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UA51/1/2 WKU Libraries Annual Report

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LIBRARY OF WESTERN KENTUCKY STATE NORMAL SCHOOL.

Size of reference room	62' X 29' 9"
" " stack space (separated from reading room by railing)	29' 9" X 12' 2"
" " catalogue room (also work room)	18' 6" X 15' 6"

Stack space contains eight steel stacks 6' X 18", space between stacks 2' 6".
All available wall space is occupied with book shelves; shelves for bound magazines in front of railing which separates stacks from reference room.
Reading room contains 175 chairs, 12 tables 6'X4', atlas desk 5'x2'6", 2 filing cases for magazines, 2 newspaper racks, catalogue case, and delivery desk.
All wall space in catalogue room is filled with shelves, and floor space is crowded with work tables, type writer table, book truck, librarian's desk, etc.
Work of organizing and classigying the library began in January 1909.
In June 1909 the library contained 3310 volumes, of which number 384 volumes were purchased that year. These books were accessioned, but no cataloguing was attempted until January 1912 on account of lack of funds
July 30, 1915 the library contained 8495 volumes, all classified by the Dewey system and completely catalogued, using Library of Congress cards and type written cards.
The library subscribes for 96 leading magazines and newspapers, and receives by gift 12.
Total number of students enrolled from September 1914 to July 30, 1915 was 1655, and all have the use of the library.
Book stacks are open to the students; we have no written rules, no fines
A charging system is in use by which books may be drawn for an hour during the school day, or for over night, or for home use for two weeks with privilege of renewal. The responsibility is placed upon the individual; if books are not returned on time the borrower is called for.

The circulation for February 1909, first month for which record was kept was 1891; circulation for March,1915, was 10450.
Circulation for year, September to July 30, 1911, was 41650.
Circulation for year, September to July 30, 1915, was 59457.
The circulation for the present year will be much greater.

The library is open from 7:15 A.M. to 4:30 P.M. on school days, and from 9 AM. to 12M. on Saturdays.

The reading room is filled with students at all times; these students come and leave at will; they come to the library to work, and there is no question whatsoever of discipline.
The room will not accommodate the students in the winter and spring terms. and there is not room to pass between the tables.
All book shelves and the stacks are crowded, and there is little room for growth. Two small store rooms are used for material that is not in demand.
The librarian has two assistants for the year except the summer term, at which time one assistant has been sufficient. During the winter and spring terms it is necessary to have a student assistant.

June 28, 1916.