Margaret J. Buchanan
Library Project # ~~5681~~ 6430

P3001

WORK PROJECTS ADMINISTRATION

OF WEST VIRGINIA

Division of Women's and Professional Projects
Charleston, West Virginia

S T A T E - W I D E L I B R A R Y P R O J E C T

M A N U A L

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This Manual was prepared by the State Library Advisory Committee in conjunction with Edna B. Boyles, Assistant State Director, Women's and Professional Division, as our representative, and is issued for the purpose of outlining a general plan of organization of the State-wide Library Project to operate under the Women's and Professional Division of the Works Progress Administration of West Virginia with the State Board of Education as the Sponsor.

Florence H. Wilkinson

Florence H. Wilkinson
State Director of Women's
and Professional Projects

APPROVED BY:

J. N. Alderson

J. N. Alderson
State W.P.A. Administrator

W. W. Trent

Dr. W. W. Trent
State Superintendent of
Free Schools and President
State Board of Education

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PURPOSE OF THE PROJECT

First, for the purpose of giving work to needy persons, eligible for WPA employment, who are especially qualified for this type of employment or who can be trained.

Second, to provide assistants in the development of library services in the state through the State Board of Education.

Third, the Project will provide for the demonstration of logical library services in the state which have not been demonstrated under the present laws.

Fourth, to pool all resources of "all agencies" in obtaining a permanent program through Federal Aid.

STATE-WIDE LIBRARY PROJECT DESCRIPTION

Organize and operate library services in public libraries and public schools; extend existing library services, such as opening and maintaining branches, book stations and reading rooms, and circulating books, magazines and other library materials to people in isolated communities; and extend library services to new areas. Work includes assisting in reference work; preserving and repairing library materials; repairing and/or rebinding books of public libraries, exclusive of public school textbooks; binding and/or rebinding old magazines and periodicals; conducting story telling hours for children; assisting in a general rearrangement of library collections; checking collections against shelf-lists; revising and copying library catalogs, and typing and filing incidental thereto; cataloging and/or listing, and arranging accumulated and duplicate books and other library materials; assisting in the compilation of additional book lists for directed reading; preparing pamphlets, clipping, picture, map and photograph collections; delivering books to shut-ins; and as an incidental operation, constructing and repairing shelves in libraries and new reading rooms. This project will operate throughout the State of West Virginia. Sponsor has legal authority to operate this project over entire area involved. In addition to projects specifically approved. Sponsor: West Virginia State Board of Education.

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SPONSOR

The Project is sponsored by the State Board of Education and may operate in any county in which the County Superintendent and/or the County Board of Education and/or Public Library Board approve under the jurisdiction of the State Board of Education and/or County Board of Education.

Other organizations such as: Civic Clubs, Parent-Teachers Associations, Library Committees, Business Groups, may act as cooperating agencies.

The State Board of Education and the Professional and Service Division of the Works Progress Administration are to provide definite policies which are to be made currently by joint agreement.

The duties of the sponsor and the co-sponsors are to provide adequate supplies and equipment and a working place for the efficient operation of the project. They should authorize expenditure of sponsor's funds, secure books and assist in their selection.

The State sponsor should exercise some technical supervision in the suggestion of working procedures and should help in the construction of manuals and report forms and in revising instructions for technical operation in the field.

OUTLINE OF TECHNICAL SUPERVISORY ORGANIZATION

The State Technical Supervisor should be library trained with administrative experience in at least one public library; a graduate of an accredited library school is essential. She should have a thorough knowledge of administration and a sympathetic regard and understanding for library work. Good health is essential since the duties of the position will require active participation. It is important that the State Technical Director operate her own conveyance for traveling due to the lack of adequate transportation facilities into rural areas.

She should be directly responsible first to the State Director of the Professional and Service Division, and second, to the State Department of Education in regard to all matters pertaining to library procedures.

Her advice and assistance can be requested by the State Department of Education, or any County Superintendent and/or County Board of Education, Branch, Area and County Supervisory Personnel.

