

COUNTY SCHOOL BOARD
of LOUDOUN COUNTY
Leesburg, Virginia

Memo No. 15
May 9, 1962

TO: Principals

FROM: C. M. Bussinger, Division Superintendent

SUBJECT: Library Orders, 1962-63

For the session 1962-63, library units are allocated as shown below. Each unit is \$60. Your school is expected to donate \$5 for each unit. A check for the school's share should accompany the order and should be made payable to George W. Titus, Treas.

In each packet you will find an instruction sheet. You and your faculty should read this carefully before preparing the order.

These orders should be made out and sent to us at the close of school.

Aldie	3	Banneker	4
Arcola	4	Carver	4
Ashburn	4	Douglass Elem.	6
Bluemont	1	Douglass High	<u>4</u>
Hamilton	2		
Hillsboro	3	Total . . .	18
Leesburg	9		
Lincoln	3		
L.V.H.S.	9		
L.C.H.S.	13		
Lovettsville	4		
Lucketts	2		
Middleburg	3		
Purcellville	4	COUNTY	2
Round Hill	4		
Sterling	3		
Waterford	<u>2</u>		
Total . . .	73		

1960 BOOK FAIR

A Book Fair is to be held in the library at Douglass High School. Over seven hundred paperback books will be on display on November 15, 16, 17 during the **regu-** school hours. The purpose of this fair is to encourage each student to own at least one good book. The prices range from 25¢ to 75¢. Classes will be scheduled to come to the display.

Margaret S. Hall
Librarian

J. M. Jones

Douglas High School

LIBRARY

The library in our school may be thought of as a laboratory where books, periodicals and other educational materials are made available to pupils and teachers for their use. It's collection, though limited in size, includes a wealth of material for informational and recreational reading purposes. The library belongs to each member of the school. In order that each member will be able to use the library to best advantage, we feel it necessary to acquaint you with the following information concerning its use:

1. All pupils and teachers in the school are entitled to use the library and to check out books. ~~Borrowers' cards are not needed to check out a book.~~
2. Each borrower is held responsible for all library material that he checks out. Books and other materials damaged beyond reasonable wear and all lost books must be paid for by the borrower.
3. No material may be taken from the library without being checked out at the circulation desk.
4. Reference books, such as encyclopedias, are to be used only in the library.
5. All books may be borrowed for one week and may be renewed for an additional week.
6. A fine of one cents a day will be charged on each book which is not returned according to the above rule.
7. Pupils entering the library should present at the desk a Library Permit signed by a teacher. This permit should be signed by the librarian and taken back to the teacher.

8. All pupils are requested to pay a library fee of \$0.50

Cont. Spec. for unit
of books

1519-1559

4 3 8 3
7 4 0
4 4 7 7
2 9 7 9
4 7 4 3
3 5 9 9
4 5 2 7
7 7 7
4 2 6 0
2 6 6 6

3 3 1 5 1 *

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VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1948-1949

School Douglas High City or County Loudoun Race Negro
 Enrollment: Elementary — High School 146 Total 146

(Please give data for elementary and high schools separately in 11 and 12 grade schools. Give data for junior high schools in "High School" column. Answer "Yes" or "No" unless question requires other information. Do not change the wording of any question.)

For definition of starred items* see explanation on the reverse side of this sheet.

Note: This report* is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			ORGANIZATION:		
Training of high school librarian (Session hours*)		—	Up-to-date accession record.....		Yes
Name School of Library Science attended.....			Books classified by Dewey-Decimal system.....		Yes
Annual salary of librarian or teacher-librarian.....	\$2328		Card loan system.....		No
Number months librarian is employed.....		9	Card shelf list.....		Yes
Number hours librarian in library daily.....		3	Card catalog a dictionary catalog*.....		No
(Give the name and above information for assistant librarians in lower margin of this sheet.)			Is record of pupil's individual reading kept?.....		Yes
Number hours library is open each day.....		7	Organized pamphlet and picture file.....		Yes
Always supervised by a faculty member?.....		No	Was a complete inventory of books taken this school year?.....		Yes
Number volunteer pupil assistants.....		3			
Subjects taught by teacher-librarian:	<u>English - Civics - Reading</u>		SERVICE:		
				ADULT	ELEM. SCHOOL
			Number books circulated:*		HIGH SCHOOL
			Fiction.....		580
			Non-fiction.....		400
			Total.....		980
Extra-Curricular responsibilities of librarian:	<u>Director of Choral Club</u>		Number story hours* held for elementary pupils.....		none
			Number book talks* given.....		none
			Does librarian inform teachers of motion pictures, pamphlets, and magazine articles?.....		Yes
			Number of members in library club.....		none
			Is the library used during the summer vacation?..		no
			Are library lessons taught by trained librarian?..		no
			Or are they given by a teacher?.....		yes
			Is library instruction given in the library room? ..		yes
			How many library lessons* are given?.....		12
			In which years of school (1 to 12) are lessons given?..		8
			Is library instruction a separate short course?.....		yes
			Is it given as a part of an English, social studies, or other class?.....		yes
			Number of high school pupils who have completed the 12-lesson course in the use of library..	X X X	53
			Approximate no. pupils who use the library daily		120
			Approximate number of teachers* who use the library daily.....		7
			Is the conference room used for group conferences of students and teachers?.....	X X X	no
FINANCES: (State exact amount for each item)	ELEM. SCHOOL	HIGH SCHOOL	On a separate sheet of paper list specific ways in which the librarian co-operates with other faculty members and describe what provision is made for instructing pupils in the use of books and the library in the elementary grades and high school.		
Library Receipts:					
Balance on hand beginning of year	\$	\$ 1.56			
From State Aid Library Fund.....	\$	\$ 48.62			
From school board appropriations.....	\$	\$ 79.50			
From other sources (Itemize):					
<u>Pupils</u>	\$	\$ 30.00			
<u>Student Council</u>	\$	\$ 20.00			
Total balance and receipts (Add above items)*	\$	\$ 179.68			
Library Expenditures:					
For books for pupils (total from all sources)....	\$	\$ 116.33			
For books for adults (total from all sources) ..	\$	\$ 10.00			
For binding and mending (total from all sources)	\$	\$ 2.50			
For magazines.....	\$	\$ 28.35			
(Number subscriptions <u>20</u>)					
For newspapers.....	\$	\$ 14.00			
(Number subscriptions <u>4</u>)					
For supplies.....	\$	\$ 8.50			
For furniture and equipment.....	\$	—			
Balance on hand end of this school year.....	\$	\$ none			
Total library expenditures and balance*.....	\$	\$ 179.68			
(Add above items)					

