

Annual report for year ending June 30, 1897, of
The Seneca Falls Library Association
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

All annual reports shall be transmitted to the University on or before August 1 each year; the University year, for annual reports of institutions, shall close on June 30, unless permission is given to report for a year ending at some other date, in which case the report shall specify the exact dates covered.

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 items and give total, it distorts both columns in the summary for the 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 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.
- 6 'Trustees' as used in this report means the governing body, by whatever name known.
- 7 **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.
- 8 **Ownership and 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 not government, school or institutional libraries.

f Government means owned by the U. S., state or county; not including those classed as school or institutional libraries.

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

9 **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 Ass'n.
located in Seneca Falls, Seneca Co., N. Y.
make the following report to the Regents of the University for the year ending
June 30, 1897:

Year founded 1891

Date of charter October 1891

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

Source of charter	Class of books	Ownership or control	Support	Terms of use
<u>Legislature</u>			Endowment or productive property	Free to public for lending
General law	<u>General</u> ^a	Private	Taxation	Free to public for reference
Regents	Law	<u>Membership</u>	State aid	Free to limited class; e. g. students, or inmates of an institution
Belonging to chartered institution	Medical	Business	Local subsidy	<u>Subscription open to all</u>
Belonging to regents	Theological	Endowed	<u>Gifts</u>	<u>Subscription limited</u>
Belonging to school	Pedagogic	Public	<u>Fees</u>	Private
Without charter	Scientific	District ^b	General funds of the institution owning the library	Open to men only
	Art	School-district ^c		" " women "
	Historical	Government		
	Statistical	Institutional		
	Economic	College or school		
		Parish and church		

^a See note 7 on first page.

^b When a school-district library is (as authorized by laws of 1894, ch. 556, title 13) placed in control of independent trustees, the name school is dropped and it is recorded as a district library.

^c 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.

Growth: vols. added during year { Given
Bought

100
75

Size: total vols. in library
Include only bound volumes.

3000 volumes catalogued (more
than 100 awaiting cataloguing)

Use: vols. issued for home use

This should state the entire circulation for the year.
One book lent 10 times counts 10, not 1.

vols. issued for use at the library

4580
305 days

Days open during year

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

42 hours (as required)
" " by rules

" " " 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

" gifts and other sources

? \$250.00

? \$350.00

Total \$ 600.00

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 \$

" serials

" binding

" salaries

" all other expenses

} \$

Total \$ 600.00

Additional information

Here and on following page insert statements regarding changes in organization, brief description 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.

Reading room and reference department
free to all. Annual fee of \$2.00 charged
for lending books.

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Regents	Law	<u>Membership</u>	Taxation	<u>Free to limited class; e. g.</u>
Belonging to chartered institution	Medical	Business	State aid	students, or inmates of
Belonging to regents school	Theological	Endowed	Local subsidy	an institution
Without charter	Pedagogic	Public	<u>Gifts</u>	<u>Subscription open to all</u>
	Scientific	District <i>b</i>	<u>Fees</u>	<u>Subscription limited</u>
	Art	School-district <i>c</i>	General funds of the institution owning the library	Private
	Historical	Government		Open to men only
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