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Librarian's Report 1958 - 1959

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W. R. BANKS LIBRARY

LIBRARIAN'S REPORT

1958/59

PRAIRIE VIEW, TEXAS

"Every man who knows how to read has it in his power to magnify himself, to multiply the ways in which he exists, to make his life full, significant and interesting."

--Aldous Huxley: Jesting Pilate

The W. R. Banks Library
Prairie View A. & M. College

REPORT OF THE LIBRARIAN
COVERING THE PERIOD
SEPTEMBER 1958--JULY 31, 1959

Prairie View, Texas

July, 1959

THE W. R. BANKS LIBRARY

Report of the Librarian
September 1958/July 31, 1959

To the President of the College:

Sir:--I have the honor of submitting to you a statement on the services and activities of the W. R. Banks Library during the period of 1958/1959.

Whatever success has been achieved this year, and much more has been accomplished than can be put into mere words, has been due to the generous support and effective cooperation of various groups and individuals--on-campus and off-campus. These include the President, the always--faithful Library Staff, the Faculty, the Faculty-Library Committee, the constructive-minded students of the college and many loyal friends.

The library staff undertook many and varied tasks this year and did them all with a high quality of efficiency. It deserves much commendation for its fortitude and its professional and constant cooperation. The Librarian is grateful for this support.

Respectfully submitted,

O. J. Baker,
College Librarian

Librarian's Report

FACULTY-LIBRARY COMMITTEE

1958-1959

O. J. Baker, Chairman
Mrs. M. S. Brannon
Mrs. Z. S. Coleman
S. R. Collins

J. M. Coruthers
J. M. Drew
F. H. Graham
C. H. Nicholes

J. J. Woods

College Library Staff

PROFESSIONAL MEMBERS

O.J. Baker, A.B., B.L.S., M.L.S., Librarian
 Tommie Morton Allen, B.A., M.A.L.S., Acting Reference Librarian^a
 Lula Jaquetta Blue, B.L.S., M.L.S., Order Assistant^b
 Churchwell, Yvonne R., B.S., M.S.L.S., Instructor in Library Service-Education^c
 Mildred F. Montgomery, B.A., B.S. in L.S., Assistant Cataloger^d
 Clara B. Mesley, B.S., M.S. in L.S., Circulation Librarian
 Minnie L. Shaw, B.S., M.A.L.S., Order Assistant^e
 Jimmie B. Taylor, A.B., B.S. in L.S., Reference Librarian^f
 Naomi P. Thomas, A.B., B.L.S., Acquisitions Librarian
 Timmie D. Thomas, A.B., M.A.L.S., Instructor in Library Service-Education^g
 Margaret N. Venters, B.A., M.S.L.S., Serials Assistant^h

NON-PROFESSIONAL MEMBERS

Gazella W. Boothe, A.B., M.S., Reference Assistant
 Bertha M. Crumpton, B.A., Assistant in Serialsⁱ
 Timothy Hatchett, Jr., B.S., Order Assistant^j
 Willie Mae Hudgins, B.S., Clerk-Typist
 Nova Carter Jefferson, B.S., M.Ed., Assistant Circulation Librarian
 Clevester Johnson, B.S., Circulation Assistant^k
 Gloria F. Johnson, B.A., Assistant Cataloger^l
 Mary E. Law, B.A., Teachers' Reserves Librarian
 Rose M. Little, B.S., Assistant in Serials^m
 Johannna D. Overstreet, B.S., Circulation Assistant
 Elmer C. Parish, B.S., Circulation Assistantⁿ
 Sam Peters, B.A., Assistant in Reference
 Helen Ruth Shelby, B.S., Secretary
 Rufus Venters, B.A., M.A., Acting Serials Librarian^o

a	June 16 - August 31, 1959	i	September 1, 1958 - March 15, 1959
b	September 15 - September 25, 1958	j	January 26 - May 5, 1959
c	Regular Session, 1958-59	k	June 1 - August 31, 1959
d	June 1 - August 31, 1959	l	Regular Session, 1958-59
e	June 1 - August 31, 1959	m	March 16, 1959 -
f	September 1, 1959 - June 15, 1959	n	Regular Session, 1958-59
g	June 1 - August 31, 1959	o	Summer, 1959
h	Regular Session, 1958-59		

Librarian's Report, 1958/59

IMPROVEMENTS

The library is an intergral and most important part of the college which it serves. Throughout the year it has been the aim of the library staff to make this reality here at Prairie View. We have had steady and understanding support in our efforts from the college administration. Last year we received the largest money allotment that has ever been made to the library in all its history. For this we were deeply appreciative. And marked improvements have been made in the library and its resources because of this support.