	ELEM. SCHOOL	HIGH SCHOOL	ENTIRE SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
ROOMS AND EQUIPMENT*:				BOOKS:		
Separate library room*.....		Yes		Number volumes last annual report.....		1123
Library used as a study hall.....		Yes		Number volumes added by purchase.....		79
Size of reading room.....		22x12		Number volumes added by gift.....		5
Number of tables.....		2		Number volumes lost and discarded.....		8
Number of chairs.....		15		Total number volumes now in library*.....		1197
Sufficient shelving.....		Yes		Number volumes in the following main classes:		
Shelving adjustable.....		Yes		000-099, General Works, Encyclopedias, etc.		70
Bulletin board.....		Yes		100-199, Philosophy.....		12
Magazine rack.....		Yes		200-299, Religion, Mythology.....		21
Newspaper rack.....		Yes		300-399, Sociology.....		152
Vertical file case.....		Yes		400-499, Language.....		40
Card catalog case.....		no		500-599, Science.....		65
Librarian's desk.....		Table		600-699, Useful Arts.....		80
Library classroom for library use only.....		no		700-799, Fine Arts.....		45
Librarian's workroom.....		no		800-899, Literature (exclusive of fiction).....		190
Conference room for library use only.....		no		900-999, History, Biography, and Travel.....		220
Typewriter.....		Yes		Fiction, Short Stories, and Easy* or Picture Books.....	85	240
Classroom book-collect'n in each grade.....		no		Book-selection aids owned by library:		
				Children's Catalog (latest edition).....		NO
				Standard Catalog for High School Libraries (latest edition).....		Yes
				Library Manual for Virginia Public Schools.....		Yes
				Printed Virginia Library Order Lists.....		Yes

DEFINITIONS OF TERMS

Book talk—A brief discussion by the librarian to a group of students about a number of books. In such informal talks the librarian's comments are designed to arouse the students' interest in reading the books discussed.

Books circulated (adults)—Include books borrowed by adults for their own use or for the use of some other adult member of their family as well as books borrowed by school children in the names of their parents for the use of parents.

Books circulated (pupils)—Count each book each time it is circulated for one night or longer. *Within the library circulation and circulation for one or more periods during the day is not to be counted.* Give definite provable figures, not estimates.

Dictionary catalog—Card catalog containing author, title, and subject cards for all books in the library filed in one alphabetical list.

Easy books—Picture books with brief text in easy language suitable for use with children of pre-school age or in the primary grades. For the purposes of this report, combine Easy Books and Juvenile Fiction (elementary school) to secure this figure.

Library lesson—"Lesson" is here used in the sense of unit or topic studied, e.g., the card catalog, the dictionary, classification, etc., as used in the *Library Manual for Virginia Public Schools*. In this sense, a "lesson" may require more than one class period.

Newspapers—Do not include school or college papers.

Report form—Three copies of this report should be prepared for each school library—one copy for the librarian or principal; two copies to be forwarded to the division superintendent of schools, one of which is to be forwarded by the division superintendent to the Director of Textbooks and School Libraries.

Rooms and equipment—If the school has separate libraries for elementary and high school, answer questions in these two columns separately; but if the same library serves both elementary and high school pupils, leave the first two columns blank and place answers in column 3.

Separate library room—Answer "Yes" only if library is not used for classroom teaching other than library instruction.

Session hour—One session hour is the equivalent of two semester hours or three quarter hours.

Story hour—An informal period in either classroom or library during which the librarian tells stories to a group of children, reads aloud to them, shows picture books, or discusses books with them. Its chief purpose is to encourage children to find pleasure in books and reading.

Teachers who use library daily—Include teachers who send for materials or request service as well as those who come to the library in person.

Total balance and receipts—Should equal Total library expenditures and balance.

Total number volumes now in library—Add first three items under BOOKS and subtract the fourth item from this total.

- List below anything that you have done in your library which you think might be helpful to other librarians.
- In what way can the State Director of School Libraries help you with your library problems either now or in the future?

