

VIRGINIA STATE DEPARTMENT OF EDUCATION
SCHOOL LIBRARIES AND TEXTBOOKS SERVICE

ANNUAL LIBRARY REPORT FOR VIRGINIA PUBLIC SCHOOLS, SESSION 1967 1968

This report should be prepared and signed by the school librarian. If the school has no person employed as a librarian, this report should be prepared by the school principal. Please fill out *completely*. In case of combined schools, the librarian should indicate whether figures used apply to the high school or to all grades.

SCHOOL DIVISION Lynchburg

SCHOOL Dunbar Junior - Senior AVERAGE DAILY ATTENDANCE 905.04

Circle grades in school: K 1 2 3 4 5 6 (7) (8) (9) (10) (11) (12)

A. LIBRARY FACILITIES

Yes No

1. x Does your school have a functioning central library?
 Does your library have:
2. x A conference room
3. x A reading room
4. x Separate listening and/or viewing area
5. x Office
6. x Storage room
7. x Workroom
8. x Separate library classroom

130 Seating capacity of library. (Give number)

14.4 Percent of student enrollment which can be seated.

B. LIBRARY MATERIALS

Books and Periodicals (In case school has no central library, give information for materials in the school purchased with library funds.)

1. 7158 Total number of books in central library collection at beginning of year
2. 970 Number of books added during current school year
3. 25 Number of books lost during current school year
4. 291 Number of books discarded during current school year
5. 7812 Total number of books at end of school year
6. 8.6 Number of books per student
7. 69 Number of periodical subscriptions

C. OTHER INSTRUCTIONAL MATERIALS

	(In school library)		(Listed in library catalog)		(Available from division materials center)	
	Yes	No	Yes	No	Yes	No
1. Pictures (flat)	<u>X</u>	<u> </u>	<u> </u>	<u>X</u>	<u>X</u>	<u> </u>
2. Maps, globes, charts	<u>X</u>	<u> </u>	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
3. Slides	<u> </u>	<u>X</u>	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
4. Filmstrips	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>
5. Tapes	<u> </u>	<u>X</u>	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
6. Phonograph recordings	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>
7. Films	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>
8. Transparencies	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>	<u>X</u>	<u> </u>
9. Other (Specify)	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

D. LIBRARY EXPENDITURES

Materials

	Federal	State	Local	Total	
1.	\$ 1538.44	\$ 840.00	\$ 1801.15	\$ 4224.59	Amount spent for books
2.	0	0	460.05	460.05	Amount spent for periodicals
3.	304.57	0	179.73	484.30	Amount spent for library supplies
4.	309.86	0	0	309.86	Amount spent for audio-visual materials
5.	0	0	0	0	Amount spent for rebinding
6.	2197.87	840.00	2440.93	5478.80	Total amount spent for library materials
7.	2.43	.93	2.70	6.06	Amount spent per pupil for library materials (Divide total expenditures by Average Daily Attendance figure)

Equipment

None Amount spent for audio-visual equipment

E. LIBRARY STAFF

- 2 Number of persons employed full-time as librarians
- 0 Number of persons employed part-time as librarians
- 1 Number of persons employed as clerk-librarians or clerical assistants
- 2 Number of certified* librarians employed
- 11 Number of pupil library assistants
- 0 Number of adult volunteer assistants

F. LIBRARY SERVICES

Yes No

- X Does the school have an organized program of library instruction? **
- X Does the librarian serve as coordinator for the audio-visual program in the school?
- X Is there a supervised library program during the summer?
- X Was an inventory taken during the current school year?
- 3205 Number of books circulated during current school year (Checked out from library)
- 936 Number of materials (other than books) circulated during current school year

- List on separate page anything that you have done in your library which you think might be helpful to other librarians.
- List on separate page ways the School Librarians and Textbooks Service can help you with your library program.

*See Certification Regulations for Teachers, State Board of Education

**See School Library Guide and Standards for the Accrediting of Secondary Schools, State Board of Education

Susan Fain Davis Librarian C. W. Seay Principal
 _____ Division Superintendent