THE AMERICAN LIBRARY IN PARIS

ANNUAL REPORT - 1986

10, rue du Général Camou
75007 Paris, France
Tel. 45.51.46.82
THE AMERICAN LIBRARY IN PARIS

The American Library in Paris is one of the oldest private American cultural institutions in Paris and the largest English-language library in continental Europe with nearly 90,000 volumes and 350 periodicals subscriptions. Founded in 1920, the Library is an endowed membership institution operated on a non-profit basis.

GOALS

To establish and maintain in Paris and elsewhere a library or libraries of books, periodicals and newspapers in English.

To carry on in connection with said library or libraries such other activities as may now or hereafter be deemed proper.

To aid in the international exchange of information about books, libraries and library methods.

To promote cordial relations between France and the United States through mutual association in library service.

To provide for the English-speaking community of Paris the essential services of an American Library: Circulation, photocopying, microforms and the Reading Room are available to members. These services, except for the withdrawing of materials for home use, are available to non-members for a daily or six-month user's fee.

* * * * *


HOURS: Tuesday, Thursday and Friday 14:00 - 19:00
       Wednesday and Saturday 10:00 - 19:00
       Closed Sunday, Monday and legal holidays

Board Meetings 4 times yearly - early closing 18:00

BRANCHES: Grenoble, Montpellier, Nancy, Nantes, Toulouse

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REPORT OF THE CHAIRMAN

Every year for the past five years, I have been able to report considerable progress in various areas of the Library, and 1986 is no exception. We have a new Librarian, Robert Grattan, who is doing a superb job; we have received the IBM-AT so generously donated by IBM which was announced last year, and we have done very well with fund raising for specific projects. Most important of all, we have a number of very important projects which we are developing:

(1) The periodicals collection, which is our pride as it is the most important collection of its kind in Europe, is going to be modernized. Microfilm and microfiche are the answer to aging paper and use. We are converting our collections of back issues to microfilm, and filling in the gaps. Last year we received a grant of $50,000 from the Florence Gould Foundation to assist in this project, and we are continuing our efforts as we would like to complete this project by mid-1988.

(2) Computerization of the Library is well underway as we have been able to revamp the way our office is run thanks to IBM's generosity. Our office work is almost entirely computerized: membership records, bookkeeping, personnel and word processing are all hanging on their way into the 21st century. We now need to make the big leap with computerization of the Card Catalogue to facilitate user access. The Board is committed to this move and we should be making important changes in 1987. Already the Cataloguing Department is using a laser disk version of Books in Print which makes the job much faster and easier.

People are the most important component of any organisation. I would like particularly to thank the Staff for all their cooperation in the past. I also want to add a special note of thanks to our wonderful volunteers without whom the Library could not operate.

On a more personal note, I have decided to resign as Chairman of the Board after some five years of service. The Library is important to me personally, and these years have been very rewarding, but it is time for new blood. I hope to continue to serve as a Board Member, and will always be available to help the Library in any way that I can.

Respectfully submitted,

Stephen B. Fierce
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THE BRANCHES

Nineteen eighty-six marked the 35th year of the American Library's branch operation and the 20th year of the cooperative arrangement with the French universities. These branches are the Bibliothèques Américaines de Grenoble, Montpellier, Nancy, Nantes and Toulouse.

Membership is composed of students in the large majority, but there is also a good representation of non-student members in every branch. In addition, these provincial American libraries serve as a "home away from home" for the Americans living in the cities where they are located.

The American Library in Paris fulfills its obligation to enrich the branch collections through the cataloging of duplicate books received as gifts, and through purchase with funds donated for that purpose. During the past four years the Library has been able to meet all of its obligations to the branches on a budget of $3,000 a year which is provided through private gifts. (No funds are allocated by The American Library in Paris for branch support.)

The branches are located in ample, attractive quarters conveniently located for the majority of users. They continue to play a role in their communities that goes beyond that of simple lending libraries. Some constitute embryonic cultural centers, with exhibits, classes in conversational English, poetry reading, and other activities.

In every case, the branches are well integrated into their communities and serve as models of American culture for a highly receptive constituency.