Mary J. Oliver
Librarian

M. L. Oliver
Principal

Box 531, Leesburg, Va.
School Address

O. L. ...
Division Superintendent

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1952-1953

School Douglass High City or County Loudoun Race Negro

Enrollment: Elementary _____ High School _____ Total 190

(Please give data for elementary and high schools separately in 11 and 12-year schools. Give data for junior high schools in "High School" column. Answer "Yes" or "No" unless question requires other information. Do not change the wording of any question.)
For definition of starred items* see explanation on the reverse side of this sheet.

NOTE: This report* is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:		
Training of high school librarian (Session hours*)		<u>22.5</u>
Name School of Library Science attended		<u>Syracuse Univ.</u>
Annual salary of librarian or teacher-librarian		
Number months librarian is employed		<u>9</u>
Number hours librarian in library daily (Give the name and above information for assistant librarians in lower margin of this sheet.)		<u>3</u>
Number hours library is open each day		<u>6</u>
Always supervised by a faculty member?		<u>No</u>
Number volunteer pupil assistants		<u>2</u>
Subjects taught by teacher-librarian:		
<u>English</u>		
<u>Government</u>		
<u>Health & Phys. Educ.</u>		
Extra-Curricular responsibilities of librarian:		
<u>Library Club</u>		
<u>Dramatic Club (Co-sponsor)</u>		

	ELEM. SCHOOL	HIGH SCHOOL
FINANCES: (State exact amount for each item)		
Library Receipts:		
Balance on hand beginning of year	\$	\$ <u>21.80</u>
From State Public School Library Fund	\$	\$ <u>80.00</u>
From local school board appropriations	\$	\$ <u>65.00</u>
From other sources (Itemize):	\$	\$ <u>77.95</u>
	\$	\$
	\$	\$
Total library receipts (Add above items)*	\$	\$ <u>244.75</u>
Library Expenditures:		
For books for pupils (total from all sources)	\$	\$ <u>136.84</u>
For books for adults (total from all sources)	\$	\$ <u>—</u>
For binding and mending (total from all sources)	\$	\$ <u>—</u>
For magazines and newspapers* (No. magazines—newspapers—)	\$	\$ <u>72.35</u>
For audio-visual materials	\$	\$ <u>—</u>
For supplies, furniture and equipment	\$	\$ <u>34.74</u>
Balance on hand end of this school year	\$	\$ <u>.82</u>
Total library expenditures (Add above items)*	\$	\$ <u>244.75</u>

	ELEM. SCHOOL	HIGH SCHOOL
ORGANIZATION:		
Up-to-date accession record		<u>Yes</u>
Books classified by Dewey-Decimal system		<u>Yes</u>
Card loan system		<u>Yes</u>
Card shelf list		<u>Yes</u>
Card catalog a dictionary catalog*		<u>No</u>
Is record of pupil's individual reading kept?		<u>No</u>
Organized pamphlet and picture file		<u>Yes</u>
Organized vocational guidance file		<u>Yes</u>
Was a complete inventory of books taken this school year?		<u>Yes</u>

	ADULT	ELEM. SCHOOL	HIGH SCHOOL
SERVICE:			
Number books circulated:*			
Fiction			<u>543</u>
Non-fiction			<u>765</u>
Total			<u>1308</u>
Number story hours* held for elementary pupils			<u>—</u>
Number book talks* given			<u>—</u>
Does librarian inform teachers of new materials?			<u>Yes</u>
Number of members in library club			<u>28</u>
Is the library used during the summer vacation?			<u>No</u>
How many library lessons* are given?			<u>Required No.</u>
Number of elementary pupils who have completed a course in the use of library			<u>X X X</u>
Number of high school pupils who have completed the 12-lesson course in the use of library	<u>X X X</u>		<u>25</u>
Approximate no. pupils who use the library daily			<u>40</u>
Approximate number of teachers* who use the library daily			<u>10</u>

On the lines below list specific ways in which the librarian co-operates with other faculty members.

1. Supply classroom library for specific units
2. Professional Bibliography
3. Order classroom files for specific units
4. Inform faculty of materials available in their field.

	ELEM. SCHOOL	HIGH SCHOOL	ENTIRE SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
ROOMS AND EQUIPMENT:*				BOOKS:		
Separate library room*.....		Yes		Number volumes last annual report.....		1213
Library used as a study hall.....		Yes		Number volumes added.....		74
Size of reading room.....		22x12		Number volumes lost and discarded.....		100
Sufficient shelving.....		Yes		Total number volumes now in library*.....		1187
Shelving adjustable.....		Yes		Number volumes in the following main classes: 000-099, General Works, Encyclopedias, etc.....		83
Bulletin board.....		Yes		100-199, Philosophy.....		10
Magazine rack.....		Yes		200-299, Religion, Mythology.....		10
Newspaper rack.....		Yes		300-399, Sociology.....		159
Vertical file case.....		Yes		400-499, Language.....		40
Card catalog case.....		No		500-599, Science.....		69
Librarian's desk.....		No		600-699, Useful Arts.....		79
Library classroom for library use only.....		No		700-799, Fine Arts.....		51
Librarian's workroom.....		No		800-899, Literature (exclusive of fiction).....		156
Conference room for library use only.....		No		900-999, History, Biography, and Travel.....		192
Typewriter.....		No		Fiction, Short Stories, and Easy Books*.....		340
				Book-selection aids owned by library: Children's Catalog (latest edition).....		Yes
				Standard Catalog for High School Libraries (latest edition).....		Yes
				Library Manual for Virginia Public Schools.....		Yes
				Printed Virginia Library Order lists.....		Yes

DEFINITIONS OF TERMS

Book talk—A brief discussion by the librarian to a group of students about a number of books. In such informal talks the librarian's comments are designed to arouse the students' interest in reading the books discussed.

