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**LIBRARY METHODS**

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## FOREWORD

Part One of this bulletin is intended as an aid and guide to students of this Normal School, especially to the new students of this and future years. There are many things about the Normal School Library that might have been included but are not because I felt that the actual usefulness of such a guide would be increased rather than diminished by the quality of brevity, and if it is not fairly useful it might better not have been written, for there is nothing new or original in it.

Part Two is planned to serve as a guide to teachers who have a school library to catalog and organize and who need a few concise directions and rules, omitting everything that would not be needed in the average high school. The writer has had in mind the number and kind of books ordinarily found in high school libraries and has not included rules and directions that would probably not be needed by those whom this bulletin is intended to serve. Here, again, brevity rather than comprehensiveness has been chosen because of its more numerous advantages.

If it should seem to any who may use this bulletin that the Normal School Library could be of service in helping organize a school library in northeast Missouri by advice or further information, correspondence toward that end is invited. Schools can also secure authoritative advice and frequently direct assistance in this work from the Traveling Library Commission, Capitol Building, Jefferson City, Mo.

I. R. BUNDY.

## PART ONE: ON USING THE LIBRARY

### The Library Catalog

If you should go to a strange city wishing to find a friend whose address you do not know you would not be so wasteful of time and patience as to walk the streets in the hope of meeting him, nor would you call from house to house in the hope of finding his residence. You would stop at a drug store and ask for a few moments' use of the city directory; that being an alphabetical list of the names of all adult people in the city you would find the name of your friend among those of the other citizens. Following his name you would notice the street and number of his residence and you would then be able to go to his home. Likewise on entering a library for the purpose of finding a certain book or any book on a certain subject, do not lose time by looking about at random for the book you want, but consult the library catalog in order to learn the correct location of the book and knowing where the book belongs you will be able to find it if it is not in use. The catalog is a guide to the books in the library just as the city directory is a guide to the citizens of the city and it will help you in the same way.

Library catalogs used to be printed in book form, but this has been largely given up because it is not adapted to modern conditions. The catalog of this library is on cards, every heading that would require a separate line or paragraph in a printed catalog, being on a separate card. The typical library book, cataloged in the usual way, will have three cards in the catalog, all giving about the same information, but one having the author's name on the first line, another the title of the book on the first line and the third having the subject of the book on the first line—these being called respectively the author card, the title card and the subject card. The author's name and the title are, of course, to be found on the title page of the book. The subject is not so evident and is chosen by the cataloger to express the field of thought covered by the book; it must be the same as the subject already assigned to other books in the same field of knowledge and it may have partially or entirely the same wording as the title of the book; for instance, the book entitled: "The study of fairy tales" by Kready, will have as its subject: "Fairy tales." The book entitled "The electron theory" by Fournier, will have as its subject "Electricity." The title has been chosen in each case by the author of the book while the actual word or words used to express the subject in the library catalog are chosen by the cataloger.

Below are samples of the three kinds of catalog cards mentioned above:

537 Fournier d'Albe, Edmond Edward

F82 Electron theory: a popular introduction to the new theory of  
electricity and magnetism; 2d ed. 1907.

537 Electron theory; 2d ed. 1907.

F82 Fournier d'Albe, E. E.

537 Electricity

F82 Fournier d'Albe, E. E.

Electron theory: a popular introduction to the new theory of  
electricity and magnetism; 2d ed. 1907.

It is true that in a library the size of ours the catalog will contain several other kinds of cards, but the three illustrated are the most important: the author card will answer the question: "Has the library a book by this author?" The title card will answer the question: "Has the library a book with this title?" And the subject card will answer the question: "Has the library a book on this subject?"

When an author writes under a pseudonym but his real name is known his books are cataloged under his real name while a card like the following is placed in the catalog to guide the inquirer to the real name:

Twain, Mark, pseud. See  
Clemens; Samuel Langhoren  
(Reference from pseudonym to real name)

When it is possible that the inquirer might be in doubt under which heading to find certain books the cataloger puts in a card to guide him from the heading that is not used to the one that is used, as:

Jests. See  
Wit & humor

These are called reference cards.

