

STATE OF IOWA

1916

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IOWA PUBLICATIONS

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REPORT OF THE

STATE DOCUMENT DEPARTMENT

FOR THE

Biennial Period Ended December 31, 1916

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ORA WILLIAMS  
State Document Editor

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Published by  
THE STATE OF IOWA  
DES MOINES

LETTER OF TRANSMITTAL.

HON. GEORGE W. CLARKE, *Governor.*

Sir: I have the honor to submit herewith, in accordance with law, my first report covering the period from July 1, 1915, to December 31, 1916.

ORA WILLIAMS,  
*State Document Editor.*

Des Moines, January 1, 1917.

### STATE DOCUMENT DEPARTMENT.

State Document Editor .....ORA WILLIAMS  
Stenographer .....MISS CLARA ZIMMERMAN  
Document Clerk and Accountant .....JOSEPH FRANCIS

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The list of documents published by the State of Iowa, which are under the control of the department indicates also the reserve number in each case, and where the number on hand is below the reserve the publications can only be secured through an order of the Executive Council.

All publications that are available for public distribution are sent post free to applicants. The publications of the Geological Survey and the Soldiers' Roster are sold by the departments in charge. Communications regarding the others should be addressed to the State Document Editor.

## STATE DOCUMENT DEPARTMENT

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The document department of the state was placed in charge of the state document editor, appointed by Governor Clarke, under an act of the 36th general assembly which took effect July 1, 1915. Duties were added to the department that had devolved on various state officials or employes, and others that were new or had been neglected. Although it was directed that the transfer should take place in the middle of the biennium, this report will cover, so far as possible, the preliminary work for a year and a half.

The new law embodies as its plan and purpose that the department be given an independent standing with authority and freedom to increase the usefulness of the publications of the state by editorial supervision and by greater care in the distribution. The disconnected duties which had been under the governor, the secretary of state, the state printer, the document librarian and clerk, or scattered about in a score of offices, were united as a measure of efficiency and economy. The central idea of the law is that of making the publications better, and to this end it is provided that "the completed manuscripts for all reports, documents and publications of whatever kind to be issued," or those "published by the state or at state expense" are to be delivered to the document editor that he may "edit, revise and prepare such manuscript for the printers' use." This makes possible avoidance of waste by duplication of printed matter, useless material or wrong methods of printing. To guard against waste or loss in a physical way it is provided the document editor shall "receive and receipt for all reports, documents and publications," and shall "examine and certify all bills for the same," and that he shall "fix the number of each report, document or publication to be issued," and "for the purpose of distribution he shall maintain a classified mailing list" supplied by "the several state officers, boards, commissions, departments, institutions and societies required to make reports for publication" to which list "he shall add such names as he finds proper." He must file a "report showing the number and kind of each report, document or publication issued, the number remaining on hand, the number distributed or otherwise disposed of," and in order to make the publications of the state available to the largest number

of persons he is authorized to secure publicity as to the reports and their contents.

These are the main provisions of the law under which the department is now operated. They place on the document editor the duty of "supervising the printing, binding and distribution" of all the various publications of the state. It was plainly the intent, though perhaps not clear in all respects, that there should be brought under one head everything pertaining to the preparation of the manuscripts, the supervision of the printing and binding, no matter where done nor by whom, the auditing of bills and the distribution of the publications; all to the end that responsibility and authority should be closely associated and should be definite, and that in its entirety the document department should be divorced from all political or personal interests.

#### IMMENSE PUBLICATION BUSINESS.

The regular annual or biennial reports on transactions in the different departments of the state government made to the governor to be transmitted to the general assembly, are published in pamphlet or book form and also are assembled in an edition of 1,000 sets of Iowa documents. The increase in the number of public libraries, for which these sets are especially intended, occasioned an increase in the reserve. The reports for the last biennium have nearly all been received and they will be in the hands of the legislators soon. These Iowa documents will be hereafter bound in buckram as more desirable for library use.

These formal reports are only a part of the publications of the state. An important work coming to the department in the transfer is that of supervising the publication and distribution of the laws. Publication of the codes and supplements has been placed in charge of the supreme court, and the last general assembly abandoned the plan of issuing session laws, which latter has increased the necessity for special volumes or booklets of laws. Twenty or more of such have been issued since the close of the last general assembly. In several instances the available editions were old and useless. In many cases new editions will not again be needed for a long time unless radical changes are made in the laws. These law publications aggregated 169,000 copies. Other publications contain material of benefit to agriculture, geology, horticulture, dairying, science, education, labor, weather and crops, etc. Twenty-five different publications on educational matters were ordered and the

number of copies authorized aggregated 229,750. Publications on agriculture and associated interests while not so many were larger and more elaborate.

In the 18 months, copy has been edited, revised and sent to the printer for publications, including the regular reports and laws, with an aggregate issue of 650,000 copies.

#### HARMONY IN SUPPORT OF REFORM.

In the task of editing and revising the manuscripts for this vast publication business of the State of Iowa there have been no trails to follow, and it was but natural that in blazing new pathways rough places would be encountered. The law itself is necessarily in such general terms as to appear sometimes vague. At the outset there had to be a smashing of precedents and a breaking away from traditions. There is always a disposition to follow the old way just because it is old, even though a better way is possible; but the department has not accepted the common excuse for doing things wrong that they have always been done that way. The plan of the law seemed to contemplate that the manuscripts should be revised solely after passing through the hands of the governor; but the best results have followed from conferences held in advance with a view to agreement as to changes and betterments. It is better to have a report made right than to undertake to remodel it after it is made wrong. In this way much progress has been made. But some forward steps are only tentative. Results in many cases represent compromise. As in the case of every reform, there have been obstacles thrown in the way and a few have refused to accept the inevitable or to give up cherished privileges and perquisites, but happily the influence of selfish interests has not prevailed except to cripple the service by delay. The task of effecting the transfer and establishing the new system has had many delicate phases, involving some diplomacy, and not all of the danger spots have been passed. The general plan of reform has had the earnest support of the governor and other officials, and genuine co-operation has been secured in practically every case, by everybody concerned in any way in printing or publication, and whatever of success has been achieved is in large measure due to this agreeable fact.

#### RESULTS ACHIEVED.

As for the elementary purpose of the law, that of improving the quality of the state's publications, results can only be deter-

mined by a critical comparison of the publications themselves, and in many cases little more than a foundation has been laid on which to build for the future in a large way. The thought has been kept to the front that the state should get full value for expenditure for publications by having them contain only material of real worth presented in the simplest and clearest form. The policy of reprinting portions of the laws in the reports has been stopped wherever possible. The state publishes a volume in which is given the itemized statement of expenditures of all departments, hence the financial statements in each report is made general and brief. In publication of the laws many citations had been carried along, though these might better be confined to the annotated code. There has been elimination of much old matter, historical or descriptive, which was reprinted from year to year. The form in which statistics are presented has been remodeled as to very many of the tables and there has been much condensation of tabular matter with a view to economizing space and effecting greater clearness. As to some of the most important reforms possible it has been found impracticable to effect the changes without commencing far ahead, and with this in view, conferences have already been arranged to plan for the preparation of material for the next reports. Changes have been freely made as to the number of documents printed—in some cases the statutory number being decreased, and in others increased, according to the actual needs of the departments or the legitimate demands. In some instances reports have been divided and issued in two or more parts with a view to increasing their usefulness or convenience.

#### ECONOMY HAS BEEN SECURED. •

As a result of this work of revision and that of supervision of distribution, there has been a reduction in the cost of that part of the state's printing over which the department has jurisdiction; but it would be a mistake to assume that the value of the reorganization of the department can be measured in dollars and cents. As the activities of the state expand and new avenues of usefulness open up there is increasing need of reaching the public by means of printing, and the publications of the state should be improved, rather than cheapened, so that they will reflect the high character of the people. It must not be overlooked, also, that while supervision of the publication of "documents, journals, re-

ports, official registers and laws" has been provided, there has been no change as to the larger volume of printing that does not come under this classification. Indeed it is still insisted by some that the supervision of the department now includes only a part of the publication of books and pamphlets.

The department itself is less expensive than it was ten years ago. The department was developed out of the necessities of the state's business and its growth was irregular. The Twenty-sixth General Assembly provided for a "clerk who shall have charge of the document room and act as janitor for the executive council at a salary of \$900." The Thirtieth General Assembly placed the department in charge of a document librarian and a clerk at \$1,200 a year each and extra help of \$1,000, which latter by the next general assembly was raised to \$2,000. The Thirty-fourth General Assembly provided for \$8,000 for extra help in addition to the two salaries which have been continued to the present time. In the meantime the scope of the document department was defined in a provision (Sec. 118, Code Supp.) that there should be delivered "at the document room, all documents, journals, reports, official registers, laws, and all other publications" with provisions for auditing the bills for all printing, binding and engraving and the proper distribution of the publications thus designated. The Thirty-sixth General Assembly directed that the department as thus organized and conducted should be discontinued and "all the duties and requirements pertaining thereto are made a part of the duties of the state document editor." Accordingly the department was located last May in rooms on the second floor of the capitol, and the shipping department has been continued in the state storage warehouse in charge of one of the assistants provided by law. In addition to the appropriations in the past for maintaining the department, it had the part time services of others. The consolidation made necessary has been of itself a measure of economy.

The first half of the period since the law became operative was largely taken up with effecting the readjustment and transfer and in establishing the right to do what the law contemplates, and the major part of the work of revision has been done on manuscripts received within the last 90 days.

