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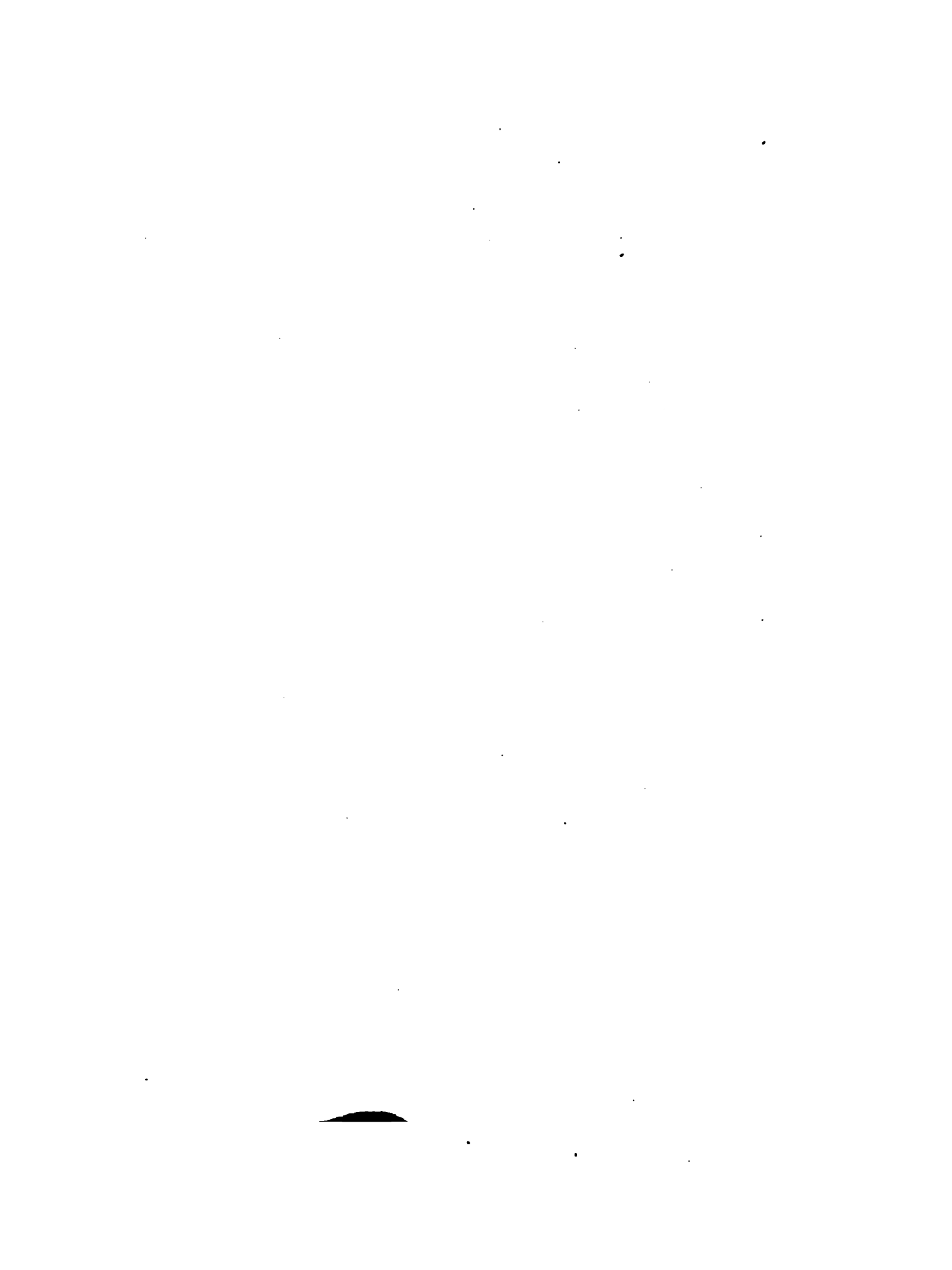
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Library Notes

IMPROVED METHODS AND LABOR-SAVERS

FOR

LIBRARIANS, READERS AND WRITERS

EDITED BY MELVIL DEWEY

Volume I

June 1886 March 1887

BOSTON: LIBRARY BUREAU

LONDON: Trübner & Co. LEIPZIG: G. E. Stechert

1887







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1886

Library Notes



IMPROVED METHODS AND LABOR-SAVERS FOR LIBRARIANS
READERS AND WRITERS

EDITED BY MELVIL DEWEY

Secretary American Library Association, and Prof. of Library Economy in Columbia College

Vol. I—No. I June 1886

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Library Notes.



Vol. 1.

JUN

No. 1.

All communications and inquiries for the editor, exchanges, press copies, etc., should be addressed, Melvil Dewey, Columbia College, New York, and marked L. N.

All subscriptions, copy for advertising, remittances and business communications, should be addressed to the publishers, Library Bureau, 32 Hawley St., Boston.

All subscriptions are understood to be for the complete, current volume.

The editorial and business department are absolutely independent. Any descriptions, illustrations or references in the reading matter to articles sold by any firm are because the editor believes them to be valuable to his readers, and are wholly on the merits of each article without knowledge or influence from the business department. The editor is responsible for all unsigned matter except in the advertising pages.

We print the constitution and board of officers of the American Library Association and beg any reader of this note who is not yet a member and who is in any way connected with or interested in libraries to read the articles in this number which more fully explain its work and trust our assurance that it will pay to share in the great benefits to be derived from the A. L. A. and its official organ, the monthly LIBRARY JOURNAL.

The coming meeting of the American librarians at Milwaukee, July 7 to 10, 1886, of which full announcement will be found in this number, gives every promise of being the most important and enjoyable yet held. The practical coöperation in reducing the great cost of cataloging is at last to come up for action; a large number of interesting papers from able men and women are already announced and others are in preparation, and old members know that the most profitable features are often not on the program nor in the reports.

The great excursions which have been tendered with true Western hospitality, promise to make the social features equally marked. We urge our readers therefore to give prompt and full attention to this matter and if possible to be present at Milwaukee. The unusual reductions and attractions for the round trip merit special comment. By going *via* Baltimore and Washington through the famous mountain scenery and returning *via* Niagara, as can be done by simply exchanging tickets with other members at Milwaukee who reverse this order, one combines the advantages of the northern and southern lines. As the eight days' free excursion tendered by the leading northwestern railroads is also



circular, the complete A. L. A. tour will attain the dignity of a trip abroad and be classed by our catalogers as "Travels." The total expenses have been, by the liberality of leading railroad officials, reduced to less than half the regular rates, and thus placed within the means of all interested.

We have neither space nor time for excuses but justice to publishers and editor require record that at the request of the executive committee of the A. L. A. it was decided to issue this first number before the Milwaukee meeting instead of in the fall and less than two weeks were left to do the work of three months. Those interested in our work will get a fair idea from this hurriedly prepared first number and will be lenient judges. The opinion of others is to us unimportant.

We had already set up and paged for this number over 30 p. of valuable matter which better illustrated the character of the NOTES than the Library Conference and prospectus matters which have crowded it out. As we have already considerably exceeded the 50 p. allowed by our publishers, we have deferred to our second number:— a complete code of Condensed Rules for a Card Catalog, Author, Subject, and Title, with chapters on Check Marks, Main Entry, Heading, Title, Imprint, Contents and Notes, Capitals, Spacing and Under-scoring, Arrangement, and Miscellaneous rules; also codes of Library Abbreviations with directions for their use, for 100 Forenames, for Headings, for Imprints, for Places of publication, for Titles, states, etc., for Book-titles, and for Book-sizes by all methods; a much liked scheme of arrangement of Libraries on Special Authors; and articles on Education by Reading, the Power of a Modern Book, the School of Library Economy, Women as librarians, how they are handicapped, and the Librarian's Qualifications, Hours and Salary. A large number of Labor-Saving Notes have also been crowded over, as have several library notes, for which the illustrative cuts could not be finished in time, and we purpose, wherever our notes can thus be made more practical and helpful, to use illustrations freely.

Readers must remember that they largely share the responsibility of improving the NOTES. We must hear from them as to their needs, and specially in regard to anything we print which is not clearly understood or does not fully meet the difficulties. Needed additions and corrections can be made in a later number, and the Handbooks now in preparation will better serve their end if criticisms are freely and promptly made on what first appears in the NOTES. The coöperation of all interested is solicited in perfecting these aids for librarians and catalogers.

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THE LIBRARY QUARTET AND ITS WORK.

Ten years ago at the inception of the modern library movement it was recognized that four agencies were necessary properly to carry forward the great work, viz. : —

1. A national association of those interested in libraries which should hold annual conventions, make the leading librarians better acquainted with each other, with their mutual experience and the results achieved, and by means of standing committees should carry on through the year all that work possible only through such organization. In short the first need was a strong society for promoting library interests. The American Library Association was founded in 1876 and has already proved a greater success than its promoters looked for in the first ten years. Through its influence, direct and indirect, general library interests have received a great impetus. On pages 11-20 will be found the constitution, officers and announcements for this year's meeting at Milwaukee, July 7-10, and the article on the Development of the Modern Library Idea still further shows the field of the Association and its working committees.

2. The next need was a monthly journal to record the proceedings, committee reports and plans of the association, and to do that great work possible to a periodical and impracticable to any other agency. This want was likewise supplied in 1876, and it was the good fortune of the A. L. A. to secure in Frederick Leypoldt and his successor R. R. Bowker, publishers such as few societies are privileged to find. With unselfish devotion to the great work in which we were all engaged they have carried on our official organ at a great outlay of time and money, for which no adequate returns have been received or indeed expected. The ten volumes of the LIBRARY JOURNAL are a source of pride to every one who has known their history, and to-day many libraries too short sighted to see before how much they needed the JOURNAL if they wished to do good work in the cheapest way are now trying to find sets at a large advance on the original subscription price. With the monthly JOURNAL each subscriber now receives for the single price of \$5.00 the *Coöperative Index to Periodicals*, in itself worth many times the cost, and also the admirable monthly summary of the best current literature, the *Literary News*. On later pages will be found fuller information of these essential library aids.

3. The third need was a practical means of bringing the enormous benefits of coöperation, which has been the watch word of the whole movement, into full play in the interests of the libraries. A greater and still more practical work than either Association or Journal were

doing or could do, was open to a central office, devoting itself entirely to whatever could wisely be done in supplementing their work and carrying out tangibly their recommendations as to improved methods and labor saving appliances for simplifying or cheapening library work, and taking charge of any manufacturing, publishing, or other business that could not otherwise be done as satisfactorily. The LIBRARY BUREAU has grown out of the efforts to supply this want, first through a committee of the Association who made the recommendations while the Secretary did the business till its magnitude made a regularly organized business house a necessity. Here, more than anywhere else, time to get a large experience was necessary for getting much of the work into successful operation but it has gone steadily forward and is now rapidly taking on wider functions as a larger number of libraries have learned that it is not only a great convenience but a real economy to be able to send to a library headquarters for anything it may want, with confidence that the result will be the best obtainable.

4. The quartet is completed by a school for training librarians and after ten years this is now announced to go into operation next Jan. at Columbia College, New York, where as director of the school it again falls to the lot of the first secretary of the ASSOCIATION, the first editor of the JOURNAL, the founder of the LIBRARY BUREAU and the LIBRARY NOTES to undertake once more the drudgery of starting an essential part of the library plan to the execution of which he has devoted his life. Something more about the demand for this school will be found in this number and those interested should apply to Columbia College for its circular about the school since it is the purpose of the NOTES merely to stimulate interest enough in its readers so they will seek the information in the regular channels.

It would seem that the agencies were now complete as planned, without the NOTES which, from the nature of the case, could not possibly enter the field in competition with the official organ of the Association. The NOTES or something similar has been proved a necessity by ten years' experience without such an agency. The A. L. A. started with nearly 100 members. It soon grew to nearly 219, its present number. Its meetings year after year were practically of the same persons with the addition of local delegates. Those who came got great good and though the conferences are called and managed to advance library interests and not at all like some conventions as an excuse for an outing, yet more and more members have come to look on conference week as not only the most profitable but the pleasantest of the year. The prominent centers where we have met have vied with each other in making the visit one long to be remembered.

This experience of limitation in numbers is duplicated in our monthly official JOURNAL. The subscription list has gained little since the first two or three years, but those who have taken it have found it of great practical value as evinced in their warm words of commendation. It would seem that both ASSOCIATION and JOURNAL would receive large additions yearly till every library worthy the name was a member of the first and a subscriber to the second.

The explanation why this does not occur is not far to seek. Most of the libraries practically know nothing about it. They may remember getting a circular years ago asking them to share in the advantages, but it has been long forgotten. We have and can afford no agent to send through the country drumming up interest. Those who take the JOURNAL we reach and can interest in the A. L. A. Vice versa, those who attend the A. L. A. meetings we can reach and interest in the JOURNAL. But then our present work is done, and as the two classes are so nearly identical nine-tenths of those who could profit most by the experience of the more energetic institutions are practically ignorant of our existence.

The publisher of the JOURNAL undertook to reach this class by reducing its size and price nearly one half, and sending sample and circulars till he exhausted his great skill. The increase was so trifling as to prove that few libraries that found \$5.00 a prohibitive price could be secured at \$3.00 and the others wanted as good a journal as \$5.00 per year could possibly pay for. So after thorough trial for over two years the price was restored to \$5.00 and those of us most interested considered the question settled that some other means must be found to increase our list. For several years the Executive Board of the A. L. A. has had before it a proposition to print something at least quarterly to send to all its members, thus meeting the complaint of some who do not take the JOURNAL and therefore receive none of the notices, reports of committees, etc. which are published only in it. The plan found favor, but no one has found time to carry it out.

THE MISSION OF THE LIBRARY NOTES.

As pointed out in the preceding article ten years of experiment have proved that the rapid advance in library interests for which we so much hope is dependent on finding some means of reaching and interesting the apathetic libraries, which still so largely outnumber those imbued with the modern library spirit. Till this is accomplished our field of useful-

ness is limited:—for however good the sermon, the congregation is also essential if it is to do its proper work.

We could not afford a traveling agent, occasional circulars were not effectual, our JOURNAL could not reach the laggards by any reduction possible. But one method was left. To print a little quarterly so practically useful and so low in price that every library would feel it necessary to take it and then with this entering wedge to educate our readers as rapidly as possible to the knowledge that their selfish interests will be served by paying \$5.00 for the LIBRARY JOURNAL with its accompanying CO-OPERATIVE INDEX TO PERIODICALS and the LITERARY NEWS, by paying \$2.00 yearly to the A. L. A. and as often as possible attending its meetings and by joining also the new publishing section which promises to effect so direct and great a saving. When this work is thoroughly done the NOTES will have performed their part and may be dropped. Till then as the advance guard of our movement they merit the hearty support of every friend of the modern library idea.

The plan was decided on only after consultation with a score or more leading librarians, including several officers of the A. L. A. All agreed that the plan was good and promised coöperation and contributions of whatever they found most useful.

After considering various plans of publication the coöperation of the Library Bureau was secured. It undertook to publish in creditable form at least four numbers per year, of not less than 200 pages at a price not over \$1.00, and and at less as soon as the subscriptions exceed expenses. Also without increasing the price to add to each number the projected LABOR-SAVING NOTES FOR READERS AND WRITERS which the Bureau was about to publish as a continuation of the Economy Notes edited six years ago by Mr. F. B. Perkins and discontinued after his removal to San Francisco to take charge of its public library. The reading matter is wholly in charge of the editor and absolutely without influence from the advertising or publishing departments, which will make all their announcements in the plainly marked advertising space.

LIBRARIAN AND LITERARY LABOR-SAVERS.

There is good reason why the readers' and writers' labor-saving notes should be published jointly with the notes on librarianship, as no literary worker has more frequent occasion to benefit by these notes than an active librarian with his multitude of records, catalogs and indexes in addition to ordinary business details.

The library is coming to be the real university for both scholars and the people as pointed out elsewhere in this number. As a result no man is so often asked for advice as to methods of work, or is so properly expected to be able to give it, as one at the head of a library where large numbers are reading and writing daily without any other teacher from whom to ask such assistance. We believe that the time will come when the librarian will be expected to give lectures to his readers on literary methods as well as on bibliography. The occasional labor-saving notes are therefore not an outside matter attached to our library quarterly for convenience, but a part of the broad scheme which recognizes the librarian as an active teacher and responsible for the progress of his pupils, that they shall do as much as possible with the time they give to his books.

The labor-saving notes are not to develop any systems of short-hand or lead up to any patent fountain pens or writing machines but are designed for earnest busy men whose time is their most valuable possession and who will welcome any trustworthy assistance to better methods or appliances for doing their work at the desk or in the office or study.

We have no sympathy with those literary milliners who are frightened at anything not conforming to the "Perfect Correspondent" or "Young Ladies' Letter Writer" or the school rhetoric that they studied in their youth; who esteem anything vulgar that costs less time, and will insist, in the most informal communications, in writing out dates, or amounts in words, which a quick reader has to translate into figures before he catches their full meaning. We know an experienced man who always goes through this sort of ms, if he is to read it a second time, crosses out the words and puts in arabic numerals, the dates and quantities expressed. Such literary snobs would never use a symbol like π in mathematical work but would insist on writing out or quite possibly spelling out 3.1415. Some of them insist on writing City of New York, County of New York, State of New York, and we are grateful to get off without a U. S. A. We do not mean that we shall advocate excessive abbreviations and all kinds of new notions with iconoclastic enthusiasm but we enter our protest at the beginning, against ruling out any method that will give the result as accurately, and more quickly, on the sole ground that our grandmothers did not do it this way. In short we wish to be reasonable and if there are good reasons for a change and nothing on the other side except inertia we shall be likely to favor the improvement.

MATTER WANTED FOR THE NOTES.

This number is of necessity largely a prospectus, designed rather to stimulate interest than to show what succeeding numbers are to be. We wish every reader to feel himself to be also a contributor, not of long articles, though they may be interesting to libraries, for we have no space to print such, but for suggestions as to what will be most useful to the 4000 or 5000 libraries which we hope to reach; difficulties experienced and needing solution and specially the solution you have thus far found best; tables, rules and anything in moderate compass that a librarian is likely to wish to refer to frequently in his work.

We do not propose to duplicate the excellent departments in the *Library Journal* in which are found historical and personal notes, summaries of reports, records of home and foreign bibliographical publications, reviews and many interesting articles. Our mission is rather by an occasional sample of the good things there to be found to lead our readers to take that journal itself to secure this matter.

Send us then what you may have that will serve our special constituency best and ask for what you yourself need. We shall be glad to use for the *Library Journal* any added matter of library interest that belongs rather to it than to the NOTES and so invite all our readers to send this also. We quote a few words of our own at the last A. L. A. meeting on this point.

“As for publications, the *Library Journal*, as our official organ, is much better and cheaper than any other plan. It is really a small monthly conference, and these ten volumes are vastly more satisfactory as our record, than seven pamphlets labelled “Proceedings.” But there is one thing to which we should wake up, viz. : our personal responsibility in contributing to our official organ. It is the most common thing in the world to spend eight or ten months on an experiment, and then sit down and enjoy it selfishly, instead of sharing the results. There is an unintentional, but none the less reprehensible, meanness about it. It ought to be a matter of personal shame if a brother librarian finds us using an improved method or labor-saving device which we have not reported as soon as duly tested in the columns of our official *Journal*. It is no matter that it is ours, and we have worked it out. Every one of us ought to feel in good conscience bound to send to the *Journal* everything of value to even a limited class of librarians, to a constituency of ten or a dozen other people who may want to use it.”

TO PROSPECTIVE SUBSCRIBERS.

This sample number will show you the spirit in which the NOTES will be edited. The only hard and fast rule laid down as to its future is that the number of pages available in each number shall be filled with whatever will be most helpful to the largest number of librarians. We depend on the expression of felt wants as our guide in selecting what shall appear. So many letters have come to the editor as Sec. of the A. L. A. that he knows a great need exists for a series of articles pointing out in detail some of the best methods for the administration and cataloging of small libraries and he will therefore, include in each number parts of the library hand-books which the Library Bureau has already announced for publication.

In sending in questions and difficulties be brief as possible consistent with perfect clearness, and we will do the best we can to help you. If we seem to go into unnecessary details in our advice remember that knowledge of just these minute details is the main difference between the valuable skilled assistant and the novice. The only way to get the experience in a shorter time than usual is to have on record the detailed results of such experience by others.

There is no plan for enlarging the field of the NOTES, for when more can be afforded, libraries should take the Library Journal. If a sufficient number express the opinion that we can do more good and reach more people by reducing the price to 50c per year the publishers stand ready to make the change. The price was first fixed at 50c and changed at the suggestion of the A. L. A. committee on the ground that any library could afford a single dollar and that as the receipts were to be spent in making the NOTES more useful by adding illustrations, etc., it was wiser to charge a dollar. Early subscribers will have the full benefit of any reduction.

Our name is a choice between "The Librarian," "Library Economist," "Practical Notes for Libraries," "Librarianship" and some others. We shall welcome the opinions of those interested in finding any name that will better express the aims of our modest quarterly.

We hope to make the NOTES of great practical value to private book owners and to all who read and write and are anxious to accomplish the most possible with their time and strength. From the nature of the majority of the libraries we expect to reach, we shall give most attention to the very small libraries, not omitting to record the most useful results from the great libraries which, if not directly put in use, are of value in shaping the thought and giving a standard for the young librarian of a small collection. Private, Church and Sunday School libraries will thus be included in our field.

CONSTITUTION OF AMERICAN LIBRARY ASSOCIATION.

Organized at Philadelphia, Oct. 6, 1876. Incorporated in Massachusetts, Dec. 10, 1879.

ARTICLE I. — NAME.

This organization shall be called the "American Library Association."

ARTICLE 2. — OBJECT.

Its object shall be to promote the library interests of the country by exchanging views, reaching conclusions, and inducing coöperation in all departments of bibliothecal science and economy; by disposing the public mind to the founding and improving of libraries; and by cultivating good will among its own members.

ARTICLE 3. — MEMBERS.

SECTION 1. Any person engaged in library administration may become a member of the Association by signing the Constitution and paying the annual assessment. Other persons may in the same manner become members after election by three-fourths vote of the Board.

SEC. 2. Each member shall pay to the Treasurer on or before the annual election such sum, not exceeding two dollars, as may be assessed by the Board for the necessary expenses of the year.

SEC. 3. By the payment of twenty-five dollars any member may receive a certificate of life membership, which shall permanently entitle the holder to all the rights and privileges of membership without payment of annual assessment.

SEC. 4. Persons unanimously elected as honorary members by the Board shall be exempt from assessment.

ARTICLE 4. — OFFICERS.

SEC. 1. The Association shall annually elect an Executive Board of five members, who shall have power to add to their own number, and from the Board thus constituted, they shall choose for the Association a President, Vice-Presidents, a Secretary, a Treasurer, Finance and Coöperation Committees of three each, and any other needed officers or standing committees.

SEC. 2. — In the intervals between the annual meetings, this Executive Board shall have full power to act for the Association in all matters on which the Board is unanimously agreed.

SEC. 3. The Secretary shall keep a faithful record of the members present at each meeting of the Association or Board, and of all business

transacted; shall give due notice of any election, appointment, meeting, or other business requiring the personal attention of any member, and shall have charge of the books, papers, and correspondence.

SEC. 4. The Treasurer shall keep a full and accurate record of all receipts and disbursements, with date, purpose, and amount; shall pay no money without written order of two members of the Finance Committee and shall make an annual report.

SEC. 5. The Finance Committee shall have control of all receipts from donations or assessments; shall solicit and receive contributions for carrying on the work of the Association; and shall make appropriations, audit bills, and give orders on the Treasurer for payment.

SEC. 6. The Cooperation Committee shall consider and report upon plans designed to secure uniformity and economy in methods of administration; and the Association, Board, or Committee shall have power to refer subjects to special committees.

ARTICLE 5. — MEETINGS.

SEC. 1. There shall be regular annual meetings of the Association at such time and place as the Board may select, and each member shall be notified of the time and place at least one month in advance.

SEC. 2. Special meetings of the Association shall be called by the President on the request of ten or more members, provided that the one month's previous notice be duly given, and that no business shall be transacted unless specified in the call. Meetings of the Executive Board shall be called on request of five or more of its members.

SEC. 3. Any resolution or order which shall receive the written approval through correspondence of every member of the Board shall have the full force of a regular vote.

ARTICLE 6. — BY-LAWS.

SEC. 1. Any by-law not inconsistent with this Constitution may be adopted by three-fourths vote at two successive meetings.

SEC. 2. Any by-law may be suspended by unanimous vote at any meeting, but shall be repealed only by three-fourths vote at two successive meetings.

ARTICLE 7. — AMENDMENTS.

This Constitution may be amended by three-fourths vote at two successive meetings of the Association, provided that each member shall be notified of the proposed amendment at least one month before its final adoption.

OFFICERS OF THE AMERICAN LIBRARY ASSOCIATION FOR 1886.

PRESIDENT.

W: F: Poole, Librarian Chicago Public Library.

VICE-PRESIDENTS.

A. R. Spofford, Librarian of Congress, Washington;
 H: A. Homes, Librarian N. Y. State Library, Albany;
 C: A. Cutter, Librarian Boston Athenæum;
 W: E. Foster, Librarian Providence Public Library.

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TREASURER.

Jas. L. Whitney, Asst. Librarian Boston Public Library.

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C: C. Soule, Law Publisher, Boston;
 J. N. Larned, Librarian Buffalo Library;
 G: W: Harris, Act. Librarian Cornell University, Ithaca, N. Y.

CO-OPERATION COMMITTEE.

W: I. Fletcher, Librarian Amherst College, Amherst, Mass.;
 B: P. Mann, Bibliographer, U. S. Dept. of Agriculture, Washington;
 W. S. Biscoe, Catalog Librarian, Columbia College, New York;
 C: Alex. Nelson, Astor Library, New York;
 Miss E. M. Coe, Librarian New York Free Circulating Library, 48 Bond St., N. Y.

STANDING COMMITTEE.

R: R. Bowker, of the *Library Journal*, 31 Park Row, New York;
 W: T. Peoples, Librarian Mercantile Library, New York;
 R. B. Poole, Librarian Y. M. C. A., New York.

COMMITTEE ON NEXT MEETING.—K. A: Linderfelt, Librarian Milwaukee Public Library; C. W. Merrill, Librarian Cincinnati Public Library; F. J. Soldan, Librarian Public Library, Peoria, Ill.; A. N. Brown, Library Bureau, 32 Hawley St., Boston; H. E. Davidson, Library Bureau, 32 Hawley St., Boston. (With authority to appoint sub-committees.)

COUNCILLORS.—Justin Winsor, Librarian Harvard University, Cambridge, Mass., President A. L. A., 1876-85; E. M. Barton, Librarian American Antiquarian Soc., Worcester, Mass.; Miss Mary A. Bean, Librarian Public Library, Brookline, Mass.; J: S. Billings, Librarian National Medical Library, Washington; Mellen Chamberlain, Librarian Boston Public Library; J: N. Dyer, Librarian St. Louis Mercantile Library; J: Eaton, U. S. Commissioner of Education, Washington; J: Edmands, Librarian Mercantile Library, Philadelphia; D: C. Gilman, President Johns Hopkins University, Baltimore; S: S. Green, Librarian Worcester Free Public Library; R. A. Guild, Librarian Brown University, Providence, R. I.; Miss C. M. Hewins, Librarian Hartford Library, Hartford, Conn.; Miss H. P. James, Librarian Free Public Library, Newton, Mass.; K. A: Linderfelt, Librarian Milwaukee Public Library; C. W. Merrill, Librarian Cincinnati Public Library; Lloyd P. Smith, Librarian Philadelphia Library Co.; Addison Van Name, Librarian Yale College, New Haven, Conn.

AMERICAN LIBRARY ASSOCIATION.

Milwaukee Meeting, July 7, 8, 9, and 10, 1886.

The arrangements for the Milwaukee meeting are practically complete and give promise of an unusually interesting and attractive session. The hospitalities to be extended are on a scale worthy the great Northwest and can not but attract many from the East who would not think they could afford the journey under less favorable circumstances.

The Wisconsin railroads with great liberality have agreed to carry members of the Association free on the eight days excursion to the capital, the famous Dells, across the State and up the Mississippi river by daylight to St. Paul and Minneapolis, along Lake Superior and through the great woods of Northern Wisconsin back to Chicago. The program is more extensive and attractive than anything heretofore attempted by the A. L. A., and still more is promised to be announced later. The Secretary has authority to extend return tickets and a party will spend some weeks after the convention and the national Sangerfest, in a vacation at one of the many attractive summer resorts, probably in Northern Michigan near the Sault-Ste. Marie.

Those wishing details of the great National Sangerfest which begins in Milwaukee, Wed., July 14, can address Mr. K. A. Linderfelt, Public Library, Milwaukee.

Members may bring friends freely, who become associates of the A. L. A. for the year on payment of \$2, and receive all reduced rates and a copy of the Proceedings. The very great reductions in the cost of the trip are not likely to be repeated and members and their friends should accept the very cordial invitation to take one of the finest excursions on the continent. Members wishing, can extend their stay at reduced rates.

Certificate cards of membership will be issued by the Secretary. The local committees specially urge librarians to bring their families and friends and evidently mean that our first meeting in the Northwest shall be long remembered and that those in the East who allow the considerable distance to prevent their attendance shall have abundant reason to regret their mistake. The program so far as ready indicates

that the sessions will be not less attractive than the excursions, so that the trip promises the rare combination of profit and pleasure which the librarian needs and appreciates.

A hopeful sign is the increasing number of libraries that officially recognize the importance of sending delegates, whose expenses are paid by the library. One by one Boards of Trustees are learning that the annual meeting is a "means of grace" that cannot wisely nor economically be neglected. The librarians in attendance get rest and recreation and inspiration for their work, and they get also direct suggestions that can be applied on their return, to every-day work, often saving from a single idea gained at the conference as much as the expenses for a score of years. The Association appeals to managers to make this sending of official delegates the rule. It suggests also that institutions, where practicable, pay the \$25 and become life members, thus entitling their delegate for all time to a seat and vote in the meetings, instead of paying \$2 annually, which is really 8 per cent on the cost of life membership. Beside the economy, this plan saves the time and trouble of a petty annual payment, and a library once a life member is more likely to profit constantly by the national meetings. Librarians are requested to submit this request to their trustees, where practicable, in time for the coming meeting. It is to be hoped also that others will follow the example set by Columbia College, which has a standing rule, giving any members of its staff the necessary leave of absence, with full pay, if they will attend the annual meetings.

ROUTE.

It has been decided that all things considered the picturesque route via the Hoosac Tunnel, the West Shore R. R., Suspension Bridge, Niagara Falls, and the Great Western R. R. to Chicago offers the greatest attractions for the eastern party. Very liberal concessions have been made from regular fares, and stop-over privileges are freely granted to those asking them. The eastern parties will leave Boston, Fitchburg station at 3 P. M. and New York, West Shore station, down town, foot of Jay Street, 5.40, up town foot of West 42nd Street at 6 P. M. Saturday, July 3d. The trains unite at Rotterdam Junction and reach Niagara Falls at 7.15 Sunday A. M. An entire day at special hotel rates is given to the Falls and the party leaves for Chicago after breakfast Monday, avoiding the expense of sleeping cars and getting the most beautiful scenery by daylight; reaching Chicago Monday, at 9.45 P. M. and giving a day and two nights to the western metropolis. Those unable to join the regular party on Saturday may leave Boston at 3 P. M., and New York at 6 P. M., Monday, arriving at Chicago 9.45 P. M. Tuesday.

This involves a long unbroken journey, \$5.00 instead of \$2.50 for sleeping cars and misses the Niagara and the Chicago days and evenings which promise to be specially enjoyable. Unless in an emergency every member should go with the regular party in the A. L. A. car. Wednesday at 8 A. M. the party leaves Chicago for Milwaukee which is reached at 11 A. M. The opening session will be Wednesday P. M.

Those preferring the southern route via New York, Philadelphia, Baltimore and Washington, over the mountains by the Baltimore & Ohio R. R. may leave Washington, July 5, on the 10 A. M. limited express, getting the most beautiful scenery by daylight and joining the Niagara party at Chicago Tuesday, at 9 A. M. Delegates may spend Sunday in Washington or leave New York at 9 or 12 P. M. Sunday, getting to Washington at 5.35 and 8.05 A. M. or coming later may take the 10 P. M. express from Washington, reaching Chicago at 7 A. M. Wednesday in time to go to Milwaukee on the A. L. A. car. Tickets are \$27.60 from New York and \$35.00 from Boston via 4.30 P. M. train. The attractions of both routes may be combined by exchanging tickets at Milwaukee.

EXPENSES.

Tickets for the round trip, to Milwaukee and return, good for 60 days, from New York \$25.00, from Boston \$30.00. This does not include sleeping car berth (\$2.50 for double berth, Boston to Niagara) or meals. **Those wishing to take the train at any points east of Niagara Falls** and secure reductions proportionate to these given on the excursion tickets from Boston and New York **must get a blank** from the Library Bureau, 32 Hawley St., Boston, and on buying their ticket at regular rates, must have the ticket agent sign this blank, showing that full fare has been paid one way. This voucher will enable the member to secure return tickets by paying the small balance required. Those buying the regular New York or Boston tickets require no blank.

Tickets have been so arranged that those not caring for opportunity to stop over at Niagara and Chicago and take the journey more leisurely, may get the same rates, and take the last possible train through to Milwaukee without stop.

The headquarters in Milwaukee will be the Plankinton House, the best in the city, where for members of the A. L. A. the rate has been reduced from \$4.00 to \$2.50 per day. The Avenue House, a family hotel, charmingly situated on Washington Place in the best part of the city, four blocks west of the Public Library, will furnish board and room for two persons at \$1.25 per day each. Liberal concessions to

A. L. A. members will be made at all points. At Chicago the Clifton House reduces to \$2.00 and \$2.50 per day. The reductions at other points will be given as soon as the number who will go is reported.

The A. L. A. Post-Conference Excursion starts from Milwaukee on *Monday*, July 12, 7.45 A. M., picking up on the way those who have spent Sunday at the summer resorts, arriving at Madison at 10.45 A. M. and leaving at 5 P. M. for Kilbourn City, which is reached at 7.45 P. M.

Tuesday, Steamboat excursion through Upper Dells; afternoon, carriage excursion to Standing Rock; evening, steamboat excursion by moonlight through Lower Dells.

Wednesday, 5.29 A. M. leave Kilbourn City; 2.25 P. M. arrive St. Paul.

Thursday, at St. Paul and Minneapolis; 10 P. M. leave St. Paul for Lake Superior.

Friday morning, arrive at Ashland in time for breakfast; excursion by steamboat to Apostle Islands, returning to Ashland for the night.

Saturday, excursion to Gogebic iron mines, returning at 4 P. M.

Monday, 10.15 A. M. leave Ashland, going through the woods of Northern Wisconsin by day, and reaching Chicago

Tuesday, at 7 A. M. The exercises here will be announced later.

This schedule provides for only two nights on the road with the consequent expense for sleeping cars, and takes us along the Mississippi river in the day time; hotel expenses will be made as light as possible, and may be regulated, in the larger cities, according to individual tastes. For special excursions satisfactory arrangements can be made, as soon as an estimate of the number likely to participate is known. Several places to be visited have signified their intention of extending courtesies to the Association.

Those wishing to go on the eight day excursion should report their names as soon as decided to Mr. K. A. Linderfelt, Milwaukee Public Library.

Those wishing reduced rates should send their names, the number in the party, the number of sleeping berths required and the time they will leave Boston and New York, to the Library Bureau, 32 Hawley street, Boston, as promptly as possible.

The tickets will be sent by mail to any member of the A. L. A. on receipt of the price, and to those wishing to join, on payment of the annual fee of \$2.00 in addition. Tickets should be secured by July 1st.

To accommodate any out of town we will purchase tickets for them on written order and deliver them on either the Boston or New York train.

Address inquiries and orders for tickets from the east to Library Bureau, 32 Hawley street, Boston.

PARTIAL PROGRAM OF A. L. A. MEETING 1886.

Address of the President, Reports of Secretary, Treasurer, Finance Committee, Coöperation Committee and Standing Committee.

Report on Aids and Guides, F. M. Crunden, Librarian Public Library, St. Louis.

Report on Public Documents, S. S. Green, Librarian Free Public Library, Worcester.

Report on Growth and Development of Libraries, F. J. Soldan, Librarian Public Library, Peoria.

State and Law Libraries, Mrs. S. B. Maxwell, Librarian State Library, Des Moines, Iowa.

First Librarian's Convention 1853, E. M. Barton, Librarian American Antiquarian Society, Worcester.

Relation of the Public Library to the Public Schools, H. M. Utley, Librarian Public Library, Detroit.

Relation of University Seminaries to the University Library, Edwin H. Woodruff, Cornell University Library, Ithaca.

Teaching Bibliography in Colleges, R. C. Davis, Librarian, University of Michigan, Ann Arbor.

Some New Devices and Arrangements in a Library Building, J. N. Larned, Librarian Buffalo Library.

Library Buildings, E. Magnusson, Cambridge University, England.

How to Make the Most of a Small Library, Miss C. M. Hewins, Librarian Library Association, Hartford.

Charging Systems for Small Libraries, G. L. Little, Librarian Bowdoin College, Brunswick.

Eclectic Book Numbers, Melvil Dewey, Chief Librarian Columbia College, New York.

Author Notation for Greek and Latin Classics. Also, Close Classification, C. A. Cutter, Librarian Athenæum, Boston.

What Catalogs we shall Print, C. A. Nelson, Astor Library, New York.

The Great Enemy of Books, L. P. Smith, Librarian Library Company, Philadelphia.

The Librarian and his Constituents, R. B. Poole, Librarian Y. M. C. A., New York.

Hobbies, W. De M. Hooper, Librarian Public Library, Indianapolis.

King Aquila's Classification, J. Schwartz, Librarian Apprentices Library, New York.

Why Librarians Know, E. C. Richardson, Librarian Theological Seminary, Hartford.

International Copyright in Congress, T. Solberg, Washington.

Notes and Queries and discussions of practical library questions will as usual be an important feature.

CO-OPERATIVE CATALOGING.

In anticipation of action on this subject at the Milwaukee conference the Coöperation Committee of the A. L. A. have issued a circular as follows :—

We wish to call your attention to a scheme of coöperative cataloging.

The object had in view in this scheme is the preparation and printing of such catalogs and indexes as will serve to relieve the individual libraries of a considerable share of the labor and expense of the present system, just as the publication of the new edition of Poole's Index has relieved them of what many felt to be the necessity of including the articles in leading periodicals in their catalogs.

Prominent among such indexes now imperatively needed, and only awaiting the development of some practical scheme for their preparation and issue, are the much talked-of index to essays and to other monographic general literature, and a scientific subject index, to complement the Royal Society's author catalog.

The printing of cards for the ordinary card catalogs, covering such current books as are received by most libraries, is also contemplated, and the issue in sections or class-lists of such a catalog as has long been proposed under the name of the "A. L. A. Catalog."

If the question is asked, Why cannot these works be produced as was the new edition of Poole's Index? it may be replied that the issue of that work has shown that there is no pecuniary remuneration for any one who may undertake similar labors, and volunteers are lacking for unpaid work. At any rate, we have waited several years in vain for the example of Poole's Index to be followed in these other fields, and each year the necessity increases that something be done. Meantime the conviction has gained strength that by some organization for the purpose the result can be secured without depending on individual or voluntary effort, and that in fact the best results will be so obtained.

We now propose that a section of the American Library Association be organized somewhat after the pattern of a publishing society (the Early English Text and Shakspeare Societies furnish examples). The membership should reside in libraries as such, rather than in their officers as individuals. The funds should be derived from annual dues paid by the members and should be applied, in such manner as may prove most advantageous, to securing the preparation and printing of the desired catalogs or indexes.

To give definiteness to our propositions we suggest as a financial basis an annual membership fee of \$10, and we ask you to bring the matter before your library committee, or other managing board, and secure if possible an assurance that your library will support such an undertaking.

For the more elaborate works which might thus be undertaken, it would doubtless be necessary to arrange for a special class of subscribers among the larger libraries with an extra fee of a considerable amount. But this is a detail which will naturally come up later.

It is confidently expected that this matter will be brought into definite shape at the next annual conference of the American Library Association, at Milwaukee, July 7—10, 1886, and to this end we wish to secure a general expression with regard to it, preliminary to that meeting. Therefore we ask you to return the enclosed blank with your signature if you can give it, and with such suggestions as to the proposed scheme as may occur to you. Criticisms and amendments will be heartily welcomed, as well as favorable views and expressions of interest from any libraries not prepared to give assurances of subscription.

Please observe that your signature to the enclosed blank does not bind your library to a subscription, and is merely asked as an expression of your *probable* support if the scheme is satisfactorily set afoot.

Amherst College, 12 Je, 1886.

W: I. FLETCHER,	} Coöperation Committee.
B: PICKMAN MANN,	
W. S. BISCOE,	
C: ALEX. NELSON,	
ELLEN M. COE,	

All librarians and others interested in the efficient and economical working of our public libraries, who may not have received a copy of this circular with its blank for reply, are invited to correspond with the Committee on the subject in order that they may have the benefit of suggestions and encouragement from all quarters.

Copies of the above circular will be sent to any person whose address may be furnished to the Committee for the purpose. Address the Chairman at Amherst, Mass.

SELECTING A LIBRARY SYSTEM.

Except in the rare cases where it is the good fortune of the librarian to be appointed at the very inception of the library idea and to share in all the preliminaries he goes to his work with a great many important things already decided for him. Interest has been developed; the necessary legislation secured; the funds (very seldom indeed the necessary funds) raised; the building is located or rented and very likely equipped with fixtures, furniture and fittings; the by-laws are established, the trustees elected and very often also the assistants, if there are to be any, and the regulations for readers very possibly are printed; in most cases the books are on hand and very likely some forms of catalogs. Happy is the new librarian who does not find a large assortment of things just too good to be ignored or entirely thrown away and just too bad to be accepted as the form to be continued. While a librarian ought to shape all this preliminary work, if he is well qualified for his place, the part that more especially falls to his decision is the adoption of the methods of buying, cataloging, numbering, charging, binding, etc. or that group of details known as administrative. In fact the first question asked of a new librarian is apt to be, what records and catalogs are you going to make and what blanks and technical fittings and supplies do you need to begin your work? The wisest answer to this question varies as widely as the libraries, but there are certain things which all require in common just as the necessities of life include many items in common whether one lives in a cottage or a palace. Certain things cannot wisely be dispensed with in the smallest and poorest library. These are the necessities of library life and can no more be omitted than meals and bed and clothes and laundry for him who lives the simplest life. That many libraries get along without some of the items named as essential does not disprove our statement. Library science is in its infancy and the majority of libraries have never had their entire system carefully organized as a unit by a competent ex-

pert ; the methods in use are the growth often of many years and many minds and it would be unreasonable to hope that the results could not be improved. The average librarian has entered upon his work and continued it at first just exactly in the way his predecessor had been doing it. From time to time certain faults became so glaring that they were wholly or partially removed, or certain new ideas were suggested which seemed improvements and were therefore adopted without thorough investigation to determine if there might not be other methods that at less cost or less labor would accomplish even better results. A librarian therefore who without comparative study copies the system of some neighboring library which he visits, is almost sure to get into the ruts of his model and often exaggerates his faults.

Again the statement of an experienced librarian that he has never used a shelf list or an accession book or a book plate, and has never felt their need, should not be accepted as proof that these are not essential ; for not a few men have made excellent reputations in charge of libraries because of their knowledge of books, their kindly interest in readers, their devotion to their work or for other reasons, who have never properly met the obligations, laid upon them by their position, of giving proper business care to the safety of the books in their charge, guarding against loss by annual inventories and preserving records that would be demanded in business life of any person taking charge of property belonging to the public or to another. It is one of the most common experiences that people who have never used a labor saving method or machine stoutly aver that there is no need of it because they have never felt the need and yet the same person after a single year's use of the new machine, if it really be valuable, is often loudest in asserting that it would be impossible to get on without it. The sum of this advice is then that the young librarian adopting a system for a new library or revising that of an old one should not rely on the opinion of any individual too explicitly ; but should secure, if possible a comparative view of various plans and base his judgment on the consensus of the competent.

COST OF LIBRARY EQUIPMENT.

It is a common experience for trustees or committees to be alarmed at the initial expenses of starting even the smallest library properly. They say "these gim cracks and odds and ends will cost us more than the books," forgetting that the first expense is like equipping a school with desks and blackboards and apparatus for successful work ; that

these expenses are many of them incurred only once in many years ; and that it is often real economy in the first year to expend, for the technical library machinery, a sum that to any one unfamiliar with the details would seem exorbitant. Below is a partial list of the fittings and supplies which even the smallest library needs from the first.

It would be absurd for a young housekeeper to complain that the outlay for equipping her kitchen cost more than a month's board ; or for a farmer to decry the extravagance of paying more for barns and fences, mowing machines, wagons, and the equipment for doing his work cheaply and well than his whole crop came to the first year. We should doubt the sanity of a woman who hired a skillful seamstress for \$400 a year and then on the score of economy declined to spend possibly one tenth that sum in a good sewing machine. And yet this is exactly what happens with otherwise practical library trustees. They raise money for a library, buy books, salary a librarian and refuse to provide labor saving machinery and supplies that would save in the long run five to fifty dollars for each dollar of initial cost. A good library is a productive power and it is absurd to start a factory, getting building, raw material and labor and then because of the expense to delay getting the machinery ; and the rule is world wide that those who cannot afford to get that form of machinery which will do the work best and cheapest are sure to come out last in the competition. In business the ledger shows this folly clearly. In educational work the expert sees it no less clearly but the trustees often congratulate themselves on their *economy* not recognizing that it has been a bad case of penny wise and pound foolish.

However much good may be done, a given library will never do the best work till its management recognizes the duty and true economy of providing skilled assistance and the best labor-saving equipment of catalogs, indexes, fittings and supplies.

BOOK PLATES.

Many scrawl the name in ink, others apply it in gaudy colors from a rubber or metal stamp ; but the experience of the world favors a book plate inside the front cover as the best indication of ownership. This can be had for \$1.00 or so per thousand, according to quantity printed, and very few libraries will be driven to such stress of economy as to be unable to afford one tenth of a cent each in respectably marking the ownership of its books. While plates handsomely engraved on copper or steel are very attractive, they cost perhaps ten times as much and

poor libraries had best get on without them. The majority of wealthy libraries are content with a neatly printed plate. Avoid a large plate which is much more difficult to paste in smoothly and when in is much less attractive. We use for our largest sized plate 5x7½ cm. (2x3 in.) and find it ample for all our numbers and subject references.

We reproduce below a form of plate that gives excellent satisfaction. If a fixed location is used the shelf number replaces the class number. The volume number is written below the book number as is "cop. 2," etc., if the book is a duplicate. Many libraries put the accession number and date received on this plate, but we prefer to give these

Class	Book		
Columbia College Library			
Madison Av. and 49th St. New York.			
<i>Beside the main topic this book also treats of</i>			
<i>Subject No.</i>	<i>On page</i>	<i>Subject No.</i>	<i>On page</i>

facts on the inside margin of the first recto after the title, together with initial of the source, cost, date of cataloging and initial of cataloger. All these facts in a single line close to the fold are handy for reference but hardly noticed unless wanted. When the book is rebound they are not lost as happens if put on the book plate, and readers in looking at the number of the book are not confused by a series of marks and numbers for which they have no use.

It will be noticed that our book plate has the innovation of cross references with the exact page where the matter referred to begins and ends. This is less compact in systems where the subjects have no number but must be written out. When the cataloger examines the book and finds matter of importance on some other subject than the one chosen for its classification, it is the work of only an instant to note the pages on the book plate and this saves more than the time required, for every person who thereafter consults it. Many books have no index or a very imperfect one. The reader is referred to a certain large volume for some point and may have to hunt a half hour to find it with the chance of missing it altogether. By this plan he has on the book itself the exact page to which to open. If the matter referred to is a part of a chapter the note of a final page may often

save his missing an important part of the reference, for often a writer starts a theme and after a few sentences apparently takes up another topic which proves to be only a digression, and after a page or two he goes on with a full discussion of the first point. In such cases the reader is apt to think he has seen all that was referred to when the first paragraph ends and he closes the book. This risk is avoided and his time saved if the cataloger who has found all this out, will take time to put down the extra two or three figures once for all. These references are also often interesting to one not sent to the book specially for them but who thus has his attention called to an important feature perhaps not mentioned in the title and likely not to be noticed unless the book is carefully examined. Of course only important topics are thus brought out and with many books there is nothing worthy such a reference. The blank plate does no harm. In some classes of books e. g. law reports, poems, etc., a narrower plate with no reference blanks is used but even a poem may have very interesting matter on some period of history or some name in biography that well deserves a reference and we find it best to use the full plate though we think it will never be needed.

Binders' paste is best for putting in the plates. Mucilage is apt to peel off and is much more expensive. The paste keeps better in a wood dish (e. g. a little pail or tub). A proper brush is important. A visit to a bindery will show a novice how neatly and how quickly the work is done. Even these little details require skill. Care must be taken in laying down the plate to have it straight so that the paper will cover every place touched by the paste and not show a soiled margin. The books should be piled with the covers turned back till the paste has time to dry. If closed as soon as done a bit of paste at the edge may stick to the opposite leaf or the dampness may cause the paper to wrinkle. Avoid covering up printed matter on the cover or plates showing previous ownership. Sometimes important tables or other matter is printed on the cover. In such cases the plate can be pasted by its edge to the inner margin so that all under it can be read.

Finally, when a book is sent to the binder the book-plate should be exactly copied or else the front cover torn off and retained so that when the book is returned an exact duplicate of the plate can be inserted. This saves the labor of hunting up the cross reference numbers with the danger of mistakes.

EMBOSSING STAMP.

This is needed to mark the name and place of the library on the title pages and all plates, maps and inserts not printed on the regular forms and therefore liable to be removed. If the stamp is properly made it is impossible to iron out its impression so that it cannot be detected if the sheet is held up to the light and the broken fibres examined. A rubber stamp used to mark titles and plates is apt to stain, blot or offset, or if an ink that acts like a paint instead of a dye is used, after many years it can be removed with an ordinary eraser. Safety and neat appearance both require the raised letters of the seal press.

The best form of seal for embossing is the simple name of the library with its location in plain, gothic letters. Fancy types are less legible and the fine lines wear out and break quicker. The gothic letter will wear better than any other. A very common outline is an oval about 2x3 cm, but the words alone without the border line are still neater. The town and (except for very prominent cities) the state should be given, for books get carried long distances in family movings and find their way home in time if it is clearly indicated. If the letters are cut on a globe in *bas relief*, the fibers of the paper are pressed into a new shape more difficult to iron out, but it is safe to avoid all designs and alleged ornaments. A border line round the oval, if cut in the ordinary way as for a notary's seal, is very apt, in the hands of beginners, to act like a punch and cut out the paper, sometimes leaving the space open when the lever is raised but oftener cutting the fibre so that the center drops out after a little handling. The impression should never be made with a quick stroke, such as is used with a dating stamp, but, specially with old or tender paper, with a slower, steady pressure that forms the paper into the new shape without cutting it out. An illustration of the principle may be seen in pressing a die on hard wax. If done too suddenly it simply shatters it, but a firm, slow push gives a perfect outline. A careful embosser will soon learn just how fast he can work his machine safely by examining closely the result on different kinds of paper.

The die should be set to read in the line of the lever, so that standing before it with the right hand on the lever and the book in the left, the impression will read straight on the page. A press made to stamp envelopes is set at right angles to the lever so as to seal the other corner.

For ordinary books the press should be secured firmly to a table-corner, or better, to the left end of the top of the taller sized library

steps. This has all the advantages of the table and in addition, can be readily moved wherever it may be wanted. In embossing books already on the shelves, the step can be set in front of the tier and each book replaced as soon as done, thus saving much handling.

An ordinary book is held in the left hand and the title, or the page to be embossed, is held out from the rest by the little finger, leaving the right hand free for the lever. For books too large to be held in one hand, two persons are required, or the press is unscrewed and a piece of felt glued on the bottom to prevent injury to the book from the rough edges of the iron frame. Then the large book being opened on a table the press is set on the leaves below that to be marked, thus enabling one person to emboss each plate neatly without assistance. It is of course much cheaper, where there are many large books to have a duplicate press with felt bottom instead of unscrewing from the steps each time it is wanted.

We recently bought of the Library Bureau their new treadle embossing machine, which allows of much quicker work, and one person can handle all but the largest folios alone. This is the regular press with a hole through the end of lever where a wire is connected and dropped through the top of the step to a treadle. A spring below completes the machine. The foot gives the firm pressure, and both hands are free to handle the book. With this there is less chance of the book slipping from the hand and tearing or crumpling the leaf.

The impression is best put in the right hand upper section of the page, and as the purpose of this stamp is to make theft impossible it must not be so far in the margin as to allow its being cut off without taking any of the print. The rule is to let the stamp touch some of the print, but young embossers should be cautioned against disfiguring portraits or any special feature of a plate. Where a book has many plates the first should be stamped at the top, the next the width of the stamp lower, and so on till the bottom is reached, then repeating the distribution, and thus avoiding swelling the top corner from having all the raised letters in the same portion of the book.

ACCESSION BOOK.

