

only a token defense. On the reverse of the new slips we put such rules and regulations as we thought indispensable; a separate slip must be filled out for each record received, this slip must be called for before the searcher quits the room in order to check the return of the book, the use of ink is prohibited, and the preservation of quiet is requested. We feel that the multiplication of rules brings about no commensurate benefits and gives the searcher a sense of being unwelcome, an impression which we wish at all costs to avoid.

The number of visitors at the Hall of Records for the fiscal year 1939-1940 was 1,241. That was the first year in which an effort was made to list only bona fide researchers and to exclude tourists who are, of course, still welcome but whose fluctuating numbers do not reflect changes in the amount of research done. In the past year more exact adherence to this procedure has brought about a reduction in the total figure of visitors to 994. The total circulation in the Research Room was 4,770 separate items, a considerable increase over the figure for last year which was 4,189 so that it is probable that there was an increase rather than a decrease in the number of researchers. The real increase was greater, for the deposit of finding media in the research room eliminates any record of their use. For the first time a record was kept of researchers who are accommodated on the second floor and who use those materials which are not indexed in the Research Room. Materials are brought to them after consultation with the Assistant Archivist or the Archivist. Their number was 75 and they used 367 records. This figure, however, is an absolute minimum for often researchers upstairs are interested in a period and use every record in a container. By the accounting system of the Research Room each of these records would be called for separately and properly listed as separate items. Moreover, materials belonging to a governmental department and used by that department have not heretofore been counted in circulation; such a record will be kept in the future.

The lack of an elevator in the stacks plus the growing collection of both records and indexes made it necessary for us to abandon an earlier scheme of arranging our materials according to types of records. We could not, for example, place on the fourth or fifth or sixth decks, records which were used in the research room without adding unnecessarily to the time and effort required to produce