## COST OF PRINTING.

The bills paid to the state printer, the state binder and sundry contractors, in the last 18 months, for printing, binding and engraving aggregated \$99,953.25.

A considerable part of this was on work ordered prior to the taking effect of the law, but bills for much of the work approved near the end of the period have not yet been presented.

Of the total indicated above, there was paid on work which had passed under the supervision of the department, \$42,640.92.

Of this sum only \$8,607.19 was for work done on what would be called the regular annual and biennial reports, which are included in the Iowa legislative documents.

Unfinished work of the class that would properly come under supervision, but had been previously ordered, was paid for and included in the above total to the amount of \$20,927.26.

Therefore, of the total cost of printing, exclusive of paper, during this period, that which is in the class for which supervision has been provided is about 63 per cent of the whole. The other 37 per cent would be classed as job and special work and not publications and the aggregate for this work will show great variation from year to year, and it may increase the apparent saving in total cost or may so fluctuate as to practically offset all the saving, if any, which has been effected on that part of the printing which is subject to supervision.

The approximate cost of printing in recent years is shown by the following statement of warrants drawn by the state auditor in favor of the state printer and the state binder:

	State Printer	State Binder	Printing and Binding
For biennium 1911-12.....	\$ 93,757.48	\$48,658.76	\$142,416.24
For biennium 1913-14.....	116,484.25	55,765.87	172,250.12
Biennium 1915-16, 1st year.....	70,175.96	21,466.32	91,642.28
Biennium 1915-16, 2nd year.....	41,561.91	28,028.38	69,590.91
Total biennium 1915-16.....	\$111,737.87	\$49,494.70	\$161,232.57

A fair comparison will be possible only when the present biennium is completed, and even then there must be a separation of the cost of publications and the cost of job printing, which has not been done in the past. Definite comparisons can be made as to a few of the publications, where the bills for printing, binding, engraving and paper are of record, and there had been similar publications at some previous recent time. The following list includes all of those on which figures are available and comparisons possible:

## COMPARATIVE COST OF PUBLICATIONS.

	Cost of Previous Edition	Cost of Latest Edition	Differ- ence in Cost
Historical Society Report.....	\$ 62.08	\$ 25.54	\$ 36.54
Primary Election Law.....	92.74	72.99	19.75
Dairy Association Report.....	83.95	27.01	56.94
Fire Marshal Report.....	197.54	193.92	3.62
Oil Inspection Report.....	207.53	79.76	127.77
Bee Inspection Report.....	231.38	206.03	25.35
Railroad Assessments.....	254.16	227.87	26.29
Veterinary Surgeon Report.....	281.77	104.49	177.28
Corporation List.....	241.00	232.81	8.19
Dairy and Food Report.....	272.42	276.86	*4.44
Mine Inspection Report.....	396.62	277.49	119.13
Pharmacy Commission Report.....	417.87	217.14	200.73
Insurance Law.....	804.51	873.25	*68.74
Election Law.....	896.17	591.86	304.31
Highway Commission Report.....	1,045.32	522.24	523.08
Telegraph and Telephone Assessment.....	1,103.53	494.86	608.67
Municipal Finances.....	1,391.99	1,498.68	*106.69
Revenue Law.....	1,298.82	567.29	731.53
Horticultural Report.....	2,178.64	1,996.39	182.25
Year Book of Agriculture.....	2,987.45	1,713.25	1,274.20
Year Book, Registration Supp.....	1,041.50	955.24	86.26
Expense Report.....	3,389.33	2,261.48	1,127.85
Geological Survey Report.....	3,593.73	2,316.38	1,277.35
Insurance Reports.....	5,441.10	5,008.78	432.32
School Law.....	5,666.72	4,491.66	1,175.06
Census.....	22,021.03	8,385.50	13,635.53
	\$55,598.90	\$33,618.77	\$21,980.13

\*Increase in cost.

The twenty-six publications show a decrease of \$21,980.13 in cost from the previous cost of like or similar editions, or about 40 per cent. If the comparison as to the Census be left out the difference is substantially 25 per cent. But this does not include the larger of the regular reports, the cost of which cannot now be ascertained, such as the reports of the State Treasurer, State Auditor, Board of Control, Railroad Commission, Board of Education, and Attorney General.

## RESULTS IN SPECIFIC INSTANCES.

A fair illustration of practical results is in the Census of 1915, to which the document editor devoted much time and labor. Comparison with the similar volume of ten years ago shows economy of space and material, thorough condensation as to all matter, and while the book contains vastly more information than its predecessor it has 128 fewer pages, did not cost half as much, and may be confidently referred to as in every way a creditable job of compilation, editing, printing and binding.

The Year Book of Agriculture for 1915 contains as much material as in the previous year but by reason of condensation and changes as to type and tables the pages were reduced and the cost, not reckoning postage and distribution, was over \$1,200 less.

Changes in the manner of printing the Expense Report of the state reduced the cost over \$1,000, even though much more matter was included. A reprint of the School Law was made with a saving of over \$1,100 as compared with the edition of 1912, though the law has been greatly extended. Similar results followed a revision of the Revenue Law and the usefulness of the book was enhanced. On the other hand a reprint of the Insurance Law showed a slight increase in cost.

The material which is required by law to be included in the annual reports of the Insurance Department is continually increasing in volume and the last published set of three volumes contains more information than ever before, yet the cost was reduced.

A similar comparison can be made as to the smaller booklets and pamphlets. The edition of the Election Law cost but 66 per cent of the former edition by reason of elimination of needless material. The report of the Veterinary Department cost only 37 per cent of the last previous report not supervised, and the reduction on the Oil Inspection report was substantially in the same proportion without loss of a single item.

The report on assessment of telegraph and telephone lines cost \$1,103.53 in 1914, but without omitting a single fact, solely by reason of orders as to a change in the manner of printing, the same number of copies being issued, the cost was reduced to \$522.65 in 1915 and to \$494.86 in 1916.

A fair sample of what may be done is shown in the report on Banks. In the past the cost has been merged into the auditor's report and comparison as to cost is not to be made. But the report for 1915 contains a summary of two of the complete bank statements, instead of only one as in previous years, yet by having the material properly tabulated, which was done by the department, the whole was gotten into 97 pages as against 382 in 1914. In other words, double the amount of material was put into one-fourth the space, and the value of the report in every way greatly increased.

#### PRINTING THAT IS NOT SUPERVISED.

The document editor has gone outside of his jurisdiction to suggest economies in job printing and in some cases the departments

have acted thereon. For instance, the bills presented showed the cost of printing and binding the questions used in the examination of candidates for admission to the bar for June, 1915, was \$731, but by adopting a simpler and better form this was reduced to \$103 for June, 1916, and could easily be reduced to half this amount. Another illustration of the economy which is possible in having things done differently is found in the record as to agents certificates indicating authority to engage in insurance. During the period covered in this report the blanks for these certificates were printed, following long established custom of the insurance department, at a total cost of \$1,221.15. By a change in the form of the blank, so as to print them all in one order instead of a hundred or more orders, a supply has been provided that will last a year or more, at a total cost of \$139.00. In both these cases the price charged was in strict conformity to the contract, but the fault lay in the offices issuing the orders. Such striking changes could not be made in all orders, but with proper supervision many places would be found for reduction of cost.

The system under which the work is done is long established and well known. The state fixes and determines the conditions of all state printing. The price for each and every item, in general and in detail, is established by enactment of the General Assembly. The state gives the orders for all printing and it must be done just as ordered. The state decides on the quantity and quality of the work, audits the bills and determines what they should be, and pays just what the officers of the state determine to be in accordance with law. The state buys the paper and has full control of that part of the work. In short, the state now has, and long has had and exercised complete control and supervision over all the printing; but the state has deliberately chosen to have that supervision scattered about and placed with a score or more of persons, not one of whom had been selected because of familiarity with the printing trade.

The difference noted above represents a change in the attitude of the state toward the whole subject.

In making any estimate of the increase or decrease in cost to the state of the publications under supervision, it should also be noted that a decrease in the size of any document means a much greater proportionate decrease in the cost of distribution. The postage item is a very large one in this connection, even though

use of the parcel post has made possible much more satisfactory and cheaper distribution than formerly.

#### VALUE OF SUPERVISION AND CONSOLIDATION.

As little more than a beginning has been made it is perhaps too early to fix the definite place of the department in the economy of state government; but it is plain that the desired efficiency will be secured only by having everything connected with the printing and the publication interests placed under thorough supervision. It needs no argument to support the assertion that a supervision which commences when bills are presented for payment will accomplish nothing, and that is the situation as to 37 per cent of the state's printing. It has been shown that even without authority some reform has been possible in this field. Orders are issued for printing from 35 or more different sources, each one acting independently, the kind and quantity ordered depending on the desires of a hundred persons. Even as to the publications over which this department has supervision there is no way they can be followed through to the finish by revision of the proofs. Neither has the department information as to the paper to be used, or the cost of that which was used, and thus one very important element in the cost of every publication is not connected up with the remainder, and it is impossible to ascertain from the records the actual cost of some publications. And in the end the distribution of documents and publications of every kind should come under one department. This supervision is needed without regard to how or where or by whom the printing, binding and engraving are done for the state, and without relation to the question whether all or a part of this work shall be done under a contract in which the state fixes the price or one in which a contractor fixes the price. The reform should proceed, however, with caution, and having due regard for the main point that in printing as other things the state is entitled to the best.

The following suggestions as to changes in the law are offered for consideration:

The code provisions as to the number of copies of each report to be printed, which are negatived by the new law, should be repealed.

