REVISED FORM FOR PUBLIC LIBRARY STATISTICS STATISTICS 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 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	ear ended	e
Name of library	YAKIMA PUBLIC LIBRARY	
City or town	YAKIMA State WASHINGTON	
Name of librarian	ESTHER FLEMING	
Date of founding	1907 (as a Public Library) of come or to red	Num
Population served Assessed valuation	latest statistics or estimate—state which)1920(18,539) 19 of city or town \$12,349,000	26 Est. 54)
Assessed valuation	s what per cent of true cash value. 50.% here to see the mage a	noH
Rate of tax levy	r library purposes	1100

Terms of use—Free for lendingFree for lending
Free for reference Free for reference
REVISED FORM FOR PUBLIC LIBRARY
Free to limited class, as students
arere ladding or housed to one or more true are but to be equal-cost as pamelalita-
(Underscore words that apply) nonstriction A visidil no estimated A. I. A.
This is a revision of the form for Library 9n0 cs sent out seines for redmun lator the use of public libraries.
Consisting of—Central library
and the strongly urge all libraries to use this form in their regular annual reports record
Branches How many occupy separate buildings
and save of large Sub-branches in more or problem is also as a great a counting one for each
data but it will be highly valuable information, and grill eligeingte one of the erincical reasons for frequent questionnaires, and reasons are notatiless unitaries as a constitution and the constitution of
Each library using this schedule is expected to omit all headings which have no reference to us work and to condense under the mearest general heading all which are insignificant to it.
Other agencies (subdivide: schools, clubs, etc., also state number of school rooms and collections)
Name of blooms and Land of the Control of the State of th
Name of internal
Number of days open during year (Central library)
Hours open each week for lending (Central library)
Hours open each week for reading (Central library)
Hours service per week required of staff. 42 hours to well all to staff.

BOOK STOCK

Pased on Biscoe, "l'amphiets," World'i	Adult	Juvenile	Total
Number of volumes at beginning of year	13,345	3,778	17,123
Number of volumes added by purchase	1,467	771	2,238
Number of volumes added by gift or exchange	276	is, either occup	plete in itself, he colle 672 of boot arate building of
Number of volumes added by binding material not otherwise counted	house, so-seile nied store, st	l, park or field arish house, re	rooms in a school rial settlement, p
and books of less than 100 pares if cata	2880, 61 bd	4,549ast	
Number of volumes lost or withdrawn	OIO	4,209	18,752 rdi
Total number at end of year.	tar seeds stars	4,215	18,772
be considered as "additions" if they are	OJ.		senenes.

Number of volumes in Reference Dept. (792	ref.) (2,088 bound mag.)
Number of pamphlets at beginning of year	hundred volumes) sent for an indefinite term in a state, ethnot, lactory 016, etc. The collections are frequently changed:
Number of pamphlets added	the station has some permanen OI A sta-
Number of pamphlets withdrawn	from the central library or regilboring branch, or a trained historian employed at
Total number of pamphlets at end of year	the expense of a co-operating Algitution or society, an office employee of a volunteer worker, a Delivery stations
Number of pictures, photographs and prints add	ed during year
Total number of pictures, photographs and prints Other additions (maps, manuscripts, etc.—enum	Other Agencies. These embrace is at end of year.
library to an agency of any kind shall not be regarded as an issue to be counted in the circulation.	Though state at a school rooms of grade schools. Thought stated a stand two long line boundary on
4. In all cases books issued from an agency for home use shall be counted only according to the reported circulation, dis-	lice stations, factories, clubs, missions, set- tlements, houre libraries, etc., For the nur- poses of this report and to avoid inflated
Number of newspapers, periodicals, proceedings learned societies currently received (Give both number of titles and copies—not pie	and transactions of 184 and belowed and ton
Number of publications issued during year	and the bilance bloods gaibline none

