REVISED FORM FOR PUBLIC LIBRARY STATISTICS to be limit of 222

Compiled by the

A. L. A. Committee on Library Administration

This is a revision of the form for Library Statistics sent out in February, 1917. It is for the use of public libraries.

Two copies of the form are being sent to your library. Fill out one copy and return it to this office not later than July 1. The figures should be for your last fiscal year.

We strongly urge all libraries to use this form in their regular annual reports.

In speaking of the revision the committee chairman writes: "A considerable number of items have been added in order to make the reports as complete as possible without being too long, and in order to reduce to a minimum the questionnaire business with which we are all afflicted. Also, if the new items recommended are adopted, it will eliminate the compilation of much additional data for the Bureau of Education tables."

"A brief outline of salary schedules is added. Some libraries may not want to give this data but it will be highly valuable information, and will eliminate one of the principal reasons for frequent questionnaires."

Each library using this schedule is expected to omit all headings which have no reference to its work and to condense under the nearest general heading all which are insignificant to it.

Annual report for year ended
Name of library Makima Public Library
City or town Yakima State Washington
Name of librarian Exthet Tleming
Date of founding 1907 (as a public Library)
Population served (latest statistics or estimate—state which) 1920(18, 539) 1925 Eal. (24, 719
Assessed valuation of city or town
Assessed valuation is what per cent of true cash value. 50.90
Rate of tax levy for library purposes. \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

diserree for lending
(Decandons haved on Miss Easiman's Thomas and Paris Mets
"Branch libraries and other distribution Lib. Com Pages 878 1
Free for reference . Itel no Melenence
DEVISED FORM FOR PUBLIC LIBRARY
oranca is an auxiliary library, tone tegether, but not bound, to nipour acricle
Free to limited class, as students
arate building or housed in one or more thousand to be seen to the seen and
Subscription
etc. and another (Underscore words that apply) 99thm (00 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and another than 100 A . I . A . and a . and a . A . I . A . and a . A . I . A . and a . A . I . A . and a . A . I . A . and a . A . I . A . and a . A . I . A . and a . A . I . A . and a . A . A . A . A . A . A . A . A . A .
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Total number of agencies
Two copies of the form are being sent to your library, Fill out one copy and return it at
Two copies of the form are being sent to you sent the for your last becal vestioned
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We strongly urge all libraries to use this form in their regular annual reports.
Standard Land Stations Consist of yould but not you in the Consistent Williams
How many occupy separate buildings. How many occupy separate buildings as possible without being too make the reports as complete as possible with the are all
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data but it will be highly valuable intermation, and continue some states as a continue as a continue some states as a con
seemed institution area technical teach, a tong and result for
Each library using this schedule is expected to omit all headings which have no reference
agencies (subdivide: schools clube etc.
rooms and collections) also state number of school
A A A A A A A A A A A A A A A A A A A
Annual report for year ended the latte space and specimes sent a sent sent and sent as a sent sent sent sent sent sent sent sent
Name of libraries (20 to 50 or more The att of Line Wireld to small
provided to the of grade schools. Horary to an agency by any kind that not
They buch de les fire engine houses, po-
lice stations, factories, chobe, missions set the circulation, depending of the circulation agency for home use shall be counted only
Name of librarian and the company for the company of the company o
Number of days open during year (Central library) 362
Shake 1481 (Bacon) Office (distributed in in ary)
Population served (latest) statistics on estimates stated which and and of the state of the season sold and the season state of the season state o
Hours open each week for lending (Central library)
the report should be contrat horary) It Mil. to with la gotterday, horasak.
Assessed valuation is what per Tof-true cash value. Hours open each week for reading (Centerly Large) and the second sec
Hours open each week for reading (Central library) 15 raquasily si noitsulay basessed
reading (Central library)

