

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Library
Sub-Group: _____
Series: Circulation Department Statistics and Records

Record Group no: W409
Sub-group no: ____
Series no: 4

Description of series and its contents:

The reports from 1909 to 1956 were kept by Mrs. David Bancroft Johnson on a daily, weekly, monthly, and yearly basis. These circulation statistics were used as the basis for the annual report of the College Librarian giving information on who was using the library. Of special note, are circulation statistics broken down by the Dewey Classification System. In addition to statistics, later records include reports and records of the Circulation Department. The records are in general chronological order.

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1-4	Circulation Statistics of the Library	1909-1938
2	5-12	Circulation Statistics of the Library	1938-1962
3	13	Comparative Circulation Statistics	1924/1925-1955/1956
4	15	Petty cash Book (Fines and Lost Book Fines)	1969-1978
4	16	Carnegie Library- Cards for Due Dates, Fine Charged, and Book Identification	ca1960
4	17	Circulation Records	1958-1970
4	18	Annual Report and Circulation Records	1969/1970
4	19	Annual Report and Circulation Records	1970/1971
4	20	Annual Report and Circulation Records	1971/1972
4	21	Report and Statistics	1972/1973
4	22	Annual Report and Circulation Records	1973/1974
4	23	Annual Report	1974/1975
4	24	Annual Report and Correspondence	1975/1976
4	25	Annual Report	1976/1977
4	26	Annual Report and Circulation Records	1977/1978
4	27	Annual Report	1978/1979
4	28	Annual Report	1979/1980
4	29	Annual Report	1980/1981
4	30	Annual Report	1981/1982
4	31	Annual Report and Circulation Records	1982/1983
4	32	Annual Report	1983/1984
4	33	Objectives and Department Goals	1984/1985
4	34	Goals and Objectives	1986/1987
4	35	Annual Report	1987/1988
4	36	Annual Report	1988/1989
4	37	Annual Report and Space Statistics	1990/1991
4	38	Public Services and Circulation Department Goals	1991/1992
4	39	Annual Report and Goals and Progress Report	1992
5	40	Annual Report and Department Goals	1992/1993
5	41	Annual Report	1993/1994
5	42	List of Goals, Accomplishments, and Records	1997/1998
5	43	List of Goals, Accomplishments, and Records	1998/1999