

ments of the city, sub-departments, municipal officers not embraced in a department and special commissions or boards, from time to time, upon the requisition of the heads of said departments, sub-departments, municipal officers and commissions or boards, the stationery and printed matter which may be necessary for the use of said departments, sub-departments, municipal officers not embraced in a department and special commissions or boards and to keep an accurate account of all supplies which may be furnished; and he shall annually report to the City Council of Baltimore the quantity of stationery and printed matter which he shall have furnished to the respective departments, sub-departments, municipal officers and commissions or boards during the preceding fiscal year and the expense of the same.*

As to powers of Mayor and City Council of Baltimore in relation to contracts for stationery prior to Act 1906, ch. 111, *see* Baltimore v. Weatherby, 52 Md. 442, and cases cited under sections 14 and 15 of the Charter.

1898, ch. 123.

198. The City Librarian is hereby authorized and directed to appoint two assistants, to be known as First Assistant Librarian and Second Assistant Librarian, who shall perform such duties as the Librarian shall from time to time prescribe and direct, and for whose acts the Librarian shall be held responsible. The First Assistant shall give such bond as provided by ordinance and approved by the Mayor. In the event of the necessary absence of the Librarian, from sickness or other cause, the First Assistant, with the approbation of the Mayor, shall have full power and authority to perform all the duties of the Librarian. The salary of the First Assistant Librarian shall be eleven hundred dollars per annum, payable monthly, and the salary of the Second Assistant shall be nine hundred and sixty dollars per annum, payable monthly.

1898, ch. 123.

199. There shall be opened, under the direction of the City Librarian, a set of books in which shall be entered all requisitions made upon the City Librarian from the different departments, sub-departments, municipal officers and commissions or boards of the Mayor and City Council of Baltimore, from time to time, and each department, sub-department, municipal officer and commission or board shall be charged with all books, stationery and printed matter it may receive from said Librarian; there shall be kept a record of all bids received for books, stationery and printed matter and of the acceptance or rejection thereof. The City Librarian shall permit no bid once filed in his office to be withdrawn therefrom. There shall be copied and filed away all contracts made or entered into between bidders and the City Librarian; and there shall be annually prepared a general statement of all the transactions of the City Librarian's office, and presented to the City Council.

*The duties as to purchasing stationery, etc., has been transferred to the Central Purchasing Bureau. *See* secs. 195B-195G of this Charter.