

Annual report for year ending June 30, 1899, 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

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, bindings 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 it 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 book stores, 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, 1899:

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

<sup>a</sup> See note 7 on first page.

<sup>b</sup> 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.

<sup>c</sup> 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: vol. added during year { Given Bought 140 vols. Catalogued

Size: total vol. in library 3250  
 Include only bound volumes

Use: vol. issued for home use 3936  
 This should state the entire circulation for the year.  
 One book lent 10 times counts 10, not 1.

vol. issued for use at the library (no record - but probably more than in circulation).

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 36 hours  
 " 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	\$	70.00
" annual dues	\$	200.00
" gifts and other sources	\$	443.34
Total \$		<u>713.34</u>

*Rec'd serials Jan 1899 yet in hand*

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 \$	}	\$	75.00
" serials			54.60
" binding			19.10
" salaries			156.
" all other expenses			373.57
Total \$			<u>678.27</u>

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 & reference room free to all  
 Annual fee of 2<sup>00</sup> charged for lending books -

(Sign)

Librarian

**Affidavit of presiding officer**

By the laws of 1892, ch. 378, § 25, the annual report of every institution must be "verified by 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 titles not applying)

Notary public  
Justice of the peace  
Com'r of deeds