Physical Rearrangements

Relocation of Material Resources:--Beginning in November all books, periodicals, and other material resources were shifted upward through the five floors of the book stack section of the library. This chore was accomplished with a minimum of delay and inconvenience in service to our readers. Space allocations were estimated; materials were shifted systematically without mixups; relabeling of shelves was expedited; and, a revised library directory was mimeographed and distributed to our readers so that faculty and students could become informed on the new locations of our material resources.

Current Periodicals Room:--The room in the library that had served temporarily as an auditorium was taken over in October and turned into a current periodicals reading room. This room has been well equipped with furniture and it is now the most attractive place in the building.

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Formerly, current periodicals were housed in the east end of the Reference Room, thus taking up space required for the housing of reference books. With the rearrangements, therefore, there came a shifting of some of the reference books from the Stack Room to the Reference Room. Several advantages and improvements came out of this reorganization:

1. Additional shelf space was acquired in the Stack Room;
2. A greater number of reference books was made immediately available to readers;
3. The Reference Room became a place for serious study and investigation;
4. The noise created by students flipping the pages of newspapers and magazines in the Reference Room was eliminated;
5. Additional study space was secured through the availability of the Current Periodicals Room;
6. We now have four open-shelf study areas where we formerly had three.

Stack Room Study Spaces:--With the coming of increased emphasis on research and investigation here at the college there is more need now than ever for better study facilities within the library stack room. Four new carrels were acquired this year and made available to stack room users. In addition, a greater number of chairs has been placed in this area, between the shelves, for our readers. This is not an ideal arrangement, but it is quite an improvement over that which formerly existed there.

Many more improvements are required for the Stack Room to make it possible for the library to foster instruction and learning more effectively.

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These were included in the report covering the evaluation of our graduate program and facilities (Norris Report). They included: 1) pages (student assistants) for the stack levels, 2) electrically driven book-lift, 3) cooling devices for summer work, 4) full-time librarian for shelf work, etc., etc.

Since the college is now going more inclusively into short specialized programs which demand, regularly, intensive library work on the part of each student we should think and act seriously, early, about making the improvements suggested in the above paragraph. This is particularly true where we must facilitate such projects as the Program for Extension Workers, Workshop in Special Education, English Workshop, and the Home Economics Workshop. There will be others in the future.

Increased Strength in Selected Material Resources:--At the beginning of the year we knew that improvements had to be made in our holdings in back files of magazines, reference books, and in curriculum and study guides. This awareness has prevailed for some years. The library needed 7,780 volumes in back files of bound magazines to fill the gaps in the library collection-- beginning with the first volume we possessed. Many new and old reference titles were needed in our collection to enable the reference staff to answer, adequately, the questions--fact, information, research--that were brought to it daily, weekly and monthly for solution. It was, also, imperative that a collection of curriculum and study guides be secured to support the work of those, students and faculty people, engaged in teacher training. A special effort was made to strengthen our holdings in

Librarian's Report, 1958/59

these and other areas. We did not succeed quite as well as we had hoped nor as our situation requires. These types of materials are difficult to locate and to acquire and the task requires much time and concentrated effort. We were able to make the following accomplishments:

- 1. Bought 273 volumes of magazines;
- 2. Bought 170 reference titles;
- 3. Bought 349 curriculum and study guides;
- 4. Bound 373 volumes of magazines.¹

If the number of volumes of old magazines bought seems minute in comparison with the number needed it is necessary to understand that old magazines are very expensive. One lot of 57 volumes acquired cost the library \$967.83.

Some of the 170 reference titles represent sets and some individual volumes cost as much as \$30.00 each.

The curriculum and study guides secured represented the public school systems of eight different cities in the South. In addition to these guides we increased our textbook holdings to 1,061. These acquisitions form the nucleus of a collection which will help us meet the standards of accrediting associations which require that we maintain up-to-date collections in "textbook, reference materials, maps, charts, course outlines, and instruments for the evaluation of learning."