RESPONSIBILITIES:

(a) Have general charge of all technical operation.
(b) Maintain close cooperation with state sponsor.
(c) Tabulate reports and check progress of individual parts of state-wide project.
(d) Act as clearing house for all technical information.
(e) Maintain a good working relationship with all WPA personnel. Initially "sell" the library project in the areas.
(f) Outline various types of work to be undertaken.
(g) Maintain close contact with and supervision over the technical activities of the field technical supervisors.
(h) Serve as a source of information pertaining to Libraries and Librarians.

BRANCH SUPERVISORS DUTIES

The primary duty of the WPA Branch Supervisors is to supply administrative advice and instruction upon recommendation and approval of the State Project Supervisor and the State Director of Professional and Service Division.

(a) Report to the WPA Branch Manager's office and work through it always in making any personnel or project operation adjustments.

(b) Report all activities in connection with library work to State Project Supervisor and State Director of Professional and Service Projects.

(c) Become familiar with all library forms in reporting project activities controlled by the County, Branch and State offices.

(d) Maintain cordial relations with County Boards of Education, County Officials, Civic Clubs, Library Committees, and other interested agencies.

(f) Supervise all project activities and be responsible for the training of the WPA County Superintendents and project foremen.

TRAINING SCHOOL

The Branch Supervisor is to be responsible for an intensive training school for WPA county superintendents and project foremen.

This training should include instruction in each phase of the work to be performed on the project.

SUGGESTED OUTLINE - LIBRARY SERVICES

1. History

2. Need

3. Survey

   (a) Geographical Features
   (b) General Facts about the Communities
   (c) Present Facilities
   (d) Finances

4. Procedures and Responsibilities
   (State - Branch and County)

   (a) Library Techniques
   (b) Records
   (c) Circulation
   (d) Publicity
   (e) Methods of Coordinating Organized Agencies
   (f) Story Telling Hours
   (g) Books
   (h) Campaigns
   (i) Cataloging
   (j) Simple Classification
   (k) Bookmobiles
   (l) Displays
   (m) Library Technique
   (n) Etc.

WPA COUNTY LIBRARY PROJECT SUPERINTENDENT

The County Library Project Superintendent should be a person with some previous public experience, such as: teacher, library worker, social worker, or some similar work; her education shall be beyond that of a high school graduate, preferably, some college education.

THE PROJECT SUPERINTENDENT:

(a) Shall supervise the library project in the County or Counties.

(b) Assume the responsibility for the instruction of workers in the different phases of work at frequent intervals.

(c) Acquire a thorough knowledge of all records and reports of the WPA Library Project, as to the number, date due, to whom they are sent.

(d) Promote all library activities with the recommendation of the Branch Supervisor, co-sponsors and interested agencies.

(e) Closely inspect all library activities under her jurisdiction and carry out and report such duties as delegated to her by the Branch Supervisor.

(f) Should possess physical endurance, judgment, enthusiasm, adaptability, neatness, accuracy, promptness, ability to work with people and have a thorough recognition of a professional vision in planning. All these are essential for the success of a county library project.

An alert superintendent, not only anticipates the needs of library services but creates new ones.

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A SUMMARY - SCHOOL LIBRARY SUPERVISOR

The County Library Project Supervisor should be a person with some previous public experience, such as teacher, library worker, social worker, or some similar work; her education should be beyond that of a high school graduate, preferably, some college education.

THE PROJECT SUPERVISOR:

(a) Shall supervise the library project in the county or counties.

(b) Assume the responsibility for the instruction of workers in the different phases of work as required individuals.

(c) Acquire a thorough knowledge of all records and reports of the PTA Library Project, as to time number, date due, to whom they are sent.

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(f) Should possess physical energy, judgment, endurance, adaptability, neatness, accuracy, promptness, ability to work with people and have a thorough recognition of a practical knowledge in planning. All these are essential for the success of county library project.