This is the business record of every volume added to the library, beginning with number one and showing date, accession number, class or shelf, and book and volume numbers, author, brief title, imprint, size, binding, source, with name of the giver, or agent of whom purchased with price, and in the last column of remarks is space to

record in future if it be lost, worn out, withdrawn as duplicate, rebound or otherwise altered. Every volume has a line and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month and year are shown at a glance; also the total number of volumes which the library has had and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs, nor of being compelled to rewrite them as often happens in the shelf list. The numbers should be assigned to individual volumes, not to books or lots as is sometimes done, and it is real economy to buy the ready numbered books which are furnished at a slight extra charge. While it is possible to include the facts of the accession book on the shelf list or on the order slips, the extra labor and expense of so doing with the fact that much of the value of the accession book is thereby lost, makes the plan an unwise one and though the innovation has been advocated by eminent authority almost no one familiar with the regular book as recommended by the Library Association, has been willing to adopt the substitute proposed. It is economy to have a leather or canvas cover for the accession book while it is being filled. The cover is readily transferred to the next volume and lasts for many years, and as the volumes are filled they come out fresh and clean for preservation on the shelves, while without the cover they become very shabby and soiled in the course of necessary handling while entering 5,000 or 10,000 volumes.

It is cheaper to use the book with 10,000 lines for a library that expects to attain that number of volumes within any reasonable time; and for libraries of over 20,000 it pays to have a wood ledger case with partitions making a pocket for each book to preserve it safely and conveniently. A steel ledger clip should also be used to save needless handling in finding the place for current entries.

The A. L. A. Accession book is 35x30 cm in size. Recently a more condensed form has been made for those who wish a smaller book that will go on the regular shelves. This is 25x20 cm and contains all the essential facts in more compact ruling. While this is preferred for many private book owners, libraries choose the old standard size. The difference in cost is about 70c per 1,000 vols. and is therefore not worth consideration in a permanent record. The labor of writing such a record costs about 20 times as much as the book and economy requires that paper, binding and ink used be the best obtainable and that careful preservation by temporary cover and permanent wood case

should make the great expense of rewriting unnecessary for centuries. This seems a large phrase but few human institutions are more permanent than libraries, and in the old world many a library has outlived a score of dynasties.

There is no excuse for mistakes in getting this record book for the Coöperation Committee of the American Library Association made a model with great care which can now be had, prefaced with a complete set of printed rules for all kind of entries at less price than a stationer can make a single volume to order.

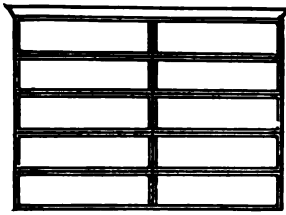
SHELF LIST.

This is a brief inventory of everything on the library shelves, and is simply indispensable. It is kept in a blank book, or on separate sheets inserted in a shelf-binder, or on cards. The second method is the one coming into almost universal use because of its economy. The sheet is 20x25 cm. (8x10 in.) and has 25 lines to the page. In the usual place of the page number is given the class number or shelf number which applies to all the books on that sheet; in the left hand column is given the book number; in the second column the accession no., which refers to the detailed facts on the accession book; the third column gives the number of volumes; and the fourth and fifth, the author and brief title. Some give a line to each volume as in the accession book, in order more readily to mark books missing at the annual examination, but the wider and better practice is to give one line to each work in however many volumes, thus making the shelf list much more compact and convenient for reference. In the examination instead of marking on the shelf list all books missing, put down the numbers of all volumes not found, on a separate pass book. Once each year the librarian reads the shelves with this list. As the two correspond, he has only to look at the book number and number of volumes, and identify each in its place on the shelves, or if any are missing, to record them. From this missing list he crosses those found to be properly charged or at the binders or satisfactorily accounted for and the remainder is the annual list of books missing. By prompt attention it is often practicable to recover missing books, and no competent and faithful librarian will fail to have a careful inventory of the property committed to his charge made in this way each year. The objection to the ordinary blank book for this list is the impossibility of foretelling how rapidly subjects will be filled and the consequent certainty that however carefully the pages may be assigned to the various sub-

jects the scheme will by and by break down and necessitate recopying the entire work. With the laced shelf sheets whenever any page is filled a blank sheet is inserted, the proper order is perfectly maintained and recopying is avoided. If, as often happens, in the constant handling of the list during the inventory, a sheet is torn or soiled, that single sheet can be replaced with a fresh one with trifling labor. The shelf list thus combines the advantages of the book and card forms, being kept in perfect order and capable of expansion and replacement quickly and cheaply as need may arise, and yet being handled and turned through the fingers as readily as an ordinary book. The objections to the card system for a shelf list are the great danger of loss, misplacement or theft of cards and the much slower reference possible in reading the shelves. A skillful book thief would be sure not only to carry off the book, but unless drawers as well as cards were carefully locked up, to tear out the card from the shelf list, thus taking it off the inventory and leaving no trace behind.

As the great majority of libraries are arranged with more or less minuteness according to subjects, in the same proportion the shelf list is practically a subject catalog in book form and in practice is constantly referred to by those who have access to it. While its real purpose is for inventory it is hardly less important in many cases as a guide to subjects, and if one chooses to insert cross references and notes in a different colored ink it can be made an admirable help to readers wherever books are closely classified by any of the relative systems. If not as useful as direct access to shelves it has the advantage of showing also the books that may be temporarily loaned or at the bindery. If a library is so unfortunate as to have the old fixed location where the shelves rather than the subjects bear the numbers, the shelf list becomes much less valuable and the objections to a bound book are not as great, but the standard sheets as recommended by the Coöperation Committee are almost always preferred even for this use.

If the Shelf List is to be used as a subject catalog it is economy to divide it into more binders than may be necessary to hold the sheets, as it thus allows more people to consult it at once. For a small library of 1,000 or 2,000 volumes a single binder which holds 200 sheets is sufficient in the beginning. For a library of 20 or 30,000 volumes five or ten binders are desirable and even more than for the accession book is a wood case of pigeon holes for each binder desirable, as the shelf list should be kept flat rather than standing on edge. The handiest form is outlined in the cut.



The shelf list is so much handled that only linen ledger paper should be used. To use cheaper stock for this is something like using common bristol for the cards. A few dollars may be saved on the first outlay but in time when all has to be copied this apparent economy is turned into ten or a hundred fold extravagance. For these and all other punched sheets, be sure of the standard size. The centers of the holes should be just 15 cm apart. Nothing else will fit the standard binders, etc., and though the first outfit may be made to work, endless annoyance will result from neglect to start with the exact sizes.



For the shelf-binder (see cut) nothing is so cheap in the end as genuine Turkey morocco and something more than merely ordering this from a binder is usually necessary to get it. We have given explicit orders to have shelf binders made of genuine morocco, specified the size and cost of the skins and yet got an inferior article though the makers had transmitted our orders and believed we had just what we ordered and paid for. The only safety is to get such supplies from those long experienced in the selection of the leather. A mistake here is less serious as no copying is required and the binder that lasts only half as long as it should may be replaced without involving other loss. Shelf binders should be lettered lengthwise on the flexible back and on the side with the subject, e. g. HISTORY, SCIENCE, LITERATURE.

The printed headings for the columns are usually chosen as they add but a trifle to the cost and make the scheme clearer to every one consulting the lists. For the fixed location a sheet should be taken for each shelf. This allows fifty lines and of thin volumes there are sometimes as many as fifty on a shelf. The sheets may be had with the lines ready numbered, one to fifty, thus adding greatly to ease of reference. Numbers are given to books, not volumes, i. e., the second volume of the fourteenth book on a shelf is 142 not 15. In the accession book the reverse is the rule. If the volumes are numbered as if independent books, the lines will be used, one to each volume, as in the acces-

sion book. This gives a simple arrangement on the shelves and a shorter number for charging, but the objections to it are : in the catalogs a book in 10 v. must be marked No. 12 to 21. ; to identify the number of any volume one must count up or risk getting it one too large or too small ; of books published a vol. at a time there is no certainty how many numbers should be left blank ; there is a constant confusion between complete works and volumes of a series. All this is avoided by the rule of making the book number what it professes to be, the number of the book not of its separate volumes.

Some attempt to get some of the advantages of the relative location by grouping allied books in different parts of the sheet thus giving up the simplicity of a 1, 2, 3, order in which the last number shows how many books are assigned to that shelf.

In any of the relative systems sheets are taken just as needed. In close classification several subjects are assigned to each sheet while in coarser work not less than an entire sheet is given to each division. The only systems which have met with any favor in use are : 1st. 1, 2, 3, order as books come in. 2. Alphabetical, by authors. 3. Chronological, by dates of publication. 4. Eclectic, arranging as seems most useful in each case without a definite rule. A code of rules with printed illustrations will be given in the next number for each of these four systems with a summary of the merits and faults of each so that readers may choose whichever will be best adapted to their circumstances.

In the author column many find it worth the little extra labor to give initials as well as surname for in using the shelf list as a subject catalog it constantly happens that the initials are needed to judge whether the book is to be looked up. The title should be condensed to the one short line allowed unless in very rare cases and abbreviations may be more freely used than on the cards.

No one thing adds so much to the working convenience of the shelf list as the use of the numbering machine for putting in the class or shelf numbers specially where several are assigned to one sheet. If the machine cannot be afforded (its use is real economy, as after it is set the entire number can be made wherever wanted with a single blow), the numbers should be lettered with the pen in heavy bold lines as nearly like the machine numbers as possible.

SUBJECT SHEETS IN SHELF LISTS.

With the rapid growth of closer classification on the shelves, the shelf list inevitably comes to be more and more used as a brief subject catalog in book form and it is doubtful whether any more useful form could be adopted were the list made solely for this use. Its one lack is cross references or notes. We propose to meet this by inserting extra sheets of a light blue tint wherever wanted, bearing the same subject number but limited to those desirable entries which are no part of the shelf list, i. e. notes, references to articles in serials or transactions, chapters in other books, essays, pamphlets, etc. The same purpose would be served by writing these on the regular sheets in blue or red ink and in either case no difficulty would be experienced in reading the shelves from the white sheets or the black ink entries only. Those having a subject card catalog will seldom be willing to duplicate their notes and references but those who have no subject catalog would find these blue sheets or blue ink entries of great value. The white sheet would show all that was placed on the shelves under that topic. The blue would show whatever else the library had found that seemed worth noting. Has any one tried either of these plans? If so will he kindly report for the next NOTES.

CARD CATALOGS.

It is hardly necessary in 1886 to say that every library should have a card catalog instead of any of the various clumsy substitutes, for its enormous advantages over the other systems have been almost universally acknowledged and it hardly seems credible that any one familiar with the library world would even raise the question as to whether the card catalog was the best form for the official library record by authors and subjects. While it would be possible to use the card system for the accession record and shelf lists, as has been pointed out, their peculiar character makes it undesirable.

It is of the first importance if the card system is to be adopted that the best model should be secured. In many cases libraries professing to have a card catalog have a collection of titles carelessly written and inconveniently arranged on paper or cards of varying thickness and stored in drawers or boxes or on shelves in so awkward and unusable a way that more than half its utility is sacrificed. The one objection to the card system is that it is so much slower to consult than a book where the eye sees perhaps 20 titles at once, while in the cards the finger must turn a card for each. Therefore it is necessary to use the

Form

1. Name of the author or publisher
2. Title of the work
3. Edition
4. Date of publication

5. Place of publication
6. Name of the library
7. Date of acquisition
8. Name of the person who acquired it
9. Name of the person who cataloged it
10. Name of the person who checked it out

Form

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10. Name of the person who checked it out

11. Name of the person who bound it
12. Name of the person who checked it in
13. Name of the person who checked it out
14. Name of the person who returned it
15. Name of the person who checked it in

16. Name of the person who checked it out
17. Name of the person who returned it
18. Name of the person who checked it in
19. Name of the person who checked it out
20. Name of the person who returned it

catalogs 100 gr. Ten years ago the leading libraries largely used a bristol board three times this thickness (Br. 300). For five years an increasing number of libraries have been adopting the special library bristol (Br. 400) which is one-third heavier than that made before. The thicker the card the more conveniently it can be handled in the drawer, the only objection being the extra cost and extra space occupied. There has been recently made a new linen library card (L 200) two-thirds the weight of the old standard and half the weight of the heaviest library bristol, which costs exactly double and takes exactly double the number of drawers, for a given library. If strict economy is important this linen card had best be adopted, but if means allow, the heaviest bristol (Br. 400) will give best satisfaction. A library with any considerable number of cards already written should hesitate about changing the thickness as it introduces a confusing element in the "feel" of the cards. The fingers running over the tops try to separate a 400 card into two 200^s or pass over two 200^s stuck together because they feel like one thick card.

The danger in the cards is two-fold. First, getting material that after long and hard use, the constant turning by thousands of fingers, will split so as to necessitate re-copying at very great cost. The cards whether thick or thin should be made of the best stock and treated and finished differently from the bristol board of commerce which is adapted for printing for which nearly all of it is used. Library cards should have a hard, metal-like finish, and greater firmness, as they take ink better, bear erasure better and being harder and firmer, take less room and wear longer in the drawers. It is wiser to save expense by using the thinner card rather than inferior stock. The second danger is that they will not be cut exactly of the same size. A difference of 1 mm. (1-25 in.) in the width of a card is enough to reject it, for if a card one millimeter taller stands in front, the fingers cannot half as readily turn to the one behind. To secure this extreme accuracy which is the peculiarity of the card catalog, is the despair of many paper dealers who after repeated trials have declared it to be impossible except at large extra cost.

The arrangement of the matter on the card so as to get it in the best light prohibits the old fashioned multiform indentions which confined the matter almost entirely to the upper side of a diagonal from the upper left to the lower right-hand corner. The class number is best placed in the upper left-hand corner where it is readily seen. The title after the initial indentions, should be written the full width of the card, thus bringing the lines nearer the top of the drawer where they

can be more easily read, and leaving space below for notes. Diagrams illustrating the best arrangement and the manner of filling the cards will be given in a succeeding number for the guidance of catalogers, or sample cards which have been spoiled for catalog use by some errors and yet will serve to illustrate, may be had of the Library Bureau without charge.

CARD CATALOG GUARDS.

In public libraries it is absolutely necessary to lock the cards into the cases to prevent removals or displacements, which are usually unintentional but none the less destructive. The form so widely used of two wires running over the tops of the cards is practically worthless being no more than a hint that the cards should not be taken out. For, as every user learns almost at sight, the slightest bend of the card towards a horizontal allows it to be removed almost as readily as if there were no wires, while the two wires are an annoyance to every one who tries to read the cards.

The best guard is a steel rod through a hole punched in the center of the bottom margin of the cards, the center of the hole being one cm. above the bottom of the drawer. This is better than the hole in the left corner used in many libraries, where the leverage is so great that a reader carelessly picking up the card by the right-hand corner is very apt to tear it from its fastenings. The rod in the center also helps to balance the cards in proper position in the drawer. This rod should also be locked in position, or the motion of the drawer back and forth will tend to throw it out of place; then when the drawer is quickly closed the projecting rod strikes the back of the case and is driven forward and is liable to cut the cards and sometimes to spoil the back panels. A screw thread on the front of the guard wire, working in a socket in the front of the drawer, holds it in place, but is objectionable because the thread acts like a saw in passing through the cards as it must every time a card is inserted or removed. The best plan is a lock at the back of the drawer, made by bending the rod at right angles and revolving it through a quarter circle hollow covered by an escutcheon. This is the most satisfactory device which has ever been submitted to the A. L. A. committee.

With this form of guard one inserts a card by opening at the desired place, with the thumb and finger revolving the rod to the right to release it when the L hook at the end comes opposite the key hole in the escutcheon and the rod easily pushes back; the card is inserted, the

rod is drawn forward again and a turn to the left locks it behind the escutcheon plate. The rule in turning is: to Right Releases, to Left Locks.

CARD CATALOG DRAWERS.

To avoid cutting out the cards in passing the locking rod through them the drawers must be no wider than necessary for the cards to move freely, otherwise some get jogged to the left and some to the right, and the pointed rod when pushed through to be locked into position is liable to cut out the sides of the hole in the cards.

Libraries having cases with drawers made according to the earlier recommendation of the coöperation committees, wide enough to hold a postal card, will find it worth while to substitute a thicker partition and alter the holes for the guards, or to put thin strips of wood or card board at each side of the cards so as to hold them in position. It was found that so few people inserted postal cards in these cases that the recommendation was not a wise one. It is much easier to trim off a half cm. from the occasional postal card.

The height of the drawer should be no greater than necessary barely to clear the tops of the guides when standing upright. Most drawers are made deeper, and as a result a part of the light so essential to satisfactory use is shut off. Where, as often happens, the space for cards is very limited quite a little can be gained by compact construction so that no unnecessary space is given to the rails and uprights and to waste space below the drawer bottoms. Another important point, very apt to be overlooked, is the arrangement of the drawers in cases. The best depth of case is 50 cm. Shorter drawers are more apt to be pulled out on the floor and cost more for a given library. Longer ones become too deep for convenient consultation of the back cards.

All drawers should be made with a center partition, thus giving two tiers of cards side by side for economy of construction and because a reader takes at least the space of two drawers in standing before the case. Nothing would be gained by making the costlier single tier drawers. Drawers with three tiers when loaded with cards are too heavy for many readers to handle easily. It is quite a mistake to put too many drawers in a tier; as a result the upper drawers are too high and the lower ones too low to be consulted with any comfort, and as soon as the catalog is much used it often results that two or three readers wishing to consult the same tier have to wait for each other to their mutual annoyance. This failing is so serious that some of the most

experienced librarians are now making the catalog cases in a long row with only one, sometimes two drawers in a tier, instead of the old fashioned eight or ten. If space allows and the extra cost can be afforded this is a great convenience where there are many readers ; but in most libraries cost and space will forbid this construction and the readers can be satisfactorily accommodated with a case three drawers high if the large cards are used and four drawers high for the index size. This height was selected after many measurements and experiments and consultations as the best standard.

The best form for card cases for the larger standard card, postal size, is shown in the accompanying cut.



Here and there a library is trying the experiment of providing stools in front of catalog drawers placed at table height and to be used sitting. It is a question whether this will justify the extra space required, though it is certainly a great added comfort in reference libraries where scholars spend an hour or more studying the catalog. On the other hand physicians urge that it is a blessing to readers who spend nearly all their lives sitting to do a little of their work in an upright position. Certainly the catalog will require less room and will be less likely to be clogged up by readers sitting in front of it after they are really through their consultation if it is kept in the ordinary form without chairs or stools ; so that each person has every inducement to leave it free for the next as soon as the necessary reference has been made.

Another important feature very apt to be overlooked is the tendency to make long, solid cases. It is a great advantage for even a large library to have its card cases in sections not over three drawers wide, which makes a case 100 cm. long. This allows for an aisle

between each three tiers and readers can work before every tier of drawers in the series, at the middle tier standing directly in front of it; at the two end tiers by standing partly in the aisle. In the solid long case every fourth tier must be skipped to enable readers to work before all the others. It is a still greater advantage that these smaller standard cases, all of the same length, and depth and height, the length being just double the depth, allow of rearrangement whenever growth or changes in the building or changes in the growth of the catalog may make it desirable. The traditional long case of large libraries, usually has but one available place; but these standard cases may be carried along in a single series, or in an emergency stacked in double depths thus making the old fashioned six or eight drawer tier; or can be put back to back; or in one of the most compact arrangements for four cases, two back to back, two others across the ends where their length exactly corresponds to the double depth of the two center cases. This makes a solid block of cards two meters long and one wide, so that readers may stand before each of the 12 tiers, making a complete circle of the catalog without wasting any space and yet allowing each one comfortable working room. Another advantage of using the standard sizes instead of the larger case is that the initial outlay may be so much smaller for one case may be bought at a time as the catalog grows instead of providing in advance for the increase of 10 or 20 years.

BLOCKS FOR CARD CATALOGS.

The blocks for supporting the cards at the right angle must be of the right height and slant, or they will not allow rapid work. The front block should be glued to the front of the drawer, and the guard wire should be only long enough to go half way through the block without reaching the drawer front. The commonest trouble is the failure to anchor the back block in its proper position. There is one right place for this block; if too far forward the cards are squeezed together, and cannot be readily consulted; if too far back, the cards are almost as inconvenient, hang loosely on the rod, bend down, with danger of tearing out, and wear out much more rapidly. The common plan of thumb wedges to hold the blocks in place is bad. If tight enough to hold the block they spread the sides of the drawer at the same point and prevent its running readily. They are always liable to fall out of place with the constant jar of the drawers, which are hurriedly opened and closed. Metal spurs in the bottom of the blocks requires specially soft wood for the

drawer bottom, which in time becomes torn to pieces with the holes, and very ugly, and they are as likely to jar out then as the wedges. Or a series of holes may be bored at regular intervals for dowels. If these are long enough to hold the block, it can be moved only by removing the guard or by springing it so much so as to bend it and to injure the cards, which are lifted by the rod movement.

A better device is to put a small rod, half the size of a lead pencil, back of the block, at about two-thirds its height, the ends of the rod resting in holes or slots made in the sides of the drawer and in the middle partition; or a similar support can be made with a strip of wood fitting in the same slots. The objection to this method is the irregular sides of the drawer on which the ends of the cards catch, and the expense of cutting so many grooves; or if the rod is used and only a small hole bored in the sides and partition, it can be moved only by lifting out the middle partition and springing the rod. An improvement on the last plan is to use in place of the rod a steel spring, stiff enough to hold the rod in place and elastic enough to be sprung into the arc of the circle, thus releasing both ends without removing the partition. After many experiments over these various forms we have adopted as the simplest and best the following plan: A hole is bored through the back block as near the center as the guard wire allows and large enough to take a straight metal pin with a large head. This fits loosely in the block below which it projects into one of a series of holes in the center of the drawer bottom, bored on a straight line 2 cm. apart. This pin holds the block firmly in place. By lifting it by its head far enough to clear the bottom, the block slides freely on the guard rod and can be set at any point desired almost instantly. This avoids the objections to all the other plans, and in use has given the best satisfaction.

CATALOG GUIDES.

Perhaps the most important feature of the card catalog is the system of guides by which the labor of finding a particular reference may be reduced tenfold.

First, every drawer should bear on its front, in a label holder that will protect the card from injury and soiling, the subject, name, or title that stands first in each side of the drawer. This enables the reader to pull out exactly the right drawer and to know in which side of it to look for his matter. Then the guides proper indicate, as closely as practicable, in what part of the columns of cards he must look for the one card he wishes to see. The old form of guide was literally a guide

board with a bevelled edge on which was written the name or number, sometimes lettered on the wood directly, oftener on paper, pasted over the top. These boards seemed entirely satisfactory in the beginning, but as the catalogs grew and the importance of frequent guides was more and more recognized, some librarians found to their dismay that the boards were taking as much room as the cards and doubled the cost of cases and the space required. Some at considerable expense threw them away, others faced the cost of keeping up the cumbersome system.

Another common form of guide was of bristol board projecting a half centimeter above the cards. This was compact and while new answered the purpose admirably but inevitably was soon soiled and the edges were broken, torn and unsightly. If card guides are adopted it must be with the understanding that they must be replaced from time to time with fresh ones. For ten years the standard guide has been made of zinc which gave at once compactness and durability and also allowed the 1-2 cm. projection at the top, to be bent at an angle so as to be most easily read. The difficult problem how to letter these zincs was solved by the use of platinic chloride with a gold or quill pen. This gave a black mark and if neatly done looked very well. This form has been more widely used than any other. To it there are two objections, the zinc with age loses its brightness, grows dark and the black of the chloride ink do not show very distinctly on its dark surface. Then in many cases the lettering looks like the writing on a pane of glass with a candle, thick and heavy. The second objection was the great added weight where thousands of solid zinc guides were inserted in the drawers. To overcome this we tried many experiments, cutting away as much as possible of the body of the guide in order to reduce the weight. Of the many patterns tried the best form seems to be to cut out the center of each side of the guide leaving a bar through the middle to stiffen and to allow space for the hole for the guard. But so far, all these models have been unsatisfactory because the cards caught in the sides of holes cut out, and the frame work left was so much less stiff than the original guide. It also added to the cost. The present experiment which promises success is the use of a zinc only half as thick as the old form heretofore used, the only fear being that this may too readily bend in turning the cards, as readers are sure to do by using the edge of the guide as a handle or lever. The difficulty of the indistinct lettering has recently been very satisfactorily overcome by covering the top of the zinc with a tinted paper which shows the soiling of the fingers less readily than white.

On this paper lettering shows to perfection, but the best results can only be secured by using the printed guides which are one of the results of recent coöperation. These can be had either on slips or already mounted on the zinc. The guides as printed were carefully selected for the average names of the author and title catalog and also for the subject catalog where the Decimal Classification is in use. Other forms of guides are promised as soon as libraries enough coöperate to meet the cost of production.

The difficulty in this last solution was to find a way of making the paper stick to the zinc. We give below the receipt used by the Boston Public Library as modified after experiments at Columbia.

RECIPT FOR GLUE TO COVER WITH PAPER ZINC GUIDES FOR CATALOG CARDS. — Put one teaspoonful of gum tragacanth in a little hot water over the fire. Add *hot* water till the gum is thoroughly dissolved. Dissolve one teaspoonful of starch in water, smooth, and add to the dissolved gum. Then boil a few minutes. Add a spoonful of glycerine. This will be enough to cover 500 guides.

Even with this preparation it is necessary that skill be used in carrying the paper over the guides and folding the ends something in the style of a paper book-cover to give greater security against peeling. These guides on the thin zincs are by far the most perfect yet devised. But within a few weeks the Library Bureau has made a farther modification now on trial in the Columbia catalogs with every indication of being a great improvement. In the catalog four-fifths of the half cm projection of the guide is cut away so that one inch only projects above each guide, the first at the left, the fifth at the extreme right, the others equally divided between. As the result when standing before the catalog the names on five guides all close together, show at one glance, while without the cutting away it would be necessary to turn them in order to read any except the first.

Experiment proves that no extra labor and expense is more productive in improving the catalogue than a very liberal supply of guides and in some cases it has been proved wise to insert 1,000 guides where the original plan provided for only 100.

There are many other practical points to be considered in making a perfectly satisfactory card catalog and it is hoped to make them clear in succeeding numbers of the NOTES by the aid of cuts and diagrams which could not be made in time for this hurriedly prepared number.

THE LIBRARY AS AN EDUCATOR.

You must think of the library, whether popular or scholarly, circulating or reference, as an essential part of our system of education. Whatever it has been in the past, this is what it is to be in the future and, while it will still do a great work in furnishing innocent recreation, even this feature will be utilized to develop the taste for better books, thus making the main work of educating and elevating the more practicable.

Let us look first at the present machinery for general education. Their most enthusiastic admirer does not claim that the public schools can do more than teach the masses how to read intelligently and the mere rudiments of arithmetic and writing, with possibly a little geography, hygiene and training of hand and eye. Most children must become bread winners before they are really taught to take the author's meaning readily from the printed page; not merely to pronounce the words like a parrot or as a bright child may be taught in an afternoon to pronounce a phonetically spelled language like Italian. In fact, with all the millions we are spending on our public schools and all the pride we take in them, we seem to be losing ground. In 1870 less than 15 per cent were unable to write, but in 1880 this ugly item had grown to 17 per cent. Some reply that this illiteracy is caused by the great tide of immigration; but explaining the cause still leaves the fact that we are each year falling behind. The man with an income of \$1,000 and living expenses of \$1,100 is sure to find breakers ahead, unless he can somehow reverse the relations. In a country where suffrage is universal and where it is conceded that the ballot cannot be taken away from those who already have it, this problem is the gravest, and thoughtful men familiar with its details have studied it deeply.

There are two great obstacles in the way of elementary education, to the removal of which earnest men and women are giving time and strength and money. Those best qualified to judge tell us that at least a year of the school-life of every child who passes through our public schools is worse than wasted on compound numbers, our so-called "system" of weights and measures, and that this year would be saved by the complete adoption of the international or metric system, which is merely our ordinary arithmetic applied to all other measures as it now is to our currency. While there are the widest international, commercial and economic reasons for this reform, the members of the American Metric Bureau are chiefly interested in the question from this educational side.

The second great obstacle is our absurd spelling, which scholars agree is the worst on the planet. In trying to learn this, two or three years more are worse than wasted. A few years ago it required some hardihood for an educated

This and the seven notes following are extracts from an address delivered before the Association of Collegiate Alumnae, on March 13, 1886, by Melvil Dewey, Chief Librarian of Columbia College, on "Librarianship as a Profession for College-Bred Women." These are reprinted in this initial number of the NOTES because the points made are exactly those the Editor wishes to impress on his new constituency, and there was not time to modify the form in which they were spoken. The pamphlet edition, with the address in full, can be had of the publishers, Library Bureau, 32 Hawley St., Boston, post paid, at 10c. per copy.

man to declare himself in favor of simplified spelling, but since the founding of the Spelling Reform Association in 1876 every prominent student of English living, both American and foreign, has conceded that scholarship, as well as common sense, requires the change which is quietly but steadily going forward. Each year the Philological Society of England and the American Philological Association, the two fully representing the English scholarship of the world, commit themselves anew to the reform and agree on a gradually growing list of changes which they recommend for immediate adoption.* Here, as in metric work, while there are other weighty reasons for the reform, it is really carried on by those chiefly interested in the welfare of the masses, freedmen, Indians, Chinese, immigrants, criminals, and all the unfortunates, who by the present system are shut out from the priceless privilege of reading.

With these two great obstacles removed, we shall easily gain something each year on illiteracy and, like the man who has reduced his expenses below his fixed income, we can look forward to a brightening future.

But even then the masses can get from the public schools not much information or culture, but only the simplest tools which if rightly used will enable them to educate themselves by reading.

THE EDUCATIONAL TRINITY.

Reading is a mighty engine, beside which steam and electricity sink into insignificance. Four words of the five are written: "it will do infinite": It remains for us to add "good" or "ill." What can we do? Good advice and example, encouragement of the best, addresses, all these help, but no one questions that the main work is possible only through the organization and economy of the free public library. Many have practically accepted this fact without clearly seeing the steps that have led to it. It is our high privilege to live when the public is beginning to see more than the desirability, the absolute necessity, of this modern, missionary, library work. With the founding of New England it was recognized, though opposed to the traditions of great powers in church and state, that the church alone, however great its pre-eminence, could not do all that was necessary for the safety and uplifting of the people. So side by side they built the meeting-house and the school-house. The plan has had a long and thorough trial. None of us are likely to question the wisdom of bringing the school into this prominence, but thoughtful men are to-day, more than ever before, pointing out that a great something is wanting and that the church and the school together have not succeeded in doing all that was hoped or all that is necessary for the common safety and the common good. The school STARTS the education in childhood; we have come to a point where in some way we MUST carry it on. The simplest figure cannot be bounded by less than three lines; the lightest table cannot be firmly supported by less than a tripod. No more can the tri-

angle of great educational work now well begun be complete without the church as a basis, the school as one side, the library the other. The pulpit the press, and wide-awake educators everywhere are accepting this doctrine. There is a general awakening all along the line. The nation is just providing in the congressional library a magnificent home for our greatest collection of books; the states are passing new and more liberal laws to encourage the founding and proper support of free libraries; individuals are giving their means for the establishment of these great educational forces, as never before; as witness Walter Newberry's three millions to Chicago, Mrs. Fiske's million and a half to Cornell University, Enoch Pratt's million and a half to Baltimore, Judge Packer's half million for the library of Lehigh, Andrew Carnegie's proffered quarter million to Pittsburg, not to mention the hundreds of smaller gifts which have marked the last few years. New and beautiful buildings are being rapidly provided; new libraries are being started at the rate of one to three each week; old ones are taking on new life and zeal, the Sunday school and church libraries are organizing to enlarge and make their work more effective, and a great field of usefulness at present hardly realized is opening in this special direction; the schools are being brought into direct and active relations with the local public libraries. To one studying this great problem, the air is full of the signs of the time. As with the free school, so again, New England is leading in adopting the free library and thus completing the triangle, but her example is being followed with constantly increasing rapidity.

It is settled that this work is to go on. The problem is how to make the money and effort given to it productive of the best results.

WHY A LIBRARY DOES OR DOES NOT SUCCEED.

To the success of any library various elements contribute:— location; building, with its furniture, fittings, conveniences and attractions for readers; regulations; the books themselves. But the great element of success is the earnest, moving spirit which supplies to the institution its life. This should be the librarian, though often the one who bears that name is little more than a clerk and the real librarian will be found as the active member of the trustees or the committee, or possibly not officially connected with the library. Such a librarian will shape the other factors very largely. Without him it is unlikely that they will be all they ought to be.

It has been proved so often that it is an axiom among us, that under the best management a given amount of money or number of volumes can be made to do double the good that can be done by the same amount under the old conditions and poorer methods. The old library had two things in common with this ideal library of which I am speaking. It was a collection of books and it bore the name "library." Otherwise the two are as different as

daylight and darkness, but as these shade into each other at dawn so of course there are libraries representing all the intermediate steps. But let us take a type of the old and the new.

The old was located in an out-of-the-way street, specially inconvenient to the majority who might want it; the building was unattractive, dark, damp, cold, unventilated and ingeniously inconvenient; many of the books were on shelves so high as to require a ladder, were covered with dust, in shabby bindings, protected often with shabbier paper covers, soiled, torn and in general discouraged in appearance; unused public documents, old school-books, etc., nearest the door; the more attractive works in the attic or cellar; the shelves unlabeled; the books without numbers on the back and possibly with none inside, and put on the shelves haphazard as they had come in, or in a classification so coarse that a reader seeking matter on a minute topic might require a week to look over the disorganized mass of literature in which he may, or may not find something that he wishes; its catalogues and indexes were chiefly conspicuous by their absence, or were so meager, unreliable, and so destitute of clear grouping that the only way to find what was wanted was to read the whole catalogue. The library was open an hour or two now and then and closed evenings, holidays and vacations, for annual cleaning or for almost any excuse — on busy days, because no one had time to come; on holidays, because the librarians also wanted those days for rest; finally and most important the old type of librarian was a crabbed and unsympathetic fossil who did what he was forced to do with an air that said plainly he wished you had n't come, and a reader among his books was as unwelcome as the proverbial poor relation on a long visit. It is a sorry picture, but by no means wholly fanciful. In many places those who knew would pronounce it a study from life.

Contrast all this with the library as it should be and in many cases will be. Placed centrally where it is most accessible to its readers; the building and rooms attractive, bright and thoroughly ventilated, lighted and warmed, and finished and fitted to meet as fully as possible all reasonable demands of its readers; the books all within reach, clean and in repair; those oftenest needed nearest the delivery desk, labeled and numbered; arranged on the shelves so that each reader may see together the resources of the library on the topic which he wishes to examine kept constantly ready for inspection; with simple and complete indexes and catalogues to tell almost instantly if any book or pamphlet wished is in the building; open day and evening throughout the year and in charge of librarians as pleased to see a reader come to ask for books or assistance as a merchant to welcome a new customer; anxious to give as far as possible to each applicant at each visit that book which will then, and to him, be most helpful.

These are the facts. The old library was passive, asleep, a reservoir or cistern, getting in but not giving out, an arsenal in time of peace; the librarian a sentinel before the doors, a jailer to guard against the escape of the

unfortunates under his care. The new library is active, an aggressive, educating force in the community, a living fountain of good influences, an army in the field with all guns limbered; and the librarian occupies a field of active usefulness second to none.

Is all this possible, practical, probable? Or is it a day dream of an enthusiast? Review with me very briefly the past ten years.

DEVELOPMENT OF THE MODERN LIBRARY IDEA, THE ASSOCIATION, JOURNAL, BUREAU AND SCHOOL.

In every great movement there is a long, slow growth till the idea ripens and some special step is taken which marks an epoch. We date the new library movement from August, 1876, when, taking advantage of the Centennial, a hundred leading librarians were called together in a four days convention where it was found that the time was ripe and the American Library Association was founded to carry on that important part of the movement which demanded national organization of librarians. Its work has been successful beyond our expectations and we begin the second decade with the avowed determination to double its great usefulness. Similar conventions followed in New York, London, Boston and Cambridge, Washington and Baltimore, Cincinnati, Buffalo, Lake George, and July 7, 8, 9, and 10, 1886 we meet again at Milwaukee. This Association, or as the busy librarian always names it, the A. L. A., has acquired a marked reputation for the large amount of hard work done at its sessions, the profitable discussions and the admirable spirit and earnestness which characterize its officers, members and working committees.

In summing up a long editorial on one of our meetings, the *Christian Union* gave the following deserved compliment, which encourages us to cultivate at each meeting the rare art of doing a great deal of profitable work in a short time: "The discussions of the American Library Association are notably pointed and often lively. There is less formality and much less garrulity than is commonly found in conventions. The librarians well understand the value of moments, and many of them cultivate the art of expressing in two minutes what it commonly takes ten to get uttered."

At the Philadelphia meeting was received the first copy of the "Public libraries in the U. S. A., their history, condition and management, special report, Department of the Interior, Bureau of Education." This was a cyclopedia of library information, the best available at that time and the 1187 pages of the first volume included the list of 5000 public libraries in the United States, containing 300 volumes and upward. This was another evidence of the growing interest which had led the National Bureau of Education to recognize their importance and to make libraries one of the most important sections of the Bureau, which each year includes library statistics in its report and has already published or has in hand, a number of valuable pamphlets concern-

ing libraries. It has been proposed to create at Washington a special Bureau in charge of library interests under a competent officer, who shall devote himself wholly to promoting and guiding the founding of libraries and increasing the usefulness of those already started. Without doubt, this work will soon be done by the government or by an association employing a permanent, paid secretary.

The third significant beginning was the *Library Journal*, the first number of which also came from the printers during the sessions of our first convention. This was to give the means of monthly communication between those most interested in library progress, or, as it has been sometimes called, "a monthly conference in print." Twenty leading librarians made up its editorial board and it was made the official organ of the American Library Association and, at the London meeting a year later, of the British libraries as well. The *Journal* has been, like the Association, preëminently practical. Ten volumes have been completed and minutely indexed and a set is the essential foundation of every collection on libraries, and a work that even a poor library finds it true economy to buy at the outset.

Thus in the Association and *Journal* two great library wants were at once supplied. But some of the most important work was impracticable for either a learned society or a magazine. The corner stone of all this modern library movement has been coöperation, thus securing vastly better results at greatly reduced cost. This work included the examination of the multitude of blanks, records, and technical appliances and devices connected with books, cataloguing, indexing, etc. The A. L. A. Coöperation committee gave much time and labor in consolidating the general experience into tangible results, so that each might stand on the shoulders of all his predecessors, utilizing every valuable experiment and experience. To make all these practical, it was necessary that these improved devices should be manufactured and distributed in large enough quantity to secure low prices. Of some articles, perhaps a hundred were made and sent out as called for to a hundred different libraries, each understanding that it was to report to the makers any points in which it seemed possible to improve it. These criticisms and suggestions were kept together in numbered envelopes and as the time approached for making a second supply the committee carefully considered them, making such changes as this added experience had shown to be wise. In this way year by year closer approximation has been made to perfecting all the technical machinery which is vastly more extensive than any one unfamiliar with the subject would dream. As a result a new library starting to-day, may send a postal card to this Library Bureau in Boston asking for whatever it needs, e. g., for a complete card catalogue outfit for their library, and secure at a great saving of time and expense a more perfect set of appliances than would have been possible ten years ago had they given six months to the preparation of specifications and supervision of the work by mechanics who had never done the same before. It was also necessary that there should be published many things val-

uable to libraries but which no regular publisher would undertake ; that there should be a headquarters or exchange where libraries and cataloguers, assistants or librarians could be brought together to their mutual advantage. All this work was started in the same offices with the Library Association and Library Journal and is constantly increasing its field of activity and usefulness.

In the same offices in Boston were the headquarters of the American Metric Bureau and the Spelling Reform Association and after the mere hint I have given, you will understand that it was no accident that brought these five interests into the same suite of rooms but that each was an essential part in a clearly defined scheme for meeting the demands of popular education.

Thus the Association, the Journal and the Bureau divide the work ; but for the fourth important factor we had to wait ten years, i. e. for the School for the training of librarians.

LIBRARIES THE TRUE UNIVERSITIES FOR SCHOLARS AS WELL AS PEOPLE.

I have spoken thus far of the missionary and popular side of libraries, but there is another side as distinct as is the university from the common school. To some of you this scholarly work will be more attractive than the popular. The library is the real university of the future, not simply for the people but for scholars. Paul sat at the feet of Gamaliel ; and in the Academy, the Lyceum and the Porch, the pupil was continually with the master ; but the printing press has changed all this and to-day many an earnest disciple has never seen the face nor heard the voice of his master, but has received his teachings entirely through the printed page.

Of late years the college library has been taking an entirely new position. Of old it was attached to the chair of some overworked professor or put in charge of the janitor and opened four or five hours per week in term time only. Now it is being raised to the rank of a distinct university department ; there are professors of bibliography, of books and reading, and at Columbia we have for the first time a chair of Library Economy. The libraries are being made as accessible as the traditional college well, some of them opening from 8 A. M. to 10 P. M., including all holidays and vacations ; they are receiving endowments, e. g., the million and more to Cornell University, Prof. Horsford's great gift to Wellesley, Judge Packer's half million to Lehigh, and the long list of funds given to Harvard, the Phœnix gift to Columbia, and so I might go on with hundreds of illustrations ; new and beautiful buildings, some fire-proof, all vast improvements over what was thought sufficient in the last generation, are going up, e. g., Harvard, Amherst, Dartmouth, University of Vermont, Oberlin, University of Michigan and so on. In New York City alone three splendid collegiate library buildings have just been finished ; for the General Theological Seminary, Union Theological Seminary, and our

own at Columbia which has cost over \$400,000 and already we plan for an enlargement. The colleges are waking to the fact that the work of every professor and every department is necessarily based on the library; text books are constantly yielding their exalted places to wiser and broader methods; professor after professor sends his classes, or goes with them, to the library and teaches them to investigate for themselves and to *use* books, getting beyond the method of the primary school with its parrot-like recitations from a single text. With the reference librarians to counsel and guide readers; with the greatly improved catalogues and indexes, cross-references, notes and printed guides, it is quite possible to make a great university of a great library without professors. Valuable as they are in giving personal inspiration, they can do little in making a university without the library. Just as truly as we found in popular education that the real school for the mass of people and for all their lives except early childhood, was the library, so in the higher education the real university is a great library thoroughly organized and liberally administered.

LIBRARY EMPLOYMENT vs. THE LIBRARY PROFESSION.

So library work offers to you two fields analogous to the work of the public school teacher and the college professor. Many libraries largely combine these functions. The types would however be, for the one the college library or the reference library for the use of scholars; for the other the popular circulating library among the people where the librarian is in hourly contact with her constituency of readers, advising, helping and elevating their lives and exerting a far-reaching influence for good not to be exceeded in any profession open to women or to men.

Both the Scholars' and the People's Libraries offer to women both employment and a profession. Whether what is done in the library is called merely employment or a "profession," depends less on the work than the spirit in which it is done. The janitor does "library work," yet I can conceive of his doing it with so much intelligent interest in the results that he would better deserve to rank as a member of the profession than some librarians. No one questions that the best work, e. g. of the great libraries of Boston and Cambridge, has already attained to the rank of a profession, and no one claims that all the library work now being done deserves so dignified a name. We will use the words "work" and "profession" to indicate the types, though there is so large a middle ground where they merge into each other. The professional work is also on two planes which I will call, for want of better names, mental and moral, these again being combined in various proportions in different persons. On the mental plane I put all those who do the work from a personal ambition to make a reputation or to gain a higher salary. It is the plane of most business men, lawyers, etc. On it librarianship is the

business conducted primarily for the comfort and advancement of the librarian. These motives are those of the great masses of laborers in all fields and ambition and mere intellectual industry often secure much excellent work of a high grade, but never of the highest. Very often they build better than they know and do greater good than was intended, just as a man may drain a tract of low land from purely selfish motives in making it available for cultivation, but without having once thought or cared for it, he may by so doing have improved the sanitary condition of a hundred neighboring cottages. His credit is only for what he aimed to do.

In the library profession, the best work will always be done on the moral plane, where the librarian puts his heart and life into his work with as distinct a consecration as a minister or missionary and enters the profession and does the work because it is his duty or privilege. It is his "vocation." The selfish considerations of reputation, or personal comfort, or emolument are all secondary.

In every library there is a class of mere routine work, physical and clerical, copying, covering books, pasting in labels, giving out and taking in books, replacing on the shelves and a hundred details that may be well done by any intelligent and faithful clerk. This employment commands only the very small pay of overcrowded clerkdom, or even less, as there are always those looking to the higher positions who are willing to do this work temporarily at a merely nominal salary in order to get the needed experience and as a stepping-stone to something better. In this side of the work we are not specially interested except as it serves as a screen by which the best material is sifted out for the real work. Yet in itself it is one of the pleasantest avocations for a woman fond of books. As a result the supply of this grade of help at low prices will always exceed the demand.

This great work is only fairly started. Its rapid growth needs to be guided in the best channels. Leaders are wanted. Certainly in this profession there is most room at the top, but good privates are wanted as well as officers, for if they have the natural ability and earnestness they may grow into leaders; if not, they are perhaps as well off here as anywhere in the rank for which nature has fitted them.

THE ATTRACTIONS AND OPPORTUNITIES OF LIBRARIANSHIP.

While library work is no sinecure it is peculiarly fascinating to almost every person of culture that undertakes it, and it is common to hear of the refusal of much higher pay for other work. The constant contact with the best minds of the world as represented by their books, is at once a keen pleasure and a direct profit as shown in the wide general culture which results. While the hours of actual service seem longer and the vacations shorter, I believe in something like a hundred cases where I have inquired, every teacher who has also tried library work agrees that it avoids much of the

nervous strain and the wear and tear of the class room and of the direct responsibility for pupils and that physically the library is less exacting than the shorter hours of the school. The librarian has no lessons to prepare out of hours; she escapes the bad air of crowded rooms and the anxiety for pupils sent to school because unmanageable at home. In the library all the courses are elective, for only those come to whom it is a pleasure. As many of you know by experience, the strain of teaching is not in imparting information to those eager to learn, but in trying to force it into the minds of those who would gladly escape it. As compared with the work of the physician, the librarian avoids the night work and contact with suffering and misery which often exhausts the vital forces more than the direct professional duties. In fact there is hardly any occupation that is so free from annoying surroundings or that has so much in the character of the work and of the people which is grateful to a refined and educated woman.

Compare this work with that of the clergyman or teacher, whose fields of usefulness are universally put in the first rank: The clergyman has before him for one or two hours per week perhaps one-tenth or one-twentieth of the people in his parish. Not so many indeed when we remember how there are often little struggling churches of a half dozen denominations where one strong church could do all the work much better. Beyond this very limited number for this very limited time the clergyman is dependent on the slow process of personal parochial calls. I yield to none in my appreciation of the great work which he does and do not forget the constant stream of good influences coming from his daily life and the many direct efforts he puts forth; but I am speaking now of his work as a preacher and of the limits which circumstances seem to set to it.

The teacher has a larger proportion of her constituency in the earlier years, but only for a few hours a day and only in the months when schools are in session. It constantly happens that just as the teacher becomes deeply interested in a bright, promising boy or girl and feels that here is an opportunity to develop a strong character by patient work, the child comes and says: "Teacher, I am not coming to school any more. I am going to work in the factory," or, "I am going to help mother at home." For the great majority the work of education is hardly begun before the necessities of life take them away from the teacher's influence.

But the earnest librarian may have for a congregation almost the entire community, regardless of denomination or political party. Her services are continuous and in the wide reaching influences of the library there is no vacation. When a bright boy or girl has been once found and interested and started, he is almost sure to continue under these influences all his life. It has been found entirely practicable for a skillful librarian thus to reach and interest people who have never been in the habit of reading; to lead readers into new and more profitable fields, and to create a thirst for better books. In fact the number of ways in which people can be helped is only

equaled by the power and lasting character of this influence which comes from good books. Recognizing these facts there are preachers who are looking to the adoption of the library profession as a way to spread the Master's word even more effectively than in the pulpit; and there are teachers, whose whole hearts have been given to the cause of popular education, who are eager to enter this newer field, because they recognize in it a still wider opportunity.

Is it not true that the ideal librarian fills a pulpit where there is service every day during all the waking hours, with a large proportion of the community frequently in the congregation? Has she not a school in which the classes graduate only with death?

BIBLIOTHECAL MUSEUM.

The American Library Association has for several years been collecting everything bearing upon libraries; catalogs, histories, circulars, and blanks, illustrating methods of administration, and also, wherever practicable, samples or models of anything used in connection with library work. This collection has been permanently deposited in the fire proof library of Columbia College where it will be kept together, carefully arranged and minutely classified, labeled and indexed and open always to inspection. Its great value to all interested in libraries is self-evident, and the Association depends on hearty coöperation in enlarging and perfecting the collection.

We urge each reader of this note to send for this A. L. A. Museum anything not already sent, that is properly included in its field.

Address,

MELVIL DEWEY, *Sec'y A. L. A.*,
COLUMBIA COLLEGE, NEW YORK.

PLAN OF THE LABOR SAVING NOTES.

After years of experience, a reader or writer of any ingenuity learns to accomplish the same results with much less hard work. He systematizes and simplifies every detail, and devises or adopts labor-saving appliances and conveniences. These things that so much increase the working capacity are not taught in the schools; many are not printed in the books. They spread by tradition or accident. Some die with their originators.

The Labor-Saving Notes aim to focalize in one place all these experiences and experiments, and, by comparison of results, to approximate to the best possible. The necessary differences in individuals

and their requirements are fully regarded ; but there is still room to assist literary workers a great deal, by enabling each to avail himself of the experience of many of his fellow laborers.

The plan includes everything pertaining to reading and writing ; every object for the most completely equipped study or library room ; every method to accomplish given results in literary work with less expenditure of time, or strength, or money, or patience. We are equally anxious to learn defects or special merits of methods other than those printed in the NOTES. Some other reader may know how to remedy the defect, or may have overlooked the merit. In any case, this information has a practical value to the office.

Some of the best methods or literary tools are never described in print, because their originators do not care to ask attention to their own work, and no one else is enough interested to hunt them up, edit, and print the descriptions. Others find their way into a corner of one or more papers, but reach only the merest fraction of those specially interested. A very few are called widely to attention by owners of patent or copy-rights. The latter class, the only one widely known, is presented wholly from a commercial stand-point, and the weak points are carefully concealed. There is, therefore, an open field for a periodical giving a fair exposition of both the merits and defects of proposed improvements, or labor-saving aids for readers and writers. Limits of space will compel us to select topics, but we shall try to choose what will best serve our readers. Contributors must study to note all the points in the fewest possible words. Descriptions already in print, if too long to be reprinted, will be referred to with a summary.

Though descriptions must be brief, we shall make plain all the facts that our unusual opportunities teach us. Making a specialty of these things, and getting suggestions from all sides, we have perhaps the widest experience ; yet we expect to make some mistakes. We expect to recommend some methods that on more protracted trial will prove less satisfactory, or that will be superseded by better. As fast as such mistakes are discovered, they will be corrected, and we shall often state the length of time or number of experiments on which our opinion is based. In a word, we shall try to make the reader of our NOTES see all the merits and faults that we have been able to find in each method or article.

For our matter we shall depend, even more than on our own careful investigation, on the combined experiences, experiments, and observations of the readers of the NOTES. Coöperation is earnestly invited in making these descriptions of better literary methods and tools the best

possible. All contributions and suggestions will receive careful attention. If you are pleased with the plan, show this prospectus to your friends, and send us the addresses of others, likely to be interested, and we will send samples of the NOTES. Our success depends on the efforts of those interested to acquaint others with the plan.

Labor-Savers for Readers and Writers.

We shall note any suggestion or method that promises to be of service at the desk or in the study. Most of them we have tried and found good. But we give all for what they are worth. A plan that did not suit the editor would be inserted if there was a chance that it might serve some other member. Criticisms and improvements on these NOTES will be specially welcome as will words of commendation from those who have been helped by them. The last are wanted not for printing but as a guide to the editor in choosing what will serve the largest number. These NOTES are numbered in one series for more convenient reference.

I. FORENAME ABBREVIATIONS.

We give below a copy of the two sides of a card. It explains itself. We add the strongest commendation of the plan which we have used constantly since its publication. It is rapidly growing in use and is worthy the adoption of every labor-saver. A fuller list of 100 names as used by library catalogers appears in the new NOTES.

ABBREVIATIONS.

A: . . . Augustus.	H: . . . Henry.	O: . . . Otto.
B: . . . Benjamin.	I: . . . Isaac.	P: . . . Peter.
C: . . . Charles.	J: . . . John.	R: . . . Richard.
D: . . . David.	K: . . . Karl.	S: . . . Samuel.
E: . . . Edward.	L: . . . Louis.	T: . . . Thomas.
F: . . . Frederick.	M: . . . Mark.	W: . . . William.
G: . . . George.	N: . . . Nicholas.	

These abbreviations were devised by C: A. Cutter, the recognized authority on cataloging, and author of the Rules published by the Government. The AMERICAN LIBRARY ASSOCIATION adopted and recommended them for general use. They are used by the *Publisher's Weekly*, the official publication of the American Book Trade, by the *Library Journal*, the official organ of the AMERICAN LIBRARY ASSOCIATION, and by numerous less important agencies for securing general use. The colon takes no more space than a period and makes the full name clear. G. H. Smith may have any names beginning with G. or

H., but G: H: Smith is *George Henry*. These 20 names are printed for those beginning to use the system. Though devised specially for catalogers, it is of great practical value to all who write many names, and will doubtless grow in favor until as common as our most familiar abbreviations. Those wishing to spread its use can obtain cards for distribution.

2. EXACT REFERENCE.

We have used the following plan for ten years with constantly increasing satisfaction. Memoranda made years ago are filled with these references, and I can instantly put my eye on the exact sentence which then interested me. The plan was adopted for indexing the official publication of the libraries of this country and Great Britain, the *Library Journal*, and many others have given it thorough trial and always with complete success. We cannot speak too highly of it.

