

4 months February 28, 1907

Annual library report for year ending ~~June 30, 1906~~

to the University of the State of New York

of Wyandover Library

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 section 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 rule. 53 Annual reports. Each institution in the University shall transmit to the Department on August 1 of each year a report for the preceding school year, in prescribed form. Any University institution whose annual report for the preceding school year is not filed before the 20th day of September shall not participate in any apportionments unless such neglect is duly excused for sufficient reason. Any institution failing for two consecutive years to report shall be deemed to have discontinued its educational operations, and after due notice its charter may be suspended as provided in section 31 of the University law.

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
Bought

Size: total vol. in library

Include only bound volumes.

Use: vol. issued for home use

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

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

" 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."

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

Total \$

Payments for books \$

" serials

" binding

" salaries

" all other expenses

Total \$

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 report to the Legislature.

[Sign]

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 August 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.

Subscribed and sworn

President of.....

before me.....1906

Annual library report for year ending June 30, 1907

to the New York State Education Department

of Mynders Library
located in Seneca Falls New York.

Notes

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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.

Terms of use Free for lending Free to limited class, as students
 Free for reference Subscription
 Underscore words that apply.

Days open during year 305

Hours open each week for lending 28

Hours open each week for reading 28

Number of volumes at beginning of year 4991

“ “ added during year by purchase

“ “ added during year by gift

“ “ lost or withdrawn during year

Total number at end of year 5258

Count bound books only.

Number of volumes of fiction lent for home use

Total number of volumes lent for home use

Adults	Children	Total
4524	467	4991
203	42	245
24	4	28
1	5	6
4750	508	5258
4884	3800	8684
5734	3850	8984

Rules for counting circulation

1 The circulation shall be accurately recorded each day, counting one for each lending of a bound volume for home use.

2 Renewal of a book under library rules at or near the end of regular terms of issue may also be counted, but no increase shall be made because books are read by others or for any other reason.

3 Books lent directly through delivery stations and branches will be included, but the circulation from collections of books sent to schools or elsewhere for distribution will *not be included*. A separate statement of such traveling libraries will be made.

4 Books lent for pay may be included in the circulation, but must also be reported separately.

In these rules there is no intent to determine the policy of any library as to the manner or terms of circulation, but only to place the count on a uniform basis which will render comparison possible.

Number of new borrowers registered during the year 400

Number of newspapers and periodicals currently received 82

Number of persons using library for reading and study 1500

Receipts from		Payments for	
Unexpended balance	\$	Books	\$
Local taxation	Periodicals
State grants	Binding
Endowment funds	Salaries, library service
Membership fees	“ janitor service
Fines and sale of publications	Rent
Gifts	Heat and light
Other sources	Permanent improvements
		Other expenses
		Balance on hand
Total	\$	Total	\$

Additional information

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Trustees' names

Term expires

19.....
19.....
19.....
19.....
19.....

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