	FINANCE		
USE	Adult	Juvenile	Total
Number of volumes of fiction lent for	home		
use	nome 74.757	33,969	108,726
			annang sta
Total number of volumes lent for hon	ne use 100,282	48,847	149,129
			orabership fees
Per cent fiction lent of total volumes le	ent 72%	leations	ines and sale of pub
			uplicate pay collection
Circulation per capita5	7.0		O CALLON ALLEN AND
Number of pictures, photographs and p	rints lent for home us	se , yranilmean	or three sections would
Other circulation (sheet music, clipping	gs, etc.—enumerate) .		
	TOP ST ST S		
Number of persons using library for re	eading and study	no cou	ntaried tobusque
(Total figures of attendance in reading	g rooms, if kept.)		
REGISTRATION	Adult	Juvenile	Total
	7,848		brerians' Salarice
Number of horrowers registered during	19 000	7 400	A 7776
Number of borrowers registered during		1,408	4,336 3,855
1	25 2,598	T, 207	0,800
T-4-1 1 - 6 - 1 - 1 - 8	E 500	0 005	0.3.03
Total number of registered borrowers.		2,665	uralture, equipment.
	3046,	1.32.000	arrithme, equipment,
Registration period, years	Two		
period, years			Total
Por cont registered bearing	, 370	almienance expenses	
Per cent registered borrowers of popul	lation served	ages, etc.	nitons, mechanics, w
CATA	RIES AND STAF	minor altera	
SALA	KIES AND STAI	T	
Salary schedules	Number	Minimum	Maximum
Librarian	\$		\$2,000
			P. 1 64 p. W. W
			7 440
Assistant librarian			1,440
Assistant librarian Department heads	083,313		1,440
Assistant librarian Department heads Branch librarians	8 088,81%	xnenses.	1,440 Total
Assistant librarian	8 088,81%		Total maintenance e
Assistant librarian Department heads Branch librarians	8 003,343	xnenses.	1,440 Total maintenance e
Assistant librarian	003,21,	NORWERS	Total maintenance e Karraged Karraged tos Buildings
Assistant librarian Department heads Branch librarians First assistant branch librarians Children's librarians Catalogers Library assistants	003,81.	nory Popular	1,440 Total maintenance e Karrenrel tee w Buildings ddittens025culf nga
Assistant librarian Department heads Branch librarians First assistant branch librarians Children's librarians Catalogers Library assistants	003,81.	nory Popular	1,440 Total maintenance e Karrenrel tee w Buildings ddittens025culf nga
Assistant librarian Department heads Branch librarians First assistant branch librarians Children's librarians Catalogers	003,81.	nory Popular	1,440 Total maintenance e Karrenrel tee w Buildings ddittens025culf nga
Assistant librarian Department heads Branch librarians First assistant branch librarians Children's librarians Catalogers Library assistants	003,81.	nory Popular	Total ensistenance e Total ensistenance e Esternord test land agent ther unmand expension
Assistant librarian Department heads Branch librarians First assistant branch librarians Children's librarians Catalogers Library assistants Junior library assistants Staff	.40 & 2	5. per hour	1,440 Total maintenance e Exercises total and finishing was a control of the c
Assistant librarian Department heads Branch librarians First assistant branch librarians. Children's librarians Catalogers Library assistants Junior library assistants	.40 & 2	5perhou	1,440 Total maintenance e Total maintenance e Total total Total Total Total Total Total Total

FINANCE

RECEIPTS FROM	350002	1 460	"
	\$12,349	Aumber of volumes of letter line 1000	
Local taxation	\$10,010	0.5	
State grants	2,000	lotal number of volume lent for hOO	
Invested funds	2,2,000		
Membership fees		Her cent fiction lent of total volumes lent	
Fines and sale of publications	1 62	The comment with the first volumes ten	
Duplicate pay collection		Girculation per capita	
Gifts	witness of the	Li - G	
Interest on deposits		the state of the second of the	
Other sources (if extraordinary, enu-	is lent for hom	Number of pictures, photographs and prin	
merate and state objects)	1 7 1	250 4 1 29 1.5 507	
1	eic.—enumerat	Other circulation (sheet music, clippings,	
Total	\$14,349	00	
Unexpended balance from previous year	Aprile bus sun	Number of persons using library for read	
Grand total	s 14,349	00 \$	
			=
PAYMENTS FOR			
Maintenance		LOIG AGRANOS G	
1. Library Operating Expenses.	7 700	RECISTRATION	
Librarians' Salaries	7,398		
Books	2,736		
Periodicals	452		
Binding	910		
Supplies, stationery, printing, etc	495		
Furniture, equipment, etc	1,108		
Telephone, postage, freight, express	220	67	
Other items	\$	514	
Total		Registration period, years	
2. Building maintenance expenses.			
Janitors, mechanics, wages, etc	on served 3	Fer cent registered horr wers of popular	
Cleaning supplies and equipment			
	and prims at the		
Building repairs and minor altera-	ES AND ST	MALARI	
Rent	per v = established to the	S.lary schelules	
Heat and Light	660	18	
Other items Ins & Paving	348		
Total	s 14,330	Assistant librarian	
Total maintenance expenses	\$		
	•	Bronch librarians	
Extraordinary Expenses	eculo de la contra	bust assistant branch librarians.	
Sites		Children's librarians	
New Buildings	ord tript on	Catalogers	
Additions to Buildings	New York	Library assistants	
Other unusual expenses	3 0 0	Junior library assists	
Total	\$		
Grand total	\$	\$ 8	
Teally Valed P) But	J.J.J.J.J.	Number of staff, library serio	

				circulation							
Maintenance	expenditure	per	capita		. p.	00	38	10011	lb[HESE	10 1901111

