

Annual library report for year ending June 30, 1904

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

of Seneca Falls Library Association
 located in Seneca Falls, N. Y.

Laws of 1892, ch. 378, §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 200 or more volumes is earnestly requested to fill the same blank.

Regents ordinance. Each institution in the University shall transmit to the University on or before Aug. 1 of each year a report in such form and detail as the Regents shall prescribe. 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.

Notes

If there are any questions which it is impossible to answer accurately, please do not leave a blank, but give your best estimate. 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."

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.

Growth: vol. added during year { Given 32
 Bought 204

Size: total vol. in library 4320
Include only bound volumes.

Use: vol. issued for home use 11940
This should state entire circulation for the year. One book lent 10 times counts 10, not 1.

vol. issued for use at the library

Days open during year 275

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 34
 " reading 34

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."

Terms of use. Underscore the words that apply to your library:
 Free to public for lending
 Free to public for reference
 Free to limited class; e. g. students or inmates of an institution

Receipts from local taxation \$
 " state aid
 " gifts and other sources 594.85
 Total \$ 594.85

Payments for books \$ 38.69
 " serials 49.30 } \$121.09
 " binding 33.10 } 152
 " salaries
 " all other expenses 419.50
 Total \$ 692.89

Additional information

Here insert statements regarding changes in organization, brief description of new rooms or building, increased facilities and any benefactions announced but not received, with names of givers and amount, object and conditions of each gift, together with any other information useful for the summary of library progress printed in the Regents report to the Legislature.

[Sign]

Ellen F. Tucker -

Librarian

Affidavit. This report must be verified by oath of the presiding officer, either president of the institution or chairman of its trustees. The report should be read and approved by the trustees, but if this can not be done before Aug. 1, it should be sent as soon as sworn to and read to the trustees afterward.

STATE OF NEW YORK

COUNTY OF

} ss.

.....residing in
.....in said county, duly sworn, deposes and says that he is
presiding officer of....., that the foregoing
report was prepared as directed on this sheet and he verily believes it to be in all respects true, and that an exact
copy has been filed with the permanent records of the library.

.....
President of.....

Subscribed and sworn

before me..... 1904

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