The most accurate method is of course to give page, number of line (counting from the top and omitting folio line), and number of the words. Books much quoted often have every fifth or tenth line numbered in the margin. The great mass of references, however, are not to special words, but to paragraphs or sentences. To refer to these, give the page and a superior figure indicating approximately the place in ninths. 37^8 refers to p. 37 and $\frac{8}{9}$ of a page from the top. For pages in columns prefix the number of the column; e. g., 37^8 is p. 37, column 3, $\frac{8}{9}$ from the top. Ninths are used so that the reference may always be confined to a single figure. To be of any value above the actual counting of lines, these numbers must be assigned at sight and without computation or measurement. The eye judges nearly enough, so that when reference is made from the number assigned, the paragraph wanted will be seen at the first glance. A reference to 48^4 might be called 48^3 or 48^5 , certainly not further than one ninth too high or too low, and the eye in glancing at either of these places would include the sentence wanted. In making references for printing, cut a strip of stiff paper or cardboard the length of the page, and divide it into nine equal parts, and number them 1 to 9. Apply this to the page and you can instantly give the exact reference. This accuracy pays for all careful work to be printed and referred to very frequently.

This plan is of great utility. A reference to the page alone often requires too much search, specially in larger books or finer types. There is also an attendant risk of getting the wrong paragraph, which, though bearing on the subject, may not be the one intended. To refer to the exact line requires too much labor in counting, both in making and using the reference, and guesswork in this case will not do, for the fact

of giving the line implies perfect accuracy. The method described is simple and compact.

In referring to books in more than one volume never use Roman numbers. Give the volume number followed by a colon, then the page, then the superior figure or figures indicating the exact place, *e. g.*, 34 : 429¹⁹ is "volume thirty-four, page four hundred and twenty-nine and three ninths of the way down the first column." The figures are just as definite as this long clause. One has 8 types, the other 83.

MONTH AND DAY CONTRACTIONS.

Custom is divided as to the meaning of figures for dates. We have many letters from various countries. Custom goes by sections. In some places 3-5 means 5th of March, in others 3rk of May. No accurate man knowing this would again trust such a record. It is so much quicker than the common abbreviations for the month that it specially appeals to our readers. Of course it would be hopeless to try to secure uniformity, as each faction insists that its own way is the best. Beside the extra labor of writing out the months there are many records (*e. g.* in libraries) where only a narrow column is left for date entry which must therefore be condensed. We solved this matter as follows and long use of the plan has been very satisfactory. We adopted a still shorter set of abbreviations than those commonly used, so that the letters took little more room than the figures and line of separation. We shortened each month to a single letter, unless more was necessary to prevent ambiguity. O was as good as Oct. for no other month began with that letter. The month should come between the day and the year for logical order, and also because the eye wishes to catch first the day, the current month being generally understood. The letter also separates the day and year numbers, making both distinct. 9 O 78 is definite enough for 9th of October 1878. The list is, Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D. Omit the period after the abbreviations. The number system requires (for the year) 26 characters: that is, the first twelve numbers each followed by a line or dash of separation from the day of the month. This involves the constant danger of confusion for all dates where the day number is not over 12. The ordinary Jan. Feb. Mar. system requires 51 characters: that is, 39 letters and 12 periods. This is definite, but takes too much room for narrow columns and too much time for the quickest work. Our system, arranged in logical order, needs no line of separation and no period, and requires only 19 characters to write the 12 months. The same system applied to the days of the week gives Sn, M, Tu, W, Th, F, St. After a day's use of the system F 5 S 79 is just as clear and definite without possibility of

mistake as "Friday the fifth day of September in the year of our Lord eighteen hundred and seventy-nine." No one would be stupid enough to read the above Feb. 5 Sunday 1879, the only possible mistake. The first takes 5 types: the second 75. The condensed plan allows of putting the day of the week (often a great convenience) and dates in places where they would most always be omitted for want of room.

4. MARKING MARGINS.

Side notes are often lost by being carelessly written in the inner margin. By putting them always on the outer margin, it is much easier to find them in turning the leaves rapidly through the fingers. In double column books the inner margin is better for the inner column.

5. MARKING PASSAGES.

One of the most useful little aids is a double colored pencil, at one end blue, the other red, always kept by one when reading papers or mss. All passages or items specially approved or strongly agreed with, mark blue. Those disapproved or disagreed with, mark red. If in doubt as to a passage important enough to be marked, use a wavy line of the color to which you lean, or else use a ? mark. It is astonishing how much it helps in making an estimate of what has been read, *e. g.*, in reviewing a book thus marked the whole gist of the volume can be glanced over in a few minutes. We never get mixed between the two colors, having assigned them on the common principle that red is the canceling color, *e. g.*, libraries mark books returned in red, and issues blue. Or remember that the "true blue" is the color to stick by while red is revolutionary; trifles thus keep one from forgetting.

6. EXTEMPORE SHADE FOR READING LAMP.

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[We regret that A. L. A. Conference matter has crowded over several pages of Labor-Saving Notes. — Ed.]

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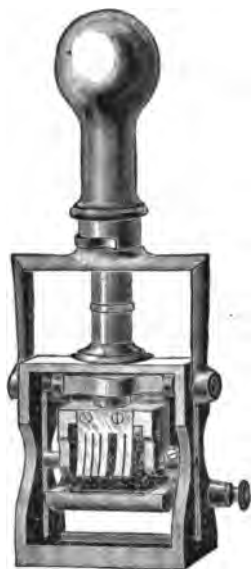
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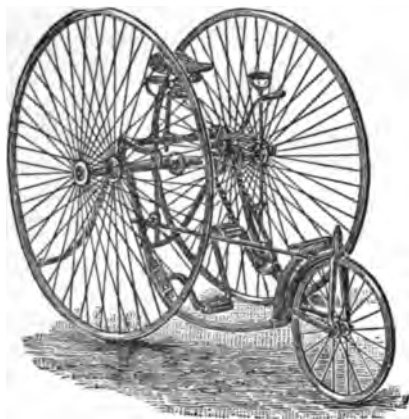
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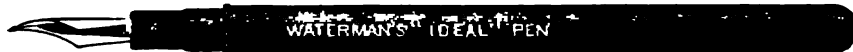
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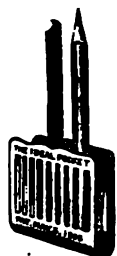
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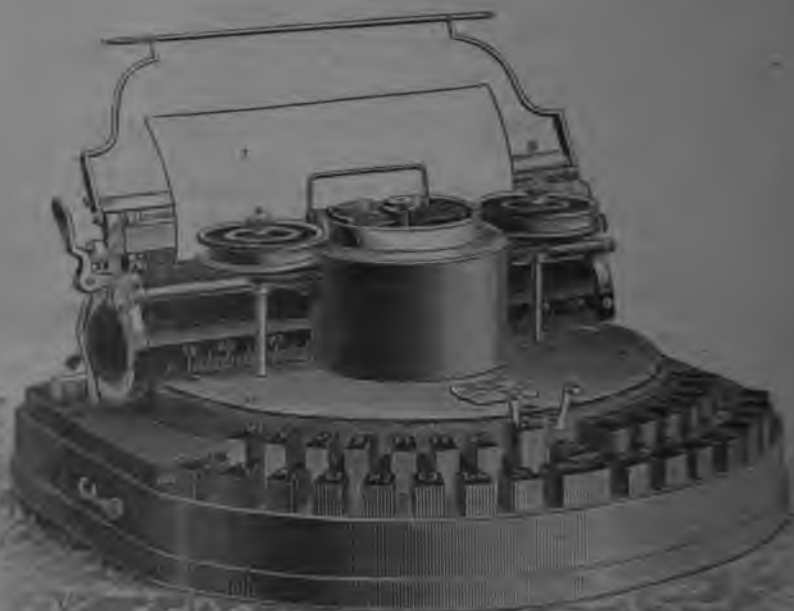
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Library Notes.

Vol. 1.

OCTOBER, 1886.

No. 2.

EXPERIMENT AND EXPERIENCE.

The success of recent library effort thus far, and the much greater success towards which we confidently look, depends on each ones doing his or her part. We must focalize in a central office the results of the experience and experiments of the entire library world. From that office, chiefly through the NOTES, the results can be given out as widely. Every reader of the NOTES owes it to those who are giving so much labor to this work to send in whatever his experience may teach him from month to month. A postal card is often sufficient to give a result valuable to scores of other libraries.

“I have tried such or such a plan, recommended in such or such a place, and it failed because . . . or it succeeded because . . .” Such a sentence may save some fellow-worker months of study and experiment. If each will do his part, every one will have the experience both of his own library and of every other library, and will be able to learn practically more each year than he could otherwise in a lifetime. In this way we shall rapidly approximate to the most perfect methods of doing all our work. The man or woman who fails to do his or her part is not treating the rest fairly. We propose a pledge binding every reader to send at least a postal card each quarter reporting what he has learned about library management. Boiled into the fewest possible words, these would be most interesting and profitable reading. The Boston Public Library, with its ten branches, has, we all think, a wonderful opportunity to study all questions of library economy. But each of our readers may have, not ten but hundreds of branches, all laying their experience at his feet for him to study, if he will also be a branch and lay his experience at the feet of the rest.

We protest stoutly against the selfishness with which some get all they can from the rest, but never give anything in return, and we divide non-reporting librarians into two classes : 1 The *mean* men, who have

learned things but don't tell the rest of us ; 2 the *stupid* men, who have never learned anything about libraries.

We don't want long articles, or a word from any one who has nothing to say. We don't care for articles at all, unless you feel like writing them. We want the RESULTS OF YOUR WORK, to divide with all your fellow-workers. Send it to us in the briefest possible form, and we will serve it out as wanted.

Probably most of those who read this note of appeal will agree that nothing is asked that they ought not to give gladly. When in this frame of mind resolve to do as follows : When you see a question in the NOTES to which you know the answer, send it by return mail. When you read an article or note on which you can throw additional light by correcting a mistake, adding a new experience, or suggesting what appears to be a better way, do it then and there. If you think that some one else will do the same thing, don't risk his failing. There is n't the least harm in sending the same matter twice, and it is a loss if neither sends, as will probably be the case if you neglect your duty. DON'T PUT OFF WRITING till you have leisure to write a long letter or an article, but send in your point on a postal card or letter at once. It is all the better for being short and written while the matter is fresh in your mind.

Is this any more than your share ? Can you not profit by these experiment and experience columns ? Are you willing to draw from it number after number without contributing what may come in your way ?

After reading this, sit down and write your first card, and on it say, " I accept the proposed pledge, and will send at least a card after reading each issue of the NOTES." Four cards per year cannot be a great burden to any earnest library worker. It takes little time editorially to read them all, and the sentiment of all our readers can be known as well almost as if we had a quarterly conference. The practical value must be very great, and the brevity will not be the least of the advantages.

Its success depends on each one pledging his part promptly. Do you approve the plan ? If so, write your first card and say so.

We have many friends who have many times sent many things ; but the majority of our readers adopt the plan of give and take, in which one does all the giving and the other all the taking. Library management, like society, " is a grand scheme of service and return — we give and take, and he who gives the most in ways directest, wins the best reward."

EDUCATION BY READING.

Of old it was only the learned few who could read ; most of the world were limited to conversation. Now, we are told this is an art more rare than music, and only the educated few are able to converse ; but, except the illiterates, everybody reads. Less and less from the living voice, from pulpit or rostrum, and more and more from the printed page are people getting their ideas and ideals, their motives and inspiration. As we study the question, it becomes clear that the difficulty and expense of reaching the people by the voice, and the cheapness and permanence of print make it necessary, if we are to educate and elevate the masses and make their lives better worth living, that we should in some way put in their hands the *best* reading. I say the best, for reading is not necessarily good or elevating, although it will certainly average much higher than conversation, for much greater care is taken in preparing matter for print. The labor and cost bring into activity the law of the survival of the fittest. But if good books average much higher than good conversation, the same rule makes bad books more powerful for evil ; i. e. when ideas good or bad get into book form they are apt to become vastly more potent and we have thus a double reason for our missionary work : to give the good reading for its own sake and also as the best means to drive out and keep out the bad. To teach the masses to read and then turn them out in early youth with this power and no guiding influence, is only to invite the catastrophe. Human fashion they are quite as likely to get the bad as the good and the down hill road is ever easiest to travel.

The world agrees that it is unwise to give sharp tools or powerful weapons to the masses without some assurance of how they are to be used. Even George Washington got into mischief with his first hatchet. You remember the strong words of Carlyle : —

“ Readers are not aware of the fact but a fact it is of daily increasing magnitude, and already of terrible importance to readers, that their first, grand necessity in reading is to be vigilantly, conscientiously select ; and to know everywhere that books, like human souls, are actually divided into what we may call sheep and goats — the latter put inexorably on the left hand of the judge ; and tending, every goat of them, at all moments, whither we know, and much to be avoided, and if possible, ignored by all sane creatures.”

And this need of guidance is emphasized by the thoughtful words of Frederic Harrison : —

“ Every book that we take up without a purpose is an opportunity lost of taking up a book with a purpose — every bit of stray information that we cram into our head without any sense of its importance, is for the most part a bit of the most useful information driven out of our heads and choked off from our minds. It is so certain that information, that is, the knowledge, the

This and the four notes following are extracts from an address before the Association of Collegiate Alumnae, on March 13, 1886, by Melvil Dewey, on “ Librarianship as a Profession for College-Bred Women.” The address in full is published by the Library Bureau, 32 Hawley St., Boston, post paid, at 10c. per copy.

stored thoughts and observations of mankind, is now grown to proportions so utterly incalculable and prodigious, that even the learned whose lives are given to study can but pick up some crumbs that fall from the table of truth. They delve and tend but a plot in that vast and teeming kingdom, whilst those whom active life leaves with but a few cramped hours of study can hardly come to know the very vastness of the field before them, or how infinitesimally small is the corner they can traverse at the best. We know all is not of equal value. We know that books differ in value as much as diamonds differ from sand on the sea shore, as much as our living friend differs from a dead rat. We know that much in the myriad-peopled world of books — very much in all kinds — is trivial, enervating, inane, even noxious. And thus, where we have infinite opportunities of wasting our efforts to no end, of fatiguing our minds without enriching them, of *clogging* the spirit without *satisfying* it, there, I cannot but think, that the very infinity of opportunities is robbing us of the actual power of using them. And thus I come often, in my less hopeful moods, to watch the remorseless cataract of daily literature which thunders over the remnants of the past, as if it were a fresh impediment to the men of our day in the way of systematic knowledge and consistent powers of thought : as if it were destined one day to overwhelm the great inheritance of mankind in prose and verse.”

THE POWER OF A MODERN BOOK.

The children of another generation will see nothing specially wonderful about the telephone or electric light. So we, born to the constant sight and use of books, seldom stop to think what a miracle they are. As distinguished from the brute the savage has the divine gift of speech. And when we think that the vibrations of the air started by the vocal chords, convey to another the workings of the human soul, we no longer wonder that speech has been looked upon as the direct gift of the Almighty, a power too wonderful to have been invented by man. And when a step higher the image of his Maker learned to make the spoken word permanent on wood or stone or clay, that is, had discovered the art of writing, we do not wonder that the savage was ready to worship the chip that could talk or the bit of paper that unaided made a complete communication. To one who had never known of writing, has there been anything in the history of the world so wonderful as a modern book ?

To communicate our ideas we use the voice ; to send them farther than the voice will reach or to preserve them for future reference, we write ; to multiply them so that we may speak to many people in different places at the same time, we print. But mere printed matter is not a book in the best sense, any more than mere talk is an address. The name book seems to imply that its contents were worthy of communication and multiplication and of carrying to a distance and above all, of preservation. You recall how well Ruskin says this : —

“ But a book is written, not to multiply the voice merely, not to carry it merely, but to preserve it. The author has something to say which he perceives to be true and useful, or helpfully beautiful. So far as he knows, no one has yet said it ; so far as he knows, no one else can say it ; he is bound to say it, clearly and melodiously if he may, clearly, at all events. In the sum of his life he finds this to be the thing, or group of things, manifest to him ; this the piece of true knowledge, or sight which his share of sunshine and earth has permitted him to seize. He would fain set it down forever ; engrave it on rock, if he could ; saying, ‘ this is the best of me ; for the rest, I ate and drank, and slept, loved, and hated, like another ; my life was as the vapor and is not ; but this I saw and knew : this if anything of mine is worth your memory.’ That is his ‘ writing ; ’ it is, in his small human way, and with whatever degree of true inspiration is in him, his inscription, or scripture. That is a ‘ book.’ ”

And remember that of late years the printing press has called to its aid graphic methods, color, form, the curves and coördinates of geometry and the many photographic processes, so that in many cases the book makes the author’s meaning clearer and more easily understood than would be possible for a score of authors with the living voice. In proof of this consult some recent statistical atlas or the profusely illustrated volumes in science. Or take this very point of illiteracy :—here is a map of the country in which is indicated by the darkness of the shading the amount of illiteracy in each section. Or to be more exact, here is a page with the list of all the states at the left, followed by columns representing each decade of this century, with the dates at the top of the page. Running across this page, opposite each state, is a curved line indicating by its height above the ruling, the percentage in that state that cannot write ; for each year the rise and fall of the lines show the fluctuations geometrically. A similar line in red opposite the same state in the same way shows the percentage that cannot read. Thus on this single page, at a glance, is told with geometrical accuracy, conveying to the mind a clearer idea than would figures (in some such charts, indeed the figures are also inserted), the amount of illiteracy for the whole country ; or for any given year, by reading down the proper column ; or by reading across, the condition of any given state during the whole century ; or, by consulting the intersections of these columns as on a railroad time table, the condition of any place, at any time. No amount of oral statement could begin to give so clear an idea as a few minutes’ study of these two pages. Similar methods are being applied to almost every subject of human interest. Similarly the recent photographic processes have made exact pictures and all kinds of illustrations so cheap that a modern book, as compared with those of the last century, is like a modern lecture on science in which every point is illustrated by experiments performed before the listener or by pictures thrown upon the screen with a lantern, when compared with a mere oral statement which, however skillful the word painting itself and however clearly defined in the mind of the speaker were all the ideas of objects referred to, simply could not reproduce them as clearly in the mind of the listener.

Let me add a few brief sentences from men whose opinion of the value of books will have infinitely more weight than any words of mine : Emerson says :

“Consider what you have in the smallest chosen library. A company of the wisest and wittiest men that could be picked out of all civil countries, in a thousand years, have set in best order the results of their learning and wisdom. The men themselves were hid and inaccessible, solitary, impatient of interruption, fenced by etiquette ; but the thought which they did not uncover to their bosom friend is here written out to us, the strangers of another age.”

And his friend Carlyle adds :

“Of the things which man can do or make here below, by far the most momentous, wonderful, and worthy, are the things we call books.”

Cicero says :— “Books are the food of youth, the delight of old age ; the ornament of prosperity ; the refuge and comfort of adversity ; a delight at home, and no hindrance abroad ; companions by night, in traveling, in the country.”

Let me also quote from Lord Macaulay’s review of Montagu’s Bacon :— “The great minds of former ages. The debt which he owes to them is incalculable. They have guided him to truth. They have filled his mind with noble and graceful images. They have stood by him in all vicissitudes ; comforters in sorrow, nurses in sickness, companions in solitude. Their friendships are exposed to no danger from the occurrences by which other attachments are weakened or dissolved ; time glides on ; fortune is inconstant ; tempers are soured ; bonds which seemed indissoluble are daily sundered by interest, by emulation, or by caprice. But no such cause can affect the silent converse which we hold with the highest of human intellects. That placid intercourse is disturbed by no jealousies or resentments. There are the old friends who are never seen with new faces, who are the same in wealth and poverty, in glory and in obscurity. With the dead there is no rivalry. In the dead there is no change. Plato is never sullen. Cervantes is never petulant. Demosthenes never comes unseasonably. Dante never stays too long. No difference of political opinion can alienate Cicero. No heresy can excite the horror of Bossuet.”

To this testimony of orator and historian I add that of science in the words of Sir John Herschel : “If I were to pray for a taste which should stand me in stead under every variety of circumstances, and be a source of happiness and cheerfulness to me through life, and a shield against its ills, however things might go amiss, and the world frown upon me, it would be a taste for reading. Give a man this taste, and the means of gratifying it, and you can hardly fail of making a happy man, unless, indeed, you put into his hands a most perverse selection of books. You place him in contact with the best society in every period of history — with the wisest, the tenderest, the bravest, and the purest characters who have adorned humanity. You make him a denizen of all nations, a cotemporary of all ages.”

And how happily does William Ellery Channing express his appreciation :

"In the best books, great men talk to us, with us, and give us their most precious thoughts. Books are the voices of the distant and the dead. Books are the true levelers. They give to all who will faithfully use them, the society and the presence of the best and greatest of our race. No matter how poor I am ; no matter though the prosperous of my own time will not enter my obscure dwelling, if learned men and poets will enter and take up their abode under my roof,—if Milton will cross my threshold to sing to me of paradise ; and Shakspeare open to me the world of imagination and the workings of the human heart, and Franklin enrich me with his practical wisdom, — I shall not pine for want of intellectual companionship, and I may become a cultivated man, though excluded from what is called the best society in the place where I live. . . . Nothing can supply the place of books. They are cheering and soothing companions in solitude, illness, or affliction. The wealth of both continents could not compensate for the good they impart. Let every man if possible, gather some good books under his roof, and obtain access for himself and family to some social library. Almost any luxury should be sacrificed to this."

And so I might go on quoting these pregnant paragraphs till all our time was gone, but these few suggestive words will be to you as good as many. We shall not get our estimate of the value of good reading too high.

SCHOOL OF LIBRARY ECONOMY.

At the present, though recognizing fully the importance of librarianship and its rank as a profession and the fact that with the best methods and profiting by the sum of previous experience at least double the good may be accomplished, and that it is possible to secure this advantage only by a technical training, one is confronted by the fact that there is absolutely no provision for such training or instruction in either the science or art of librarianship. The demand is only for experienced librarians and the candidate is met by exactly the old and famous condition of keeping out of the water till he is an expert swimmer. If he tries to secure his training by joining the staff of some library, a series of lions are in the way.

1. No library sufficiently combines in itself the many things the learner needs. To get any breadth of views and to avoid the ruts to which an apprenticeship in a single library is so subject he must manage to spend his time in a series of the best institutions.

2. Being untrained, he has to begin at the bottom of the ladder at little or no salary. If he is able and willing to make such a beginning, when he learns this department well it is impossible to advance him till some one above him dies, resigns, or is discharged and while deserving promotion it may be years before the most appreciative trustees can grant it. Again, it is directly against the interests of the library itself to change the work just when the

learner has mastered one subject and made himself specially valuable. As a result, the learner absorbs not a little about librarianship but receives real training in only one of the many departments. In all libraries of sufficient life to make their teachings of value, the librarian and experienced assistants and cataloguers are too crowded with their regular work to give time to improving the education of their help and training assistants for other libraries.

If one stays long enough and carefully observes everything that goes on about him and improves every opportunity to see something of other departments, he comes in time to quite a familiarity with most of them, but is exactly in the position of a man who has worked about a single engine for years and has come to know it well but has never had opportunity for comparative study nor has received systematic instruction in mechanical engineering. A librarian who should attempt not only to explain but to give the reasons for all his methods would require much more than twenty-four hours per day to answer the applicants that continually come to all prominent librarians for help. The most courteous librarian can not find time for more than a trip through his departments with a running commentary on his methods. • To an experienced fellow worker this has great value, for he has the necessary technical knowledge to understand what he sees and profit by it, but to a beginner is like educating an engineer by walking through machine shops. Even if one can command the time and money to make extensive travels, visiting all the better libraries here and abroad, he still finds the great want of technical training unsupplied.

We have looked these grave difficulties in the face for ten years and the one solution possible is about to become a fact.

At the Buffalo meeting of the American Library Association it was announced that Columbia College had directed a Committee of seven Trustees to consider the establishment of such a school. From the ensuing discussion I will read a few extracts which will make clearer the views of leading librarians as to the need of such training and may suggest some other means of getting started in the profession to those who cannot attend this school.

Dr. Wm. F. Poole of Chicago, whom you all know as the author of the famous Poole's Index to Periodical Literature and who has probably helped start more libraries large and small than any other American, opened the discussion. I quote only part of the summary.

"New libraries are springing up all over the Western states, and librarians are appointed from the local candidates, who have had no library experience of any sort. Scarcely a day passes in which one or more of these tyros does not come to my library for information; and I am always glad to give them such help as I can — but how little they can take! They have the impression that they can learn in one day all they need to know. I have spent an hour in explaining the simplest details of library management, and then found, by putting some test question, that the person I had been trying to

instruct had understood little or nothing of what I had been talking about. I usually tell these people frankly, at the start, that they will not understand the explanations I should make until they have some practical experience in library work. If they will come to the library and work for a month, reading up in the meantime the theory of the subject, they will be in a condition to receive some oral instruction. Several persons have accepted this proposal and have worked without pay in our regular corps of attendants. At the end of a month they have begun to appreciate how much there is to learn in order to be a competent librarian, and are put in a way of making some progress by themselves. There is no training school for educating librarians like a well managed library. There is a dearth at present of trained librarians, who, at moderate salaries, are willing to take charge of small libraries, and grow up with them. Of trained cataloguers there is a still greater dearth. I am constantly receiving applications for them, and they are not to be found. The few persons in the country who follow this work as a specialty are constantly engaged. It is a duty, I think, which the larger libraries owe to the profession, to attach to their cataloguing departments a corps of competent young persons to learn the art of cataloguing; for the work can be learned no where else than in a large library. The service they would render would be sufficient to pay for their instruction. We can scarcely blame the managers of libraries for appointing as their librarians persons who have had no experience in library work, when there are not trained librarians enough to supply the demand. We cannot blame them for not having their libraries catalogued, when there are not cataloguers enough to do the work."

Mr. B. Pickman Mann said of present facilities:—"I have lived in Cambridge and Boston fourteen years and have tried to learn all the details of library work in vain."

Mr. J. L. Whitney, assistant librarian of the Boston Public Library and for many years in charge of its great catalogue department, said:—"It is an endless trouble to instruct volunteers one at a time. I have found it a weariness and a loss."

Mr. C. A. Cutter, author of the famous "Rules for a Dictionary Catalogue," now editor of the *Library Journal*, said:—"Undoubtedly it is well that a librarian should have worked in a library; there are some things which he will never understand unless he has. But any one merely employed as assistant in a large library is likely to be assigned to one particular department, and to understand that only. And, even if his chief takes care that he shall have variety of work, he only learns the methods of one establishment; and as those are probably all determined upon before he goes there, he only learns them by rote, and, unless he is unusually philosophic, never thinks of the reasons for them. No one is thoroughly fit to have charge of a library who has not pursued some comparative study and learned to reason about what he does. This discussion reminds me of something that occurred lately in our town.

“A young man in Winchester wished to become a civil engineer. When he left the High School he was advised by his uncle, who was himself a civil engineer in Buffalo, to come here and begin at the bottom of the profession, that is, as chainman, and gradually work up, if he could. He did so. At the end of a year his uncle said to him, ‘You know now what engineering is; you have become familiar with the practical details, and you have begun to find out how little you know and what you need to know. Now go to a professional school and study the theory. There are men of both sorts among us,—those who have learned only by practicing the profession, and those who have been taught in the schools; and I have always noticed that the regularly educated men get the best positions and the best salaries.’”

Mr. C. W. Merrill, librarian of the great Cincinnati Public Library, said:—“I should have been glad to have been told things I have had to learn by experience. Our teachers are taught in Normal schools; let us have librarians taught in a Library school.” To this Mr. S. S. Green of Worcester one of the best known and most successful librarians added:—“I remember that the matter of trying to have facilities provided for training and educating persons wishing to become librarians was talked over at length by the gentlemen and ladies who went to the conference of librarians in London in 1877. They held long conversations on shipboard regarding the subject, and it was generally considered very important that such facilities should be somewhere provided. On our return I wrote to Professor Winsor, urging him to try to make use of the opportunities afforded by his connection with Harvard College to interest that great institution in undertaking such a work, and his connection with librarians to interest in the scheme the managers of libraries in Boston and its neighborhood, thus securing the means to seekers after information of getting at the experiences of librarians through lectures, etc., and practical training in libraries.

The matter now under consideration has been frequently discussed at meetings of this Association; if not publicly, certainly in the conversation of librarians attending them, and by librarians when they have met on other occasions than these meetings. It is very desirable that there should be some such school as that the establishment of which is contemplated by Columbia College. There certainly can be no doubt that it would be of solid advantage to persons wishing to become librarians to have the opportunity of listening to the experiences of the best librarians, speaking on their specialties. It is better that their instruction should come from several rather than from one librarian, and that they should be protected from narrow views which would follow instruction in a single library.

“Columbia College, one of the greatest universities of the country, can certainly be trusted if it undertakes to give instruction, to give good instruction.”

In 1884 Columbia College, at a full meeting of its Trustees, and after considering the subject a year, voted to establish as one of the regular courses of the University, a School of Library Economy. We will not take

time to give you the details of the plan which has been worked out in consultation with many of our ablest librarians who are deeply interested in the success of the new school. It aims to give to its pupils, during either its short three months' course of active instruction or the full two years which includes actual library work under the daily supervision of the teachers, whatever will do most to fit them for successful librarians, cataloguers or assistants. It is wholly practical and includes no more of the historical and antiquarian than is necessary to illustrate modern methods. The school is also technical and duplicates no part of the college course and attempts no instruction in languages, literatures, science or art except as its bibliographical lectures discuss the side of each subject that the librarian most needs to know. Those who are interested can get a pamphlet with full information by sending their address to the School of Library Economy, Columbia College, N. Y., and I will not attempt even to summarize the matter so easily obtainable in print.

WOMEN IN LIBRARIES: HOW THEY ARE HANDICAPPED.

There is a large field of work for college-bred women in promoting the founding of new libraries, infusing new life into old ones, or serving on committees or boards of trustees where their education and training will tell powerfully for the common good. Active interest of this kind may fairly be expected of every college graduate.

In the more direct work for which salaries are paid there is an unusually promising field for college girls and in few lines of work have women so nearly an equal chance with men. There is almost nothing in the higher branches which she cannot do quite as well as a man of equal training and experience; and in much of library work woman's quick mind and deft fingers do many things with a neatness and despatch seldom equaled by her brothers.

My experience is that an increasing number of libraries are willing to pay for given work the same price, whether done by men or women. Yet why are the salaries of women lower? In all my business and professional life I have tried to give woman more than a fair chance at all work which I had to offer. Experience has taught me why the fairest employers, in simple justice, usually pay men more for what seems at first sight the same work. Perhaps these reasons may help you to avoid some of the difficulties.

1. Women have usually poorer health and as a result lose more time from illness and are more crippled by physical weakness when on duty. The difficulty is most common to women, as are bright ribbons and thin shoes and long hair, but it is a question of health, not of sex. A strong, healthy woman is worth more than a feeble man for the same reason that a strong man gets more than a weak woman.

2. Usually women lack business and executive training. Her brothers have been about the shops and stores and in the streets or on the farm hearing business matters discussed and seeing business transacted from earliest childhood. The boys have been trading jack knives and developing the business bumps while the girls were absorbed with their dolls. It would be a miracle at present if girls were not greatly inferior in this respect and it is this fact which accounts for so few prominent chief librarianships being held by women. But this is the fault of circumstances, not necessarily of sex, and women who have somehow got the business ideas and training and have executive force are getting the salaries that such work commands. When girls have as good a chance to learn these things, I doubt not that they will quite equal their brothers and will keep cash and bank accounts and double entry books for their private affairs. A man brought up girl-fashion, as not a few are, proves just as helpless on trial and as a result gets only a "woman's salary."

3. Lack of permanence in her plans is one of the gravest difficulties with women. A young man who enters library work and later thinks of a home of his own, is stimulated to fresh endeavors to make his services more valuable. Many a young man's success in life dates from the new earnestness which took possession of him on his engagement. But with women the probability or even the possibility that her position is only temporary and that she will soon leave it for home life does more than anything else to keep her value down. Neither man or woman can do the best work except when it is felt to be the life work. This lack of permanence in the plans of women is more serious than you are apt to realize. If woman wishes to be as valuable as man she must contrive to feel that she has chosen a profession for life and work accordingly. Then she will do the best that is in her to do as long as she is in the service and if at any time it seems best to change her state, the work already done has not been crippled by this "temporary" evil.

4. With equal health, business training and permanence of plans, women will still usually have to accept something less than men because of the consideration which she exacts and deserves on account of her sex. If a man can do all the other work just as well as the woman and in addition can in an emergency lift a heavy case, or climb a ladder to the roof or in case of accident or disorder can act as fireman or do police duty, he adds something to his direct value just as a saddle horse that is safe in harness and not afraid of the cars will bring more in nine markets out of ten than the equally good horse that can be used only in the saddle. So in justice to those who wish to be fair to women, remember that she almost always receives, whether she exacts it or not, much more waiting on and minor assistance than a man in the same place and therefore, with sentiment aside, hard business judgment cannot award her quite as much salary. There are many uses for which a stout coruroy is really worth more than the finest silk.

THE LIBRARIAN'S QUALIFICATIONS, HOURS, AND SALARY.

The natural qualities most important in a library are accuracy, order (or what we call the housekeeping instinct), executive ability, and above all earnestness and enthusiasm.

Library work is of two kinds, though both are often done by the same person in smaller libraries. The Reference and Loan work requires chiefly skill in meeting people, finding out exactly what they wish (or often better what they need) and tact and skill in answering their infinite variety of questions. Some do admirable work of this kind and lack the qualities essential to a good cataloguer, while some quiet, shy women who would be simply worthless in meeting the public are invaluable in the accession and catalogue departments where patient, scholarly accuracy and rapid, steady work are more important than tact and affability. In the smaller libraries the successful candidate must combine the qualities needed in the reference and catalogue departments, but in the larger organizations there is room for those strong on either side though lacking on the other.

The education needed is the best attainable; a college training to begin with if possible; the wider reading and study in addition the better, for absolutely every item of information comes in play. It is specially important in most reference libraries to know German and French. Italian, Spanish, Latin and Greek are valuable but in most cases much less important than German. A general acquaintance with history and literature, specially English and American, and with literary history, is essential and at least a smattering of the sciences is important. Trifling as it may seem, a very legible handwriting, free from flourishes, shading and fashionable "individualities" is practically more important to most applicants for library positions than a half dozen sciences; but in most cases the library hand has to be acquired as a part of the technical library education which includes bibliography and library economy. I have already given you a hint as to this technical field in speaking of our Library School.

We greatly prefer college-bred women in selecting new librarians: 1. Because they are a picked class selected from the best material throughout the country. 2. Because the college training has given them a wider culture and broader view with a considerable fund of information all of which will be valuable working material in a library as almost nowhere else. 3. Because a four years' course successfully completed is the strongest voucher for persistent purpose and mental and physical capacity for protracted intellectual work. 4. Chiefly because we find that the training of the course enables the mind to work with a quick precision and steady application rarely found in one who has not had this thorough college drill. Therefore we find it pays to give higher salaries for college women.

I said that this great work is in its infancy; that our great need is workers. At the same time one of our constant trials is the number of applicants to whom we can wisely give no position. Shall I mention some of the

people we do not want? There is no room for those who wish to take up library work simply because they fancy it to be easier and more agreeable to one who is fond of books and cultivated society; because it will give such a good chance to read; or because there seems to be nothing else to do and so they try to get in a library. In fact, the work is not easy except in some small libraries where the pay is still easier, and though surrounded constantly by thousands of books which are handled during all the working hours there is hardly any occupation which gives so little opportunity to read. Our traditional motto is: "The librarian who reads is lost." Of course I am speaking now of working hours. The librarian who does not read at other times is certainly lost to growth. There is no place for those who are seeking chiefly for good salaries. The average pay of librarians is much too small, though happily it is increasing year by year as the importance of the work is more generally recognized and as workers *deserving* more pay are increasing. But the people who command the highest salaries are exactly the ones who do that higher grade of work which is done for its own sake and not for pecuniary reward. So fortunately the better pay is attainable only after one has done the better work and there is absolutely no attraction for salary hunters.

While there is great difference among libraries the average hours of service are about eight per day. Our own rule is that 2,000 hours of actual library work or ten months of 200 hours each make the year, leaving two months vacation. Many small libraries are open only part of the day but the salary is usually cut down even more than the hours. Libraries that are open on holidays and evenings usually close all the routine departments so that only a part of the staff need be on duty.

The salary to women for the first year is seldom more than \$500 and at present few have grown to over \$1,000, though here and there \$1,200 to \$1,500 are paid to women of experience. But there is no reason why a woman cannot do the same work for which our leading librarians receive \$3,000 to \$5,000 and I have no doubt that as women of education, thorough technical training and experience come forward the salaries will rapidly increase. For this highest grade work the demand exceeds the supply and will grow steadily with the new development of the library system. If one finds many more well paid positions for teachers, there are vastly more competitors for each of these places than for that of the trained librarian. After careful study it seems to me that to an earnest woman of superior ability the library field already offers in its present period of rapid growth as good an opening financially as teaching.

American Library Association.

THE MILWAUKEE MEETING.

In our first issue we spoke rather glowingly of the coming Library Conference, but the event proved that the half had not been told. The meeting was the largest yet held, tho so far from what had been considered preëminently the library states. The tables of attendance given below are an interesting study in library geography.

Those who mist the meeting will never know how great was their loss. The next best thing is to get the official proceedings, to which every member of the A. L. A. who has paid the annual fee of \$2.00 is entitled, and read its 193 quarto pages. Subscribers to the *Library journal* also get the proceedings in full as the August and September number of our official organ. Readers of the NOTES who are neither members or subscribers will do well to make the wish for this handsome volume the excuse for becoming one or both without delay, remitting the \$2.00 for membership to the new Treasurer, H: J. Carr, Librarian, Grand Rapids, Mich., and the \$5.00 for the *Journal* either to it, or better, to the office of the NOTES, in order that our publishers may have the pleasure of knowing that they have thus done both the subscriber and the *Journal* a service.

The program laid out on p. 15-19 of our last number was more than carried out. The New York party entirely filled the private sleeper which the West Shore road put at our disposal. At midnight the Boston sleeper joined us near Albany, and the Eastern delegation, except some dozen stragglers who were a day behind, met together at early breakfast at the International Hotel, Niagara. A delightful day was well improved, and Monday morning we took two private day coaches furnisht by the Grand Trunk, which took us to Chicago without change. President Poole of the A. L. A. met us after breakfast at the Clifton House and showed us some of the many great things of which Chicago is proud. Perhaps nothing more interested the party than the Wheat Pit and the outlook from the tall tower of the magnificent Board of Trade building. Here, as everywhere, the librarians were treated as

specially honored guests. At the City Hall the President of the Chicago Library Board, Mayor Carter Harrison, Superintendent of Schools George Howland, and a number of prominent Chicago gentlemen welcomed the A. L. A. in brief speeches, responded to by Messrs Winsor, Van Name and Dewey.

The elegant new quarters of the Chicago Public Library, which were on that day opened for inspection for the first time, were examined in detail.

In the evening carriages from the hotel and a special car, all with the compliments of our host, took us to Evanston, the home of Pres't Poole. The evening was divided between the homes of Dr. Poole and his son-in-law, Mr. Holbrook, the houses vieing in cordial hospitality, and making the trip a delightful memory.

Early Wednesday we again had private coaches to Milwaukee, arriving for dinner at our headquarters for the week, the Plankinton House, of which Milwaukee is justly so proud. The week was filled with hard work and delightful attentions from the citizens.

A half day was given to a carriage drive in which the most beautiful and interesting parts of the city and its suburbs were seen.

During the drive the Mayor made three exceedingly interesting and satisfactory exhibitions of the fire and police departments, bringing to his side by telephone signal the police patrol-wagons and the engines and hook-and-ladder companies in time which seemed almost incredibly brief. At the general alarm, when engines came from all directions with a crowd sure of a big fire, a youngster, seeing it was a "show" alarm, remarked to Prof. Davis, "Yer having lots of fun, aint yer? Be ye all aldermans?"

An evening was given to a charming out of door reception at the famous Schiltz Park, where refreshments were followed by a concert by the Bach-Luening Orchestra, which even the admirers of Theodore Thomas were fain to admit of the highest degree of excellence.

With all the more formal entertainment there was the constant intercourse in the hotel parlors and corridors, with little parties made up for meals together, and the close of the week came all too soon for we were combining in a rare degree pleasure and profit. Indeed it is a question whether a librarian does not often reap as much direct benefit from the informal discussions that take place in cars, hotels and excursions as from the formal meetings and papers.

We left Milwaukee with a keen appreciation of its beauty and hospitality.

THE MILWAUKEE PROCEEDINGS.

The program as given on page 19 was enlarged by seven items:

Harvard College Library subject index, W: C. Lane of Harvard College.

Close classification *vs.* bibliography, W: I. Fletcher, Amherst College.

Unbound volumes on library shelves, H: A. Homes of New York State Library.

The new Astor catalog, F: Vinton of Princeton College.

Coöperation of the Newton Free Library with the Public Schools, Miss H. P. James, Librarian.

Some thoughts on bibliography, especially of science, as exemplified in "Psyche," B: Pickman Mann, U. S. Dept. of Agriculture.

Bibliography, Thorwold Solberg, Library of Congress.

Four papers were passed—Mr. Soldan being absent in Europe, Mrs. Maxwell detained at Des Moines by state business, Mr. Nelson by the final illness of his mother, and our genial friend and favorite, the veteran librarian of Philadelphia, went over to the majority only the day before he was to start for Milwaukee.

Tho the NOTES leaves to the *Journal* the biographical and historical side of library interests, we may at least record here the tribute to a representative man, which we passed with deep feeling by a rising vote.

Whereas, in the death of Lloyd P. Smith, of the Philadelphia library, the American Library Association has lost one of its oldest members, who was endeared to us by many sympathies, and held in remembrance by traits singularly uniting repose of mind and response to personal contact, with an eagerness for knowledge and a love for the venerable:

Therefore resolved, That we closely join with the family of our late associate in a sense of that bereavement which has deprived them of a husband and father, and left us only the remembrance of a kind and cordial spirit, and the associations of a friend constant in attachments and helpful in his beneficent promptings.

Resolved, That a copy of these resolutions be sent to his family.

JUSTIN WINSOR,

MELVIL DEWEY,

EDW. J. NOLAN,

Committee.

Of the papers themselves we are forced to defer mention till the next NOTES, when we shall give a brief indication of the scope of each paper as a guide to those looking up special topics, and hoping thereby to induce our readers to join the A. L. A. and get the full proceedings.

A. L. A. POST-CONFERENCE EXCURSION.

The NOTES does not attempt to record the social features; but, as a part of its mission is to lead readers to join the A. L. A. and attend its

meetings, it seems fitting to outline the doings, tho this year a half dozen articles would not be too much for the material.

Under the leadership of Hon. Alex. Mitchell, Pres't. C., M. & St. P. R. R., the other leading railroads of the state joined in tendering to the A. L. A. an eight days' trip covering nearly 1,500 miles. Thruout, every courtesy was extended. We had private coaches and baggage-car all the way, and wherever it was more convenient a private train. It was an enjoyable feature to be able at any time to get at the trunks ranged round the sides of the baggage car, and the two hammocks swung above them were in strange contrast to our conventional notions. The first stop was at the state capital, where a large committee of leading citizens and officers of the University of Wisconsin met us with carriages. We drove about what more than one visitor has declared the most beautiful city in the Union; but, with our memories of Milwaukee and St. Paul and Minncapolis fresh, we dare not say which shall be greatest or most beautiful. A reception by Gov. Rusk and by Mayor Keyes, visits to the libraries of the State, Historical Society, State University, and city, a delightful steam yacht excursion on Mendota, one of Madison's four beautiful lakes, dinner and supper, and at dusk our train carried us on thoroly convinced of the great success of our first day.

Monday and Tuesday nights were spent at Kilbourn City at the Finch House and cottages, for 90 librarians proved a large party for a small hotel. Tuesday in the Dells of the Wisconsin River proved that nature unaided still had much to boast. The day was given to the Upper Dells, going to the head on the Dell Queen and floating back in row boats that went thru the caves and explored many romantic spots not visible from the larger boat. At the extreme limit of the Witch's Gulch, after a wild climb thru the Cañon, we found a dinner of trout, fresh from the brook, with abundant accompaniment brought from the hotel and served out of doors to ravenous appetites. With full hearts (not to say jackets) we voted our appreciation again to Dr. Linderfelt, whose forethought and labor had provided for us in such a place. Then he went a step farther and produced one of the best artists in the state, who took an excellent photograph of the entire party except a sprinkling that in excess of spirits had strayed back into the cañon or woods before they learned the program. Copies of this admirable group can be had at the Library Bureau for 60c. each.

The party had their revenge on Dr. Linderfelt later. With a purse made up on the train (and on the sly) there was made a solid 18 k. gold book, 2 x 3 cm in size and 6 mm thick. On one side was inscribed, "From the A. L. A. to K. A: Linderfelt." On the other, "In grateful recognition. Milwaukee, 1886." On the back, "L'd'f't | Tour |

thro' | N. W. | M. '86." Which, being interpreted, means, "Linderfelt's Tour thru the Northwest," and the M 86 may be a Cutter book number meaning Milwaukee, 1886, or "Made by 86," the number of the happy party.

The Lower Dells by moonlight made a full day. Here the musical element got control and we sung, as often afterwards, till all the choir of nearly 20 were hoarse.

Wednesday our special train swept us along to the Father of Waters. At La Crosse we stopt quietly for dinner, but hospitality is indigenous in Wisconsin and before we could get away the Mayor appeared and gave us a cordial welcome and apparently felt almost hurt that we had not announced our coming, so he could have had opportunity to receive us more formally.

Up the bank of the Mississippi was a revelation to most of us, in the beauty and grandeur of the scenery. It was another Hudson-by-daylight with which we had started our trip ten days before. At St. Paul, Mr. Jackson, formerly of the Library Bureau and Treasurer of the A. L. A., but now a leading wholesale hardware merchant of the Northwest, gave us welcome. The main party staid at the Windsor, with the rest at the Ryan House. Thursday was crowded with hospitality again. The St. Paul committee drove us over their beautiful city and to the bluffs over the Mississippi, where the view is one never to be forgotten.

At noon our special train took us out to Fort Snelling, where the post band furnished music while we inspected the neatly kept Post Library and the grounds with their magnificent view over the country below.

On again to the Falls of Minnehaha, where Mr. Jackson had arranged for another out door lunch. There was water enough, so that we at least were not disappointed in the beautiful fall of which Longfellow has made the fame world-wide.

At Minneapolis our train was met by the committee with carriages, and we were driven over this beautiful city, as we had been in the morning over its great twin and rival ten miles south. The intensity of interest with which the inhabitants watch the neck and neck race between these twin centers of the Northwest was a study in itself. Even Chicago must look to its laurels when they grow together, as they must within the decade. Governor Pillsbury with a staff of attendants escorted us thru his flouring mills, the largest in the world, and explained the methods and machinery. A library supper at the magnificent West Hotel was followed by a pilgrimage to the present Athenæum Library and with more pleasure to the splendid new building just fairly started. Returning to St Paul we bade good bye to a dozen whose en-

gagements compelled them to return east. Their regret at leaving was abundant testimony to the success and enjoyment of the trip. Taking our train of three Pullman sleepers, Friday morning found us on Lake Superior. Headquarters were established at the fine hotel built by the railroad, the Chequamegon, and after breakfast a day on the lake took us round the Apostle Islands, with stops at Bayfield and La Pointe, where much interest was shown in Father Marquette's old church and its church yard. Not a few note books were in requisition to copy the inscription from the stone "erected to the memory of — —, accidentally shot as a mark of affection by his brother." The Paleographic members found abundant game in quaint signs and notices in this section and at the little mining town Bessemer in the Gogebic range in Northern Michigan, where our cars took us for Saturday to see the Colby Iron Mines. Sunday found a dozen of the librarians out at the Chippewa village 12 miles away, attending service in native American. In the evening there was a great A. L. A. sing, when we found that there were about 40 available voices in the party, and a praise meeting such as the hotel had not heard before was the result. Monday we headed toward home and spent a delightful day making "calls." In dividing the Pullmans a "stag party" had the first car, while the third was given up to an "Old Maid's Paradise," as the bachelors revenged themselves by calling the traveling home of the single ladies. During waking hours, however, the combinations were kaleidoscopic, for every mile-post registered some change.

In the evening, the last we were all to be together, word was passed for the *choir* to assemble in the middle car, and our repertoire was performed with a zeal that made the music audible in neighboring cars above the roar of the wheels. The good bye sing over, 10 of the 80 stopt off at Oshkosh on their way to Green Lake for a post conference rest. As the three car loads of sleepy librarians drew by, the A. L. A. cheer was heard from the platform for the last time. A part of the delegates woke in Milwaukee, the rest in Chicago, and the Conference was over.

And all this means much more than a pic-nic for hardworkers who had earned the rest. It means that the library profession has won recognition from the public and the railroads. It means that an *esprit du corps* has grown up of the utmost practical value to the libraries coming under its influence. The friendships made at these annual meetings bear practical fruit that saves money, improves methods, and widens influence in many a library. We have noticed for several years that the valuable progress and the best work over which trustees and

committees have congratulated themselves, have come from the men and women who attend these meetings. As a selfish investment we have proved that it pays the libraries. From the standpoint of the individual we need not say that it pays in new health and strength and inspiration for work, and more than one has also found his account in the opening of a wider field of usefulness, sometimes at home—sometimes at a substantial advance of salary in a place to which he has been called by those who learned of his abilities and work thru the A. L. A. meeting.

A GEOGRAPHICAL A. L. A. SUMMARY.

Mrs Dewey contributes below an interesting study of the registers at the eight A. L. A. meetings and of the American party to the London meeting in 1877. The attendance by states is given in groups rather than alphabetically, to show the library centres of interest. Thus the nine North Atlantic States have a total attendance of 510, and the Northwestern or Lake States of 157; but the South Atlantic States from Delaware to Florida, have only 45, the Southern or Gulf States only 1, the Western or Mountain States only 9, Canada 5, and England 2, while the Pacific States have never been represented. Further examination of the table will show a widening interest in the later years.

For the first six years Mass. led all other states very largely. Three years ago the new interest in New York City, with the large Columbia delegations, put New York in the first place. There is, of course, a local attendance wherever the meetings are held that swells the figures for that state that year.

In the classification by position Mrs Dewey has counted as chief librarians all those at the head of libraries under whatever title. Assistants include catalogers and all assistants employed in the library. Officers include trustees, members of committees, and others officially connected with libraries, but not on the staff of active service. Publishers and book-sellers include also journalists, book-binders, and those connected with the book-arts outside libraries. The last group "Others" includes ex-librarians and others with special interest in our work, with some wives and friends of librarians who have attended the meetings. A librarian temporarily off duty is counted, the same as a clergyman without a charge, as still belonging to us if his interests are alive.

A little over one quarter of the attendance has been from the fair sex, and the proportion of late years is happily increasing. Some of the best work is being done and is destined to be done by women. At the first meeting the ratio was 13 to 90. At the last it is 54 to 77.

Probably no register of attendance has been complete, for some always forget to sign. These figures are the best it is possible to make. A total of 160 papers in 728 quarto pages, accompanied by 373 pages of discussion, is not a bad showing up to date.

	Philadelphia, 1876.	New York, 1877.	London, 1877.	Boston, 1879.	Washington, 1881.	Cincinnati, 1882.	Buffalo, 1883.	Lake George, 1885.	Milwaukee, 1886.	Total.	Grand Total.
Maine.....	2	1		3	1		1	1	1	10	
New Hampshire ...	1			2	1			1		5	
Vermont.....	1	1	2	2	1			2	2	11	
Massachusetts.....	21	14	11	94	17	6	17	26	20	226	
Rhode Island.....	3		1	5	3	2	3	4	2	23	
Connecticut.....	4	6		5	2		3	4	11	35	
New York.....	16	23	1	10	8	3	19	31	22	133	
Pennsylvania.....	29	3	3	3	5	1	6	1	1	52	
New Jersey.....	5	3		4	2			1		15	
Total for nine North Atlantic States (all represented).....											510
Delaware.....	2							1		3	
Maryland.....	3	2		2	5					12	
District of Columbia	3	3		2	14	1	2	3	1	29	
Georgia.....	1	1								1	
Total for nine South Atlantic States (W. Va., Va., N. Car., S. Car., Fla., not represented).....											45
Tennessee.....						1				1	
Total for seven Gulf States (Ala., Miss., La., Texas, Indian Ter., Ark., Ky., not represented).....											1
Ohio.....	4		2	1	3	22	5	4	7	48	
Indiana.....	1	1	1		1	3			4	11	
Illinois.....	2	1	1	2	2	1	5	2	12	28	
Michigan.....	2			2	2	1	1	2	7	17	
Wisconsin.....					1	3	2	1	28	35	
Minnesota.....	2								4	6	
Iowa.....				2	1			1	2	6	
Missouri.....	1	1		1		1	1		1	6	
Total for eight Lake States, all represented.....											157
Kansas.....									2	2	
Nebraska.....							3		4	7	
Total for seven Mountain States (Da., Mon., Wy., Col., New Mex., not represented).....											9
Canada.....				1			4			5	
England.....	1				1					2	
Total.....	103	60	22	141	70	45	72	85	131	729	729

None of the eight Pacific States (Ariz., Utah, Nev., Cal., Or., Idaho, Washington, Alaska,) have been represented.

MEN REGISTERED AT MEETINGS.