BOOK STOCK	er Agencies		A. Branches, S.
(Based on Biscoe, "Pamphlets," World's	Adult	Juvenile	(DetaoTons
Number of volumes at beginning of year	12,059	3463	15.522
Number of volumes added by purchase	1437	624	2061
Number of volumes added by gift or ex-	232	aving its own ks, either occup	- 2
Number of volumes added by binding			arate building or rooms in a scho
material not otherwise counted		parish house, re stered ascanric	cial settlement, etc., and admini
ound books of less than 100 payes if catabgued, accessioned and treated as volumes	13,728	4,087	17,815
Number of volumes lost or withdrawn	399	316	ixofa Toploxia
Total number at end of year	13,845	3,778	17,123
hey are available for use; they are not	ne regularode	library or t	of the central

Number of volumes in Reference Dept 8 2 3 o taken stations of volumes in Reference Dept
collections of books (from 200 to several
Number of pamphlets at beginning of year . 3.3.3
The collections are frequently changed; also to pamphlets and periodicals.)
Number of pamphlets added 1.13 off 1.15 of 1.1
tion may be in charge of an assistant sent recorded each day, counting one for each
Number of pamphlets withdrawn
The second secon
- HIMB HIMBE 전에서 기계 전에 전혀 있는 사람들은 100kg 사람들은 100kg 기계 기계 기계 100kg 기계
Number of pictures, photographs and prints added during year
Total number of pictures, photographs and prints at end of year.
Other additions (mans, manuscripts etc enumerate)
Other additions (maps, manuscripts, etc.—enumerate)
books) so to school rooms of grade schools are special and school por special and school por special and school por special and schools are special and special an
Number of newspapers, periodicals, proceedings and transactions of learned societies currently received
tlements, nome libraries, etc. For the (essaig ton-esigos bna selit to redmun and only only
poses of this report and to avoid inflated according to the reported circulation, dis-
Number of publications issued during year
not be counted but only the different in- the library to the sgency and disregarding
structions to which books are sent in the attheir use at the agency all no case shall
case of collections sent to schools, each there be any estimation of circulation. building should be counted but once, by If it is found necessary to depart
though the report should also give the from these rules in any way, such depar-
number of separate collections and the ture shall be plainly stated in a footnote number of different rooms served.

FINANCE

USE for lending	Adult	Juvenile	Total	
Number of volumes of fiction lent for home	68,853	33,145	101,998	
Total number of volumes lent for home use	93,291	47,274	140,565	
1 Star Hamber of Volumes for 101 Home use	1,50		Membership fees	
Per cent fiction lent of total volumes lent	7290		Fines and sale of p	
Circulation per capita			Duplicate pay colle Giffs	
Number of pictures, photographs and prints l	ent for home use	cyanibean)ke	N) + казахива + цви́зО	
Other circulation (sheet music, clippings, etc	.—enumerate)	objects)	merate and state	
Number of persons using library for reading (Total figures of attendance in reading room			Unexpended at my	
		YMENTS FOR		
		Maintenance		
REGISTRATION	Adult and	Juvenile	Librarians' Salarie	
Number of borrowers registered during year	2598	1257	3855	
1924	2507	1074	358	
Total number of registered borrowers	5105	233	Supples stationer	
Registration period, years 2	Laura		Other items	
Per cent registered borrowers of population		9 70		
		,	Cleaning supplies a	
SALARIES	AND STAF		Building repairs an	
	49.801			
Salary schedules Librarian	0.00.00		Heat and Light	
	4.40		Total	
Department heads	11			
Branch librarians		ordinary Exponses		
		8		
0.1			New Buildings	
	1320	,	Additions to Buildi	
Junior library assistants	40 per	hu. (pa	in time	
Staff	81.	1 30	(Crend total)	1
Figure a commence of the comme	fuel time	iture per capita	me - Burk	, mendle

