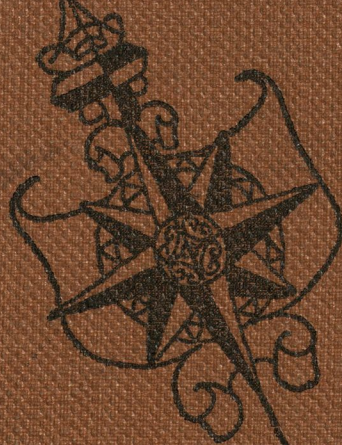
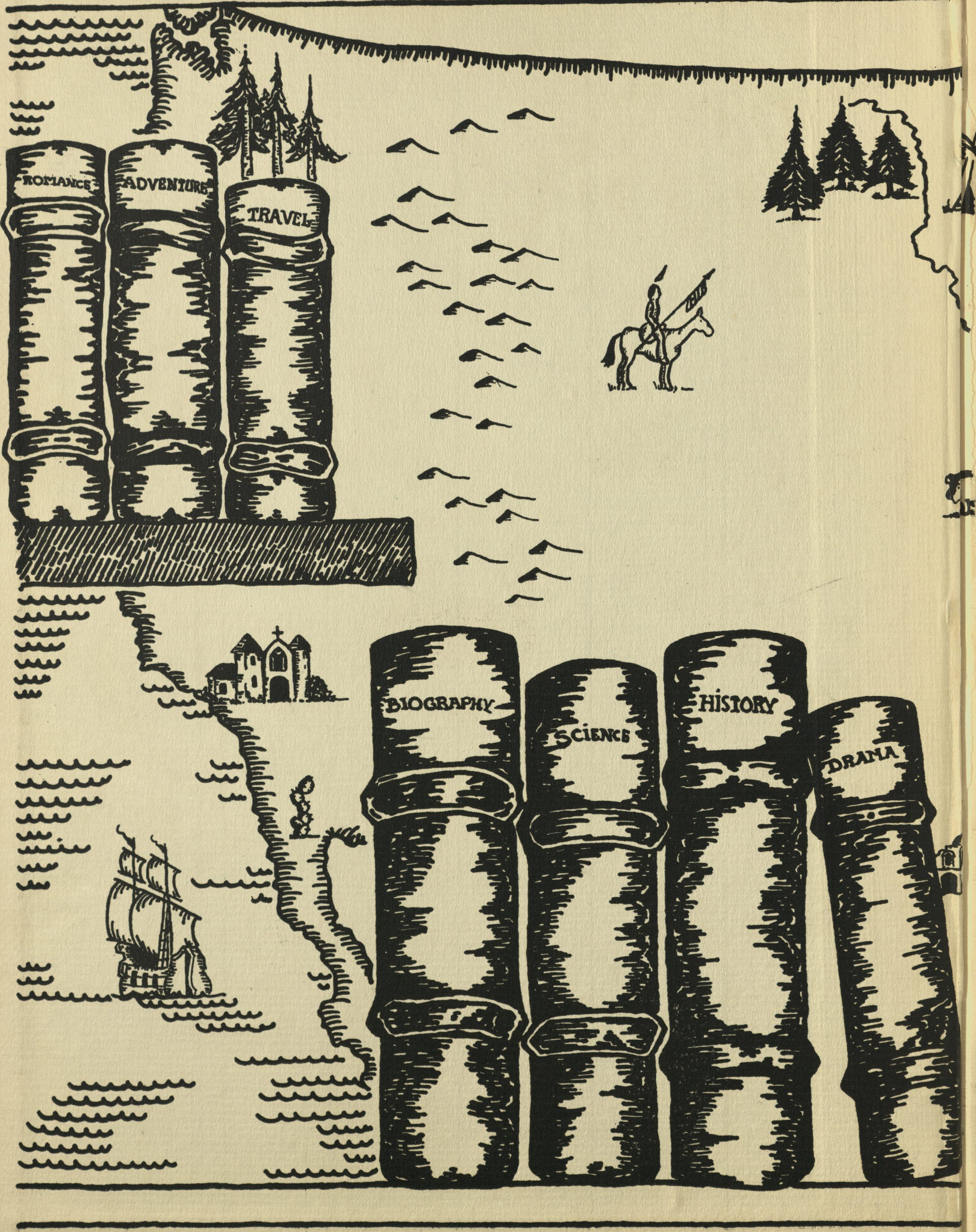


