

Name of your Commission

Date of this report

Number of volumes in your traveling library department

Average number of volumes in a library

Number of libraries

How much do you annually expend from state appropriation for books for  
traveling libraries? For equipment?  
For administration?

Do you secure gifts of books, and money to buy books?

Upon what terms are your libraries loaned? On payment of fixed fees, or  
transportation?

Do you ship the books in packing boxes or book cases?

How expensive is this shipping box or case? Is the lid screwed on or  
fastened with padlocks or other iron fastenings?

How many volumes in your special loan department? Are they loaned sep-  
arately, or in fixed sets?

Do you use printed finding lists of your traveling libraries? Is the use  
made of them by borrowers sufficient to justify the expense of print-  
ing and distributing them?

In addition to your state system, are there any county traveling libraries  
in your state? If you have a county traveling library law, kindly  
send a copy of it, if possible?

Please send copies of the blanks, forms, cards &c in use in your traveling  
library and special loan departments

If you have in mind any system of traveling library records that will en-  
able the Commissions to make comparative statistics of circulation  
of traveling libraries, a brief outline of it would be very helpful  
in the preparation of this tract.