All state printing and everything pertaining to the same, including printing, binding, engraving, ruling, paper, postage and ex-

pressage, should be paid for out of the general revenue of the state, and the accounts and responsibility be centered in one place.

The law should be made clear as to which, if any, of the publications are exempt from the jurisdiction of the department, either as to publication or distribution.

The limited power of the executive council as to authority for publication of needful books or pamphlets aside from those specifically provided for by law, might well be extended so that no department would be deprived of the right to procure, on proper showing, the publication of useful material, and unrestricted authority for such publication would be discontinued.

One of the salaries now provided by law for the document department could be diverted so as to leave it open for employment of an expert in the printing trades or a proofreader, without increase of the present expenditure.

The document editor should audit only the bills for work over which he has supervision and his checking should be conclusive or final. Under the present arrangement authority is so divided that responsibility is not definite.

The provisions as to time and substance of reports are sadly deficient and often contradictory, but as the new law supersedes most of them a revision can await a general code revision when the statutes as to reports and publications should be harmonized and simplified.

#### DOCUMENT RECORD.

The following table shows the number of copies authorized of each and every publication which has had the approval of the document editor. The date of approval for the regular reports is given and the number remaining on hand January 1, 1917. The aim is to keep on hand a supply of these reports, and also of the law pamphlets, and other important documents, to be sent on request. Many of the documents approved are small pamphlets, booklets or leaflets, issued for the use of the departments, and in these cases they are turned over in bulk to the departments, only a few samples being retained in the document department.



## REPORTS IN IOWA LEGISLATIVE DOCUMENTS.

	Approved	No. Issued	No. on Hand
Railroad Assessments	Aug. 5, 1915	2,000	150
Municipal Finance	Aug. 27, 1915	3,500	90
Veterinary Surgeon	Oct. 8, 1915	2,500	138
Dairy and Food Department	Nov. 26, 1915	4,000	474
Bee Inspection	Jan. 4, 1916	3,000	200
Highway Commission	Jan. 15, 1916	3,500	200
Fire Marshal	Feb. 8, 1916	6,000	209
Insurance, Vol. I, Fire	Feb. 23, 1916	3,500	190
Supt. Public Instruction	April 20, 1916	4,000	*
Insurance, Vol. II, Casualty	June 19, 1916	2,500	150
Insurance, Vol. III, Life	June 19, 1916	3,500	140
Mine Inspection	June 29, 1916	2,000	210
Railroad Assessments	Aug. 9, 1916	2,000	150
Banks	Aug. 12, 1916	2,000	200
Oil Inspection	Sept. 2, 1916	1,700	100
Building & Loan Dept.	Sept. 12, 1916	400	50
Pharmacy Commission	Sept. 25, 1916	2,500	125
Historical Society	Oct. 13, 1916	1,500	150
Mine Inspection, 2nd edition	Oct. 17, 1916	1,000	*
Municipal Finance	Oct. 17, 1916	3,500	*
Workmen's Compensation	Oct. 18, 1916	7,000	*
State Treasurer	Oct. 10, 1916	1,700	*
State Finances	Nov. 10, 1916	1,500	*
Labor Commissioner	Nov. 11, 1916	3,500	*
Parole Board	Nov. 14, 1916	2,000	*
Fish and Game	Nov. 25, 1916	1,500	*
Dairy and Food	Dec. 2, 1916	3,500	*
State Library	Dec. 4, 1916	1,500	*
Library Commission	Dec. 4, 1916	2,000	*
County Finances	Dec. 7, 1916	1,500	*
Bee Inspection	Dec. 8, 1916	2,500	*
Auditor of State, complete	Dec. 8, 1916	1,500	*
Dental Examining Board	Dec. 13, 1916	1,500	*
Board of Education	Dec. 15, 1916	3,500	*
Land Department	Dec. 23, 1916	1,500	*
Board of Control	Dec. 23, 1916	2,200	*
Railroad Commission	Dec. 26, 1916	2,200	*
Attorney General	Dec. 26, 1916	1,500	*
Veterinary Department	Dec. 30, 1916	2,500	*

\* These reports not yet received at the Document Department or only received in part and in process of first distribution.

The number of copies ordered of each of the above includes 1,000 for the Iowa Documents, in every instance, except as to parts of the report of the State Auditor.

## LAW BOOKS AND BOOKLETS.

	No. Issued	No. On Hand
School Law	35,000	3,030
Insurance Law	5,000	3,390
Banking Law	5,000	2,575
Drainage Law	4,000	625
Revenue Law	3,500	50
Pharmacy Law	2,500	100
Parole Law	2,000	50
Corporation Law	3,000	100
Temperance Legislation	2,000	125
Library Law	1,000	25
Admissions to the Bar	1,000	25
Workmen's Compensation Opinions	4,000	50
Workmen's Compensation Opinions	4,000	*
Motor Vehicle Law	75,000	50
Election Law	10,000	1,800
General Tax Levies	7,500	50
Municipal Tax Levies	1,000	50
Insurance Rating Law	2,000	10
Insurance Rating Law, 2nd ed.	2,000	25
County Officers Law	1,000	40
County Printing and Law	2,000	25
Municipal Printing	2,000	25
Primary Election Law	2,000	75
Building & Loan Law	500	25

\* Not received.

## OTHER REGULAR PUBLICATIONS.

	Approved	No. Issued	No. on Hand
Telephone Assessments	Aug. 25, 1915	2,000	100
Educational Directory	Oct. 20, 1915	10,000	100
Year Book, Stallion List	Jan. 10, 1916	3,000	684
Census Population Bulletin	Feb. 8, 1916	5,000	290
Horticultural Report	Feb. 19, 1916	4,000	105
State Teachers' Association	March 10, 1916	4,500	105
Geological Survey Report	March 17, 1916	3,000	1,008
Census of Iowa, 1915	March 25, 1916	10,000	1,900
Year Book of Agriculture	March 30, 1916	3,000	622
Dairy Association	March 31, 1916	500	10
Academy of Science	June 1, 1916	1,000	299
Census Agricultural Bulletin	June 26, 1916	5,000	500
Telephone Assessments	Aug. 18, 1916	2,000	150
Expense Report	Aug. 24, 1916	5,000	750
Educational Directory	Nov. 28, 1916	8,500	*
State Teachers' Association	Dec. 2, 1916	5,600	*

\* Not received.

For Department of Public Instruction—Iowa Day Booklet, 30,000; Iowa Children at Play, 25,000; Schoolhouses and Grounds, 15,000; Lessons in Agriculture, 15,000; Spelling List, 10,000; Outlines of Music, 10,000; School Management, 10,000; Home Economics, 10,000; Graded and High Schools, 6,000; Approved High Schools, 5,000; Manual Training, 5,000; Agriculture for High School, 4,000; Establishing a Consolidated School, 5,000; Organizing a Consolidated School, 2,000; Completion of a Consolidated School.

6,000; Normal Training High Schools, 3,000; Agriculture, Dom. Sci., and M. T., 2,500; Educational Standards, 2,500; Educational Needs and Tendencies, 2,000; Advance sheets report, 250.

For the Library Commission—Traveling Library Leaflet, 3,000; Picture Collection, 1,000; Traveling Picture Catalogue, 1,000; Agricultural Leaflet, 1,000; Debate Leaflet, 500; Library Statistics, 500.

For the Secretary of State—Members 37th General Assembly, 6,000; Times of holding Court, 5,000; Primary Nominees, 2,000; Corporation List, 1915, 1,000; Corporation List, 1916, 500.

For the Department of Agriculture—Farmers Institute Bulletin, 500; County and District Fairs (2), 500; State Fair Statistics (2), 500.

For Dairy and Food Department—Bulletin No. 12, Vinegar, 10,000; Bulletin No. 13, Fries, 25,000; Bulletin No. 17, general, 17,000; Iowa Buttermark, 2,500.

Miscellaneous—Bee Keepers' Library, 1,000; Examination Rating Bureau, 1,000; Iowa Classification No. 15, 3,000; Classification Docket R. R. Com., 800; National Appraisal, 500; Fire Escape Specifications, 2,500; Circular Board of Health (2) 3,000; Bulletin Board of Education (2), 3,500.

Approval was also given, as a standing order, for the Quarterly Bulletin of the Iowa Library Commission for 1,600 copies; the Monthly Bulletin of the Iowa Weather and Crop Service, 2,000 each; and for the Quarterly Bulletin of State Institutions, which is printed at the Reformatory.

#### LIST OF PUBLICATIONS IN STOCK.

A list of the state publications in the document department is added, showing the number of volumes on hand and the reserve list. The "Iowa Documents" first listed, comprise in one set all the regular reports which are bound separately. It will be noted many of the documents listed are below the reserve and copies are therefore not available for general distribution.

The state auditor's report for 1916 is bound in one volume and also in four separate parts, and in this way the separate bank report reappears. The land office reports are now issued by the secretary of state. The statistics of convictions formerly compiled by the secretary of state are now a part of the report of the board of parole. The reports of state educational institutions are embodied now in the report of the board of education and the reports of the other state institutions are published by the board of control for the institutions. In recent years the dairy association reports appear to have been turned over to the secretary of the association. The quarterly bulletins of the board of control are not now handled through the document department.

## IOWA STATE PUBLICATIONS

List of Reports, Documents, Booklets, Pamphlets and other publications with number in possession of the State Document Department, and number reserved for the future.