	Philadelphia, 1876	New York 1877	London, 1877	Boston, 1879	Washington, 1881	Cincinnati, 1881	Buffalo, 1881	Lake George, 1883	Milwaukee, 1886	Total
Chief Librarians.....	24	31	12	10	11	13	12	11	11	115
Assistant Librarians Officers.....	16	11	1	1	1	1	1	1	1	23
Publishers & Books Others.....	11	4	1	1	1	1	1	1	1	19
Total.....	51	56	14	12	13	15	14	13	13	160

WOMEN REGISTERED AT MEETINGS.

Chief Librarians.....	2	1	2	1	1	1	1	1	1	10
Assistant Librarians Others.....	1	1	1	1	1	1	1	1	1	10
Total.....	3	2	3	2	2	2	2	2	2	20

PRINTED PAGES.

No. papers read.....	11	1	11	1	11	11	11	11	11	110
Pages of papers.....	27	1	100	100	27	27	27	100	100	720
Pages of Discussions	11	11	11	11	11	11	11	11	11	110
Total pages.....	49	12	122	112	65	65	65	211	211	1000

ORIGIN OF THE A. L. A. PUBLISHING SECTION

By general consent the most important outcome of the Milwaukee meeting was the final organization for actual work of the co-operative cataloging and publishing idea. The first steps were taken in printing the Co-operative Cataloging on 1/20 of the next Number. From that point we record the development. The secretary of this report at the opening of the meeting said:

"CO-OPERATIVE CATALOGING.—In my last report I again urged that this matter was pressing for sympathetic attention. The Librarians' Committee had a meeting at Columbia a few weeks ago. Only the members were present, some coming as far as from Worcester, Mass., and Washington, D. C., for this express purpose. An informal invitation to others to meet with the Committee on the first day gave an attendance of 20, all of whom recognized that the time had come for action. The second day's session resulted in a plan to be presented later at this meeting. At last, after ten years of preliminary talk, we are at the end of the greatest work the A. L. A. has yet undertaken. It is essential for every

member earnest coöperation in making the new Publishing Section the success it deserves to be, and that our selfish as well as unselfish interests demand that we make it."

In the report of the main Committee of the A. L. A., the Coöperation, the Chairman, W: I. Fletcher, of Amherst College, said: "The cataloging of our library reached a point where it became desirable to make some new plans for further work. I had an interview with President Seelye, and it was as a result of my talk with him, and of the readiness, the heartiness, even, with which he approved of the suggestions I made,—and made even more advanced suggestions of his own,—that I came to feel that something had been offered me which the Coöperation Committee might suitably and hopefully undertake to do.

"Our catalog had reached this point: We had practically completed our alphabetical catalog under authors, and also under subjects, to the extent of treating books as individuals, but almost wholly without analytical subject-entries. The question raised was, should we proceed to run in analytical references, especially to essays and to scientific transactions and periodicals not included in 'Poole's Index,' or should we stop where we were without professing to have our catalog complete in any such sense? This question at once involved the other question of the probability of the publication, before very long, of works which should do for these fields what 'Poole's Index' had done for that of general periodicals. We agreed with perfect readiness that the best policy to be pursued by any and by all libraries now coming to that point was to stop this sort of work, and to combine in some practical effort to get the necessary work done, once for all, in print. As I have said, our new and special interest in this matter seemed to me to be a call on the Coöperation Committee to see what could be done. Addressing a letter to each of the other members of the committee, I found them heartily responsive to the suggestion, and the result was the meeting of the committee in New York in the spring, a report of which appeared in the *Library journal*.

"At that meeting a circular was drawn up, which you have all seen, and later this circular was sent to about 400 leading libraries. Postal cards were enclosed for replies, and of these seventy-eight have been returned. Sixty-seven of these are favorable without reservation, six are favorable with reservation, and five are, on the whole, unfavorable. Four specially favor the printing of cards, six express special interest in the essay index, and three in the scientific index.

[Here several letters were read.]

“The committee feel that the number and character of these replies to their circular justify the assured belief that an organized effort for coöperative cataloging or bibliographical or indexing work, or all three combined, is entirely feasible, and that the interest in it is such that it will certainly be undertaken. The first question is this: Shall the A. L. A., as such, take steps for such an organization within itself, or shall it be left to those who are interested to organize an entirely separate association or company? The feeling of the committee is very strongly in favor of the first of these methods; and this after quite a free discussion of the matter at our New York meeting, at which some ten or twelve librarians were present, and expressed by vote their concurrence with this view.

“The committee feel, however, that the importance of the movement, and its novelty (as far as the proposed financial basis of coöperation is concerned), demand its deliberate and careful consideration. They would deprecate a random discussion of the matter in open conference at its present stage. It has already been discussed by correspondence much more effectively.”

After some discussion, Mr. Dewey's motions were unanimously passed as follows:

Voted, That a special committee of five be appointed by the Chair, to consider so much of the report of the Coöperation Committee as refers to a proposed organization for coöperation in cataloging, and that to this committee be referred the correspondence on this subject submitted by the Coöperation Committee.

Voted, That this committee report before the close of the present conference as definite a plan as practicable for the organization of an A. L. A. publishing section, not involving the A. L. A. in any financial responsibility.

The committee was W: I. Fletcher of Amherst College, Miss E. M. Coe of the New York Free Library, W. S. Biscoe of Columbia College, W: C. Lane of Harvard College, and J. N. Larned of the Buffalo Library.

As the result of their deliberations a meeting was called of A. L. A. members interested in the new organization, Professor Justin Winsor of Harvard acting as Chairman, J. L. Whitney of the Boston Public Library, Secretary. The result of an enthusiastic meeting was the adoption of the Constitution and the election of officers as given below, and the expression of opinions which are voiced in the communication of the Chairman of the Executive Board, are printed below.

We have given this brief history of the new body, believing it one of

the most important yet organized in the interests of libraries. We strongly urge each library or individual interested to send the \$1.00 subscription for the preliminary membership, and to share in the great benefits which the new Section promises. We shall give in each issue of the NOTES record of any action by the Section which may interest our readers.

CONSTITUTION OF THE A. L. A. PUBLISHING SECTION.

ARTICLE I.—NAME.

This organization shall be called the American Library Association Publishing Section.

ARTICLE 2.—OBJECT.

Its object shall be to secure the preparation and publication of such catalogs, indexes, and other bibliographical helps as may best be produced by coöperation.

ARTICLE 3.—MEMBERS.

Any library, institution, or individual elected by the Executive Board may become a member on payment of a fee of \$10 for each calendar year. Membership shall continue till resigned by the holder or withdrawn by the Board.

ARTICLE 4.—OFFICERS.

SECTION 1. The officers of this section shall consist of a President, a Secretary, a Treasurer, and an Executive Board of five members, of whom the Secretary shall be one. The Chairman of the Executive Board shall be regarded as the manager of the section, subject to the approval of the entire Board.

SECT. 2. These officers shall be chosen at the regular meetings of the section in connection with the annual meetings of the American Library Association, and shall hold office until their successors are appointed.

SECT. 3. The Secretary shall keep a faithful record of all meetings of the Section and of the Executive Board; shall give due notice of such meetings and of any election or other business requiring the personal attention of any member, and shall have charge of the books, papers, and correspondence.

SECT. 4. The Treasurer shall keep a full and accurate record of all receipts and disbursements, and of the membership of the Section; and shall pay no money without the written order of a majority of the Executive Board, and shall make an annual report.

SECT. 5. The Executive Board shall be charged with the direction and control of the work of the Section, and shall endeavor, in every way

in their power, to further its objects. They shall make a full report in writing at each regular meeting of the Section, and this report, with the other proceedings of the Section, shall be submitted to the American Library Association for publication with its proceedings.

ARTICLE 5.—AMENDMENTS.

This constitution may be amended by a three-fourths vote of those present at any regular meeting of the Section, provided that the proposed amendments shall have been specifically set forth in the call for such meeting.

OFFICERS FOR 1887.

President: James L. Whitney, Boston Public Library.

Treasurer: W. C. Lane, Harvard College Library, Cambridge, Mass.

Executive Board: W. I. Fletcher, Amherst College, Mass.; Melvil Dewey, Columbia College, New York; R. R. Bowker, *Publishers' Weekly*, New York; C. A. Cutter, Boston Athenæum; S. S. Green, Worcester (Mass.) Free Library, Secretary.

PLANS OF THE A. L. A. PUBLISHING SECTION.

Mr. Fletcher has sent the following outline for this issue of the NOTES:—

As a result of the movement in that direction made by the Coöperation Committee last spring, an organization for coöperative catalog and index work was affected at the Milwaukee meeting of the American Library Association, July 7–10, 1886, under the name of the A. L. A. Publishing Section.

Membership in the section is to reside in libraries as such, or in individuals, and is to be constituted by a subscription of \$10 annually, the first year to begin with Jan. 1, 1887. Before that time a circular will be issued with definite plans for the first year's work and calling for the annual subscription.

But in order to facilitate the preliminary work of the section and to be prepared for its prompt and efficient action in 1887, a provisional membership, to cover the remainder of the current year by a subscription of \$1, was agreed upon. All those interested, who have not done so already, are requested to send that amount with their names to the Treasurer, W. C. Lane, Harvard College Library, Cambridge, Mass. Should the number of provisional subscribers be large, it is hoped that some small publication of immediate value may be issued by the section, as an offset to this subscription, and an earnest of what it will do when fairly at work.

In anticipation of the formation of definite plans for the work of the section in 1887, the following outline may be presented :

1. Printing of catalog cards of leading new publications. Assurances have been received justifying the expectation that publishers of new books will bear a considerable share of the expense of this work if it be undertaken, so that its cost to the libraries receiving the cards will be small.

2. The essay index. Preliminary work on this important undertaking can be commenced at once, and liberal offers of coöperation have been received.

3. Indexing of scientific serials, transactions, and monographs. No call is more urgent than the one for some index, kept up by a periodical issue, to the enormous mass of scientific monographs constantly being issued ; and this work, extensive as it is, can be accomplished by organized coöperation. Much assistance in it can be hoped for from the librarians of the technical libraries connected with educational institutions, scientific societies, and the government departments.

4. Index to bibliographical lists. Such an index based on that contained in the Readers' Hand-book of the Boston Public Library would be extremely useful everywhere, and, if kept within a reasonably limited scope, can be prepared without great expense of time or money.

5. One of the most important functions of the Publishing Section will be the establishing of an understanding between the many librarians who are engaged on one or another bibliographical undertaking, often covering the same ground or at least overlapping, where a mutual understanding would lead to an equitable division of the field. And it is believed that more of this special work would be intelligently done in one and another library if there were some central agency through which a proper division of labor could be arranged.

As intimated before, this is but a hasty glance at the possibilities before the publishing section. The certainty and the promptness with which they may be made actualities will depend on the heartiness of the support we now receive from the librarians of the country.

No annual subscription will be called for until the details of the scheme can be more definitely given. But it is hoped that a large number of the provisional subscriptions at \$1 will be sent in immediately.

WM. I. FLETCHER,

Chairman of the Executive Board.

FIRST MEETING OF THE A. L. A. PUBLISHING SECTION.

Just as we go to press the Executive Board of the Publishing Section has held its first meeting at the Columbia Library. The results will be officially given in our next number in another circular from the Board. We can only note the substance of what was settled. It was agreed that whatever was published by the Section should be made as widely useful as possible; i.e. should be sold to others than members at a fair price; that members should have for their membership fee of \$10.00 per year publications amounting to \$12.00 per year, or 20 per cent more than the fee; that there should be taken in hand at once a little manual on "How to use the Library" on 10 x 15 cm paper (about the size of the Boston Public Library Handbook for Readers) and suitable for general distribution in all libraries. This is to be supplied cheaply in editions to be given away or sold at a merely nominal price to prevent waste, and will contain such general reading notes as apply to all libraries; e. g. how to use Poole's Index, the leading cyclopædias and reference books that all libraries have, and bits of general advice about reading.

The most extended discussion was on printed cards. These are to be on P size [$7\frac{1}{2} \times 12\frac{1}{2}$ cm] but with print kept as a rule in the upper 5 cm, so that those wishing to put them in I size drawers [$5 \times 12\frac{1}{2}$] can have the bottom $2\frac{1}{2}$ cm cut off. Others will have this extra space for ms additions.

Those interested should recall the discussions at the Lake George Conference on printed cards (Lib. jnl 10:313) and the Secretary's report on the A. L. A. Catalog at Milwaukee (Lib jnl 11:345).

The figures before the Board indicated that cards could be supplied for about 2 to 3c. per title for the first copy, with duplicates at half price, and something like 250 cards a year should be tried to start the plan. Those interested are asked to notify Mr. Fletcher whether they would prefer these cards to be 250 selected works from the new publications of the year, the cards to be sent out promptly after publication; or 250 selected works from all literature as likely to be in all libraries and specially needing notes as guides to readers; or 250 bibliographical cards as proposed by the Secretary at the Milwaukee meeting. This last plan proposes reading notes on topics rather than individual books, so that the card may be put in any kind of catalog or classification. The Board will doubtless try whichever form the largest number report as likely to be most useful in their respective libraries.

School of Library Economy.

EXTRA LECTURES IN THE LIBRARY SCHOOL.

An entertaining and valuable feature of the Columbia College Library School is the course of lectures of which the circular reads:—

“ADVICE FROM LEADING LIBRARIANS.—A series of lectures entirely independent of the course of instruction, and embodying whatever they think will be most helpful as their message to beginners, will be given by a select list of those who have had the longest or most fruitful experience in the profession. These will give opportunity for the students to make the personal acquaintance of eminent librarians, and to hear from their own lips what they choose as the most helpful advice and suggestions resulting from their personal study and experience. As this course is a series of favors from friends of the school, each lecturer selects the date most convenient to himself during the three months, and uses entire freedom in the choice of topics and in the manner of treatment, thus securing unusual freshness and variety.”

The invitation from the College for this course has been extended to 20 of the best known American librarians, most of whom have already accepted, for, after the liberal spirit shown by the Columbia trustees in starting the school, our best men have felt bound to do something, to show their sympathy and appreciation. From the first it has been clear that the sole motive of the College is to advance general library interests, and the result of its efforts can but be of direct advantage to every member of the profession. It will tend to dignify the work, advance the salaries of the able men and women, and increase the amount that can be accomplished with given funds, by encouraging coöperation, improved and labor-saving methods, and in general by reducing librarianship to a recognized science and art.

Every experienced librarian knows that a corps of beginners can be taken into a great library for training only at a serious loss to the institution, for their labor is for some months practically worthless, while they require the constant attention and efforts of the most

valuable members of the staff. But such a school was greatly needed, and the demand for admission from well-qualified candidates is already, three months before its opening, over double what was expected or planned for.

The College not only provides all the regular teachers, buildings, and facilities for the School, but has voted that the receipts from the tuition fee of \$50.00 each, may be used by the Committee in the necessary expenses of securing added assistance from eminent librarians and specialists willing to help the School by active coöperation, though it is unable at the present to offer weighty financial inducements for such service. Our best men, however, have a deeper interest in Librarianship, and in this School which will represent it, than mere money returns for their efforts, and the best lectures will doubtless come from those who think least of immediate and tangible returns.

The plan is for each of the invited speakers to report not later than Nov. 15, on what topic or topics he will speak, unless he elects to take the general topic, "From an old librarian to a new." This list will be printed in the next NOTES. Some of the lectures on more popular topics will be given in a larger lecture-room, possibly in the evening, with invitations extended to those interested to attend. Those that are more technical will be given before the class and the members of the Columbia staff. Some of the speakers, from pressure of time, will probably devote the hour to a conversation or conference, rather than a formal address. Some of the men whose experience and advice will be most valued, are too crowded with other duties to give time to rhetorical finish, and the students may not be less profited by this informal presentation of many topics. The aim is not oratory, but library economy and bibliography, and an hour's opportunity to ask questions of an expert may be worth more than the most finished production of his pen.

From those who give these extra lectures, it is probable that there will be chosen the salaried lecturers which the growth of the School will by and by demand.

Naturally, each man who undertakes to present a topic before the school will set his intellectual nets to catch everything bearing on his subject. At the time of his first lecture, he will give the best he has caught to date. The next one will be improved by the catch of another twelve months, and year by year his lecture or paper will approximate more and more closely to the ideal. He will inevitably specialize this topic in his reading, observation, and thoughts, thus giving results not otherwise attainable.

Closely allied to this course is that of which the circular says :

“LECTURES BY SPECIALISTS. — Outside the regular course of instruction by the directors and six teachers selected from the library staff, lecturers who have made special studies in certain directions, and are qualified to speak with authority, will supplement the discussion of the same topics in the regular course, and where practicable will address the class about the same time. The inventors or leading advocates of various systems and theories in many departments of librarianship will thus be heard in support of their own ideas. In this course will be included lectures or conferences by experienced binders, printers, publishers, book-sellers, and others, who, from allied interests, may have something of value to impart.”

This will insure a fairer consideration of each plan than will be possible if any other than its champion presented it. To any ideas worth serious attention fair play will be given, trusting to the sharp examinations and discussions of the School for the survival of the fittest.

The representative men invited to speak for the allied avocations of publishing, book-making, book-selling, etc., will be likely to take pains to justify the marked compliment of their selection from the many, not oblivious of the business value of such a connection with the School for training librarians; for, though nothing that could be termed advertising his own business would be introduced, every business man would recognize the practical value of meeting as learners, if only for an hour, a class that so soon will be among the most extensive patrons of the book-arts.

Some eminent specialists and librarians abroad or at points so distant as to make the annual journey to New York impracticable will prepare, to be read by another, their contributions to the School. In such cases the reader will give special study to the paper, so as properly to represent the author, to whom, after each session, it will be returned, thus giving opportunity during the year to revise for the following session.

While these extra lectures are over and above the regular course, it is expected that they will be esteemed one of the most useful features of the School. Already nearly 20 of the most eminent American librarians have accepted our invitations to deliver one or more lectures in the course. The names and topics printed as a supplement to the Circular of Information about the School can be had about Dec. 1st, by addressing, LIBRARY SCHOOL, COLUMBIA COLLEGE, NEW YORK.

Catalogs and Classification.

Under this generic head we expect to group all notes, rules, tables, etc., prepared for the catalog department. The demand for the rules as used in our own library leads us to give them in this number, deferring the article which points out the necessity for a code of rules, which seem to any one who has not studied the question absurdly minute in their specifications. Every reader interested is urged to examine the rules below, and send promptly to the editor any criticisms, suggestions, or questions that may aid in making them clearer. Dec. 1st, a pamphlet edition is to be printed, interleaved for the use of catalogers, and we wish to make any changes or additions that will make the rules more useful.

These are the A. L. A. cataloging rules made clearer on many points by rewording and adding illustrations. These rules are for a double catalog. Authors and marked titles on small cards (5 x 12½ cm.) and subjects on standard P size (7½ x 12½ cm). The changes are very slight in changing the rules for a simple author catalog. For a dictionary catalog, there must be a code of rules about subject headings, which will be given later.

To save detailed comparison we note that except for the enlargements, these differ from the A. L. A. rules as printed some years ago, only in :

1e. We enter always under real name, omitting the exception that some books may go under pseudonyms.

1s. We follow the rule recommended as best in Cutter's rules No. 40, putting under the name of the place, local and municipal societies, *tho the corporate name may* not begin with that word.

2f. We give cities in their vernacular form instead of in English.

5m. We do not capitalize common nouns in German, but follow the rule of the Library of Congress.

4c. We give edition in English rather than in the language of the title.

9b. We use Arabic figures for all numerals, unless Roman are used, on the title after names of rulers and popes.

CONDENSED RULES FOR A CARD CATALOG.

Arranged in groups as follows :

- o. Check Marks.
 1. Main Entry.
 2. Heading.
 3. Title.
 4. Imprint, Contents and Notes.
 5. Capitals, Spacing and Underscoring.
 6. Arrangement.
 - 7.
 - 8.
 9. Miscellaneous.
- S. C. refers to sample cards illustrating the rules. See at the end.

o. — CHECK MARKS.

Put ORDER CHECKS on inner margin of first recto after title of v. 1.

- a. "Not a duplicate." Initials of collator on order slip; or, if no order slip, as first check on book itself.
- b. Source and cost of book in cents without \$ sign (i. e. 145 not \$1.45) after initials of duplicate collator, or, if none, as first check.
- c. Pin hole in round part of last 9 in pagination shows that all order department routine is finished.
- d. Dot under first figure of accession number shows that all entries except class numbers are made on the accession catalog.

TITLE-PAGE CHECKS. See sample title pages at end of S. C.

Checks under first letter of words mean :

- e. . . . main entry and joint authors.
- f. — main entry for an anonymous book. Begins on second line of card.
- g. . . added entry under editor, translator, commentator, publisher, title, etc.
- h. . analytic author entry.
- i. * cross reference from other forms of name, pseudonyms, initials, etc.

Other checks mean :

- j. () omit on all cards.
- k. [] omit on author card.
- l. () series note. To follow date of publication in ().

- m.* No checks are made for biographical and other subject entries. Other processes are checked as follows :
- n.* "Cards written." Cataloger's initial and abbreviated date on first recto, after cost, and initial with number of small and large cards written on bottom of main author card, left and right of guard hole. S. C. 1 and 2.
- o.* "Cards revised." . above first letter of title-page.
- p.* "Classified." Class number on book-plate.
- q.* "Shelf listed." Book numbers on plate ; and if for Loan department, book card written and pocketed.
- r.* "For Inspection." Thread of proper color for each day. M. Blue. Tu. Green. W. White. Th. Red. F. Black. St. Salmon.
- s.* "Gilded." Numbers on backs.

I. — MAIN ENTRY.

Enter books under :

- a.* Author's SURNAMES if known. S. C. 1 and 2.
- b.* EDITORS OF COLLECTIONS, S. C. 4 (also cataloging each separate item, if expedient). S. C. 24 and 25.
- c.* COUNTRIES, CITIES, SOCIETIES, LIBRARIES, or other bodies responsible for their publication. S. C. 5.
- d.* Authors' INITIALS, when these only are known, putting last initial first. S. C. 18. Make also added entry under title. When author's name is found fill it in on all cards and refer from initials on new card. S. C. 19.
- e.* PSEUDONYMS when real names cannot be found. Add *pseud.* 1 cm after, if sure the name is not real. S. C. 20. When the real name is found write it above the pseudonym on the cards (or re-write cards). S. C. 21. Refer from pseudonym to real name. S. C. 22 and 23.
- f.* FIRST WORD (not an article or serial number and omitting mottos or designations of series, omit ; e. g. an, the, first or fifth when they refer to the number of the volume, and International Scientific series at the beginning of a title) of titles of anonymous books whose authors are still unknown, S. C. 15, and of periodicals. S. C. 28 and 29. (A book is anonymous when the author's name is not on the title page, — see Cutter's Rules p. 10, — or in government publications, on pages following the title page.) When author's name is found, pencil it on title page and enter on author lines of cards, putting [] around the name, and *anon* 1 cm after, S. C. 16, making also a new card with added entry under title followed by author's name in []. S. C. 17.

Enter.

- g.* COMMENTARIES with text, and TRANSLATIONS, like the original, with added entry under commentator or translator; S. C. 6 and 7 and 8, but commentaries without the text, under commentator only, tho classed with the original; e. g., Coleridge's Notes and lectures upon Shakspeare are entered under Coleridge, tho classed with Shakspeare.
- h.* BIBLE, or any part of it, including the apocrypha, under editor, translator, etc.; e. g., Alford, H: ed. Greek Testament with revised text; entered under Alford in form of S. C. 4, or, if no editor, under the first word of title, writing no author card; e. g., Das neue testament to be entered like an anonymous book. S. C. 15. Most libraries enter all bibles under the word Bible. This would duplicate in the author catalog the group under Bible in the subject catalog. If *only* an author catalog is made, it should include all bibles under that word.
- i.* TALMUD, KORAN, VEDAS, and other sacred books under those words on author line, making added entries under editor, translator, &c. S. C. 34.
- j.* ACADEMICAL THESIS under respondent or defender, unless præses is clearly the author.
- k.* Books having MORE THAN ONE AUTHOR under the first named in title, with added entries under each of the others. S. C. 13 and 14. If only two or three authors, include their names in the main entry; e. g., "Roe, R : , Doe, J : and Smith, D :"; if more than three, enter under the first "and others"; e. g., "Roe, R : and others," and make an added entry under each of the others; e. g., Doe, J : , Roe, R : and others. Write each author's full name only once and that on his own author card. S. C. 13 and 14. Joint editors, translators, etc., have separate added entries. S. C. 9. Parties in a debate are treated like joint authors.
- l.* TRIALS of crown and criminal cases under defendant; e. g., Burr, Aaron, Trial for treason; civil cases under the parties in the suit, treated like joint authors; e. g., Vanderbilt, Cornelius, vs. Livingston, J. R.; marine cases under the ship; e. g., Blaireau (ship); PLEAS, DECISIONS, etc., under the author, with added entry under the trial. A plea printed separately goes under the lawyer making the plea, with added entries under the party or parties in the suit; e. g., Smith's argument in case of prize steamer Peterhoff, is entered under Smith, with added entry under Peterhoff. Decisions published separately go under court, with added entries for parties in the suit.

- m. CATALOGS of private collections under owner; catalogs of public collections by rule 1 c. Make added entry under compiler, e. g., Daniel, G: Catalogue of [his] library, Boston Athenæum Catalogue of the library [by C: A. Cutter], with added entry under Cutter.
- n. ALUMNI proceedings, etc., and local COLLEGE SOCIETIES under the college; e. g., Yale College — Skull and bones society. Enter their publications under heading above with reference from Skull and bones society. Chapters of FRATERNITIES under name, with added entry under the college; if necessary; e. g., Psi up-silon fraternity.
- o. NOBLEMEN under their titles with reference from family name. If the family name is decidedly better known, enter under that with reference from title; e. g., Romney, H: Sidney, 1st earl of; S. C. 36, but (the only exception for Englishmen), Bacon, Francis, baron Verulam.
- p. ECCLESIASTICAL DIGNITARIES, unless popes or sovereigns, under their surnames, e. g., Newman, J: H: card. Butler, Jos. bp.
- q. SOVEREIGNS, e. g., Napoleon 1st, (except Greek and Roman, e. g., Justinianus I. Flavius Anicius), ruling princes, Oriental writers, popes, e. g., Leo 13th, friars, e. g., Hyacinthe, Père (C: Loyson) persons canonized, e. g., Ambrosius, St., and all others known only by their first names, under the first name.
- r. MARRIED WOMEN, and other persons who have changed their names, under the last well-known form, with reference from other forms. Enter Helen Hunt Jackson, under Jackson, with reference from Hunt, and H. H.
- s. A SOCIETY, under first word (not an article) of its corporate name, with reference from any other name by which it is known, specially the place if it has head-quarters and is often called by that name, e. g., Statistical Society of London, with reference from London Statistical Society: UNDER PLACE, local societies, e. g., N. Y. — Shakspeare Society; academies of the European continent and South America, e. g., Berlin — Akademie der wissenschaften; municipal institutions, *viz.* libraries, e. g., Boston — Public library; galleries, e. g., N. Y. (city) — Metropolitan museum of art; public schools, e. g., Cincinnati — Education board; and municipal corporations, e. g., Minneapolis — Board of health: UNDER THE STATE, state historical societies and state colleges, e. g., Wisconsin historical society, California university.

- t.* CYCLOPÆDIAS, DIRECTORIES and ALMANACS, under title, like a periodical, S. C. 28 and 29, making added entry for editor, publisher, partial title, or any form under which they may be well known, e. g., enter Appleton's cyclopædia under American encyclopædia with added editor entry for Ripley and Dana, and a similar one for Appleton, pub. But if it is an individual work like Larousse, enter under author's name with added entry under title.
- u.* A PERIODICAL which is the organ of a society or club, under its name, like S. C. 28 and 29, with added entry under name of society, unless it be the regular proceedings or transactions, in which case enter it under the society, with added entry under title, like S. C. 11; e. g., Library journal as periodical, with added entry under A. L. A.; but Quarterly journal of the Geological soc. of London, under the society's name.
- v.* SERIES under editor, if known, S. C. 30, with added entry under title; if unknown, under title, e. g., Bampton lectures. For some series a series card need not be written, e. g., Clarendon press series. Give two lines to each item of contents on series card, beginning with series number between red lines, thus giving space for both class and book numbers. S. C. 30.
- w.* A BIOGRAPHY under its author, putting the full name of its subject on the upper line of the subject card, followed by the dates of his birth and death. S. C. 26. If author's name is not known, leave second line blank, and fill in if found later. An autobiography, e. g., Grant's Memoirs, is written like a simple subject and author card, like S. C. 1 and 2, except that the full name and dates are added on the subject card; e. g., Grant, Ulysses Simpson, 18 pres. of U. S. 1822-1885.
- x.* Make added entries, called ANALYTICALS, for distinct parts of books not otherwise found in the catalog; enter under author of part analyzed, and give brief title of main work. S. C. 24 and 25.
- y.* Analyze a life included in another work by an author card for the author of the life and a subject card for its subject. S. C. 27. The writer of an "included," who also edits the whole work, has no author analytical, as the editor card shows all his work.
- z.* Make ADDED ENTRIES under titles of all novels and plays, and all other striking titles, S. C. 10 and 11, specially noticeable words in titles, S. C. 12, translators, commentators, editors of books and periodicals, S. C. 6, 7 and 8, and make REFERENCES from pseudonyms, initials, and from an ecclesiastical title when that

and not the family name appears on the title page. (e. g., [Andrews,] Lancelot bp. of Winchester. Since Andrews does not appear on the title page, make reference from Winchester.) Make added entry or reference in every other case when needed for the ready finding of the book.

2. — HEADING.

- a. Give author's NAME IN FULL, and in the VERNACULAR, with reference from any other form by which it is commonly known; but give the *Latin form* when better known, with reference from the vernacular; e. g., Estienne, H.; with reference from Stephanus, but Grotius, Hugo, with reference from Groot, Hugo van, S. C. 35.
For full names and dates of Greek and Latin authors follow Smith's Dictionary of Greek and Roman biography.
- b. On subject cards write out author's fore-name if only one, e. g., Phillips, Wendell; if more than one give simply initials, e. g., Beecher, H: W. The colon abbreviations are used for both full name and initial, H: meaning Henry and being just as brief as H. in giving initials. On author cards give author's full name either written out or in the "Library abbreviations," e. g., Emerson, Ralph Waldo, Beecher, H: Ward, Allen, Jos. H:
- c. Enter English and French surnames beginning with PREFIX (except the French de and d') under the prefix; in other languages under the word following, e. g., La Fontaine, Voltaire, F. M. A de, Göthe, J: W. von, Lennep, Jac. van, but enter foreign names Anglicized under prefix, e. g., De Peyster, Da Ponte, Van Nostrand.
- d. Enter English COMPOUND NAMES under the last part, foreign under the first, with reference from form not chosen, e. g., enter S. Baring-Gould, under Gould, with reference from Baring-Gould, but E. P. Dubois-Guchan under Dubois-Guchan, with reference from Guchan.
- e. Add designations (such as TITLES OF HONOR, DATES OF BIRTH AND DEATH, RESIDENCE, etc.) to *distinguish* writers of the same name; also any titles that form part of the person's usual designation, as Rev., M. D., D. D., Gen., e. g., Jackson, T: Jonathan, called Stonewall. Stewart, J: called Walking. Do not bracket such added titles. Distinguishing dates follow title affixes, and precede the affixes, ed., tr., etc., e. g., Smith, W: LL.D. 1814- tr.
- f. Give names of CITIES AND TOWNS in the vernacular, but larger political divisions in English, e. g., Wien, not Vienna, (with reference

- from English form), but Austria, not Österreich.
- g.* When author's name is not in title of first volume, but is in that of any other, make both author and title entries, but do not enclose author's name in [] nor add *anon.* S. C. 10 and 11.
 - h.* To avoid confusion with author's initials, etc., letter to resemble *print* (2-3 size) titles of honor and similar distinguishing words when they precede the fore-name, also letter titles affixed, as D. D. S. C. 23.
 - i.* Omit added title entries for anonymous biographies, except for striking titles.

3.—TITLE.

- a.* Make title an EXACT COPY of title page, neither corrected, translated, nor in any way altered; but *omit* mottos, honorary titles, repetitions, and any matter not essential. Indicate all omissions on main cards (except initial article in English, and author's name and titles in usual position), by *three dots* (...). S. C. 5, 6, 13, etc. Titles of books specially valuable for antiquity or rarity give in full, with all practicable precision. Copy exactly the phraseology and spelling, but not necessarily the punctuation of the title. S. C. 5, 6, 13, etc.
- b.* Indicate MISPRINTS, or odd spellings, by three dots underneath, or by [sic], e. g., Kansas or Kanzas [sic].
- c.* Follow old interchange of U AND V, I AND J, only in books before 1600, A. D. S. C. 6 and 7.
- d.* PUNCTUATE by Cutter's Rules No. 163, and Bigelow's Punctuation.
- e.* Supply in [], in Eng. any ADDITIONS needed to make the title clear, e. g., Examination of the president's [T : Jefferson] message.
- f.* Do not translate into the vernacular proper names occurring in FOREIGN FORMS in the title, e. g., ed. a Joanne Gu. Amasio, not ed. a J : W : Ames, but give the vernacular form on the reference card. S. C. 8.
- g.* TRANSLITERATE by A. L. A. rules, titles in foreign characters, except Greek. If the title does not show it, state language of the book in []. S. C. 32.
- h.* When a book has both GREEK AND LATIN TITLES, give the Latin. Accent words in Greek, French, etc., regularly though the title-page be all in capitals without accents. S. C. 10 and 11.
- i.* After title specify APPENDIX of single volumes, e. g., [apx. p. 320-346.], but only in exact work.
- j.* Mention frequency of publication of PERIODICALS, e. g., Contempo-

rary review [Monthly]. Do not repeat if mentioned in the title. S. C. 28 and 29.

- k. ☐ Begin PERIODICALS on author cards at left hand red line for first two lines using full lines for rest; on subject cards, begin at right-hand red line for first line and left hand red line for the rest. In both cases begin at top line. S. C. 28 and 29. Anon. books are to be entered on second line, filling in author's name when found on first line. S. C. 15 and 16.

4 — IMPRINT.

- a. *Order.* edition (in English).
 series (in English).
 pages (or volumes if more than one).
 illustrations.
 group of portraits.
 portrait of a group.
 portraits.
 plates.
 photographs.
 maps.
 fac-similes.
 tables.
 size (by letter; maps broadsides, etc., in centimeters, e. g.,
 91 x 71).
 no title-page (if there never was any).
 place.
 publisher's last name, in books before 1600, A. D. S. C.
 6 and 7.
 date.
 copyright date, if differing more than a year from date of
 publication. S. C. 1 and 2.
 For full illustration of imprint. S. C. 3.
- b. Give *initial capital* to first word of imprint unless the imprint begins with an abbreviation or number. S. C. 26 and 34.
- c. Give EDITION in English in all cases, and omit all adjectives except enlarged; e. g., not zte durchgesehene, vermehrte und verbesserte auflage but 2 ed. enl. Give extremes of *various editions*. e. g., 1—4 ed.
- d. Give numbers of PAGES, connecting the last number of each paging with the sign + and adding unpagged matter in []; but where there are over three pagings, add so as not to have more than

three groups of figures, or if the paging is *irregular* do not count, but write v. p. [various paging], except in exact work. If the book is *unpaged*, write unp. Give paging of *last recto* when its verso is unpaged, but last recto unpaged, if printed is + [1]. S. C. 3.

Disregard ADVERTISING pages except when paged in consecutively. Do not specify folded leaves paged with the rest, except in exact work.

Accept the paging of the book unless there is an obvious misprint, e. g., the first page may be numbered 5, but do not deduct the four omitted pages. In books which are only portions of other books give inclusive pages; e. g., p. 633—742.

Write f. instead of p. where the book is *foliod*, i. e. numbered by leaves instead of pages; e. g., 75+260 f.

- e.*—When VOLUMES of a set are missing, give number of volumes in complete set; and specify missing volumes in pencil note, which can be erased as fast as they are secured. S. C. 28 and 29.
- f.* In CURRENT PERIODICALS and continuations, give exact statement of volumes in library if the library contains less than half that has been published; e. g., Atlantic Monthly, 1858-75, 1880-81, 1884-date v. 21-36, v. 45-48, v. 53-date; if it contains more than half, give in imprint, statement of entire work and missing volumes in note. S. C. 28 and 29. Of a set published at intervals, like Stephen's Dictionary of national biography, give in imprint in pencil exact statement of what is in the library, correcting pencil entry on receipt of each new volume, and entering in ink when complete.
- g.* If a book is INCOMPLETE and no more will be published, give in the imprint what has appeared, adding in a note "no more published." e. g., American Archives.
- h.* Disregard ENGRAVED AND ILLUSTRATED TITLE-PAGES except in exact work. If no title-page was published, write in imprint n. t-p. [no title-page]. S. C. 3. If the title-page is otherwise missing, add in note t-p. w. [title-page wanting]. S. C. 13.
- i.* Do not give number of PLATES, PORTRAITS, ILLUSTRATIONS, etc., unless it is given on the title-page, except in exact work.
Portraits, plates, maps, etc., included in the regular paging are simply illustrations.
- j.* If there is an ATLAS or volumes of PLATES, write, e. g., v. 1—12 O. and Atlas F, or if they are of the same size, v. 1—12 and Atlas O.

- k.* If volumes of a set have DIFFERENT SIZES specify volumes of each size ; e. g., 12 v. [v. 1-4 O, v. 5-12 Q].
If a bound volume of pamphlets has parts of different sizes, give actual size of each part on its own cards ; in accession book give size of outside of bound book.
- l.* Give first PLACE OF PUBLICATION, unless another is *known* to be the true place, or the book actually was printed in more than one place, when both are to be given.
- m.* Give EXTREME DATES where the volumes of a set differ, and also date of v. 1. if later than first date ; e. g., 1834—'49 [v. 1. '38].
If the copyright dates also differ, write, e. g., 1834—49, [v. 1. '38] [c. 1824—31]. Give all these peculiarities of date only on the main author and subject cards.
- n.* Give PLACE AND PUBLISHER'S NAME in language of title. S. C. 6 and others ; corrections and additions in English, enclosed in [] ; e. g., Camb., [Eng.] or Camb., [Mass]. Give publisher's name for Bibles.
- o.* Use *only* the abbreviations in the printed "Library abbreviations compiled by Melvil Dewey."
- p.* In case of joint authors, write full imprint only once, and that on main cards.

CONTENTS AND NOTES.

- q.* Give NOTES (in English) and contents of volumes in smaller letters (generally only on subject card), when necessary properly to describe the work. Notes about the author and on imperfections in the copy go on both cards, other notes only on subject card. Begin notes, except note abbreviations, with capitals, starting on second line after imprint and indenting like title.
- r.* In ANALYTICAL REFERENCES when the article is independently paged, give full imprint of the analyzed part, and in () write "in" and title of main work. S. C. 24. If paging is not distinct, write in () see, and title, and date of main work, with pages where analyzed matter is found. S. C. 25.
- s.* SERIES NOTE follows date on main cards in (). Always specify volume of series if known.

5. — CAPITALS.

These are substantially the rules adopted by the Harvard College Library :

I In titles, notes, and whatever goes on the body of a card, capitalize as follows :

- a.* The FIRST WORD of every sentence, of every title quoted, S. C. 15 and of every alternative title introduced by *or*. S. C. 10. In

quoting titles like the Nation, the Times, etc., capitalize the word following the article and not the article, and do this even in defiance of quotation marks ; e. g., extracted from the Times, extracted from "the Nation." This rule allows capitals to the Bible, the Scriptures, the Book of Mormon, etc.

- b.* Names of persons.
- c.* EPITHETS standing as substitutes for PERSONAL names : e. g., the Pretender. The epithets, His Majesty, Sa Majesté, His Excellency, etc., when not followed by the personal name or by the titles king, president, etc., are substitutes for a personal name, and should be capitalized. But when followed by the personal name, or by the title, such epithets should usually be omitted ; e. g., "the presence of His Majesty at that time," "the coronation of . . . George III.," "the favor of . . . the king." When these epithets occur with superfluous adjectives the latter should be omitted ; e. g., not "His Most Glorious Majesty," but "His . . . Majesty." The rule allows capitals to Trinity, the Deity, the Creator, etc., but do not capitalize holy, sacred, divine, etc., except in Holy Ghost, Holy Spirit.
- d.* Mr., Mrs., Miss, Dr., Sir, Lord, Lady, Monsieur, Madame, Mademoiselle, Signor, Don, Herr, Frau, used as PREFIXES to names of persons.
- e.* The Great, the Lion-Hearted, le Grand, der Grosse, etc., used as AFFIXES to names of persons.
- f.* Names of PLACES. These often consist of an individual name joined to a generic name. In such cases capitalize only the former ; e. g., state of Connecticut, Berkshire county, city of Boston, Susquehanna river, Catskill mountains, Arctic ocean, south Pacific, east Tennessee, tropic of Cancer, Arctic regions, equator. But there are some cases in which the generic name has come to be so closely united with the individual name that both should be capitalized ; e. g., Niagara Falls, White Mountains, Mont Blanc, Lake Erie, Zuyder Zee, North Carolina, Lundy's Lane, Van Diemen's Land, North Pole, Bull Run, Fall River, Mound City, the steamer "City of Boston," etc. It is not generally difficult to distinguish between these two cases. Ability to use the individual name by itself will usually afford a safe criterion ; e. g., we can say "the Catskills," but not "the Whites."
- g.* EPITHETS standing as substitutes for names of PLACES ; e. g., the South, the Orient, United Kingdom, etc.
- h.* Arbitrary, undescriptive, fanciful, outlandish, or otherwise purely

- individual epithets occurring in the name of a society, corporation, or building; e. g., Vulture insurance company, Pi Eta society, Globe bank, Star and Garter inn, Adelphi, Star chamber, Excelsior mine, court of Oyer and Terminer, Chrestomathic day-school, Old Bailey. Capitalize names of societies or collective bodies, and write Royal society, Board of trade, House of representatives, First congregational church, Harvard college, American academy of arts and sciences, State department, Oxford university, Parliament, College of physicians and surgeons, etc.
- i.* The pronoun I; the interjection O; A. D., B. C., in dates; D. D., M. D., etc.; but not ms., mss.
2. In English, but not in any other language, capitalize also—:
- j.* ADJECTIVES derived from names of PERSONS and PLACES; e. g., English, Platonic, etc. This rule allows the capitalization of many names of parties and sects which may be regarded as adjectival nouns derived from proper names, as Lutheran, Arminian, Jesuit, Christian, Buddhist, etc. Otherwise do not capitalize such words; e. g., catholic, episcopal, puritan, whig, democrat, quaker, unitarian, etc.
- k.* Name of the MONTHS, DAYS of the week, and HOLIDAYS, but only the individual part of the name; e. g., Shrove Tuesday, Candlemas, 4th of July, Fast day. Capitalize also Advent, Lent, Lord's Supper.
- l.* Pope, Saint, Bp., King, Earl, Capt., Rev., Hon., Prof., Judge, Gov., etc., used as prefixes to names of persons; e. g., King George III., Earl Russell, Bp. Colenso, Secretary Fish. Otherwise do not capitalize such words; e. g., the king of England, the earl of Derby, the Bishop of Lincoln, the secretary of war.
- m.* Except in the cases specified above, use small letters exclusively, tho local usage requires capitals, e. g., nouns in German. But do not use capitals if local usage is small letters, e. g., names of months in French.

SPACING AND UNDERSCORING.

- n.* Leave SPACE of one centimeter in *heading*, between author's name and words or dates affixed, but write dates on biographical cards at the end of the line. S. C. 26 and 27.
- o.* Leave also one centimeter between *title* and *edition*, between edition and the rest of the *imprint*, and between *size* and *place*.
- p.* On main cards SINGLY UNDERSCORE secondary entries and references; on secondary cards DOUBLY UNDERSCORE main entry, but do not underscore secondary entries or references. S. C. 13

and 14. For *joint authors* of series singly underscore the first in series note on main cards, and the others on series card.

6. — ARRANGEMENT.

- a.* SURNAMES when used alone precede the same names with fore-names; initials of fore-names precede fully written fore-names beginning with the same initials, (e. g., Brown; Brown, J. L.; Brown, Ja.).
 - b.* PREFIXES M' and Mc. S., St., Ste., Messrs., Mr. and Mrs., arrange as if written in full, Mac, Sanctus, Saint, Sainte, Messieurs, Mister, and Mistress.
 - c.* WORKS of an author arrange thus: —
 1. Collected works.
 2. Partial collections.
 3. Single works, alphabetically by first word of title.
 - d.* Alphabet in order of English alphabet.
 - e.* German ae, oe, ue *always* write ä, ö, ü, and arrange as a, o, u, e. g., Göthe, not Goethe.
 - f.* Names of PERSONS precede similar names of PLACES, and places precede TITLES, e. g.,
Washington, G :
Washington, D. C.
Washington Adams in England. (Title of book.)
- See also Cutter's Rules, No. 169-196.

9. — MISCELLANEOUS.

- a.* In *adding* another entry to a card, — indicates omission of heading, — — of heading and title. Add later to earlier *editions* in this way, giving full imprint of second and part of title if it differs from the earlier edition. S. C. 32 and 33.
- b.* Use *Arabic figures* for all numbers, but in the title follow the form given after names of rulers and popes. S. C. 26. Thus, use figures for numeral adjectives and nouns in any language; but not for numeral *adverbs*, e. g., "printed for the 1st time," but "now first printed."
- c.* Confine author, and subject entry if possible, without omitting important information, to one card each.

SAMPLE CARDS ILLUSTRATING THE CATALOG RULES.

1. Simple subject card. Rules 1a, 2-6,9.

.34 Longfellow, H: W.

Song of Hiawatha. 4 + 316p.D. B. 1860, p'55.



2. Simple author card. Rules 1a, 2-6,9.

.34 Longfellow, H: Wadsworth.

Song of Hiawatha. 4 + 316p.D. B. 1860, p'55.



3. Order of imprint. Imaginary book. Rule 4a.

Smith, J:

Works. 2 ed. enl. 340 + 1p. il.
 . of por. por. of gr. 1 por. pl. phot. 7maps, fac. sim.
 n. O. n. t.-p. N. Y. 1879. p'75.

4. Main entry under editor. Rules 1b, 1h.

973 Winsor, Justin, ed.
W73 Narrative & critical history of America. v.2-4.
 il. pl. maps, Q. B. [1886].

5. Official body made author. Rules 1c, 1f, 1m, 1n, 2f.

027.073 U. S.—Interior dept.—Education bureau.
U Public libraries in the U. S.; . . . their history, condi-
 tion & management. Special report. *pt. 1. O.* W. 1876.

6. Subject card with editor. Rules 1g, 1k, 1m, 1t, 1y, 1z, 4m.

875.1 Cicero, M. T.
J2 Opera omnia quae extant, a Dionysio Lambino . . .
 emendata & avcta: . . . eiusdem D. Lambini annotationes.
 2v. in 1, F. P. in aedibus Rouillij, 1565–66, v. 1'66.
 v. 2 apud Bernardum Turrisanum.

7. Author card with editor. Rules 1g, 1k, 1m, 1t, 1y, 1z, 4m.

875.1 Cicero, M_{arcus} Tullius.
J2 Opera omnia quae extant, a Dionysio Lambino . . .
 emendata & avcta: . . . eiusdem D. Lambini annotationes. 2v.
 in 1, F. P. in aedibus Rouillij, 1565–66, v. 1'66.
 v. 2 apud Bernardum Turrisanum.

8. Editor card. Rules 1g, 1k, 1m, 1t, 1y, 1z, 4m, 9a.

875.1 Lambin, Denis, ed. & comnt.
J2 Cicero, M. T.
 Opera omnia. 1565–66.

9. Partial translator card. Rule 1k.

872.3 Warner, R: tr.
K Plautus, T. M.
 Comedies. 1769–74. v. 3–5.

10. Author card with title entry. Rules 1u,1v,1z,2g.

370.1
R76 Rousseau, J: Jacques,
 Émile; ou, De l'éducation. 2v.sq.Q. Geneve
1780.

11. Title Card. Rules 1u,1v,1z,2g,4m,9a.

370.1
R76 Émile; ou, De l'éducation. 1780.
 Rousseau, J: J.

12. Partial title card. Rules 1z,4m.

P817.39
B Biglow papers.
 Lowell, J. R.
 Melibœus-Hipponax ; the Biglow papers. 1848-67.

13. Joint author card. Rules 1k,1l,4p,5p.

832.62
U Schiller, J; Christoph F; von, & Göthe, J;
 W. von,
 Briefwechsel in ... 1794-1805. 6v. in 3, S.
Stut. 1828-29.
 v.4 has t.-p.w.

14. Joint author card. Rules 1k,1l,4p,5p.

832.62
U Göthe, J; Wolfgang von, & Schiller, J; C.
 F; von,
 Briefwechsel. 1828-29.

15. Anonymous title card. Author not found. Rules 1f,3k.

823.89
W58 Whitecross & the bench ; a reminiscence of the past,
by the author of Five years penal servitude. . . . 10+282p.D.
L. 1879.

16. Anonymous author card. Author found. Rules 1f,2g,3k.

P560
A
 [Chambers, Rob.] anon.
 Vestiges of the natural history of creation. 10ed.
 enl. 12+325+67p.il.O. L. 1853.
 See Athenæum v. 83,Ap.1884,p.535.

17. Anonymous title card. Author found. Rules 1f,2g,3k.

P560
A
 Vestiges of the natural history of creation. 1853.
 [Chambers, Rob.]

18. Anonymous card under initials. Rule 1d.

811.49
014
 O, G. E.
 Thurid & other poems. 123p.O. B. 1874.

19. Anonymous book under initials. Reference Card. Rule 1d.

O, G. E. see
 Otis, G: Edmund.

20. Pseudonym card. Real name unknown. Rule 1e.

320.1
C83
 Coverdale, Sir H: Standish, pseud.
 Fall of the great republic, 1886-88. 226p. S.
 N.Y.1895, [P.B.1885].

21. Pseudonym card. Real name found. Rule 1e.

P823.82
Z2
 [Thackeray, W: Makepeace].
 Mrs. Perkin's ball, by M. A. Titmarsh. 46p.il.pl.
 sq.O. [L.]n.d.

22. Pseudonymous book. Real name found. Reference card. Rule 1e.

P823.82
Z2
 Titmarsh, Michael Angelo, pseud.
 Thackeray, W: M.
 Mrs. Perkin's ball. n.d.

23. Several books under same pseudonym. Reference card. Rule 1c.

Eliot, G: pseud. of
Cross, Mrs. M. . A. . (Evans) Lewes.

24. Analytical "in" card. Rules 1x,4r.

330.8 Hasbach, W;
Sch5 Das englische arbeiterversicherungswesen, geschichte
 seiner entwicklung & gesetzgebung. 16+447p.O. Lpz.
 1883. (in Schmoller, Gustav. Staats & socialwissenschaftliche forsch-
ungen. 1878—v.5 pt.1.)

25. Analytical "see" card. Rules 1x,4r.

827.7 Milton, J:
D49 Mask of Comus . . . (see Deverell, Rob. Discoveries in
hieroglyphics. 1813. v.6 p.81-230.)

26. Biographical card. Rules 1w,5n.

P923.144 Louis 14, king of France. 1638-1715.
A James, G: P. R.
 Life & times of Louis the fourteenth. New ed.
 2v. 2por. D. L. 1851.

27. Biographical analytical card. Rules 1y,5n.

833.62 Richter, Jean Paul F; 1763-1825.
0 Carlyle, T:
 Biographical sketch of . . . Richter. (see Richter, J. P. F;
Flower, fruit & thorn pieces. 1863. v.1 p.1-67.)

28. Periodical subject card. Rules 1f,1t,1u,1z,3j,3k,4f.

051 Harper's new monthly magazine. 1850-date.
H v.1-date. il.O. N.Y. 1850-date.
 v.1-3&16 wanting.

29. Periodical author card. Rules 1f, 1t, 1u, 1z, 3j, 3k, 4f.

051
H
Harper's new monthly magazine. 1850-date.
v. 1-date. il.O. N.Y. 1850-date.
v. 1-3 & 16 wanting.

30. Series card. Rules 1f, 1v, 4s, 5p.

1
Van Nostrand, D. ed.
Science ser. .
628.8
N3 v. 5 Butler, W. F. Ventilation of buildings. 1873.
622.41
N5 v. 14 Atkinson, J. J. Friction of air in mines. 1875.
See next card.

2
Van Nostrand, D. ed. Science ser.
621.5
N8 v. 40 Zahner R. Transmission of power by compressed
air. 1878.
621.5
N9 v. 46 Ledoux, C. Ice-making machines. 1879.

31. Author card with series note. Rules 1f, 4s, 5p.

621.5
N9 Ledoux, C.
Ice-making machines, theory of [their] action; . . . tr.
fr. the French. . . . 150p. il.S. N.Y. 1879. (Van Nostrand,
D. Science ser. v. 46,).

32. Author card showing added edition. Rule 9a.

888.5
Q6 Aristoteles.
Ethics, [Greek] il. with essays & notes by Sir Alex.
Grant, bart. 2 ed. 2v. O. L. 1866.
Q7 ———— 3 ed. 2v. O. L. 1874.
v. 2 of 3 ed. wanting.

33. Editor card showing added edition. Rule 9a.

888.5 Grant, Sir Alex. bart. ed.
 Q6 Aristoteles.
 Ethics. 1866.
 Q7 ———— 1874.

34. Author card for sacred books. Rule 1i.

P297 Koran.
 B Koran, . . . tr. into English . . . by G: Sale New ed.
 with a memoir of the translator. 16+516p. pl. maps. O.
 L. 1850.

