ANNUAL REPORT

1988

10, rue du Général Camou,
75007 PARIS
Tél. : (1) 45.51.46.82
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 380 periodicals. Founded in 1920, the Library is a membership institution operated on a non-profit basis.

GOALS

TO establish and maintain in Paris and elsewhere a library of books, periodicals and newspapers in English.

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 reading room are available to members. These services, except circulation for home use, are available to non-members for a daily or six-month user's fee.

* * * * *

COLLECTIONS:

**Book Materials**: Reference, general fiction and non-fiction, children's books.

**Periodicals**.

**Other materials**: LP records, cassettes, microforms (including the International Herald Tribune collection from 1887).

HOURS:

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

BRANCHES:

Grenoble, Montpellier, Nancy, Nantes, Toulouse
AMERICAN LIBRARY IN PARIS

BOARD OF TRUSTEES 1988-1989

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Mme Roger Coste
Mme Jerome de Courcel
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Comtesse Alain d'Eudefville
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Chairman:
Mr. J. Wallace Hopkins
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Mrs. Michael Webster
Treasurer:
Mr. Thomas Rose
Assistant Treasurer:
Miss Brenda Harper

EX-OFFICIO

Head Librarian:
Mr. Robert Grattan, III

ANNUAL REPORT - 1988

REPORT OF THE CHAIRMAN

The Library moved in 1988 into a computer-based "state of the art" catalogue, to be followed soon by high-speed computerized circulation (check-in, check-out) services. New bestsellers now arrive by air within a week or two of publication, thanks to Continental Airlines. Our collection of periodicals on microfilm is expanding, with the help of the Readers' Digest.

Our new computer also serves as the basis for a new and stronger cooperation with the library of the American University of Paris. We have just begun cooperative arrangements with the Ecole Active Bilingue, J.M., which we hope will point the way to making our services more widely accessible to those who need them, and gain us new members at the same time.

Our branches are strong and growing, and we are planning soon to network them into our computer catalogue system. The coming year should also see improvements in the Children's Room and its collections and in access to our invaluable periodicals collection.

As in past years, we are grateful to all those who have contributed financial and other support in 1988. Our individual and corporate donors have been more generous than ever before, including The International Herald Tribune, J. P. Morgan, Louis Vuitton, Moet-Hennessy, Coca Cola France, Hewlett Packard, American Express Bank France, NCR France, and Bore-Manou, all of which helped sponsor our 1988 Gala Dinner. All this gives us a strong base from which to seize future opportunities. They are many and costly, but we will be pursuing them with vigor!

Respectfully submitted,

J. Wallace Hopkins
Chairman
## American Library in Paris

### Collection and Memberships

<table>
<thead>
<tr>
<th>Materials Inventory</th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult books</td>
<td>72,300</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
<td>4.2%</td>
</tr>
<tr>
<td>Children's books</td>
<td>6,000</td>
<td>0.3%</td>
<td>0.3%</td>
<td>0.3%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Periodicals (subscription)</td>
<td>474</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Microforms</td>
<td>1,074</td>
<td>0.6%</td>
<td>0.6%</td>
<td>0.6%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Records and cassettes</td>
<td>1,139</td>
<td>0.7%</td>
<td>0.7%</td>
<td>0.7%</td>
<td>0.7%</td>
</tr>
</tbody>
</table>

### Materials Cataloged in 1988

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult books</td>
<td>4,123</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Children's books</td>
<td>275</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Periodicals</td>
<td>474</td>
<td>0.3%</td>
<td>0.3%</td>
<td>0.3%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Microfilms</td>
<td>82</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Books Sent to the Branches

- 2,097

### Circulation of Library Materials for Home Use

<table>
<thead>
<tr>
<th>Fiction</th>
<th>Non-Fiction</th>
<th>Children's Books</th>
<th>Magazines</th>
<th>Records</th>
<th>Paperbacks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,128</td>
<td>24,906</td>
<td>8975</td>
<td>5936</td>
<td>2311</td>
<td>5791</td>
<td>68,849</td>
</tr>
</tbody>
</table>

(32.13%) (35.8%) (11.8%) (8.7%) (3.4%) (8.4%)

### Building Use by Non-Members

- 2,399

### Periodical Activities

- 102,877 Photocopies made
- 35,613 Requests for periodicals
- 422 Inter-library requests

### Membership

<table>
<thead>
<tr>
<th>Family</th>
<th>Individual</th>
<th>Student*</th>
<th>Juvenile</th>
<th>Reader</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>305</td>
<td>724</td>
<td>943</td>
<td>57</td>
<td>57</td>
<td>19</td>
</tr>
</tbody>
</table>

(16%) (38%) (39%) (3%) (3%) (1%)

<table>
<thead>
<tr>
<th>American</th>
<th>French</th>
<th>British</th>
<th>Canadian</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>724</td>
<td>800</td>
<td>95</td>
<td>38</td>
<td>248</td>
</tr>
</tbody>
</table>

(38%) (42%) (5%) (2%) (13%)

*plus about 750 students, faculty and staff of the American University of Paris.