### IOWA DOCUMENTS.

#### REPORTS SUBMITTED TO THE GENERAL ASSEMBLY. RESERVE 300

Year	No.	Year	No.	Year	No.
1856 (1)	10	(3)	137	(4)	16
1857 (1)	3	(4)	194	(5)	20
1859-60 (1)	1	(5)	199	1896 (1)	15
1860 (1)	28	1886 (1)	32	(2)	22
1861-2 (1)	2	(2)	26	(3)	39
1864 (1)	2	(3)	31	(4)	21
(2)	2	(4)	25	(5)	46
1866 (1)	72	(5)	23	1898 (1)	96
(2)	84	1888 (1)	168	(2)	150
1874 (1)	3	(2)	170	(3)	161
(2)	8	(3)	171	(4)	177
(3)	16	(4)	168	(5)	121
1876 (1)	4	(5)	195	(6)	121
(2)	5	1890 (1)	120	1900 (1)	114
(3)	3	(2)	190	(2)	105
1878 (1)	39	(3)	190	(3)	90
(2)	31	(4)	190	(4)	106
1880 (1)	24	(5)	98	(5)	103
(2)	43	(6)	119	(6)	87
(3)	53	1892 (1)	190	(7)	84
(4)	41	(2)	190	1902 (1 to 7)	each 186
1882 (1)	13	(3)	190	1904 (1 to 8)	each 185
(2)	20	(4)	190	1906 (1 to 7)	each 177
(3)	16	(5)	191	1907 (1 to 4)	each 237
(4)	21	(6)	190	1909 (1 to 6)	each 260
1882 (5)	25	1894 (1)	25	1911 (1 to 6)	each 305
1884 (1)	117	(2)	27	1913 (1 to 7)	each 92
(2)	112	(3)	15	1915 (1 to 7)	each 300

### ACADEMY OF SCIENCE.

#### ANNUAL REPORT OF PROCEEDINGS. RESERVE 100.

1894 (2)	158	1902 (10)	211	1910 (17)	510
1895 (3)	263	1903 (11)	88	1911 (18)	590
1896 (4)	215	1904 (12)	114	1912 (19)	735
1897 (5)	218	1906 (13)	458	1913 (20)	545
1898 (6)	26	1907 (14)	465	1914 (21)	420
1899 (7)	204	1908 (15)	548	1915 (22)	299
1900 (8)	105	1909 (16)	526	1916 (23)	**
1901 (9)	78				

NOTE—Those marked \*\* are not yet received or are in process of distribution and the reserve supply not yet indicated.

## ADJUTANT GENERAL.

## REPORTS ON IOWA NATIONAL GUARD. RESERVE 75.

Year	No.	Year	No.	Year	No.
1868	1	1885	54	1901	74
1873	90	1887	84	1903	86
1874	73	1889	29	1905	107
1875	72	1891	65	1906	229
1876	2	1893	75	1908	184
1877	50	1895	74	1910	104
1879	86	1897	176	1912	102
1881	64	1899	194	1914	125
1883	54				

## ROSTER AND RECORD OF IOWA SOLDIERS. RESERVE 100.

Volume 1	2124	Volume 3	194	Volume 5	118
Volume 2	2230	Volume 4	280	Volume 6	171

The Soldiers' Roster is distributed only through the office of the Adjutant General.

## MISCELLANEOUS PUBLICATIONS.

Year	No.
1862 Report of Surgeon General to Governor	18
1862 Statistics, Civil and Military	25
1896 Report on Shiloh Battlefield	250
1901 Report on Vicksburg Battlefield	500
1907 Dedication Battlefield Monuments	192
1890 Soldiers' and Sailors' Monument, Report of Commissioners	159
1893 Soldiers' and Sailors' Monument, Report of Commissioners	497
1895 Soldiers' and Sailors' Monument, Report of Commissioners	26
1896 Battle Flag Day	5

## AGRICULTURAL DEPARTMENT.

## ANNUAL REPORT OF STATE AGRICULTURAL SOCIETY. RESERVE 50.

Year	No.	Year	No.
1856	10	1878	29
1857	8	1879	70
1861-2	9	1880	20
1865	19	1881	53
1866	59	1882	98
1868	4	1883	24
1872	14	1884	75
1873	48	1885	51
1874	3	1886	15
1875	2	1887	49
1877	47	1888	53
		1889	87

## YEAR BOOK OF DEPARTMENT OF AGRICULTURE. RESERVE 50.

1900	26	1906	117
1902	61	1907	42
1903	47	1908	54
1904	65	1909	48
1905	69	1910	126
		1911	283
		1912	388
		1913	88
		1914	352
		1915	622

## STALLION REGISTRATION RECORD. RESERVE 50.

1912	100	1914	75
1913	100	1915	684

## IMPROVED STOCK BREEDERS' ASSOCIATION, PROCEEDINGS.

## RESERVE 50.

1880 (6)	1	1888 (15)	1	1894 (21)	93
1880 (7)	1	1889 (16)	46	1895 (22)	4
1883 (10)	35	1890 (17)	45	1897 (24)	69
1884 (11)	53	1891 (18)	81	1898 (25)	41
1886 (13)	10	1892 (19)	24	1899 (26)	28
1887 (14)	2	1893 (20)	35		

## STATE DAIRY ASSOCIATION, PROCEEDINGS. RESERVE 50.

Year	No.	Year	No.
1895	11	1898	74
1896	5	1899	109
1897	14		
		1905 (Mason City)	46
		1905 (Cedar Rapids)	100

## ATTORNEY GENERAL.

## BIENNIAL REPORT. RESERVE 60.

1898	60	1906	241
1900	57	1907	317
1902	64	1909	296
1904	59	1910	49
		1912	148
		1914	211
		1916	**

## MISCELLANEOUS.

Year	No.
1914 Opinions on Duties of County Officers	12
1915 Workmen's Compensation Opinions	10
1916 Workmen's Compensation Opinions	**

## AUDITOR OF STATE.

## BIENNIAL REPORT. RESERVE 100.

Year	No.	Year	No.
1860 Special	2	1883	55
1867	58	1885	97
1869	35	1887	63
1871	24	1889	52
1873	1	1891	62
1875	65	1893	40
1877	49	1895	143
1879	19	1897	97
1881	72	1899	396
		1901	6
		1903	390
		1905	153
		1906	283
		1908	284
		1910	181
		1912	675
		1914	889
		1916	**

## MUNICIPAL FINANCE REPORT. RESERVE 75.

1907	248	1911	95
1908-9	249	1912	135
1910	118	1913	191
		1914	63
		1915	90
		1916	**

## BANK REPORT. RESERVE 75.

1892	17	1895	31
1893	18	1896	22
1894	30	1897	200
		1916	200

## MISCELLANEOUS.

Year	No.
1916 State Finances, Part I of Auditor's Report	200
1916 County Finances, Part II of Auditor's Report	**
1916 Building and Loan, Part IV of Auditor's Report	50

## BEE INSPECTION.

## ANNUAL REPORT OF INSPECTOR. RESERVE 50.

Year	No.	Year	No.
1912	175	1914	98
1913	90	1915	200
		1916	**

## BOARD OF CONTROL OF STATE INSTITUTIONS.

## BIENNIAL REPORT OF BOARD OF CONTROL. RESERVE 100.

1899	270	1906	382
1901	271	1908	679
1903	271	1910	977
1905	243	1912	542
		1914	1,115
		1916	**

## QUARTERLY BULLETIN STATE INSTITUTIONS. RESERVE 100.

Year	Volume	Quarter	No. on Hand
1899	1	1st	100
1899	1	2d	200
1899	1	3d	359
1899	1	4th	None
1900	2	1st	None
1900	2	2d	155
1900	2	3d	173
1900	2	4th	493
1901	3	1st	291
1901	3	2d	311
1901	3	3d	388
1901	3	4th	289

## MISCELLANEOUS REPORTS.

Year	No.
1860 Report on Penitentiary to 8th G. A.	12
1860 Report on Hospitals for Insane, 8th G. A.	31
1872 Report on State Institutions.	22
1873 Report on Penitentiary, 15th G. A.	35
1878 Report on Penitentiary.	19
1882 Report National Conference of Charities.	120
1890 Report on State Institutions.	90
1894 Report on Locating Hospital for Insane.	120
1906 Report on Tuberculosis.	1750
1912 Report on Penitentiary.	95

## SOLDIERS' HOME, MARSHALLTOWN, BIENNIAL REPORT. RESERVE 50.

Year	No.	Year	No.
1887	100	1891	158
1889	43	1893	72

## REPORT OF VISITING COMMITTEE, SOLDIERS' HOME. RESERVE 25.

1888	77	1894	234
1890	60	1896	565

## SOLDIERS' ORPHANS' HOME, DAVENPORT, BIENNIAL REPORT.

## RESERVE 50.

1867	48	1879	123	1891	149
1868	16	1881	66	1893	15
1869	52	1883	73	1895	40
1871	83	1885	110	1897	90
1875	80	1887	87	1899	34
1877	108	1889	16		

## REPORT OF VISITING COMMITTEE, SOLDIERS' ORPHANS' HOME.

## RESERVE 25.

1882	13	1888	47	1894	198
1884	50	1890	60	1896	672
1886	27				

## SCHOOL FOR DEAF, COUNCIL BLUFFS, BIENNIAL REPORT.

## RESERVE 50.

1859	4	1877	98	1887	17
1861	12	1879	48	1889	44
1865	37	1881	68	1891	47
1869	54	1883	71	1893	49
1871	101	1885	35	1897	56
1875	57				

## REPORT OF COMMISSIONERS, SCHOOL FOR DEAF. RESERVE 50.

1868	38	1874	37	1876	100
1870	10				

## REPORT OF VISITING COMMITTEE, SCHOOL FOR DEAF. RESERVE 25.

Year	No.	Year	No.
1872	42	1884	25
1874	8	1888	62
1880	22	1896	100

## HOSPITAL FOR INSANE, CHEROKEE, REPORT OF COMMISSIONERS.

## RESERVE 50.

1895	107	1897	96
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## HOSPITAL FOR INSANE, CLARINDA, REPORT OF COMMISSIONERS.

