Ladysbridge Hospital, Banff
Mrs. Winifred CURZON	H.M. Inspector of Schools	Dept. of Education & Science
Mr. Bert DOUGLASS	Health & Welfare Librarian	Durham County Council
Mr. H. FISHER	Principal Nursing Officer	Trent Vale HMC
Miss Jennifer FREEMAN	Librarian	The King's Fund Centre
Miss Mona GOING	Health & Welfare Librarian	Kent County Council
Miss Birthe HOUGAARD	Matron, Sheiling School	Thornbury, Bristol
Dr. G. O'GORMAN	Medical Director	Borocourt Hospital, Reading
Mrs. J. PARTRIDGE	Headmistress, Fountain School	Queen Mary's Hospital Carshalton
Mr. Alec PROPHET	Senior Nursing Officer	Cornwall HMC
Mr. Stanley S. SEGAL	Director and Principal	Ravenswood Village, Crowthorne, Berks.
Mr. Ronald STURT	Librarian	City of London Polytechnic
Dr. M. YORK-MOORE	Consultant Psychiatrist	Little High Wood, Brentwood, Essex.
<u>Observer</u>		
Mr. Norman HILL	Nursing Officer	D.H.S.S.
Mr. James ELLIOTT	Associate Director	King's Fund Centre
Mr. R.T. WHATLEY	Associate Director	King's Fund College

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