A
Librarian's
Log





RULES *of the* LAWRENCE FREE PUBLIC LIBRARY

REVISED JUNE, 1928

1. The reading rooms of the Public Library will be open on all secular days except Decoration Day, Lincoln's Birthday, Washington's Birthday, The Fourth of July, Labor Day, Armistice Day, Thanksgiving Day, Christmas and New Years, from 10 a. m. to 9 p. m. Books will be issued from the main delivery desk from 10 a. m. to 9:00 p. m.; from the children's room from 3 p. m. to 6 p. m. and Saturdays from 10 a. m. to 6 p. m.

SUMMER HOURS

Beginning July 15th and continuing the rest of the month, and all of August, the library hours will be as follows: General delivery desk and children's desk 10 a. m. to 12:30 p. m. General delivery desk 6 p. m. to 9:00 p. m. Reading rooms open until 9 p. m. Saturdays, regular hours.

2. Any person of good deportment and habit may use the reading and reference rooms. No person who is intoxicated or unclean in person or dress will be admitted or allowed to remain in the reading or reference rooms. No person will be allowed to use tobacco, to converse, lounge or to sleep, partake of refreshments, or use the rooms for any purpose other than for the legitimate objects of a library.

3. Any resident of the city of Lawrence will be entitled to draw books from the Library for home use upon signing an obligation to observe all rules and regulations made for its government and safety.

Children in the Juvenile Department must present application card signed by parent or guardian or some responsible citizen as well as by the applicant.

Any temporary residents or sojourners in the city of Lawrence, including students of the different colleges and schools may secure the privileges of the library by sign-

ing the obligations and adding thereto the guaranty of a resident tax payer, or by depositing with the librarian a sum of money not less than two dollars in lieu of the guaranty.

Individual, not firm names are required. Membership tickets are strictly limited to the use of the persons to whom issued, and positively not transferable.

4. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence and register number.

The borrower's card must be produced whenever a book is drawn or renewed.

Immediate notice of a change of residence must be given to the librarian. Neglect to do this shall subject the card holder to forfeiture of privileges.

5. A lost card may be replaced upon the payment of five cents.

6. Each patron will be entitled to draw four books, only one of these may be a four-day book and not renewed. Fourteen day books may be renewed once if not already reserved.

7. No person shall lend his library card or book to one not a member of the same household as he will be held responsible for all books charged to his number.

Any circulating book may be reserved upon request and the payment of two cents for a post card which will be mailed when the book is available.

8. The drawer shall be subject to a fine of two cents a day for any book kept over time, and no other volume may be drawn till such fine shall have been paid to the librarian.

9. Any person retaining a book beyond the limited time (the date stamped on the due slip) shall be notified by mail, a week later, of his delinquency but failure to receive notice will not excuse borrower from fine. If a book is retained one week after notice of delinquency has been sent by mail a messenger shall be sent for it and all expense incurred for postage and messenger shall be added to the fine of two cents a day and paid by delinquent.

10. Writing in books is prohibited, and

all injuries to books beyond reasonable wear, and all losses shall be promptly adjusted to the satisfaction of the Library Committee. Marking a book, even with lead pencil, or turning down the corners of pages will be considered an injury within the meaning of this rule.

11. The library cards of persons by whom fine or charges have been or shall be incurred, and who shall neglect to pay such fine or charges for thirty days after they are incurred shall be cancelled by the librarian, and no card shall be issued to any such delinquent until all fines and charges have been paid.

12. Books of reference and unbound periodicals may be used in the library but not taken from the building.

13. The Librarian will not allow art books, rare and out-of-print books, or bound periodicals or newspapers to be taken from the Library proper except by the authority of the Library Committee.

Duplicate copies of ten or more of the principal magazines are issued from the desk for a period of three days.

14. Any person who shall lose a book must replace it or pay the cost of replacing it. If it be from a set it must be replaced or the whole set paid for. In the latter case the remaining volumes shall become the property of the person paying for them as soon as another set has been procured to take the place of that which has been rendered imperfect.