BOOKS circulated (adults)—Include books borrowed by adults for their own use or for the use of some other adult member of their family as well as books borrowed by school children in the names of their parents for the use of parents.

Books circulated (pupils)—Count each book each time it is circulated for one night or longer. *Within the library circulation and circulation for one or more periods during the day is not to be counted.* Give definite provable figures, not estimates.

Dictionary catalog—Card catalog containing author, title, and subject cards for all books in the library filed in one alphabetical list.

Easy books—Picture books with brief text in easy language suitable for use with children of pre-school age or in the primary grades. For the purposes of this report, combine Easy Books and Juvenile Fiction (elementary school) to secure this figure.

Library lesson—"Lesson" is here used in the sense of unit or topic studied, e.g., the card catalog, the dictionary, classification, etc., as used in the *Library Manual for Virginia Public Schools*. In this sense, a "lesson" may require more than one class period.

Newspapers—Do not include school or college papers.

Report form—Three copies of this report should be prepared for each school library—one copy for the librarian or principal; two copies to be forwarded to the division superintendent of schools, one of which is to be forwarded by the division superintendent to the Supervisor of Textbooks and School Libraries.

Rooms and equipment—If the school has separate libraries for elementary and high school, answer questions in these two columns separately; but if the same library serves both elementary and high school pupils, leave the first two columns blank and place answers in column 3.

Separate library room—Answer "Yes" only if library is not used for classroom teaching other than library instruction.

Session hour—One session hour is the equivalent of two semester hours or three quarter hours.

Story hour—An informal period in either classroom or library during which the librarian tells stories to a group of children, reads aloud to them, shows picture books, or discusses books with them. Its chief purpose is to encourage children to find pleasure in books and reading.

Teachers who use library daily—Include teachers who send for materials or request service as well as those who come to the library in person.

Total library receipts—Should equal Total library expenditures (including balance on hand at end of this school year).

Total number volumes now in library—Add first two items under BOOKS and subtract the third item from this total.

- List below anything that you have done in your library which you think might be helpful to other librarians.
- In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1953-1954

School Douglas High City or County Loudoun Race _____

Enrollment: Elementary _____ High School Douglas Total 160

(Please give data for elementary and high schools separately in 11 and 12-year schools. Give data for junior high schools in "High School" column. Answer "Yes" or "No" unless question requires other information. Do not change the wording of any question.)

NOTE: This report* is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:		
Training of high school librarian (Session hours*)		<u>None</u>
Name School of Library Science attended		
Annual salary of librarian or teacher-librarian		<u>252.00</u>
Number months librarian is employed		<u>9</u>
Number hours librarian in library daily (Give the name and above information for assistant librarians in lower margin of this sheet.)		<u>4</u>
Number hours library is open each day		<u>6</u>
Always supervised by a faculty member?		<u>Yes</u>
Number volunteer pupil assistants		<u>2</u>
Subjects taught by teacher-librarian:		<u>History</u> <u>Government</u> <u>Physical Education</u>
Extra-Curricular responsibilities of librarian:		<u>Book Club</u> <u>Dramatics</u> <u>Audio Visual Aids</u>

	ELEM. SCHOOL	HIGH SCHOOL
FINANCES: (State exact amount for each item)		
Library Receipts:		
Balance on hand beginning of year	\$	\$ <u>.80</u>
From State Public School Library Fund	\$	\$ <u>80.00</u>
From local school board appropriations	\$	\$ <u>60.00</u>
From other sources (Itemize):	\$	\$ <u>57.76</u>
<u>Library Fees</u>	\$	\$ <u>20.00</u>
<u>Library Club</u>	\$	\$ <u>218.58</u>
Total library receipts (Add above items)*	\$	\$ <u>218.58</u>
Library Expenditures:		
For books for pupils (total from all sources)	\$	\$ <u>122.04</u>
For books for adults (total from all sources)	\$	\$ <u>-</u>
For binding and mending (total from all sources)	\$	\$ <u>-</u>
For magazines and newspapers* (No. magazines—newspapers—)	\$	\$ <u>78.04</u>
For audio-visual materials	\$	\$ <u>-</u>
For supplies, furniture and equipment	\$	\$ <u>6.16</u>
Balance on hand end of this school year	\$	\$ <u>12.84</u>
Total library expenditures (Add above items)*	\$	\$ <u>218.58</u>

	ELEM. SCHOOL	HIGH SCHOOL
ORGANIZATION:		
Up-to-date accession record		<u>Yes</u>
Books classified by Dewey-Decimal system		<u>Yes</u>
Card loan system		<u>Yes</u>
Card shelf list		<u>Yes</u>
Card catalog a dictionary catalog*		<u>No</u>
Is record of pupil's individual reading kept?		<u>No</u>
Organized pamphlet and picture file		<u>Yes</u>
Organized vocational guidance file		<u>Yes</u>
Was a complete inventory of books taken this school year?		<u>Yes</u>

	ADULT	ELEM. SCHOOL	HIGH SCHOOL
SERVICE:			
Number books circulated:*			
Fiction			<u>151</u>
Non-fiction			<u>905</u>
Total			<u>1056</u>
Number story hours* held for elementary pupils			<u>-</u>
Number book talks* given			<u>-</u>
Does librarian inform teachers of new materials?			<u>Yes</u>
Number of members in library club			<u>25</u>
Is the library used during the summer vacation?			<u>No</u>
How many library lessons* are given?			<u>Required by</u>
Number of elementary pupils who have completed a course in the use of library			<u>X X X</u>
Number of high school pupils who have completed the 12-lesson course in the use of library	<u>X X X</u>		<u>20</u>
Approximate no. pupils who use the library daily			<u>40</u>
Approximate number of teachers* who use the library daily			<u>10</u>

On the lines below list specific ways in which the librarian co-operates with other faculty members.