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COLLECTION AND MEMBERSHIP

MATERIALS INVENTORY:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult books</td>
<td>80,000</td>
</tr>
<tr>
<td>Juvenile books</td>
<td>6,000</td>
</tr>
<tr>
<td>Periodicals (subscriptions)</td>
<td>350</td>
</tr>
<tr>
<td>Microforms</td>
<td>992</td>
</tr>
<tr>
<td>Recordings</td>
<td>1,000</td>
</tr>
</tbody>
</table>

MATERIALS PURCHASED:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult books</td>
<td>1,800</td>
</tr>
<tr>
<td>Periodicals</td>
<td>350</td>
</tr>
<tr>
<td>Microfilms</td>
<td>320</td>
</tr>
</tbody>
</table>

BOOKS ADDED TO THE COLLECTION............3,218

BOOKS SENT TO THE BRANCHES..............2,775

CIRCULATION OF LIBRARY MATERIALS FOR HOME USE:

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction</td>
<td>26,350</td>
</tr>
<tr>
<td>Non-F</td>
<td>26,285</td>
</tr>
<tr>
<td>Juvenile</td>
<td>8,879</td>
</tr>
<tr>
<td>Magazines</td>
<td>6,135</td>
</tr>
<tr>
<td>Records</td>
<td>4,238</td>
</tr>
<tr>
<td>Paperbacks</td>
<td>8,079</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>79,977</th>
</tr>
</thead>
<tbody>
<tr>
<td>(33%)</td>
<td>(33%)</td>
</tr>
<tr>
<td>(11%)</td>
<td>(8%)</td>
</tr>
<tr>
<td>(5%)</td>
<td>(10%)</td>
</tr>
</tbody>
</table>

TELEPHONE SERVICE AT CIRCULATION DESK:....1,555 calls

BUILDING USE PATRONS (FEE 25 FF PER DAY).......1952

PERIODICAL DEPARTMENT STATISTICS:

| Photocopies made | 85,245 |
| Intra-library requests | 308 |
| Requests for periodicals | 23,997 |

MEMBERSHIP DATA:

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>318</td>
</tr>
<tr>
<td>Individual</td>
<td>795</td>
</tr>
<tr>
<td>Student</td>
<td>736</td>
</tr>
<tr>
<td>Juvenile</td>
<td>60</td>
</tr>
<tr>
<td>Reader</td>
<td>40</td>
</tr>
<tr>
<td>Special</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>American</th>
<th>French</th>
<th>British</th>
<th>Canadian</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>825</td>
<td>741</td>
<td>44</td>
<td>84</td>
<td>295</td>
</tr>
</tbody>
</table>

| (41%)    | (38%)  |
| (3%)     | (4%)   |
| (2%)     | (15%)  |

The American College in Paris group membership users include faculty and staff........618 students........700*

TOTAL MEMBERSHIP............2,689

* Estimated
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VOLUNTEER SERVICE BY DEPARTMENT OR PROJECT

<table>
<thead>
<tr>
<th>HEAD LIBRARIAN'S PROJECTS:</th>
<th>Number of hours</th>
<th>Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Work</td>
<td>400</td>
<td>3</td>
</tr>
<tr>
<td>Fund Raising</td>
<td>507</td>
<td>7</td>
</tr>
<tr>
<td>Book Sales</td>
<td>250</td>
<td>13</td>
</tr>
<tr>
<td>Book Lists</td>
<td>68</td>
<td>1</td>
</tr>
<tr>
<td>Publicity and Newsletter</td>
<td>121</td>
<td>4</td>
</tr>
<tr>
<td>CATALOGING AND PROCESSING:</td>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>PERIODICALS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing Periodical Catalog</td>
<td>116</td>
<td>1</td>
</tr>
<tr>
<td>CIRCULATION DESK:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception and Shelving</td>
<td>3,846</td>
<td>47</td>
</tr>
<tr>
<td>CHILDREN'S DEPARTMENT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>760</td>
<td>1</td>
</tr>
<tr>
<td>Children's Book Week Event</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Story Time (1 hour weekly)</td>
<td>48</td>
<td>10</td>
</tr>
<tr>
<td>BUSINESS OFFICE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookkeeping Assistance</td>
<td>760</td>
<td>5</td>
</tr>
<tr>
<td>Maintenance and Housekeeping</td>
<td>182</td>
<td>2</td>
</tr>
<tr>
<td>SECURITY DESK: (September-December)</td>
<td>363</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td>7,803</td>
<td></td>
</tr>
</tbody>
</table>

The average number of individuals serving as volunteers in 1986 was 32. At 39 hours per week and 46 working weeks per year, volunteers contributed time equal to 4 full-time, non-professional employees.

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SPECIAL EVENTS AND PROJECTS

SPECIAL EVENTS:
- Book Sale and Open House: November 27
- 2 Week-long Paperback Sales: May and October
- Gould Foundation Microfilm Donation: April 10
- Donation of IBM PC AT and Software: December 29
- Christmas Gala: December 6

"How to Use the Library" study sessions were organized for and attended by the Ecoles Actives Bilingues, American Women's Play Group, The International School of Paris, Schiller College and The American College in Paris. A special workshop on "Library Technology in the US" was given for Paris area librarians in cooperation with the Centre Pompidou and the British Council.

