

Original mailed Sept 30th 1896-

Libraries

Annual report for year ending June 30, 1896, of

to the Regents of the
University of the State of New York

Laws of 1892, ch. 378, § 41

§41 Every library or museum which receives state aid or enjoys any exemption from taxation or other privilege not usually accorded to business corporations shall make the report required by §25 of this act, and such report shall relieve the institution from making any report now required by statute or charter to be made to the legislature, or to any department, court or other authority of the state. These reports shall be summarized and transmitted to the legislature by the regents with the annual reports of the state library and state museum.

Besides the libraries required by law to report, every library in the state having 300 or more volumes is earnestly requested to fill the same blank.

Regents ordinance as to annual report

The University year, for annual reports of institutions, shall close on June 30, and all annual reports shall be transmitted to the regents on or before August 1 each year. Any University institution whose annual report for the academic year ending June 30 is not filed on August 5 shall be reported to the regents.

Read these instructions carefully before filling this blank

- 1 Use *perfectly legible* figures, not words, for all dates, amounts, numbers, etc.
- 2 When the report makes two items of something which your records combine, e. g. books, serials, binding and salaries, *estimate as nearly as possible* the division between the two, for if you merely bracket the items and give the total, it distorts both columns in the summary for the whole state.
- 3 If it is impossible to give an accurate answer to any of the items asked, **please do not leave a blank but insert the best estimate you can make.** Without such estimates we can make no footings for the state. When questions do not apply or can not be answered definitely, **do not leave a blank**, but make clear by the following marks that answers are intentionally, not accidentally, omitted:
 - drawn through heading means “does not apply to this institution.”
 - O in place of answer means “none this year.” ? *in place of* answer means “fact unknown.”
 - ? *preceding* an answer means “probably” or “approximately;” e. g. ? 324 means “to the best of our knowledge and belief about 324.”
- 4 Change any term used so that the report shall read exactly according to facts; e. g. write “chairman” instead of “president,” “director” instead of “librarian,” etc.
- 5 If there is insufficient space for any part of the report, complete it on sheets of uniform size and insert in proper place. No other size of paper can be accepted, as these reports are bound in a uniform series.
- 6 For the comparative tables all reports should cover exactly the same library year, but if it is not practicable to give the facts for June 30, give them for your own date, *clearly indicating the change* wherever June 30 is printed in this blank.
- 7 “Trustees” as used in this report means the governing body, by whatever name known.
- 8 Class of books is “general” unless the library is largely devoted to a particular subject; if devoted to a class not printed in our list add it in manuscript.

9 **Ownership or control.** *a Private* means belonging to an individual, family or firm and open to the public, if at all, only by courtesy.

b Membership means controlled by an association requiring an election for admission or payment of a fee for the right to vote for trustees; e. g. society, association, club, atheneum and other proprietary libraries. A membership library may be open to the public and supported in part by taxation, but is not controlled by the voters or their representatives.

c Business means open to any one who pays the fee, e. g. libraries run as a business, like the circulating maintained in many bookstores, and many mercantile libraries, though some of the latter are proprietary libraries.

d Endowed means owned and controlled by the trustees of an endowment, usually a self-perpetuating body. An endowed library may be freely open to the public, but is not owned or controlled by it. For libraries belonging to endowed institutions, colleges, schools or churches, see rules *g* and *h*.

e Public means owned and controlled by the public through trustees elected by the voters or appointed by their representatives, but does not include government, school or institutional libraries.

f Government means owned by the U. S., state or local government; e. g. state, department, court, garrison and similar libraries, but does not include those classed as public, school or institutional.

g Institutional includes all libraries belonging to institutions other than colleges, schools and churches; e. g. hospitals, asylums, prisons, Y. M. C. A., etc.

h College and school libraries are those maintained for the use of students and teachers and owned and controlled by the institutions.

10 **Terms of use.** "Free to public for lending" means that books may be taken from the rooms of the library for home use. To be counted as a "reference" library, it must be open during reasonable hours, and tables and chairs must be provided for using the books at the library.

University of the State of New York

The trustees of

The Seneca Falls Library

located in

Seneca Falls N. Y

make the following report to the Regents of the University for the year ending June 30, 1896:

Charter

Year founded	Date	Source
1891		
Size: total vols. in library Include only bound volumes.	2813 (Catalogued) Oct 1891	<u>Legislature</u> General law
Growth: vols. added during year	{ Given 58 Bought 74	Regents Belonging to chartered institution
Use: vols. issued for home use This should state the entire circulation for the year. One book lent 10 times counts 10, not one.		Belonging to regents school
vols. issued for use at the library	4,716 1,200	Without charter

Underscore words indicating the fact and write year of obtaining charter opposite.

Days open during year 305
 Give as nearly as possible the number of days on which the library has been open. If only for part of the year, a note in the margin should explain in what months.

Hours open each week for lending Daily from 2 to 9 P.M.
 " " " reading " " "

State number of hours required by the rules of the library. If there is no reading-room or accommodation for readers, put "o" in the line "for reading."

Receipts from invested funds \$
 " local taxation
 " state aid
 " annual dues 224
 " gifts and other sources 496.87
 Total \$ 720.87

If the source of funds used for the library can not be clearly distinguished under the first four heads, enter the amount as derived from "other sources."

Payments for books \$ 61.07
 " serials 65.78
 " binding 17.99
 " salaries 156.
 " all other expenses 263.08
 Total \$ 563.92

In each of these four columns underscore the words that apply to your library.

Class of books	Ownership or control	Support	Terms of use
<u>General</u>	Private	Endowment or productive property	Free to public for lending
<u>Law</u>	<u>Membership</u>	Taxation	<u>Free to public for reference</u>
Medical	Business	State aid	Free to limited class; e. g. students, or inmates of an institution.
Theological	Endowed	Local subsidy	<u>Subscription open to all</u>
Pedagogic	Public	<u>Gifts</u>	<u>Subscription limited</u>
Scientific	District	<u>Fees</u>	Private
Art	School-district	General funds of the institution owning the library	Open to men only
Historical	Government		" " women "
Statistical	Institutional		
Economic	College		
	School		
	Parish and church		
	Sunday school		

1 When a school-district library is (as authorized by laws of 1892, ch. 573) placed in control of independent trustees, the name school is dropped and it is recorded as a district library.
 2 School-district means that form of public library organized under the laws in force from 1838-92 if it still remains in control of the school authorities.

Additional information

Here insert statements regarding changes in organization, brief descriptions of new buildings, increased facilities and any benefactions announced but not received, with names of givers and amount, object and condition of each gift, together with any other information desirable for the summary of library progress as printed in the regents report to the legislature.

(Sign) *Mary H. Fairchild*

Librarian

Affidavit of presiding officer

By the laws of 1892, ch. 378, §25, the annual report of every institution must be "verified by the oath of its presiding officer," which term may mean either the president of the institution or the chairman of its trustees. It is very desirable that the report be read and approved by the trustees, but if this can not be done in time to send the report to the regents before August 1, it should be sent as soon as authenticated by the presiding officer, and read to the trustees afterward.

STATE OF NEW YORK }
COUNTY OF } SS

..... in said county, being duly sworn, deposes and says that he is the presiding officer of..... that the foregoing report has been prepared in accordance with the instructions of the regents of the University, and that the statements therein he verily believes to be in all respects true, and that an exact copy of this report has been filed with the permanent records of the institution.

.....
President of

Subscribed and sworn

before me 189

(Cancel one title)
Notary public
Justice of the peace