15. The books, papers and periodicals in the reading room and reference room may be used by any person without formality, but must not be taken from the building. Books from the circulating department may be drawn for use in the building without the use of the borrower's card, by filling out a slip with the name and address of the borrower and names of the books. Books so drawn must not be taken from the building.

16. Any person abusing the privileges of the library, or violating these regulations, shall be temporarily suspended from the use of the Library and the case shall be reported to the Board of Directors for proper action thereon.

17. No dog shall be allowed in the building.

18. Any resident of Douglas County living outside of the city of Lawrence may secure the privilege of the library by fulfilling the conditions and in addition there, to paying an annual fee of \$1.00 in advance, except that bona fide wage earners in the city of Lawrence and those paying taxes on city property, though residing outside the city limits, shall have the privileges of the library without pay.

Non-resident pupils of both High School and grades may be given the privileges of the library by signing the obligation and adding thereto the guaranty of the Principal of his school building.

The privileges granted under these rules may be revoked at pleasure by the Library Board or by the guarantor, on surrendering the library card and paying all indebtedness incurred thereon.

Borrower's cards may be issued on presentation of properly signed application cards provided such issuing will not interfere with the convenience of the patrons waiting at the desk.

19. The Librarian shall exclude from the library building all persons and books coming from homes known to have infectious disease until disinfected by the proper officer.

20. All accessions of books, whether by purchase or gift, shall be catalogued and arranged on the shelves in accordance with the Dewey System of classification. A book-plate bearing the donor's name shall be placed on the inside cover front of each gift book.

21. Any teacher in the public schools of Lawrence may draw at one time from the young people's room ten volumes of non-fiction for the use of her pupils and shall be held responsible under the rules for their preservation and return.

22. Any teacher in the country schools may draw ten books for the use of her pupils by making a payment of five cents a month for each book and shall be held responsible under the rules for their preservation and return.

At ~~July~~ ^{JUNE} meeting the estimated budget is presented (Figured out by Librarian and Finance Committee). This is sent to the City Commissioner by August 1.

The law allows the Board to ask for a levy not to exceed ~~one~~ ^{two} mills.

Regular meeting of Board first Tuesday of each month at 7:30 P. M. 5 P. M.

Annual meeting at 7:00 at February meeting. 4:30
President, Treasurer and Librarian make reports. The Presidents report giving Treasurers summary and in addition the itemized budget is sent to the City Commissioner. Building and Grounds Committee asks for bids on coal during the summer.

Claims for book bills are O. K. by chairman of Book Committee.

- during year.
- " lost or missing
- " visitors attending
- " of books loaned out, general character and kind

Such report must be signed by President and Secretary.

CITY LIMITS

University Heights.	<u>OUT</u>	
South of 7th Mich.	<u>Limit</u>	
North of 7th Road East on Country Club		<u>LIMIT</u>
West side of Barker,	<u>IN</u>	East
West side of Haskell Ave. 11-15th		<u>IN</u>
Haskell Inst.	LIMIT on South	
23rd Seven blocks west	limit	
One block east of Del.	<u>OUT</u>	
North St. 8 Blocks	<u>IN</u>	

MAINTENANCE FUND comes through the city levy and is used for general maintenance. We have followed the practice of buying all children's books from this fund, also some non-fiction, all periodicals and binding.

DUPLICATE PAY FUND is the desk collection and includes fines for overdue books and lost and damaged books; lost cards and fees from country patrons. From this fund we purchase all of our adult fiction and some of the non-fiction.

PERKINS MEMORIAL FUND of \$1000 is invested and the interest used for the best of non-fiction. *Preference to be given to literature*

EDWARDS MEMORIAL FUND of \$1000 is invested and the interest used for the best of non-fiction, the preference to be given to American history, or Lincoln biography.

GROVENOR MEMORIAL FUND OF \$4000 is invested and the interest used to send the librarian and assistant to the State meetings. The balance used to build up the reference department.

MARY MOORE MEMORIAL FUND of \$2000 is invested and the interest used for good editions of Juvenile books.