Now all the cards made for all the books in the library are arranged in alphabetical order according to the spelling of the first words on each card; this arrangement is also called dictionary order because it is the order in which the words in the dictionary are arranged. No attention is paid to whether a certain card is an author card or some other kind of a card; it will find its place in the catalog entirely according to the spelling of its first words. So, if you are looking for something on the "Aztecs" you will find it near the beginning of the catalog; if you are looking for a book written by Woodrow Wilson you will begin your search at some point near the end of the catalog,—to be more definite, in the tray containing the "Ws". If you find several cards headed by the name of the same author they will be alphabetically arranged according to the titles of the books represented. The subject cards for the same subject you will find arranged alphabetically according to the names of the authors of the books represented. The cards are so arranged that the trays read downward from the top and the cards in each tray read backward from the front. Guide cards inserted at short distances are of different material from the catalog cards and have words on them showing where one important group of catalog cards ends and another begins, thus enabling the inquirer to locate easily a card in any group.

In the upper lefthand corner of each author, title and subject card,—but not on the reference cards—you will see a combination of numbers known as the "call number." This consists of a class number, (see author card above) as 537, the same for all books on electricity, and the author number F82, the same for all books by the same author. It will be generally true that all books dealing directly with electricity as such will be in class 537 and equally true that all books written by the same author will have the same author number. Now this call number is the connecting link between the

catalog and the book on the shelf; it will enable the inquirer to find the book he wants provided he is slightly familiar with the class system outlined below. He will first locate on the shelves the class 537; then among the Fs in this class (for the books in each class stand in alphabetical order according to the authors' names) he will find the particular book in question.

You should by all means learn to use the library catalog. It is the final authority on the question whether the library has a certain book or not; also on the question how many and what books are available on any subject or by a certain author. No librarian can remember all these facts, but they are all recorded in the catalog; make it give up its information to you.

### **The Classification System**

Before books can be cataloged they must be classified,—that is books on the same subject must be placed in the same class and marked outside and in with the same class number. The classification system in use in this and most libraries in this country is the decimal system,—so called because there are ten main classes, each of which is divided into ten subclasses; this subdivision is carried, when necessary, to several decimal places, in order to furnish a class specific enough for the most unusual book. The ten main groups, each with ten subdivisions are shown on page 12, each of the ten subdivisions may be subdivided by using integers in the units place and further subdivision may be secured by the use of decimals.

Each book has on its back the same call number that appears in the upper left hand corner of the catalog cards belonging to it. This, as noted above, forms the connection between the card catalog and the book on the shelf. Another example of a call number will be 523-T56, for Todd's "New astronomy" in which 523 is the class number indicating astronomy and T56 is the author number referring to Todd; if the same author should write another book on astronomy with such a title as "The book of the stars," we would give it the same call number, 523-T56, but add to the author number a "b", taken from the first word of the title in order to distinguish this book from the one first mentioned by the same author.

### **Shelf Arrangement**

In this library all the classes of books from 000 to 939 except the 700 class are shelved in the stack room; the books from 940 to 999 are shelved on the east and south sides of the reading room and the books in the 700 class are shelved by themselves on the west side of the reading room. On the north wall of the reading room west of the entrance are the reference books,—dictionaries, encyclopaedias, year-books, etc. These are usually referred to for specific facts needed in other studies and are not used for consecutive reading. In the corridor leading from the hallway to the reading room are shelved on the east side, government documents and on the west side bound magazines.

### **Reserve Books**

Probably every library has certain books called "reserve books". In this

library the term refers to those books in which study assignments have been made by teachers for the preparation of lessons. Of course, the books thus "reserved" will vary as the work progresses, but it is always understood that books "on reserve" are to be used in the room only except that at 8:30 in the evening and at 11:30 Saturday forenoon they may be taken home and kept until the next morning (or Monday morning) at 9 o'clock.

### Magazines and Magazine Indexes

There are two sources where you will find later and fresher information than in books, namely, in magazines and pamphlets. Of these, magazines are more important because they are more regular and we have indexes or guides to their use by means of which we can find any article in any magazine that we have. Most magazines are published monthly or weekly; the former are bound when sufficient numbers have accumulated, in two volumes of six numbers for the year, while the weeklies are bound in three or four volumes to the year. You will find the bound magazines in this library at your right as you pass through the corridor from the hall to the reading room. Now these magazines, being made up of serious articles, poems and stories, would be of little use to us as reference material without a guide to their contents, for it would be impossible to find the particular articles wanted in time to be of service to a busy person. At the left of the bound magazines is a short shelf on which you will find at all times the Reader's Guide to magazines. The large volume covers the years 1910-14 and the smaller volumes are annuals for the years 1915, 1916 and 1917. The same service for the year 1918 is performed by the Guide in pamphlet or magazine form, since it comes to the library every month, like a magazine. It may be consulted at the main desk in the reading room by asking a library assistant and should be returned there promptly when its use is over. Early in the year 1919 we shall receive an annual volume covering the whole year 1918 and then the 1919 magazines will be indexed as the 1918 issues now are, by the Guide in pamphlet or magazine form.