## RESERVE 50.

1885	110	1896	18	1897	109
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## HOSPITAL FOR INSANE, CLARINDA, BIENNIAL REPORT. RESERVE 50.

1889	34	1893	49	1897	184
1891	85	1895	43		

## REPORT OF VISITING COMMITTEE, CLARINDA. RESERVE 25.

1886	12	1894	100	1896	100
1888	56				

## HOSPITAL FOR INSANE, INDEPENDENCE, REPORT OF COMMISSIONERS. RESERVE 50.

1869	27	1875	170	1881	30
1871	32	1877	85	1883	38
1873	31	1879	34	1886	35

## HOSPITAL FOR INSANE, INDEPENDENCE, BIENNIAL REPORT.

## RESERVE 50.

1875	5	1885	48	1891	51
1879	40	1887	15	1895	34
1881	60	1889	4	1897	38
1883	45				

## REPORT OF VISITING COMMITTEE, INDEPENDENCE. RESERVE 25.

1882	16	1888	34	1894	100
1884	26	1890	57	1896	500
1886	27				

## HOSPITAL FOR INSANE, MT. PLEASANT, BIENNIAL REPORT.

## RESERVE 50.

1861	5	1877	59	1889	13
1867	36	1879	56	1891	58
1869	56	1881	45	1893	19
1871	47	1883	40	1895	44
1873	55	1885	32	1897	9
1875	64	1887	30		

## REPORT OF VISITING COMMITTEE, MT. PLEASANT. RESERVE 25.

1868	25	1886	23	1894	100
1880	50	1888	40	1896	500
1884	22				

## HOSPITALS FOR INSANE, REPORT OF VISITING COMMITTEE.

## RESERVE 25.

1873	35	1881	22	1880	44
1875	19	1883	19	1891	89
1877	32	1885	80	1893	109
1879	29	1887	54	1897	183

INSTITUTION FOR FEEBLE-MINDED, GLENWOOD, BIENNIAL REPORT

RESERVE 50.

Year	No.	Year	No.	Year	No.
1877	100	1885	75	1893	100
1879	61	1887	59	1895	100
1881	73	1889	27	1897	100
1883	48	1891	50		

REPORT OF VISITING COMMITTEE, INSTITUTE FOR FEEBLE-MINDED.

RESERVE 25.

1880	25	1888	48	1894	59
1886	67	1890	26	1896	100

INDUSTRIAL HOME FOR BLIND, KNOXVILLE, BIENNIAL REPORT.

RESERVE 25.

Year	No.	Year	No.
1889 Report of Commissioners	100	1895 Second Biennial Report	15
1891 Report of Trustees	42	1897 Third Biennial Report	149
1893 First Biennial Report	100		

REPORT OF VISITING COMMITTEE, KNOXVILLE. RESERVE 25.

1894	100	1896	200
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INDUSTRIAL SCHOOL FOR BOYS AND GIRLS, BIENNIAL REPORT.

RESERVE 50.

(Boys at Eldora, Girls at Mitchellville.)

Year	No.	Year	No.	Year	No.
1869	24	1879	39	1889	29
1871	60	1881	56	1891	62
1873	54	1883	51	1893	36
1875	47	1885	80	1897	100
1877	54	1887	65		

First report of Boys' department made in 1869; first report for Girls' department made in 1873; both reports after 1873 bound together.

REPORT OF VISITING COMMITTEE, ELDORA. RESERVE 25.

Year	G.A.	No.	Year	G.A.	No.	Year	G.A.	No.
1870	13th	25	1882	19th	18	1888	22d	43
1872	14th	23	1884	20th	62	1890	23d	100
1874	15th	7	1886	21st	58	1896	26th	84
1878	17th	2						

REPORT OF VISITING COMMITTEE, MITCHELLVILLE. RESERVE 25.

1884	20th	24	1888	22d	50	1896	26th	100
1886	21st	46	1890	23d	53			

STATE PENITENTIARY, FORT MADISON, BIENNIAL REPORT.

RESERVE 50.

1865	25	1877	57	1887	49
1867	80	1879	66	1891	60
1869	12	1881	80	1893	123
1871	86	1883	63	1895	17
1873	79	1885	46	1897	102
1875	20				

REPORT OF VISITING COMMITTEE, STATE PENITENTIARY.

RESERVE 25.

1882	19th	14	1888	22d	5	1894	25th	100
1884	20th	80	1890	23d	100	1896	26th	594
1886	21st	46						

STATE REFORMATORY, ANAMOSA, BIENNIAL REPORT. RESERVE 50.

Year	No.	Year	No.	Year	No.
1873	64	1883	80	1891	98
1877	90	1885	90	1893	5
1879	79	1887	93	1895	27
1881	98	1889	17	1897	70

REPORT OF VISITING COMMITTEE, STATE REFORMATORY.

RESERVE 25.

1882	19th	1	1888	22d	54	1894	25th	84
1884	20th	39	1890	23d	40	1896	26th	474
1886	21st	50						

BENEDICT HOME, BIENNIAL REPORT. RESERVE 25.

1885	134	1890	90	1893	175
1889	120				

REPORT OF VISITING COMMITTEE, BENEDICT HOME. RESERVE 25.

1886	58	1894	100	1896	100
1888	62				

CAPITOL AND PUBLIC PROPERTY.

CAPITOL COMMISSION, REPORT ON BUILDING. RESERVE 63.

Year	No.	Year	No.
1871 Laying Corner Stone	108	1881 Sixth Report	76
1871 First Report	46	1883 Seventh Report	94
1875 Third Report, 1873, Second Report (bound together)	20	1885 Eighth Report	83
1875 Third Report (bound alone)	81	1886 Report to 21st G. A.	29
1877 Fourth Report	104	1887 Final Report	72
1879 Fifth Report	86	1887 Report of Settlement	116
		1884 Inauguration of Capitol Address of J. A. Kasson	96

CAPITOL COMMISSION, COMPLETION OF BUILDING. RESERVE 50.

Year	No.	Year	No.
1902	408	1904	472
		1909	431

CUSTODIAN OF PUBLIC BUILDINGS AND PROPERTY. RESERVE 50.

1887	70	1897	192	1906	438
1889	20	1899	176	1908	283
1891	67	1901	12	1910	298
1893	170	1903	166	1912	98
1895	4	1905	222	1914	174

CENSUS OF IOWA.

COMPLETE. RESERVE 100.

1856	82	1869	27	1895	350
1859	57	1875	30	1905	350
1867	43	1885	70	1915	1,900

CENSUS BULLETINS. RESERVE 50.

Year	No.	Year	No.
1905 No. 1 Cities and towns	59	1915 Population	290
1905 No. 2 Civil War Vets	800	1915 Agricultural	500

DAIRY AND FOOD DEPARTMENT.

ANNUAL REPORT OF COMMISSIONER. RESERVE 50.

Year	No.	Year	No.	Year	No.
1887	2	1898	54	1908	98
1888	1	1899	36	1909	82
1889	21	1900	51	1910	82
1890	35	1901	80	1911	57
1891	50	1902	75	1912	98
1892	35	1903	15	1913	248
1893	50	1904	152	1914	299
1894	80	1905	263	1915	474
1896	21	1906	98	1916	44
1897	61	1907	83		

## MISCELLANEOUS.

Year	No.
1915 Bulletin 12. Vinegar .....	20
1915 Bulletin 13. Flies .....	100
1915 Bulletin 14. Value of Food.....	5
1915 Bulletin 15. Miscellaneous .....	10
1915. Bulletin 16. Iowa Butter Mark .....	25
1916 Bulletin 17. General .....	100
1916 Bulletin 18. Care of Milk.....	10

## DENTAL EXAMINERS.

## ANNUAL AND BIENNIAL REPORT OF BOARD. RESERVE 25.

Year	No.	Year	No.
1883 .....	50	1892 .....	56
1884 .....	48	1893 .....	50
1885 .....	49	1903 .....	50
1889 .....	50	1906 .....	100
1890 .....	50	1908 .....	100

## DOCUMENT DEPARTMENT.

## DOCUMENT LISTS AND BIENNIAL REPORT. RESERVE 25.

1904 .....	100	1909 .....	100	1913 .....	150
1907 .....	100	1911 .....	100	1914 .....	150

## STATE PUBLICATIONS. RESERVE 25.

1916 .....