Jane Welch Memorial fund of 1000.00, Int. spent for non-fiction

LIBRARY OF CONGRESS CARDS

We have a credit at the Library of Congress for cards.

Our custom has been to send for cards for the better non-fiction. We may send by Library of Congress serial number or make slip as described in L. C. book of instruction.

Save the charge slips, they send a statement about once a year.

In the upper drawer of steel safe are the invoices and receipts snapped together. Correspondence is filed back of these. *in second drawer*

Treasurer's books, librarian's records and accession records are kept in this safe.

Remington number X 404531

PERIODICALS

Prepare bids in July and present at the August meeting Mrs. Kincaid, Mr. Wolf and University Book Store have supplied in Past. Mrs. Kincaid has usually been lowest bidder.

Ed.
Mrs. Huber has been supplying since 1936
Kati Caldwell 1944.

BOUND PERIODICALS.

The last of May we decide what periodicals are to be bound. They are collected, paged and volumed. If volume is not complete we replace if possible and replace mutilated numbers. *new method* Wards will purchase for us if we desire.

We bind only periodicals indexed in Reader's Guide. For magazines bound last see Bindery Book. *(wards sold to new method Bindery)*

BINDING

Periodicals and books at Wards, Jacksonville, Ill. They pay freight both ways. *new method*

Hertzberg, Des Moines, Iowa gives good service. Also reinforced fiction. *turned over to M. Cleming*

Huges at Topeka, Kansas for rebinding. Fair so far. 1933. *but no good*

Preparing Your Magazines for the Binder

THE problem of preparing magazines for the binder frequently puzzles librarians. For that reason we asked Mr. W. Elmo Reavis, President of the Pacific Library-Binding Company, Los Angeles, California to tell us how he suggests librarians prepare their magazines for the binders. His general instructions follow.

First of all list the magazines that you are sending to the binder by title, volume and date, and furnish the binder a copy of the list so that he may check the various pieces and then inform you if his account agrees with yours. Discrepancies can thus be adjusted at once.

No preparation of the magazine itself is necessary before it reaches the binder. Simply send the magazines with the advertising matter and the cover to the binder, and let him do the rest but be sure you give him instructions as to what to do.

The binder wants instructions first of all, as to what he is to include in the bound volume—whether covers, advertisements, supplements, indexes, etc. He must not be expected to intuitively know the customer's wishes. In the absence of specific instructions, however, he usually follows what he considers common custom in making up the volume. But by all means give the binder specific instructions along these lines.

The best way to give instructions is to put a slip of paper in each volume giving specific instructions about that volume. The binder will generally furnish small order slips which can be used for this purpose. Ordinary paper may be used, also. Each order slip should show the covering materials wanted on that particular volume, the exact wording to be used on the covering, information about the other details, what is to be bound in the volume, and any other special instructions.

If you desire the binder to supply missing parts, to replace mutilated parts, or to furnish indexes, definite instructions should be given with the order. It is particularly annoying to the binder to have to enter into a correspondence because of a lack of an index—not knowing certainly whether to secure that index or to bind without it.

APPLICATIONS FOR PATRONS CARDS.

Require a resident tax-payer as ~~guarantor~~ ^{REFERENCE} for new comers or doubtful patrons. Require the same of all K. U. students, or accept house mother, if her name is offered. Ask both local and home address of students, also telephone number.

Make all student cards expire May 15th.

Before writing new patrons cards look in application file and see if they are already registered or have fines. Fines marked on colored slip in application files.

~~Colored patrons have "C" marked on application card.~~
First card free, duplicate card five cents. Duplicate card should be turned in if old one is found.

COUNTRY PATRONS DEPOSIT

~~\$2.00 and a charge of .10 on each book drawn.~~

~~OR~~

Buy card at rate of:

\$1.00 a year
.75 - six months
.50 - three months
.25 - one month.