1. Supply Classroom library for Units
2. Professional Bibliography
3. Order Classroom films
4. Keep Faculty informed of available materials

	ELEM. SCHOOL	HIGH SCHOOL	ENTIRE SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
ROOMS AND EQUIPMENT:*				BOOKS:		
Separate library room*		YES		Number volumes last annual report.....		1187
Library used as a study hall.....		YES		Number volumes added.....		62
Size of reading room.....		22X12		Number volumes lost and discarded.....		92
Sufficient shelving.....		YES		Total number volumes now in library*.....		1157
Shelving adjustable.....		YES		Number volumes in the following main classes: 000-099, General Works, Encyclopedias, etc.....		85
Bulletin board.....		YES		100-199, Philosophy.....		13
Magazine rack.....		YES		200-299, Religion, Mythology.....		10
Newspaper rack.....		YES		300-399, Sociology.....		204
Vertical file case.....		YES		400-499, Language.....		26
Card catalog case.....		NO		500-599, Science.....		30
Librarian's desk.....		NO		600-699, Useful Arts.....		70
Library classroom for library use only.....		NO		700-799, Fine Arts.....		61
Librarian's workroom.....		NO		800-899, Literature (exclusive of fiction).....		205
Conference room for library use only.....		NO		900-999, History, Biography, and Travel.....		117
Typewriter.....		NO		Fiction, Short Stories, and Easy Books*.....		326
				Book-selection aids owned by library: Children's Catalog (latest edition).....		YES
				Standard Catalog for High School Libraries (latest edition).....		YES
				Library Manual for Virginia Public Schools.....		YES
				Printed Virginia Library Order lists.....		YES

DEFINITIONS OF TERMS

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Easy books—Picture books with brief text in easy language suitable for use with children of pre-school age or in the primary grades. For the purposes of this report, combine Easy Books and Juvenile Fiction (elementary school) to secure this figure.

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Report form—Three copies of this report should be prepared for each school library—one copy for the librarian or principal; two copies to be forwarded to the division superintendent of schools, one of which is to be forwarded by the division superintendent to the Supervisor of Textbooks and School Libraries.

Rooms and equipment—If the school has separate libraries for elementary and high school, answer questions in these two columns separately; but if the same library serves both elementary and high school pupils, leave the first two columns blank and place answers in column 3.

Separate library room—Answer "Yes" only if library is not used for classroom teaching other than library instruction.

Session hour—One session hour is the equivalent of two semester hours or three quarter hours.

Story hour—An informal period in either classroom or library during which the librarian tells stories to a group of children, reads aloud to them, shows picture books, or discusses books with them. Its chief purpose is to encourage children to find pleasure in books and reading.

Teachers who use library daily—Include teachers who send for materials or request service as well as those who come to the library in person.

Total library receipts—Should equal Total Library expenditures (including balance on hand at end of this school year).

Total number volumes now in library—Add first two items under BOOKS and subtract the third item from this total.

- List below anything that you have done in your library which you think might be helpful to other librarians.
- In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

David C. Walker

Librarian

Principal

Division Superintendent

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1958-1959

School Waukegan High School City or County Leechburg Race Negro
 Enrollment: * Elementary 0 High School 326 Total 326

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ADULT	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			SERVICE:			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?		<u>yes</u>	Number books circulated (Count each book each time it is Circulated)			
Name School of Library Science attended		<u>Newport N.C. College</u>	Fiction			<u>1720</u>
Annual salary of librarian or teacher-librarian		<u>3840</u>	Non-fiction			<u>1500</u>
Number months librarian is employed		<u>10</u>	Total			<u>3220</u>
Number periods librarian in library daily		<u>4</u>	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers			<u>50</u>
Number volunteer pupil assistants		<u>10</u>	Number of members in library club			<u>20</u>
Subjects taught by teacher-librarian:			Is the library used during the summer vacation?			<u>no</u>
<u>English IV</u>			Does the school have an organized program of library instruction?			<u>yes</u>
<u>English I</u>			Number of pupils who have had this instruction in use of library			<u>108</u>
FINANCES: (State exact amount for each item)	ELEM. SCHOOL	HIGH SCHOOL	Approximate No. pupils who use the library daily			<u>70</u>
Library Receipts:			Approximate No. teachers who use the library daily			<u>8</u>
Balance on hand beginning of year	\$	<u>13.37</u>	ROOMS AND EQUIPMENT:		ELEM. SCHOOL	HIGH SCHOOL
From State Public School Library Fund	\$	<u>200.00</u>	(Refer to <i>School Planning Manual</i> Section 2211)			
From local school board appropriations	\$	<u>76.00</u>	Separate library room			<u>yes</u>
From other sources (Itemize):			Library used as study hall			<u>NO</u>
<u>Library fees</u>	\$	<u>122.56</u>	*Size of reading room			<u>22x34</u> <u>22x12</u>
<u>School</u>	\$	<u>100.00</u>	Sufficient adjustable shelving			<u>yes</u>
Total library receipts (Add above items)	\$	<u>516.37</u>	Bulletin board			<u>yes</u>
Library Expenditures:			Magazine rack			<u>yes</u>
Amount spent per pupil for books	\$	<u>1.47</u>	Newspaper rack			<u>yes</u>
Amount spent per pupil for periodicals	\$	<u>.15</u>	Vertical file case			<u>yes</u>
Amount spent per pupil for Audio-visual Materials	\$	<u>00</u>				

* Refers to year's membership.

