

Dunbar

VIRGINIA STATE DEPARTMENT OF EDUCATION

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

School Dunbar High City or County Lynchburg, Virginia Race Negro

Enrollment: Elementary _____ High School 665 Total 665

(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.....	<u>Atlanta Univ.</u>		Fiction			<u>700</u>
Annual salary of librarian or teacher-librarian.....		<u>3,800.00</u>	Non-fiction			<u>6072</u>
Number months librarian is employed.....		<u>10</u>	Total			<u>6772</u>
Number periods librarian in library daily.....		<u>7</u>	Number of members in library club			
Number volunteer pupil assistants		<u>8</u>	Is the library used during the summer vacation?			<u>No</u>
Subjects taught by teacher-librarian:			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>160</u>
			Approximate No. pupils who use the library daily			<u>100</u>
			Approximate No. of teachers who use the library daily			<u>30</u>
FINANCES: (State exact amount for each item)			ROOMS AND EQUIPMENT: (Refer to <i>School Planning Manual</i> Section 2211)		ELEM. SCHOOL	HIGH SCHOOL
Library Receipts:			Separate library room			<u>Yes</u>
Balance on hand beginning of year.....	\$ _____	\$ _____	Library used as a study hall			<u>No</u>
From State Public School Library Fund	\$ _____	\$ _____	Size of reading room			<u>20 x 40</u>
From local school board appropriations	\$ _____	\$ <u>900.00</u>	Sufficient adjustable shelving			<u>No</u>
From other sources (Itemize):			Bulletin board			<u>Yes</u>
<u>P. T. A.</u>	\$ _____	\$ <u>50.00</u>	Magazine rack			<u>Yes</u>
	\$ _____	\$ _____	Newspaper rack			<u>No</u>
Total library receipts (Add above items).....	\$ _____	\$ <u>950.00</u>	Vertical file case			<u>Yes</u>
Library Expenditures:			Card catalog case			<u>Yes</u>
Amount spent <i>per pupil</i> for books	\$ _____	\$ <u>1.25</u>	Librarian's desk			<u>Yes</u>
Amount spent <i>per pupil</i> for magazines	\$ _____	\$ <u>.10</u>	Librarian's workroom			<u>No</u>
Amount spent <i>per pupil</i> for Audio-visual materials	\$ _____	\$ <u>.07</u>	Conference room for library use only			<u>No</u>

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
ORGANIZATION:			BOOKS:		
Up-to-date accession record (Shelf list may serve this purpose)		Yes			
Books classified by Dewey-Decimal system....		Yes	Number volumes last annual report		3468
Card loan system		Yes			
Card shelf list		Yes	Number volumes added		000
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.)		Yes	Number volumes lost and discarded		435
Is record of pupil's individual reading kept?...		No			
Organized pamphlet and picture file		Yes	Total number volumes now in library		3033
Organized vocational guidance file		Yes			
Was a complete inventory of books taken this school year?		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:

The students use a study-work manual in learning the use of books and libraries. The essentials are given in twelve simple

units using the pupils' observation, activity, and interest as far as possible. The laboratory method is employed throughout. An objective quiz is given for each lesson.

(Use additional pages if necessary)

Susan E. Jain
Librarian

CW Seary
Principal

Division Superintendent