

ACCESSION BOOK

DATE	ACCESSION NUMBER	AUTHOR	TITLE	PUBLISHER	YEAR	SOURCE	COST	REMARKS
	01							
	02							
	03							
	04							
	05							
	06							
	07							
	08							
	09							
	10							
	11							
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	13							
	14							
	15							
	16							
	17							
	18							
	19							

CLASSIFIED SUMMARY OF BOOK COLLECTION/INVENTORY

LIBRARY: _____

YEAR: _____

	Beginning Balance	Acquisitions	New Balance	Discards	Lost/Paid	Missing	Total With-drawls	Ending Balance
000 General Works								
100 Philosophy								
200 Religion								
300 Sociology								
400 Language								
500 Science								
600 Useful Arts								
700 Fine Arts								
800 Literature								
900 History								
920 (B) Biography								
921								
Louisiana								
Reference								
Easy								
Fiction								
SC Story Collection								
Paperbacks								
Professional								
TOTAL								

SUBMITTED TO PARISH SUPERVISOR AT THE END OF THE SCHOOL YEAR

MONTHLY CIRCULATION STATICS

FORM E

MONTH:

	000	100	200	300	400	500	600	700	800	900	921	Louisiana	Reference	Easy	Fiction	SC	Paperbacks	Professional	Total	
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
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26																				
27																				
28																				
29																				
30																				
31																				
TOTAL																				

SCHOOL: _____

LIBRARIAN: _____

ANNUAL CIRCULATION STATICS

FORM F

YEAR: _____

	000	100	200	300	400	500	600	700	800	900	921	Louisiana	Reference	Easy	Fiction	SC	Paperbacks	Professional	Total	
September																				
October																				
November																				
December																				
January																				
February																				
March																				
April																				
May																				
June																				
TOTAL																				

SCHOOL: _____

LIBRARIAN: _____

SCHOOL: _____ TELEPHONE #: _____

LIBRARIAN: _____

PRINCIPAL: _____

TOTAL ALLOTMENT* \$ _____

REFERENCE MATERIAL AMOUNT _____

SPECIAL 25% FOR COMPUTER SOFTWARE, ETC. _____

NEWSPAPERS/MAGAZINES _____

LIBRARY BOOK AMOUNT \$ _____

LIBRARY BOOK INVOICE #1 \$ _____

LIBRARY BOOK INVOICE #2 _____

LIBRARY BOOK INVOICE #3 _____

LIBRARY BOOK INVOICE #4 _____

LIBRARY BOOK INVOICE #5 _____

INVOICE TOTAL \$ _____

LIBRARY BOOK AMOUNT \$ _____

MINUS (-) INVOICE TOTAL \$ _____

LIBRARY BOOK BALANCE \$ _____

***Total allotment is based on the previous year's student count (October) times (x) \$5.00 (per student). The amount includes state and parish contributions for public schools.**

LIBRARIAN SIGNATURE DATE