Mark date of expiration on borrower's card and register card. ~~Record in "COUNTRY PATRONS BOOK", date, name length of time and amount paid.~~

DEPOSITS

~~Use number following the last application. Write in book also. Put slip with both name and number of patron around money. Place in safe and when refunding always draw from safe, giving back the money that actually belongs to the patron whose name is on the slip. \$2.00 is amount required and is returned when all books and card are in. ~~less~~ fines. When refunded be sure and mark off the name on both card and book. Mark refunded on patrons card and file it away. For country deposits see card for country patron. Ask for guarantor first, discourage deposits. DO NOT accept any checks without referring to regular librarian.~~

BOOKS, CONDITION OF
Watch condition of books as they come in -especially the security of the title page.

WATCH COVERS
Watch for writing, and defacement of any kind and report to Librarian, who will determine amount of fine.

CARDS ARE HELD until fines are paid. (Not always).

BOOKS, CHECKING
When checking off a book look for:

1. Date
2. Author and Title
3. Accession number.

When charging out a book see that the right card is in hand. If not-charge on a temporary card with AUTHOR, TITLE, and ACCESSION NUMBER GIVEN. Be sure and mark card "TEMP. CARD". Books may be charged out only by regular librarians or apprentices and substitutes in charge of desk.

FILING CHARGING BOX

Disregard "A", "AN", and "The".
File alphabetically
Authors first
Watch first names, keeping all titles by author together.
Then file titles, word by word.

Example:

King, Basil
The Bible and common sense
The Dust flower
Pluck
King, Frank
The ghoul
King, Franklin Hiram
Ventilation
King, Henry C.
Religion as life
King, Irving
Education for social life.

FOLLOW THIS FORM for unpaid fines where we do not have the card:

NAME; (Full)
Address

Card Number

Author and title
Date due, date returned, fines due. Note special irregularities.

Example:

John Smith

110 Green St.

Dickens-Oliver Twist, due May 8, 1933 returned May 20th

Fines .24

1 notice .02

Total .26

Left on desk by child.

or

Found in stack etc.

FOR SORTING NON-FICTION CARDS BEFORE FILING.

900-909 - General History

910-919 - Travel

920-930 - Collected biography

B - Individual biography

930-999 - History.

FICT.
NONF.

STAMP DATE

0 1 2 3 4 5 6 7 8 9
H B T

Fines

D.P. (Duplicate pay)

L.C. (Lost card)

C.P. (Country patron)

D.B. (Damaged book)

Sample card for day record.

NIGHT LIBRARIANS

9:00 - 1938

Count and file all cards. Close desk at 8:30 P.M. Put out lights in stacks. Fix daters and calendar, Brush daters and pad, sharpen pencils. Make out day record, recording books checked out, fines etc. Stamp date on record card. Put books away, straighten shelves, and reference and reading rooms. Cover charging box, put ink pad way also daters. Close doors promptly at 9 P.M.

Set daters in morning since closing at 9pm.

PASTE

Mix to consistency of cream one pint of flour and small quantity of water. Add 2 tbsp. of powdered alum. Add this mixture to two quarts of boiling water. Boil six to eight minutes stirring constantly. When cool add three fourths of a teaspoon of oil of cloves. This will make two quarts of very good paste.

Winthrop Pres Board covers
NL. & E.W. Kruysman
247 Pearl St, N.Y.

Supplies

Library Bureau Cat.cards, pockets
Gaylords (Red rope)

Outlook-- Scrip, patrons card stationary, (Claims)

Bullock---Application cards plain white for shelf

Allen, Postal cards, reserve and overdues, 500 each
claims in 1945, quite satisfactory
printed pads and plain for desk

Opie Co, K.C. Mo Cleaning supplies

Weavers--Towels, shades, linoleum, door mats etc

Coal--Bids are sent in in July

Budget prepared for July meeting

Jan. 4, 1927

Teachers from the County Schools may use the ten book k privilege given the city teachers upon the payment of five cents for each book borrowed for school purposes. These books may be kept four weeks and are not renewable. Teachers must be regularly enrolled patrons of the library. Non-residents pay one dollar a year for library privileges.

Each teacher will be issued ten books at one time upon an advance payment of fifty cents, and will be held responsible for fines on overdue or lost books.

Oct. 5(?) 1927.

The librarian asked that we consider a modification of the teacher's book privilege. Instead of loaning ten books for two weeks with another two weeks renewal privilege she suggested a four week period with no renewal and leaving to the discretion of the teacher the matter of reloading the books to the children. The teacher being responsible to the library for fines on overdue books or for lost or damaged books.