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
Rooms and Equipment Continued:			Organization Continued:		
Card catalog case.....		yes	Is record of pupil's individual reading kept?.....		yes
Librarian's desk.....		yes	Organized pamphlet and picture file.....		NO
Librarian's workroom.....		yes	Organized vocational guidance file.....		NO
Conference room for library use only.....		NO	Was a complete inventory of books taken this school year?.....		NO
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose).....		yes	Number volumes last annual report.....		1,435
Books classified by Dewey-Decimal system...		yes	Number volumes added.....		240
Card loan system.....		yes	Number volumes lost and discarded.....		150
Card shelf list.....		yes	Total number volumes now in library.....		1525
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.).....		NO			

1. List below anything that you have done in your library which you think might be helpful to other librarians.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

3. Describe briefly how pupils are instructed in using the library:

Library instruction is correlated with English classes for eighth grade students

(Use additional pages if necessary)

Roberta Bradley
 Librarian
by D. M. Lydnor

Stephen M. Lydnor
 Principal

Division Superintendent

TO: Mr. S. M. Sydnor, Principal
 FROM: Miss R. V. Bradley, Librarian
 SUBJECT: Library Supplies 1958-59

In order to process our new books and maintain the present collection the following supplies are needed for the 1958-59 session.

<u>QUANTITY</u>	<u>ARTICLE</u>	<u>COST</u>
115 Sheets	Accession Sheets	5.00
1,000	Book Cards	4.05
500	Book Pockets	3.45
1,000	Catalog Cards	6.80
1,000	Date Due Slips	2.85
2	Daters	1.70
1 qt.	Gaylo	1.25
500	Identification Cards	5.25
1,000	Library Permits	2.25
$\frac{1}{2}$ pt.	Magic Mend	1.95
2 Rolls	Mystik Tape	9.50
2 Sets	Pressboard Guides	9.60
3 Cans	Spraylon	4.85
1	Stamp Pad	.60
1	Stapler	3.15
2 bx.	Staples	2.50
100	Tab Folders	3.80
		<hr/> \$68.55
1,000 Sets	Printed Catalog Cards	100.00
		<hr/> \$168.00

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1959-1960

School Douglas High School City or County Roundout Race Negro
 Enrollment: * Elementary 0 High School 336 Total 336

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ADULT	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			SERVICE:			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?		<u>yes</u>	Number books circulated (Count each book each time it is Circulated)			
Name School of Library Science attended		<u>State College</u>	Fiction			<u>1700</u>
Annual salary of librarian or teacher-librarian		<u>3600</u>	Non-fiction			<u>2728</u>
Number months librarian is employed		<u>10</u>	Total			<u>4428</u>
Number periods librarian in library daily		<u>4</u>	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers			<u>244</u>
Number volunteer pupil assistants		<u>8</u>	Number of members in library club			<u>18</u>
Subjects taught by teacher-librarian: <u>English I</u>			Is the library used during the summer vacation?			<u>no</u>
			Does the school have an organized program of library instruction?			<u>yes</u>
			Number of pupils who have had this instruction in use of library			<u>269</u>
			Approximate No. pupils who use the library daily			<u>90</u>
			Approximate No. teachers who use the library daily			<u>9</u>
FINANCES: (State exact amount for each item)			ROOMS AND EQUIPMENT: (Refer to <i>School Planning Manual</i> Section 2211)			
Library Receipts:	ELEM. SCHOOL	HIGH SCHOOL	Separate library room			<u>yes</u>
Balance on hand beginning of year	\$	\$	Library used as study hall			<u>yes</u> <u>22x34</u> <u>22x12</u>
From State Public School Library Fund	\$	\$ <u>480.00</u>	Size of reading room			<u>no</u>
From local school board appropriations	\$	\$	Sufficient adjustable shelving			<u>yes</u>
From other sources (Itemize):			Bulletin board			<u>yes</u>
<u>Library Fees</u>	\$	\$ <u>7450</u>	Magazine rack			<u>yes</u>
	\$	\$	Newspaper rack			<u>yes</u>
Total library receipts (Add above items)	\$	\$ <u>554.50</u>	Vertical file case			<u>yes</u>
Library Expenditures:						
Amount spent per pupil for books	\$	\$ <u>1.46</u>				
Amount spent per pupil for periodicals	\$	\$ <u>.20</u>				
Amount spent per pupil for Audio-visual Materials	\$	\$				

*Refers to year's membership.

