

Taking the library to the reader is justified by increased service

This is shown by the fact that a recent suspension of the Works library weekly bulletin service for two weeks resulted in the dropping of the average daily output from 10.5 to 7.16.

What benefits the worker in the way of
better technique
wider outlook
more accurate information

benefits the city in the way of
more service
better service
for the same or less expenditure

If this works in one department, why not in all, either as an independent departmental library or in co-operation with the Municipal Reference Library?

EFFECTIVE CITIZEN CO-OPERATION

**WHAT IS EVERYBODY'S BUSINESS SHOULD
BE EACH BODY'S BUSINESS**

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Making one hundred cents do a dollar's worth of work

Story Number Three

**Not the size of a library
but
the amount and character of its
use determines its real value**

Pages 2, 3 and 4 described how the small departmental library of the Works Department approaches 100% efficiency in securing full returns for the city's investment.

Small in Size

Technical books	- - - -	402
Pamphlets	- - - -	233
Bound Magazine Volumes	-	<u>265</u>
Total	- - -	900
Magazines taken	- - - -	22

Large in Use

	First 5 Months of 1913	First 5 Months of 1914
Total number of magazines borrowed	- 88	1324
Daily average of number borrowed	- 0.698	10.50
Average number borrowed per employee	0.29	4.1
Total number of books borrowed	- - - 80	400
Daily average number borrowed	- - - 0.645	3.17
Average number borrowed per employee	0.27	1.23

These are all technical books and magazines

Some of the Methods used to secure the increase noted on page 2.

1. Magazines are carefully reviewed by Librarian, articles of interest marked, and classified list of articles forwarded to all members of the permanent force (325 men) once each week.
2. These articles are indexed according to subject, department and location, for ready reference. Books are also carefully crossed indexed.
3. A service record for each magazine (and book) is kept indicating exactly the use made of it by the force. The efficiency of each publication is thus recorded and when one falls to a certain level it is "canned."
4. A special weekly delivery service by auto takes books and magazines to the residences of employees who are infrequently at city hall, and collects material left the previous week. Stout manilla containers are used.
5. Books are purchased on the recommendation of division heads with the approval of the head office.