

VIRGINIA STATE DEPARTMENT OF EDUCATION

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

School Dunbar High City or County Lynchburg, Virginia Race Negro

Enrollment: Elementary _____ High School 778 Total 778

(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>Atlanta Univ.</u>		Fiction				<u>904</u>
Annual salary of librarian or teacher-librarian.....			<u>\$5840.00</u>	Non-fiction				<u>6796</u>
Number months librarian is employed.....			<u>10</u>	Total.....				<u>7700</u>
Number periods librarian in library daily.....			<u>7</u>	Number of other materials circulated: Pictures, films, etc., circulated during school day to pupils and teachers				<u>25</u>
Number volunteer pupil assistants.....			<u>6</u>	Number of members in library club.....				
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>778</u>
				Approximate No. pupils who use the library daily.....				<u>250</u>
				Approximate No. teachers who use the library daily.....				<u>20</u>
FINANCES: (State exact amount for each item)		ELEM. SCHOOL	HIGH SCHOOL	ROOMS AND EQUIPMENT:			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>60X100</u>
From local school board appropriations.....		\$	<u>\$ 1428.00</u>	Sufficient adjustable shelving.....				<u>Yes</u>
From other sources (Itemize):				Bulletin board.....				<u>Yes</u>
<u>School Funds</u>		\$	<u>\$ 300.00</u>	Magazine rack.....				<u>Yes</u>
		\$	\$	Newspaper rack				<u>Yes</u>
Total library receipts (Add above items).....		\$	<u>\$ 1728.00</u>	Vertical file case.....				<u>Yes</u>
Library Expenditures:								
Amount spent per pupil for books.....		\$	<u>\$ 1.81</u>					
Amount spent per pupil for periodicals.....		\$	<u>\$.30</u>					
Amount spent per pupil for Audio-visual Materials		\$	<u>\$.11</u>					

	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?.....		No
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.....		Yes	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.....		3956
Books classified by Dewey-Decimal system.....		Yes	Number volumes added.....		262
Card loan system.....		Yes	Number volumes lost and discarded.....		15
Card shelf list		Yes	Total number volumes now in library.....		4213
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?

A visit and consultation to assist with evaluation of library and its services.

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 Jane Davis
 Librarian

C.W. Seay
 Principal

Division Superintendent