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
Rooms and Equipment Continued:			Organization Continued:		
Card catalog case.....		yes	Is record of pupil's individual reading kept?		yes
Librarian's desk.....		yes	Organized pamphlet and picture file.....		no
Librarian's workroom.....		yes	Organized vocational guidance file.....		yes
Conference room for library use only.....		no	Was a complete inventory of books taken this school year?.....		yes
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose).....		yes	Number volumes last annual report.....		1525
Books classified by Dewey-Decimal system.....		yes	Number volumes added.....		180
Card loan system.....		yes	Number volumes lost and discarded.....		599
Card shelf list.....		yes	Total number volumes now in library.....		1106
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.).....		yes			

1. List below anything that you have done in your library which you think might be helpful to other librarians.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

3. Describe briefly how pupils are instructed in using the library:

Library instruction is correlated with all English classes.

(Use additional pages if necessary)

Mrs. Margaret S. Hall
Librarian

Stephen M. Snyder
Principal

Division Superintendent

Mr. Sydnor

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 196 1 196 2

School Douglass High School City or County Loudoun Race Negro

Enrollment: Elementary _____ High School 325 Total 325

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

		ELEM. SCHOOL	HIGH SCHOOL			ADULT	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			yes	SERVICE:				
Does librarian have Collegiate Professional Certificate endorsed for Library Science?.....				Number books circulated (Count each book each time it is Circulated)				
Name School of Library Science attended.....			Va. State College	Fiction				1732
Annual salary of librarian or teacher-librarian.....			\$4531	Non-fiction				956
Number months librarian is employed.....			10 1/2	Total.....				2688
Number periods librarian in library daily.....			6	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers				188
Number volunteer pupil assistants.....			12	Number of members in library club.....				14
Subjects taught by teacher-librarian: _____				Is the library used during the summer vacation?				no
_____				Does the school have an organized program of library instruction?.....				yes
_____				Number of pupils who have had this instruction in use of library.....				305
FINANCES: (State exact amount for each item)		ELEM. SCHOOL	HIGH SCHOOL	Approximate No. pupils who use the library daily.....				170
Library Receipts:				Approximate No. teachers who use the library daily.....				4
Balance on hand beginning of year.....		\$	\$0	ROOMS AND EQUIPMENT:			ELEM. SCHOOL	HIGH SCHOOL
From State Public School Library Fund.....		\$	\$520	Separate library room.....				yes
From local school board appropriations.....		\$	\$395	Library used as a study hall.....				no
From other sources (Itemize):				Size of reading room.....				22x35
Library fees		\$	\$90	Sufficient adjustable shelving.....				no
_____		\$	\$	Bulletin board.....				yes
Total library receipts (Add above items).....		\$	\$1005	Magazine rack.....				yes
Library Expenditures:				Newspaper rack				yes
Amount spent per pupil for books.....		\$	\$3.09	Vertical file case				yes
Amount spent per pupil for periodicals.....		\$	\$.13					
Amount spent per pupil for Audio-visual Materials		\$	\$.10					

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
Rooms and Equipment Continued:			Organization Continued:		
Card catalog case.....		yes	Is record of pupil's individual reading kept?.....		yes
Librarian's desk		yes	Organized pamphlet and picture file.....		yes
Librarian's workroom.....		yes	Organized vocational guidance file.....		yes
Conference room for library use only.....		no	Was a complete inventory of books taken this school year?		yes
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose)		yes	Number volumes last annual report.....		1290
Books classified by Dewey-Decimal system.....		yes	Number volumes added.....		279
Card loan system.....		yes	Number volumes lost and discarded.....		107
Card shelf list		yes	Total number volumes now in library.....		1462
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.).....		yes			

1. List below anything that you have done in your library which you think might be helpful to other librarians.

Having an informal atmosphere in the library is beneficial
to all.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

3. Describe briefly how pupils are instructed in using the library:

Students are given formal library lessons as a unit in all
English classes. Students are given individual instructions
when needed.

(Use additional pages if necessary)

Mrs. Margaret J. Williams
Librarian

S. M. Sylvester
Principal

Division Superintendent

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 196 2 196 3

School Compass High City or County Leesburg Race Negro

Enrollment: Elementary _____ High School ✓ Total 340

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ADULT	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			SERVICE:			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?.....		<u>Yes</u>	Number books circulated (Count each book each time it is Circulated)			
Name School of Library Science attended.....		<u>Benedict College</u>	Fiction			<u>9908</u>
Annual salary of librarian or teacher-librarian.....		<u>4200</u>	Non-fiction	<u>10</u>		<u>.638</u>
Number months librarian is employed.....		<u>9 1/2</u>	Total.....			<u>1546</u>
Number periods librarian in library daily.....		<u>6</u>	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers			<u>158</u>
Number volunteer pupil assistants.....		<u>17</u>	Number of members in library club.....			<u>57</u>
Subjects taught by teacher-librarian:.....			Is the library used during the summer vacation?			<u>No</u>
			Does the school have an organized program of library instruction?.....			<u>Yes</u>
			Number of pupils who have had this instruction in use of library.....			<u>330</u>
			Approximate No. pupils who use the library daily.....			<u>106</u>
			Approximate No. teachers who use the library daily.....			<u>6</u>
FINANCES: (State exact amount for each item)			ROOMS AND EQUIPMENT:			
Library Receipts:	ELEM. SCHOOL	HIGH SCHOOL			ELEM. SCHOOL	HIGH SCHOOL
Balance on hand beginning of year.....	\$	\$ <u>16.79</u>	Separate library room.....			<u>Yes</u>
From State Public School Library Fund.....	\$	\$ <u>160.00</u>	Library used as a study hall.....			<u>No</u>
From local school board appropriations.....	\$	\$ <u>100.00</u>	Size of reading room.....			<u>22 X 35</u>
From other sources (Itemize):			Sufficient adjustable shelving.....			<u>No</u>
<u>Library fees</u>	\$	\$ <u>102.19</u>	Bulletin board.....			<u>Yes</u>
	\$	\$	Magazine rack.....			<u>Yes</u>
Total library receipts (Add above items).....	\$	\$ <u>462.98</u>	Newspaper rack			<u>Yes</u>
Library Expenditures:			Vertical file case.....			<u>Yes</u>
Amount spent per pupil for books.....	\$	\$ <u>1.36</u>				
Amount spent per pupil for periodicals.....	\$	\$ <u>.10</u>				
Amount spent per pupil for Audio-visual Materials	\$	\$				