This suggestion met with the unanimous approval of the Board.

LIBRARY CLASSES

In September soon after the classes are at work in Junior High School the 7th, and, 9th grades come over by classed for instruction in the use of the library. The 7th grade go to the Juvenile department and the 9th grade upstairs.

One class period is devoted to this instruction. The instructor comes with the class and assists. Rules are explained and suggestions made in a general talk then the students are drilled for a while in locating books.

This may be done at the beginning of the 2nd semester if there are new classes then.

RULES GOVERNING RELATIONS BETWEEN THE HIGH SCHOOL AND THE CITY LIBRARY.

1. The teachers shall give the librarians notice of reference work wanted, two days in advance.
2. Unless notice of reference work is given, the librarian will assume that the teachers wish the students to look up their references without assistance, except in cases of individual assignment.
3. The teachers shall assist the librarians in the selection of the books which are to be placed in reserve.
4. The teachers shall give the librarian notice as soon as a class is thru with the reservations.
5. In the regular debates the coach shall assist in finding and putting out the necessary material.
6. The teachers in the various departments should become familiar with the material which is available in the library so that the library work may be assigned definitely and with reasonable certainty that the references are to be found.
7. Occasional instruction given by the teachers in the class room concerning the use of the library, especially when making new library assignments will be of great value to the student and greatly appreciated by the librarians.
8. The City Library is not a study hall. It is to be used for LIBRARY PURPOSES only.

*Discontinued: They now receive same privileges
RURAL H.S. Students. as university students*

The library board at their meeting Sept 3, 1935 adopted the following resolution.

Library privileges to rural high school students attending L.M. H.S. will be limited to one book at a time. Exception to this rule will be left to the librarian and H.S. teacher.

Typewriter numbers

~~Typewriter numbers~~

~~L.C. Smith No. 100 16G 836484~~

No. 8 613471

Remington noiseless x404531 (1937)

Underwood noiseless No. 5176042

Burroughs adding machine 8-1099051

SMITH-CORONA 6A 3001498 - 11

INVENTORY

Try to make inventory of fiction one year, non-fiction the next.

Hold for second inventory before removing cards from records.

If we can spare two girls for an hour at a time let one read, and the other handle the books, looking at the card to see that the correct card is in pocket.

After reading a certain class look up new books, closed shelf etc. Then charging box. Type missing books on loose leaf sheet.

Class number - Author - title - accession number. - vol. no. Mark "missing date" after accession number on shelf list card.

Continue search for a couple of weeks before making permanent sheet.

BOOK ENUMERATION

Close library one morning between Christmas and New Years. All books are counted. Use following classes:

Fiction Non-fiction
Reference Kansas books with non-fiction
German with Non-fiction

Reference--- All books in reference rooms, not bound periodicals. Count periodicals separately, but list as reference in final report.

Watch office, reading rooms, square case, basement, mending shelf, rarebooks, reserves for strays. Also Directors room.

Have one girl count fiction and non-fiction in charging box, omitting magazines. Divide stacks among others, keep track by sections. Count all bound volumes or those paper bound that are accessioned for circulation.

Do not count the pamphlets in cases.
Lineage books count with periodicals.

1932 We counted the books as usual during the holidays. In making out the annual report we used the accession record for final figures.

Take the last year total number of books add the accessions, subtract withdrawals.

Withdrawals are found on the monthly report cards, also in the monthly report book.

Oct. 1, 1946- Decided by the Board to extend same
privileges to the K. U. students at Sunflower that
applies to non-resident students in Lawrence. ~~That is~~
~~signature of a tax payer or make a \$2.00 deposit.~~

MAIN DUTIES OF THE JANITOR

Care of furnace

Yard in summer and walks cleaned of ice and snow in
winter.

Walks swept every day, rain or shine.

Papers kept off walks and parking.

Floors swept every day, tile mopped once a week and
oftener in muddy weather.

Furniture and books dusted every day in both adult and
children's room.

Director's room cleaned when used.

Windows washed once a month, front door and glass at desk
wiped every day.

Floors waxed once a month, Globes once a month.

Toilets cleaned and laundry sent once a week.