An alert supervisor must not only contribute the quality of her relations but creating new ones.

COUNTY LIBRARY COMMITTEE

A desire to read has probably the greatest influence upon the formation of habits, attitudes, standards and ideals; therefore, everyone with such desires should be assisted in becoming familiar with books and their uses.

It is essential that every effort be made to secure the services of a county or local library committee which would consist of from three to five members. It is recommended that the County Superintendent of Schools, his assistant or a member of the Board of Education be on this committee.

The Library Committee's first duty is to find an adequate space for a library room. It should be in writing, that the committee is responsible for space, heat, light, furniture and shelving. Definite responsibilities must be understood by each committee.

The Committee may be organized by the following representative members: County Superintendent of Schools, Member of the Board of Education, Parent and Teacher's Association, Librarian, Women's Club, Kiwanis, Rotary, Lions, Ministerial Association, etc.

COUNTY LIBRARY CAMPAIGNS

A. Issue preparatory publicity for the campaign by having facts and figures which bear on the situation, regarding both the library and community. To feel the pulse of the community is most important and must be accurately gauged, because the chances for success of the library depends wholly on the public.

B. List of methods available for library interest and publicity:

In approaching organizations plan an informal meeting with the group through one of the "key" persons.

1. Secure the endorsements of organizations and individuals.

2. Suggest that each community organization recommend a library committee member.

3. Have the committee decide upon the type of campaign and the length of time it is to cover.

4. Consult the following organizations, as well, as others in your community.

COUNTY LIBRARY PLANNING

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Approach:

a. County Superintendents
b. Library Committees
c. Parent Teachers Association
d. Librarians
e. W. C. T. U.
f. Ministerial Associations
g. Civic Clubs--Kiwanis, Quota, Rotary, Business and Professional, Farm Bureau and Women's Clubs
h. Boards of Education
i. Churches
j. Etc.

C. Forms of Campaigns

Purpose: To create public interest

1. Daily newspaper Articles by the library committee which consists of members of the various organizations.
2. Posters (outdoor) (indoor) with slogans
3. Church announcements
4. Book talks
5. Illustrations at the motion pictures
6. Short plays
7. Tag Day--automobile & Lapel Tags
8. Informal Circulars for rural and villages (not advisable for cities due to the surplus of circular advertising)
9. Radio talks
10. Library reception or tea
11. School Essays on the "Need of a Public Library In Our Community."
12. Book Displays and Book Week
13. Etc.

Appendix

a. Boards Superintendents
b. Library Committees
c. Church Laymen's Association
d. Librarians
e. W. C. T. U.
f. Ministerial Associations
g. Civic Clubs--Rotarians, Quota, Lions, Business and Professional, Farm Bureau and Women's Clubs
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BOOKMOBILES

Bookmobiles are the most efficient and economical means for serving rural sections by taking books from the project headquarters to the small towns and cross-roads at regular intervals. This exchange may be used between a number of schools, where books are limited, or exchanged with other counties.

The Bookmobile is furnished by the Sponsor, Co-sponsor or other agencies interested in such a project. This may be inexpensive, as the Sponsor and Co-sponsors in many states have furnished the Bookmobiles chassis and have had the book compartments built by WPA labor assigned to the project. In many counties the Co-sponsoring agencies plan to renovate school buses.

Recommendations can only be suggestive, as the Bookmobile used by each county should be suited to the size of the area.

The general features which need special consideration are: Brakes, length and height of body, wheel base, wheels, doors, windows, interior, exterior, book shelf capacity, etc. These features should determine the type to renovate.

Where a Bookmobile has been given for county library service, the title becomes the responsibility of the Sponsor and Co-sponsors. The Bookmobile will be subject to inspection by the WPA Safety Division.

A-2779

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Accommodations can only be suggestive, as the Bookmobile used by each county should be suited to the size of the area.

