

THE WASCO COUNTY LIBRARY
THE DALLES, OREGON

ROUTINE OF COUNTY WORK
1923-1924

There are ~~four~~ permanent branches at Antelope, Dufur, Mosier and Tygh Valley. Each of these places started out with having quite a permanent collection augmented each month by 10 new books which were kept permanently. This practice has been discontinued since 1920 and 21, as expense in supplying so many duplicates was too much in contrast to small number of people using books at these places. Instead fewer number of copies of any given titles have been bought, and these have not been added permanently to the branches but made to rotate. Children's books have in part been made permanent but these also are rotated to a certain extent. Dufur and Mosier should get the larger number of books as they supply the largest number and have largest circulations. Should send from 12-20 volumes in monthly shipments, sending Antelope and Tygh Valley less than other two points. Books consist of a miscellany of fiction and nonfiction, both adult and juvenile.

A list is sent with the books for the use of the librarian at the branch, and ~~copies of the list are kept on file in the folders under name of each branch in cataloger's desk.~~

Supplies are sent as requested. Record should be kept in book now filed for convenience in librarian's desk under Branch Library Supplies Sent folder.

Duplicate supply of report blanks has been sent Dufur for filing (in past) there. But as Dufur has such limited space for any such filing this seems questionable. No more reason to do this than for other places where the custom seems never to have been started.

If any permanent replacements are made for any branch, or if any permanent addition is made, the book packet and book card are stamped with name of branch. In cataloging books for permanent use at the branch the cataloger indicates the branch on the ~~catalog~~ card filed in county catalog in cataloging room.

Magazine subscriptions were entered for all the branches beginning three years ago. At Antelope the experiment was not successful as the custodian reported the magazines so little used. The other branches have seemed to appreciate these, and the magazines have been tried out with success, especially the more popular types. Some of the better ones have not had good usage. These magazines are sent to main library and checked here, and stamped, and put into the folders for circulation just as the copies for circulation are done, and then are mailed out. This could be cared for at branch but am sure it would not be carefully done, so seems better to care for them here at main library.

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Monthly reports are due from the branches as soon after end of month as possible to send them in. These have to be verified in totals before recording, as they are not always exact. Mosier is prompt in sending its report. Antelope always behind. Other points fairly good now.

Selection of books for county branches made by librarian. Verification that books have not been sent to any point must be made against whereabouts cards and also against county catalog cards as previously when permanent additions were made, only record showing to which point sent was that made on the ~~accession~~ catalog card filed in county catalog. As books come in from one branch can be allotted to another.

See sheet about routine connected with shipments to branches.

~~Records of visits formerly kept in little notebooks filed in cataloger's room in desk. Seemed inadequate in space as found in 1920 and since then typed and kept on sheets under name of branch and station visited and complete details given in reports, and filed there.~~

TRAVELING LIBRARIES

Review There are fixed traveling library collections of fifty volumes each for the larger stations: ~~Boyd, Manpin, Friend, Shaniko, Wamie and Wapinitia.~~ ¹⁹²⁰ These collection should be sent out at the same time and returned at the end of the three months, for which they are sent. But stations have varied so in the way in which they have attended to returning their collections, that the time schedules have long since been shot to pieces, and we have had to juggle the time schedules as best possible. Some times results in a little difficulty, and an open collection may have to be supplied in order not to keep a branch station unduly waiting.

Smaller stations have smaller collection made up from our main library collections. These are called "open collections". Sent for same length of time.

After the fixed collections have been the rounds of all stations, the books are transferred to the main library collection; accession number taken from the county catalog and added to main shelf list and completely cataloged.

In sending out fixed collections if books have to be held out for bindery or because not returned from some point or for any other reason, and a substitute must be made, this fact is noted on list.

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Three copies of the traveling library list are made; one copy is filed in folder for given station; one copy sent to custodian of station for posting; one copy pasted inside lid of packing box to insure against loss of list in checking when books return. List is also made and filed in folder "Traveling Libraries" and kept permanently there, with notation when sent to station and record kept there of any missing books etc. and of circulation as returned from stations.

Books sent any station in an open collection must be checked up against "whereabouts file" in order that same books shall not be sent again.

When a collection returns from a station, the books are checked against list kept on file, and circulation counted from number of circulations indicated on book card. Line is drawn after last name and card returned to pocket. If a fixed collection it is sent to next point due it, and if an open collection books are returned to shelves. When open collections are sent, the white book cards are taken from books and kept intact behind name of station in cataloger's desk drawer at right. Card on outside of these cards indicates station where sent, date sent, date due.