Now, the Reader's Guide is used by all libraries, large and small, regardless of whether or not they have all the magazines indexed. In fact, this library does not have all the magazines indexed and it may therefore happen that you will find in the Guide a reference to the very article you want, but on looking for the bound magazine you find that we do not have that particular publication. The only thing to do then is to refer again to the guide and locate a suitable article in a magazine that we do have.

Suppose you wish to find material on fires and fire losses. The indexers of the Guide have adopted the practice of indexing such information under the heading "Fire protection." You will discover this fact by looking up the word "fire" and then running your eye down column after column until you come to it. Following is a sample of what you may find:

#### FIRE PROTECTION

Conduct of a municipal fire prevention office. B. F. McDowell.  
il. Am. City. 17:358:60. O. '17.

This means that an article on fire protection entitled "Conduct of a municipal fire prevention office," written by B. F. McDowell and illustrated, will be found in the American City magazine, vol. 17, pp. 358-60, October, 1917.

In consulting magazine material it is well to take notes on a number of references which you think will serve your purpose before looking for the magazines, at all. Copy the data just as you find it in the Guide and when you have a half dozen or a dozen good references it will be time to look them up in the bound magazines. Do not give a reference up until you have consulted the librarian or an assistant who is familiar with this work.

It is important to bear in mind that the Guide indexes in addition to magazines the following publications: Proceedings and addresses of the National Education Association, Annual reports of the Smithsonian Institution, the Farmers' Bulletins and the Yearbook of the Department of Agriculture, the Bulletins of the U. S. Bureau of Education and of the U. S. Bureau of Labor.

As a rule you will find that magazines more than six months old are bound and most easily referred to by volume number, while those less than six months old are unbound and should be referred to by date of issue. The latter are not shelved with the bound ones but library assistants will get them on request. Unbound magazines are not allowed to be taken from the building because of their liability to injury and loss. Bound magazines are reference books and are allowed only restricted circulation.

Reference books contain a vast amount of information on nearly every conceivable subject, which the inquiring student cannot afford to overlook. They are generally arranged in alphabetical order, in which case, the desired article can be found without the aid of an index by merely looking in the alphabetical order of the name of the subject. The Encyclopaedia Britannica, however, has an index occupying the whole of volume 29. Following are some of the reference books in this library which are likely to be of greatest use to students:

Webster's New International Dictionary, revised in 1909.

Undoubtedly the most widely used of all English dictionaries and the best for ordinary use.

Encyclopaedia Britannica, 11th ed. 29 vols. revised in 1911.

The most complete and scholarly encyclopaedia in the English language; not best adapted for young students; the index should always be used.

New International Encyclopedia, 24 vols. revised 1914-17.

The best encyclopedia for general use, some think it the best for all uses; it is American throughout and needs no index.

World Almanac, published annually by the New York World.

The best cheap, one volume reference book; it contains a surprising lot of information on widely varying, up-to-date subjects in very concise, statistical form.

American Yearbook, published annually by Appleton's.

Contains excellent narrative accounts of the events of the year grouped by large subjects. Good for current history and politics.

Statesman's Yearbook, published annually by McMillan's in London.

Contains mainly statistical information on all countries of the earth; a standard reference source of the best class in its subject.

Century cyclopedia of names, published as volume 11 of the Century Dictionary by the Century Co.

The best authority on proper names of all kinds and of all ages.

Who's who in America, published biennially.

Condensed sketches of lives of prominent people now living.

Who's who, published annually by McMillan's in London.

Condensed sketches of lives of prominent English people now living.

Lippincott's new gazetteer of the world, 1911.

A comprehensive dictionary of geographical terms.

Century atlas of the world, published by Century Co.

A standard American atlas, forming vol. 12 of the Century Dictionary; has a complete index in one alphabet.

NOTE—The above is not a complete list of the reference books in this library.

