

VIRGINIA STATE DEPARTMENT OF EDUCATION

Annual Library Report for Junior and Senior High and Elementary Schools, Session 195<sup>5</sup> 195<sup>6</sup>

School Loudoun County High City or County Loudoun Race White  
 Enrollment: \* Elementary \_\_\_\_\_ High School 1063 Total 1063

(Please give data for elementary and high schools separately. Give data for junior high and combined schools in "High School" column. Answer "Yes" or "No" unless question requires other information.)

NOTE: This report is to be prepared and signed by the regularly employed school librarian who is a faculty member, not by an assistant. If the school has no professionally trained librarian, this report is to be prepared by the school principal.

		ELEM. SCHOOL	HIGH SCHOOL	ADULT	ELEM. SCHOOL	HIGH SCHOOL
<b>LIBRARY STAFF:</b>			<b>SERVICE</b>			
Does librarian have Collegiate Professional Certificate endorsed for Library Science?.....			Yes			
Name School of Library Science attended.....		M. Wis U.N.C	W&M			
Annual salary of librarian or teacher-librarian.....			3600			9873
Number months librarian is employed.....			9			9443
Number periods librarian in library daily.....			5			19316
Number volunteer pupil assistants.....			10			
Subjects taught by teacher-librarian: <u>None</u>						495
						0
						no
						Yes
						305
						300
						10
<b>FINANCES:</b> (State exact amount for each item)			<b>ROOMS AND EQUIPMENT:</b>			
<b>Library Receipts:</b>		ELEM. SCHOOL	HIGH SCHOOL	(Refer to <i>School Planning Manual</i> Section 2211)		ELEM. SCHOOL
Balance on hand beginning of year.....		\$	\$ 51.56	Separate library room .....		High SCHOOL
From State Public School Library Fund.....		\$	\$ 585.00	Library used as a study hall .....		
From local school board appropriations.....		\$	\$ 508.86	Size of reading room .....		56 x 58
From other sources (Itemize):				Sufficient adjustable shelving .....		Yes
<u>School fund</u>		\$	\$ 1394.15	Bulletin board .....		Yes
<u>Fines, etc</u>		\$	\$ 176.49	Magazine rack .....		Yes
<u>Gifts</u>		\$	\$ 103.49	Newspaper rack .....		Yes
Total library receipts (Add above items).....		\$	\$ 2819.00	Vertical file case .....		Yes
<b>Library Expenditures:</b>						
Amount spent <i>per pupil</i> for books.....		\$	\$ .96			
Amount spent <i>per pupil</i> for periodicals.....		\$	\$ .13			
Amount spent <i>per pupil</i> for Audio-visual Materials .....		\$	\$ 1.27			

\*Refers to year's membership.

	ELEM. SCHOOL	HIGH SCHOOL		ELEM. SCHOOL	HIGH SCHOOL
<b>Rooms and Equipment Continued:</b>			<b>Organization Continued:</b>		
Card catalog case .....		Yes	Is record of pupil's individual reading kept?.....		Yes
Librarian's desk .....		Yes	Organized pamphlet and picture file.....		Yes
Librarian's workroom.....		Yes	Organized vocational guidance file.....		No
Conference room for library use only .....		No	Was a complete inventory of books taken this school year? .....		Yes
<b>ORGANIZATION:</b>			<b>BOOKS:</b>		
Up-to-date accession record (Shelf list may serve this purpose)		Yes	Number volumes last annual report .....		3681
Books classified by Dewey-Decimal system.....		Yes	Number volumes added .....		737
Card loan system.....		Yes	Number volumes lost and discarded .....		121
Card shelf list.....		Yes	Total number volumes now in library.....		4297*
Card catalog (Dictionary catalog—contains author, title, and subject cards arranged alphabetically.) .....		Yes			

\* We are still in the process of combining 4 libraries into one new one.

- List below anything that you have done in your library which you think might be helpful to other librarians.

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- In what way can the State Supervisor of School Libraries help you with your library problems either now or in the future?

Many publishers cancel shorts instead of using the substitute titles we include with orders. Much time and energy is wasted in reordering. Indexed publishers lists would be of help.

- Describe briefly how pupils are instructed in using the library:

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*Alice H. Stahl*  
 Librarian

(Use additional pages if necessary)

Principal

Division Superintendent

VIRGINIA STATE DEPARTMENT OF EDUCATION  
**FINAL ANNUAL HIGH SCHOOL REPORT**

Douglass High School Session 1955-1956 Date of Closing June 6, 1956  
Loudoun County or City Post Office Leesburg Race Negro

**HIGH SCHOOL ENROLLMENT FOR THE YEAR**  
 (E<sup>1</sup> + E<sup>2</sup> + R<sup>3</sup> + R<sup>2</sup>)

Do not write in this space		Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total	Number Graduated	Post Graduates
Status this year	Boys	21	25	16	10	22	94	0	0
	Girls	39	28	14	18	19	118	0	0
Status next year	Total	60	53	30	28	41	212	0	0

**ELEMENTARY ENROLLMENT FOR THE YEAR**  
 (E<sup>1</sup> + E<sup>2</sup> + R<sup>3</sup> + R<sup>2</sup>)

1st to 4th Grades, inclusive: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_  
 5th to 7th Grades, inclusive: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_

1. Actual number days taught in High School Department 180
2. Actual number days taught in Elementary Grades -
3. Aggregate days on roll in High School Department 39151
4. Aggregate days in attendance High School Department 2660
5. Per cent in average daily attendance in High School Department 93  
 (Divide Item 4 by Item 3)
6. Number in average daily attendance in High School Department 203
7. Number in average daily attendance in Elementary Grades \_\_\_\_\_
8. Per capita cost instruction High School Department 178.87  
 (Divide by Item 6 the total High School salaries, including salary of the principal, prorated according to instructions on sixth page of principal's annual report to the Superintendent)
9. Per capita cost instruction Elementary Grades \_\_\_\_\_  
 (Divide by Item 7 the total annual salaries of Elementary teachers determined on the basis of the same instructions as those for Item 8)
10. Pupils withdrawn from this High School..... No. 13 Per Cent 5  
 (Total of a + b + c + d)
  - a. Pupils transferred to another school in this system..... No. 2 Per Cent 1
  - b. Pupils transferred to another school in the State..... No. 0 Per Cent 0
  - c. Pupils transferred to a school in another State..... No. 0 Per Cent 0
  - d. Pupils dropped out and not entering another school..... No. 11 Per Cent 0
11. Number pupils received from another public High School in the same county or city (R<sup>2</sup>'s) 0
12. Number pupils received from another public High School in the State but outside the county or city (R<sup>3</sup>'s) 1
13. Number of subject failures in High School Department 32
14. Per cent subject failures in High School Department 3  
 (Divide Item 13 by sum of enrollments in the various subjects offered)
15. Amount spent during the year for books, periodicals, supplies, binding, and other materials for the High School library \$74.00
16. Annual salary of High School principal \$4,524
17. Number of months principal employed 9
18. Adult Education: 0 Number of classes 0 Total enrollment 0

STATEMENT OF ACCOMPLISHMENTS

1. Indicate progress made in achieving the plans projected in the Preliminary Annual High School Report.

No change

0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0

2. Show progress made during the year in meeting accrediting standards, and report plans for meeting all standards.

A. Additional books for the library.

made

B. An attempt is being made to employ all certified teachers.

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Stephen M. Lyndon  
Signature of Principal

Examined and approved by: O. H. Emerich  
Signature of Division Superintendent

June 8, 1956  
Date

June 27, 1956  
Date