

(g) What salary increments (if any) are given for qualifications obtained by members of staff?

Qualification(s): ..... Increment(s): .....

(h) What facilities are given to employees for university or other study? .....

(i) What annual leave is given? .....

(j) What overtime or penal rates are paid? .....

**12. Finance:**

(a) Separate library rate—(i) 1958-59: ..... (ii) 1959-60: .....

(b) Source of grant if not from direct library rate: *from Chubb City Council.*

(c) Amount levied by controlling authority for library purposes in 1958-59: .....

(d) Receipts	£	(e) Expenditure	£
Grant from controlling authority	348-0-0	Operating expenses—Salaries: Library staff	
Grants from other authorities		Salaries: Other staff	
Specify:		Specify:	
Income from endowments	—	Books	510-9-1
Desk receipts: Subscriptions	593-2-9	Periodicals and newspapers	78-13-0
Extras		Other library material	30-3-0
Reserves	—	Binding, repairing, etc.	1-4-6
Rentals from pay collection	—	Rent	—
Fines	14-4-9	Heat, light, power, water	24-2-11
Sales of old stock	5-16-3	Insurance	11-16-10
Other desk receipts	2-10-3	Cleaning	102-0-8
Total receipts	954-14-0	Other operating expenses	54-14-1
Balance from previous year	142-1-5	Total operating expenses	876-15-4
	1096-15-5	Special works: Capital expenses, building sites,	
Balance at end of year	219-4-9	etc.	
	154	Purchase of machinery, etc.	
	220-0-1	Capital charges: Interest and sinking fund	
	876-15-4	Grand total	£ 876-15-4

13. Report on progress: .....

Date: *14.5.59* Signature: *[Signature]* Official designation: .....

This form is required under the authority of the Statistics Act 1955, and is to be completed and returned to the Government Statistician, Private Bag, Wellington, before 31 May 1959.



**CENSUS OF LIBRARIES 1959**

**Explanatory Notes for Guidance in Completing Form Stats.—L. 1**

All particulars entered should relate to the year ended 31 March 1959. If this is not practicable please state the year actually used.

The abbreviations N.L.S. and C.L.S. refer to the National Library Service and to the Country Library Service respectively.

Numbers and letters refer to headings and subheadings on form Stats. L. 1.

3. **Terms of use.** (a) The term “free” is meant in the sense used by the National Library Service to determine a library satisfying certain conditions laid down by that service. (b) Under this heading include—subscriptions by subscribers outside the area of the rating authority, non-members using the rental collection, etc.

6. **Book stock.** Any printed work, bound or unbound, which has been catalogued and fully prepared for use is to be counted as a volume. A periodical is a publication appearing at regular intervals of less than a year and continuing for an indefinite period. Give your definitions if they differ from these. (g) and (h) A newspaper such as *The Dominion* received daily (no matter how many copies are taken) counts as one for the year. Similarly a periodical such as *Punch* counts as one for the year.

7. **Circulation and use.** Count one for each bound volume, pamphlet, or periodical lent for home use from any agency. Do not count as circulation, books sent to another agency within the same system where home circulation is counted for this return. Please supply recorded figures—not estimates. (b) Where separate figures are not available for C.L.S. stock—indicate.

8. **Other particulars.** (a) Base your answer on the majority of adult book stock. (b) The number required is the number of volumes received on loan from other libraries and from N.L.S., and the number lent to other libraries or to N.L.S. (g) If there are any restrictions insert maximum number allowed on loan. If there are no restrictions—indicate.

9. **Membership.** (d) This can only be an estimate and a suggested method of arriving at a figure is to ascertain the number of readers concerned on the second Friday of March 1959.

11. **Staff.** The headings A, B, C, D, E, and F stand for the following:

- A Associate of the New Zealand Library Association.
- B Diploma, New Zealand Library School.
- C Certificate of New Zealand Library School.
- D New Zealand Library Association Certificate.
- E New Zealand Library School Short Course.
- F Other library qualifications including overseas qualifications. Specify.

No person should be counted in more than one column. (j) Overtime is time worked in excess of normal working period on any one day; penal rates are paid in respect of time worked as a normal working period, but when the majority of the community is not working, e.g., Sundays.

Annual salaries paid should be as at 31 March 1959.

13. **Report on progress.** Include here any unusual increase or any added facilities or special development in any line.