The general features which need special consideration are: Shelves, length and height of body, wheel base, wheels, doors, windows, interior, exterior, book shelf capacity, etc. These features should determine the type to remove.

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GIFTS OF BOOKS AND MAGAZINES

The demand of books will greatly exceed the books in the library or reading room. To increase the number of books the Sponsor, Co-sponsors and other interested agencies may solicit gifts, since it is the responsibility of the Sponsoring Agencies to assist in securing books.

Persons paid from Federal funds shall not engage in the solicitation of books, magazines, newspapers, or other library material.

It is suggested that all books donated be accepted on the condition that those not usable may be disposed of. Often the Library worker has an opportunity to make the selection of what can be used, before the books are delivered.

The donor should have a letter of thanks for whatever he gives.

The books must be carefully sorted. Put those into circulation at once, which are acceptable as to content and physical condition.

Mend and repair those that are in need of repair.

Shelve those books which are questioned as to content and make up, until confirmation of their use.

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Shelve those books which are questioned as to content and take up, until confirmation of their use.

LIBRARY FEATURES

A. Site

The library should be accessible to the greatest possible number of its potential patrons. A community library should be near the center of the business district and in a strategic location.

Ample space should be provided for readers, books and administration. The number of rooms is determined by the size and kind of library.

The room should be well heated, well ventilated and well lighted.

The walls and ceiling should be light colored.

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The walls and ceiling should be light colored.

B. Furniture and Equipment

Chairs strongly built, standard height 18 inches, without arms.

Tables - standard size is 3 ft. by 5 ft. to seat six persons. They should be 28 to 30 inches high without foot rest or drawers.

Catalog File - Four or more drawers is recommended, to hold size 3" x 5" cards. Each drawer should be fitted with rods.

Dictionary Stand

A large unabridged dictionary with full support when it is opened for use.

Pamphlet or vertical File - to care for pamphlets, pictures and clippings, preferably legal size.

Bulletin Board - Masonite, celotex or cork, 24" x 36" is a convenient size. They should serve as a stimulation for intellectual and reading interests. It is to present information, be instructive and suggestive. Therefore, to be effective, it should be prepared with thought and care; be attractive; make an appeal to eye and thought; be timely; consist of timely news and be changed frequently.

Shelving - Standard shelving should not be over 6 ft. 10 in. high. Each shelf to be 36 in. long, with solid upright

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Shelving - Standard shelving should not be over 6 ft. 10 in. high. Each shelf to be 36 in. long, with solid upright

between sections to prevent sagging. Shelves should be 8 in. in depth, 3/4 in. thick. If they are to be stationary, they should be no less than 10 inches. The bottom shelf may be 12 in. or 14 in. to provide for larger volumes.

Adjustable shelves may be made by the use of metal strips of brackets.

In figuring book shelf capacity the average is about 24 books to a three foot shelf.

Open wood shelving placed against the wall is recommended.

Librarian's Desk

This should have a flat top.

Toilet Facilities

Public toilet rooms in any library probably will bring administrative difficulties. There should be adequate toilet facilities for the library staff.

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CLASSIFYING THE BOOKS

If books are to be located easily there must be some definite arrangement of their shelving. This is done by placing all books on the same subject, or literary form, together on the shelves.

There are a number of classification methods. However, it is recommended that the Dewey Decimal Classification be used, in either of the two forms.

1. The Outline Decimal Classifications which may be used in very small libraries that will not expand rapidly.

2. The Abridged Decimal Classification which is suitable for use in the average small library of five thousand volumes or less.

3. The Decimal Classification and Relative Index, which is necessary in larger libraries.

The first thing to do in classifying, is to separate the adult from the children's books and divide each of these into fiction and non fiction.

NON-FICTION

1. Group non-fiction books together roughly first by subject. Do not depend on the title or the table of contents. It is better to read the preface to get the author's viewpoint and his purpose in writing the book. It may be necessary to read portions of some books to be absolutely sure of the subject.

