

APPENDIX.

BALANCE-SHEET FOR THE YEAR ENDING 31ST MARCH, 1913.

[illegible]

Copy of Auditor's Certificate.

Account to the 31st March, 1913, has been examined and found correct, and the balance as shown, plus outstanding cheque, is found to coincide with the bank pass-book.

R. J. COLLINS,
Controller and Auditor-General.

NOTE.—The balance shown at end of financial year (£521 11s. 6d.) will be exhausted (in meeting current accounts and commitments) before the receipt of this year's grant.

CHARLES WILSON,
Chief Librarian.

SUPPLEMENTARY REPORT ON STOCK-TAKING, 1913.

To the Chairman of the Joint Library Committee.

SIR,—

I have the honour to report as follows upon the stock-taking of the Library carried out in accordance with the resolution passed last session by the Joint Library Committee.

THE METHOD ADOPTED.

The work was mainly carried out, under my general supervision, by Messrs. A. B. Thomson and P. McColl; the Assistant Librarian, Mr. H. L. James, having charge of the New Zealand and American sections. The system followed was—first, to take down the accession or circulation number of every book in the shelves or in the cases; second, to arrange these numbers in ten-thousands; third, to tick off in the Accession Ledgers, each of which contains 10,000 entries, the books the numbers of which were recorded on the stock-sheets. All books not so ticked off were then searched for, all those not accounted for being entered on the final sheets, which are a record of the volumes missing on the 28th May, 1913. By this means the possibility of books being overlooked was obviated.

That the work upon which Messrs. Thomson and McColl were almost wholly occupied for the greater part of the recess was done most thoroughly may be seen by the stock-sheets, in their various stages, which have been preserved and may be examined by the Committee. At the