## EDUCATION—STATE DEPARTMENT OF EDUCATION

## BIENNIAL REPORTS SUPERINTENDENT OF PUBLIC INSTRUCTION.

## RESERVE 100.

1867 .....	5	1887 .....	5	1903 .....	171
1871 .....	68	1889 .....	18	1905 .....	98
1875 .....	46	1891 .....	94	1906 .....	432
1877 .....	13	1893 .....	91	1908 .....	607
1879 .....	58	1895 .....	143	1910 .....	773
1881 .....	83	1897 .....	26	1912 .....	94
1883 .....	74	1899 .....	7	1914 .....	560
1885 .....	56	1901 .....	118	1916 .....	**

## EDUCATIONAL DIRECTORY.

1902 .....	100	1908 .....	200	1912 .....	1,415
1904 .....	100	1909 .....	200	1913 .....	70
1905 .....	100	1910 .....	100	1914 .....	250
1906 .....	100	1911 .....	2,110	1915 .....	300
1907 .....	200				

## SCHOOL LAW AND DECISIONS. RESERVE 25.

1872 .....	12	1884 .....	34	1902 .....	100
1874 .....	37	1888 .....	62	1907 .....	312
1876 .....	45	1892 .....	5	1911 .....	50
1880 .....	45	1897 .....	99	1915 .....	3,030

## SPECIAL DAY BOOKLETS.

Year	No.	Year	No.
1894 Flag Day .....	21	1905 Special Day .....	25
1898 Memorial Day .....	50	1905 Holidays and Hallowed Days .....	19
1901 Special Day .....	81	1906 Special Day .....	550
1902 Special Day .....	100	1906 Arbor Day .....	100
1903 Memorial Day .....	50	1907-8 Special Day .....	220
1903 Louisiana Purchase .....	100	1908-9 Special Day .....	50
Flag and the School House.....	124	1910-11 Special Day .....	300
1904 Flag Day .....	100	1912-13 Special Day .....	680
1904 Special Day .....	100	1913 Arbor and Bird Day .....	950
1905 Memorial Day .....	50	1914 Iowa Special Days .....	0
1905 Flag Day .....	50	1916 Iowa Day .....	10

## STATE TEACHERS' ASSOCIATION. PROCEEDINGS. RESERVE 50.

Year	No.	Year	No.
1893 .....	50	1904 .....	200
1894 .....	39	1905 .....	247
1896 .....	6	1906 .....	128
1898 .....	51	1907 .....	147
1899 .....	23	1908 .....	138
1901 .....	3	1909 .....	97
1903 .....	158	1915 .....	105

## MISCELLANEOUS PAMPHLETS.

Year	No.
1895 Handbook of Iowa Schools.....	90
1898 Report of Committee on I. S. T. Ass'n.....	38
1900 Handbook of Iowa Schools.....	100
1900 Manual of Normal Institutes.....	100
1901 Chapter II. Consolidation of Districts.....	361
1902 Supplementary List of Library Books.....	100
1903 Manual for Accredited Schools.....	1960
1903 Chapter VIII. Improvement of Rural Schools.....	500
1904 Manual of Normal Institutes.....	158
1904 Supplement to Manual for Normal Institutes.....	100
1904 Catalogue of Library Books for Schools.....	200
1904 What, How and Why.....	100
1905 Condition and Needs of Rural Schools.....	110
1906 Extracts from School Laws.....	110
1906 Handbook of Iowa Schools.....	125
1906 Law as to Certificates.....	4970
1908 Outlines of Psychology.....	250
1908 Uniform County Certificates .....	150
1908 Supplementary List of Library Books.....	200
1908 Educational Commission Report.....	50
1911 Catalogue of Library Books for Schools.....	60
1911 Extracts from School Laws.....	100
1912 Normal Training .....	50
1912 Better Schools Commission Report.....	0
1913 Normal Training .....	50
1913 Handbook of Iowa Schools.....	8001
1914 Vocational Guidance .....	400
1914 High School Reference Books.....	1450
1914 Regulations for Uniform County Certificates.....	3200
1916 Iowa Children at Play.....	5
1916 Schoolhouses and Grounds.....	20
1915 Lessons in Agriculture (36).....	25
1916 Spelling List .....	20
1915 Outlines of Music.....	20
1915 School Management .....	50
1915 Home Economics .....	30
1915 Graded and High Schools.....	10
1916 Approved High Schools.....	10
1915 Manual Training in Woodwork.....	30
1915 Agriculture for High Schools.....	25
1915 Establishing Consolidated School.....	10
1915 Organizing Consolidated School.....	10
1915 Completion Consolidated School.....	10
1916 Normal Training High Schools.....	75
1915 Agriculture, Domestic Science and Manual Training.....	50

## EDUCATION—STATE BOARD OF EDUCATION

## BIENNIAL REPORT, BOARD OF EDUCATION. RESERVE 100.

Year	No.	Year	No.
1910 .....	222	1914 .....	1100
1912 .....	1713	1916 .....	**

## MISCELLANEOUS.

Year	No.
1905 Report Educational Commission on Colleges.....	2237
1913 Co-ordination of the Colleges.....	2
1913 High School Bulletin.....	1
1916 Bulletin No. 1. The Accredited High School.....	40
1914 Bulletin No. 2. History of High School Inspection.....	1
1914 Bulletin No. 3. Classification of High Schools.....	2
1914 Bulletin No. 4. The High School and the College.....	1

## STATE NORMAL SCHOOL, BIENNIAL REPORT. RESERVE 50.

Year	No.	Year	No.
1877	89	1889	57
1879	79	1895	1
1881	99	1897	1
1883	109	1899	79
1885	45	1901	327

## REPORT OF VISITING COMMITTEE TO NORMAL SCHOOL. RESERVE 25.

1884	39	1888	57
1886	38	1890	85

## COLLEGE FOR THE BLIND, BIENNIAL REPORT. RESERVE 50.

1859	1	1875	28
1861	6	1877	78
1867	56	1879	68
1869	26	1881	77
1871	63	1883	45
1873	60	1885	42

## REPORT OF VISITING COMMITTEE, COLLEGE FOR THE BLIND.

## RESERVE 25.

1882	18	1888	67
1886	96	1890	23

## STATE UNIVERSITY OF IOWA, BIENNIAL REPORT. RESERVE 75.

1869	25	1883	24
1871	14	1885	44
1873	21	1887	89
1877	54	1889	63
1879	39	1895	36
1881	49	1897	99

## REPORT OF VISITING COMMITTEE TO STATE UNIVERSITY.

## RESERVE 25.

1874	6	1886	34
1880	33	1888	59
1884	53	1890	58

## STATE COLLEGE OF AGRICULTURE AND MECHANIC ARTS, REPORT.

## RESERVE 75.

1861 (Annual)	1	1881	16
1863 (Annual)	13	1883	23
1867 (Biennial)	48	1885	59
1869	24	1887	15
1871	22	1889	70
1873	12	1891	64
1877	49	1893	107
1879	32	1895	107

## REPORT OF VISITING COMMITTEE TO STATE COLLEGE. RESERVE 25.

1882	5	1888	41
1884	36	1890	39
1886	57		

## REPORT OF EXPERIMENT STATION, STATE COLLEGE.

## RESERVE 25.

1899 (Annual report)	110	1899 Bulletin No. 26	146
		1899 Bulletin No. 38	970

## EXECUTIVE COUNCIL OF IOWA.

## EXPENSE REPORT, BIENNIAL. RESERVE 75.

1899	150	1906	500
1901	150	1908	150
1903	60	1910	150
1905	159	1916	750

## ASSESSMENT OF RAILROAD PROPERTY. RESERVE 100.

Year	No.	Year	No.
1872	44	1894	200
1876	200	1895	105
1880	200	1896	200
1882	8	1897	190
1884	68	1898	200
1886	83	1899	200
1887	60	1900	185
1889	115	1901	60
1890	30	1902	150
1891	106	1903	200
1892	140	1904	175
1893	200	1905	150

## ASSESSMENT OF TELEPHONE AND TELEGRAPH. RESERVE 75.

1902	20	1907	150
1903	150	1908	75
1904	200	1909	99
1905	200	1910	149
1906	300	1911	149

## FIRE MARSHAL.

## ANNUAL REPORT. RESERVE 50.

1911	250	1913	114
1912	299	1914	189

## MISCELLANEOUS.

1915	Bulletin on Causes of Fires		10
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## FISH AND GAME DEPARTMENT.

## BIENNIAL REPORT FISH AND GAME WARDEN. RESERVE 50.

1877	62	1891	100
1879	49	1893	76
1881	42	1895	55
1883	35	1897	8
1885	38	1899	99
1887	53	1901	99
1889	40	1903	2

## FISH HATCHERY, SPECIAL REPORTS. RESERVE 25.

1882	12	1886 (also contains report for hatching house at Anamosa)	35
1888		1888	48
		1890	62
		1894	400
		35 1896	550

## GENERAL ASSEMBLY

## SENATE JOURNALS. RESERVE 50.

Year	General Assembly	No. on Hand	Year	General Assembly	No. on Hand
1848	2d	41	1886	21st	17
1854	5th	2	1888	22d	100
1856	6th	36	1890	23d	47
1860	8th	113	1892	24th	193
1861	8th Extra	11	1894	25th	183
1862	9th	25	1896	26th	177
1864	10th	33	1897	26th Extra	180
1866	11th	45	1898	27th	186
1868	12th	86	1900	28th	184
1870	13th	12	1902	29th	183
1872	14th	25	1904	30th	182
1873	14th Extra	86	1906	31st	290
1874	15th	73	1907	32d	148
1876	16th	137	1908	32d Extra	553
1878	17th	126	1909	33d	158
1880	18th	181	1911	34th	146
1882	19th	74	1913	35th	149
1884	20th	3	1915	36th	70

HOUSE JOURNALS. RESERVE 50.