Prairie-Viewana:--Over the years the staff has accumulated a collection of mimeographed and printed materials about Prairie View A. & M. College. This material consists of college catalogs, annuals, bulletins, studies, committee reports, reports on workshops, conference proceedings, syllabi, printed programs, college handbooks, football schedules, college

¹We also had 733 books rebound.

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class schedules, etc., etc. The files are not complete and are somewhat scattered. We have undertaken this year to bring all these materials together in the Special Collection Room under the title employed at the head of this paragraph. Filing cabinets have been ordered for those items which must be protected by such equipment.

Staff Problems:--The problem of locating qualified people to serve on our library staff has become exceedingly acute. We have tried repeatedly to secure the graduates of such schools as the University of Illinois, The University of Michigan, Columbia University, The University of Chicago, Syracuse University, The University of Denver, Atlanta University and others but to no avail. The competition has grown too keen; we are too far away and our salary ranges, below that of the librarian and the department heads, are too small. We cannot employ white librarians, but Negro librarians can work in libraries serving white people in the north and west. This is a novelty and an expanded opportunity; so, they, in most cases, choose it over a position in one of our own libraries. We have lost six qualified people to the public library systems in California and New York.

Recently, in one of its brochures on careers, the New York Life Insurance Company reported that in 1956 at "one library school, twelve different positions were open to each member of the 1956 class." At Atlanta University from February 1958 through February 1959 332 requests were made for librarians out of a class of 30 possible graduates. That is a similar scarcity.

The average salary in 1957 for the beginning librarian (one with a first professional degree and no experience) was \$4450.00.² The New York Public Library runs advertisements in the ALA Bulletin and other media offering

² American Library Annual: A Book Trade Almanac (New York: R.R. Bowker Co., 1959). p. 11

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positions to beginning librarians at a salary of \$4550.00 for people without experience.³ The city school systems here in Texas pay more than we can offer people we need in secondary positions.

We have been trying to employ an order assistant and an assistant cataloger for three years. The beginning salary available to us for each of these positions is \$3720.00 for twelve months. If any qualified person accepts this salary today such a person is usually someone whose school would not recommend him for a position.

We need to take constructive steps to resolve this staff problem and soon. The quality and quantity of library services rendered to students, faculty, the community and the State of Texas depend upon it.

SERVICES: CIRCULATION

The Loan and Shelf Department circulated a total of 95,340 pieces of library materials during the period covered by this report. Each item of this material was placed into the hands of those who requested it by the library staff. Therefore, there is no count available for materials used in the open stack sections of the library, nor those used in the stack room.

A total of 36,263 books was circulated outside the library. Of this total 30,234 were non-reserves and 6,029 were reserved books. Of the 36,263 books circulated outside the library students used 35,135 and the faculty used 1,128.

A total of 40,557 books was circulated inside the library: 10,556 non-reserves; 26,802 reserves; and, 3,199 special collection books.

³

ALA Bulletin, 53:359 (May 1959)

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Non-Book materials circulated come to the total of 18,520 pieces. The largest group in this category was represented in periodicals (14,904). The other non-book materials circulated consisted of newspapers (1,886), films (278), filmstrips (421), microfilms (157), microcards (10), slides (147), scotch magnetic tapes (10), and phonograph records (10).

A table showing circulation for the year is included in the section on appendices.

EXHIBITS

The department presented 18 exhibits during 1958/59 for the benefit of the public. The purposes of these exhibits were as follows: 1) to stimulate interest in reading for information, inspiration, and recreation; 2) to advertise the services of the library; 3) to show that books are related to every subject of interest; 4) to acquaint the public with some of the resources of the library; 5) to publicize research and any other activities of the college; 6) to call attention to particular anniversaries or special occasions; and 7), to cultivate the artistic tastes of our clientele.

Another fine exhibit was that arranged in the library in honor of one of our distinguished faculty members, Mrs. Lucille B. Smith, by her sorors and friends. It was magnificent and revealing in its scope and information.