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2. The second step, is to assign the particular number which stands for the subject of the book. The Dewey Decimal Classification divides the whole field of knowledge into ten main classes and assigns to each class one hundred numbers, as follows:

000 - 099	General Works (encyclopaedias, periodicals, etc).
100 - 199	Philosophy (psychology, right living, etc.).
200 - 299	Religion (mythology).
300 - 399	Social Sciences (economics, government, law, etc.).
400 - 499	Language (dictionaries & grammars).
500 - 599	Science (mathematics, chemistry, physics, etc.).
600 - 699	Useful Arts (agriculture, engineering, etc.).
700 - 799	Fine Arts (Sculpture, painting, music, etc.).
800 - 899	Literature (poetry, plays, etc.)
900 - 999	History (geography, travel and biography).

To find the exact number to be used for a book consult the Decimal Classification. The alphabetical subject index will refer to the correct place in the tables. For instance, the number for a history of the United States would come between 900 and 999. By consulting the tables, one would find that the correct number is 973.

After the classification number has been decided upon, the number should be noted in pencil in the book on the right hand page following the title page about an inch from the top and inner margin. It is well to include directly beneath the class number (except in the case of individual biographies) the first letter of the author's last name. This will later be an aid in keeping the books in order on the shelves, for books with the same class number are arranged alphabetically by the author's surname.

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000 - 099 General Works
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100 - 199 Philosophy
(psychology, right living, etc.).
200 - 299 Religion
(mythology).
300 - 399 Social Sciences
(economics, government, law, etc.).
400 - 499 Language
(dictionaries & grammars).
500 - 599 Science
(mathematics, chemistry, physics, etc.).
600 - 699 Useful Arts (agriculture, engineering, etc.).
700 - 799 Fine Arts
(sculpture, painting, music, etc.).
800 - 899 Literature (poetry, plays, etc.)
900 - 999 History
(geography, travel and biography).

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In case of individual biographies placed on the shelves, assign the classification number 921, and below this the first letter of the last name of the person written about rather than the author's initial. Later, when the books are placed on the shelves, the individual biographies will be arranged alphabetically by the name of the person written about rather than alphabetically by author, for it is desirable to have all of the books about one person grouped together.

To distinguish children's books of non-fiction from adult, use a lower case, for example: J583 ("J" Juvenile).

FICTION

It is not necessary to assign classification numbers to books of fiction, for they may be grouped together and arranged alphabetically by the names of the authors.

As in case of non-fiction, indicate juvenile by the letter J.

CATALOGING

The catalogue is the card index of the books in the library. It is necessary that library headquarters have a catalogue based on recognized rules. These may be modified for simple use. Libraries with three thousand books should be catalogued.

A catalogue includes the author's card, a title card, and a subject card.

Cards should be filed alphabetically under author, title and a limited number of classifications. Definite policies should be followed for efficient operation.

Cards should be 3" x 5", plain, not ruled. A round hole may be at the bottom of each card where a rod may be used to hold each in place.

1. Author's Card:

The most important card is the "author" card. Use a separate card for each work of an author instead of listing several titles on one card, with the exception of one book published in several volumes - make one author card for the set.

At the extreme left of the card on the top line write the classification number. Beneath the classification number write the initial of the author or, in case of individual biography the initial of the person written about. Also, on the top line, but beginning

CATALOGUE

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At the extreme left of the card on the top line write the classification number. Beneath the classification number write the initial of the author or, in case of individual biography, the initial of the person written about. Also, on the top line, and beginning

at the right of the first vertical line, write the author's surname, giving initials for the others. On the line beneath the author's name, beginning at the second vertical line, copy the title from the title page, not from the back of the book. Capitalize only the first word and all proper names,

One-half inch after the title, write the date of publication as given at the foot of the title-page. If this date is lacking, use the latest copyright date. If the book is in more than one volume, indicate by 2.V. or 3 V. after the date.

