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NOT THE FIRST COST, BUT  
THE UPKEEP

At the end of the school year 1941-42, North Carolina school libraries reported a total of 2,413,259 books on hand. This figure includes books in 2,241 white and Negro elementary and high school libraries. Of the total number, 288,320 books were added to the collections in 1941-42. There was a

loss through discards and lost books of 87,621 from the previous year. This makes a net gain 200,699 books.

If these books are to be adequately accounted for, they must be accessioned; classified and marked; equipped with date-due slip, book pocket, and card; and a shelf list card must be made. If they are to give efficient service, they must in addition be cataloged—a process which should be undertaken only by a trained librarian. The actual cost of materials for equipping a book for circulation, without cataloging, is about 2¼ cents. The cost of supplies for putting 288,320 new books into circulation, if no waste is incurred and if supplies available on State contract are used, would be about as follows:

Accession sheets, 289M at 45c.....	\$130.05
White ink, 2,241 bottles at 25c.....	560.25
Clear shellac (purchased locally), 2,241 bottles at 50c .....	1,120.50
Date-due slips, 289M at \$1.15.....	332.35
Book pockets, 289M at \$2.65.....	765.85
Book cards, 289M lt. wt. at \$1.75..	505.75
Shelf list cards, 289M med. wt., 75% rag at \$3.00 .....	867.00
Paste (library mending), 2,241 qts. at 90c .....	2,016.90
<b>Total .....</b>	<b>\$6,298.65</b>

If catalog cards are purchased and the typing done by the librarian or a clerical assistant, it is wise to purchase medium weight or heavy weight 100% rag cards in order that the catalog may stand the wear of constant handling. Cataloging requires an approximate average of five cards for each title at about 2c per book. The cost then for the needed 1,441,600 cards if all these books were properly cataloged would be

Catalog cards, 1,445M med wt., 100% rag at \$4.00 .....	\$5,780.00
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The actual cost of cataloging, however, is not so much the cost of the cards as it is the cost in time. A recent study conducted under the direction of the U. S. Office of Education shows that an average of 30 minutes per title is required for cataloging high school library books. The average cost in labor for the schools studied (including one in North Carolina) was 34c. If this time cost is applied, the labor for cataloging the

books would be \$98,028.80 and would require 144,160 hours. Many of these hours of work could be used to better advantage for reading guidance, assistance with reference work, and instruction in the use of the library. They may be so used if printed catalog cards are purchased. H. W. Wilson printed catalog cards are available for fully half of the books purchased last year. The cost of these cards at 5c a set would be about \$7,250 for the 145,000 books for which they could be supplied. If Wilson cards are used, the money needed for blank catalog cards would be proportionately reduced.

The cost of replacement of 87,621 books lost or discarded would average not less than \$1.25 per book or a total of \$109,-536.00—a conservative estimate.

Schools received 23,725 magazines each month. Since many of these were donated subscriptions, it is difficult to estimate the cost to schools, but an average of \$1.00 for each could hardly be an exaggeration. Cost for magazines is placed at \$23,725 for the year.

With a book circulation of 9,107,479 during the year, book cards and date-due slips would require replacement. A conservative estimate for replacement of book cards having 28 lines for names and date-due slips having spaces for 76 dates would be:

Book cards, 150 M at \$1.75.....	\$262.50
Date-Due slips, 50M at \$1.15..	57.50
<b>Total .....</b>	<b>\$320.00</b>

With a large circulation, probably 100,-000 valuable books will be so worn annually that they should be rebound professionally. At an average cost of 80c per book for re-binding, this will require \$80,000 each year. In the long run this service will decrease the number of discards.

All of these figures relate to the *maintenance* of the library book collection. A summary of the costs, exclusive of cataloging, amounts to \$219,879.65. During 1941-42, the expenditure from the State school fund for maintenance of the school libraries was \$52,499.65. What are you doing to make clear to your superintendent how much money is needed merely to keep your library at its present level?

MARY PEACOCK DOUGLAS.