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

86 E. Randolph St., Chicago, Ill.

REVISED FORM FOR PUBLIC LIBRARY STATISTICS and Desirated of STATISTICS and Desirated o

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\ 9.2. Genorias los bas emoca.	
Name of library Yakima Public Library	
City or town Yakima State Washington	
Name of librarian Cother Tleming	
Name of librarian Conther Fleming Date of founding 1907 (as a Jublic Library)	
Population served (latest statistics or estimate—state which) 1920(18,539) 192661 (25)	964
Assessed valuation of city or town 1.18, 349,000	
Assessed valuation is what per cent of true cash value. 5.0.70 1 200 data and a surely	
Rate of tax levy for library purposes	

Terms of use—Free for lending. Free for lending.
REVISED FORM FOR PUBLIC LIBRARY Free to limited class, as students
Subscription
Total number of agencies Done little visited of the form of the little in the litt
Consisting of—Central library
to be elimanteed as "autilitions" of starts
We strongly urge all libraries to use this form in their regular annual reports. semiblind starques equipped without considerable number of the speaking of the revision the committee chairman writes: A considerable number of the speaking of the revision the committee chairman writes: A considerable number of thems have been added in order to make the reports as complete as possible without being too long, and in order to capiblind foods in the work will eliminate the compilation of the start o
data but in will be highly valuable intoxination, and sell eliminate one of the principal reasons for frequent questionnoires, gathers and the sell-continuous of the principal reasons.
capacity 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.
Other agencies (subdivide: schools, clubs, etc., also state number of school rooms and collections)
Name of library Addition Rudilla Sulking the solvery
the or town of a factor of the second state of
Name of librarian Covident J. L. J. Language of the sell
Number of days open during year (Central library) \$ 6.2.
Hours open each week for lending (Central library)
Hours open each week for reading (Central library)
Rate of tax levy for horse service per week required of staff. 4.2 & & Service per week required of staff.

NOTES, DEFINITIONS, RULES

A. Branches, Stations and other Agencies B. NOOTS NOOB phlets

(Based on Biscoe, "Pamphlets," World's	Adult	Juvenile	(Delator lator
Number of volumes at beginning of year	13,345	3,778	17 1 20038
Number of volumes added by purchase		n Arefiary lib	2238
Number of volumes added by gift or ex-	permanent al	aving its own	lete in itself, h
change bereicher of to too ero to	e or more ar	no ni besuod i	rate building or
Number of volumes added by binding material not otherwise counted	house, so- ated store, st		ooms in a schoo ial settlement, p
boung books of less than 100 pages and an	od. Dota hime		te, and adminis
paed accessioned and treated latoThames			19637
Number of volumes lost or withdrawn	14, 5,43	4,209	18 7 5 2
Volumes, paraphlets, etc., are to be con-	SHE HOLD	g a branch in	nonand-ous A
Total number at end of year become one of they are no	The state of the s	Co bot apploxi	The second secon
tre want it "amoitible" as berakismen ad	0.1		sadanar

simply in the possession of the library,	Stations include deposity and delivery
Number of volumes in Reference Dept.	The Colors of Son Street of Street of the St
Number of pamphlets at beginning of year	hundred volumes) sent for an indefinite
also to pamphlets and periodicals.)	The collections are frequently changed;
Number of pamphlets added	the station has some perminerey. A sta-
Number of pamphlets withdrawn	from the central library of neighboring
ures recording (each group separately) the	the expense of a co-operating institution
Total number of pamphlets at end of year	or society, art office, employee, df. a actory
also desirable. etti sense linette library	or a volunteer worker, Delivery stations
Number of pictures, photographs and prints add	ed during year
of icens also he counted but no in-	
Total number of pictures, photographs and prints	at end of year.
Other additions (maps, manuscripts, etc.—enum	braries are sent, the largest number of
	durant du
he required as an assue to be counted in	books) go to school-rooms of grade schools. They include also the engine bouses, po-
the circulation. A. In-all cases, books issued from an	They include also for engine bouss, par- lice stations, factories, clubs, missions, set-
the circulation. 4. In all cases books issued from an angency for home use shall be counted only	They include also one engine bouses, par- lice stations, factories, clubs, missions, set- tlements, home libraries, etc. For the pur-
the circulation. 4. In all cases books issued from an	They include also one engine houses, par- lice stations, factories, clubs, missions, set- tlements, home libraries, etc. For the pur. poses of this report and to avoid indated
na more beneat along established to be an along the season of an acceptance with a season of a sea	They reside disc one excise docess, per lice stations, factories, clubs, missions, settlements, home libraries, etc. For the nur. poses of this report and to avoid musted figures, early per ate be a continuated not be continued but only be
na more beneat along established to be an along the season of an acceptance with a season of a sea	They include also one engine bouses, par- lice stations, factories, clubs, missions, set- tlements, home libraries, etc., For the pur., poses of this report and to avoid indated
na more beneat along established to be an along the season of an acceptance with a season of a sea	They reside disc one excise docess, per lice stations, factories, clubs, missions, settlements, home libraries, etc. For the nur. poses of this report and to avoid musted figures, early per ate be a continuated not be continued but only be