35. Reference card. Rule 2a.

Groot, Hugo van. see
Grotius, Hugo.

36. Reference card. Rule 1o.

Sidney, H: see
Romney, H: Sidney, 1st earl of.

SAMPLE TITLE PAGES ILLUSTRATING CATALOG CHECK MARKS.

MRS. PERKINS BALL FLOWER, FRUIT, AND THORN
 PIECES

BY M. ^{ichael} A. ^{ngelo} TITMARSH

W. Makepeace Thackeray

CHAPMAN & HALL, 186 STRAND.

L

n. a.

OR THE
 MARRIED LIFE, DEATH, AND WEDDING
 OF
 THE ADVOCATE OF THE POOR,
Firmian Stanilaus Siebenkäs.
 (BY)
 JEAN PAUL FRIEDRICH RICHTER.
 Translated from the German
 BY EDWARD HENRY NOEL,
 With a Memoir of the Author,
 BY THOMAS CARLYLE.
 IN TWO VOLUMES.

BOSTON:
 TICKNOR AND FIELDS.
 1852.

NOTE ON FIRST TITLE. The cataloger supplies in hard pencil on the title page lines 3, 5 and 6. Also the "ichael" and "ngelo" written at an angle for lack of room between initials. Line 3 gives the author's real name. L is the regular sign for London, and n. d. for no date of publication.

Library Economy.

SHELF LABELS.

Perhaps no one thing we have done has pleased us so much by its practical value as the labeling of the shelves. We first decided that labels were essential to the highest convenience of all who work at the shelves and specially to our staff of over 20 assistants. The numbers and the topics in large bold type on the edge of the shelves added greatly to the rapidity and ease of finding and replacing books. Not only did the greater size and legibility aid, but, being all in a straight line, the eye was saved dodging up and down for different sized books to find the titles, which were often hardly legible when found. Granted that we should have labels and we at once found several kinds that we did not want. Those that were tacked on the shelves marred them and looked cheap and botchy. Those that had label holders which were screwed to the shelf edge made the shelf even worse, and were still more difficult to move as subjects grew. We tried many experiments, and finally found the simple solution which the cut illustrates.

A thin plate of heavy tin neatly japanned is cut by dies made for this special use, and bent at right angles so as to fit snugly the front edge and top of the shelf. On three sides of the front a narrow flange is



turned up, so that a bristol card may be readily inserted, removed or reversed. The plate being perfectly flat clings closely to the wood and holds its place. This holder is slipped under the first books on each topic. As the subject grows and new books are inserted, it is slid along, always marking the beginning of each subject.

There are two difficulties to be guarded against. If shelves have round instead of square edges, the plate is in some danger of being

pulled off on the floor by careless handling of the books. By having a second plate fastened to the under side so that the holder becomes a clip, this was successfully remedied.

The other trouble was using a label too wide, so that the upper edge came so near the top that in drawing books carelessly off the shelves the edge of the label was broken and soiled. To avoid this narrower labels must be used.

Finally these workt so well that we wisht the highest possible legibility in the labels; and the Library Bureau was induced, by the probable demand that would follow, to print several thousand labels in a selected type of which the cut gives a reduced sample. These labels include all the 1000 sections of the Decimal Classification, which is so much more widely used than any other, and about 1000 of the sub-sections, which are printed on the smaller size, 2 x 5 cm. Then there are labels for all the states and territories, days of the week, leading periodicals, and for something like 100 different things that the librarian is liable to wish to use about the building to mark groups of books; e. g., Do not handle, Reserve, Card, Binder, Accession, Private Books, Classify, Revise, Duplicates, etc., etc.

For convenience in separating generic and specific subjects and to meet various requirements the holders are made to fit cards 2 x 12½ cm and 2 x 5 cm.

Several libraries who have already tried these seem to regard the expense one of the wisest investments yet made.



PENCIL, DATER, AND CHECK.

There seems to be a real want for something of this kind, for so many have tried to fill it. Some years ago A. P. Massey, the ingenious librarian of the Case Library, Cleveland, O., sent us a sample similar to the cut, except that it had a spring-cover, and was self-inking. A year ago W. H. Brett of the Cleveland Public Library sent a similar device which he had workt out for their use, including the owner's initial with the date, so that all entries could be readily traced to the person making them. H. J. Carr, Public Librarian, Grand Rapids, had still another at the Milwaukee meeting, and K. A. Linderfelt, Pub. Libn. of Milwaukee, has the fourth, as shown in the cut. The great use is at the loan desk, where books must be charged rapidly. A single motion gives a complete date much plainer than it can be written,

and also, by setting in an initial or letter assigned to each assistant, shows exactly who issued or returned each book.

Everywhere about library work it is important to know when and by whom it was done, and this check-stamp gives such a record neat, compact, and legible.

The form of which we have made a cut must be used at the desk, or where access can be had now and then to an inking-pad. The more costly self-inkers do not require this.



REVOLVING SHELF PIN.

In a chapter on shelving, soon to appear, we shall discuss various devices for supporting movable shelves. We give now a cut to make clear what many people have been unable to understand from our ms directions. The ordinary metal pin has the round part which fits in the hole in the upright and the flat part on which the shelf rests. In this pin the parts are connected by a piece standing at right-angles to the first, thus allowing the adjustment of the shelf to two heights, without removing the pin from the hole. Simply revolve the pin half round with the shoulder pointing up instead of down, and it supports a shelf at the height where the cut stops. If this pin were in the hole below, as shown in the cut, its upper support would be a little higher than it is now. Of course in practice, the lower hole would be further away than the size of the cut allowed it to be shown. This standard pin in the low position holds the bottom of the shelf 1 cm below the center of the pin-hole. In the high position, it holds it 1 cm above, plus the thickness of the horizontal plate, or about 1.2 cm. This gives an adjustment of 2.2 cm, or about 1 in. to each hole. Therefore, to get adjustment for *each thickness of an inch shelf*, the holes need be bored only once in 5 cm [2 in.]. If closer adjustment is required, a pin should be used with a shorter perpendicular piece, and the holes bored closer together.

One prominent architect undertook to use these pins from a pencil sketch we sent him, and made a sorry failure because he forgot to cut in the upright the groove into which the perpendicular part sinks so the shelf just fills the space between uprights

We have made this cut to make the working of the improved pin clear.

Progress.

We solicit for this department notes of gifts, new buildings, new laws, new interest; in brief, of anything calculated specially to encourage and stimulate library workers, and showing that the Modern Library Idea, which the NOTES champion, is making progress.

THE LIBRARY DEPARTMENT OF THE UNITED STATES BUREAU OF EDUCATION.

All familiar with library matters feel keenly how great service has been rendered during the past ten years by the U. S. Bureau of Education under Gen. John Eaton as commissioner. When he felt constrained to insist on his resignation being accepted, in order to accept the presidency of Marietta (Ohio) College, we all felt grave apprehensions lest there might "rise up a ruler who knew not Joseph" and library interests might suffer, while he was being slowly educated to the importance of the free library as an essential complement of the public school.

But fate has been more kind. Last week the new Commissioner of Education, Col. N. H. R. Dawson of Alabama, accompanied by the old Chief Clerk, Dr. Charles Warren, well known and highly esteemed by many librarians, paid the editor of the NOTES a visit at Columbia. We were delighted to find a breadth of view and active sympathy which promises that any practical work will not lack his cordial support. He will scrutinize carefully whatever is proposed, but is ready to be convinced what the best interests of education require. Dr. Warren remains as Statistician of the Bureau, where he will be more closely identified with library matters.

The revised list of libraries and librarians combined on a single page for more convenient reference is nearly in type, proof having come to the letter P. As was expected a large number of little libraries reported ten years ago have disappeared, being merged into others or hopelessly scattered. Many of them ought never to have been reported, being, in fact, dead in 1876. Their space has however more than been made good, for the new list runs up to about 6,000 as against 3,647 in the 1876 report. Some interesting studies of these tables will appear in the next NOTES.

We make room as we go to press to congratulate the library interests

that a gentleman of wide culture and earnest purpose is at the head of the Bureau. The A. L. A. Catalog and some other practical helps which will be very useful to the new libraries, will make fit companions to the great library report which ten years ago helped so much in giving the new impetus to libraries as educators.

A PEOPLE'S PALACE.—In England princely gifts to the public are much rarer than here, but they are not nearly so rare as formerly. The "People's Palace" recently founded among the poor to "provide intellectual improvement and rational recreation and amusement" for the inhabitants of East London, is the result of a fund started 40 years ago by a Mr. Beaumont, who left £12,000 for this object. Mr. Besant, the novelist, presented the idea vividly to the popular imagination in "All sorts and conditions of men," and several influential people have labored that the novelist's vision of the "Palace of Delight" might become a reality, and the fund will probably soon have grown to £100,000. The "People's Palace" will not only contain technical schools and a fine library, but also winter and summer gardens, a concert-hall, swimming baths, and gymnasia for both sexes, and any other amusements which it may be found possible to add. The generous subscriptions now being received indicate how rapidly English public opinion is advancing in its recognition of the rights of the poor. It has long acknowledged that the souls of the poor should be cared for, and, in case of accident and disease, their bodies; but during the past 20 years the cultivation of their minds has been recognized as a public duty. Money is now given, not only to improve them, but to make their lives pleasanter.

KNOXVILLE, TENN.—Charles M. McGhee has given the Library Association a fine building costing \$30,000 to \$40,000. The Library has now about 4,000 v.; for increase there will be an annual income, from rent of lower rooms in the new building, of \$1,000, and also, a few hundred dollars (if the effort to add to the membership prove successful) from dues.

NATIONAL MEDICAL LIBRARY. The fine new building is now being roofed, and Dr. Billings expects to get in about next May. With the Library of Congress building, which is to be the finest on the Continent, Washington is making progress in library architecture. The ground is being cleared for the foundations of the great library.

THE N. Y. FREE CIRCULATING LIBRARY has just received another gift from the Ottendorfer family, this time a check for \$10,000, to be added to the permanent funds.

PRATT LIBRARY, BROOKLYN. Mr. Charles Pratt, of astral oil fame, is emulating his relative in Baltimore in the wise use he is making of his wealth. A fine new building is approaching completion on "the hill" in Brooklyn, and the books are already being cataloged, in readiness for opening a free circulating library of high grade, together with reference, periodical, and reading rooms. Mr. G. W. Cole, who has just completed the handsome catalog of the Fitchburg (Mass.) Public Library, has taken office as librarian, and the great city of Brooklyn will soon have from the modest munificence of a single citizen a fine circulating library entirely free. It will be opened with about 10,000 carefully selected vols.

CARNEGIE LIBRARIES. The papers have made widely known that Andrew Carnegie, author of *Triumphant Democracy*, has given \$250,000 to Edinburgh, Scotland, \$250,000 more to Alleghany, Pa., besides his first great library gift of \$500,000 to Pittsburgh, Pa., which will of course be accepted on the easy conditions named. Mr. Carnegie has made other library gifts, but not so large.

TILDEN LIBRARIES. Since our last issue the will of ex-Governor S. J. Tilden has been published, providing for three public libraries — one in his native town, New Lebanon, Ct., one in Yonkers, near which place is his famous country house Greystone, the third and chief in New York City, which ought to have, as the estate is appraised, towards \$5,000,000. This would be the greatest library bequest of all history, and there is no place that needs it more than the American Metropolis. The sum is sufficient to provide the best reading within an easy walk of every citizen's door, and the amount of good which it will accomplish can hardly be over estimated.

Of these great gifts we shall say more later, but we note them now as a source of great encouragement to those who accept with us the faith that the free library is to push forward to its proper place as the necessary complement of the public school. The latter only attempts the education of the child. The library must carry it on thru life.

Literary Methods

AND

Labor-Savers for Readers and Writers.

We note suggestions or methods that promise to be of service at the desk or in the study. Most of them we have tried and found good. A plan not suiting us is inserted if it is likely to serve others. Criticisms and improvements are specially welcome, as are commendations from those who have been helped; the last not for printing, but as guides in choosing what will serve the largest number. These Notes are numbered in one series so that reference need not include the date.

7. BEST WIDTH OF COLUMN.

Many of our readers print pamphlets, etc., where they have to decide what width of column they will have the type set in. We quote the A. L. A as the only body having any authority on such subjects which has considered it. We much wish the results of experiment and experience on this point. "Experiment, computation, and experience indicate that the width of column easiest grasped by the eye, and, all things considered, best adapted for library work, is 6 cm. This is the width adopted by the Library Journal, Publisher's weekly, Uniform title-slip committee, etc., and is more largely used than any other. As a trained eye reads whole lines at once, and thus passes down the column rapidly, the line must not be so long as to compel the eye to go back from the end of one line to find the beginning of the next. On the other hand the line must not be so short as to waste space and make extra expense in making syllables come out even with the line." We use in the NOTES an 11½ cm line which is as long as comfortable reading allows. We hesitated between this and a double column of 5½ cm which is something too narrow. This in common with many other practical questions about book-making needs study from the standpoint of the oculist rather than the milliner seeking some new fashion.

We ask opinions on this question from all who have given it attention.

8. MONTH AND DAY CONTRACTIONS.

On p. 57 as Note 3 we gave the condensed abbreviations for months, Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D, and for days, Sn, M, Tu, W, Th, F, St.

The reasons for the forms recommended are perhaps worth giving as the same principles may guide in making similar lists. Except in rare and special cases, like Xp. for express, Xms. for Christmas, etc., the first letter of the word heads common abbreviations. In shorthand this is not so, but we are talking of longhand. The remainder of the abbreviation is made according as brevity or clearness is most essential. In a thing so common as the months and days of the week the requirements of narrow columns and constant use makes brevity all important, and the frequent use soon makes the shortest form clear. Brevity requires absolutely no addition to the initial if no other word in the list begins with the same letter. Five months of the year are therefore disposed of with F S O N D without even a period after them. There are left three beginning with J, two with A and two with M. Brevity forbids more than two letters. For January, Jn, Ju, or Jy might be read for June or July. a and r are the only letters left, and Ja is the plainer of the two because so much resembling the common Jan. We may use r, c, or h in March but Mr is more suggestive. For May, Ma may be read March, and we are forced to take the unphonetic My over which no one can blunder. Ap and Ag each affords choice of four letters, as no letter after the first occurs in both words. Ap, Ar, Ai, Al, for April. Ag, Au, As, At, for August. Few will question the choice of Ap and Ag. Je is the only safe two letter form for June as Ju would be read July, Jn January, and thus we are forced to retain one unphonetic letter or run the risk of confusion. Finally July must be Jl, for Ju could be read June, Jy January. The list that is given can cause no mistake unless shockingly written. Every abbreviation has the first letter of the month. Seven of them have also a succeeding letter. Of these seven second letters no one of them is found in any other month. They are absolutely definite and may be used safely on the most important records. Even without explanation it is impossible to interpret them differently from the list.

We believe the principles above are sound. The danger of abbreviations is mistake, and the study over one mistake will neutralize all the gain from a hundred uses of the short symbol. The list as given has been used with complete success. To better distinguish Je from Jl, write the e in shape like the script capital E, or the Greek epsilon. We urge strongly all who have not done so to adopt the list above for constant use. If each interested does his part these abbreviations will come to be as well understood as \$, c., lbs., etc. Slips giving the list and its advantages will be printed for enclosure in letters, thus spreading the idea.

9. CLARENDON OR ANTIQUE IN MSS.

Indicate the heavy catalog face or Clarendon type in mss by writing the words in a larger hand, or better, in heavier lines. More pressure on the pen produces the same effect as the catalog face type in print. Some designate this type by a waving line, but the resemblance to print is lost. To indicate clarendon after the writing is done, use a colored underscore. Where several faces or sizes of type are used, distinctive colors are best.

10. LEDGER INDEXING.

Where several accounts or lists are kept in one book, it is often annoying to turn the leaves to find out where any matter begins. For a great number use a regular index, but for only five or ten, paste a bit of paper on the first leaf of each subject, projecting beyond the edge of the leaves, and on this write the subject word. The effect is like the common index in the front of a ledger, and most people are familiar with the device. The slips should not be one above another, but scattered down the side of the page. If five places are to be indexed put the tags at equal distances and the hand will open without looking to the place wanted, the first topic at top, the fifth at the bottom, the third in the middle. For a book constantly referred to this adds greatly to speed. Stiff, sized paper peels off easily. A good way is to fold a rather thin, strong, linen paper like a clothes-pin, pasting it on both sides of the leaf. A very strong tag can be extemporized by cutting up a cloth-covered paper collar or cuff. A better way is to apply Denison's Index which never tears off, works better, and looks neater. But every one cannot have the best, so we note the next best.

11. SELF-INDEXED PAPERS.

In pinning together (sometimes, perhaps, in pasting) a package of papers with various headings, it is often convenient to let each one project one line beyond the one above it, thus each heading shows without turning the leaves. Such a package takes more room. If the papers are short or there are many of them, a pin must be inserted whenever the top line of the one on top falls over the bottom line of the one at the bottom. This is really a modification of the common ledger index principle. A glance shows to which leaf to open to find what is wanted.

12. HOW TO KEEP PASTE.

I enclose \$1.00 for LIBRARY NOTES, and wish to add my mite of information. I have been keeping paper-hangers' paste on hand this

summer, perfectly fresh and sweet by shutting it up in a glass pail with a tight cover that fits *over* the top, stirring also 12 or 15 drops of oil of cloves into about two qts. of the paste. The paste we have now was bought July 1st, and we have had two months of dog-day weather since. The pail we keep it in is of glass with a pressed tin cover. A tin pail rusts.

H. P. JAMES.

NEWTON, (Mass.) Free Lib., 30 Ag 86.

One more discovery in connection with the paste-pot. The inside of my cover rusted. So to prevent that I heated it and rubbed on a parafine candle, so there will be no more rust there. Now 'tis perfect.

H. P. J.

13. TO MAKE DRAWERS RUN EASILY.

All who use drawers in a climate that changes much in humidity, have their patience sorely tried. The more perfectly kiln dried the stock used, the more likely is it to absorb moisture on the first damp day and swell so as to be almost or quite unusable. The more perfectly fitted is the work, the greater the danger of sticking. If a drawer is fitted so closely that it will not bind in damp weather, it looks to a critical eye like a door on all sides of which the light shines thru.

Much depends on the wood used and the way in which it is filled and protected against the action of damp air; e. g. a table slide finished on one side only is apt to take so much more moisture on the lower unfilled side that it warps the slide into a curve binding at both edges and at the centre. The old remedy for sticking drawers was to rub them with soap as the best lubricant. A better one is to rub the sides, as well as the bearings, with a parafine candle and then to run a hot flat-iron over the surface. If a hot iron is not available a hard rubbing with a cork gets up some heat and does next best. Drawers that stick badly will sometimes, after a thoro treatment, run at a touch.

14. TYPEWRITTEN CYCLOSTYLE STENCILS.

We were pleased to see some very neat cyclostyle duplicates from a typewritten original, thus attaining near the ideal of a duplicating process. Let us have experience from others till we get the best plan. Our first were made by E. C. Richardson, Libn. Hartford Theol. Sem., and the following shows that the Connecticut mind has not outgrown its inventiv proclivities:—

“Every variety of experiment in preparing Cyclostyle stencils upon the Hammond typewriter that I have been able to devise so far has failed completely, but excellent results are obtained from the Caligraph.

It is only necessary to place a sheet of fine sand-paper underneath the Cyclostyle paper, i. e., between that paper and the platen, with the sand side outward. The only serious difficulties are in securing large enough sheets of sand-paper, which can be done only at wholesale carpenter shops, and in getting the sand paper and Cyclostyle paper to feed straight. The old Caligraphs are uncertain in this respect, but the newer machines can be successfully adjusted. The stencils are excellent in every particular except that some of the round letters are apt to cut completely out, especially upon the more vigorous machines. I have doubts whether in any way the stroke of the Hammond can be made forcible enough to make a good stencil. I have given the trial up after wasting several precious hours over it. In this I am very much disappointed."

WALDO S. PRATT.

HARTFORD, 21 O. 86.

15. WRITING FRACTIONS.

It is certain brevity, ease of computation, and analogy with our arithmetic all require us to write decimal rather than vulgar fractions except in cases where it costs too much labor and space to transfer a compact common fraction into a long decimal, e. g. : $\frac{2}{3}$ is better than .66 $\frac{2}{3}$, but .5, .25, .2, .1, .75, .4, etc., are better than $\frac{1}{2}$, $\frac{1}{4}$, 1-5, 1-10, $\frac{3}{4}$, 4-10. Decimals take 8 figures. The vulgar form uses 14. The decimals column perfectly, and may be added mentally at sight, but the others require troublesome reductions. We have a decimal arithmetic, decimal money, and are growing steadily towards a complete decimal system of weights and measures. Indeed in many cases, where the metric system has not been adopted, a decimal division of the old measures has displaced the old tables entirely. Let us keep in line with progress at least, when as here we at the same time affect a saving worth the change in itself.

SOME LABOR SAVING PRINCIPLES.

There are certain things on which nearly all intelligent people are agreed, and which might go without saying here. We mention them for the double purpose of making our own position clear, and even more to urge our readers to lend their influence in spreading the improved forms which we follow. There are other things for which there are just as strong reasons against which many intelligent men have a strong prejudice which a calm investigation would show to be wholly unreasonable. We hope to teach such readers the practical and reasonable view.

16. DECIMALS.

Our arithmetic is decimal, our money is decimal. So inwrought in our minds is the decimal principle that it requires rare powers of abstraction to be able to think of numbers except as decimals, e. g., in the much praised duodecimal system in which the hundred would be what we now call 144 etc. Certain effete relics of old customs cling to us and we are pestered with the dozen, gross, quire, ream etc., though in the last few years all are giving way steadily to the growth of simple tens, hundreds and thousands. We shall express numbers by simple arabic numerals only, — the numbers of common arithmetic. We never use Roman numerals, dozens, etc., any more than we do the old time shillings and sixpences, etc., which still linger in certain sections of the country. With prices by the hundred or thousand the dullest clerk knows instantly the exact cost of each one to the remotest fraction, and without possibility of mistake. At \$5.95 per thousand each one costs $5\frac{95}{100}$ mills. At \$5.75 per ream or gross no one but an expert sees at a glance what each costs, and in figuring it out there are constant chances for mistake and confusion. While we would not go to the expense of repacking decimally a case of glassware that came in dozens; nor override the convenience of 'nesting' some articles in 8s, 12s, 16s, etc., we would make prices and bills as they ought to be, in simple numbers, and have those who manufacture, pack, nest and box *decimally* as far as possible.

17. METRIC WEIGHTS AND MEASURES.

These are simply the same decimals adopted for our money extended to the other measures. They have all the advantages, and even some opponents acknowledge that the efforts making for their complete introduction are sure to succeed and probably within a few years. Ten years have shown a great increase in the use of the international measures. Every reputable school now teaches the system which is acquiring greater momentum each year. We therefore use the metric system as a part of our decimals, often giving the old measures also for convenience of those less familiar with the new. We have not space here to argue the question, but shall be glad to send to any applicant without charge full explanations of the system and its advantages, and answers to the so-called arguments advanced against it.

REGULAR DEPARTMENTS OF LIBRARY NOTES.

Press of matter crowding over into our December number several departments that are to appear regularly hereafter, we note here the scheme on which the NOTES will be made up. In all this, note that we shall give only so much as comes within the utilitarian field of the NOTES, referring to the *Library Journal* and other sources for details. Our summaries will often be no more than an annotated bill of fare, convenient for reference, enough for those lacking time to read the full reports, and naturally stimulating greater interest.

1. AMERICAN LIBRARY ASSOCIATION. — Notes of any action by the Executive Board or Committees, specially that on Coöperation, or of anything bearing on the A. L. A. After each annual meeting a number of the NOTES will be printed with a brief summary of the papers and proceedings, for use till the official proceedings are published.

2. A. L. A. PUBLISHING SECTION. — Notes of its plans and work.

3. NEW YORK LIBRARY CLUB.

4. NATIONAL SUNDAY SCHOOL LIBRARY UNION.

5. CHILDREN'S LIBRARY ASSOCIATION.

6. SCHOOL OF LIBRARY ECONOMY.

As the sessions of the four last named are all held in our library (as have been those of the Coöperation Committee and Publishing Section except at the annual convention) we shall take great pains to report, for the benefit of the readers of the NOTES, all points which come up in their discussions which will be specially useful. The Children's Library Association is already doing a splendid work for those too young to be entitled to draw books from the public libraries. Tho' playfully called the "Babies' libraries" they are winning laurels that a giant would be proud to wear. We hope our quarterly reports of their meetings and work will do much to stimulate the organization of branches or similar associations in other places till the claims of the youngest readers for guidance and good reading is met as well as that of their elders.

The National Sunday School Library Union aims to do for this enormous body of libraries (mostly small to be sure, but reaching the small towns and villages in a way that the public library can hardly hope to rival) what the A. L. A. is doing for the public libraries. They will profit by the experience of the older association, but we hope our records will show it to be a sturdy younger brother.

7. LIBRARY ASSOCIATION OF THE UNITED KINGDOM. — Notes of its annual and monthly London meetings corresponding to those of the A. L. A. and N. Y. Library Club.

8. LIBRARY JOURNAL. — Annotated contents of the numbers pub-

list since the last record, with enough indication of the character of each article to show whether it interests the reader sufficiently to justify a thoro examination.

10. LIBRARY BUREAU.—Notes of any changes or improvements, if important enough to warrant record, in this growing centre of library interests.

11. BIBLIOGRAPHY. — This will not be a record of new publications, which can be found in the *Journal*, but will group whatever articles or notes we may print in this field.

12. LIBRARY ECONOMY. — This group and notes will be a leading feature and will include the topics of the Decimal Classification:— Scope, Founding, Buildings, Government and service, Regulations for readers, and Administration, which includes Executive, Order, Accession, Catalog, Shelf, Classification, Reference, and Loan departments.

13. CATALOGS AND CLASSIFICATION. — For the convenience of catalogers we make as No. 13 a special head of so much of No. 12 as specially concerns them.

14. PROGRESS. — Here we propose to note such gifts, buildings, new interests, etc., as shall have a value to others either in giving new facts or stimulus. For the history and biography we shall refer to the *Library Journal* and *Chronicle*, only giving so much as directly falls within our narrower province.

15. READING AND AIDS. — Notes on guides, reading of the young, use of reference books, choice of editions, etc., etc.

16. LITERARY METHODS AND LABOR SAVERS FOR READERS AND WRITERS. — See prospectus of this department on page 55.

17. LANGUAGE. — This is really a leading subhead of No. 14 and will include the notes on the use of language, capitals, spelling, idioms, and brief record of progress in Romanizing Japanese, German, etc.; the simplification of spelling in other languages, the recommendations of the authorities in regard to language, scientific investigations bearing on reading and writing (e. g. the recent proof in the physiological laboratory of the University of Leipzig that the eye could read certain forms and letters much quicker than others), the results of experiments as to the most legible type and style of printing and writing, and in short anything bearing on language or its use, of practical value to those interested in improvements that have the sanction of the best authorities and that promise to be of real value to the constant users of language.

We do not mean that each of these departments will be represented in each issue, but that we expect to give matter group as above for convenience of reference.

Editor's Notes.

All communications and inquiries for the editor, exchanges, press copies, etc., should be address, Melvil Dewey, Columbia College, New York, and marked L. N.

All subscriptions, copy for advertising, remittances and business communications, should be address to the publishers, Library Bureau, 32 Hawley St., Boston.

All subscriptions are understood to be for the complete, current volume.

The editorial and business departments are absolutely independent. Any descriptions, illustrations or references in the reading matter to articles sold by any firm are because the editor believes them to be valuable to his readers, and are wholly on the merits of each article without knowledge or influence from the business department. AFTER such descriptions are written, the publishers seek, in the interests of readers, to secure advertizements of what is reported best. Therefore, when anything is mentioned in both editor's and business columns it is always advertized because found worthy endorsment; but never endorst because advertized in our journal.

The editor is responsible for all unsigned matter except in the advertising pages.

When requested by contributors we follow their spelling, capitals, etc. Otherwise we follow some of the recommendations looking toward the improvement of English spelling, made by the two Associations which include nearly all the leading living scholars in English, viz., the American Philological Association and the English Philological Society.

The reception accorded our first number has fully met our expectations. Letters of cordial appreciation came from far and near, and many have given testimony of the helpfulness of such a journal, cheap enough to go wherever it is wanted. To all these friends this general acknowledgment must suffice. If there were any doubts before the experimental number was put forth, they were thoroly dissipated and the NOTES is already an assured success. We bespeak the hearty coöperation of all interested in extending the field of its usefulness, both in introducing it to new readers and in contributing Notes, for we wish to make every number better than its predecessor.

At present we are embarrassed with riches. We have on hand matter enough for three numbers, and requests for articles on topics where the writers wish information keep coming in. All such requests are recorded, and as fast as practicable topics will be taken up; but our space is limited and many applications are already filed ahead. We shall be guided very largely in selecting matter by these requests of readers, hoping thus to serve the real wants of the largest number.

As noted in No. I we went to press in June, weeks ahead of our regular date in order to get the program of the Milwaukee meeting to our readers before it was too late. The largest attendance we have yet had shows the wisdom of that action, but the usual summer interval has been by so much magnified, giving this No. an appearance of being

late. We have not thought it important to have exact dates of publication, as the NOTES will be a series of handbooks rather than a record of current events. We do however wish to make our volume correspond to the calendar year, and so shall issue an extra number somewhere in order to complete vol. 2 with 1887.

While the NOTES were started especially for the small libraries, it chanced that the first contributed article of any length was from the largest library in the world, being an interesting discussion of the card catalog as viewed in England, from Mr. Richard Garnett, late Supt. of the British Museum and now in charge of the printing of its great catalog, of which 30 v. per year are coming from the press. Other matter already set and the wish to get some farther facts from London have forced this over to our next, when we shall resume the discussion of the card catalog. The cataloging rules in this issue will fairly represent that branch for a single number. Later we shall give a brief statement of these rules, which will serve as a summary for the cataloger and as a sufficient guide to the reader who wishes to know how to consult the catalog; for however simple it may be, some instruction is necessary to guide readers to its proper use.

OUR NEXT NUMBER. — We intend to give at the end of Editor's Notes some indication of the topics to be treated in the next issue, for the double purpose of informing readers what they may expect, and more important, to enlist their interest and contributions towards making the first discussion of the subject more complete instead of waiting till it appears, and then printing corrections or additions in the next number because of new experiences contributed by readers.

Will each one interested in the NOTES make it a point, after reading the "bill of fare" in this space, to send any items that may be useful in preparing it? This list is of only those things already decided on in advance, and we must of course reserve the right to carry some topics over further if reason arises.

Much of the matter noted below was ready for this number, but crowded out. We have among the rest: A brief synopsis of the papers and discussions at the Milwaukee meeting; another of the recent meetings of the Library Association of the United Kingdom (which we shall hereafter name as do its members, the L. A. U. K.); another of the forthcoming U. S. Statistical Report on Libraries; an interesting paper on card *vs.* printed catalogs by Richard Garnett, late Supt. of the British Museum, and now in charge of its great catalog; the library journal and ledger, a system of simplified book-keeping for the financial department; rules for making a shelf-list on the leading systems of

shelf-numbering; how to number library shelves; how to number library books; how to keep library circulars, price-lists, etc.; rules for the order and accession departments; rules for binding; general reading notes in card catalogs; and the importance of classification. Library abbreviations (6 p. of useful tables); official names for use of catalogers; libraries on special authors, with scheme for their arrangement; an illustrated article on standard sizes; the shelf list system for card catalogs; a list with cost of needed outfit for a 1,000 v and a 10,000 v library; and a 7 p. article on library handwriting, with detailed rules and engraved illustrations of the most legible style, with other interesting matter, were in type for this number and crowded over, tho we have again given over 16 pages more than our publisher agreed to furnish.

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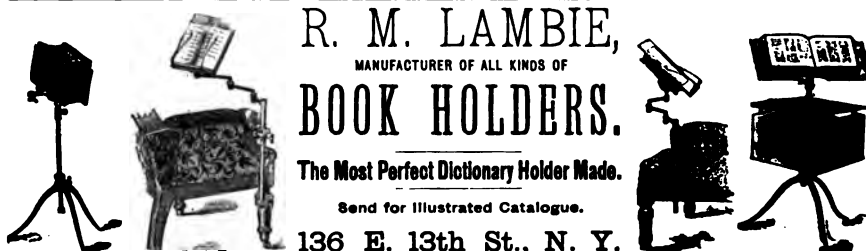
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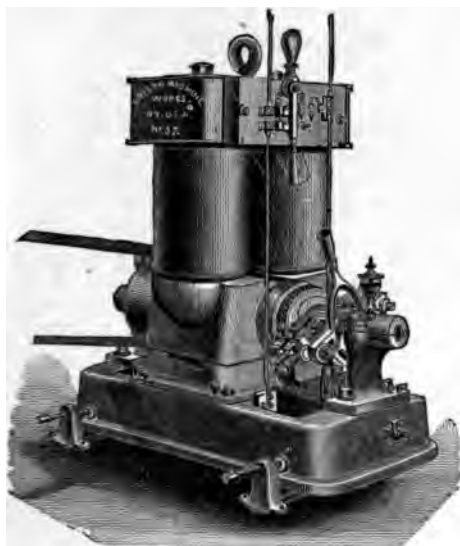
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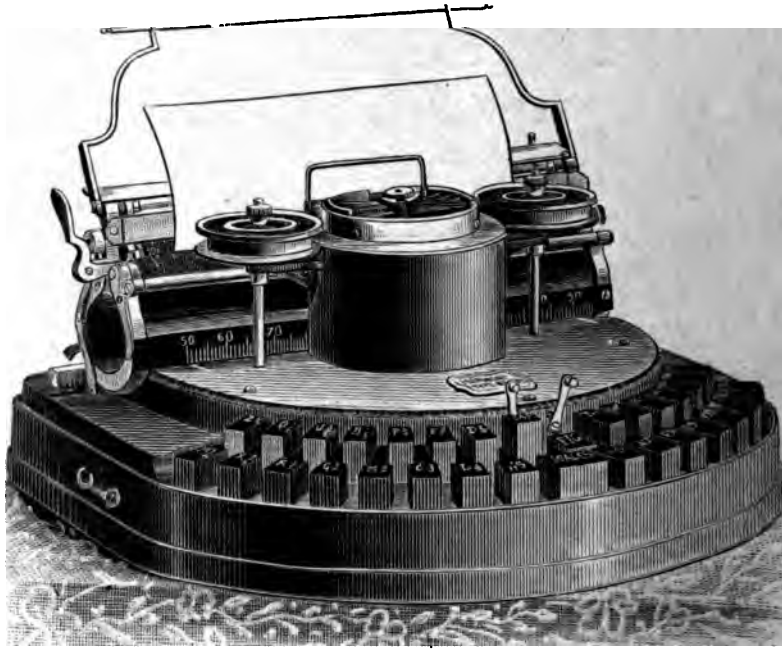
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Library Notes

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DECEMBER 1886

No. 3

THE GENIUS OF THE PRESS.

W. H. VENABLE, LL. D.

I saw the Genius of the Press,
A stalwart form, majestic, grand;
All kings concede him kingliness,
And he can curse and he can bless;
His armies camp in every land.

His Argus eyes close not in sleep,
His hands Briærian never rest;
Above the hight, below the deep,
His lightning-footed angels leap,
To North and South and East and West.

He hangs the electric lamps of Fact
Aloft to light the world of men;
Revealing thought and word and act,
The labyrinth of Things is tracked;
And Truth triumphant wields her pen.

BUILDING OR BOOKS.

Perhaps no mistake is more common than to spend too much money on the building, thus crippling the book and administration funds. This is specially true in towns where a library is started for the first time. A board of trustees of able men are appointed and money is raised or given to them for a library. The chances are that no one of this well-meaning board has any technical knowledge about libraries or any clear ideas as to what they should do or how much it will cost for proper support. But every man on the board understands (or thinks

he does) about *building*. That is tangible, makes a show to the public, makes work for local mechanics, and every way seems quite the thing to be done. The board says, "Let us get a good building first. It will be time enough then to go into the details of books and methods, and there are plenty of people who will jump at the chance to be librarian." In this last they are quite right, but it takes more than "jumping" to make a good librarian.

So very often the building goes up and a large portion, sometimes all, sometimes more than all, the money goes into it. Then when it is too late they discover that they have no means properly to equip and stock this building, much less properly administer it so as to get the most good from the investment. In other words, circumstances all tend to lead an inexperienced board to go at the library question wrong end first.

It is the old mistake so often made by colleges. All their money is put in bricks and mortar, and then they learn by bitter experience that a successful college is made mostly by men, and the balance by libraries and laboratories, apparatus and collections. The most conspicuous success in higher education in this country is of Johns Hopkins' University at Baltimore, where the wise President reverses the common plan. Any rooms large enough for the work were made to answer, and the money was put in the essentials — men and books and apparatus, — and already all the world has learned to respect the young giant. The opposite course would have resulted in fine pictures of beautiful buildings in the *American Architect* and some popular magazines and in the local guide books, and one more weak institution known only in its own small circle.

Our advice is first to get a competent librarian, and on his selection will most of the success depend. Then to adopt wise and liberal rules and the best methods for all the library work, so as to get the best results for the least possible outlay, looking always further than the current month or year.

Almost any rooms can be made to serve for a beginning, and can be so planned that the fixtures and fittings are all available for a new building, so that there shall be no waste when the library has made its reputation, built up a large circulation and reference use, and become indispensable to the town. Then will be the time to move for a special building, and money and votes will be easy to get.

Then, too, experience will have taught just the kind of building that is needed for that particular town and library, for we never yet heard of a building put up in advance that was well adapted to what proved

the real wants. Local requirements must be studied on the basis of local experience.

Few librarians now think of adopting anything but a relativ location, and that is not affected in the least by moving into new quarters. Not a number is changed, and it would be quite possible to keep up the circulation without interruption, except for the books of a single load at a time in transit between old quarters and new. The standard double faced cases, of which cuts will be given in an early number of the NOTES, merely stand on the floor, and go in one room as well as another, and require nothing but brute strength to lift them from one place to another. An old school-house, church, or store, or dwelling, indeed any building that has the necessary space, can be adapted to this early work ; and, if the librarians and books are satisfactory, people will complain little of the lack of fine architecture. It will be like the weary traveler who cares more for a good bed and appetizing table, than for tall towers and ornate decorations in his hotel.

Some boards feel that, having a handsome legacy in hand, they have enough to do both ; but the only safe way is to make sure of the other expenses before tying money up in bricks and mortar.

BRITISH MUSEUM CATALOGS.

The article following, from Mr. Richard Garnett, for many years Superintendent of the great British Museum Reading Room, and, since its inception, editor of the greatest catalog undertaking the world has yet seen, brings before us in the strongest light the view of a library as distant from most American libraries in magnitude and funds as in space. We are glad that this side is presented by its most eminent representativ, and, that our readers may better understand the stand-point, we note some facts about the catalogs of the greatest of modern libraries.

A very imperfect catalog was publisht, complete in two folio volumes, in 1787. From 1813-1819 appeared a greatly improved catalog in 8 v., that of Sir Henry Ellis and Rev. H. H. Baber. In 1834 the ms additions had become so numerous that a new catalog was demanded. Mr. Baber and Mr. Anthony Panizzi reported a plan ; but, as often happens in smaller libraries, there were delays of several years.

In 1839 Mr. Panizzi, who had meanwhile been appointed Keeper of the Printed Books, was directed to prepare the rules for the catalog. The world famous 91 rules resulted. J. Winter Jones (later Mr. Panizzi's successor as Principal Librarian), Mr. Watts, Mr. Parry, and

Edward Edwards (recently deceased, and well known to all librarians for his extensive contributions to library literature) assisted in compiling the rules.

This marked the era of reducing cataloging to a science instead of allowing it to be done in a simple rule-of-thumb manner. Nothing short of a Royal Commission taking expert testimony enough to fill a huge volume convinced the authorities that fixed rules were a necessity; but, as the truth will always prevail, the case was won for reasonable methods. But the best interests of the library were seriously crippled — in the same way that trustees of this generation often cripple our libraries — by the vote, in spite of Panizzi's protest, to catalog letter by letter instead of shelf by shelf; i. e., they were forced first to go over the whole library and hunt out and catalog all the A's. But in 1841 the first volume appeared. It is not strange that it proved to be the last on that plan. Having begun to do the work, as all libraries now do it, shelf by shelf, no more could be printed till the end was reached. Long before that, the extent of the library and the catalog seems to have left the impression on all concerned that as a matter of course printing had been abandoned. By 1851 there were 150 of the great catalog volumes containing the slips for all the accessions since 1838 and what was then available of the catalog started in 1839. The bulk increased so fast that in 1875 there was a small roomful of these huge folios. When we were there in 1877 there were 1970 of these great books. Mr. Garnett then clearly demonstrated that at the probable rate of growth the time could be foreseen when the great reading room itself would no longer contain the catalog. This reminds us of the Boston prophecy that in coming ages the growing card catalogs of the Boston Public and Harvard College libraries would meet somewhere near the Charles River. The proposal to print came from the English Treasury as a question of economy, the expenses of the laying down system were so great. Mr. Garnett's plan was to print future accessions, because print would take so much less space than ms, and then to print prominent articles like Shakespeare, Bible, etc., that took a great deal of space in the old catalog, thus reducing its bulk. Real action waited till Mr Edward A. Bond, in October, 1878, became Principal Librarian. By his tact and skill the Treasury was induced step by step to agree to the printing, which began under the charge of Mr. Garnett, who, to assume these very responsible duties, resigned his post as Superintendent of the Reading Room, to the great regret of the multitude of scholars who had been so much assisted by him.

When the work began there were about 3,000,000 titles to be

printed. To these each year adds, perhaps, 40,000 more, which are incorporated as they come in, unless that volume has been already printed. If the printing is accomplished in 25 years, the new titles come in since it began, will be a million in themselves. They propose to print about 150,000 titles per year, filling 30 v. These are printed on paper 25.5 x 35.5 cm with letter press 18 x 27 cm and the volumes average about 125 p., of 5,000 titles each. To do this work requires a large staff and an immense grant of money from the government. This staff has to revise the ms catalog which has been made during the 40 years by more than 40 different catalogers and assistants. The magnitude of undertaking to print 30 v. of catalog per year will surprise catalogers who have worked for many years faithfully on a single volume. It means hard work, and also requires hard sense; and, while the volumes are monuments of learning and skill, they are not wasting money on over refinement. On this point Mr. Garnett wrote me as follows:—

“We are content with a single revise, and deliberately prefer systematic energy to minute accuracy.”

In printing they average to put about four v. of ms into one of print. They are printing at both ends of the alphabet at once, taking A-B and V-Z in the first years. Only 247 copies are struck off besides those the Museum reserves for its official use. The Museum gives nearly 40 sets, chiefly to free libraries in England. Perhaps 60 more are sold. Subscription was fixed at £3 per year when only 15 v. were to be printed annually. It was not increased when the issue was doubled, so that the cost is only 50c. each, a price that leaves no room for complaint. The volumes are kept under 300 columns (averaging 250), because each is to be used as the nucleus of a volume growing by constant additions. For this purpose a few copies are printed on one side only. Each column is cut out and pasted on a full page of thick vellum paper, specially made to stand the maximum of handling and wear. On this sheet the other column is blank, to receive the titles of accessions, and guards are inserted for interleaving when this in turn becomes necessary. This again shows why it is necessary that the volumes should be small to begin with. They weigh about 10 pounds before any accessions or interleaves have been added.

They are also printing special articles as pamphlets for separate sale; e. g., all the entries under leading authors. Some of these have been so much in demand as to be already out of print. Mr. Garnett proposes, as the cheapest way, to duplicate the books, when necessary, by photographing each page, and for this purpose thinks the government should

equip a complete photographic department at the Museum. Evidently this would give an exact duplicate of the page, without the necessity of proof-reading, or the danger of errors creeping in, and the constant improvements and economies in photography make it possible that in the near future it will be an important bibliographical factor. Indeed, at the London Conference in 1877, we recall that Henry Stevens urged the cataloging of rare books by photographing their title pages.

This, to be sure, seems impracticable, except for rare and costly books, because of the wasted space and awkward form of the results; but the titles can be reduced to a manageable size and form, and then photograph.

Already photography has been found cheaper than other processes for similar work. The ms of the great Century dictionary was to be insured for \$150,000. But money could not replace it. It was all photograph at small cost; and, if the original should be lost, it can be exactly replaced by enlarging the greatly reduced negatives. Already books are being published by this process: e. g., the new annual catalog of American books. Its titles have all appeared in the issue of the *Publishers' Weekly*, most of them with valuable annotations. These titles are cut out one by one, with a knife and metal straight-edge, duplicates rejected, any errors found neatly corrected by eraser and pen, all arranged in a single alphabet, and pasted on sheets. By photo process a plate is made for the printing press, and exact work is secured at greatly reduced cost. Without doubt our best hope of reducing the cost of catalogs lies in this direction. It is obvious that the saving is more than in type setting, as the process makes it impossible for new errors to creep in, as is inevitable, even after the most careful proof-reading of recomposition; and not the least, this whole costly proof-reading is saved. We predict that even small libraries will soon be using this or a similar process.

Libraries will, in many cases, treat this Museum catalog as an approximately universal catalog, checking in the margin such books as they may own, by writing their own book numbers, and making a supplement in ms for other works which are not found in the Museum pages.

CARD CATALOG SYSTEMS.

By RICHARD GARNETT, of the British Museum.

In my paper on the printing of the British Museum catalog, read before the American Library Association last year [see *Lake George Proc.*], I expressed the opinion that a card catalog could never be suit-

able for the library of the Museum, and doubted whether it could be recommended for any large library. In No. 1 of LIBRARY NOTES, however, you (p. 33) state as an admitted principle that "every library should have a card catalog," without, apparently, making any distinction between large and small libraries. Any opinion coming from you is entitled to the highest respect, and this the more especially as it would appear to represent the conviction of American librarians in general. If I am unable to share it as concerns the British Museum, I think this may very probably be in consequence of the wide distinctions existing in many respects between the latter and American public libraries. It is partly with the view of eliciting information on this point that I propose to state briefly some of the reasons which would seem to render a card catalog inexpedient for the British Museum. It will be convenient to convey the substance of these objections in the form of queries to yourself. Some may have been answered before this can appear, in the article promised for your second number.

1. *To what extent can a card catalog be practically carried?* It must somewhere or other reach a point where it will break down: where is that point? How many cards do you contemplate having eventually to deal with in your own library? In the Museum we have at present about three millions of titles, each of which (unless the cross-references are to be separated from the main entries, of which I will speak presently) would require a separate card. How is room to be found for them? You do not state how many cards can be conveniently accommodated in a single drawer of the depth of half a meter. As the tendency seems to be to increase the thickness of the cards, and to multiply "guides," 500* will probably be a liberal estimate. The ingenious plan of arranging the cases recommended on p. 39 would give 36 drawers in a block, containing, on the supposition just made, 18,000 cards. Allowing a margin of only 600,000 cards for accessions, we should require in the Museum 200 such blocks, or, altogether, 800 tables. The length of each block being two meters, or two yards and a fifth, the length of the whole, without any allowance for the necessary passages between the tables, would be 1280 feet, or about three times the circumference of the Museum Reading Room.

2. *Do your American catalogs give numerous cross-references; and are cross-references included in the general card arrangement?* In the Museum catalog cross-references are more numerous than main entries, being given from translators, editors, annotators, authors criticised or commented upon, treatises comprehended in collections, titles of rank,

* See "American vs. English Libraries" for corrections, which show that this estimate should be increased from 3 to 30 times.

and various forms of name. To put all these into the drawers along with the titles of the books would be to render the latter almost indiscoverable. You have only to glance at the arrangement of any long and complicated article in the Museum catalog to be convinced of the impossibility of a reader finding what he requires unless he can have a number of entries before him at once. To arrange the cross-references in a distinct series, however, would be to bereave the catalog of everything of the nature of literary illustration. If carried out strictly, it would deprive the reader who had looked under Marlborough of the information that he should have looked for under Churchill. Either would be an insufferable evil, and I cannot tell which would be the worse.

3. *With what object do readers usually resort to American libraries?* Perhaps the root of the difference between us lies here. You speak (p. 40) of the reader looking for "the one card he wishes to see." Does this imply that he visits the library to read or borrow a single book? If so, the card catalog, so long as it is not too unwieldy, may be very practical. But at the Museum is a library of reference, not a lending library. Readers generally come to consult several books, and seldom go without having seen many which they did not intend to see when they came. They usually want to study subjects rather than particular authors, and, notwithstanding the absence of a subject catalog, are continually being helped, by references in cyclopædias and bibliographies, cross-references in the Museum catalog, and the recommendations of the Reading Room Superintendent, to books of whose existence they were previously unaware. It is of first rate importance that they should lose as little time in searching the catalog as possible, and that they should be able to see as much of it at once as can be managed in any way.

4. *Do you not find the portability of the catalog very necessary in the working of the library?* Possibly not. If readers require few books, and very few not bearing authors' names, and come with a clear idea of what they want, it may seldom be necessary for the librarian to send for the catalog. In the Museum it is very necessary. Not only are a large proportion of the readers very helpless in consulting catalogs, but the particular book sought for by a better informed visitor is very frequently merely an auxiliary to an extensive piece of literary research requiring the special assistance of the gentleman in charge of the room. In such a case the catalog must be brought to the latter; and whenever a reader has gone wrong, and thinks the catalog has gone wrong, the shortest method is to send for the volume, and have the

matter out upon the spot. Volumes of the catalog, consequently, are traveling all day between the catalog desk and the seat of the superintendent. If the latter were embarrassed by the slow process of hunting out the right card in a drawer, he could never keep pace with the demands upon him. It is often needful to consult half a dozen volumes before a single question can be laid to rest.

5. *How do you provide for duplicate copies of the catalog?* The Museum requires four, — one for readers; one for the assistants engaged in cataloging new acquisitions and the searchers who examine the catalog to ascertain that books offered for purchase are not already in the library; a third to mark the corrections and alterations continually made in the catalog itself. The fourth is a shelf-catalog. To write out and find room for so many duplicate cards may be no very difficult matter in a small library; but would be a serious undertaking in one even remotely approaching the dimensions of that of the British Museum. Before the introduction of print we had the manifold writer with thin paper, but this would not be practicable with a card catalog.

I hope that these particulars will be regarded as proving that the British Museum is not to blame for not having adopted the card catalog. It would be absurd to condemn the system when it is found by practical experience to work well. Nevertheless, I think that reason has been shown to anticipate the arrival of an epoch in most libraries when it will cease to work well; and that it behooves American libraries which are in the way to attain great dimensions, or to become the resort of a literary class of readers, to recognize the fact in time, and be ready with a substitute. In the new Congressional library at Washington, it is proposed to provide space for 3,500,000 volumes, or more than double the present extent of the Museum collection; and the other great centres of public life in the United States will eventually be little behind hand. Where the probability of a change is distinctly foreseen, the card catalog should be revised with the especial view of fitting it for publication, if it is not fit already. Print, I apprehend, will be generally preferred to manuscript, and I may mention that those portions of the Museum catalog which have been printed, are kept in order with much less trouble and expense than those which are still in writing. The constant shifting of the manuscript slips in the latter, to attain strict alphabetical order as accession titles came to be incorporated, was very costly; but now that accession titles alone have to be thus treated, removals are of comparatively rare occurrence. Corrections on the original catalog are made with facility by reprinting the column pasted down on the blank page of the catalog, and a margin

be effected without the liberal grant for typographical purposes accorded by the Treasury. It strikes me that one of the most useful shapes private munificence could assume for the benefit of a large library would be the donation of a printing press and font of type, with an endowment to secure the services of an efficient printer and staff. Such a provision would be as useful to a library using a card catalog as any other, and might even be the means of getting two entries upon one card, thus attenuating one of the two grand objections to the card system. The other — the awkwardness of searching for a title in a drawer — nothing will ever obviate or even mitigate, and it cannot be more clearly and forcibly expressed than it has been by yourself.

MR. GARNETT'S CASE AGAINST THE CARD CATALOG.

As requested by the able head of the British Museum catalog, we attempt to supply points lacking in our previous articles and which shed light on his criticisms. We note his points seriatim, not in the way of an argument, but with the mutual wish to determine which is the best and cheapest method for the various kinds and sizes of libraries.

By reference to p. 33 it will be noted that our strong language as to the necessity of a card catalog was "for the official library record." We called attention to the great "objection to the card system, that it is so much slower to consult than a book, where the eye sees perhaps 20 titles at once, while in the cards the fingers must turn a card for each." We added, that "While there was wide difference of opinion as to the best form of catalog for the public, there was no question that safe administration required an index on cards kept up to date and in strict alphabetical order, to guard against duplicates and to answer promptly the question "is such a book in the library?"

Before Mr. Garnett's letter reached us we had written an article calling attention to the value of the shelf-list system of getting twenty titles on a single page, and for the same reasons that have led the Museum to use their scrap book system. What we meant to emphasize was the necessity of a strict alphabet kept up to date, as is impossible except by using the card system, of which the essential feature is the power (secured by the use of movable titles) of endless intercalation without re-writing. In this Mr. Garnett's experience, printed articles, and letters to the editor all agree. As will be seen on p. 100, the Museum itself has such a card catalog arranged like ours on edge in boxes, viz., the original work of the catalogers; and another in its

shelf list or subject cards, while its three sets of mounted titles also fill the conditions named for the card system. The point of difference is therefore whether the best arrangement of the cards or slips is,—1, pasted on sheets ; or, 2, on edge in drawers. There is also a French patented method of cards on a muslin hinge and something like a dozen other devices for keeping movable titles in alphabetical order without pasting ; e. g., binders, boxes, covers, rubber bands round the end, special little books that allow the cards to be turned rapidly thru the fingers, etc., etc. But all these are occasional. The two great systems are the English and American or pasted slips *vs.* stiff cards in drawers.

