The book committee has visited city libraries in Charleston, Terre Haute, and Danville, and the library at Crestwood School. After discussion of the various procedures and facilities which we observed in the libraries visited, we hereby submit the following recommendations for the consideration of the members of the board of Trustees:

1. Covers: Plastic covers should be placed on all books received with dust jackets
2. Editions: All books up through and including books listed as being appropriate for third grade and under, and eight years and under, shall be prebound. All others should be trade editions, except in case of unusual circumstances. Above that we would recommend trade editions as a general rule.
3. Weeding: all publications of the daily Beacon News between the years of 1861-1884 shall be given to the Paris beacon publishing company; all other publications shall be weeded from the shelves subject to the knowledge of the committee that publications dating back to the 1950’s are available at both the Danville Public library and the Terre Haute Public Library; and inasmuch as the demand is negligible for such periodicals in Paris, we as a committee recommend that no current publications be retained longer than three Years.
4. Weeding Procedures: All weeding shall be done subject to the concurrence of the librarian, the book committee, and the full library board. Such weeding as shall be done shall be in accordance with the catalogues recommended, such as the A.L.A., and standard catalogues for public libraries, plus judgment and a check with the state library.
5. Paper backs: the book committee does not recommend paper backs
6. School Shelves: A shelf for each teacher requesting it shall be marked A-1, A-2, or some other coded designation, and segregated so that a student can go to the shelf, but there should be nothing in the way of designation of that shelf which shall deter any other patron of the library from using that shelf.
7. Renewals: there should be no privileged person. All persons must return books on time or pay a fine. The maximum length of time allowed shall be one month, or one renewal of two weeks. This may be made by telephone. There shall be no limit on the books checked out. We feel that the matter of checking out large numbers of books to schools for classrooms use in the schools needs further consideration and discussion by the entire library board.
8. Treasurer: we recommend on the basis of what we have learned that we have a treasurer. All moneys shall be deposited to the city account. We should maintain two bank accounts, on of tax money, fine money, rental money, other sources; as opposed to bequests and gifts of money to the library of doners. We suggest that there should be kept a daily journal of petty cash debits and credits, and the elimination of a petty cash bank account. A petty cash box should be kept at the desk during the hours which the library is in operation, with $25. In petty cash, maintained at the first of each month.
9. Hours: we recommended that the hours be 10 A.M to 9 P.M on Monday, Tuesday, Wednesday, Thursday, and Friday nights; and 10 P.M to 5 P.M on Saturday nights.
10. Rest Rooms: we recommend that the rest rooms be kept open to the public, with one rest room facility in the ladies’ room segregated for the staff.