Thus:

Author Card

900.1	Anderson, Hugh E.	
A.		Facts Of West Virginia Its Institutions and Its People. 1936

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at the right of the first vertical line, write the author's surname, giving initials for the others. On the line beneath the author's name, beginning at the second vertical line, copy the title from the title page, not from the back of the book. Capitalize only the first word and all proper names.

One-half inch after the title, write the date of publication as given at the foot of the title-page. If this date is lacking, use the latest copyright date. If the book is in more than one volume, indicate by 2 v. or 3 v. after the date.

Thus:

Author Card

300.1	Atkinson, Hugh E.
A.	Roots of West Virginia the Institutions and the People. 1929

2. Title Card:

In making the title card, write the classification number with the initial beneath it. (Same as on the left hand corner of the author card.)

On the top line, but at the second vertical line, write the title. Use a brief form, generally the same as on the back of the book. On the line below write the author's name - as it appears on the author card.

Thus:

Title Card

900.1		Facts Of West Virginia
A.	Anderson, Hugh E.	

3. Subject Card:

The selection of headings for subject cards for the catalogue is most technical. It is advisable to secure the assistance of a trained librarian in the newly established centers if subject cards are to be made or the using of the shelf list as a temporary subject index.

Before a subject card is made, the book should be examined to find out the subject covered. Often it is necessary to read parts of the book other than the Preface or Introduction to secure information for the subject card. After the subject heading has been decided upon, it should be written on the top line at the second vertical line, in red, or in black capital letters. On the second line, beginning at the first vertical line, write the author's name as given on the author card. Immediately beneath the author's name, beginning at the second vertical line, write the title, date and number of volumes if more than one exactly as on the author card.

Thus:

Subject Card

900.1		History
A.	Anderson, Hugh E.	
		Facts Of West Virginia
	Its Institutions and Its People 1936	

6. Subject Cards

The selection of headings for subject cards for the catalogue is most beneficial. It is advisable to assure the benefiters of a trained library in the newly established country if subject cards are to be made or the cutting of the shelf list as a temporary subject index.

Before a subject card is made, the book should be examined to find out the subject covered. Often it is necessary to read parts of the book other than the preface or introduction to secure information for the subject card. After the subject heading has been decided upon, it should be written on the top line at the second vertical line, in red, or in black capital letters. On the second line, beginning at the first vertical line, write the author's name as given on the author card. Immediately beneath the author's name, beginning at the second vertical line, write the title, date, and number of volumes if more than one exactly as on the author card.

Thus:

Subject Card

900.1	History
A.	Anderson, Hugh R.
	Story of West Virginia.
	Its Institutions and Its People. 1938

Place all author, title and subject cards in one file alphabetically by the first word on the top line, like the words in a dictionary, disregarding such words as: "a", "an", or "the", at the beginning of the line but not in the middle of titles. When the words on the top line are the same, arrange alphabetically by the words on the second line, and so on. The cards should be kept in a card catalogue and filed from the front of each drawer to the back. Place labels on the outside of each drawer to indicate what letters are to be found in each, such as "A - Bi" or "L - N". Use tabs in each drawer which are guide letters or words to show what cards are filed between them.

NOTE:

Reference Cards

"See" means look under subject indicated. "See" also means additional information about a particular subject under other subjects listed on the card.

CARD LOAN SYSTEM

Before a book is to be loaned it should be properly prepared and certain records made.

1. Remove old labels or incorrect markings from old books.

2. Open new books carefully, holding the book with its back on the table, press front cover down until it touches the table, then the back cover, holding the leaves upright in one hand. Press open a few leaves at the back, then at the front alternately, until the center is reached.