As Mr. Garnett means the *drawer* system when he says card system, we will use the words in the same way and discuss Pasted slips *vs.* Cards, and answer his numbered questions by a series of brief articles.

BRITISH MUSEUM MANIFOLD SYSTEM.

To make the discussion clearer, we briefly describe the ms catalog as we examined it in 1877. The 2,000 huge folios made a library in themselves. These are not, as many assume, what we term a *book* catalog, but are similar to our shelf list in combining the features of the book and card systems, and, as will be seen, as used, should be clast with the card system, the essential feature of which is the power of endless intercalation without re-writing.

A book is first cataloged by the expert cataloger on cards 10x25 cm [4x10 in.], which are kept in an immense collection of pasteboard boxes for reference of the officials only, as no one else is trusted with these originals. Before filing away in the boxes, these cards go to the transcriber, who uses thin books of tissue paper of 24 leaves each, and the same process used by all typewriters in manifolding. He puts a sheet of double carbon paper, i. e., paper with carbon on both sides, between sheets one and two, and three and four. Then he transcribes the official card with an agate stylus. This gives four copies on tissue paper, and the book holds six sets of these title sheets. When the tissue book is filled it goes to the binder, who lines each of these tissue sheets with a thicker paper, and then cuts them into separate titles and trims them neatly, in 1877 making about 70,000 titles per year, or 280,000 of these quadruple cards. One set of the four is mounted on cards and kept in order of the press marks, and as the Museum library is, of course, clast by subjects on the shelves, this card catalog becomes a rough subject catalog as well as a shelf list. The other three sets of

cards, instead of being mounted on cards and kept in boxes or in the improved system of drawers with guides and guards as used in the U. S., are "laid down" in the folio scrap books. These are made of stout cartridge paper, and at first have only 100 leaves, with two guards after each, thus giving room to grow to 300 leaves or 600 pages. The thin cards are tipped with paste on about two mm of the upper and lower edge, but not on the ends. "Laid down" on the large blank page of cartridge paper, this narrow line of paste holds them firmly in place. About five are distributed over the page, leaving the rest blank for additions. As soon as a title comes for which there is no room, the binder, with a paper knife inserted under the unpasted ends, "lifts" the titles with great rapidity, and, tipping them with fresh paste, "lays them down" again with the requisite space between them. Being lined with stouter paper, the tissue is not perceptibly injured. Indeed, some of these titles have been lifted and laid down scores of times. Should a title be torn in lifting, a duplicate can be made from the official cards stored below. When the sheet is full, another is inserted on the guards provided. When the guards get full, one scrap book is replaced by two, and the titles distributed over the two, and so on indefinitely. As above noted, in the 27 years from 1850 to 1877, it had thus expanded from 150 v. to 1,970 v., and the cost of lifting and laying down for all these readjustments may well have caused the Treasury to seek for economy by printing, tho the expense is so great as to require a great nation to furnish the funds. There being three sets of these books, the cost is trebled. One is used for the public, another for the catalogers and collators, and the third for corrections and alterations which are constantly going on.

It is clear that, by printing and condensing four of the ms folios into one thin printed volume, the bulk is greatly reduced, and then, by printing all additions, the expense of lifting and laying down is reduced, as the books will not clog up so frequently.

It must also be clear that this is essentially a "card system," in that the titles are thin cards which admit of the insertion of additions at any point indefinitely. The difference is that, instead of our thicker cards, locked in place with a rod, these are pasted in place on a large sheet, where the great gain of seeing several titles at once is secured. The importance of this is unquestioned, and raises a doubt whether the pasted slip system used in the British Museum may not be, all things considered, better for some libraries than the universally preferred (in America) card system, which uses stiffer cards standing on edge in drawers, or, in some cases, in boxes or trays. This question we shall examine in another article.

HOW FAR CAN A CARD CATALOG BE CARRIED?

The great feature of the card system is that, if properly made at first, it never breaks down or has to be made over. It is exactly analogous to the library itself. That is an aggregation of individual books, and while, in the growth of generations, they are moved into larger quarters, and rearranged in different sections to meet modern developments or special additions, no one thinks of throwing away the volumes on hand because the time has come for a great development of the libraries.

Now a catalog is an aggregation of titles on thin cards, each representing a work. (Sometimes one work runs over more than one card, and some libraries, to save space and repeating headings, put two or more titles on one card; but we speak in general terms to illustrate the point.) It is like the English indicators, where each book has a tag in a compact frame, or like the key boards of a great hotel, where each of the 1,000 or more rooms has its key in its own tiny pigeon hole. If the hotel is doubled in size, the old keys can all be used.

The difference in catalog systems is almost entirely in the arrangement of these titles, which may be by author, by first or leading word of title, by subject, by date, etc., or by some combination of the various methods. A card system allows one to change from one arrangement to any other by altering the number or catch word, and rearranging the individual cards just as the individual books can be rearranged on the shelves.

The only question of possible limit is, therefore, not in the system, but in the amount of space occupied. In small libraries where, for 100 years, abundant room for the card cases is seen on every side, we are not apt even to consider this question. But after the serious experience in the British Museum of looking forward to a day when their pasted catalog would take all the space in their vast reading-room, it is natural that their attention should be early turned to the contingency so far remote in smaller libraries. Still, it is worth considering in many others, since some of these small libraries are destined to be great ones in coming centuries; for no human institutions are more permanent. Therefore, a wise management considers before making a costly catalog whether the time is coming when it cannot be used, and when the work may have to be done over on a more compact system.

Let us, therefore, examine the physical limits of the card system, and record data that shall enable each library to decide for itself. Mr. Garnett wrote from Minehead during his country vacation, and

without opportunity to get exact measures. His estimates, as will be seen, are much too small.

It would be possible to reduce the size of case somewhat by metal partitions and thinner stock, but it would be like reducing the bulk of book catalogs by thinner paper and covers and narrow margins. Standard cases are 100 x 50 cm and 37⁵ high. In the best arrangement (see p. 39) the four cases of each block, in the space of two square meters, have 36 drawers of the *largest* cards or 48 drawers of the index size (5 x 12⁵cm). The number of cards held depends on the thickness of the stock and the number of guides inserted. On p. 34 we gave the standard weights. Regular writing paper, equal to common 5 lb. commercial note, is 100 grams to the square meter, and the comparative thickness of the other four standard cards can be seen by a glance at their weights.

We give in column the five stocks used by the Bureau.

Number.	Stock.	Cost per 1,000.		Weight, g.—sq. m.	Thickness of 1,000 cards.
		I = 5 x 12 ⁵	P = 7 ⁵ x 12 ⁵		
a	Writing paper,	.60	.90	100 g.	10 cm.
e	Heavy linen leger,	.90	1.35	150 g.	15 cm.
i	Double linen leger,	1.20	1.80	200 g.	20 cm.
o	Heavy bristol,	1.80	2.70	300 g.	30 cm.
u	Extra heavy bristol,	2.40	3.60	400 g.	40 cm.

NOTES ON THE FIVE GRADES.

- a Too thin except for temporary work. Very seldom used.
- e Largely used for mem. slips, indexes, etc. Too thin for public catalogs.
- i The best where room or cost does not allow u. Outwears o. Gaining rapidly in favor.
- o The old favorite, now rapidly giving place to i or u.
- u The present favorite for fine catalogs where there is room and means to pay for the best.

Making allowance for blocks in back and front, the regular drawer holds in its two columns about 8,000 cards of stock a, 5,333 of e, 4,000 of i, 2,667 of o, and 2,000 of u stock. This is without guides. Till recently, a drawer with ten guides in each column, or one in every four cm, was thought well supplied. Now five times as many are often used, or say 100 to each drawer. Estimating from this count, on the middle of the five stocks (No. i), we will say that instead of 36,000 large, or 48,000 index cards in each case, it is only 30,000 and 40,000 respectively; i. e., we will deduct one sixth for guides and play room. This gives 3,333 cards to each drawer, or 10,000 to each horizontal row. A block

of four cases holds, therefore, 120,000 of the large, or 160,000 of the index cards of the middle weight, or of the double heavy bristol u, 60,000 Postal or 80,000 Index, instead of the 18,000 estimated by Mr. Garnett on p. 183. We will now make all the figures on the basis of the large card of the middle weight, No. 33 i.

There are three ways of increasing this capacity.

1. To put two cases one above the other, using a lower base. This is always done where space requires, and at once doubles the capacity of each block or makes it 240,000, and is not very seriously inconvenient.

2. To use the drawers on a shelf of the most convenient height, taking them out of the cases as wanted, and placing on the shelf for reference. This would allow of five cases one above the other. All the drawers would then be in reach without steps. This increases capacity fivefold or gives 600,000 cards, (33 i) to the block.

This is only a fair comparison, for with abundant room, the book catalog is kept on an inclined shelf or counter in a single row. As space demands, the volumes are shelved and laid on the counter as needed. Our drawer of cards is practically of the same dimensions as a Museum folio, and occupies less space (counting frame), because shelved endwise, tho the folios might also be pigeon holed endwise and offset this.

On this plan the drawer ends fill the entire space, thus securing the most compact storage. A shelf projecting 40 cm from the middle case gives the needed ledge for resting the drawers in use, without taking space for a counter. This is the maximum of compactness without the use of steps or ladders, unless a trifle be saved by making in a solid case and so avoiding the double board, where tops and bottoms and ends are repeated in stacking ready made standard cases. Indeed for such use a set of metal pigeon holes could be made that would increase the total cards to the block a third above the figures given. Five cases stacked give only 15 rows of drawers. The cards being but 7⁵ high, 20 rows would occupy 150 cm, or 5 feet, and the needed narrow base and thinnest metal frames and room for guides could easily be got in the 50 cm margin left in reach of a short man. These could be made in single columns, so to be lighter for lifting; but it must be remembered that the Museum folios weigh 10 lbs. before a title is put in, and these must be lifted about continually, while our drawers carry all the weight.

3. To use smaller cards. In a great library where full titles are given this would probably be rejected, but for many libraries it is possible to get nearly all the titles as used on the smaller standard cards, either I, 5 x 12.⁵ or V, 5 x 7.⁵ cm. The use of I increases capacity, not one half, as it seems at first glance, but because of the waste of room in drawer bottoms, runners, etc., only one third. By a special form of drawer to be

described in later NOTES, this could be made much nearer a half increase. By the use of the V size, five rows of cards go in the same drawer now holding but two, and the total number of cards is increased 2.5 times, giving 300,000 to a single block, or 600,000 if the cases are used in two tiers on low bases. If these V cards are used on the longer edge and in the I cases, we get only three tiers instead of two in each drawer, but four rows of drawers, so that in this form we should have instead of 300,000 to the single block 240,000. In this last estimate we waste the difference between three lengths of $7\frac{1}{2}=22\frac{1}{2}$, and two lengths of $12.5=25$, or just 10 per cent. This would be saved by making special cases which would hold about 270,000 cards.

So we find instead of Mr. Garnett's 18,000 cards to the block, 1 x 2 meters, we get from 60,000 (using double weight bristol, largest size, and one tier of cases) up to 1,500,000 for double thick linen (our standard middle weight) of the V size, with five tiers of cases on low bases. If special pigeon holes are made and all space used, the total held rises to 2,000,000, including guides. We hope Mr Garnett will give us in the next NOTES (we dare not estimate from memory) a corresponding statement of space taken in the Museum system, both ms and printed. In our system the full capacity of the drawers may be used, adding new drawers at the end as needed, for it is simply physically moving along the cards. But in the book system the figures must include the average waste of space to allow insertion of titles without re-laying too many old titles to make room. In cards, 1,000 may be moved along as easily as one. In the books, to move 10 titles is 10 times the labor of moving one. With the needed figures from London we will print a table of these results for handy comparison.

AMERICAN VS. ENGLISH LIBRARIES.

Mr. Garnett's questions 2 to 5 suggest that there may be a radical difference in the libraries of the two countries. Is there any difference?

We have the same widely different kinds of libraries that are found in England, but find no difference between those of the same kind. In the scholars' libraries, of the type of the British Museum, Bodleian, etc., and with us of the Astor, Columbia, Harvard, Peabody, etc., readers seldom come for a single book, but, as pointed out by Mr Garnett, they study subjects, and in exactly the same way as in London. But in our popular libraries, whose chief business is to furnish one book at a time to be taken home for reading, they come mostly for a single book, exactly as they do in the similar libraries scattered about England. Of these two broad types there are a score of modifications, and they melt into each other in many cases.

When we said, p. 40^a, "for the one card he wishes to see," we had in mind all the use of those coming for a single book, and also that very large use of scholars who have constant occasion to look up some one

book, if for nothing more than to get its number by which to ask for it; for in nearly all our well-managed libraries the reader gives merely a number, without the labor of writing any title, and a page is able to hand him the exact volume wanted much quicker than if he had written out a complete title. This is, in fact, a short hand of the old method. For every book thus called for the reference is to the one card.

But for those examining subjects or all the works of any given author, we should say "for the one topic or author wanted," rather than the one card.

There is no question that it is easier for the eye to sweep down a large page than for the fingers to turn individual cards. But this is the price we have all felt willing to pay for the other great advantages of the card system.

2. **Cross References.** We give in our similar libraries exactly the same full added entries and references noted by Mr Garnett, and always in the same alphabet or series with the main entries. The only exception that we know is the "contents card" of the Boston Athenæum and Harvard, where cards about five times as large are used for long tables of contents. These are kept in large drawers at the end of the regular series, and referred to from the regular small cards. We should of course find it intolerable to have the regular references separated out, but we cannot grant as the conclusion "the impossibility of a reader finding what he requires," for our readers are doing it hourly. The matter is all before him at once, but his eye reads but one card at a time. It is as if he covered all the page of the book catalog except the title he was at the moment reading. This is not desirable, but no scholar would "find it impossible to find what he wanted," because as fast as he read each title it was covered, if he were free to uncover it as often as he wisht. In a private library where the cards are not lockt in, they may be taken out and spred on the table, thus getting all the advantage of a chart-like view. But in the official catalogs he must tip a card back or forward for each title. This is vastly less trouble than any one can imagine who has not tried it. Here we commonly think of the Museum scrap-book system as unwieldy and awkward, but it is because we are not used to it. Doubtless if we had used that plan and our English friends had used our cards, we should exactly reverse our present views and think the mother country behind us in invention and progress, because they workt over the awkward cards in drawers insted of having adopted the labor-saving scrap-book plan. As we get nearer together, visit back and forth, and work in each other's libra-

ries, this element will disappear, and on both sides of the ocean we shall be using each what is best adapted to his special wants, rather than each what he has been accustomed to as an inheritance from his predecessor in office.

4. **Portability.** Another case of usage. To us it seems exactly a carrying of the mountain to Mahomet. Most of our drawers of cards are locked in, and practically never removed. Every officer and reader knows where he will always find them, and has not to hunt about to see who may be using the part of the alphabet wanted. Our reference librarians sit near the card cases, and, when it is necessary to consult them, step to the drawers wanted. With our guides, as now used in the best libraries, it is doubtful if the Museum assistant could more quickly find the title wanted in his great volume.

A curiously opportune confirmation of this view came before the ink was dry on the sentence above. Two readers from London sent in Mr Garnett's introduction, and writing was stopped for an hour, to show them about. They had never seen a card catalog before. We made no comment, but opened the drawers for trial. The remark of both was "How much quicker and more convenient than to have to handle the great English volumes!" Probably Mr Garnett will tell us of similar cases *reversis*, but as a fair test we should wish to know that the reader who found the cards less convenient had used a modern card system with the greatly improved drawers, fixtures, guides, etc., instead of one of the crude, illegible, and awkward collections of slips of paper and cards, called by courtesy a card catalog, which are still more common than the standard we advocate.

5. **Duplicates.** Few American libraries make duplicate cards. As soon as we get to printing our cards, as the Boston Public is now doing, we shall use the printed titles arranged in drawers for various lists. A few of the large libraries write two sets of cards — one for the public, the other for the official use of the staff. We are looking to cooperation and photography to reduce the cost and make this duplication practicable, but at present we have exactly the same facilities as in the Museum system. If in print, we print on a card, and they on a sheet. In *ms* we may use the manifold carbon system, and by mounting the slips on cards instead of paper (just as the Museum does one set of its four), we have as many, as convenient, and as cheap duplicates as they. In other words, on this score we are exactly equal.

We are coming rapidly to the use of the type-writer for cataloging; and with the new machine recently invented, which the Bureau calls the "Card Cataloger," stiff cards, shelf sheets of any size, etc., may be written as readily as a common letter.

Then it must be borne in mind that the great cost of the titles is in their preparation, and that if the first is made right it is little expense to have a clerk mechanically duplicate.

Again, this new machine does such perfect work that titles written on it and pasted on large sheets would give admirable results if printed by the photo process described in this number of NOTES.

To sum up this rather long discussion, careful study of the details indicates that both American and English card systems are entirely feasible, take about the same space, and are more nearly equal in merit than either side has commonly allowed.

LIBRARY COÖPERATION.

A year ago we printed in the *Library Journal* 11: 5-6 an article which we reprint below. The text then was the danger of losing the invaluable Coöperative Index to Periodicals for lack of proper support. Now it is the lagging answers to Mr Cushing's circular asking advance subscriptions at a modest price and guarantees toward paying expenses from those who could do something more. Libraries that would consider it a rare bargain to get such a labor-saving tool in ms for \$100.00, hold back and act as if \$5.00 were extortionate for the same when made doubly valuable by being printed. We bespeak for our article a careful reading just now, as bearing on the A. L. A. Publishing Section, which if supported, as our selfish interests should lead us to support it, will do the most practical good of any work yet undertaken by the A. L. A. Not only libraries and institutions, but individuals, in America and abroad are invited and expected to join. The movement has already received support enough to insure its trial. If we stop our special efforts here, it will be carried on by the sacrifice of a few till, weary of the struggle to help those too apathetic even to "receive gladly," they abandon the enterprise. If your name has not already gone to the Treasurer, will you not send it *now* and not risk procrastination. We must not allow short sighted, miserly selfishness to kill the goose (some of us who do such work have deserved the name from our worldly-wise friends) that lays for us the golden eggs. We reprint verbatim our last year's article which seems to have stirred up some laggards:—

LIBRARY CO-OPERATION AND THE INDEX TO PERIODICALS.

BY MELVIL DEWEY.

My attention has been called several times within a year to the singular lack of business judgment among certain members of the profession, who seem not to understand that special publications

required by a very limited number really cost more than the *Franklin Square* issues of an equal number of pages. They make ridiculous comparisons of paper and type, and assume that the higher price means unreasonable profits to some one. A single case illustrates: I induced a publisher to bring out a little pamphlet much needed by a few people. He fixed the price at less than one half actual cost, not counting time and labor, because unwilling to charge more for so small a thing. One of the first copies sold was by mail to a well-known member of the A. L. A., who returned it with an indignant note at the extortionate price. The note was sent me as a sample of the encouragement offered by some librarians to publishers who wish to help the profession by printing matter greatly needed.

I wanted recently a copy of some matter in the Harvard Library, and had it made at a cost of about \$25, and every one thought the price very moderate; but had any publisher been foolish enough to put that matter in type, hoping to sell five or ten copies, and offered the printed copy at \$10, I fear that nine tenths of the librarians, who of all men, except publishers, ought to know better, would have thought it a disreputable scheme for making money out of the libraries who must buy it so or not at all.

The lack of reason and thought has done some of our best enterprises much harm and has caused some of us who understand the facts no little mortification. It emphasizes the need in this country of publication societies which shall bring out these things that cannot pay at any reasonable price. But for our common reputation among intelligent publishers, I beg that we shall be reasonable and willing to pay at least the cost of printing such things as we wish to use.

This Coöperative Index is a good case in point. Let every library consider itself in honor bound to count the cost of making whatever substitute it would need if this were given up, and then agree to give some portion of its proved value toward paying the printer.

It hardly seems credible that intelligent librarians and trustees could be so blind to their own interests as to risk the suspension of this Index, and yet the publisher, after paying deficiencies in printers' bills till it ceases to be a virtue, has sent us a circular asking if it must be given up for want of money enough to print it after the editor and contributors have given their services.

The circular came to my committee at the worst possible time, at the meeting where we found ourselves with funds for books exhausted, and compelled to make a special effort to raise money. But we looked into the matter, and decided that, if the Index were given up, it would

cost us not less than \$300 to pay a cataloger for making what we should want to take its place, and we should then have a less complete record in manuscript instead of the printed copies. In spite of the pressure upon us we could not respectably offer less than \$20 per year for our copies or as our contribution toward printers' bills, and I sent a check for that amount, with the assurance that we should continue it till the Index was made self-supporting. This end will be reached at once if the better class libraries will pay a small fraction of what it saves them. If this cannot be done, we have small hopes of making any substantial progress in library coöperation.

The office of the LIBRARY JOURNAL has proved to us for ten years back that it is ready to work hard for our interests, and often to help us pay our own bills; but there is a limit, and just at the time when we have agreed to try the long-talked-of printed cards for catalogs, and are asking its coöperation, we should show a disposition to be just—we are not asked to be generous.

I have written this note without the knowledge or consent of the publisher of the JOURNAL, but I know that Mr Bowker and Mr Leyboldt before him have sunk a good deal of money in keeping up our library publications, beside much work that would have yielded large returns if given to other business. Under such circumstances it is not creditable for us to sit indifferently by and allow them to bear our burdens till they are no longer able, and then to give up our best coöperative plans, simply because so many of us either don't think about it at all or else wish to let others do all the work, pay all the bills, and then let us share equally in all the benefits.

That the publisher has hesitated to state this matter fully to us is double reason why we should state it to ourselves. I appeal to the intelligent and reasonable librarians who really wish to see our profession elevated to a higher rank, our methods improved, our expenses reduced by coöperation, while our usefulness steadily increases, to stand by the men who have done for us in the past, and will continue to do, unless we blindly force them out of our service by a penny-wise policy that enables us to sponge the benefits this year, but cuts us off from getting them at any price hereafter.

We have not yet attained to the doctrine that the laborer is worthy of his hire, but are striving for that lower plane, where we preach that the laborer who works for nothing is worthy of having his actual expenses paid by those who reap the benefits of his services.

American Library Association.

PUBLISHING SECTION.

The first annual subscription of \$10 to the Publishing Section falls due on Jan. 1, 1887, and should be forwarded by all intending members, with the enclosed blank properly filled, to the Treasurer, Mr W. C. Lane, at Harvard College Library.

The publications of the Section will be sold at fixed prices, the advantage of membership being that for each membership fee of \$10, publications will be furnished to the amount of \$12.50 at the list prices, which will not otherwise be deviated from.

The first publication contemplated is a manual for library users, somewhat on the plan of the "Readers' Handbook" of the Boston Public Library, called perhaps "How to use the library," and intended as a guide in the use of the more common reference and bibliographical works, and also in the selection of books for reading. It is intended to furnish this when desired in editions with local matter added, enabling libraries to supply it to their readers, and by charging a small price for it, if they see fit, to receive back a part or all of their subscription to the Publishing Section.

At the desire of many librarians, an attempt is to be made in the direction of furnishing printed catalog cards of the standard size. The purpose has been to begin with a limited number of the new publications, the cards being furnished as soon as possible after the books are issued. Preferences having been expressed for other plans, subscribers are requested to state their own choice between these three:

1. The one outlined above.
2. Making a beginning with the cards for some of the leading standard books found in all libraries.
3. Furnishing cards of bibliographical reference under leading topics. [See under "A. L. A. Catalog," Milwaukee Proceedings, 1886, p. 147, or Lib. J. 11: 345.]

One of these three plans will be tried when it is found which meets with most favor. It is thought that the cards can be furnished at about two cents each, including mailing expenses, but the cost will depend very much on the number of subscribers obtained.

Mr W. C. Lane, our Treasurer, has prepared, and Harvard College Library printed, in its "Bibliographical Contributions, No. 20," an "Index to Recent Reference Lists." Mr Lane has material for con-

siderable additions to this Index, and will welcome assistance from others in preparing a new edition or a supplementary index, for issue by the Publishing Section.

This suggests that many valuable bibliographical contributions prepared primarily for the bulletins of the various larger libraries may be made available much more widely through the Publishing Section, under arrangements whereby the expense now borne by an individual library may be equitably shared by those who enjoy the benefits of the work. Correspondence is now being had with the Librarian of the University of California looking to such an arrangement with reference to the very elaborate subject-index which has been prepared for that institution, and which is soon to be printed.

And as it is deemed one of the most important functions of the Publishing Section to bring such scattered labors of individuals into harmonious co-working, through a mutual understanding, correspondence is desired with all who are engaged, or who are about engaging, in any special indexing or bibliographical work. The advantages resulting are likely to be mutual.

It is well understood by the Executive Board that the work more especially expected of the Publishing Section is the longed-for "Essay Index." But this is a work of time, and only preliminary steps can be taken immediately. In response to the present circular, we hope to receive from many libraries, as we have already from some, offers of assistance in the indexing, the necessity for which will by no means be ruled out by the comparatively small financial coöperation which can yet be hoped for.

The numerous and hearty responses made last spring, to the proposition for the organization of the Publishing Section, lead us to expect a generous support in the movement now that it is fairly afoot. That it may meet with ample success requires in these its days of small things a spirit of hearty coöperation in what is admitted to be an experiment, and forbids the application to this case of the cold calculation which asks "Shall we get our money back the first year?"

Dec. 10, 1886.

WM. I. FLETCHER, Lib'n Amherst College,	} <i>Executive</i>
MELVIL DEWEY, Chief Lib'n Columbia College,	
C: A. CUTTER, Lib'n Boston Athenæum,	
R: R. BOWKER, Publisher Library Journal,	
S: S. GREEN, Lib'n Worcester Free Pub. Library,	} <i>Board.</i>
W: C. LANE, Harvard College Library, <i>Treasurer.</i>	

Communications may be addressed to either of the above.

CUSHING'S ANONYMS.

We call special attention to the circular below from Mr Cushing, for many years engaged in the Harvard Library in preparing his valuable works, which save their cost over and over again in every library that does any cataloging worthy the name. At the Milwaukee meeting it was proposed by Mr Merrill (Cincinnati P. L.) that each person present subscribe for one copy, but to give time for consideration the matter was referred to the new Publishing Section. Its action is given in Mr Cushing's circular below.

TO LIBRARIANS AND OTHERS, —

I have with great labor prepared a book of "Anonyms," a companion volume to my "Initials and Pseudonyms," comprising the titles of some 20,000 books and pamphlets with the names of the authors, followed by brief biographical notices, or references to "I. & P.," and an index of authors at the close, giving the pages where their works occur. This work will possess little general interest, but will be valuable to scholars as a reference book, and still more valuable to libraries as a "tool" or "labor-saving book." Whilst in other languages there are numerous works of this kind, no attempt has ever been made to supply the want in Great Britain or this country till the extremely valuable work of Halkett & Laing was commenced within a few years. All the large libraries will have this; but, besides that it is deficient in American titles, its great price will prevent many of the smaller ones from purchasing it. My work, then, is the only one in the English language suited by its extent and price to meet a very general and pressing want. In order to place it within the means of libraries generally, it has been determined by the Committee, to whom was referred the subject at the recent meeting of the American Library Association at Milwaukee, to recommend to the larger libraries to contribute, according to their means, to the expense of the publication.

AMERICAN LIBRARY ASSOCIATION.

The Executive Board of the Publishing Section, in order that the publication of so important a work may be secured, and that Mr Cushing may receive some slight compensation for his labor, agree in recommending libraries, *according to their means*, besides subscribing for the book, to contribute liberally to the expenses of the publication. They recognize this as an opportunity to secure through coöperation a work which will be the means of saving a considerable share of the time (and therefore of the money) now employed in cataloging in the larger libraries, and are satisfied that such a contribution as is here proposed will be a good investment in the end.

AMHERST, MASS., Nov. 30.

WM. I. FLETCHER,
Chairman Executive Board.

[That librarians may be able to judge what contributions may reasonably be expected from them, it may be said that \$20 each is named as the amount probably obtainable from Boston Athenæum, Columbia College, etc. It is requested that whatever is given may be sent to Mr W. C. LANE, of the Harvard College Library, some time in the month of February, 1887.]

“Anonyms” will be issued as nearly uniform with “Initials and Pseudonyms” as possible, bound in cloth, at \$5 and postage a copy.

CAMBRIDGE, MASS., Dec. 2, 1886.

WILLIAM CUSHING.

COLUMBIA LIBRARY SCHOOL.

THE long talked of school opened Jan. 5, as announced. The trustees were told that not less than five and possibly ten pupils might come. It opened with twenty, not counting the Columbia staff, many of whom are taking the course without payment of fees, and five more who could not be admitted for want of room have entered for the next class. There are seventeen women and three men, coming from points as distant as San Francisco on the west and Birmingham, England, on the east. New York leads with two from the city and five more from the state, while Massachusetts is only two behind. The count by states is New York 7, Massachusetts 5, Maine, Connecticut, Indiana, Illinois, Wisconsin, Missouri, California, and England, 1 each.

The roll of the first class is :

Bonnell, Kate, San Francisco, Cal.

Burgess, Harriet P., New York City.

Catlin, George, late Asst. Libn., Birmingham, Eng.

Chapman, Lilian Howe, Libn., Cottage City (Mass.) Lib. Asso.

Cole, George W., late of Fitchburg (Mass.) Pub. Lib.

Denio, Lilian, Albion, N. Y., late of Wellesley (Mass.) College Lib.

Fernald, Hattie C., B. S., Orono, Me.

Goodrich, Harriet, Northampton, Mass.

Griswold, Harriet Sherman, Libn. Batavia (N. Y.) Pub. Lib.

Hutchins, Annie E., late of Harvard College Library.

Jackson, Annie Brown, A. M. (Smith College), North Adams, Mass.

Knowlton, Fannie S. (grad. Oswego State Normal School), Holland Patent, N. Y.

Miller, Eulora, B. S. (Purdue Univ.), Asst. Libn., Lafayette, Ind.

Nelson, Martha F., late Asst. N. Y. Free Circ. Lib., Brooklyn.

Patten, F. C., Asst. Libn. Ripon College, Wis.

Plummer, Mary Wright (Special, Wellesley College), Chicago, Ill.

Seymour, May, A. B. (Smith College), Binghamton, N. Y.

Stott, Janet Elizabeth, Asst. N. Y. Free Circ. Library.
 Talcott, Eliza S., A. B. (Vassar College), Elmwood, Conn.
 Woodworth, Florence E., St. Louis, Mo.

The entire old library has been given up to the school and is open from 8 a.m. to 10 p.m., but thus far those who work evenings find the great reading-room more attractive. Two students occupy an alcove and large table together. A week's experiment showed the need, and the working-day has been extended, the teachers giving three hours of direct instruction (9.30 to 12.30), instead of one and a half, as announced. The lectures are at 2.30 and 4 p.m., leaving a half hour for questions, completing notes, etc., after each exercise.

Mr Dewey began the course in Library Economy, Wednesday, Jan. 5, 1887. Mr Geo. H. Baker began the parallel course in Bibliography on Thursday, and on Monday Mr Biscoe began his course on Catalogs and Classification. The first of the affiliated course of lectures was given Saturday at 11.30 in the large lecture-room under the main reading-hall, by the novelist W: H: Bishop, on "Character and Dialect in Fiction." This series by authors and specialists will continue thru the school term at 11.30 Saturdays. The program is as follows:—

- Jan. 8. William Henry Bishop. "Character and Dialect in Fiction."
 " 15. E. S. Nadal, late Sec. of Legation, London. "The South in the Past and in the Future."
 " 22. Guillaume A. Scribner, B. ès L., L. ès D. "Molière: His life."
 " 29. Same. "Molière: His methods and genius."
 Feb. 5. Mytton Maury, D. D. "Egypt 2000 Years Ago."
 " 12. Same. "Political Causes of the English Reformation."
 " 19. Charles Sprague Smith, A. M., Prof. of Foreign Literature. "Methods of Historical Study in Literature."
 " 26. Same. "The *Leyenda* and *Poema* of the Cid."
 Mar. 5. " "The *Chanson de Roland* and the Early Literary Movement in France and Provence."
 " 12. Same. "The Early Epic of Germany and the *Nibelungen Lied*."
 " 19. Same. "The Icelandic Saga, with special reference to the *Nial's Saga*."
 " 26. Nicholas Murray Butler, Ph. D. "Relation of Psychology to Pedagogy."
 Apr. 2. Same. "The Training of the Memory."
 " 9. Dr. Titus Munson Coan. "The Poetry of Wordsworth."
 " 16 and 23. Bernard F. O'Connor, B. ès L., Ph. D. "The Song of Roland."

Apr. 30. H. T. Peck, A. M., Ph. D., L. H. D. "The Argument against Classical Study."

Thursday afternoons in Hamilton Hall, adjoining the library, at 3 p.m., by G. A. Scribner :—

Feb. 17. "Molière Le Misanthrope."

" 24. "La Fontaine."

Mar. 3. "Madame de Sevigne." [The last two in French.]

Other lectures are to be given in this course, but the subjects are not yet announced.

As soon as the foundations are laid sufficiently to enable the class to get the best results, the main course by prominent librarians will begin, continuing thru February and March. Mr. S. S. Green, of Worcester, Mass., is the first regularly appointed lecturer in the School, and has been engaged for the past six months on his course. The School invites librarians and others specially interested to share without expense the enjoyable program outlined below, and not a few, living away from New York, have already signified their intention of hearing a part at least of the lectures.

Details are working themselves out by trial. Most dates and some topics are not yet definitely fixed, but the list below gives an outline. It does not include the course on the Bibliography of their subjects to be given by the professors of the University, nor the regular courses given by the Columbia teachers and staff.

There are no class exercises from Saturday at 12.30 till Monday at 2.30.

The entire class has entered on the work with interest and enthusiasm, and the management are more than satisfied with the success thus far.

The Bibliographical lectures are given Monday, Tuesday, and Thursday at 2.30 p.m.

EXTRA LECTURES IN THE COLUMBIA LIBRARY SCHOOL.

(*Not including the regular courses in Library Economy and Bibliography.*)

F: A. P. Barnard, LL.D., S. T. D., L. H. D., Prest. Columbia College, and Editor-in-chief of Johnson's Cyclopaedia. Making a cyclopaedia.

Edmund M. Barton, Ln. Am. Antiquarian Society, Worcester, Mass. 21 years in the Lib. of the American Antiquarian Society.

R: R. Bowker, Editor *Library Journal* and *Publishers' Weekly*.
1. The making of a book. 2. Book trade bibliography. 3. Copyright, domestic and international.

Hon. Mellen Chamberlain, Ln. Boston Public Library.

Ellen M. Coe, Ln. N. Y. Free Circulating Lib. 1. Charging systems,

with special reference to statistics. 2. Application and registration.
3. What and how the public read.

Prof. R. C. Davis, A. M., Ln., Univ. of Michigan. 1. The librarian's relation to animate things. 2. The librarian's relation to inanimate things. 3 and 4. A course of reading. 5. Teaching bibliography.

Prof. F. M. Crunden, A. M.; Ln. St. Louis Public Library. Library methods, experiences and suggestions.

C: A. Cutter, A. M., Ln. Boston Athenæum and Editor *Library Journal*. 1. Cataloging. 2. Classification.

John Eaton, LL. D., Pres. Marietta College, late U. S. Com. of Education.

J: Edmands, Ln. Philadelphia Mercantile Lib. 1. Alphabiting in catalogs and other library work. 2. Close classing.

W: E. Foster, A. M., Ln. Providence Pub. Lib. A library's maximum of usefulness. 1. As regards books. 2. As regards readers. [Reference lists, Daily notes on current topics, and other special bibliographical helps.]

W: I. Fletcher, A. M., Ln. Amherst College. On first principles of cataloging. 1. By authors. 2. By subjects.

Albert R. Frey, Ln. N. Y. Shakespeare Society. On the cataloging of anonymous and pseudonymous literature.

Rev. C: R. Gillett, Ln. Union Theological Seminary, N. Y. Union Seminary Library, its methods, needs, and history.

Samuel Swett Green, A. M., Ln. of the Free Public Library, Worcester, Mass. 1. Public libraries as popular educational institutions. 2. Libraries and schools. 3. The library in its relations to persons engaged in industrial pursuits. 4. The distribution of novels and stories regarded from an educational point of view.

Reuben A. Guild, LL.D., Ln. Brown Univ., Providence, R. I. Forty years' experience as a librarian.

G: Hannah, Ln. Long Island Hist. Soc., Brooklyn. Historical libraries and their methods.

Caroline M. Hewins, Ln. Hartford Lib. 1. The reading of the young. 2. Bibliography of children's books. 3. Writers on children's reading.

Hannah P. James, Ln. Newton (Mass.) Free Lib. 1. How to bring the library and the public schools together. 2. District agencies for the distribution of books. 3. Weekly newspaper lists.

W: C. Lane, A.M., Asst. in charge of catalog, Harvard College Library. 1. Functions and methods of a college library. 2. Suggestions from the catalog department. 3. Use of reference books in cataloging.

J. N. Larned, Supt. Buffalo Library.

Appleton Morgan, Prest. N. Y. Shakespeare Society. Shakespeare in libraries (2 lectures).

C: Alex. Nelson, A.M., Astor Lib., N. Y. 1. Bookbuying. 2. Some problems in cataloging, and how they may be solved. 3. Bibliography.

W: T. Peoples, Ln. N. Y. Mercantile Lib., Prest. N. Y. Lib. Club. The N. Y. Mercantile Library and its methods.

R. B. Poole, Ln. Y. M. C. A., N. Y. 1. The Bible in its bibliog. aspects; its mss. and versions. 2. On Y. M. C. A. libraries and reading-rooms.

W: F. Poole, LL.D., Ln. Chicago Public Library and Prest. A. L. A.

G: Haven Putnam, A.M., of G: P. Putnam's Sons, N. Y. Literary property from the point of view of the publisher.

Ernest C. Richardson, A.M., Ln. Hartford Theological Seminary. 1. Of mss. 2. Outline history of printing. 3. Outline history of libraries—*a*. Ancient. *b*. Modern. 4. Encyclopedia. 5. Outline of library science. 6. Bibliographies and their use. 7. Rambling reminiscences of European libraries.

Frederick Saunders, A.M., Ln. Astor Lib., N. Y. The Astor Library.

J. Schwartz, Ln. Apprentices' Lib., N. Y. 1. A theory of library classification. 2. The Apprentices' Library charging system and its advantages. 3. "Rules" of cataloging reduced to their rudiments.

A. R. Spofford, Ln. of Congress. 1. What to read. When to read. How to read. 2. Bookbuying. Bookbinding.

C: E. Sprague, A.M., Sec. Union Dime Savings Bank, N. Y. Book-keeping in librarianship.

Gustav E. Stechert, Importer, New York. Routine, methods, and expenses of importing foreign books.

F: Vinton, Litt. D., Ln. Princeton College. 1. The Princeton catalog. 2. From importer to reader—a study in library methods. How to catalog a difficult book.

Jas. L. Whitney, A.M., Asst. Ln. Boston Public Library. Hints on catalog making. Ms., heliotype and printed cards. Most used reference books.

Of the list, three may be unable to get to New York for this session. Those wishing to attend any special lectures may secure early notice of their exact dates by writing the Director,

MELVIL DEWEY,
COLUMBIA COLLEGE LIBRARY, NEW YORK.

Library Abbreviations.

Compiled by MELVIL DEWEY.

100 FORENAMES. CUTTER ABBREVIATIONS.

Ab.	Abraham	F.. s.	Frances
Alex.	Alexander, Alexandre	F:	Frederick, Friedrich, Frédéric
Alf.	Alfred		
And.	Andrew, Andreas, André	G:	George, Georg, Georges
A..	Anna	Gert.	Gertrude, Gertraud
Ant.	Anthony, Anton, An- toine	Gilb.	Gilbert
Arch.	Archibald, Archam- baud	Gi. Bat.	Giovanni (Giam) Bat- tista
Art.	Arthur	G..	Grace
A:	Augustus, August, Auguste	Greg.	Gregory, Gregor, Gre- goire
A: a.	Augusta	Gu.	Guillaume, Gulielmus
A: in.	Augustin	Gst.	Gustavus, Gustav, Gustave
A: inus.	Augustinus	H..	Helen
Bart.	Bartholomew, Bartho- lomäus, Barthélemi	H:	Henry, Heinrich, Henri
B..	Beatrice	Hrm.	Herman, Hermann
B:	Benjamin	Hip.	Hippolyte, Hippolytus
Bern.	Bernard, Bernhard	Hu.	Hugh, Hugo, Hugues
Cath.	Catherine, Catharine	Ign.	Ignatius, Ignaz, Ignace
C:	Charles, Carl	I:	Isaac, Isaak
C..	Charlotte	I..	Isabella
Chris.	Christopher, Chris- toph (f), Christophe	Jac.	Jacob, Jacques
Clar.	Clarence	Ja.	James
Dan.	Daniel	J..	Jane
D:	David	J:	John, Johann, Jean
D..	Delia	Jos.	Joseph
Edg.	Edgar	Jose.	Josephine, Joséphe
Edm.	Edmund, Edmond	Jul.	Julius, Jules
E:	Edward, Eduard, Edouard	K:	Karl
E..	Elizabeth	K..	Kate
Ern.	Ernest, Ernst	Kath.	Katherine
Eug.	Eugene, Eugen	Lr.	Lawrence, Laurence, Lorenz, Laurent
F..	Fanny	L:	Lewis, Ludwig, Louis
Fer.	Ferdinand	L..	Louisa
Fitz W:	Fitz William	L: e.	Louise

g.	Margaret, Margarethe	Rob.	Robert
	Marguerite	S:	Samuel
	Mark, Marcus, Marc	S..	Sarah
	Mary	Seb.	Sebastian, Sébastien
.	Matthew, Mathäus,	Ste.	Stephen, Stephan
	Mathieu	Thdr.	Theodore, Theodor
	Nancy	T..	Theresa
	Nicholas, Nikolaus,	T:	Thomas
	Nicolas	Tim.	Timothy, Timotheus,
	Oliver, Olivier		Timotheé
	Olivia	U:	Ulrich
	Otto	U..	Ursula
	Patrick	V:	Victor, Viktor
l.	Paulina	V..	Victoria
	Pauline	Wa.	Walter, Walther
	Peter, Pierre	Wash.	Washington
	Philip, Philipp,	W..	Wilhelmina
	Philippe	W:	William, Wilhelm
	Rebecca	Zach.	Zachary
	Richard	Z..	Zenobia

re: and .. is used in English names, use ; and ., for the German form, and : and ., for the French. e.g., n, J; Johann, J: Jean.

FOR HEADINGS.

Besides the preceding 100 Forenames.

	abridger	Gt. Br.	Great Britain
r.	afterwards	pseud.	pseudonym
ot.	annotator	pub.	publisher
a.	anonymous	supt.	superintendent
	born	tr.	translator
	collector	U. S.	United States
nt.	commentator	&	and
	company	()	include maiden name of married woman.
p.	compiler	[]	include words or parts of words
in.	continuer		supplied
t.	department	?	after a word or figure means <i>probably, perhaps</i> .
	died		
	editor		

also the common abbreviations for political, military, professional and honorary titles.

FOR IMPRINTS AND NOTES.

Use the Size Symbols, F Q O D S T Tt Fe, given at the end.

copyright, e. g., 1882 [°80]	fac-sim.	fac-similes
centimeter	gr. of por.	group of portraits
editions	il.	illustrated—ions
folios	l.	leaves

mut.	mutilated	por. of gr.	portrait of group
n. t.-p.	no title-page	pt.	part
p.	page or pages	ser.	series
p.	published, e. g. 1882 [p'80]	tab.	tables
phot.	photographs	t.-p.	title-page
pl.	plates	v.	volumes
por.	portraits	w.	(before words) with
		w.	(after words) wanting

In notes, the abbreviations in all these lists may be used.

FOR BOOK TITLES.

Besides the abbreviations for honorary and other designations.

acct.	account	med.	medical
ad.	additions—al	mem.	memoir
Am. or Amer.	America—n	misc.	miscellaneous
anal.	analysis—tical	ms. mss.	manuscript—s
ap.	appended	N. A.	North America
apx.	appendix	nouv.	nouvelle
biog.	biography—ical	pref.	preface, prefatory
chron.	chronology—ical	pub.	published—rs
comp.	compiled	rel.	relating—ive
cont.	containing, contents	rept.	report—ed—er
contin.	continuation, continued	rev.	revised—ion
cor.	corrected	S. A.	South America
dept.	department	sep.	separate
ed.	edited—or—ion	soc.	society
Eng.	English	sup.	supplement—ary—ing
enl.	enlarged	theol.	theology—ian
Fr.	French	tr.	translated, traduit, etc.
fr.	from	trans.	transactions
geog.	geography—ical	U.S.	United States
geol.	geology—ical	vocab.	vocabulary
geom.	geometry—ical	&	and, in all languages
hist.	history—ical	[]	words or part of words supplied
hrsg.	herausgegeben	—	to and including, or continued
Ger.	German—y	. . .	matter omitted
Gr.	Greek—cian	?	probably, perhaps
impr.	improved—ments	 	transition to another page
incl.	including	 	end of line on title page. Used in ex- act bibliographical work.
introd.	introduction—ory		
Ital.	Italian		
Lat.	Latin		
lib.	library		
lit.	literature—ry		

NEVER use title abbreviations for specially prominent words.

FOR PLACES OF PUBLICATION.

Use first form on cards. In accession and all official records use shorter form.

Alb.	Albany	Lpz.	Leipzig
Amst.	Amsterdam	Lug. Bat.	Lugduni Batavorum
B. or Bost.	Boston	Mil.	Milano
Balt.	Baltimore	Mün.	München
Ber.	Berlin	N. O.	New Orleans
Brns.	Braunschweig	N. Y.	New York
Camb. or Cb.	Cambridge	Ox.	Oxford
Chic. or Ch.	Chicago	P. or Par.	Paris
Cin.	Cincinnati	Ph. or Phil.	Philadelphia
Copng.	Copenhagen	San Fran. or S. F.	San Francisco
Edin. or Ed.	Edinburgh	St. L.	St. Louis
Eng.	England	St. Pet. or St. P.	St. Petersburg
Fir.	Firenze	Stut.	Stuttgart
Glasg. or Gl.	Glasgow	U. S.	United States
Göt.	Göttingen	Ven. or V.	Venice
Kjöb.	Kjöbenhavn	W. or Wash.	Washington
L. or Lond.	London		
Ley.	Leyden		

Also the common abbreviations for the States. Use for all languages when the equivalent name contains these letters.

TITLES, STATES, ETC.

A. B.	bachelor of arts	C. S. A.	Confederate States of America or C. S. army
abp.	archbishop		
A. D.	year of our Lord	C. S. N.	C. S. navy
adjt.	adjutant	Ct.	Connecticut
adm.	admiral	D. C.	District of Columbia
Ala.	Alabama	D. C. L.	doctor of civil law
A. M.	master of arts	D. D.	doctor of divinity
Am. or Amer.	American	Del.	Delaware
A. R. A.	associate of the royal academy	dist.	district
Ark.	Arkansas	D. T.	Dakota territory
atty.	attorney	Eng.	England
B. A.	bachelor of arts	Fla.	Florida
bart.	baronet	F. R. S.	fellow of the royal society
B. C.	before Christ		
bp.	bishop	Ga.	Georgia
brig. gen.	brigadier general	gen.	general
Cal.	California	gov.	governor
capt.	captain	Gt. Br.	Great Britain
Col.	Colorado	Ia.	Iowa

Id. T.	Idaho territory	N. J.	New Jersey
Ill.	Illinois	N. M.	New Mexico
Ind.	Indiana	N. S.	Nova Scotia
Ind. Ter.	Indian territory	N. Y.	New York
jr.	junior	O.	Ohio
Kan.	Kansas	Or.	Oregon
Ky.	Kentucky	Pa.	Pennsylvania
La.	Louisiana	pres.	president
L. I.	Long Island	R. A.	royal academician
LL. B.	bachelor of laws	Rev.	reverend
LL. D.	doctor of laws	R. I.	Rhode Island
lt.	lieutenant	R. N.	royal navy
maj.	major	S. A.	South America
marq.	marquis	S. C.	South Carolina
Mass.	Massachusetts	sc.	sculptist, engraver
M. C.	member of Congress	sen.	senior
M. D.	doctor of medicine	S. T. D.	doctor of sacred theology
Md.	Maryland	supt.	superintendent
Me.	Maine	Tenn.	Tennessee
Messrs.	plural of Mr.	Tex.	Texas
Mich.	Michigan	U. S.	United States
Minn.	Minnesota	U. S. A.	U. S. of America or U. S. army
Miss.	Mississippi	U. S. N.	U. S. navy
Mlle.	mademoiselle	U. T.	Utah territory
Mme.	madame	Va.	Virginia
Mo.	Missouri	visc.	viscount
M. P.	member of Parliament	Vt.	Vermont
Mr.	mister	Wis.	Wisconsin
N. A.	North America	W. T.	Washington territory
N. B.	New Brunswick	W. Va.	West Virginia.
N. C.	North Carolina		
Neb.	Nebraska		
N. H.	New Hampshire.		

MONTHS.

Ja F Mr Ap My Je Jl Ag S O N D

DAYS.

Sn M Tu W Th F St

Use in this order "W 9 S 85" for "Wed. Sept. 9th, 1885."

FIGURES.

Never use roman numerals. Use arabic figures, a half larger than the script, for all numerical expressions.

FOLD SYMBOL. <i>Never use for size.</i>	SIZE LETTER. <i>Never use for fold.</i>	OUTSIDE HIGHT. <i>in centimeters.</i>
48°	Fe	Up to 10
32°	Tt	10 " 12.5
24°	T	12.5 " 15
16°	S	15 " 17.5
12°	D	17.5 " 20
8°	O	20 " 25
4°	O	25 " 30
f°	F	30 " 35
	F ⁴	35 " 40
	F ⁵	40 " 50
	F ⁶	50 " 60

For all books over 35cm high the superior figures show in which 10cm of hight the book falls, e. g., F⁸ is between 70 and 80cm high.

Prefix *nar.* if width is less than $\frac{3}{4}$ hight

" *sq.* " more " $\frac{3}{4}$ "

" *ob.* " more than hight.

These dividing lines will be remembered by the three threes $\frac{3}{3}$, $\frac{3}{4}$, $\frac{3}{3}$.

ACTUAL SIZE METHOD.

Give all sizes in cm (for great accuracy add decimals), leaving the old symbols and names, 8° and Octavo to indicate fold only. Give hight first, followed by h, or by x and width, e.g., 23^h or 23 x 14. 23^h means between 22 and 23, i. e., in 23^d cm. All measures are taken outside the cover. Width is from hinge to edge not including the round. To measure paper or letter-press prefix p(aper) or t(ype) to figures, including in type neither folio nor signature lines. e.g., 23x14, p22x14, t17x10, 8° describes a book with size of cover, of paper, of letter-press, and fold.

Library Colors.

The day colors are used, e. g., on Inspection Shelves, to mark by a colored thred the day on which each book is to go to its regular place in the library; or, they mark the day of a loan or mem., if the slips used are changed daily, as in some libraries. They are:—

Sn.	M.	Tu.	W.	Th.	F.	St.
Pink.	Blue.	Green.	White.	Red.	Fawn.	Salmon.

The language colors used, e. g., in bindings are:—

- | | |
|---|--|
| 1. American, Light Brown.
2. English, Dark Brown.
3. German, Black.
39. Minor Teutonic, Dark Blue.
4. French, Red.
5. Italian, Maroon. | 6. Spanish, Olive.
7. Latin, Light Green.
8. Greek, Dark Green.
91. Minor Aryan, Light Blue.
92. Semitic, Yellow.
93-99. Hamitic, etc., Light Drab. |
|---|--|

ABBREVIATIONS FOR BINDINGS.

bds. boards buck. buckram cf. calf cl. cloth, muslin	dk. duck mor. morocco pap. paper ro. roan	rox. roxburghie rus. russia sh. sheep vel. vellum
---	--	--

Catalogs and Classification.

OFFICIAL NAMES OF STATE LEGISLATURES.

For use of Catalogers.

- Alabama.* — General Assembly. Senate : House.
Arkansas. — General Assembly. Senate : House.
California. — Legislature. Senate : Assembly.
Colorado. — General Assembly. Senate : House.
Connecticut. — General Assembly. Senate : House.
Delaware. — General Assembly. Senate : House.
Florida. — Legislature. Senate : Assembly.
Georgia. — General Assembly. Senate : House.
Illinois. — General Assembly. Senate : House.
Indiana. — General Assembly. Senate : House.
Iowa. — General Assembly. Senate : House.
Kansas. — Legislature. Senate : House.
Kentucky. — General Assembly. Senate : House.
Louisiana. — General Assembly. Senate : House.
Maine. — Legislature. Senate : House.
Maryland. — General Assembly. Senate : House of Delegates.
Massachusetts. — General Court. Senate : House.
Michigan. — Legislature. Senate : House.
Minnesota. — Legislature. Senate : House.
Mississippi. — Legislature. Senate : House.
Missouri. — General Assembly. Senate : House.
Nebraska. — Legislature. Senate : House.
Nevada. — Legislature. Senate : Assembly.
New Hampshire. — General Court. Senate : House.
New Jersey. — Legislature. Senate : General Assembly.
New York. — Legislature. Senate : Assembly.
North Carolina. — General Assembly. Senate : House.
Ohio. — General Assembly. Senate : House.
Oregon. — Legislative Assembly. Senate : House.
Pennsylvania. — General Assembly. Senate : House.
Rhode Island. — General Assembly. Senate : House.

