

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for High and Elementary Schools, Session 1939 to 1940

School Dunbar High City or County Lynchburg Race Negro
 Enrollment: Elementary 133 High School 437 Total 570

(Please give data for elementary and high schools separately in 11 and 12 grade schools. 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, whether he be a volunteer pupil assistant, NYA or WPA worker. 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*) | | <u>6</u> | Up-to-date accession record | | <u>yes</u> |
| Name School of Library Science attended . . . | <u>Hampton Inst.</u> | | Books classified by Dewey-Decimal system . . . | | <u>yes</u> |
| Annual salary of librarian or teacher-librarian . . . | <u>\$1040.00</u> | | Card loan system | | <u>yes</u> |
| Number months librarian is employed | <u>10 mo.</u> | | Card shelf list | | <u>yes</u> |
| Number hours librarian in library daily | <u>10 1/2</u> | | Card catalog a dictionary catalog* | | <u>yes</u> |
| (Give the name and above information for assistant librarians in lower margin of this sheet.) | | | Is record of pupils' individual reading kept? . . . | | <u>no</u> |
| Number hours library is open each day | | | Organized pamphlet and picture file | | <u>no</u> |
| Always supervised by a faculty member? | <u>yes</u> | | Was a complete inventory of books taken this school year? | | <u>yes</u> |
| Number volunteer pupil assistants | <u>none</u> | | SERVICE: | | |
| Number assistants NYA (out-of-school) | <u>none</u> | | Number books circulated:* | ADULT | ELEM. SCHOOL |
| Number assistants NYA (in-school) | <u>2</u> | | Fiction | <u>2123</u> | <u>9070</u> |
| Number assistants WPA State-wide Library Proj. | <u>none</u> | | Non-fiction | <u>1218</u> | <u>5738</u> |
| Subjects taught by teacher-librarian: | <u>none</u> | | Total | <u>3341</u> | <u>14808</u> |
| Extra-Curricular responsibilities of librarian | <u>none</u> | | Number story hours* held for elementary pupils . . . | <u>0</u> | |
| FINANCES: (State exact amount of money for each item) | | | Number story talks* given | <u>0</u> | <u>0</u> |
| Library Receipts: | ELEM. SCHOOL | HIGH SCHOOL | Does librarian inform teachers of motion pictures, pamphlets and magazine articles? | | <u>yes</u> |
| From State Aid Library Fund | <u>\$ 0</u> | <u>\$ 0</u> | Number of members in library club | <u>no</u> | <u>club</u> |
| From school board appropriations | <u>\$ 0</u> | <u>\$ 0</u> | Is the library used during the summer vacation? . . . | <u>loans</u> | <u>60 days</u> |
| From other sources: (Itemize) | | | Are library lessons taught by trained librarian? . . . | | <u>yes</u> |
| <u>City Library furnishes books</u> | | | Or are they given by a teacher? | | <u>no</u> |
| <u>School Board furnishes equip.</u> | | | Is library instruction given in the library room? . . . | | <u>yes</u> |
| Total library receipts (add above items) | | | How many library lessons* are given? | | <u>12</u> |
| Library Expenditures: | | | In which years of school (1 to 12) are lessons given? | | <u>1st.</u> |
| For books for pupils (total from all sources) | | <u>\$132.00</u> | Is library instruction a separate short course? . . . | | <u>no</u> |
| For books for adults (total from all sources) | | <u>\$ 82.50</u> | Is it given as a part of an English, social studies, or other class? | | <u>Eng.</u> |
| For binding and mending (total from all sources) | | <u>\$ 51.50</u> | Number of high school pupils who have completed the 12 lesson course in the use of library | <u>X X X</u> | <u>430</u> |
| For magazines | | <u>\$ 65.00</u> | Approximate number of pupils who use the library daily | | <u>200</u> |
| (Number subscriptions <u>24</u>) | | | Approximate number of teachers* who use the library daily | | <u>10</u> |
| For newspapers | | <u>\$ 10.00</u> | Is the conference room used for group conferences of students and teachers? | <u>X X X</u> | <u>no</u> |
| (Number subscriptions <u>2</u>) | | | 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 | | |
| For supplies | | <u>\$ 14.02</u> | | | |
| For furniture and equipment | | <u>\$ 0</u> | | | |
| Total library expenditures | | <u>\$355.02</u> | | | |

| | ELEM. SCHOOL | HIGH SCHOOL | ENTIRE SCHOOL | | ELEM. SCHOOL | HIGH SCHOOL |
|---|--------------|-------------|---------------|---|--------------|-------------|
| ROOMS AND EQUIPMENT:* | | | | BOOKS: | | |
| Separate library room* | | | yes | Number volumes last annual report | | 6517 |
| Library used as a study hall | | | no | Number volumes added by purchase | | 207 |
| Size of reading room | | | 20X40 | Number volumes added by gift | | 3 |
| Number of tables | | | 5 | Number volumes lost and discarded | | 34 |
| Number of chairs | | | 30 | Total number volumes now in library | | 6693 |
| Sufficient shelving | | | no | Number of volumes in the following main classes: | | |
| Shelving adjustable | | | yes | 000-099, General Works, Encyclopedias, etc | | 152 |
| Bulletin board | | | yes | 100-199, Philosophy | | 193 |
| Magazine rack | | | yes | 200-299, Religion, Mythology | | 183 |
| Newspaper rack | | | yes | 300-399, Sociology | | 389 |
| Vertical file case | | | no | 400-499, Language | | 36 |
| Card catalog case | | | yes | 500-599, Science | | 188 |
| Librarian's desk | | | yes | 600-699, Useful Arts | | 188 |
| Library classroom for library use only | | | yes | 700-799, Fine Arts | | 182 |
| Librarian's workroom | | | yes | 800-899, Literature (exclusive of fiction) | | 690 |
| Conference room for library use only . | | | no | 900-999, History, Biography, and Travel | | 768 |
| Typewriter | | | yes | Fiction, Short Stories, and Easy* or Picture Books | | 3724 |
| Classroom book-collection in each grade | | | no | 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 (1939) | | yes |

DEFINITIONS OF TERMS

Book talks—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 which is operated solely by employees of local school boards—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. Four copies must be made for libraries in which WPA workers are employed,—one copy for the principal or librarian; three copies to be forwarded to the division superintendent of schools, and two copies 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 question in these two columns separately; but if the same library serves both elementary and high school pupils, leave these 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.

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 Director of School Libraries help you with your library problems either now or in the future?

A. Spencer
 Librarian

C.W. Seay
 Principal

Dunbar High School; Lynchburg, Virginia
 School Address

Division Superintendent

| | |
|---------------------|------------------|
| ASSISTANT LIBRARIAN | Mrs Hattie Scott |
| No. Session hours | 0 |
| Salary | \$400.00 |
| Hours in library | Four |
| Employed | Ten months |