Year	General Assembly	No. on Hand	Year	General Assembly	No. on Hand
1854	5th	2	1886	21st	2
1856	6th	21	1888	22d	66
1858	7th	2	1890	23d	35
1860	8th	50	1892	24th	196
1862	9th	41	1894	25th	184
1862	9th Extra	50	1896	26th	185
1864	10th	34	1897	26th Extra	183
1866	11th	24	1898	27th	187
1868	12th	74	1900	28th	182
1870	13th	44	1902	29th	177
1873	14th Extra	2	1904	30th	178
1874	15th	2	1906	31st	226
1876	16th	67	1907	32d	140
1878	17th	89	1908	32d Extra	581
1880	18th	101	1909	33d	162
1882	19th	7	1911	34th	306
1884	20th	2	1913	35th	136
			1915	36th	70

RULES OF THE GENERAL ASSEMBLY. RESERVE 25.

1870	13th	5	1894	25th	50
1876	16th	50	1896	26th	6
1878	17th	50	1900	28th	50
1880	18th	50	1902	29th	50
1882	19th	50	1904	30th	49
1884	20th	50	1906	31st	164
1886	21st	50	1907	32d	110
1888	22d	50	1909	33d	64
1890	23d	16	1911	34th	122
1892	24th	50	1913	35th	95

GEOLOGICAL SURVEY.

ANNUAL REPORT. RESERVE 100.

Vol.	No. on Hand	Vol.	No. on Hand	Vol.	No. on Hand
1	218	9	228	17	739
2	219	10	247	18	970
3	247	11	269	19	764
4	92	12	344	20	1060
5	177	13	324	21	1273
6	224	14	394	22	Bibliography 659
7	238	15	342	23	665
8	235	16	707	24	1266

BULLETINS. RESERVE 100.

Grasses of Iowa, No. 1	100	Artesian Wells bulletin	180
Grasses of Iowa, No. 2	1288	Weed Flora	855

GOVERNOR OF IOWA.

MESSAGE TO THE GENERAL ASSEMBLY. RESERVE 50.

Year	G. A.	Governor	No. on Hand
1864	10th	Kirkwood	50
1868	12th	Stone	114
1872	14th	Merrill	67
1874	15th	Carpenter	51
1878	17th	Newbold	54
1880	18th	Gear	31
1884	20th	Sherman	24
1886	21st	Sherman	4
1888	22d	Larrabee	50
1890	23d	Larrabee	2
1892	24th	Boles	20
1894	25th	Boles	9
1896	26th	Jackson	222
1898	27th	Drake	7
1900	28th	Shaw	142

Year	G. A.	Governor	No. on Hand
1902	29th	Shaw	870
1904	30th	Cummins	626
1906	31st	Cummins	175
1907	32d	Cummins	589
1909	33d	Garst	513
1911	34th	Carroll	617
1913	35th	Carroll	138
1915	36th	Clarke	74
1917	37th	Clarke	**

INAUGURAL ADDRESS OF GOVERNOR. RESERVE 50.

1862	9th	Kirkwood	1
1864	10th	Stone	3
1868	12th	Merrill	58
1870	13th	Merrill	270
1872	14th	Carpenter	108
1874	15th	Carpenter	50
1876	16th	Kirkwood	183
1878	17th	Gear	98
1882	19th	Sherman	97
1886	21st	Larrabee	97
1890	23d	Boles	108
1892	24th	Boles	59
1894	25th	Jackson	32
1896	26th	Drake	398
1898	27th	Shaw	30
1900	28th	Shaw	33
1902	29th	Cummins	521
1904	30th	Cummins	467
1906	31st	Cummins	300
1907	32d	Cummins	274
1909	33d	Carroll	279
1911	34th	Carroll	469
1913	35th	Clarke	149
1915	36th	Clarke	75
1917	37th	Harding	**

BIENNIAL AND INAUGURAL ADDRESSES—(BOUND TOGETHER).

RESERVE 50.

Year	G. A.	Governor	No. on Hand
1878	17th	Newbold	4
		Gear	First Inaugural
1880	18th	Gear	Biennial
		Gear	Second Inaugural
1882	19th	Gear	Biennial
		Sherman	First Inaugural
1884	20th	Sherman	Biennial
		Sherman	Second Inaugural
1886	21st	Sherman	Biennial
		Larrabee	First Inaugural
1888	22d	Larrabee	Biennial
		Larrabee	Second Inaugural

SPECIAL MESSAGES. RESERVE 50.

Year	G. A.	Governor	No. on Hand
1860	8th	Kirkwood	1
1861	8th Extra	Kirkwood	300
1862	9th	Kirkwood	30
1868	12th	Merrill	144
1872	14th	Carpenter (Swamp Lands)	95
1884	20th	Sherman (Kasson dedicatory address)	33

HEALTH.

BIENNIAL REPORT STATE BOARD OF HEALTH. RESERVE 50.

Year	No.	Year	No.
1883	71	1895	141
1887	34	1897	49
1889	99	1899	100
1891	99	1901	94
1893	98	1903	60
		93 1906	
		96 1908	
		95 1910	
		97 1912	
		97 1914	



## HIGHWAYS.

## ANNUAL REPORT STATE HIGHWAY COMMISSION. RESERVE 50.

Year	No.	Year	No.
1905	97 1908	192 1915	200
1906	150 1914	90 1916	**

## HISTORICAL.

## BIENNIAL REPORT STATE HISTORICAL DEPARTMENT. RESERVE 75.

1893	4 1901	1 1908	74
1895	2 1903	1 1910	71
1897	2 1905	94 1912	39
1899	99 1906	370 1914	39

## BIENNIAL REPORT STATE HISTORICAL SOCIETY, IOWA CITY.

## RESERVE 75.

1857	13 1881	61 1901	196
1863	2 1883	53 1903	177
1865	40 1885	116 1905	164
1867	49 1887	44 1906	91
1869	103 1889	47 1908	115
1871	66 1891	106 1910	96
1873	100 1893	83 1912	124
1875	29 1895	186 1914	125
1877	70 1897	190 1916	150
1879	126 1899	164	

## HORTICULTURAL DEPARTMENT.

## ANNUAL REPORT OF STATE HORTICULTURAL SOCIETY. RESERVE 50.

1867	36 1887	50 1903	752
1873	50 1888	7 1904	50
1876	31 1890	133 1905	33
1877	12 1892	415 1906	59
1878	5 1893	32 1907	50
1879	79 1894	476 1908	50
1880	275 1895	674 1909	50
1881	256 1896	182 1910	67
1882	80 1897	203 1911	67
1883	50 1898	50 1912	55
1884	97 1899	50 1913	133
1885	50 1901	162 1914	100
1886	50 1902	46 1915	102

## INSURANCE.

## STATE AUDITOR ANNUAL INSURANCE REPORT. RESERVE 75.

1876	86 1898	66 1909	Vol. 1	222
1877	1 1899	180	Vol. 2	268
1878	46 1900	127	Vol. 3	299
1879	1	260 1910	Vol. 1	370
1881	89 1901	88	Vol. 2	185
1882	75	91	Vol. 3	590
1883	86 1902	289 1911	Vol. 1	116
1884	83	291	Vol. 2	77
1885	45 1903	283	Vol. 3	353
1886	61	281 1912	Vol. 1	362
1888	94 1904	284	Vol. 2	114
1889	26	285	Vol. 3	88
1890	11 1905	570 1913	Vol. 1	218
1891	53	575	Vol. 2	81
1892	46 1906	643	Vol. 3	285
1893	82	667 1914	Vol. 1	219
1894	67 1907	372	Vol. 2	64
1895	155	236	Vol. 3	72
1896	79 1908	209		
1897	44	306		

## INSURANCE COMMISSIONER, ANNUAL INSURANCE REPORT.

## RESERVE 75.

Year	No.	Year	No.		
1915	Vol. 1 Fire	164	1916	Vol. 1 Fire	130
1915	Vol. 2 Casualty	144	1916	Vol. 2 Casualty	150
1915	Vol. 3 Life	165	1916	Vol. 3 Life	140

## MISCELLANEOUS.

Year	No.	
1907	Report of Commission to Thirty-second General Assembly	397
1907	Same with abstract of the testimony	50
1915	List of Insurance Companies	10

## LABOR.

## BIENNIAL REPORT COMMISSIONER OF LABOR STATISTICS.

## RESERVE 75.

Year	No.	Year	No.
1888	2 1902	86 1909	251
1894	1 1904	82 1911	492
1896	1 1906	75 1913	99
1898	97 1907	68 1915	**
1900	34		

## WORKMEN'S COMPENSATION, BIENNIAL REPORT OF INDUSTRIAL COMMISSIONER. RESERVE 75.

Year	No.	Year	No.
1914	75	1916	**

## MISCELLANEOUS.

1912	Report of Commission to Thirty-fifth General Assembly	62
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## LAW BOOKS AND PAMPHLETS.

