

(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 6th 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.	
	15.4	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: \_\_\_\_\_ 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.

Read the explanatory notes carefully before completing this form

# CENSUS OF LIBRARIES 1959

1. Name of library: Linwood Public - Christchurch  
 2. Controlling authority: Library Committee of  
Volunteer members.  
 3. Terms of use—(a) State whether or not library operates as a "free" library: no <sup>ⓧ</sup>  
 (b) State other conditions applicable: Subscribers pay subscriptions  
and for extra books. (3<sup>rd</sup> per copy)

4. Central library hours: <sup>ⓧ Books supplied from Cant. P. Lib. from K. pool system usual free supply 9.150</sup>

Open for:	Mon. Hours	Tues. Hours	Wed. Hours	Thurs. Hours	Fri. Hours	Sat. Hours	Sun. Hours	Total Hours	Number of Days Open Each Week
(a) Circulation	3	3	3	3	3	1 1/2	—	16 1/2	6
(b) Reading and study									

5. Agencies other than central library: appt. 2/30-4/4  
Even 7p-9/30p  
 (a) Number of branches with separate staff: \_\_\_\_\_  
 (b) Number of other distribution points (excluding library vans): \_\_\_\_\_  
 (c) Number of library vans used for circulation: \_\_\_\_\_

6. Book stock:

Library's Own Stock	ADULT		JUNIOR		Total
	Free Fiction	Free Non-fiction	Fiction	Non-fiction	
(a) No. of vols. at beginning of year	1824	6169			27630
(b) No. of vols. added during year	610	204	150		964
Total of above	2434	6373	150		26594
(c) No. of vols. withdrawn or lost during year	300	334			370
(d) No. of vols. at end of year	2134	6039	150		26224

(e) C.L.S. stock on loan at 31 March 1959—Adult: \_\_\_\_\_ Junior: \_\_\_\_\_ Total: \_\_\_\_\_  
 (f) Number of volumes not normally available for loan, i.e., reference only (included above): 8 <sup>insites</sup> <sup>1 Readers Handbook</sup>  
 (g) Number of newspapers currently received: Six <sup>Internat. Encyclopaedia</sup>  
 (h) Number of periodicals currently received: 27 <sup>25</sup>

7. Circulation and use—Number of books lent for home use:

	ADULT			JUNIOR		Total Books
	Free Fiction	Free Non-fiction	Periodicals	Fiction	Non-fiction	
(a) Own stock	49	700				
(b) C.L.S. stock	50	048				
Totals	99	748				59,615

*Subscriptions Rental 49.700 50.048*  
*Records not kept separately*  
*Stocked by Cant. Pub. Library (9537)*  
*on loan to Linwood*  
*INCL. PERIODICALS*

(c) Number of art prints: \_\_\_\_\_ (d) Number of gramophone records: \_\_\_\_\_  
 (e) Other (specify): \_\_\_\_\_

8. Other particulars:  
 (a) Normal period of loan for adult books: 14 days.  
 (b) Inter-library loans and request service—No. of books lent to other libraries: \_\_\_\_\_  
 No. of books borrowed from other libraries: 21  
 (c) State method and rate of fines for overdue books: 1<sup>st</sup> per diem  
 (d) Reservation fee: \_\_\_\_\_ (e) Interloan charge: \_\_\_\_\_  
 (f) Rental collection charges—Books: \_\_\_\_\_  
 Magazines: \_\_\_\_\_  
 Art prints: \_\_\_\_\_  
 Gramophone records: \_\_\_\_\_  
 (g) State restrictions (if any) on number of books that may be borrowed at one time—  
 Free section: \_\_\_\_\_ Rental section: \_\_\_\_\_  
 (h) State type of book in rental collection (if any): not in operation

9. Membership:

Number of Borrowers	With Free Membership		Paying a Subscription		Who Must Pay Rental for Each Book Taken	
	Adults	Children	Adults	Children	Adults	Children
(a) At beginning of year <u>1/3/58</u>	—	1846	714	—	—	—
(b) Joined during year	—	279	247	—	—	—
Totals of above	—	2125	961	—	—	—
(c) Withdrawn during year	—	578	209	—	—	—
Totals at end of year	—	1547	752	—	—	—

(d) Number of readers on the premises: 608 <sup>19</sup>

10. Subscription rates and rental charges:  
 (a) Subscriptions—Adult: 7/- per annum.  
 Junior: \_\_\_\_\_ per annum.  
 By whom payable: all adult members except life & honorary members  
 (b) Rental charges—Rate per book: \_\_\_\_\_  
 By whom payable: \_\_\_\_\_

11. Staff:

Name of Position	Persons Employed		Number of Library School Graduates and Staff With Other Library Training						Annual Salaries Paid to Full-time Staff		
	Full-time	Part-time	A	B	C	D	E	F	Highest	Lowest	Mean
(a) Chief librarian											
(b) Librarians											
(c) Library assistants											
(d) Administrative											
(e) Bindery staff											
(f) Cleaners, custodians, etc.											
Totals	1	1									£102

*adults 38*  
*children 32 (Parent Teacher)*  
*all voluntary workers*  
*70*