SERVICES: REFERENCE

As was stated elsewhere in this report the reference collection is of vital importance to the quality and scope of services the library can render in this area. While the collection is fairly adequate we must continue to add to it, at a steady rate, to keep it up-to-date and to fill in the gaps where these exist and occur. We need to broaden our holdings in annuals, handbooks, directories, maps (political economic, literary, historical etc., etc),

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bibliographies, indexes, authorologies, subjectmatter sets and in many other areas. Holdings here, plus serials, are the media for investigation and research. It is with these resources that we can truly exercise our professional talents, skills and knowledge to encourage and foster scholarship.

The reference collection proper now consists of 9,798 individual items. These are located in the Reference Room, the Teachers' Reserves Room, the Current Periodicals Room, the Bibliography Room, the Graduate Study Room, the Stack Room and the Special Collection Room.

The department handled 10,393 individual reference problems during 1958/59. Of these 7,475 were information questions, 2,549 were fact questions, and 369 were research questions.

Interlibrary loans negotiated during the period involved consisted of 92 loans to The W. R. Banks Library from other colleges, universities and agencies; and, of 17 loans made by our library to other institutions and persons. Loans coming to us included 22 theses, 46 journals, 14 books, 5 bulletins, 4 films, and 1 monograph. Loans made by us consisted of 10 books, 6 theses, and 1 bulletin.

SERIALS UNIT

This unit is responsible for the receiving, indexing, placing and distribution of all serials arriving in the library through purchase, gift or exchange. This year it received, indexed and placed 1687 documents and 8549 magazines and newspapers. In addition it circulated 14,904 magazines and 1886 newspapers and prepared 374 volumes of magazines for bindery.

ACQUISITIONS

Books added to the library during the period covered by this report amount to 2,842 items in purchases and gifts.

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The gifts number 100. Of the total number added 2,189 were new titles and 653 were duplicates. Many books for which orders were placed are still undelivered.

Funds Encumbered:--At this writing and according to our records the sum of \$41,338.17 has been encumbered as outlined below. The sum of \$47,000.00 was made available to the library for books, binding, periodicals, other material resources, equipment, and for maintenance and operations. This was quite a respectable allotment and was deeply appreciated by the library staff, the faculty and student body. If we are going to be able to meet the library demands growing out of our total college program, however, we should not only keep library expenditures in these areas at this level, but we should even increase them, thus enabling us to build up our collection in its weak areas and to keep pace with competing institutions.

Funds Encumbered from 840 and 842 Accounts, 1958/59

Binding	\$ 2,418.66
Books	10,637.18
Curriculum Guides	1,175.13
Equipment	5,201.81
Films and Filmstrips	1,431.50
General Expense	1,400.08
Microcards	45.10
Old Magazines	3,000.50
Slides	45.93
Student Wages	9,591.12
Subscriptions	4,604.99
Supplies	1,692.17
Postage	94.00
Total	\$41,338.17

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FRIENDS OF THE LIBRARY

We were fortunate to have our friends continue their interest in the growth and development of our library this year. Gifts presented took the form of books, subscriptions, old magazines, bulletins and materials for free distribution. Those donors who deserve special mention are: President E. B. Evans, Prairie View, Texas; Dr. G. R. Woolfolk, Prairie View, Texas; Dr. and Mrs. J. M. Coruthers, Prairie View, Texas; The Honorable Clark W. Thompson, Washington, D.C.; Dr. J. L. Brown, Prairie View, Texas; Mr. Jack T. Morrow, Houston, Texas; Mrs. M. S. Brannon, Prairie View, Texas; Mr. Sydney W. Spalding, Prairie View, Texas; Texas College of Arts and Industries Library, Kingsville, Texas; Humble Oil and Refining Company, Baytown, Texas; Miss M. Moss Richardson, Canyon, Texas; Reverend I. B. Kemp, Columbus, Texas; Mrs. R. H. Goodrich, Hempstead, Texas; Dr. Mary L. Cowles, Madison, Wisconsin.

A complete list of donors is included in the appendixes.

