

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 194 <sup>5</sup> - 194 <sup>6</sup>

School Dunbar High School City or County Lynchburg Race Negro

Enrollment: Elementary \_\_\_\_\_ High School 433 Total 433

(Please give data for elementary and high schools separately in 11 and 12 grade schools. Give data for junior high schools in "High School" column. 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. 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	
<b>LIBRARY STAFF:</b>			<b>ORGANIZATION:</b>			
Training of high school librarian (Session hours*)		6	Up-to-date accession record.....		Yes	
Name School of Library Science attended.....	<u>Hampton Inst.</u>		Books classified by Dewey-Decimal system.....		Yes	
Annual salary of librarian or teacher-librarian.....		\$1040.00	Card loan system.....		Yes	
Number months librarian is employed.....		10	Card shelf list.....		Yes	
Number hours librarian in library daily..... (Give the name and above information for assistant librarians in lower margin of this sheet.)		10 <sup>1</sup> / <sub>2</sub>	Card catalog a dictionary catalog*.....		Yes	
Number hours library is open each day.....		12	Is record of pupil's individual reading kept?.....		No	
Always supervised by a faculty member?.....		yes	Organized pamphlet and picture file.....		Yes	
Number volunteer pupil assistants.....		0	Was a complete inventory of books taken this school year?.....		Yes	
Subjects taught by teacher-librarian:		0	<b>SERVICE:</b>			
Extra-Curricular responsibilities of librarian:			Number books circulated:*	ADULT	ELEM. SCHOOL	HIGH SCHOOL
			Fiction.....	8200		6541
			Non-fiction.....	5721		2112
			Total.....	13921		8653
			Number story hours* held for elementary pupils.....			0
			Number book talks* given.....			0
			Does librarian inform teachers of motion pictures, pamphlets, and magazine articles?.....			Yes
			Number of members in library club.....			0
			Is the library used during the summer vacation?..			No
			Are library lessons taught by trained librarian?...			Yes
			Or are they given by a teacher?.....			
			Is library instruction given in the library room? ..			Yes
			How many library lessons* are given?.....			12
			In which years of school (1 to 12) are lessons given?..			8th
			Is library instruction a separate short course?.....			No
			Is it given as a part of an English, social studies, or other class?.....			Eng
			Number of high school pupils who have completed the 12-lesson course in the use of library..	X X X		433
			Approximate no. pupils who use the library daily			150
			Approximate number of teachers* who use the library daily.....			8
			Is the conference room used for group conferences of students and teachers?.....	X X X		No room
<b>FINANCES:</b> (State exact amount for each item)			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.			
<b>Library Receipts:</b>	ELEM. SCHOOL	HIGH SCHOOL				
Balance on hand beginning of year .....	\$	\$				
From State Aid Library Fund.....	\$	\$				
From school board appropriations.....	\$	\$				
From other sources (Itemize):						
<u>Jones Memorial Library furnishes books; School Board pays one half of salary.</u>	\$	\$				
Total balance and receipts (Add above items)*	\$	\$				
<b>Library Expenditures:</b>						
For books for pupils (total from all sources)...	\$	\$150.00				
For books for adults (total from all sources) ..	\$	\$ 60.00				
For binding and mending (total from all sources)	\$	\$				
For magazines.....	\$	\$ 80.00				
(Number subscriptions.....)						
For newspapers.....	\$	\$ 5.40				
(Number subscriptions.....)						
For supplies.....	\$	\$ 5.00				
For furniture and equipment.....						
Balance on hand end of this school year.....	\$	\$				
Total library expenditures and balance*..... (Add above items)	\$	\$ 300.40				

	ELEM. SCHOOL	HIGH SCHOOL	ENTIRE SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
<b>ROOMS AND EQUIPMENT*:</b>				<b>BOOKS:</b>		
Separate library room*.....		Yes		Number volumes last annual report.....		7438
Library used as a study hall.....		No		Number volumes added by purchase.....		80
Size of reading room.....		20x40		Number volumes added by gift.....		0
Number of tables.....		5		Number volumes lost and discarded.....		0
Number of chairs.....		30		Total number volumes now in library*.....		7518
Sufficient shelving.....		No		Number volumes in the following main classes:		159
Shelving adjustable.....		Yes		000-099, General Works, Encyclopedias, etc.....		194
Bulletin board.....		Yes		100-199, Philosophy.....		202
Magazine rack.....		Yes		200-299, Religion, Mythology.....		475
Newspaper rack.....		Yes		300-399, Sociology.....	5	44
Vertical file case.....		Yes		400-499, Language.....		212
Card catalog case.....		Yes		500-599, Science.....		249
Librarian's desk.....		Yes		600-699, Useful Arts.....	5	244
Library classroom for library use only.....		No		700-799, Fine Arts.....		775
Librarian's workroom.....		Yes		800-899, Literature (exclusive of fiction).....	15	895
Conference room for library use only.....		No		900-999, History, Biography, and Travel.....	5	4122
Typewriter.....		Yes		Fiction, Short Stories, and Easy* or Picture Books.....	50	
Classroom book-collect'n in each grade.....		No		Book-selection aids owned by library:		Yes
				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.....		Yes

### DEFINITIONS OF TERMS

**Book talk**—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—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.

**Rooms and equipment**—If the school has separate libraries for elementary and high school, answer questions in these two columns separately; but if the same library serves both elementary and high school pupils, leave the first two 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.

**Total balance and receipts**—Should equal Total library expenditures and balance.

**Total number volumes now in library**—Add first three items under BOOKS and subtract the fourth item from this total.

- List below anything that you have done in your library which you think might be helpful to other librarians.
- 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

Dunbar High School

School Address

*C. W. Seay*  
Principal

*Paul M. Miller*

Division Superintendent