

NOTES, DEFINITIONS, RULES

A. Branches, Stations and other Agencies

B. Volumes and Pamphlets

(Definitions based on Miss Eastman's

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"Branch Libraries and other Distributing

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agencies." A. L. A. Manual Library

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branch of a school, post office, field station

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or of a public building, etc. Also state number of school

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rooms, etc. (subdivisions: schools, clubs, etc.)

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of the library system, etc. by a state

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REVISED FORM FOR PUBLIC LIBRARY STATISTICS

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 April 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 December 31, 1923.

Name of library Yakima Public Library

City or town Yakima,

State Washington

Name of librarian Eleanor S. Stephens.

Date of founding Sept. 3, 1904.

Population served (latest statistics or estimate—state which) 19,687 (1923 Polk Directory)

18,524-1920 census.
Assessed valuation of city or town \$11,808,845.00

Assessed valuation is what per cent of true cash value 50%

Rate of tax levy for library purposes 1 mill (\$.001)

Terms of use—Free for lending to residents only

Free for reference to all

Free to limited class, as students

Subscription

(Underscore words that apply)

Total number of agencies 1

Consisting of—Central library

~~Branches~~

How many occupy separate buildings?

~~Sub-branches~~

~~Stations~~

~~Other agencies~~ (subdivide: schools, clubs, etc., also state number of school rooms and collections)

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Number of days open during year (Central library) 362
(open only 310 days for circulation)
Hours open each week for lending (Central library) 72
Hours open each week for reading (Central library) 75

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

BOOK STOCK

| | Adult | Juvenile | Total |
|---|--------|----------|--------|
| * ^{accessioned} Number of volumes at beginning of year | 10,479 | 2,845 | 13,324 |
| Number of volumes added during year by purchase | 921 | 687 | 1,608 |
| Number of volumes added during year by gift or exchange | 172 | 11 | 183 |
| Number of volumes added during year by binding material not otherwise counted | 96 | 0 | 96 |
| Number of volumes lost or withdrawn during year | 380 | 341 | 721 |
| * Total number at end of year | 14,440 | 3,202 | 17,642 |
| Of this number, how many are in Reference Dept.? | 2,201 | 106 | 2,307 |
| Number of pamphlets at beginning of year 333 cataloged pamphlets | | | |
| Number of pamphlets added during year | | | |
| Number of pamphlets withdrawn during year | | | |

* Government documents not in frequent use are not accessioned or cataloged. Eg. only latest issue of "Statistical Abstract" is accessioned and shelved upstairs with reference material.

Total number of pamphlets at end of year - Estimated at 3000 in pamph. boxes, etc
(not including 2710 - Govt. doc. pamphlets + 333 catalogued)
6,043-1

Number of pictures, photographs and prints added during year -

Total number of pictures, photographs and prints at end of year

Other additions (maps, manuscripts, etc.—enumerate)

Number of newspapers, periodicals, proceedings and transactions of learned societies currently received

(Give both number of titles and copies—not pieces)

10 newspapers (2 duplicated)
142 magazines.
(2 copies of 13 titles of magazines)

Number of publications issued during year - only type-written reports and bibliographies.
nothing printed.

USE

Number of volumes of fiction lent for home use

Total number of volumes lent for home use

Per cent fiction lent of total volumes lent

| Adult | Juvenile | Total |
|--------|----------|---------|
| 61,363 | 29,163 | 90,526 |
| 81,117 | 42,495 | 123,612 |
| 76% | 69% | 73% |

Circulation per capita - 6.2

Number of pictures, photographs and prints lent for home use

Other circulation (sheet music, clippings, etc.—enumerate)

Not recorded

Number of persons using library for reading and study - Not recorded.

(Total figures of attendance in reading rooms, if kept.)

REGISTRATION

Number of borrowers registered during year

Total number of registered borrowers - 7239

Registration period, years - 2

Per cent registered borrowers of population served - 36

| Adult | Juvenile | Total |
|-------|----------|-------|
| 6,356 | 1,441 | 7,797 |
| 4,854 | 2,385 | 7,239 |

SALARIES AND STAFF

Salary schedules

| | |
|-----------------------------------|-----------------|
| Librarian | \$1200.00 |
| * Assistant librarian | 1440.00 |
| Department heads | |
| Branch librarians | |
| First assistant branch librarians | |
| * Children's librarians | Same person |
| Catalogers | |
| Library assistants | 1320.00 |
| Junior library assistants | by hour 3.60.00 |
| Staff | 2.40 per hour |

Number of staff, library service - 4 1/2

Number of staff, janitor service - 1

FINANCE

RECEIPTS FROM

| | |
|---|-----------|
| Unexpended balance | \$353.38 |
| City tax levy | 10,131.99 |
| County or township tax levy | |
| State grants | |
| Endowment funds | |
| Membership fees (from Non Residents) | 478.50 |
| Fines and sale of publications | 1105.31 |
| Duplicate pay collection | |
| Gifts | |
| Interest on deposits | |
| Other sources (if extraordinary, enumerate and state objects) | |

Total \$12,069.18

Maintenance expenditure per volume of circulation \$1.01

Maintenance expenditure per capita \$1.63

PAYMENTS FOR

Maintenance

| | |
|---|-------------------------|
| Books | \$2119.35 |
| Periodicals | 337.27 |
| Binding | 588.80 |
| Salaries, library service | 6278.32 |
| Salaries, janitor service | 840.00 |
| Insurance | 164.00 |
| Heat | 183.00 |
| Light | 416.90 |
| Permanent improvements and furniture | 335.66 |
| Supplies | 280.56 |
| Printing | 87.35 |
| Telephone | 69.15 |
| Transportation, postage, express, freight, etc. | 148.38 |
| Other maintenance | Traveling expense 25.40 |

Total maintenance \$11,774.14

Extraordinary Payments

| | |
|-----------------------------|--------|
| Sites | |
| New buildings | |
| Installation of new heating | 600.00 |
| Additions to buildings | |
| Other unusual expenses | 173.76 |
| Total | 773.76 |

Grand total \$12,547.90

Warrants outstanding 482.87

13,030.77

Cash Balance

Jan 1, 1924

- 961.59

12,069.18

Jan 1, 23

Jan 1, 24

831.87

482.87

Budget was 12,166.76

Received 834.77 less than shown

have from taxes in 1923.

Taxes outstanding Jan 1, 24 = 4,268.22

outstanding warrants

Jan 1, 23

Jan 1, 24

831.87

482.87

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.

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

78 E. Washington St., Chicago, Ill.

1923