	No. on Hand		No. on Hand
School law	3030	Free Employment Bureau	2
Insurance law	3390	County Officers, new law	40
Banking law	2575	"Blue Sky" law	300
Fish and Game law	20	Child Labor law	5
Drainage law	625	Weights and Measures law	5
Revenue law	50	Criminal law	10
Election law	1800	Paroles and Pardons	50
Primary Election law	75	Absent Voters law	90
Corporation law	100	Law on Accident Reports	85
Mine Inspection law	45	Tax Levy Limits	50
Building and Loan law	25	Tax Levies, Municipal	50
Motor Vehicle law	50	Printing Law, County	25
Child Labor law	9	Printing Law, Municipal	25
Roads, Bridges, Ferries	5	Oil Inspection law	60
New Highway law	40	Library law	25
Pharmacy law and rules	100	Insurance Rating law	35
Pure Food law	10	Admission to the Bar	25
Temperance Legislation	125	Supreme Court Rules	10
Hotel Inspection law	2	Law on Feeding Stuffs	10
Sanitary law	55	Dairy law	5
Fire Escape law	1	Cold Storage law	10

## LIBRARY.

## BIENNIAL REPORT STATE LIBRARIAN. RESERVE 50.

Year	No.	Year	No.
1869	100 1889	14 1906	85
1877	21 1893	8 1908	90
1881	78 1895	78 1910	120
1883	58 1897	165 1912	120
1885	13 1899	283 1914	96
1887	245 1905	297 1916	**

## CATALOGUE OF STATE LIBRARY. RESERVE 25.

Year	No.	Year	No.
1889 Law Department	48	1889 Law and Miscellaneous	
1889 Miscellaneous Dept.	157	Depts. combined	100

## LIBRARY COMMISSION, BIENNIAL REPORT. RESERVE 50.

Year	No.	Year	No.
1903	23	1908	152
1905	70	1910	147
1906	134	1912	150

## MINE INSPECTION.

## BIENNIAL REPORT STATE MINE INSPECTORS. RESERVE 50.

1881	30	1893	3	1908	199
1883	12	1895	9	1910	199
1885	1	1901	25	1912	199
1887	48	1903	46	1914	299
1889	8	1905	66	1916	210
1891	59	1906	95		

## OFFICIAL REGISTER.

## RESERVE 125.

1892	364	1900	14	1906	303
1894	209	1901	1	1907-8	498
1895	169	1902	499	1909-10	497
1897	2	1903	77	1911-12	497
1898	1	1904	499	1913-14	148
1899	544	1905	202	1915-16	500

## OIL INSPECTION.

## BIENNIAL REPORT SECRETARY OF STATE ON INSPECTION.

## RESERVE 50.

1885	50	1897	50	1906	316
1887	50	1899	50	1908	234
1889	50	1901	50	1910	146
1891	50	1903	50	1912	232
1893	50	1905	50	1914	147
1895	50				

## OIL INSPECTOR, BIENNIAL REPORT. RESERVE 50.

1916 ..... 100

## PAROLES AND PARDONS.

## BIENNIAL REPORT BOARD OF PAROLE. RESERVE 75.

1910	99	1914	23	1916	**
1912	174				

## BIENNIAL REPORT OF GOVERNOR ON PARDONS. RESERVE 50.

1867	97	1891	99	1905	90
1869	99	1893	30	1906	89
1873	48	1895	24	1908	270
1877	99	1897	66	1910	148
1881	64	1899	94	1912	329
1883	17	1901	93	1914	230
1887	5	1903	91	1916	**
1889	59				

## CRIMINAL STATISTICS, REPORT OF SECRETARY OF STATE.

## RESERVE 75.

Year	No.	Year	No.
1861	20	1879	60
1865	3	1881	60
1867	31	1883	12
1869	57	1885	57
1871	26	1887	46
1873	44	1889	38
1875	45	1891	62
1877	59	1893	68

## PHARMACY.

## BIENNIAL REPORT STATE BOARD OF PHARMACY. RESERVE 50.

1881	84	1893	92	1905	199
1883	54	1895	93	1908	169
1885	35	1897	92	1910	199
1887	51	1899	92	1912	199
1889	48	1901	92	1914	99
1891	45	1903	15	1916	125

## PHARMACY LAW AND REGULATIONS.

1886 ..... 49 1896 ..... 14 1915 ..... 200

## PIONEER LAWMAKERS' ASSOCIATION.

## PROCEEDINGS OF BIENNIAL MEETINGS. RESERVE 75.

1886 to 1890, first and second reports	1896	300	1906	299
	1898	300	1907	213
	39	1900	92	1909
1892	10	1902	300	1911
1894	137	1904	299	1913

## RAILROADS.

## ANNUAL REPORT OF BOARD OF RAILROAD COMMISSIONERS.

## RESERVE 100.

1878	61	1892	439	1904	684
1880	60	1893	44	1905	1011
1881	2	1894	184	1906	297
1882	16	1895	89	1907	767
1883	13	1896	856	1908	602
1884	23	1897	406	1909	1007
1885	8	1898	525	1910	1032
1886	10	1899	197	1911	965
1887	7	1900	1006	1912	1106
1888	6	1901	87	1913	926
1889	66	1902	288	1914	911
1890	144	1903	489	1915	**
1891	87				

## MISCELLANEOUS.

Year	No.	
1870	Water Communications Report to 13th General Assembly	13
1874	Railway Regulations Report to 15th General Assembly	230
1882	Report on Railroads	80
1902	Statistics of Railways	200
1915	National Appraisal (Thorne)	10

SECRETARY OF STATE.

LAND OFFICE REPORT, BIENNIAL. RESERVE 50.

Year	No.	Year	No.
1857	4	1879	63
1858 (Supplemental)	68	1881	59
1859	55	1883	36
1865	28	1885	130
1867	121	1889	69
1869	39	1891	392
1871	66	1893	281
1873	5	1895	94
1875	46	1897	59
1877	34	1899	54

MISCELLANEOUS.

Year	No.
1914 Members 36th General Assembly	5
1916 Members 37th General Assembly	300
1915 Acts Effective by Publication	5
1913 Nominees at the Primary	10
1915 Nominees at the Primary	10
1914-15 Times of Holding Court	5
1916-17 Times of Holding Court	200
1914 Corporation List	600
1915 Corporation List	600

STEAMBOAT INSPECTORS.

BIENNIAL REPORT. RESERVE 25.

Year	No.	Year	No.
1891	99	1906	108
1893	18	1907	108
1905	98	1908	99

TREASURER OF STATE.

BIENNIAL REPORT. RESERVE 100.

Year	No.	Year	No.
1857	16	1883	167
1859	47	1885	58
1867	41	1887	28
1869	51	1889	93
1871	61	1891	91
1873	94	1893	98
1875	37	1895	116
1877	192	1897	193
1879	121	1899	196
1881	174		

MISCELLANEOUS.

Year	No.
1898 Collateral Inheritance Tax Regulations	94
1904 Collateral Inheritance Tax Regulations	1004
1911 Collateral Inheritance Tax Regulations	1650
Special Investigation of Treasury	35

VETERINARY DEPARTMENT.

BIENNIAL REPORT OF VETERINARY SURGEON. RESERVE 50.

Year	No.	Year	No.
1885	82	1892	144
1886	68	1893	69
1887	143	1894	74
1888	123	1895	45
1889	35	1897	17
1890	112	1899	44
1891	168	1901	102

MISCELLANEOUS.

Year	No.
1883 Report on Hospital for Contagious Diseases	18
1885 Rules for Pleuro-Pneumonia	110
1885 Rules on Contagious Diseases	40
1896 Rules on Contagious Diseases	200
1914 Iowa State Veterinary Register	10

WEATHER AND CROPS.

REPORT OF IOWA WEATHER SERVICE. RESERVE 25.

Year	No.	Year	No.
1884	1	1886	11
		1887	1

REPORT OF CENTRAL STATION. RESERVE 25.

1887	31	1889	15
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ANNUAL REPORT WEATHER AND CROP SERVICE. RESERVE 25.

Year	No.	Year	No.
1890	12	1905	61
1891	9	1906	83
1896	8	1907	228
1897	1	1908	220
1898	1	1909	121
1899	40	1910	125
1902	97	1911	133
		1912	142
		1913	117
		1914	112
		1915	119
			**

MISCELLANEOUS PAMPHLETS AND REPORTS.

Year	No.
1857 Des Moines River Improvement Report	41
1858 Des Moines River Improvement Report	70
1867 Iowa at the Paris Exposition	11
1869 Commissioner of War Claims Report	35
1870 Report on Water Communications	2
1870 Law as to Commissioners	5
1871 Commission of Immigration Report	22
1872 Commissioner of Immigration Report	22
1872 Report on Des Moines River Losses	33
1874 Distribution of Seeds	12
1876 Conference of Governors on Grasshoppers	9
1876 Philadelphia Exposition State Address	60
1876 Philadelphia Exposition Educational	21
1882 Homeseeker's Guide	5
1883 First Registration of Iowa	9
1886 New Orleans Exposition	2
1886 Impeachment of Brown	5
1886 Answer to the Impeachment of Brown	3
1886 Brief on the Impeachment of Brown	14
1889 Report of Philadelphia Relief	28
1892 Revenue Commission Report to 24th G. A.	63
1892 Constitution of Iowa (1857)	42
1893 Opening Iowa Building at Chicago Exposition	10
1893 Report Executive Council to 25th G. A.	275
1893 Duties of Township Trustees	110
1893 Omaha Exposition	170
1893 Chicago Exposition	160
1894 Laws of 25th G. A. Taxing Liquors	170
1896 Report Code Commission to 26th G. A.	205
1898 Report on State Offices, 27th G. A.	285
1904 Check List of Iowa Publications	5
1906 D. B. Henderson Memorial	344
1908 W. B. Allison Memorial	640
1912 Report on Jail Systems of Iowa	5
1912 Report of Tax Commission of 35th G. A.	163
1913 Capitol Improvement Plans	1
1914 Report of Retrenchment and Reform Committee to 36th G. A.	225
1915 Iowa at Panama-Pacific Exposition	10
1915 Bee Keepers Library	20
1915 Memorial Session Senate of 36th G. A.	800