South Carolina. — General Assembly. Senate : House.

Tennessee. — General Assembly. Senate : House.

Texas. — Legislature. Senate : House.

Vermont. — General Assembly. Senate : House.

Virginia. — General Assembly. Senate : House of Delegates.

West Virginia. — Legislature. Senate : House of Delegates.

Wisconsin. — Legislature. Senate : Assembly.

In Delaware, in 1776, the two branches were called House of Assembly and Council ; in 1792 the present designation was adopted.

In Florida, in 1838, the name of the legislative body was General Assembly ; in 1868 it was changed to Legislature.

In Kansas, in 1855, the legislative body was called General Assembly ; in 1857 changed to Legislature ; in 1858 to General Assembly ; and again, in 1859, to Legislature.

In Mississippi, in 1817, the legislative body was called General Assembly ; in 1832 the name became Legislature.

In Texas, in 1836, the legislative body was called Congress ; in 1845 the name was changed to Legislature.

M. S. C.

Columbia College Library, 12 Je., 1886.

AMERICAN BUREAUS OF LABOR STATISTICS.

The list below is often useful in making up sets or cataloging the labor reports which are now so much consulted.

Mass.	1869	Miss.	1879	Iowa,	1884
Penn.	1872	Indiana,	1879	Md.	1884
Ohio,	1877	N. Y.	1883	National Bureau,	1884
N. J.	1878	Wis.	1883	Conn.	1885
Ill.	1879	Mich.	1883	Kansas,	1885
		Cal.	1883		

We ask readers to send in for this department any lists, tables, etc., they may compile, or to ask for those of which they most feel the need. From such material and expressions as to what will be most practically useful, we can make up more valuable aids to catalogers to the extent of our limited space.

Library Economy.

BOOK BRACES, SUPPORTS, OR PROPS.

These are but three names for the same device, and every library learns by sad experience how important a factor they are in preserving bindings, keeping the shelves sightly, and books upright. The ancient tome, with wood sides nearly a cm thick, would stand by itself; but many modern books have covers so thin that they are little better than flexible leather or stiff paper, and unless braced they "squash down" as does an unsupported pamphlet. Every binder is largely indebted to the carelessness of bookowners in this respect. Books half tipt over soon have the threds broken, the binding is ruined, and must be replaced. If the threds are strong, the book may stand the strain, but becomes so warpt into its unnatural position that it can never be straightened. We have tried for six months to warp back a book, with a result no better than a glue-mended window. To avoid these evils, scores of devices have been made, tried, and rejected as not worthy adoption; unsatisfactory in working, unsightly on shelves, taking up room needed for books, heavy, bulky, clumsy, with springs constantly getting out of order, adapted to only one use or to only one thickness of shelf, and too expensiv for wide use. The want has led to many efforts to supply it. The most natural device was to lay beside the book a block of wood. Indeed, our first stock of book braces, copied from Mr Winsor at the Boston Public Library, were cubes of wood about 15 cm on each edge, and cut thru diagonally. This gave 15 cm against the book, 15 cm on the shelf, and the hypotheruse connecting the two: These took so much room, and were so easily moved from lack of weight, that we should not care for a fresh supply as a gift. After these came the prest brick, covered with paper. The common brick was not true enough to stand firmly on the shelf. This took less room and held the books better; but they were dropt and broken, or broke something else, were clumsy on shelves and off, and would not hold up tall books. Some to this day use and claim to like these bricks, and say that the space taken is not a strong objection, because if there is space on the shelf it makes no difference, and if there is no space, then

the brace is unnecessary. They forget that when the shelf is filled the brick must be taken out to make room for books, and must be put *somewhere* to store it, and that two books will go anywhere that one brick can be put.

MASSEY BOOK SUPPORT.

1878 seems to have been the golden age of book braces. The Coöperation Committee of the A. L. A. reported in March, '78, as follows:—

“We have given much time to experimenting with a large number of devices for keeping books upright on the shelves. The Museum received recently from A. P. Massey, librarian of the Cleveland Library Association, a sample which, on trial, seems very much superior to any of the others. The Massey support is stronger, cheaper, holds the books more firmly in position, can be adjusted more readily to any place, either from the shelf above or the shelf below, and can be moved along easily. It has no springs or delicate parts to get out of order, but consists of an iron casting, a thin black walnut book, and two screws. The wooden book stands on the shelf like other books, and its back and sides can be used for the class number or memoranda or notes of any kind. The casting is shaped like a capital L, the lower part being fan-shaped. The upright piece of iron is screwed to the edge of the



wood, so that a space just wide enough to admit the shelf is left between the bottom of the block and the fan-shaped bottom of the iron. The bottom of the block is hollowed, so that it rests on two bearings, giving a firm hold of the shelf. It can be slid along, taken off, put on, etc., very quickly; the bearings and the castings together form a strong spring. The supports once adjusted to the thickness of the shelves in the library, they can then be put up anywhere as quickly as a book. The committee consider these supports of the greatest value, and expect a very large demand for them. Samples will be sent by mail on receipt of 25 c. Give exact thickness of shelf in ordering. The supports, handsomely and strongly made of black walnut, shellact and varnished, and adjusted to the shelves of the library ordering, will be furnished for 15 c. each, \$1.35 for ten, or \$10.00 per 100.”

After the impracticable springs and devices, here was something that promised to be a solution; but in May, '78, the same Coöperation Committee says: “PATENT BOOK SUPPORT. —Since the Massey book support was made and reported upon, this new candidate for favor has been submitted to the committee. It certainly possesses some great merits not in the other, and it is a question whether it may not be preferred by those trying both. Special arrangements have been made with the makers and patentees, and the support will be furnished to libraries on the most liberal terms. Retail price, 25 cts each.”

L. B. IRON BOOK SUPPORT.

This refers to the iron brace known as the "Economy," which was described as follows: "Of the simplest construction, it economizes space, subdivides shelves, and is cheaper than other supports or racks.

"Advantages.—1. It does its work more perfectly than any other.



The long plate on the shelf under the books is held firmly in place by their weight. The shorter plate gives to the face which holds the books upright, a spring, entirely lacking in

all supports previously used. Thus the only objection to the otherwise perfect sheet-iron device is removed.

"2. It is simplest. There are no springs (tho the peculiar shape gives a strong spring action), screws or joints, to get out of order, or to injure fine bindings by scratches. It is a single piece of iron, handsomely finishd.

"3. It looks best. While all other supports are unsightly, the plain form of this is neat, and the decorated patterns are highly ornamental, and suited to the parlors and libraries of the most elegantly furnisht home.

"4. It is most durable. Being a solid piece of iron, of simple shape, greater durability is impossible. The iron is specially made for us, and, like the workmanship, is the best.

"5. It takes least space on shelf or table. The thickness of the iron is only that of a few leaves, so that the space occupied is imperceptible a few steps distant. It packs in least space, nesting together so that ten take no more room than one of the old supports.

"6. It is cheapest. We have the iron made of the best weight, quality, and size, as determined by careful experiments. The durability is simply unlimited, and it would still be cheapest sold at three times the price.

"7. It has the merited endorsement of the first librarians in the world.

"8. Every support is sold subject to return, if it fails to give full satisfaction.

"Two distinct uses.—Singly, the best known device to keep books upright on shelves. In pairs, the best adjustable rack ever made. The tongues just slip thru the opening, so that two open supports will hold firmly upright a single sheet of paper or a score of books. Each support makes a firm end for the column of books between them."

Here, evidently, was the coming Book Brace, and the patentees showed their entire confidence in trial by offering to send a sample free to any library applying.

In July, '78 (see Lib j. 3: 192), Mr. Cutter, chairman of the committee, made a new point in favor of the Massey over the L. B., because the wood edge served for labels; while the Secretary added the point against it which has proved to be its most serious defect; viz. "Either the wooden or patent iron support is very much better than any of the old devices. They are cheaper, more convenient, and more effective. The wooden is the cheaper, and with the improved model now being made it will give the greatest satisfaction. It is, however, *worthless unless the books are kept at the front of the shelf*. If they are pushed back, the weight coming on the long arm of the lever turns the support off the shelf. Books kept at the front edge look infinitely better than when pushed back; their titles can also be read much better. Those pushed back keep somewhat cleaner from dust, and it is a little easier to push a book against the back than to make it range evenly in front.

"The iron support costs a trifle more, but the more this is tried the better it is liked. One library, after trying 25 for a month, ordered 1,000. The many different uses to which the iron support can be put make it an exceedingly valuable addition to every part of the library and work-rooms. From personal experience in their use, we strongly recommend them. Little devices of this kind, which save time and trouble, and preserve the books from injury, are good investments for the poorest libraries."

By October, '78, the committee had a new point for the Massey, in a thumb screw, viz.:

"Massey Book Support — New Pattern. — This support has been adopted by a number of libraries, and has given the fullest satisfaction. New castings have now been made of improved finish and form, and all orders can be promptly supplied. With the thumb screw, the Massey support can be fitted to any thickness of shelf almost instantly, and, when desired, can be made so tight as to serve as a permanent partition. This is the most convenient form to test as a sample, as it can be applied to any shelf. A sample mailed for 25 cts., to cover wrapping and postage. Those who have tried this support claim it to be the best ever invented. Every librarian should give it a trial."

But in Dec., '80 came this palinode from the inventor:—

"The thumb-screw on the book-supports, where people have access to the shelves, is a great nuisance. They think they must loosen it in order to move it, and then they either leave it unfastened or set it so tight we cannot move it. I am going to replace them with round-headed screws." To this was added:—

[This note from the inventor may save money. We agree with him that it is better to use the cheaper support where the public has access

to shelves. For private libraries the thumb-screw allows of adjustment, but in fact the shelves are apt to be of the same thickness, and for the rare cases otherwise it is only a moment's work to loosen the round-head screw and re-adjust it. This style costs 15, and that with thumb-screw 20 c.; so we recommend the cheaper for nearly all uses. In fact, the iron Economy Book Support is used by libraries vastly more. It takes no room and fits every possible shelf; but some eminent librarians prefer the wood. — M. D.]

LAKE GEORGE BOOK BRACE DISCUSSION.

Then there was a lull of five years, during which 99 in every 100 chose the iron brace. At the Lake George Library Conference, Sept., '85, a support, practically the Massey, was described and the following discussion ensued, which we copy from the records:—

MR. DEWEY. — Tell us how they work. Every little while I find some new support, and, being determined to have the best, and give all candidates a fair trial, I buy a sample lot, but after a few weeks' trial I want to sell them out for half price. (Laughter.)

MRS. SANDERS said the support shown by Mr. Foster held the books firmly and perfectly well, but cut into the wood shelves badly.

MR. W: A. BORDEN. — If you put a book back on the shelf hastily, and push it in both sides this support at once, it injures the book seriously.

This was confirmed by two other speakers.

MR. W: I. FLETCHER. — The difficulty with that support is that it costs too much.

MR. F: H. HEDGE. — The Cornell support would have to be much larger for the bound folios or heavy quartos, and I do not see how they are to be efficient.

MR. JA. L. WHITNEY. — The only thing suitable is to put in a permanent support, but those vertical partitions take up room. There ought to be some means of supporting books of the size of Harper's Weekly.

MR. R. A. GUILD. — What is the matter with the japanned iron support made by the Library Bureau? We have used these for many years. I have never seen anything better.

MR. DEWEY. — I have tried a half dozen kinds that reach above and below the shelves, and did not find any that workt in a wholly satisfactory way. The three-cornered block, which I copied from Mr. Winsor at Boston, was costly, took a great deal of room, and would hold up only light books. We tried the coiled wire Lowell book-support for a little while. In fact, we make it a rule to try two or three dozen of each new kind invented, by putting them in use in a tier of books largely used, so we can study practical results and compare them with our older styles. The brick covered with paper I found cost about as

much if a prest brick were used, and the others were so uneven that they would not stand upright. They had the faults of the blocks, with a new one of their own. Being so heavy they endangered one's toes, and in falling were liable to break. — (*A voice*: I tried these till I got my toes smasht.)— We have had five or six devices that hug the shelves by a spring, but I have found none that fitted various shelves and workt so that I should care to accept a supply as a gift. The only thing that has stood the test of trial with us is the L. B. support which Mr Guild reports as so satisfactory. We have rejected all others in favor of that. The only fault in it is that careless boys may crowd a book astride the iron plate, thus injuring the leaves. — (Mr Guild: You should not have careless boys in the library.)— Then, sometimes, its very compactness is an evil, as they get pusht back out of sight. As it never wears out, or breaks, or comes to pieces, being a single piece of iron, we find it cheapest and best, but would like to find one with its merits, without its faults.

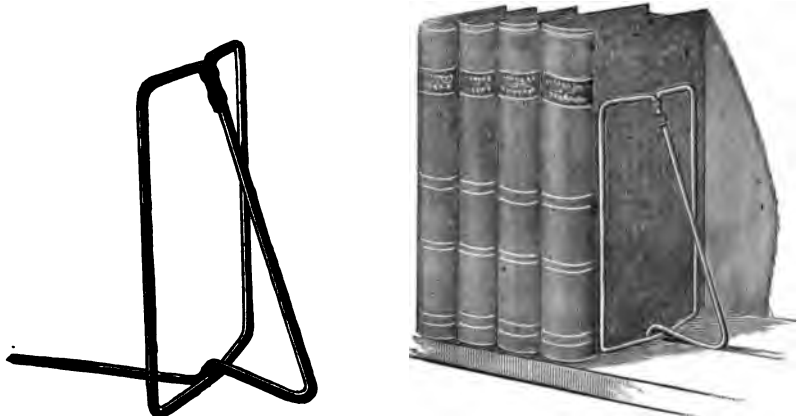
MR W: F. POOLE. — Those of the coiled wire device are not stiff enough to support a book.

The Lowell support was a neatly coiled wire, which looked plausible, but had not strength and stiffness enough to be of service.

MR DEWEY. — I have been experimenting with an attachment to the L. B. support, which hooks over the front edge of the shelf and prevents its getting pusht back, and also shows so plainly that there is no excuse for crowding a book on it. This hook we have also had made so as to hold the regular shelf label."

BUFFALO BOOK BRACE.

At Milwaukee, July, '86, J. N. Larned, of the Buffalo library, one of the clearest headed librarians in the country, submitted a new brace, which aims to avoid any possibility of turning on the shelf, by carrying



a tongue under the books, in a groove running the length of all the shelves. The Library Bureau, as usual, was ready to try the experi-

ment, and we wait the result. The objection is that, unless adopted before the library is shelved, it seems hardly practicable to take out all the shelving and have a groove cut in it.

Mr. Larned's opinion has great weight, and most of us will wish to try the new brace before we declare him mistaken in thinking it the best.

It costs 15 c. each, or \$12.00 per 100.

CROCKER BOOK BRACE.

The Crocker Brace had the misfortune not to be properly described or understood when spoken of at Lake George, but some librarians began to use it and told others of their success. The commendations were unusually strong, and it seemed that something better than all that had gone before had at last been invented. We ordered a supply, but the trial was with the usual result. We went back to the L. B., but later we found that an imperfect lot had been sent us, which Mr Crocker replaced at his own expense, and then we found that the commendations had not been too high, for, as he claims, it workt as it lookt, "like a book." The cut gives the idea of this latest candidate for first place, patented and manufactured by Rev. Henry Crocker, Bristol, R. I.



The Crocker Library Book Brace is a plate of wood 8 cm wide, 1 cm thick, and 17 or 26 cm long, of beech, with edges rounded and surfaces nicely finishd, so that nothing can injure the finest binding. A fine steel spring, attacht by screws and nuts in a slot, is adjusted so that the length from tip of spring to foot of Brace is just one *half inch* more than the space between shelves where it is to be used. The foot

of the Brace is placed against the books with the spring outward. On raising it to a vertical position, the tips of the spring engage the under side of the shelf above, effectually preventing any forward thrust of the books. The spring is slightly curved, so that it is placed in position with perfect ease, allows the books to be removed in front of it without resistance, and can be moved toward the books to fill any spaces with the ease of an ordinary book. It holds the books firmly at the top, where a small force is so much more effective than a large one nearer the bottom. It supports with rigid resistance any column of books even after they have been warped by previous neglect. It is made in three lengths, and will support the tallest folio as firmly as it does an octavo, a thing impossible with any other brace on the market.

As the most practical evidence, we quote from testimonials furnished us by the inventor, that leave no room to doubt the practical value of the invention.

MELLEN CHAMBERLAIN, Librarian Boston Public Library, says :—

"The Book Supports furnished this library by Mr. Henry Crocker prove on trial to meet requirements better than any which we have yet tried."

C: A. CUTTER, Librarian Boston Athenæum, says :—

"I have had the Book Supports made by Henry Crocker in use for some time and like them much. They are the most effective and the easiest to move on the shelf that I have tried. I have not yet discovered any drawback. A favorable report has also come from the Boston Public Library."

J. WARREN UPTON, Librarian Peabody Institute, says :—

"It is superior to some two or three devices used by us for the same purpose."

W: E. FOSTER, Librarian Providence Public Library, says :—

"Your Book Support, in common with three contrivances for a similar purpose, is in use on the shelves of this library. On account of its simplicity I have found it a very satisfactory method of holding up the books."

R. A. GUILD, Librarian Brown University, says :—

"In my judgment the best thing of the kind; certainly the best that I have seen."

J. HARRY BOGART, Librarian State Law Library, R. I., says :—

"We find them, after a trial of nearly six months, the handiest, simplest, and most convenient Support yet brought to our notice."

GEO. U. ARNOLD, Librarian Rogers Free Library, Bristol, R. I., says :—

"They give the book support where needed, at the top, thus preventing the toppling over of the books, which is so annoying. They do better service than any other kind used by us."

E: W. HALL, Librarian Colby University, says :—

"I have put into use your device for supporting a row of books when the shelf is not full, and find that it answers the purpose most excellently. In some respects it seems preferable to the Economy Book Support, a few of which I have in use."

J. C. HOUGHTON, Librarian Lynn Free Public Library, says :—

"I prefer yours to any others which I have seen."

Just as strong a series of endorsements could easily be secured from those who prefer the L. B. Support, and a library will do best to try

both before deciding which it will adopt. Mr Crocker shows his faith in trial by an offer which we copy from his circular.

"Believing that I have hit upon a very effective and convenient device for supporting books, and wishing to give librarians an opportunity to prove its merits, I will send to any library, upon request, a trial lot of 50 to be tested by actual use for 60 days, and to be returned to me at the end of that time if not satisfactory. Try them. Price \$12.50 per 100.

HENRY CROCKER, Bristol, R. I."

The Library Bureau will doubtless do the same with the iron book brace, tho the test can be made as well with five as with 50, and the expense of returning would doubtless make it cheaper to buy only a few for trial.

BOOK BRACE SUMMARY.

Finally, we have given these various stages of the book brace development in verbatim extracts, in order to show that a device, which today is so much better than anything we have known that we give it cordial endorsement and recommendation, may next year be so clearly improved upon that there is nothing to be said in its favor. Something may be invented during 1887 so much better than the Crocker Brace that that will be abandoned.

And so in every department of library economy. The study focalized on these practical details is constantly producing markt improvements, and those who would get the best and cheapest must keep themselves posted up to date. The Library Bureau undertakes, whether it has the article for sale or not, to be thus thuroly posted as to the latest improvements, and to tell inquirers frankly what they are.

To sum up the book support question. There are now three worth consideration. The Massey is least liked, and, tho the Bureau has a large stock on hand which it wishes to sell, it recommends no one to buy them till after trial. There are, here and there, people who may prefer them for some uses, but such cases are very rare. They work for large books, by being slipt bottom side up on the shelf above. The fan shaped iron is somewhat in the way of the books above, but this application is very convenient. The L. B. Support may also be used in this same way by putting on a little clamp, and this plan works much better than any other except the Crocker. It does n't scratch the shelves, and requires absolutely no adjustment under any circumstances. The list of its claims we gave above.

The Crocker has the advantage accorded the Massey, of an edge

suitable for small labels, and is less likely to have a book put astride than the L. B. There is nothing under the bindings like the tongue of the L. B. It packs in smaller space and handles more conveniently than any other. Chiefly, it seems best adapted for tall books, as it gives its support at the top instead of from the bottom, where it is so much less effective. Its "outs" are the necessity of changing the adjustment in moving to shelves differing much in height, and the fact that it scratches or marks a trifle the under side of the shelf above. This marking does not show unless looked for, and we incline to think that the Crocker is the best one devised; at all events, we recommend all libraries to try it before adopting anything else.

Who will go a step farther and improve on our best book braces for 1887?

Progress.

We solicit for this department notes of gifts, new buildings, new laws, new interest; in brief, of anything calculated specially to encourage and stimulate library workers, and showing that the Modern Library Idea, which the NOTES champions, is making progress.

Buffalo Library Gift of mss. James Frazer Gluck has collected and given what is said to be the finest collection of autographs in this country, 300 mss and 200 letters valued at \$10,000-\$12,000.

That the gift is appreciated in the city is shown by three long articles in the leading paper, the *Courier*, for Sunday 9 Ja 87. Mr Gluck was elected a Trustee some two years ago, and in a discussion as to the wisdom of buying a ms offered, he became interested and offered to pay for it personally. From this he went on, interest growing with the collection, and has bought or secured the gift of this fine collection, which is handsomely bound or framed and displayed in a series of lockt cases.

Supt. J. N. Larned has but just moved into the magnificent new building, one of the finest in this country and costing about \$250,000. "To him that hath shall be given," and it is expected that the generous gift of Mr Gluck will be followed by similar evidences of good will from other prominent citizens.

The *Courier* sums it up thus: "When the Directors of the Buffalo

Library bought a few literary curiosities as a nest egg, they apparently made a most successful start in the poultry business."

Library Buildings. We have arranged to give, as soon as space allows, a series of views of leading library buildings with plans, where they seem valuable enough to justify. Their purpose is practical not historical; to give more tangible ideas of the designs adopted by others. Perhaps they will serve as often as warnings as for examples, but they will be of practical interest. We ask libraries having views of their buildings, to send a sample copy for use in making up this article.

Buffalo Library and Art Building. With the view we shall give in a future number a brief sketch of this splendid new building, of which the formal opening reception occurs on February 7. It is occupied by the Buffalo Library, the Buffalo Academy of Fine Arts, the Buffalo Society of Natural Science, and the Buffalo Historical Society. It indicates great progress in the right direction when the learned bodies of a city unite to bring under one roof such a splendid collection of allies.

Cornell University. The Trustees have decided to go forward with a magnificent library building such as befits a university with a special million dollar library endowment. It will cost several hundred thousand dollars, and be one of the most complete structures of its kind. Pres. A. D. White has given his private library of some 30,000 volumes, and valued at over \$100,000.

New York Free Circulating Library. We know of no greater encouragement to individual effort, unaided by tax or great gifts, than the history of this library, of which we shall some day give a synopsis. But the public has come to know what a wonderful work it is doing, and is showing its appreciation. In 1885 came Oswald Ottendorfer's gift of the beautiful new building on Second Av., stocked with a fine library and now known as the Ottendorfer Branch. In the last NOTES we recorded the gift of \$10,000 by Mrs C. F. Woerishoffer, a daughter-in-law of Mr Ottendorfer. Now New York City, under the new law which resulted from our agitation for a free library last winter, has given \$10,000 per year toward running expenses. As this money is given on a basis of books loaned and property owned, it will be an increasing sum as the work develops. Then comes the gift of Miss Catherine W. Bruce of \$50,000 to open a George Bruce Branch on the west side like the Ottendorfer on the east. This goes on W. 42d St., adjoining the church near 7th Av. and Broadway, which intersect just above 42d St. As we go to press, still another gift of more than

\$50,000 for a fourth branch library is reported, and a site is being selected. For inspiration for attempting a great work with little money with which to begin, let us read the annual reports of this one library, which circulated 234,448 v. with only 25,323 v. stock, and lost only eight, and, best of all, circulates a very high grade of books.

Springfield, Mass. After years of fine work as an association without proper financial support from the city, this library is now taking its proper place as a free public library. We noted last year gifts of \$5,000 each from Mrs Chapin, Mrs Thompson, and Charles Merriam. Now W: Merrick has left it \$30,000, and probably we shall hear before long of other gifts. After patient effort these best libraries are sure to reap their due reward some day, for in no other country is there anything like so great probability of splendid gifts to libraries.

New York Apprentices Library. Those familiar with its excellent work for generations will hear gladly that it shares in New York's progress. Last summer it was made wholly free. Now the city has given it \$5,000 under the new law that gave the Bond Street Library \$10,000. It is certainly progress when a city that has supplied so many millions to be stolen by rings and corrupt officials makes even a beginning in giving money to its free libraries.

Tilton, N. H. Mrs J. Cummings, of Woburn, Mass., offered to build a fine library building (a memorial to her first husband, who was a native of the adjoining town of Northfield) if the two towns would furnish a suitable lot. Mrs C: E. Tilton, who owned a park, not only gave it, but graded and adorned it for the purpose. Another citizen now proposes to fit another park adjoining with fountains, etc.

Port Henry. G. R. Sherman has given a handsome Gothic library building equipt with books, costing \$15,000.

Hartford Library Association. G: D. Sargeant died in August '86, and left \$5,000 and a share of the estate to the library. They expect \$15,000 to \$18,000. His books go to the Watkinson Library, in the same building.

Church Memorial Library. An example that ought to be widely copied was set on All Saints' Day at St. John's, Huntington, L. I. At Even Song the surpliced choir sang Stainer's anthem "Who are these in bright array?" after which the choir and clergy, in procession, walked to the west end of the church, where the "library case" stands. Here Rev. Mr Barrows, on behalf of those who had bought the library and bookcase, made the presentation, "the library to be for the use of the

congregation of said church perpetually, under the direction of the rector of St. John's, and in memory of God's servant, Isabella Gibson Barrows." The rector received the library in behalf of himself, the wardens, and vestrymen. The sermon which followed was on "Add to virtue knowledge." At its close the rector, parishioners, and members of St. Agnes Guild (who had given the proceeds of last winter's work to this object) were thanked for their kindness shown the living and the dead, whom it had been their delight to honor.

The bookcase is of oak, of 14th century style, and holds 500 v. On a frieze of rich moulding at the top in raised letters is "In Memoriam: Isabella Gibson Barrows. 1885."

Is not such a memorial infinitely more Christian in its constant active influence on the lives of the people than the same money spent in brass tablets reciting the virtues of the departed? The churches are waking to the importance of the church library as an active factor in religious work. The Sunday-school library is an old institution, but the best selection of religious books for adults is far too infrequently provided.

New York Prison Libraries. We extract from a letter to NOTES from the Corresponding Secretary: "Thank you very much for your interest in our jail library work. You can appreciate its importance when I tell you we have 1,800 prisoners in our county jails, associated together during all the hours of the day in complete idleness, and the only reading furnished them has been such as their friends sent in, generally consisting of the flash newspapers, Police Gazettes, etc.

"We intend to put a good library in every jail in the state, and then secure such legislation as will prevent the police papers and criminal records being sent to the prisons. We need about 4,000 books this year.
WM. M. F. ROUND."

Such a work shows progress, and we are promised for an early number authentic details of the scheme, which we hope will be taken up by readers of NOTES in every state, till this enormous force for helping criminals may be utilized in every prison and reformatory.

Howard Memorial Library, New Orleans. Miss Annie T. Howard, following out a suggestion of her father, the late Charles T. Howard, is to build on Camp and Delord streets a memorial library costing \$50,000, and to be under the management of Tulane University. The plans were among the last by the late H. H. Richardson, of Boston; are early English in style, the library proper being 60x40 feet, with a capacity of 100,000 v. There is also a circular reading room 40 feet in diameter, ante-rooms for librarian, trustees, etc. It will be commenced in March and be occupied December next.

SUMMARY OF PUBLIC LIBRARIES, 1884-5.

These advance summaries of the new U. S. Report on Libraries show the grouping by sections as well as by states, thus giving added data for studying the progress of the public library movement. For fuller details consult the Jan.-Feb *Library Journal*, where this valuable report is reproduced in advance of publication at Washington, and with important additions. This Library Record double number is \$2.00, and the address is *Library Journal*, 31 Park Row, N. Y.

	Number of Libraries.	Number of Volumes.		Number of Libraries.	Number of Volumes.
Maine,	136	388,611	Kansas,	82	174,952
New Hampshire,	129	354,443	Nebraska,	48	96,344
Vermont,	75	222,437	Dakota,	18	16,550
Massachusetts,	569	3,569,085	Montana,	6	14,400
Rhode Island,	78	395,030	Wyoming,	4	11,892
Connecticut,	179	707,159	Colorado,	30	63,728
New York,	780	3,168,508	New Mexico,	6	14,370
Pennsylvania,	433	1,965,093	Mountain,	194	392,236
New Jersey,	126	463,662	Arizona,	4	8,656
No. Atlantic,	2,505	11,234,028	Utah,	14	27,534
Delaware,	18	64,320	Nevada,	7	26,827
Maryland,	89	615,494	California,	188	786,052
District of Columbia,	66	1,203,156	Oregon,	21	49,840
West Virginia,	19	36,138	Idaho,	6	8,800
Virginia,	75	321,842	Washington,	18	18,562
North Carolina,	57	158,050	Alaska		
South Carolina,	40	176,563	Pacific,	258	926,271
Georgia,	66	230,714	SUMMARY BY SECTIONS.		
Florida,	14	26,660	N. Atlantic States,	2,505	11,234,028
So. Atlantic,	444	2,832,937	S. " "	444	2,832,937
Alabama,	41	95,303	South Central or		
Mississippi,	37	96,072	Gulf States,	359	930,516
Louisiana,	42	139,759	North Central or		
Texas,	42	67,742	Lake States,	1,578	4,306,088
Indian Territory,	10	7,801	Western or Moun-		
Arkansas,	16	48,143	tain States,	194	392,236
Tennessee,	72	195,186	Pacific States,	258	926,271
Kentucky,	99	280,510	Total,	5,338	20,622,076
Gulf,	359	930,516	SUMMARY BY SIZE.		
Ohio,	290	1,070,259	No. having less than 1,000 v.,	2,340	
Indiana,	170	414,328	1,000 but less than 10,000 v.,	2,582	
Illinois,	317	929,391	10,000 but less than 20,000 v.,	224	
Michigan,	339	587,150	20,000 but less than 50,000 v.,	134	
Wisconsin,	114	390,783	50,000 but less than 100,000 v.,	30	
Minnesota,	82	178,941	100,000 or more v.,	15	
Iowa,	120	317,330	No. not reporting their contents,	13	
Missouri,	146	417,906	Whole number in list,	5,338	
Lake,	1,578	4,306,088			

Editor's Notes.

All communications and inquiries for the editor, exchanges, press copies, etc., should be address, Melvil Dewey, Columbia College, New York, and marked L. N.

All subscriptions, copy for advertising, remittances and business communications, should be address to the publishers, Library Bureau, 32 Hawley St., Boston.

All subscriptions are understood to be for the complete, current volume.

The editorial and business departments are absolutely independent. Any descriptions, illustrations or references in the reading matter to articles sold by any firm are because the editor believes them to be valuable to his readers, and are wholly on the merits of each article without knowledge or influence from the business department. AFTER such descriptions are written, the publishers seek, in the interests of readers, to secure advertizments of what is reported best. Therefore, when anything is mentioned in both editor's and business columns it is always advertized because found worthy endorsement; but never endorst because advertized in our journal.

The editor is responsible for all unsigned matter except in the advertizing pages.

When requested by contributors we follow their spelling, capitals, etc. Otherwise we follow some of the recommendations looking toward the improvement of English spelling, made by the two Associations which include nearly all the leading living scholars in English, viz., the American Philological Association and the English Philological Society.

Our embarrassment of riches constantly increases. A monthly issue would hardly meet the demands. But we have our monthly *Library Journal*, to which we urge every reader of NOTES to subscribe. When fairly started, we will give the best 50 or more pages we can in each issue, and our friends who pay so little for what they ask must wait their turn.

We have over 20 articles needing publication, but are forced to print in this and the next number those already in type, tho not the selection we should make as most pressing. We began by putting in type articles answering questions coming from several sources, so as to send proofs as answers, fondly supposing we should have room for them in the next NOTES. We find nearly 80 pages thus set, and must issue the concluding number of this volume in March, dating this December, so as to make room for urgently called for discussions.

We again invite readers to send in lists of topics which they wish treated in early numbers, specifying difficulties and giving any suggestions.

We prefer to sacrifice variety, entirely omitting several departments in each issue, so as to treat more fully in a single number the topics taken up. This makes a poorly balanced periodical, but a more useful handbook for reference, and the latter is the real function of NOTES.

The unexpectedly successful start of the Columbia Library School has crowded us to the last degree, and in itself is making valuable matter enough for a weekly. As fast as practicable our readers shall have the benefit of our studies and experiences.

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MELVIL DEWEY, Columbia College Library.

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Worcester, Feb. 9th, '86.

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A. H. HINMAN.

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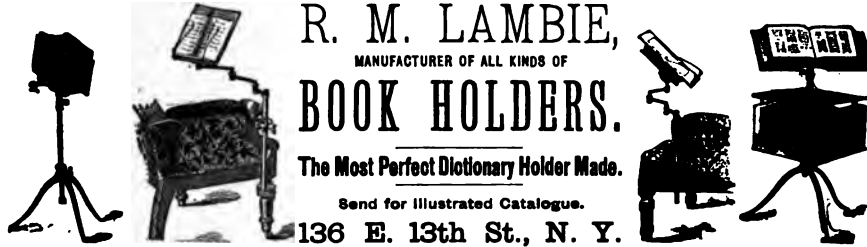
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It has been on my mind a number of times during the winter, entirely unprompted by any one, to write you an expression of the constant satisfaction I am finding in using the Ideal Pen. In common with so many others I had tried one after another of the pens which are at present on the market, and had thus quite an assortment of pens which in theory were perfect, but which in practice were so decidedly imperfect as to be soon relegated to "innocuous desuetude." I had despaired of ever finding any really satisfactory self-feeding pen when yours was brought to my notice, and in a most pessimistic spirit I essayed to fulfill the old rhyme:

"If at first you don't succeed,
Try, try again."

This time the right pen came. I have used the Ideal Pen for over a year, and have found it as well-nigh perfect as anything I can readily conceive in the shape of a writing utensil. It has relieved the labor of the desk immensely and done what grace could not always succeed in doing—keeping me in an equable temper. I would not be without it for many times its cost. I write this on the principle that when a man has found a good thing he ought to let others know of it.—**Rev. R. Heber Newton, D. D.,** Rector All Souls' Church, New York.

I have used your Ideal Pen, as you know, from the very first. I have tried almost if not quite all on the market, and my judgment is that it is out of the reach of comparison with any other. I have four of them in constant use.—**Rev. Geo. F. Pentecost, D. D.,** Brooklyn, N. Y.

I have used the Waterman Ideal Fountain Pen for about one year. I have often said that my satisfaction with it is so great that I would not sell it for \$1,000 if it were not to be replaced. We have several of them in constant use here, and with great satisfaction.—**J. L. Halsey, 1st Vice-President Manhattan Life Ins. Co.,** N. Y.

I have been specially interested in Fountain Pens for 15 years, and have tried scores claiming to be the "best and perfectly satisfactory," but none were worth using, till I found the "Ideal" in 1883. For three years I have used it with increasing satisfaction. In this time I have personally used over 20 of them, often giving up my own to a friend and getting another. It is a pleasure to bear this unsolicited testimony to the merits of a most useful invention, for I wish others to know and share its benefits.—**Melvil Dewey,** Chief Librarian and Prof. of Library Economy, Columbia College, New York.

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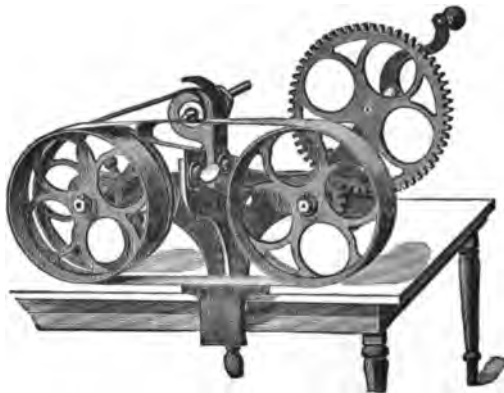
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themselves the weary task of poring over numberless bulky volumes of history or science, under the delusion that they are improving their minds, when, in fact, they are only wasting precious time and inflaming their eyes. I once knew a young schoolmaster who had got it into his conscientious pate that reading was the proper thing to do, and that the more pages he pronounced, the more nearly he discharged his duty to himself, his profession, his country, and mankind. He plodded thru Josephus, Rollin, and Dick's works, with incredible patience, and with a scrupulous attention to notes and references that was morally sublime. No tome was too massy for him, no subject was out of his range. He would not have hesitated, I am sure, to undertake the national poem of the Kalmucks, which, De Quincy says, measures 17 English miles in length. I can hear the sigh of tired triumph with which Josiah (for that was his name) closed a finished volume of Patent Office Reports. "There!" he exclaimed, "I'm thru that!" On a well-remembered occasion a roguish girl put Josiah's bookmark from volume 2 of Kane's Arctic Explorations to the corresponding page in volume 1. The patient plodder, when he came home from school on the day of this trick, turned to the bookmark, and continued reading the whole evening, unconscious that he was reviewing what he had gone over a week or so before. When, however, the sly maid, by whose stratagem he lost so much time, demurely asked in her Quaker fashion, "How does thee like Doctor Kane?" Josiah answered that it seemed to him there was a good deal of sameness in the book.

This young school-master regarded himself as a remarkably well-read man. He plumed himself on his useful reading. He imagined that he derived from books as much benefit as any person whatever. Yet he no more assimilated his crude acquisitions than a mill-stone assimilates the corn it grinds. The corn wears out the mill-stone, giving it a mealy smell; the books wore out the young man, imparting to him only the faintest odor of literary culture.

Reading, if it answers its true end, nourishes and vitalizes the mind. It goes into the intellectual circulation, and is secreted in new forms of thought, imagination, and emotion. It quickens the perceptive powers and deepens the reflective. He who reads profitably, absorbs from his book such ideas, and such use of language as are adapted to his capacity and want. He reads actively, consciously; every increment of knowledge falls into its place and becomes usable. The more facts he accumulates the better does he see the value and bearings of each.

The reader who speaks or writes may unknowingly appropriate the ideas and even the sentences of his favorite books. It sometimes hap-

pens that what one has read in his youth, and forgotten, comes back by some subtle association, rising in the mature mind as if formed there. No writer altogether avoids betraying the dominant influence of the books that educate him. The tendency to imitate that which we strongly admire is almost irresistible. Carlyle is original to a fault—defiantly original—and yet critics say Richter's style re-appears in Herr Teufelsdröckh. Originality of language does not consist in artful arrangement of words, much less in paraphrase. It depends upon the organic structure of the idea expressed, and upon the form in which that idea figures itself on the mirror of conception. The mode of expression is dictated at once by the commanding thought itself. Seneca says: "Great thoughts must have suitable expressions; and there ought to be a kind of transport in the one, to answer to the other." Perhaps a man's most original thoughts are those he is least conscious of evolving. As dead, structureless chyle becomes living, cellular blood, through the operation of biological causes, so knowledge changes to thought; originality is the vitalization of the mind's food; it is the last process of mental digestion.

Literary history does not show that invention flags as erudition advances. On the contrary, the great writers have been generally great readers. Rabelais, Cervantes, Montaigne—men of their class—fed themselves on books.

To understand an author, we must understand more than his words. We must seize the spirit of his thought. His words are the best vehicles the writer could command to carry to us his meaning. But, be sure, no thinker was ever satisfied with the words he uses. Days of thinking brought to the printed page one or two sentences. Reading those sentences, we may be provoked or allured to other days of thinking. The ability to think is the measure of our natural capacity with the effects of education superadded. To read much and think little may weaken the mind, not strengthen it. You cannot always have a book to read or a companion to talk with; but you can think without book or companion, by daylight or in darkness, with or without the aid of the senses. The mind takes up no room in a traveling bag, and yet it holds the world and all. It holds the thinking apparatus.

The book that stimulates and enlightens Julius may prove intolerable to Felix. Lady Jane Grey likes Plato, Matthew Arnold likes Burke, Ruskin likes Coventry Patmore. Beecher declares that, for 20 years, Spencer's works had been "meat and bread" to him. Macaulay, a gourmand of books, praises many, but places the seventh

book of Thucidides above all others. He calls it "the *ne plus ultra* of human art." Carlyle names the Book of Job as the first of literary productions.

Ruskin says in one of the two charming lectures in *Sesame and Lilies* (a book of diamond luster and value): "And if she can have access to a good library of old and classical books, there need be no choosing at all. . . . Turn your girl loose into the old library every wet day, and let her alone."

The formation of a library of standard books in every private house would work wonders in education and culture. The presence of books in a house is civilizing. The father who provides wholesome mental food for his family performs a duty at once political, social, and individual. Happy the boys and girls who are born under the roof that also shelters a goodly company of those

"Loved associates, chiefs of elder art,
Teachers of wisdom,"

in whose honor these paragraphs are reverently written. Fortunate the youth whose days and nights are, in part, given to the dignified influences of high literature.

Books may be used as fashionable ornaments. At Oil City I saw an elegant array of finely-bound volumes, in a richly-carved walnut case. The case was locked. A boy, curious to explore the shelves, unlocked the door, and made bold to take down a treasure in tree-calf. "My son!" exclaimed the mother of the lad and mistress of the mansion; "put that there book straight back; don't you know better than to handle books?"

Associations.

A. L. A. THOUSAND ISLAND MEETING.

The arrangements for this meeting in early September are being pushed forward and will be announced in the next NOTES with exact dates and prices. Headquarters will be at Alexandria Bay or Thousand Island Park, where liberal concessions can be had at first-class hotels.

The leading railroads will furnish round-trip tickets to members at a large reduction from regular rates, and overtures have been received from prominent gentlemen in Canada who hope to extend courtesies to the American librarians.

There are indications thus early that the meeting will be unusually well attended and unusually well worth attending.

Besides the usual interest in the sessions, which continue four days, the place of meeting offers more attractions than almost any other in the country. The wonderful beauty of the river and the 1,800 islands clustered within a few square miles has within a few years been greatly heightened by hundreds of villas built by wealthy summer visitors from all parts of the Union, thus turning it into a veritable fairy land.

Those who have not visited this famous resort since art has added so much to nature's attractions will be anxious to improve this opportunity. Those who have been there need no urging to induce them to come again.

After the Conference there will be excursions, not to be surpassed in interest by any in the country, down the St. Lawrence, shooting the various rapids, to Montreal and Quebec, quaintest of American cities, and probably up the Saguenay River to Cape Eternity and Ha-Ha Bay. The return can be made via Lake Champlain, Lake George, Saratoga, and the Hudson, or via the White Mountains, or, best of all, via the Gulf of St. Lawrence and round to Boston and New York by steamer, touching at interesting points in the provinces.

Those wishing to make any of the excursions should send their choice as early as possible, as the route adopted will depend on the number voting for each plan proposed.

The traveling arrangements will be very similar to those of last year, the New England party having a car from Boston in charge of Mr Davidson, Manager of the Library Bureau, and those in the vicinity of New York, or who may come there to share in the unequalled trip up the Hudson by daylight, will start with the Committee of Arrangements. Orders for tickets, inquiries, or suggestions may be sent either to the Library Bureau, 32 Hawley St., Boston, or to the Secretary, Melvil Dewey, Columbia College, New York.

CHILDREN'S LIBRARY ASSOCIATION.

In order to provide children with wholesome reading, and counteract the influence of the injurious literature so freely offered them in New York, this organization was formed in the fall of 1885. Its first step was to secure a suitable reading-room, and, thru a friend, such a place was offered at 243 9th Av., where a library was opened, from which children from the public schools, if supplied with tickets by their teachers, could draw books free of charge. The books and periodicals

needed in starting were supplied by gifts from New York publishers and friends of the undertaking. To place the library on a purely unsectarian basis, the books were inspected by a supervising committee of accredited representatives of the Catholic, Protestant, and Hebrew faiths.

The library in this first year circulated large numbers of the best books, and its founders felt justified in increasing their efforts.

The reading-room was closed in April 1886, and, owing to difficulty in securing quarters, because of attracting so many children, was not reopened until Feb. 1887, when the rooms now occupied at 436 W. 35th St. were taken. The Association had 11 members when formed; it now has 55. The library is daily visited by more children than the rooms will hold, and it is not uncommon to see a line of little people waiting patiently on the walk before the very modest quarters, eager to slip in as fast as others come out. It need hardly be said that the books are in constant circulation.

The evident need of work of this kind, as shown by the interest manifested by those for whose benefit it was started, has prompted the Association to make a renewed effort to enlarge its working power.

The above sketch of the C. L. A. is condensed from the interesting history by the founder, Miss Hanaway, as read at the first public meeting, held at Columbia College in Hamilton Hall during the winter term of the Library School. The business meetings have been regularly held at the Columbia library in reading-room No. 4, where also meet the N. Y. Library Club and the National S. S. Library Union.

At this meeting Mr Dewey urged that the work should be broadened to meet the growing interest; that many people would gladly give more if asked for more; that the field was so great that we were in duty bound to cover more of it; that a new constitution and plan of campaign should be made, and that the C. L. A. should be regularly incorporated and put in a position to receive gifts or bequests. As a result a special committee held a series of meetings in Mr Dewey's office, and the constitution given below has now been finally adopted by the Association.

One afternoon the Library School visited the rooms in West 35th St. to become more familiar with the work. As a result several members of the class who are taking the two years' course volunteered their active assistance. The crowds in the tiny rooms occupied became so great that it was clearly best to abandon them, as it was impossible to secure even standing room for the children and much less ventilation.

Several openings for better quarters offered, and, pending the decision which to accept and preparations for a more active campaign in the fall, the 600 vols. were carefully boxed and sent to Columbia for the interregnum. There are calls from several parts of the city for the opening of libraries and reading-rooms for children. Prominent trustees of the N. Y. Free Circulating Library are greatly interested in the growing work and hope to provide in each of their new buildings a suitable room for our work in that section of the city.

The C. L. A. has no desire to do work that others can be found to undertake, and as fast as other libraries remove the age qualification or provide the special rooms for children, the trustees will move on to another of the hundreds of centers where a great work is waiting to be done for the little ones. Librarians have more than the philanthropic and educational interest in this good work. It is the training school for the public libraries, and much of the success of the older institutions depends on the constituency that is constantly growing up to enter the people's university.

The interesting story of the origin of the movement, with other good things, will be found in the May *Library Journal*, where we propose to print frequent memoranda of its work. The NOTES has space only for a summaries. This work is no longer an experiment. The field of usefulness is as wide as the world full of little ones. It appeals strongly to all the better classes, and we print these notes and the carefully prepared constitution, hoping that many other cities and towns will profit by New York's good example.

CHILDREN'S LIBRARY ASSOCIATION.

CONSTITUTION.

1. *Name.*

This organization shall be known as the Children's Library Association.

2. *Object.*

Its object shall be to create and foster among children, too young to be admitted to the public libraries, a taste for wholesome reading. To this end it will secure the delivery of addresses, the publication of articles, the circulation of printed matter, the cooperation of schools, teachers, and parents, and chiefly, so far as its means will allow, it will supply the children, for use both at home and in free libraries and reading-rooms, with the books and serials best adapted to profit them and to prepare them for the wisest use of the public libraries.

Library Notes.**3. Members.**

Any person interested in the work of the Association shall become a member on payment to the Treasurer of the required fee, after unanimous vote of the Executive Committee, to whom all propositions for membership shall be referred. The annual fee, payable each January, shall be, for members \$1; for associates \$5; for subscribers \$10; for fellows \$20. By one payment of ten times the annual dues any member, associate, subscriber, or fellow may become a life member, associate, subscriber, or fellow permanently entitled to all the rights and privileges without liability to further assessments or dues.

4. Officers.

1. The Association shall elect by ballot at each annual meeting five trustees to serve for the term of three years. This board of 15 trustees shall have entire management of the affairs of the Association with power to fill vacancies in their own number for unexpired terms.

2. The trustees shall, at the January meeting of each year, elect for the Association a President, Vice-Presidents, a Chairman of the trustees, a Secretary, a Treasurer, a Council, and Executive, Ways and Means, Finance, Library, and Reading Committees of not less than three each, and any other needed officers or committees. All officers shall serve till their successors are duly elected. One person may fill more than one office, but only members shall be eligible to any office.

3. The **President** shall preside at all meetings of the Association, and in his absence a **Vice-President** shall take his place.

4. The **Chairman of the Trustees** shall preside at all meetings and be the executive officer of the trustees in all matters not otherwise provided for.

5. The **Secretary** shall keep a faithful record of all business transacted by the Association or trustees, with a record of the trustees present at each meeting; shall give proper notice of any elections, appointments, meetings, or other business; and shall have charge of the books, papers, and correspondence.

6. The **Treasurer** shall receive promptly all money belonging to the Association and deposit the same to its credit in such bank as the trustees shall select; shall keep a full and accurate record of all receipts and disbursements, with date, purpose, and amount; shall pay no money without written order of the Finance committee; shall report the condition of the treasury whenever asked by the trustees or any committee; and at the annual meeting shall submit a full report, audited by the Finance committee.

7. The **Council** shall be chosen from members whose advice and

opinions will be specially valuable on questions connected with the work of the Association, and who may be consulted by the trustees or committees.

8. The **five standing committees** shall have power to act on all matters intrusted to them, provided the action is unanimous; but a minority may require any matter to be reported to the trustees before final action. The acting chairman shall represent each committee and certify to any action, communication, or expenditure by that committee. Each committee shall be subject to the control of the trustees, and shall report in writing to each regular meeting of the trustees, and also in summary to the annual meeting of the Association.

9. The **Executive committee** shall act on all propositions for membership and have charge of matters not assigned to the other committees, with power to act for the trustees in the intervals between their meetings on matters on which the committee are unanimously agreed.

10. The **Ways and Means committee** shall undertake to increase the paying membership, solicit subscriptions and gifts, and in all proper ways to secure needed funds for carrying out the objects of the Association.

11. The **Finance committee** shall receive estimates and requisitions and apportion the funds of the Association to its various needs; audit the treasurer's annual report; audit all bills before payment by the treasurer; and shall make such rules as seem necessary to secure the greatest good from the available funds; and no officer, committee, or member shall contract any debt or obligation against the Association in excess of the sum authorized by the Finance committee.

12. The **Library committee** shall have immediate control of any libraries or reading-rooms managed by the Association, the buying, binding, cataloging, and care of all books and serials, the selection, payment, and control of librarians and assistants, and any other matters directly connected with the libraries or reading-rooms.

13. The **Reading committee** shall be composed of accredited representatives of the Protestant, Roman Catholic, and Hebrew faiths. It shall have the responsibility for the character of the reading furnished the children; and to secure non-sectarianism no book or serial disapproved by any member of this Reading committee shall be supplied by this Association to its readers.

5. *Meetings.*

1. The annual meeting of the Association shall be held on the last Monday of October.

2. Regular meetings of the trustees shall be held on the first Mondays of December, March, and June.
3. Special meetings of the Association shall be called on written request of ten members ; and of the Board on request of five trustees, provided that one week's previous notice be duly given.
4. The Executive committee shall fix the time and place of all meetings, and may itself call special meetings of either Association or trustees.
5. At meetings of the Association 20 members, and at meetings of the trustees eight trustees, shall constitute a quorum. At meetings of the trustees any member of the Association shall be entitled to be present but not to vote.

6. *Amendments.*

This Constitution may be amended by three-fourths vote at two successive meetings of the trustees, provided that each absent trustee shall be notified of the proposed amendment at least one week before its final adoption.

COLUMBIA LIBRARY SCHOOL.

The first year is proving more of a success than its best friends dared to hope. We have space only for brief notes. Full information, as on all historical matters, will be found in the *Library Journal*, where the records of all the various library organizations must be sought. Having admitted a class of 20, instead of the ten to which it was to be limited, a change of quarters was necessary ; but the entire old library (90 x 40 feet), now assigned to the school, gives ample room. To this class-room has been transferred the old A. L. A. Bibliothecal Museum, which has been lately doubled in value by large additions. As fast as the needs are recognized, new provisions are made for the school which will each year find added conveniences and facilities for profitable study.

Most of the students have been so persistent in their study and practice that they have seemed to live in the library. Lunch is brought up to those wishing it by the school page assigned to wait on the class, and for 14 hours daily there is opportunity for work.

The fair criticism on the four months' course was that too much was crowded into it. The strain was very great, but the interest and enthusiasm of the class seemed equal to anything ; and a census of the score of earnest workers showed a uniform improvement in health during the term, most gratifying to those who feared a general breakdown.

With all this work time has been found for many enjoyable extras. Many courtesies have been extended, including complimentary tickets for the entire class for various entertainments and lectures. As the guest of Mr George Hannah, librarian of the Long Island Historical Society, the class and teachers enjoyed a delightful lunch as part of their Brooklyn visit. Alternate Friday evenings have been spent socially at the home of the director of the school, where music, simple refreshments, and general good fellowship helpt to develop the *esprit du corps* evident in the pioneer class.

The significant fact about the first year is the rapid development. This class came for three months, most of them having made positiv arrangements to leave at that time. After six weeks they petitioned for an extra month, which was granted, and later most of the class determined to take the full two years' course. The College has met these demands for something broader and more satisfactory than it had dared to offer in the experimental year. The first annual Register of the School has been issued, and the fourth Circular of Information now printing, shows how large an advance has been made on the plans for the coming year.