3. Stamp with library location stamp, if one is available.

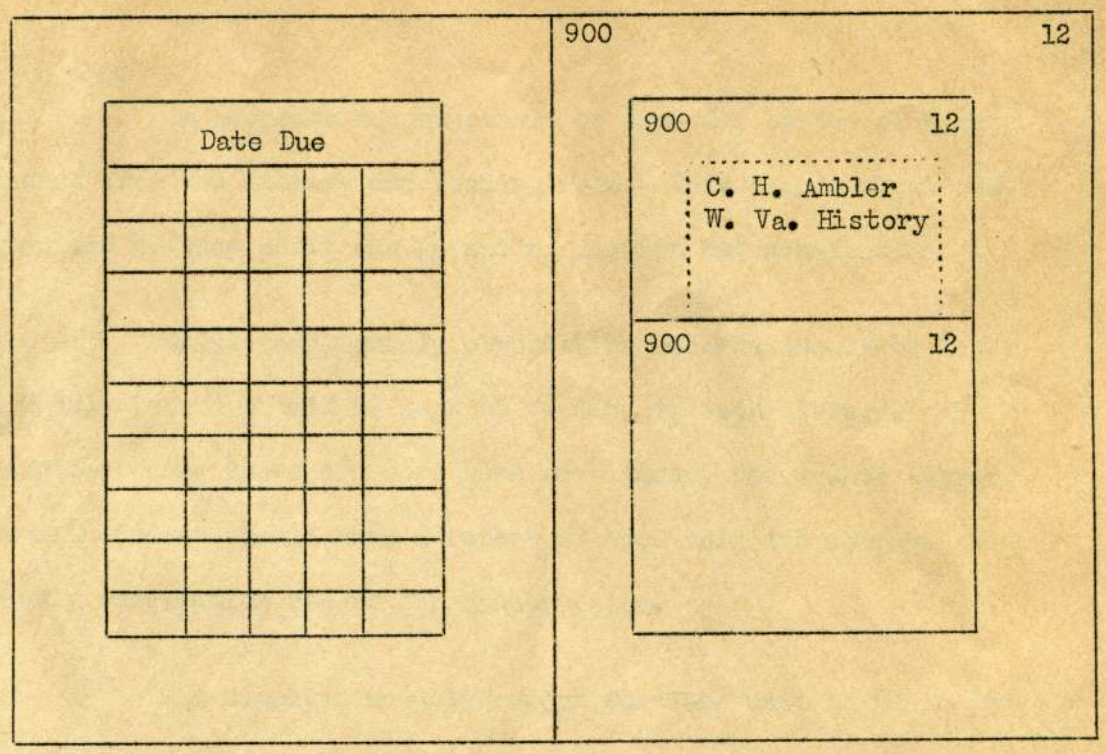
4. Paste book pocket on inside back on front book cover. (This should be the same page in all books). Write either on it or on the book directly above the pocket the information on the book card. The classification number on book card in upper left hand corner, accession number in upper right hand corner, authors surname on top line of left, brief title on left. Place book card in pocket.

5. Paste "Date Due" slip by top edge (only) on fly leaf opposite pocket.

6. Write classification and accession numbers on inside book cover above book pocket.

Thus:

(See next page).



7. Letter - using white ink for books in dark cloth; black ink for books bound in light cloth. (Pen Points: Spencerian, number 42, bowl point is recommended). After the ink is dry, apply a coat of white shellac or book lacquer. When the shellac or lacquer is dry, the book is ready for use.

CIRCULATION RECORD

An accurate record should be kept day by day of books loaned from the library and reading room. This record should be itemized to show adult and juvenile, fiction and non-fiction.

Weekly and monthly circulation records should be kept. A weekly record should be kept up to date in each library. In counties where there are more than one library the County Library Superintendent should have a report of each unit and compute the weekly circulation report for county files.

The computed monthly report for each unit in the county is to be prepared by the County Superintendent and forwarded in duplicate to the Branch Supervisor of Women's and Professional Division, with a summarized county report in triplicate at the close of the pay roll period nearest the 30th of each month.

The Branch Supervisor reviews each report for approval and retains one copy of the county summarized report for the Branch files. She forwards one copy of each county report with two copies of the summarized report for the Branch, (original and carbon copy) to the State office of Women's and Professional Division not later than the 10th of each month.