Circulation for all stations, as well as branches and also main library is kept only under fiction and non-fiction, adult and juvenile.

circulation of

Record of these stations is kept by cataloger downstairs through current month, and then all brought together under name of station in detailed account as to fiction and nonfiction, ad. and juv.

COUNTY RECORDS
of
CIRCULATION - BOOKS AND POST CARDS SENT

County Branches

Maryland
First of every month the branches; Antelope, Dufur, Mosier and Tygh Valley, send in daily circulation record for preceeding month on blanks furnished them. This record is copied in the yearly county record book, which is in left hand lower drawer at back of files, and the blanks are filed in folder for branch in same drawer. When all branch reports are received a card is sent each one giving the circulation for current month, corresponding month of preceeding year with losses and gains and total.

Traveling Libraries

do not have changes

When the traveling libraries are returned at the end of the third month the circulation is checked up on list then copied in yearly county record book; indicating circulation for each class, both adult and juvenile. The total circulation for each traveling library is put on temporary record sheet (under blotter) for convenience in making monthly report. To count circulation the entries on book card is counted, ~~a line being draw~~ then draw a line under last name so that the book is ready for the next station.

County Schools

no longer served

As each school collection is returned the circulation is counted - as in traveling libraries - and entered on temporary record sheet (under blotter) indicating circulation for each class, adult and juvenile. At end of month the total school circulation for the different classes is transfered to county record book.

Books and Letters sent to County

A record is kept on temporary record card of the number of books sent to county branches, county schools, traveling libraries and those mailed to individuals charged from the desk. At end of month the total of each is transfered to the county record book and the total of books sent given in monthly report. A record is kept of all letters and post cards sent out.

Yearly report

First of January a detailed report is made from the county record book and ~~monthly reports~~ of the branches, traveling libraries, county schools and the books and letters sent.

COUNTY SCHOOLS

Each county school in the county is entitled to a school collection and a neighborhood collection of 25 volumes each, (varying to the size of the school). The collections are made from the teacher's selection or by the librarian. A list of books (with duplicate) is made and a traveling library book card for each book. The white book cards are removed and filed alphabetically under the name of the teacher; the book cards for each collection are plainly marked with a card in front giving the name of teacher, address, district number, number of books, date sent and date due. Each collection of books is then filed in upper right hand drawer in section marked "traveling libraries and county schools." The circulation record is made by the teacher on the traveling library card left in the book. A list of the books is sent with the collection and a sheet giving suggestions to teachers and how the- to use the collection is also sent if the teacher is new. Books sent are first checked up with the county check file back of desk (if the district has not had book put on the card in check file the date book is sent and district number) when book is returned it is so marked on same card). This check file prevents sending the same books to the same place and also makes it easier to locate a town book while in county if it is needed in town before due. When the collection is returned it so marked in check file, the circulation is counted on the book cards and recorded on the temporary sheet by classes. As the circulation is counted on each book card a line is drawn beneath the last name so it will be ready for the next record.

CATALOGING -- COUNTY

The county catalog consists of a shelf list. The class number, author, short title, date, source, price and branch is given on the face of the card. The accession number is given on the back of the card with the branch and date sent marked for each volume. This shelf list is filed in boxes on the county shelves (one box for non-fiction; one for adult fiction; one for juvenile, fiction and non-fiction separate; and each alphabetically arranged. (Price has not been given on county card for some time)

Withdrawals

Each month the withdrawals for the month are alphabetically entered in the withdrawal book after marking off the accession number on the shelf-card; the fiction author card, or the shelf card and author card if non-fiction. If county book the accession number on county catalog card is marked off and in the "remarks column" in withdrawal book is marked co. If the last copy is withdrawn and it is to be replaced the catalog cards are removed from catalog and filed in the box for replacements which is on the shelf with the county catalog boxes. All the books entered in the old accession book and on the bills are marked withdrawn in order that the book and the bills may be discarded in the future. Once or twice a year a list of the withdrawals from each branch is sent to that branch so that the county librarian may check with list. If cause of withdrawal is other than worn out it is so indicated in withdrawal book.

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MARY FRANCES GILBERT

LIBRARIAN

Instead of buying books for permanent collections in the Branches they receive from 50 to 80 books a month. The circulation is small but it does provide more books for the people that like to read. Maupin and Dufur have the largest circulation of books of any of the Branches.

Friedd received 100 books every 3 months and does not have a permanent collection.

The other Stations, Rowena, Shaniko and Wamic receive 50 books every three months.