American Library Association

USE	734	Adult	Juvenile	Total
Number of volumes of fiction lent for h	nome	74,757	33,969	108,724 noticest test
Total number of volumes lent for home	use	100,282	48,847	State France 1941
Per cent fiction lent of total volumes ler	nt	7270	egoitesi	Membership fees Fines and sale of pub
Circulation per capita	10			Duplicate pay collectio
Number of pictures, photographs and pr	ints 1	ent for home use		
Other circulation (sheet music, clipping				merate and state obj
Number of persons using library for re-		and study	ino co	Total
(Total figures of attendance in reading	room	s, if kept.)		
			ENTS FOR	
REGISTRATION	The second	Adult	Juvenile	Total
Number of borrowers registered during	vear	2928	1408	Librarians Salaries Boola 0 6 6 +
11 11 11 192	5	2598	1257	Periodice 38 E
Total number of registered borrowers		5526	2 6.6 5 ini	Supplies, stationer pr Fursiture, equipment,
7			ght, express	Telephone, postage, frei Other items
Registration period, years	w	2	2.0	LateT
Per cent registered borrowers of popul	ation	served	Sinten O explos	z. Bullding m. Janitörs, mechantes, vo
SALAI	RIES	AND STAF		
Salary schedules	et o	Number	Minimum	Maximum mest
Librarian	1	5.0.0.		Other Items (
Assistant librarian		13.46		La by P
Department heads				a comments how Into T
Branch librarians			· · · · · · · · · · · · · · · · · · ·	ta hangmann maar
First assistant branch librarians.			mary, Espenses	Extraordi
Children's librarians				Sites
Catalogers				New Buildings
Library assistants		1.250	Ø	Additions to Buildings
Junior library assistants		Ho Bri	. Krv426	Bu Kn
Staff		21 .0+	()	Total
Number of staff, library service		Julian Com	ditare per volunie	Maintenance expen
Number of staff, janitor service				

FINANCE

RECEIPTS FROM	1164		
aller Roll Roll Part Inc.	\$ 12,349	00	Number of volumes of the
Local taxation	\$ 12,011		gse
State grants	9 000	oo o lo	lotal number of volumes
Invested funds	2,000		
Membership fees	TO CHILL	I volumes lent	Her cent fiction lent of tota
Fines and sale of publications	23	21.2	1 276
Duplicate pay collection		r. D	Circulation per capita
Gifts	ding		
Interest on deposits	and and small at	ning bas sdast	Number of pictures, photog
Other sources (if extraordinary, enu-	1000		
merate and state objects)	etc.—enumerat	usic, clippings.	Other circulation (sheet me
Total		00	5 4 0 1 2 5 5 5 5
Unexpended balance from previous year	\$ 14,349	brary for read	Number of persons using h
oscapended balance from previous year.	1 1001 11 110	- xunbaur hi	
Grand total	\$14.349	00	\$
PAYMENTS FOR			
Maintenance		7 -	
1. Library Operating Expenses.	HobA & 3 13	NOI1	REGISTRA
Librarians' Salaries	7.398	07-	The Management of the
Books	2,736	56-	Number of borrowers regis
Periodicals	452	39 -	
Binding			15 500
Supplies, stationery, printing, etc	910	29	Total number of registered
Furniture, equipment, etc	1,108	40	
Telephone, postage, freight, express	220	67	a laterage comment
Other items			
Total	\$		Registration period, years
Total			
2. Building maintenance expenses.	on served	ers of populati	Per cent registered borrawe
Janitors, mechanics, wages, etc			
Cleaning supplies and equipment	and prints at es	d of year	
Building repairs and minor altera-	ES AND ST	SALARI	
Rent	(60	1.8	
Heat and Light	000 Det		Salary schedules
Other items (2000 - Paul (2000)	00000	60	marardi.i
· · · · · · · · · · · · · · · · · · ·	\$ 149.80	89	Assistant librarian
Total maintenance expenses	\$		Department heads
AT THE RESERVE OF THE PARTY OF	\$		Branch librarians
Extraordinary Expenses		brarians.	
Sites	the state of the state of		Children's librarians
New Buildings	0001		Catalogers
Additions to Buildings	0.57.0.1.		Library assistants
Other unusual expenses	24		Junior library assistants
Total	\$		
Grand total	\$		\$
Maintenance expenditure per volume of c	irculation		Number of staff, librar

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

86 E. Randolph St., Chicago, Ill.