

STATE LIBRARY—*Annapolis.*

(All Terms Expire 1920.)

Postoffice.

*Name.*

State Librarian:

Miss Nettie V. Mace.....Annapolis

Custodian of Works of Reference:

Mrs. Alice Tate Williams.....Annapolis

Indexer and Cataloguer:

Edward G. Kenly.....Annapolis

The State Librarian is appointed by the Governor, with the consent of the Senate, to hold office during the term of the Governor (Constitution, Art. 7, Sec. 3); the Custodian of Works of Reference is appointed by the Governor, with the consent of the Senate, for a term of two years (Ch. 50, 1906); the Indexer and Cataloguer is appointed by the Governor, with the consent of the Library Committee, for a term of two years (Ch. 271, 1900).

The duties of the State Librarian are prescribed by law, also the law regulates the manner in which the volumes in the State Library shall be kept and accounted for by the Librarian.

The Librarian is required to have counted all volumes received in the Library including the Maryland Session Laws, the House and Senate Journals, the Documents, the Maryland Reports, and all volumes named in various legislative bills, etc., giving a certified account of the number received to the State Comptroller before payment is made for the same to the State Printer.

The Session Laws, etc., named above are distributed by the Librarian every two years (Section 7, Article 55). The Maryland Reports in accordance with Article 55, Public General Laws, 1912.

The Librarian is required to make payment to the Comptroller each year for money received from the sale of the Session Laws to persons desiring them not named on the list for distribution, these Laws are the only volumes sold in the State Library.

Contracts for binding the Laws, House and Senate Journals, Documents, Bills and Magazines are awarded by the Librarian, also for re-binding books in the Library.

Specifications for the legislative supplies, etc., for the General Assembly, the Court of Appeals, the Executive Department and the State Library, must be made by the Librarian, these are submitted to the bidders, for which the Board of Public Works advertises and awards the contract.

The said supplies when purchased are received in the State Library by the Librarian, who distributes them to the assigned offices as required, having to O. K. all bills and send to the Comptroller for the receipt of all stationery, etc., renewing supplies when necessary according to the contract made by the Board of Public Works.

The Librarian makes monthly reports to the Comptroller of all expenses incurred in the running of the State Library under the head of contingent expenses, for which the State makes an appropriation known as the State Library Contingent Fund.

All letters received from publishers are referred to the Library Committee, when volumes are desired the Librarian is authorized by the Committee to order books to be sent to the State Library with the bill for the same, which, when O. K'd., the Library Committee pays from a contingent fund set apart for that purpose.

All requests made for volumes in the State Library by the public are submitted to the Library Committee, as said Committee designates the distribution beyond the lists named, and when authorized, the Librarian forwards the desired volumes as directed.

Inquiries regarding the distribution of the Maryland Session Laws, Reports, Codes and special volumes purchased by the State, should be addressed to the State Librarian.