## Annual Report - 1988

### Volunteer Services

<table>
<thead>
<tr>
<th>HOURS</th>
<th>NUMBER OF VOLUNTEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>AID FOR THE HEAD LIBRARIAN'S PROJECTS</td>
<td>58</td>
</tr>
<tr>
<td>Book Lists</td>
<td>235</td>
</tr>
<tr>
<td>Book Sales</td>
<td>13</td>
</tr>
<tr>
<td>Book Selection...Popular Fiction</td>
<td>145</td>
</tr>
<tr>
<td>Fund Raising, Publicity &amp; Membership</td>
<td>932</td>
</tr>
<tr>
<td>Inventory and Reconversion</td>
<td>145</td>
</tr>
<tr>
<td>Volunteer Coordination</td>
<td>57</td>
</tr>
<tr>
<td>including training</td>
<td></td>
</tr>
<tr>
<td>ASSISTANCE TO THE CATALOGING DEPARTMENT</td>
<td>120</td>
</tr>
<tr>
<td>ASSISTANCE TO THE PERIODICAL DEPARTMENT</td>
<td>213</td>
</tr>
<tr>
<td>ASSISTANCE TO THE CIRCULATION DESK</td>
<td>1529</td>
</tr>
<tr>
<td>SHELF READING</td>
<td>82</td>
</tr>
<tr>
<td>CHILDREN'S DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Story time</td>
<td>45</td>
</tr>
<tr>
<td>Children's Book Week (11 classes)</td>
<td>22</td>
</tr>
<tr>
<td>General</td>
<td>213</td>
</tr>
<tr>
<td>ASSISTANCE TO OFFICE &amp; MAINTENANCE</td>
<td>206</td>
</tr>
<tr>
<td>INFORMATION/HOSPITALITY DESK</td>
<td>1539</td>
</tr>
</tbody>
</table>

**TOTAL:** 5554

A total of 51 members volunteered for services to the library during 1988, an active roster of 30 volunteers monthly.
SPECIAL EVENTS AND PROJECTS

SPECIAL EVENTS:

- Book Sale and Open House: January, 1988
- Gala Dinner: May, 1988
- Christmas Gala: December, 1988

"How to Use the Library" study session was held for several classes of the Ecole Active Bilingue, J.M.
August opening hours were extended beyond those of 1987.
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.

CHILDREN'S DEPARTMENT:

- Story Hours with Film Strips: 45
- Children's Book Week visits: 11
(Average: 25 students and 2 teachers per visit)

PROJECTS FOR 1989:

- Automated circulation system.
- Improvement of Children's Room collection and facilities.
- Expansion of Periodicals/microform collection.
- Extension of opening hours and days.
- Reference-only access to materials in the AUP.

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THE BRANCHES

In 1988 the American Library marked the 37th year of its branch operations and the 22nd year of its cooperative arrangements with the French universities in the cities where the branches are located: Grenoble, Montpellier, Nancy, Nantes and Toulouse.

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

The American Library in Paris enriches the branch collections through the cataloging of duplicate books received as gifts, and through purchase with funds donated for that purpose. The new computer system will permit these services to be performed more quickly and more effectively.

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 act as 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.
AMERICAN LIBRARY IN PARIS

EXPENDITURES AND RECEIPTS (UNAUDITED)
JANUARY 1 - DECEMBER 31, 1988

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>OPERATING EXPENSES</td>
<td>2,163,000</td>
<td>2,735,000</td>
<td></td>
</tr>
<tr>
<td>BOOK PURCHASES</td>
<td>350,000</td>
<td>336,000</td>
<td></td>
</tr>
<tr>
<td>CAPITAL EXPENDITURES</td>
<td>230,000</td>
<td>997,000</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>2,743,000</td>
<td>4,068,000</td>
<td></td>
</tr>
</tbody>
</table>

RECEIPTS

| OPERATING REVENUES  | 1,685,000 | 1,827,000 |
| DONATIONS DURING 1987 | 518,000   | 525,000   |
| PREVIOUS DONATIONS AND | 540,000   | 1,716,000 |
| ACCUMULATED SURPLUS  |           |          |
| TOTAL RECEIPTS      | 2,743,000 | 4,068,000 |

The American Library is supported largely by donations which are deductible under United States tax law, and under French tax law when made by check payable to "La Fondation de France - Compte No. 050452."