LIBRARY INSTRUCTION

At the end of 1957/58 Mr. Charles D. Churchwell, Instructor in Library Service-Education, went on leave to do advanced work at the University of Illinois. After remaining there one semester he found it to his best economic interest to withdraw and go back to work. Mrs. Yvonne R. Churchwell, his wife, was filling his position here at the college--with splendid success. Mr. Churchwell, therefore, sought and secured work in the New York City Public Library System. In June of this year Mrs. Churchwell joined him there and she is also employed in the same system. We regret to lose both of these young people, for they are an asset to any college community. We wish them well.

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The department made four courses available to students interested in library science during 1958/59--as majors and as minors.* Enrollments by courses and semesters as they occurred through the regular session are indicated below:

First Semester

Courses Offered	Enrollments
Library Service-Education 213	7
Library Service-Education 313	7
Library Service-Education 333	9
Library Service-Education 343	7
Total	30

Second Semester

Courses Offered	Enrollment
Library Service-Education 223	5
Library Service-Education 323	5
Library Service-Education 333	0
Library Service-Education 343	0

Two of the courses during the second semester had to be dropped for lack of students.

There were 30 majors enrolled during the year as indicated below--by class levels.

Majors by Classification

Freshmen	14
Sophomores	4
Juniors	3
Seniors	9
Total	30

The freshmen merely declared their interest as majors since they are not permitted to take library courses until their sophomore year.

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Seven of the seniors completed their college requirements, successfully, and graduated on May 24, 1959.

Thirty-one students have been involved in the program this summer (1959). Their distribution by ~~terms~~ ~~levels~~ is indicated below:

First Term	
Courses Offered	Enrollment
Library Service-Education 213	6
Library Service-Education 313	9
Second Term	
Library Service-Education 333	9
Library Service-Education 343	7
Total	<hr/> 31

Twenty of these 31 students are majors and eleven are minors. There are no candidates for graduation this summer.

In addition to the teaching duties of the instructor he or she supervises the Children's Library Service Room. This unit serves the children of the campus and community and is a laboratory for the students in library service-education, the elementary and high schools of our town, and for the children who accompany their parents to school each summer. Moreover, it supplies such materials for those registered in courses in education and music, and serves as the center for the summer school reading program for children and young people.

Departmental Expenditures

The sum of \$2,000.00 was allotted to the department for the support of its work. This money has been encumbered this year (at this writing) as outlined below:

Books, Periodicals and Films \$1,112.63

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General Expense	150.87
Old Magazines	50.00
Student Wages ⁴	400.56
Subscriptions	4.50
Travel	225.00
	<hr/>
	\$1,943.56

New Requirements

New proposals⁵ have been made recently for library science programs similar to ours. Those which should receive our consideration now relate to personnel and administration. They are noted below:

1. This program shall be the major responsibility of the person in charge of it.
2. The program shall not be regarded as an adjunct of the library's administration.

We should give serious consideration to these requirements so as to be ready to meet them when they go into effect.

If a nation expects to be ignorant and free, it expects what never was and never will be.

Thomas Jefferson, Writings. Vol. xiv, p. 382

⁴ Paid to part-time student who served as clerical assistant to instructor.

⁵ "Standards and Guide for Undergraduate Library Science Programs." ALA Bulletin, 52:695-700 (October 1958)

APPENDICES

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Appendix A

LIBRARY HOLDINGS

Volumes in library September, 1958	57,690
Additions during 1958/59	2,842
Withdrawals during 1958/59	143
Volumes now in library	60,389
Magazines (bound)	8,594
Newspapers (bound)	434
Films	332
Maps	448
Microcards	175
Microfilms	240
Pamphlets (uncataloged)	50,518
Pictures	1,808
Records (speech)	56
Slides	297
Subscriptions	688
Magazines	659
Paid	531
Gift	128
Newspapers	29
Paid	19
Gift	10
Theses (Master's)	659
Filmstrips	756