The gifts of samples were so generous that each student now owns a very fair bibliographical museum of his own, some of the class reporting that an extra trunk was necessary to transport home their acquisitions. Many favors have been shown by the Library Bureau, R. R. Bowker, publisher of the *Library Journal*, *Publisher's Weekly*, *Literary News*, and the American Catalogue and by the Harpers, Appletons, Putnams, and others.

A large number of librarians and others interested attended now and then a lecture to sample the school's good things, and in several cases visitors spent from a few days to two or three weeks.

The practice problems, many of them being real cases under discussion in well-known libraries, and the visits each week to study some library, book house, or bindery in operation, proved exceedingly practical, and concentrated much library experience into a very short time.

The faculty feel about this class as do most mothers about an only child—that it is of very exceptionable merit. The fine large class picture of students and teachers by Pach Bros. seems to strengthen this opinion so far as appearances can be trusted.

Their services seem in demand midway in their course. The president of the class, Mr George Watson Cole, late of the Fitchburg library, is now librarian of the Pratt Institute, Brooklyn. Mr Patten,

Miss Stott, and Miss Bonnell are engaged in the N. Y. Free Circulating Library; Miss Miller is first assistant at Lafayette (Ind.); Misses Seymour and Woodworth go to the new Osterhout Free Library in Wilkes-Barre, Pa.; Miss Fernald is cataloging the new library at Saugus, Mass.; Misses Griswold and Chapman are librarian and assistant at the Y. W. C. A., N. Y.; Miss Talcott is assistant at the Hartford library, and six of the rest are busily at work in the Columbia library, some of them having declined offers from other libraries.

CHANGES IN THE LIBRARY SCHOOL FOR THE SECOND YEAR.

Careful comparison of the new Circular of Information with last year's announcements shows a marked development of the plans. We note some of the points, advising those interested to read the details for themselves, as the pamphlet can be had free by applying to the Library School, Columbia College, N. Y.

The first year's experience has shown a greater demand than was realized from both students and employers for thorough preparation. Evidently the time is not far distant when a man or woman seeking the place of a librarian without training for its duties will be thought as much a quack or charlatan as the physician seeking patients without having attended a medical school or served an apprenticeship with an accomplished practitioner. The college hesitated to offer more than it was sure was now wanted, and the three months' course was as far as it went for the first year. The second year shows a long stride toward a professional school with as full a two years' course as is given in the law and medical schools. One term per year has become three,—short, but of solid work without vacations,—thus giving as many exercises in the year as any department of the college. Beside the three months' course of the first year, a preparatory term, beginning eight weeks before the first Thursday in January, fits all students who have not been engaged in a library, for intelligent and profitable work in the crowded lecture term. The third term of the junior year is also eight weeks, up to the college commencement. Those who take also their apprenticeship work in the Columbia library may work as much of the rest of the year as they choose, but this completes the regular class exercises. A senior year corresponding in terms is provided, and a third year of advanced work for those who can give the time is now in preparation. The faculty have submitted to the trustees a proposition to confer on college graduates who complete satisfactorily the two years' course, the degree B. L. S., Bachelor of Library Science, and the Master's degree, M. L. S.,

for the three years' course. For this year, however, only diplomas or certificates of proficiency are offered.

These degrees will not be given as a matter of course to all who spend two years in the School, but only on rigid examination, it being the purpose of the School to set its standard so high that its degree shall be a voucher of native ability and thorough preparation for entering the profession. A college degree is not yet absolutely required for admission to the School, but more strict examinations are to be passed by non-graduates. The age limit for entrance is raised to 20 years, and applications are required to be made on a blank provided, which calls, among other things, for full information as to previous education and experience. The plan is to admit only ten to the regular class, and there are already 20 applicants for next year, with good promise of 50 before the term opens. The School prefers a small class carefully selected from a large number as those promising to do the best work in the profession. There is already an overstock of mediocre librarians, assistants, and catalogers, and the influence of the School is intended to diminish rather than to increase their number.

In the School itself women have exactly the same privileges as men, and also in the College, except that women are not admitted to the class exercises of the men in other departments. The College degrees have however been opened to women who pass the required examinations. A circular explaining this fully will be mailed on application.

The fees are \$50 per year or \$20 for all the lectures of any single month. The proportionate fee for a single course of lectures is given on application for each course. Tho the advantages are so greatly increased, it will be noted that the fee remains at \$50.

A Fellowship of \$500 per year is offered to the most successful student of each class, together with several scholarships yielding from \$100 to \$300 each per year; those winning these honors being required to discharge certain duties in the college library as part of their training. It is hoped in this way to encourage the best students to spend more time on their preparation and increase the number of those who will take the three years' course, which will include considerable work in languages and comparative literature, as well as the advanced work in bibliography and library economy. One of the marked successes of the last year has been the bibliographical lectures by various professors of the university. This feature is to be very largely extended hereafter, so that bibliography will receive as full treatment as library economy, and perhaps justify a change of name from the limited Library Economy to the generic name Library Science, covering bibliography, cataloging,

classification, and the group of topics connected with library management known as library economy. When the School was named it was thought best to begin with only the technical part and wait till the demand of the public justified broadening the scope to cover library science.

There has been introduced for next year a course, by prominent scholars, on the various great literatures of the world treated from the librarian's standpoint, and also a short course, which will doubtless be fully developed later, on the leading languages as the librarian's tools.

The faculty has been organized, five non-resident lecturers appointed, and in many ways there is evidence that the School is to take on more of the scholastic form with its second year.

Several hundred books have been bought specially for the School, and a selection of those most wanted for study is placed in the classroom for more convenient use, while duplicates of the most needed works are provided to be taken home by those who cannot afford to buy them. Provision has been made for places of meeting for clubs for mutual improvement formed among the students; rapid additions are also being made to the illustrative collections; and every effort is put forth to make the School as practically useful as possible to its students. Each succeeding class will of course enjoy all the advantages of its predecessors with whatever has been added since, but no higher standard of appreciation could be asked by the faculty than has been shown by the pioneer class.

Students are warned not to hope to make up for lack of preparation or to take extra studies while at the School, for the required work is so heavy as to require all their energies. For those who take only a partial course abundant and attractive opportunities are offered for other work.

While the standard of admission has been so much raised and the course lengthened, full opportunity is still given to those engaged in libraries to come for such time as they can spare and get such help as they can from the School. The enlarged rooms make it possible to receive more students, but the regular class is limited to ten, in order not to offer more well-trained candidates than there is a ready demand for. Those who have already secured positions and do not ask the School to become responsible for their acquirements or to assist them to places will be received as during the first year, with only examination enough to satisfy the faculty that they can profit by the School.

In the same way private book owners not intending to enter the profession, but wishing to take any part of the course, are allowed to do so on payment of the moderate fee.

PREPARATION FOR THE LIBRARY SCHOOL.

Constant inquiries are made as to the best use of the time till the opening of the preparatory term. Much can wisely be done before, for there will be enough left to do after getting to the School to keep all occupied.

In technical matters comparatively little can be done to advantage till after the first term. We note :—

Handwriting. One of the details that should be attended to is the library handwriting, which takes not a little time from some who ought not to spare it from their studies. In this number we give full advice about this. Those who enter the School can have brief criticisms and suggestions from a teacher if they send samples of their handwriting. By acquiring a suitable hand, students can earlier be allowed to do catalog work of great value as practice.

Visiting libraries. This should be done as far as convenient, since each library seen broadens somewhat one's ideas. The methods of work, catalogs, etc., should be specially examined. It is hardly wise to spend extra time or money on such visits; for, after the School, pupils will have learned how to get much more good from them. The same remark applies to binderies, printing-offices, book stores, etc.

Reading. The first thing needed is a set of LIBRARY NOTES, of which a complete index volume costs only \$1. In each number is something specially written for students. The rules for card catalogs (20 pages in No. 2) require no little time from the novice, and the sample cards printed after them serve as models. In succeeding numbers matter prepared specially for the class will be given, and it is the assumption in all lectures and class exercises that each student has a set of the NOTES for reference to the many rules, tables, and illustrations.

Much more extensive than LIBRARY NOTES and therefore much more important if it can be afforded, is a set of the *Library Journal*, in which is more important matter for the young librarian than he will find in all the rest of the language together. We cannot too strongly urge the importance of access to the *Library Journal*, but its considerable cost may deter many. All the prominent libraries have full sets, and many can read it in their home libraries. If necessary it is worth some sacrifice to secure at least the most important of the 11 v. now completed and to subscribe for the current numbers. Liberal concessions in cost can be had by those coming to the School. If all cannot be afforded, the most useful material will be found in v. 5, 4, 3, and in that now printing, and we recommend that they be bought in that order. An

article pointing out how the *Journal* is worth in cash much more than its cost to any earnest young librarian will appear, we hope, in the next NOTES. From time to time we shall give reading lists which will assume that the student has access to the *Journal*.

The U. S. Bureau of Education Report on Public Libraries published in 1876 is the most important single volume, but it was written before the Association was founded or the *Journal* started, and few of the articles would be written today by their authors as they are printed there. This should be secured if a copy can be picked up second hand, as sometimes happens. The Library Bureau is able occasionally to buy a copy, and application could wisely be made there.

It is doubtful if it is well for students to spend time or money on other books in this field before they lay the foundation for their wisest use in the short course at the School.

Bibliography. Anything and everything that increases his knowledge of books will be directly valuable to the librarian, but the time can be much better spent after some instruction, and the list of the best books to read in this field is deferred.

General education. While everything counts in preparation, the most important is a knowledge of the German, French, and Latin languages, not as philology but as working tools. The pupil that can read German and French readily has an immense advantage. Next in order come Italian, Spanish, and Greek, or some of the Scandinavian tongues, but these are much less often needed, and can be acquired later. German and French, if known, will be in daily use.

After the first term every student has work enough laid out to last him for years. Before that, more than enough has been suggested above. We prefer to have the preceding summer largely devoted to laying in an extra stock of strength and good health for the active work of the School. It is better to spend such time as can wisely be given, on German and French, the library hand, and general reviews of literature and history rather than to try to anticipate the instruction of the School in bibliography and library economy.

LIBRARY HANDWRITING.¹

At first thought it seems that to emphasize a merely mechanical accomplishment as an important qualification for a librarian, is to subordinate the intellectual side and to set up a fictitious standard. Whatever the theory, the fact remains that there is nothing that pays better for the time it costs the candidate for a position in a library, than to be able to write a satisfactory library-hand. In so many cases superior mental abilities have been put to a great disadvantage in the competition for desirable places by this apparently trifling item, that it seems worth a special article pointing out why it is so important and the best way to attain the desired end. Even in libraries where writing machines are largely used there remains all the writing on blank books and many other places where it is not practicable to use the machine.

The writing of the future in and out of libraries is to be done as largely by machines as sewing is now. The hand, needle, and pen will always have a mission, but the silly prejudice against legible "writing done on a machine with no individuality" is yielding very rapidly as the machines themselves are so nearly perfected. We ask all readers who have experimented to contribute their experience towards making more useful our coming article on Type-writers in libraries.

More and more impressed with the importance of this subject, so apt to be neglected for something intellectual, we have spent some time in trying to find approximately what is best. These results have been revised item by item by about a dozen catalogers and librarians who discuss every doubtful point, examined and tested samples, made individual experiments and reported at the next meeting, and in all ways made a business of hunting down the solution. These efforts lasted for an hour daily for nearly an entire week. The net results are given below. Quite possibly further study will prove that we have not reached the ideal yet, but we have certainly made a long step forward. Suggestions and results of experiments by others are solicited, with a view to approximating more and more closely to the perfect hand for library use.

Our comments will be with the cards of a catalog in mind. Most of them will, however, apply equally well to other library writing.

Faults. — In examining hundreds of card catalogs we have found the following faults in the writing on the cards.

¹ In response to many requests we shall next month reprint this article in pamphlet form. We beg readers interested to examine the recommendations carefully, and send promptly to the editor any criticisms or suggestions that may enable him to make it more useful before reprinting.

a. **Size.** — A few make their letters too large for the space between the rulings. Beyond a certain limit this injures rather than helps legibility, as it crowds the lines together, and the extended letters run into letters above and below. It is little helped by the effort to find an open space where the top of a tall letter can run up between letters in the word above, as this adjusting makes the spacing very irregular. The height of the small letters (e.g. the m) must not be over half the space between lines and five-twelfths is much better. This necessitates modifying the ordinary rule that b, f, h, k, and l are three times the height of m. But the compactness demanded in cards seems to make this necessary. Where the ruling allows it, the loops may be made longer.

Unless the ruling is very coarse the letters will be too small for the greatest legibility, unless at least two-fifths the entire space is given to m. This faulty minute writing is most common with ladies who have been taught that abomination to poor eyes, the delicate ladies' hand.

The standard card has lines 6 mm apart, or four spaces to the inch. On these the small letters should be $2\frac{1}{2}$ mm high; and b, f, h, k, and l, 5 mm high, thus leaving 1 mm margin between the top of the tallest letters and the line above.

In all these measures of height, the m is the unit, and is called a space. Small r and s are $\frac{1}{4}$ space higher than m. While the usual rule is that d, p, and t are two spaces high, or twice the height of m, on the catalog card we must limit them to $1\frac{3}{4}$ space, and b, f, h, k, and l, which are by common rule three spaces high, we limit to twice the height of m. In the same way f, g, j, y, and z go only a full space below the line, and p and q, only $\frac{3}{4}$.

b. **Figures,** unless the printed form is adopted, should all be a half space higher than m, with 6, 7, and 9 twice its height, 6 extended above and 7 and 9 below the rest, as these extensions add to legibility. In library work figures specially need to be very clear and bold, and beside the extra size should be made with a heavier, blacker line.

We chose first the standard manuscript forms for figures, but after some months' trial agreed that the greater legibility of the printed forms more than compensated for the slight extra labor of making them. We then adopted the regular figures of new style type.

1 2 3 4 5 6 7 8 9 0

At first we used the square topt 3, but changed to the round top, like 3, because the other form might be taken for 5 in hasty reading.

Many printers are now replacing the figures above with the old style because of the undoubted gain in legibility. The old style has ascend-

ers and descenders, and the eye gets a more distinct word picture, just as it does from lower case type insted of small capitals.

To illustrate this fact

WE PRINT THIS LINE IN SMALL CAPITALS

and then show the old and new styles of figures.

Old style,	1	2	3	4	5	6	7	8	9	o
New style,	1	2	3	4	5	6	7	8	9	0

This is not a fair test, since the old style is so much smaller. Type is strictly limited to the size of its body. 6 and 8 can be higher only by reducing the hight of the rest. 3, 4, 5, 7, and 9 are lower only by keeping 1, 2, 6, 8, and o above the bottom of the body. Therefore in smaller size types the gain from ascenders and descenders is neutralized by the reduction in size. But in ms we may use a larger size for figures and then get this result:—

Old Style,	I	2	3	4	5	6	7	8	9	o
New Style,	1	2	3	4	5	6	7	8	9	0

In new style the 3 and 8 often confuse, as do the 6, 9, and o. In words, if the eye mistakes and reads u for n it does not affect the result except in rare cases; e. g., "abaudon" is surely read "abandon," but in figures any combination is pronounceable and any confusion fatal to accuracy. The old style gives the greatest variety in the outlines of numbers, just as a house with towers, and gables, and bay windows has so much more individuality than one in a city street of brown stone fronts of the self-same hight, color, and detail, so that the oldest resident never knows his own house till he has scrutinized the door-plate.

We give below an outline which is neither old nor new, but the form we were using when the sample card was written. There is no question of the greater legibility of old style figures in print, and it would seem that the same rule should hold good in ms. Opinions based on study and trial are solicited.

Our card (see p. 281) gives the larger size as in new style and the extension of 6, 7, and 9, as in old style, and seems more legible in ms than the result of strict adherence to either.

For rapid work the standard ms forms are better because of the greater speed possible in making them, specially 4 and 8.

c. **Capitals** are all the hight of l, and J also extends one space below the line.


The outlines printed will indicate these proportions to the eye.

d. **Shading.** — Experiment proves that a uniform black line is more easily read than alternate light and heavy lines. Shading is therefore forbidden, and fine strokes are avoided, as the eye does not see them but reads by the heavier lines. Alleged beautiful penmanship often is uniform and very graceful, with no fault except its beautiful fine lines and graceful shading, and yet wholly unfit for library cards. It is common to have to set these beautiful writers to learn to make their writing more legible, even if less graceful, before it can be used on library cards. This same principle is illustrated in printing types, where experts have learned that the eye reads "old style" with its uniform black line more easily than the modern improvement, "new style," with hair lines and shading.

e. **Slant.** — As in print the roman type of a given size is more legible than italic, so, other things being equal, the nearer upright the letters the more legible the writing. Some find it impossible to write exactly perpendicularly, and in such cases a slight backward slope seems better than a forward. Both beauty and legibility demand that the slant shall be uniform. Many library hands otherwise excellent are ruined by different words and different letters of the same word having varying slants. One having this trouble should use thin paper over black-ruled lines till they acquire a uniform slant. It is like writing on unruled paper — a little skill must be acquired or botch work results.

f. **Breaks.** — A common fault is lifting the pen and leaving a space between the letters of a word. If this is done uniformly, as by some experts, the effect is no more objectionable than in print, where each letter is disconnected; but the fault to be avoided is leaving a wider space, which produces the same effect as if in print a letter were omitted. It makes two words of one. Each word should be made a unit by itself and form to the eye a distinct word picture. This broken writing is like looking at engravings torn in strips like pickets of a fence.

We have before us a letter from T: A. Edison, the famous inventor, who years ago studied this question of writing, seeking the fastest form for telegraphic work. His sample has each letter as separate from its fellows as in print. We have assumed that the connecting stroke between letters was essential to any speed in writing; but, if so expert an experimenter as Mr Edison declares that higher speed may be obtained without connecting the letters, greater legibility must be sought in this direction, for certainly the connecting lines detract from the distinctness. Prove this by tracing a connecting line between the letters of a printed word.



Since this article was first set up, six months ago, extended experiments have been made which indicate that the ideal hand for cataloging will be disjoined. After practice most pupils were able to write it nearly as fast, and the result was more print-like and so more legible. As speed is a minor consideration in a cataloging hand, tho the main point in commerce, the majority settled on the disjoined form.

We shall welcome the results of experiments by others on this important matter.

g. Spacing. — The opposit fault with words is running two or more together as if compounds. This is often done by the same careless writer that separates one word into two ; i. e., he makes spaces as an untrained singer takes breath, just as he happens to feel like it. Proper spacing is an art in writing as in printing. Many people have never examined comparativly this feature in a finely printed volume and in a hurriedly made newspaper. In the first, each letter is just so far from its neighbor. Each word is separated by a uniform space from its fellow. Each sentence has a wider space than that between words. The eye reads easily and the page is beautiful. In the newspaper the spaces between some words will often be greater than those between some sentences. There is an irregularity trying to one unskilled in reading and as offensiv to a trained eye as to see paragraphs run in together and parts of the same clause broken into paragraphs. We adopt the rule to separate words by the width of an m and sentences by the width of two m's.

h. Uniformity is vital to a neat appearance, and has much to do with legibility. Tho every letter be perfectly formed and in itself alone worthy of a medal for its perfection, unless it is uniform with the other letters in size, slant, line and spacing, the effect is like print in which perfect letters from different fonts are used in the same word. We have found in catalogs of prominent libraries cards that would correspond fairly to print made of roman, italic, old style, new style, long primer and brevier, all mixt in a single word and the letters varied in form as much as the faces made by a half dozen different type founders.

It is therefore essential that there should be uniformity among various catalogers making cards, as well as in personal practice. A style should be carefully adopted and then all assistants required to follow that style. It is therefore important for all interested to help perfect a Standard Library Hand, so that it may be given to each learner as a guide, thus saving much valuable time otherwise required from the experienced assistants who teach the novices.

WRITING MATERIALS.

i. **Ink.** — Good writers are often handicapt by bad material, the chief danger being in the ink. In this, beside the usual requirements that it “flows freely, don’t mold and will not corrode the pen, is jet black when first written, etc. etc.,” as may be read on the ink makers’ circulars, two main considerations must be observed : —

1. That the ink is permanent, A library like a government should be sure that it uses a thoroly tested standard ink that will not disappear with age, “fading still fading” as time goes on. Many otherwise desirable inks have not stood this test of time, and a library had best let outsiders try the new inks and content itself with one of the several well tested brands.

On p. 170–171 of this volume are valuable points regarding inks in the advertizement of the largest and best known manufacturers in the world. Later we shall print an article on Library Inks, summing up the results of our experiments. At present, after repeated changes, we use, as the best we have yet found, Carter’s Koal Black for cards and records, Carter’s Fast Red and Blue where distinctiv colors are needed, and Carter’s Blak Copying Fluid where press copies are wanted.

2. The other great point is uniformity. Having decided what shall be your standard library ink, stick to it and require every card writer to use the same, not allowing one specially sensitiv to the fluidity to thin the standard till its pallor is alarming. Inks called black vary in their color, and if this year one is used and next year another, it produces the same effect among the cards as if so many different kinds were in use at once, for the cards become thoroly mixt and unless the ink as well as the writing is uniform it annoys the reader.

Cards should not be blotted, thus taking off some of the ink, but should be allowed to dry with the full amount of ink on the lines, thus giving a blacker, bolder line, and avoiding spoiling cards by occasional slips of the blotter.

All this seems to some as fussy detail, but, it will cost no more to observe these recommendations after the initial trouble of adjusting one’s writing to them, and every reader that consults the cards will be grateful to avoid the annoyance and strain to the eye, which, without such “finicky” care, must adjust itself a little differently as it turns over card after card. All this has been proved to be practically useful, and if no one understands anything farther, the cataloger who conforms to these details will, other things being nearly equal, get the reputation of doing much more satisfactory work than one who disregards them.

Writing on bristol board insures a smooth surface, but on paper any irregularity below it modifies the looks. A smooth desk pad with blotters inserted is best; after that some sheets of smooth paper. Most newspapers give a poor surface, as do most table tops, writing desks, etc.

Pens.— Except in rare cases the best work is done with a steel pen. Few people write a legible hand with a quill, and gold pens are better suited to a rapid, dashing style than to exact work. Some of our catalogers use King's Nonpareil pen. The Spencerian No. 1 is an admirable and very similar pen, but being so fine there is great danger of too fine lines. King's No. 5 or No. 9 or some equivalent stub pen is used by others and gives a heavier, blacker, and better line. The personal equation and trial will prove which suits the hand best.

Ladies usually fancy that they must use fine pens, and it is only after long trial that most of them adopt the broader point, which gives the heavy, legible lines.

The holder should not be too small. Ladies specially are prone to use little fancy holders that cramp the hand in long writing. To test this, try to hold a knitting needle and write with it. The very large hard rubber holders are best. Avoid holders with metal next the fingers. Writer's cramp is by no means all a fiction, as many sufferers can testify, and to the sensitiv touch the feeling of metal, especially brass or steel, is offensiv. The rubber is light and clean, and if it seems too high in cost there are admirable holders of wood that are next best.

Stands.— With best of ink and materials, good work demands that the ink be protected from too free evaporation and from dust. By far the best stand is the "Perfect," but this is not now made, costing too much to manufacture to leave dealers a satisfactory profit. The next best is a bottle with throat only large enough to allow the pen to reach the ink and with a ground glass stopper. When we could get no more Perfect stands we adopted the common glass stopt bottles, in which red ink usually comes. The thing to be avoided is a wide mouthed bottle, where the fluidity of the ink finds a ready way out and the dust a ready way in.

WORDS PER MINUTE.

Speed is not the main consideration in library writing as it is in newspaper reporting. Matter to be read only once may fairly save a minute in writing if it takes no more than a minute extra in reading; but matter that is to be read 100, 1000, or perhaps 10,000 times, as are the catalog cards, must not save even 10 minutes in writing, if it is

going to cost one, or even one-tenth of a minute extra in reading. The catalog hand cannot be written as fast as a running business hand, but some skilful writers acquire a fair rate of speed without sacrificing legibility. We made a test by having four catalogers write the Lord's Prayer in catalog hand and then again in their rapid corresponding style. The results were :—

PERSON.	MINUTES FOR 70 WORDS.	
	CATALOG HAND.	NOTE-TAKING HAND.
M.	3	1 $\frac{3}{4}$
L.	4 $\frac{1}{2}$	3 $\frac{1}{2}$
P.	6	2 $\frac{1}{4}$
D.	7	3
C.	11 $\frac{3}{4}$	3 $\frac{1}{2}$

The personal equation is very large in these results, but does not account for all. The merit of the writing is not the same, nor is it in the same ratio as the time taken. Some of the best in both the catalog and rapid hands are done quickest. The writer found that his usual hand took 1 $\frac{3}{4}$ minutes for the 70 words, i. e., 40 words per minute. But the result is perhaps the worst in the set. A cataloger who can give satisfactory quality and at double the rate of another is worth a large advance in salary, and this quickness often carries with it accuracy of a higher order. Other minds lose in accuracy more than they gain in speed and must be content to plod along thru their work and accept a smaller salary.

We ask reports of speed to get some statistics. The kind of matter and style of writing should be noted.

LIBRARY ALPHABETS AND FIGURES.

It remains to discuss the main question, the forms of letters which will give the greatest legibility. Of some letters the copy-books give as high as 20 different forms from which people select the style that suits their taste, as ladies choose ribbons for their bonnets.

The rubric that all the catalogers should write a uniform standard library hand makes it necessary at once to throw out 19 of these 20 forms. At once all see that where the highest legibility is more important than all else together, we must prohibit preemptorily everything in the nature of ornament or flourish. The simpler and fewer the lines the better, as long as the distinctness of the letter is not impaired. In working over this question we had before us over 20 different alphabets with matter written in them for illustration; among the rest, one that was less legible because of its brevity. So many lines had been omitted that it was not so easily read. But this case stood alone. As a rule the forms of letters require simplifying for the library hand. We give

a hurriedly engraved outline which will make clear the forms chosen. The card below is only an approximation to the hand described, for the engraver, in reversing it on his block, has varied slant and distorted proportions. This is most apparent where the letters are joined in words, but this gives sufficient basis for criticism, and after longer trial the Library Bureau proposes to issue a complete and accurate set of copies for learners. Meantime we urge all interested in this question to contribute any suggestions towards making the model more nearly the most legible possible. Any suggestions of value will be given in the next NOTES.

BRIEF RULES FOR LIBRARY HANDWRITING.

- a. Size. Hight of m one space or 5-12 the distance between standard 6 mm rulings of catalog card. Hight of b, f, h, k, l, two spaces. Hight of d, p, t, $1\frac{3}{4}$ space, f, g, j, y, z, extend a full space, and p, q, $\frac{3}{4}$ space below the line.
- b. Figures all $1\frac{1}{2}$ spaces high except, 6, 7, and 9, two spaces.
- c. Capitals extend two spaces above the line, and J also runs a full space below.
- d. No shading. Uniform *black* line. Avoid fine strokes.
- e. Letters upright, with as little slant as possible and that a trifle backward rather than forward, and uniformly the same.
- f. Join the letters of a word so as to make one word picture.
- g. Separate words by space of an m, and sentences by two m's.
- h. Uniformity. Take great pains to have all writing uniform in size, blackness of lines, slant, spacing and forms of letters.
- i. Use only standard library ink, and let it dry without blotting.
- j. Follow the library hand forms of all letters, avoiding any ornament, flourish, or lines not necessary to the letter.

A B C D E F G H I J K L M N O

P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r

s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Take great pains to have all writing uniform in size, blackness of lines, slant, spacing & forms of letters.

- k.* Dot *i* and cross *t* accurately to avoid possible confusion; e. g., Giulio carelessly dotted has been found arranged under Guilio in the cards. In foreign languages special care is essential.
- l.* Similar confusion often comes from *ms r*. After *b, p, g, k, d, t, f, th,* and *sh*, the *r* can hardly be mistaken for *v*, tho made in the *v* form. But with *i, m, n, v, w*, the many similar strokes are apt to get confused if the *v* shaped *r* is used.
- m.* Capital *Q* is best made from left to right, not like *O*.
- n.* The character *&* is by many simplified, as shown in last line, into a connected plus, which curiously is its mathematical equivalent. It is so universally known that it may be admissible on cards.

CARD POCKETS.

In the routine of most well-managed libraries now occurs, among the things "to be done" to each book, "pocketing," with quite another meaning than that the first unobserved reader is to put it in his pocket. Nearly all libraries now use a reader's card, which is taken with his book to tell on what date it must be returned. This has a few of the most needed rules and penalties printed on one side. Many have also blanks on which numbers of the books wanted are written.

These cards were forever being lost, and many of those that were not lost might better have been, as they became so soiled in being thrown about homes of readers, which are not always immaculate. Some one soon saw the importance and practical necessity of a pocket in each book, in which this card could be safely and tidily kept. The same pocket was also used by libraries like Columbia, where a book card is used, recording the number or initials of each reader who borrows that book. After withdrawing our book card, which never leaves the library, we also insert a date slip, showing when the book is due. Readers often use it to slip in notes and references made while reading, and for many purposes this pocket is of great practical utility. We borrowed our Columbia pocket mostly from the Boston Athenæum, making some improvements. We got of the Bureau thin but very strong linen paper, specially made for such use. Instead of pasting three edges to the back cover, leaving the top edge loose for tucking in the card, we fold the two sides over a former (thick card 8 cm wide), enough larger than our book card (7⁵ x 12⁵ cm) to insure easy insertion. Then these sides and the bottom are pasted and put on enough below the top edge of the book cover so that the card projects just $\frac{1}{2}$ cm above the outside. This makes it vastly easier to handle than if the

card is below the line of the top edge, as then the fingers must pick it off, while our cards can be taken out readily without opening the book. The advantages of folding the sides, instead of pasting them, like the bottom, are that the book card has a smooth, straight channel in which to run, while the paste would leave it irregular, and the corner of the card pushed in hurriedly would often catch and tear the pocket. The pockets are now supplied by the Bureau, ready folded for any size of card, and can be put in quicker than the plain paper.

These gave us great satisfaction, and we have often commended their use to others, speaking somewhat slightly of the advantages of the patent pocket, perhaps from a tendency to think the best things are those worked out by the Association committees and officers, and free to all the world. We have, however, taken the opinions of a number who have used the patent pocket, being led to do so by its adoption by a library to which we had recommended the Library Bureau linen paper pocket. The letters have all been so warmly commendatory that in justice to Mr Wickersham's device, we give them space as reading matter, and expect it will prove the best advertisement it has ever had.

We purpose to take the opinions of users of various other devices and print them as the most practical guide to those selecting.

The Acme Pocket, as Mr Wickersham terms it, is made of strong manila, cut with a peculiar die so that the cards can be put in and taken out with the greatest rapidity, and yet are firmly held. On the surface is printed the rules of the library. We ought in justice to say that Mr Wickersham, Mr Poole's associate at Chicago, invented this useful pocket, but that a previous patent taken out for quite another purpose covered the principle, so that it was necessary to pay to the other man a royalty on all made. The story of these pockets is best told in the experience of those who have used them longest, and we quote their exact words below.

From W: F. POOLE, Prest. Am. Lib. Assn. and Libn. Chicago P. L.

"The library-card pockets made by Mr W. B. Wickersham are used in this library, and are a very simple and useful contrivance, preventing the loss of cards, and facilitating the return of books which have been lost or mislaid by their borrowers."

From HENRY BAETZ, ex-Librarian Milwaukee P. L.

"We have used the 'Acme' library-card pocket since the organization of our library, and are highly pleased with it. It is simple, cheap, and convenient, and amply serves the purpose for which it is intended. I cheerfully and cordially recommend it to all circulating libraries."

From R. C. WOODWARD, Librarian Springfield (O.) P. L.

"Your 'Acme' library-card pocket has been well tested in the Springfield Public Library during the past year and a half, and has given entire satisfaction. I can cheerfully recommend it for convenience and economy, preventing the loss of cards, preserving them in good condition, and thereby avoiding the frequent necessity of replacing them."

From Mrs R. J. TRASK, City Librarian, Lawrence, Kan.

"I take pleasure in testifying to the usefulness of the 'Acme' library-card pocket. The small expense should not be allowed to deter any library from taking advantage of such an efficient convenience. The use of the pockets makes my library work much easier. I am quite delighted with them."

From LUCY STEVENS, ex-Librarian Toledo (O.) P. L.

"It is with much pleasure that I respond to your request for my opinions concerning the 'Acme' library-card pocket. A better article for the purpose I have never seen; and as I have had many years' experience with a great variety of library pockets, this testimony should go for much. It combines in one all the best things desirable in an article of this kind, viz., it receives the card readily, holds it securely, parts with it without reluctance, while, not least among its many virtues, its peculiar construction prevents it from becoming a harbinger of dust and 'other things' which sometimes find their way into these receptacles, very much to the annoyance of the librarian. In short, it is a generous pocket, ready to give and ready to take. It is a pocket that can be trusted, and it is not wanting in the divine graces of economy, neatness, and beauty. My associates desire to unite in these commendations."

From H: J. CARR, Treas. Am. Lib. Assn. and Public Libn, Grand Rapids, Mich.

"The 'Acme' library-card pocket was adopted and put in use after considerable inquiry and investigation, since we were satisfied that it was the best form at present made for its particular purpose, and that its use would result in advantages and saving, which fully warranted the expense and labor of applying. So far as used, our people are well pleased with it, and appreciate its advantages quite evidently. The writer has been familiar with use of such and similar pockets elsewhere, and cannot urge too strongly the worth of such an appliance in all working libraries."

From JNO. C. CRUME, Libn. McPherson Sunday School, Dayton, O.

"I am using the 'Acme' pockets, and recommend them to all librarians. They are an excellent device, as they save re-writing soiled or lost cards."

From F. H. BUCK, Public Librarian, Batavia, Ill.

"I have used the 'Acme' pocket in the Public Library of this place for a number of years, and think it far the best thing to hold and preserve the library cards. I do not see how there could be anything better devised for that purpose."

From M. I. DRYDEN, Librarian Dayton (O.) P. L.

"The pockets are entirely satisfactory. While waiting for our order to be filled we have had the opportunity to prove their necessity, not only as a matter of convenience, but of economy, both of library cards and time of the attendants in supplying new ones to those who have lost them on account of the books being without the pocket."

From OLIVE M. WILBER, Librarian Bryan (O.) Library.

"We find it very convenient, not only in preventing the card being soiled, but in keeping it from being destroyed or lost. Since using it we would not know how to do without it."

From Springfield Public Library.

"We have used the 'Acme' pockets since May, and have found them entirely satisfactory and an excellent preventive of defaced and lost cards."

From HELEN J. MCCAINE, Public Librarian St. Paul, Minn.

"The 'Acme' library-card pocket has been used in this library for the last three years. It is an excellent device for keeping the card safe and clean. I cheerfully recommend it as a great convenience both to the book borrower and to the library attendants."

From GEO. W. HILTON, Librarian Church of the Messiah, Chicago.

"We have them on every book of our library of 1,000 volumes, and find them quite necessary in preventing cards from getting soiled and lost. The rules, being printed on them, are always in a conspicuous place. They are easy of adjustment, and should certainly be in all library books where cards are used."

From C. F. WALDO, Librarian Jackson (Mich.) P. L.

"My testimony in favor of the usefulness of the 'Acme' pockets may be tardy, but it is none the less genuine. I do not see how a free public library could be successfully managed without them. We find them of great service in preserving cards from soil and loss. Send us 5,000 more."

From CHAS. E. SINCLAIR, Treas. Ravenswood (Ill.) Historical Society.

"We have been using the 'Acme' pocket in our books of the Public Library for about four years, and believe them to be the best article of the kind in the market. They not only save us much trouble, but our patrons are not bothered by losing their cards as they formerly were."

From R. C. WOODWARD, Public Librarian Springfield, O.

"We have used them for several years, and would not be without them, as they save time in re-writing soiled cards, or new ones for those lost. They are convenient, useful, and one of the best devices given us towards securing neatness and quickness in our library work. I hope you may find an increased demand for them. It is a good thing and ought to be purchased liberally."

From MINNIE M. OAKLEY, Librarian Madison (Wis.) F. L.

"We think the 'Acme' pocket an invaluable adjunct. A library book without a pocket is as incomplete as a history without an index."

From JENNIE K. CHASE, Librarian, Kenosha, Wis.

"I take great pleasure in recommending the 'Acme' pocket as invaluable for the purpose designed. They are convenient, durable, and of excellent service in preserving the cards and catalogues."

From Rev. C. W. TANEYHILL, M. E. Church, Bowling Green, O.

"I can recommend the 'Acme' pockets. They are a great aid in preserving the library cards; also, in keeping the record, as the number of the person is on his card, and often would be forgotten, or the wrong one sent. The card tells the truth, and shows also who is entitled to a book, should a new librarian be in."

From LUCY C. WONNER, Public Librarian, Terre Haute, Ind.

"We have used them three years, and find they are valued highly by our readers, as in them cards are so easily preserved and kept clean. Also, we find they save the wear and tear on books caused by readers looking through them for the cards. We have never had any one thing that gives such general satisfaction to all as the 'Acme' pocket."

HOW TO KEEP LIBRARY CIRCULARS.

A librarian constantly has coming to him pertaining to the library more or less directly, circulars, clippings, price lists, etc., which he usually throws in the waste basket, and many of which he afterwards wishes he could look at. To catalog them would be much too high a price to pay for the convenience. To hunt over perhaps a half bushel for some page or two wanted, may cost even more in time than to arrange the whole. In fact, many people find it easier to send a card of inquiry to a distant city rather than hunt for a price or description that they know to be within a few feet of the desk, but mixt in with much else.

This plan works admirably: Take as a basis the classification of the library fittings and supplies used by the Library Bureau and put this number on the upper left hand corner of each circular, clipping, slip, or sheet to be kept. Then arrange and keep in numerical order and you can not only find any special thing wanted at a moment's notice, but at the same time that you take that out of the series, attention is called to any similar circulars which may have been saved; e. g., you

think of buying a new desk and remember having a circular some years before of the Wooton. You open your file to 76 (the number for desks) and find, not only this circular, but five or six others that you had put in and forgotten, with the result of finding descriptions, cuts, and prices of another that you like better.

So many of these things are clippings or single sheet circulars that we found it worth while to use two L. B. files, size g : one having an index 1-49; the other 50-99. In these our papers are kept clean and in order, and look neatly on the shelves. When we want anything a glance at the printed classification cut from a Library Bureau catalog and pasted on the cover of each file, tells the number, and a finger under that number in the index reveals the resources. The convenience is very great.

We often use this scheme of numbers for notes on postal slips, and in our file often drop a post card giving some price or information that may be wanted again from printers or cabinet makers, binders, stationers, etc. Of course these slips could be put in our file with the printed lists, but we prefer these in our drawer of uniform P slips.

Finally we use these heads to analyze our library expense account. We head a sheet 20 x 25 cm for each number, and keep these in a shelf list binder; then our clerk posts on these sheets the date, quantity, and cost of all the fittings and supplies we buy. As a result we see at a glance what price we paid for previous lots, how long they lasted, where we got them cheapest, etc.; and the footings for the year give an interesting table of what it costs for each item in running a large library. This analysis takes but little time, and is very often practically useful, and we commend the plan. The catalog of the Library Bureau, with its alphabetical index, helps to decide where doubtful items belong.

To make the above clear and for the convenience of those who wish to use the scheme, the 100 heads used by the Library Bureau are reprinted below. At Boston it is also used for the arrangement of the goods on the shelves, and in the store rooms for the arrangement of special circulars, electros, etc. Indeed, the variety is so great that some such scheme is a necessity to find the little items among the over 2,000 different articles which the Bureau keeps on hand.

Articles peculiar to libraries are called technical. Both these and the ordinary stationery and desk equipment are divided into fittings and supplies. Things resembling furniture or fixtures, used over and over again till worn out, and at the annual inventory looked up as a piece of property to be accounted for or reported missing, are called "fittings." Articles consumed in use are called supplies.

Catalog Classification of the Library Bureau.

MANUFACTURERS AND PUBLISHERS

For Public and Private Libraries, 32 Hawley St., Boston.

- | | | |
|------------------------------|------------------------------|------------------------------|
| 10 Publications. | 20 Technical Fittings. | 30 Technical Supplies. |
| 11 Bibliography, Catalogs. | 21 Shelving, Hoists, Trucks. | 31 Blank Books. |
| 12 Library Economy. | 22 Card Cases. | 32 Cards, Index size. |
| 13 Cataloging. | 23 " Trays. | 33 " Postal " |
| 14 Essays, Addresses. | 24 " Fittings. | 34 Blank Slips. |
| 15 Library Periodicals. | 25 Slip Cases and Trays. | 35 Printed Forms. |
| 16 " Associations. | 26 Stamps, Daters. | 36 Book Covers. |
| 17 Special Libraries. | 27 Indicators. Bulletins. | 37 Labels. Shelf, Book. |
| 18 Reading and Aids. | 28 Book Supports, Braces. | 38 Numbers. Metal, Paper. |
| 19 Literary Methods. | 29 Miscellaneous. | 39 Miscellaneous. |
| 40 Binders, Files, Scraps. | 50 Standard Stationery. | 60 Desk Fittings. |
| 41 Needle and Cords. | 51 Blank Books. | 61 Paper Shears. |
| 42 Metal Fasteners. | 52 Letter " | 62 Copying Apparatus. |
| 43 Pasted. Stubs, Scraps. | 53 Writing Papers. | 63 Erasers, Knives, Openers. |
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Explanation. All supplies are divided into the 9 classes above. Each class is again divided and numbered, e. g. *book covers* is the 6th division of class 3, *Technical Supplies*. All book covers are therefore numbered 36. Different kinds are numbered 36*a*, 36*b*, etc. Where the variety of sizes or qualities of any kind require, numbers added to the letter distinguish, e. g. 36*a*3 would mean book covers, style or patent *a*, size 3. In this way all allied articles are kept together in the catalog, which is arranged by these numbers and letters, not by pages. Articles superseded by better are dropped from the list, and new ones are added without impairing the classification. The alphabetical index at the end of the catalog refers directly to each article by this class number. The number is therefore the most definite description to use in correspondence, orders, price lists and bills. Always give number or date of catalog used as printed on its title.

LIBRARIANS AND THE EYES OF THE PUBLIC.

Of late the *laissez faire* doctrine is being constantly set aside in the interests of hard sense. The public is protecting itself against disease and crime wherever it sees clearly the way to do so. Public health is no longer a vague generalization, but we have already a Sanitary Science which is making good its claims to a foremost rank. And we are learning that it pays. B. Joy Jeffries, the eminent Boston oculist says: "A corporation treasurer told me that he once concluded to test at his mills whether all the doctors said about increased health and strength from perfect drainage had any truth in it. Accordingly, though all the drains and sanitary points connected with the mill-hands' houses would have passed muster from ordinary observers or masons, etc., he had the whole thoroughly overhauled, and each and every defect rectified. The cost was naturally considerable, some thousands of dollars and the money seemingly thrown away, till the superintendent in charge found the absence of the skilled hands from sickness was greatly reduced, and a careful estimate proved that the whole expense of repair of drainage, etc., was thus cleared in one year. How much greater was the gain in health, strength, and happiness for the employees, benefited, perhaps, against their wills, as is so often the case!"

The past ten years have done much to introduce an era of common sense respecting the care of the eyes. People finally came to realize that dust, dirt, and bad air in factories often cost more than cleanliness and good ventilation because of poorer work, regardless of ruining the eyes of the artisans; also, that it was cheaper to throw away chairs and desks that by unsuitable size or shape required unnatural positions and were causing myopia. Statesmen learned that if the young and the poorer were allowed to spoil their eyes the state had the unproductively blind to care for. So we are entering on an era of official inspection of schools. Soon factories and shops will be inspected and for the protection of the public the law will stop practices that can but result in ruined eyesight. And all this will pay in dollars and cents, not to mention the claims of humanity for protecting those who cannot protect themselves.

Many people lose their eyes from a silly prejudice against wearing glasses or from wearing those fitted by a quack pedler or a mere jeweller, instead of consulting a competent oculist, who would prescribe exactly what was needed. Now that every city has hospitals where such advice may be had free, there is no excuse for such risks and mistakes. This is, however, a personal matter, as is the personal hygiene. Good advice where it is seen to be needed is about all the help the librarian can give. On this personal care of the eyes we plan another article.

As many children may point to the schoolhouse as the source of their eye difficulties, so many readers may hold the library responsible; and the librarian, as a public officer, may fairly be expected to understand this question and to do all in his power to avoid the difficulties. The dangers are in three groups: 1, Daylight; 2, Artificial light; 3, Reading matter.

1. Daylight. This is usually insufficient, specially in cities. Sometimes there is too much and without provision for shading, the glare is more trying than the other extreme. The main point is to use what there is to best advantage. Readers may be forced by the position of desks, tables, and chairs to sit facing the full light when skillful rearrangement would protect the eyes, and also give much better light for reading or writing. The best direction for the light is over the left shoulder. If windows are large and numerous enough to give sufficient light in dull days, they must be shaded in bright days. Many a man has gone on glancing from his book to the window unconscious of the strain from the constant accommodating or focalizing of the eye till the mischief is done for life. Sometimes it is direct sunlight; sometimes the reflection from a building opposite, or a sheet of water or fields of snow. The same difficulty is noted below about unshaded lamps.

2. Artificial lights, candle, oil, gas, or electric. Here the danger rapidly increases. We see constantly through shop and house windows people at work with their heads near an unshaded lamp or gas jet, where the direct glare is doing its slow but fatal work, ably seconded by the heat given off. If the hand is put on the side of the head nearest the lamp, and then on the other side, the contrast is startling. Yet people continue this exposure for years, who would understand at once the danger if their head was held to a stove and similarly heated. Few people understand how large a part heat plays in spoiling eyes. Now a bit of tin or paper costing but a few cents would protect the eyes both from the glare and heat, and produce an upward current between the lamp and the face, and give better light on the work; and it is little short of criminal for a librarian or other officer having control to allow these lights to go unshaded. An opaque paper shade is cheap, durable, and effective. The white porcelain shade, so much used, requires a paper shade outside it for delicate eyes. This can be extemporized by bending the edge of a letter sheet under the rim of the shade.

The lamps are often too far from the book and too weak or too strong in the amount of light given. The 50-candle lamps used in some libraries give a glaring reflection from the white page that will strain

most eyes unduly. In our experiments we found ten and 16 candle power ample, and provided each reader with one such lamp, rather than spending the same money on a 50-candle lamp for the use of three or four readers scattered about it. It costs the same to run, gives no one as good a light as his small lamp, and tries the eyes of all much more than fourfold.

The ideal lamp must be readily adjustable in height and position. We need hardly say that the advantages of such a light as the Edison incandescent are so great above any oil or gas as to warrant great efforts in securing them. The reading-room should not be flooded with light as if for a ball. Much better is the mild light defused from the small lamps of the individual readers, supplemented by a few general lights, shaded from the eyes by reflectors which throw the light against the backs of the books.

On this mechanical part the librarian may have a clear conscience if both day and artificial light is provided where needed, in sufficient quantities for all uses, but under control and with proper opaque shades, the lamp being adjustable and the tables and desks so placed as not to force a reader to close his eyes or face a trying glare from window or lamp each time he lifts them from his book.

But a reader may take proper personal care of his eyes, and the librarian may provide suitable light, and yet the most important question, books and serials as affecting the eyes, is left.

In selecting the books it should be remembered that after all the chief end of books is to read, and that reading means use of the eyes. In choosing editions the librarian must note all those details that make or mar a book's legibility. The type must be of the right size, of the right cut or face, must not be worn so as to give blurred and confused or broken lines; the ink must be of a color and quality that yields a uniform, easily read impression, for alternating heavy and dark patches are as bad for the physical as for the esthetic eye. The paper must be of the right color and texture, and opaque, so that the print will not show thru. The type should be leaded, though some recent scientific experimenters claim that the universal opinion of printers, that leaded type is more legible than a size larger unleaded, is not well founded.

On these detailed points we are now experimenting, and suggestions are invited from all readers.

Editor's Notes.

All communications and inquiries for the editor, exchanges, press copies, etc., should be address, Melvil Dewey, Columbia College, New York, and marked L. N.

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The editorial and business departments are absolutely independent. Any descriptions, illustrations or references in the reading matter to articles sold by any firm are because the editor believes them to be valuable to his readers, and are wholly on the merits of each article without knowledge or influence from the business department. AFTER such descriptions are written, the publishers seek, in the interests of readers, to secure advertizements of what is reported best. Therefore, when anything is mentioned in both editor's and business columns it is always advertized because found worthy endorsment; but never endorst because advertized in our journal.

The editor is responsible for all unsigned matter except in the advertizing pages.

When requested by contributors we follow their spelling, capitals, etc. Otherwise we follow some of the recommendations looking toward the improvement of English spelling, made by the two Associations which include nearly all the leading living scholars in English, viz., the American Philological Association and the English Philological Society.

As noted on p. 228, we ar embarrast by the amount of matter that seems "wanted in the next NOTES." Matter mostly in type makes up this number, which will be held back so as to include the index to the volume. A very full department of Literary Methods and Labor Savers is crowded over to No. 5 because we hav reacht the limits of space allowed by our publishers. We promist in No. 1 200 p. for the year, and can hardly complain at being limited to 300.

Requests ar so numerous for early treatment of subjects of immediate practical interest to several readers that we will issue v. 2 in nine months, thus making the volumes correspond hereafter to the calendar year. Curiously the *Library Journal* also in v. 3 was thus fitted to the calendar year.

We receive many appreciativ words and not a few subscribers, but readers interested must bear in mind that we can maintain LIBRARY NOTES only with the earnest coöperation of those who believe that such a journal, circulated very widely at a trifling price, is essential to satisfactory library progress. Let those who think \$1.00 too cheap for so large a technical magazine send a second dollar with the names of two friends, to whom NOTES will be sent for a year. A large number should follow the example of some of the best libraries, which giv a copy of NOTES to every member of the staff.

A librarian can hardly be very deeply interested in our success if he

cannot get his trustees to appropriate 50 c. for each assistant. It is hardly conceivable that any one engaged in a library will not have his services increase in value more than 50 c. a year by having the 300 pages to read, annotate, and use, for himself, as personal property. A copy in the library cannot properly be marked up nor kept out of place, and does only a small fraction of the good it is intended to do, and that it does do where a fair chance is given. Every library needs one clean, perfect set for its shelves, and every officer having any real interest in any department of library work should have also a personal copy, paid for by the library, and supplied as increasing his value, just as a wise management supplies any needed labor-saving tool to increase efficiency.

If the library will not pay for these subscriptions, assistants may supply themselves at half price, provided the library is a subscriber.

We thank many friends for their valuable notes and contributions, which are fully appreciated, and many of which will appear in early numbers. Again we repeat the plain words on p. 79, and urge readers interested in library progress and the development of a worthy library science to contribute *something*, though it be only a post card, after reading each number of NOTES. Send the editor your comments and suggestions, so others may get the benefit of your thinking and of your experiments and experience.

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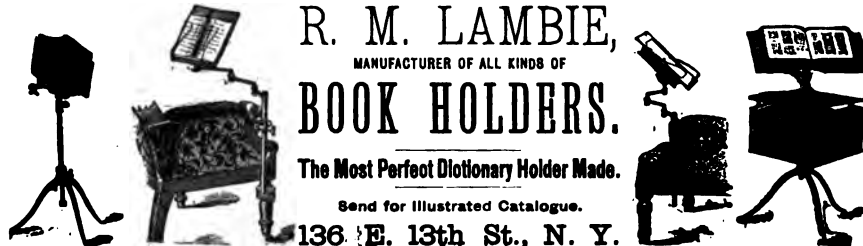
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- Zinc guides, 41⁴⁻⁴²; receipt for glue to cover, 42³.

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See LIBRARY NOTES No. 1, page 62.

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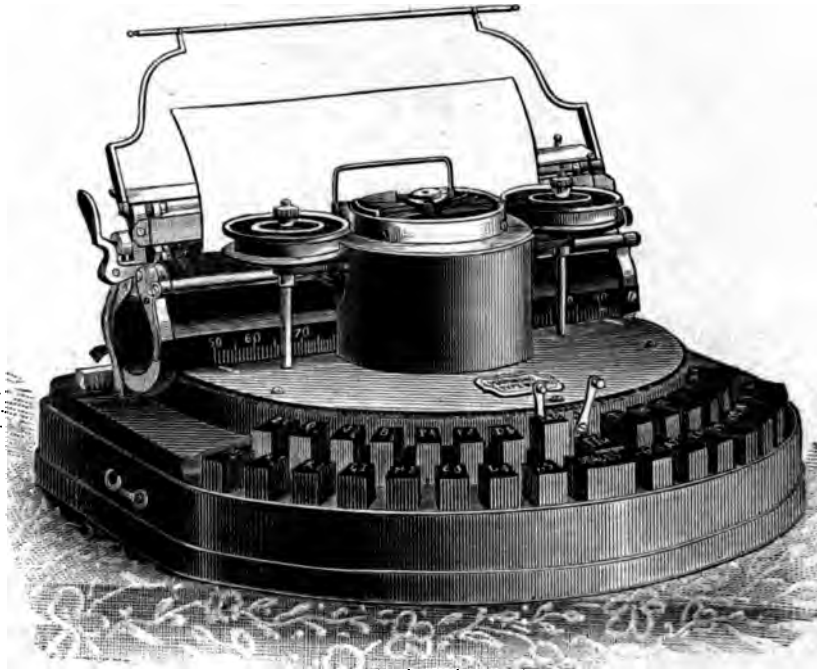
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