Shift books when necessary.

~~Help girls at night with reading rooms and heavy books.~~
General house cleaning during summer, all books taken off
shelves and cleaned, furniture polished.

May be sent on errands at any time and ~~my be called upon~~
~~for emergencies.~~

Watch plumbing, roof, tile, and building in general for
repairs and supplies.

~~See that all windows and doors are locked at night, lights~~
~~out etc.~~

Look after mail at door and at 5P.M.

Watch money and safe.

Magazines and books in basement dusted once a week.

May be sent after books and if he collects fines he
receives a quarter as messenger fees.

The Lawrence Free Public
Library will act as a clearing house
for books which residents wish to
donate to replace volumes lost by
libraries in other towns in Kansas
which were hit by flood waters.
Volumes needed are reference
works, adult novels and non-fiction,
children's fiction and non-fiction.
Books should be in readable con-
dition. Donald Potter, Lawrence
librarian, said that the library will
make minor repairs needed on do-
nated volumes. Cited as an ex-
ample of the need is the Marion
Library, which lost 10,000 volumes
ruined beyond repair by flood
waters which covered the town.

Sept 28-1945

See Constant. I am writing this memorandum from the records at the City Hall in answer to your question as to whether or not the Library has a charter and if it is incorporated.

LAWRENCE FREE PUBLIC LIBRARY

The following references to the establishment of the library under this name and the legal authority granted the governing body of the City of Lawrence and the Library Board of Directors to make a tax levy to maintain the library are taken from the City of Lawrence, minute book F, page 482 and Ordinance Record 4, in the year 1903, ~~1903, 1903, 1903~~.

Ordinance No. 38, Page 77 of Ordinance Record No. 4. Passed March 9, 1903 published March 10, 1903.

An ordinance concerning an election to be held to vote on the question of establishing and maintaining a free public Library and Reading Room in the City of Lawrence ordering said election.

Whereas Mr. Andrew Carnegie of New York has offered to donate to the City of Lawrence the sum of \$ 25,000.00 for the building.

Whereas Mrs. Chas P. Grovenor has donated two lots for a building site.

And Where as both have been accepted by the Mayor and Council.

Whereas a petition signed by more than fifty taxpayers of the City has been presented asking that the question of establishing and maintaining a free public Library and Reading Room in the City of Lawrence be submitted to the legal voters at the coming City Election. Be it ordained that the question be submitted at the regular election to be held April 7, 1903.

Ordinance No. 44, Page 81,82,83, of Ordinance Record No. 4, Passed by City Council April 10, 1903, published in Lawrence Daily Journal April 11, 1903.

WHEREAS a petition of fifty taxpayers was duly presented to the mayor and council requesting that the question of the establishment and maintenance of a free public library and reading room by said city under Article 5, Chapter 17 A General Statutes of 1901, be submitted to the legal voters of such city on the 7th day of April 1903. AND whereas, said proposition was legally submitted as requested and received in its favor a majority of the legal votes cast at said election, therefore BE IT ORDAINED by the Mayor and Councilmen of the City of Lawrence. Section 1. That the Mayor of said City shall with the approval of the City Council, proceed to appoint a board of directors for the said free public library and reading room, etc. and to build the "Carnegie Library". etc. Section 3 Said directors shall immediately after their appointment meet and organize, make and adopt by-laws, rules and regulations for the government of the Library etc.

The statute under which the library was established has since been amended as to the number of directors and etc but reads the same as to establishment by petition and vote of the electors and is G. S. 1943 Supp. 12-1201 ~~ix~~ and G. S. 1935, 12-1202 to ~~ix~~ 1214 inclusive.

As to whether or not the Library is incorporated and has a charter. The City of Lawrence was chartered Feb. 20, 1858. On April 10, 1903 the City of Lawrence established the Library, appointing a Board to administer it under the statutes. The Library Board is a municipal corporation, established by and a ~~part~~ sub division of the City of Lawrence, in accordance with the statutes relating thereto. There is no question but that the ~~Said~~ City has a legal right to make the library fund tax levy, as all statutes relating thereto have been complied with.

Mr. French, the auditor, gave this answer to "Is our library incorporated"