FINANCE

THUNOS
IRIOT RECEIPTS FROM HUBA
Number of volumes of fiction lent to P 48 3 P (L
1211
State grants Invested funds
Membership fees
Control of the contro
Circulation per capita
Statute of volumes added by heading
Interest on deposits
Other sources (if extraordinary, enu-emot for lent for home-une pictures, photographs and prints lent for home-une pictures)
Other circulation (sheet music, clippings, etc. estimerate)
Other circulation (sheet music, clappings, etc.—entimerate)
Unexpended balance from previous year.
Number of persons using library too reading and studyrasy suoiver of persons using library too reading and studyrasy
Grand total
PAYMENTS FOR
Maintenance
Librarians' Salaries
Books
Number of borrowers registered during year 189,95 Number of borrowers registered during year
Binding
Supplies, stationery, printing, etc 324,95
Furniture, equipment, etc 847, 52
Telephone, postage, freight, express 270 29
Other items
Registration period, years \$2,472,513 latoT.
2. Building maintenance expenses.
Janitors, mechanics, wages, etc Per cent registered borrowers of population served
Cleaning supplies and equipment
Building repairs and minor alterations
Beer additions among management elementate
Salary schedules 7 68.94 Heat and Light
Other items Ins. + Pawing 304,04
Assistant librarian
Department heads QP.6511 Pare-serves beg seith to reader a shed seems
Total maintenance expenses
Extraordinary Expenses
Sites Children's librarians
Catalogers
Additions to Buildings
Other unusual expenses
Total\$
Grand total \$ 13,428.18
Maintenance expenditure per volume of circulation 95 cents
Maintenance expenditure per capita

NOTES, DEFINITIONS, RULES

A. Branches, Stations and other Agencies

(Definitions based on Miss Eastman's "Branch libraries and other distributing agencies." A. L. A. Manual of Library Economy, ch. 15.)

A branch is an auxiliary library, complete in itself, having its own permanent collection of books, either occupying a separate building or housed in one or more rooms in a school, park or field house, social settlement, parish house, rented store, etc., and administered as an integral part of the library system, i. e., by a paid staff. To rank as a branch its hours of opening should approximate those of the central library.

A sub-branch is a branch in which the hours of opening do not approximate those of the central library or the regular branches.

Stations include deposit and delivery stations. Deposit stations consist of small collections of books (from 200 to several hundred volumes) sent for an indefinite term to a store, school, factory, club, etc. The collections are frequently changed; the station has some permanency. A station may be in charge of an assistant sent from the central library or neighboring branch, or a trained librarian employed at the expense of a co-operating institution or society, an office employee of a factory, or a volunteer worker. Delivery stations have no books on deposit but fill orders from a central stock.

Other Agencies. These embrace for the most part agencies to which traveling libraries are sent; the largest number of such traveling libraries (20 to 50 or more books) go to school rooms of grade schools. They include also fire engine houses, police stations, factories, clubs, missions, settlements, home libraries, etc. For the purposes of this report and to avoid inflated figures, each separate box of books should not be counted but only the different institutions to which books are sent. In the case of collections sent to schools, each building should be counted but once, though the report should also give the number of separate collections and the number of different rooms served.

B. Volumes and Pamphlets

(Based on Biscoe, "Pamphlets," World's Lib. Cong. Papers, 826.)

A pamphlet is a printed work consisting of one or more sheets of paper fastened together, but not bound. Unbound serials and sequents which as issued are intended to form component parts of a larger volume are not to be considered as pamphlets.

A volume is any printed work bound in stiff covers so as to stand on a shelf; also unbound books of over 100 pages and unbound books of less than 100 pages if catalogued, accessioned and treated as volumes in all respects except binding.

C. Added and Additions

Volumes, pamphlets, etc., are to be considered as "added" to a library only when they are available for use; they are not to be considered as "additions" if they are simply in the possession of the library, but not yet in use.

D. Rules for Counting Circulation

(Where the word "volume" is used, the rules should be understood as applying also to pamphlets and periodicals.)

- 1. The circulation shall be accurately recorded each day, counting one for each lending for home use of a bound volume, pamphlet or periodical. Supplemental figures recording (each group separately) the circulation of prints or other material, are also desirable.
- 2. Renewal of a book under library rules at or near the end of regular terms of issue shall also be counted, but no increase shall be made because books are read by others or for any other reason.
- 3. The act of sending books from the library to an agency of any kind shall not be regarded as an issue to be counted in the circulation.
- 4. In all cases books issued from an agency for home use shall be counted only according to the reported circulation, disregarding the act of sending them from the library to the agency and disregarding their use at the agency. In no case shall there be any estimation of circulation.
- 5. If it is found necessary to depart from these rules in any way, such departure shall be plainly stated in a footnote to the published report.

American Library Association

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