See Form:

A-2779

CIRCULATION RECORD

An accurate record should be kept day by day of books loaned from the library and reading room. This record should be itemized to show adult and juvenile, fiction and non-fiction.

Weekly and monthly circulation records should be kept.

A weekly record should be kept up to date in each library. In counties where there are more than one library the County Librarian Superintendent should have a report of each unit and compile the weekly circulation report for county files.

The compiled monthly report for each unit in the county is to be prepared by the County Superintendent and forwarded in duplicate to the Branch Supervisor of Women's and Professional Division, with a summarized county report in triplicate at the close of the pay roll period nearest the 30th of each month.

The Branch Supervisor reviews each report for approval and retains one copy of the county summarized report for the Branch files. She forwards one copy of each county report with two copies of the summarized report for the Branch, (original and carbon copy) to the State office of Women's and Professional Division not later than the 10th of each month.

See form:

A-2172

WORKS PROGRESS ADMINISTRATION

BOOK CIRCULATION REPORT

COUNTY _____

MONTH - WEEK ENDING _____

Fines _____ ADULTS _____ JUVENILES

Members _____ _____

DATE	FICTION	NON-FICTION	MAGAZINES	TOTAL	FICTION	NON-FICTION	TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTALS							

TOTAL MEMBERS _____ _____

TOTAL FINES _____ _____

A-2779

REGISTRATION

In the establishment of a new library it is advisable that each borrower sign an application card. This card should give the borrower's address, occupation, age (if under 14), and date. The librarian will fill in the borrower's name - surname first so that the cards may be kept in alphabetical order.

The registration may be on 3 x 5 cards, with the above information. The names may be recorded in a notebook to be used as a permanent record of each borrower's name.

Suggested form:

3 x 5

REGISTRATION CARD

Name _____ No. _____
Surname

Address _____ Date _____

Occupation _____ Age ___ if under 14.

I, hereby apply for the right to use the Library, and agree to comply with all its rules and regulations, to pay all fines, to make good any loss or injury to books incurred by me, and to give immediate notice of any change of residence.

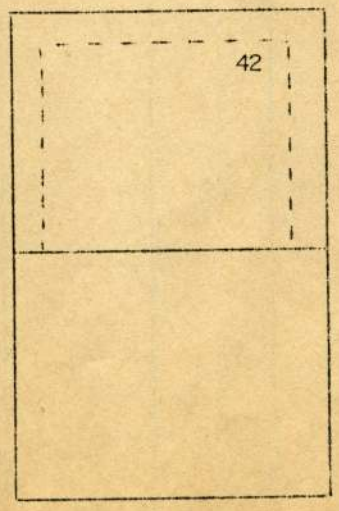
ACCESSION RECORDS

The accession record is a numerical record of books as they are added to the library. They may be secured from one of the supply houses and may be had in 500 lines, 1,000 lines and in loose leaf form.

Accession information should be entered daily in the day book and transferred semi-monthly or monthly.

Write in each book an accession number of its own, using the same number, as that of the line on which the author, title, etc. are written. This number should be written on the right side of the inside back side cover on the card, and on the pocket:

Thus:



A loose leaf notebook may be used since printed forms for such reports may be too expensive for small libraries but standard typewritten forms are recommended for:

A C C E S S I O N R E C O R D S

Month Ending _____ County _____

	ADULTS			JUVENILES			
	Additions	With-drawals	Total	Additions	With-drawals	Total	Grand Total
000 General							
050 Periodical							
100 Philosophy							
200 Religion							
300 Sociology							
398 Fairy Tales							
400 Philology							
500 Science							
600 Useful Arts							
700 Fine Arts							
800 Literature							
900 History							
910 Travel							
B-920 Biography							
F Fiction							
Small Children's Books							
Other Language Books							
(R)- Pamphlets							

A-2779

Remarks_____ on each report form should indicate final disposition of books lost or "discarded".

A-2779