*
September 1, 1958 - July 31, 1959

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Appendix B

LIST OF DONORS

Books

Dr. E. B. Evans, Prairie View, Texas
The Honorable Clark W. Thompson, Washington, D. C.
Dr. J. M. Drew, Prairie View, Texas
Dr. G. R. Woolfolk, Prairie View, Texas
Dr. Mary L. Cowles, Madison, Wisconsin
Miss M. Moss Richardson, Canyon, Texas
American Medical Association, Chicago, Illinois
Mr. J. R. Johnstone, New York, New York
The Johns Hopkins Press, Baltimore, Maryland
Mr. Godfrey M. Lebar, New York, New York
Colonel C. W. Harrison, Washington, D. C.
Mr. Robert H. Shields, Washington, D. C.
Mrs. Llewellyn M. Edwards, Glen Echo, Maryland
Mr. Jack T. Morrow, Houston, Texas
Mr. G. A. Mabry, Houston, Texas
The American Physiological Society, Washington, D. C.
Mr. John R. Stockton, Austin, Texas
The Sperry and Hutchinson Company, New York, New York
Mrs. Gazella W. Boothe, Prairie View, Texas
The Housing Authority of the City of Dallas, Dallas, Texas
Mr. Henry R. Marsh, Houston, Texas
The Ford Foundation, New York, New York
Mr. William F. Schmitzler, Washington, D. C.
The Foundation for Foreign Affairs, Chicago, Illinois
Biographical Arts, Inc., Herford, Texas
The Robert Watchorn Charities, LTD, Oklahoma City, Oklahoma
Dr. W. L. Cash, Prairie View, Texas
Mr. Willis A. Boughton, Fort Lauderdale, Florida
Mrs. Albert D. Lasker, New York, New York
Mr. Bill Treadwell, New York, New York
Culmborg Publishers, Cape Town, South Africa
Belgian Government Information Center, New York, New York
Miss Frances Valigura, Angleton, Texas
Miss Adelaide Wilcox, Independence, Missouri
Dr. Albert M. Steward, Corvallis, Oregon
Mr. V. J. McCoy, Houston, Texas
Mr. Harry M. Gehman, Buffalo, New York
Harry H. Abrams, Inc., New York, New York
Heritage Foundation, Inc., Chicago, Illinois

Magazines, Newspapers, Bulletins

Dr. E. B. Evans, Prairie View, Texas
The New York Life Insurance Co., Murray Hill, New Jersey

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Appendix B (cont'd)

Mr. Thomas R. Clarskadon, New York, New York
Mr. L. C. Phillip, Prairie View, Texas
Mr. F. P. Tucker, New York, New York
Mrs. Mollie Huston Lee, Raleigh, North Carolina
Mr. Sherman Briscoe, Washington, D. C.
Mr. C. H. Nicholas, Prairie View, Texas
Reverend I. B. Kemp, Columbus, Texas
Dr. W. L. Cash, Prairie View, Texas
Mr. Sydney W. Spalding, Prairie View, Texas
Dr. and Mrs. J. M. Coruthers, Prairie View, Texas
Mrs. R. H. Goodrich, Hempstead, Texas
Dr. W. B. McDaniel, Abilene, Texas
New Hampshire State Library, Concord, New Hampshire
Board of Control for Southern Regional Education, Atlanta, Georgia
Mr. Jack T. Morrow, Houston, Texas
Miss Mabel L. Hood, Washington, D. C.
Texas A. and I. College, Kingsville, Texas
Mr. Casper Lefty Jordan, Wilberforce, Ohio
Mr. George E. Kelly, Jr., Prairie View, Texas
Humble Oil and Refining Co., Baytown, Texas
F. W. Faxon and Company, Boston, Massachusetts
Metropolitan Life Insurance Company, New York, New York
Mrs. M. S. Brannon, Prairie View, Texas
Dr. Willard Wilson, Honolulu, Hawaii

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APPENDIX C

Monthly Circulation by Categories

	Total Circulation	Books	Inside Library	Non Reserves Inside	Reserves	Special Collection	Outside Library
1958 - 59							
September	5446	3831	2280	487	1780	13	1551
October	12063	8612	4917	1192	3669	56	3695
November	8061	6689	3431	797	2578	56	3258
December	8226	6943	3988	974	2681	333	2955
January	7546	5979	2694	982	1645	67	3285
February	8811	7691	4101	1117	2804	180	3590
March	8375	6989	3456	1074	2057	325	3533
April	11075	9107	4037	1375	2190	472	5070
May	6418	5149	2490	1013	1219	258	2659
June	12234	10092	5756	999	3900	857	4336
July	7085	5738	3407	546	2279	582	2331
Total	95340	76820	40557	10556	26802	3199	36263

MATERIALS CIRCULATED MONTHLY BY CATEGORIES