

3. Number of full time undergraduate students enrolled in the academic year, as of Nov. 1, 1929 _____
4. (a) Are there reading courses for honors? _____
 (b) How many students are enrolled in these courses? _____
 (c) Are there other reading courses as distinguished from lectures and text-book instruction? _____
 (d) How many students are enrolled in these courses? _____
5. What special efforts are made to encourage general reading apart from courses of instruction? _____
6. What special demands, if any, are made upon the library by (a) instructors, (b) students, (c) others? _____
7. (a) Is there a good bookstore readily accessible to students? _____
 (b) Does the college maintain a bookstore? _____
 (c) Does the college bookstore sell books of general interest? _____
8. Library building: _____
 (a) Date of erection _____
 (b) Is it fireproof? _____
 (c) Number of square feet for library purposes _____
 (d) Total linear feet of shelving _____
 (e) Per cent of building used for other than library purposes _____
 (f) How many books can be added without an addition to present building? _____
9. (a) Total seating capacity of reading rooms, including departmental reading rooms _____
 (b) How many more seats can be added without an addition to present building? _____
10. Number of _____
 (a) volumes in the library _____
 (b) pamphlets in the library _____
 (c) volumes added each year during past five years _____
 Year _____

- (Include departmental collections)
11. The character of the collection, as ascertained by checking standards lists, e.g., Mudge List of Reference Books. (Information under this section will be called for as soon as check lists are prepared.) _____
12. Number of journals currently received _____
 (a) in English _____
 (b) in other languages _____
 (c) number regularly bound _____
 (d) number regularly kept and not bound _____
13. System of classification employed. _____
14. Annual expenditures for the library, including departmental reading rooms: _____
 (a) Salaries _____
 (b) Books, periodicals and binding _____
 If (c) and (d) below are not separately recorded, do not answer.
 (c) Current expense, excluding maintenance and operation of building _____
 (d) Maintenance and operation _____
15. Library Staff: _____
 (a) Number of members _____
 (b) Education of each member _____
 (c) Professional training of each member _____
 (d) Experience of each member _____
 (e) Name of librarian _____
16. Library hours: _____
 (a) General reading rooms _____
 (b) Stack service _____
 (c) Departmental reading rooms _____
17. (a) Are the library stacks readily accessible (open access) to the entire student body? _____
 (b) What restrictions are there, if any? _____
18. Annual statistics of library books used outside of the library and of other use by both faculty and students, with any comments possible on the character of the circulation: _____
19. (a) What departmental libraries are there? _____
 (b) Are departmental library books duplicated in the main library? _____
20. What other library facilities are readily accessible to students? _____
21. What policies have been adopted as to the purchase of duplicates? _____
22. Is there any systematic instruction for college students in the use of the library? Please describe briefly. _____
23. What policy has been adopted looking toward segregating obsolescent material; i.e., what effort is made to give students access to a collection of live books only? _____
24. What plans have been formulated or proposed by the librarian for promoting reading and developing the library? _____
25. Please report any figures available as to the amount of time which students spend in the library? _____
26. Please send: _____
 (a) Report of the President ()
 (b) Report of the Treasurer ()
 (c) Annual Budget (if available) ()
 (d) Report of the Librarian ()
 (e) Any recent printed description of the library ()