

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 195 5 195 6

School Douglass High School City or County Loudoun Race _____

Enrollment: * Elementary _____ High School 225 Total _____

(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?.....		yes	Number books circulated (Count each book each time it is circulated)			
Name School of Library Science attended.....		Va. State	Fiction			1,040
Annual salary of librarian or teacher-librarian.....		\$2800	Non-fiction.....	30		821
Number months librarian is employed.....		9	Total	30		1,861
Number periods librarian in library daily.....		2	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers			
Number volunteer pupil assistants.....		5	Number of members in library club.....			22
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.....			21
			Approximate No. pupils who use the library daily			75
			Approximate No. teachers who use the library daily.....			5
FINANCES: (State exact amount for each item)			ROOMS AND EQUIPMENT:		ELEM. SCHOOL	HIGH SCHOOL
Library Receipts:			(Refer to <i>School Planning Manual</i> Section 2211)			
Balance on hand beginning of year.....	\$	\$31.91	Separate library room			yes
From State Public School Library Fund.....	\$	\$220.00	Library used as a study hall			no
From local school board appropriations.....	\$	\$ 82.50	Size of reading room			9' x 25'
From other sources (Itemize):			Sufficient adjustable shelving			yes
Library fines	\$	\$24.83	Bulletin board			yes
Lost books	\$	\$ 3.00	Magazine rack			yes
Total library receipts (Add above items).....	\$	\$362.24	Newspaper rack			yes
Library Expenditures:			Vertical file case			yes
Amount spent per pupil for books.....	\$	\$1.34				
Amount spent per pupil for periodicals.....	\$	\$.19				
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		no	Is record of pupil's individual reading kept?.....		no
Librarian's desk		yes	Organized pamphlet and picture file.....	incomplete	
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		1,235
Books classified by Dewey-Decimal system.....		yes	Number volumes added		103
Card loan system.....		yes	Number volumes lost and discarded		10
Card shelf list.....		yes	Total number volumes now in library.....		1,328
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.

a. New books are displayed in the library on shelves separated from the other books for several weeks, so that they may be examined easily by the students.
b. In the absence of the librarian, the library assistants take over all the duties of operating the library.

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:

Pupils are instructed, in twelve lessons, in the use of the library through an organized program of library instruction.

(Use additional pages if necessary)

J. H. Blackwell
 Librarian

Stephen M. Lydon
 Principal

O. Emerich
 Division Superintendent