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
Rooms and Equipment Continued:			Organization Continued:		
Card catalog case.....		yes	Is record of pupil's individual reading kept?.....		yes
Librarian's desk.....		yes?	Organized pamphlet and picture file.....		no
Librarian's workroom.....		yes	Organized vocational guidance file.....		no
Conference room for library use only.....		no	Was a complete inventory of books taken this school year?		yes
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose)		yes	Number volumes last annual report.....		1462
Books classified by Dewey-Decimal system.....		yes	Number volumes added.....		270
Card loan system.....		yes	Number volumes lost and discarded.....		35
Card shelf list		yes	Total number volumes now in library.....		1697
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.).....		yes			

1. List below anything that you have done in your library which you think might be helpful to other librarians.

Having an informal atmosphere in the library that will be beneficial and profitable to all.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

3. Describe briefly how pupils are instructed in using the library:

Students are given library instructions for a week (more or less) as a class. They are also given individual instructions.

(Use additional pages if necessary)

Omega J. Adams, Librarian
 Stephen M. Jordan, Principal

Division Superintendent

SP-72570

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 1962-1963

School James High City or County Lebanon Race White
 Enrollment: Elementary _____ High School Total 340

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)
 NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

	ELEM. SCHOOL	HIGH SCHOOL		ADULT	ELEM. SCHOOL	HIGH SCHOOL
LIBRARY STAFF:			SERVICE:			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?.....		<u>Yes</u>	Number books circulated (Count each book each time it is Circulated)			
Name School of Library Science attended.....			Fiction			<u>1718</u>
Annual salary of librarian or teacher-librarian.....		<u>4210</u>	Non-fiction			<u>635</u>
Number months librarian is employed.....		<u>12</u>	Total.....			<u>11546</u>
Number periods librarian in library daily.....		<u>6</u>	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers			<u>158</u>
Number volunteer pupil assistants.....		<u>17</u>	Number of members in library club.....			<u>57</u>
Subjects taught by teacher-librarian:			Is the library used during the summer vacation?			<u>No</u>
			Does the school have an organized program of library instruction?.....			<u>Yes</u>
			Number of pupils who have had this instruction in use of library.....			<u>330</u>
			Approximate No. pupils who use the library daily.....			<u>106</u>
			Approximate No. teachers who use the library daily.....			<u>6</u>
FINANCES: (State exact amount for each item)			ROOMS AND EQUIPMENT:			
Library Receipts:	ELEM. SCHOOL	HIGH SCHOOL			ELEM. SCHOOL	HIGH SCHOOL
Balance on hand beginning of year.....	\$	\$ <u>1.11</u>	Separate library room.....			<u>Yes</u>
From State Public School Library Fund.....	\$	\$ <u>111.18</u>	Library used as a study hall.....			<u>No</u>
From local school board appropriations.....	\$	\$ <u>174.00</u>	Size of reading room.....			<u>22x55</u>
From other sources (Itemize):			Sufficient adjustable shelving.....			<u>No</u>
<u>Library fee</u>	\$	\$ <u>112.11</u>	Bulletin board.....			<u>Yes</u>
	\$	\$	Magazine rack.....			<u>Yes</u>
Total library receipts (Add above items).....	\$	\$ <u>412.10</u>	Newspaper rack			<u>Yes</u>
Library Expenditures:			Vertical file case			<u>Yes</u>
Amount spent per pupil for books.....	\$	\$ <u>1.11</u>				
Amount spent per pupil for periodicals.....	\$	\$ <u>.10</u>				
Amount spent per pupil for Audio-visual Materials	\$	\$ <u>0</u>				

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
Rooms and Equipment Continued:			Organization Continued:		
Card catalog case.....		Y.S.	Is record of pupil's individual reading kept?.....		
Librarian's desk.....		Y.S.	Organized pamphlet and picture file.....		
Librarian's workroom.....		Y.S.	Organized vocational guidance file.....		1/10
Conference room for library use only.....		Y.S.	Was a complete inventory of books taken this school year?		2
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose)		Y.S.	Number volumes last annual report.....		1412
Books classified by Dewey-Decimal system.....		Y.S.	Number volumes added.....		270
Card loan system.....		Y.S.	Number volumes lost and discarded.....		55
Card shelf list		Y.S.	Total number volumes now in library.....		1617
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.).....					

1. List below anything that you have done in your library which you think might be helpful to other librarians.

Having a card system in the library that will be helpful and profitable to all.

2. In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

3. Describe briefly how pupils are instructed in using the library:

Students are given a library instruction for a week (one week) and they are also given a list of instructions as needed.

(Use additional pages if necessary)

Mrs. [Name] Librarian *Stephen M. [Name] Principal*

Division Superintendent