PROJECTS:
- Quarterly publication of ALP Newsletter
- Preparation of four in-house annotated book lists
- Fund Raising Campaign
- Conversion of membership data base into dBASE III
- Centralization of Loan Desk and Periodicals
- Establishment of August library hours (the first time in 17 years)

CHILDREN'S ROOM:
- Film Strip showings: 45
- Readings: 2
- Children’s Book Week visits: 12
  (average: 30 students and 2 teachers per visit)
INCOME AND EXPENDITURES

JANUARY 1 - DECEMBER 31, 1986

FRENCH FRANCS

OPERATING REVENUES. .................... 2,284,000
OPERATING EXPENSES. .................... 2,104,200

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NET OPERATING BALANCE* .......... 179,800

DONATIONS. ........................... 463,500.00
BOOK PURCHASES. ....................... 561,800.00

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NET UNEXPENDED BALANCE. .......... 81,500.00

* Applied to book purchases

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FUND RAISING

Received:  - in cash FF 134,367
          - in kind FF 141,000

           $ 50,110

Nineteen eighty-six has seen an extensive effort towards expanding our donor files: the equipment acquisitions program requires a substantial increase in our income. And, as is the case annually, those donors lost through attrition had to be replaced as well (over 15% disappear each year).

Different approaches were used, both in France and the U.S.A. The main targets on this side of the ocean were US companies in Paris, personal connections of our Board Members, and members of the ALP, for whom this initial financial contact can be a discovery leading to a greater participation, financial and other. In America, we have written mostly to Board connections and a few selected foundations.

The result of this work has been very promising: 42 new donors were found in 1986, bringing the total number of donations to 255. Of these, the largest gift came from the Florence Gould Foundation, in the form of a $ 25,000 check for the microfilm project.

This venture of raising $ 100,000 for the microfilming of the periodical collection was the theme of the previous two campaigns, and has obviously appealed to our donors. We hope for yet more help in that area, as well as the donation of reader-printers.

We have also kept in close contact with our friends of longer activities, who were sent in May a letter informing them of our new drive, before the yearly fund-raising in November. The response to this mailing was very favorable.

In addition, the Library has received donations in kind: IBM offered a PC-AT with software for a value of FF 133,000; Ashtor-Tate (La Commane Electronique) donated a dBASE III Plus software package; Newsweek gave its subscribers' list for a membership drive; and contacts for further corporate donations were made, with Ambassador Rodgers' assistance.

Nineteen eighty-seven should see the further development of Fund-Raising along these lines, with similarly productive results. Such diversity of approaches and year-round efforts will continue to be crucial for the Library to meet its ever-increasing financial needs.
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TRUSTEES AND OFFICERS 1986-1987

TRUSTEES:

The American Ambassador
Mr. Philip Auerbach
Mrs. Mary Beth Behrent
Mr. William Connolly
Mr. Simon J. Copans
Mme Jérôme de Courcel
Mr. Guy Dunham
Comtesse Alain d'Eudeville
Mrs. Edouard Emmet
Mme Ronald Frazer
Mme Philippe Giroux
Mme Yves Gompel
Mme Louis de Guiringaud
Mr. J. Wallace Hopkins

Mr. Joe M. Rodgers
Mme Berna Huebner
Mme Antoine de Laire
Mr. David McGovern
Mr. Stephen B. Pierce
Mr. John H. Riggs, Jr.
Mme Guy de Rohan-Chabot
Mlle Régine Thiriez
Mme Jacques Vettier
Miss Helen Walters
Mrs. Michael Webster
Mr. Robert Hedgeworth
Mr. Robert Whitcomb
Mrs. Robert W. Williams, Jr.

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1st Vice Chairman:
Mme Yves Gompel
2nd Vice Chairman:
Mr. J. Wallace Hopkins
Secretary:
Mrs. Michael Webster
Assistant Secretary:
Mme Jérôme de Courcel
Treasurer:
Mr. William Connolly
Assistant Treasurer:
Mr. Philip Auerbach

EX-OFFICIO MEMBER:

Head Librarian:
Mr. Robert Grattan, III

The American Library is supported largely by donations. Gifts in French France made payable to the "Fondation de France - Compte No. 060452" are tax-deductible in France for up to 5% of taxable income. Donations in dollars may be made payable to The American Library in Paris, Inc. and are deductible for U.S. income tax purposes.