### **Investigating a Subject**

For the careful investigation of a subject such as will be necessary in the preparation of a term paper or thesis it will be well to proceed somewhat in the following manner. To assume that all or nearly all the information in the library on a given subject will be found in a certain group of books and to act on this assumption will cause you lost time and will not yield you the best results even then. Much of the information on any subject will be found in the few books devoted particularly to that subject, but much more, and probably some of the most vital information will be found hidden in other books on related subjects and shelved perhaps in various parts of the library. All of this information, however, which is contained in books other than bound magazines and reference books, is analyzed and cataloged in the library catalog so that you will be able to locate it by means of the subject cards in the catalog. Let us suppose that you select a card bearing the subject you are interested in; if the call number on the card is between 700-799 or between 940-999 inclusive, the book is shelved in the main reading room and you can consult it without asking any one. If the card bears any other class number write the whole call number on a slip of paper and hand it to a library assistant; the book will be brought to you from the stack room. For your own bibliography write on a slip of paper the same size as the catalog cards the call number and the author and title of the book in about the order in which they appear on the card; add any other notes that will serve to remind you later of the nature and scope of the book. Make such a slip for each book on the subject under investigation.

When you have canvassed in this way all of the resources of the library that can be reached through the catalog proceed to the Reader's Guide, consulting the large volume for the years 1910-14, the annual volumes for 1915, 1916 and 1917 (also 1918 after Feb. 1919) and the current issues of the Guide for the magazines of the current year. Copy on one of your slips the complete data for each reference which you think you can use and file these slips with those made from the catalog, in alphabetical order, of course.

When this is done consult the reference books,—the dictionary first, if necessary to be sure you understand the exact significance and scope of your subject (this should really be done at the very start); then the encyclopedias and lastly the special reference works in the field of your research, whether it be history, agriculture, literature, government, sociology or something else, making slips for the references likely to prove useful and filing them with the others. There is no index to the library's pamphlet collection (remember that certain government pamphlets are indexed in the Reader's Guide), but it will be well to ask the librarian to consult this collection for some possible item of value.

If you have sufficient time at your disposal and the purpose you have in mind warrants some expense you may wish to procure some of the books mentioned in the bibliographies at the ends of the articles in the encyclopedias and other books. For books to be purchased ask the librarian to let you consult the United States Catalog of books in print up to 1918. This will afford you all the data you need to order any book from publisher or bookseller.

By this time, unless you have overlooked something, you will have in your bibliography a record of the library's resources in your field of interest and it will be time to begin reading and note taking.

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## PART TWO

### Library Methods for School Teachers

When your books arrive the first thing to do is to unpack them and check them up with the bill to make sure that you receive all that you pay for. If books are found that were not ordered they should be returned at once and if some title ordered is not received the shipper should be notified at once; a defective book should be returned and shipper notified of this fact and of the defect. Such mistakes will be cheerfully rectified by any reputable dealer. Before further steps are taken each new book should be carefully "opened," by laying it flat on a table and pressing down a few leaves at the front and then a few at the back until the middle is reached; this process bends the coating of glue in the back of the book gradually and will prevent the books breaking and going to pieces from too quick and rough opening. New books should have their leaves cut if they need it before further work is done on them.

## Classification

All the books, even in a rather small school library, should be arranged in classes and the books in each class should stand in alphabetical order within their class. This means that books on physiology should stand in a group, the books on botany in another group not mingled with those on physiology, and the books on American history, economics, etc., in separate groups, all arranged in alphabetical order within each group. The main purpose of this is to secure efficiency in finding and using the books. It is assumed that school libraries will use the Dewey Decimal system of classification, in which there are ten main classes, each of which is divided into ten sub-classes,—the subdivision being carried by decimals as far as may be desired. Below is printed in condensed form the main classes and their subdivisions; if more detailed classification seems advisable in any library it will be necessary to secure one of the regular books containing the complete system.

<b>000 GENERAL WORKS</b>	<b>500 NATURAL SCIENCE</b>
010 Bibliography	510 Mathematics
020 Library economy	520 Astronomy
030 General cyclopedias	530 Physics
040 General collections	540 Chemistry
050 General periodicals	550 Geology
060 General societies	560 Paleontology
070 Newspapers	570 Biology
080 Special libraries. Polygraphy	580 Botany
090 Book rarities	590 Zoology
<b>100 PHILOSOPHY</b>	<b>600 USEFUL ARTS</b>
110 Metaphysics	610 Medicine
120 Special metaphysical topics	620 Engineering
130 Mind and body	630 Agriculture
140 Philosophical systems	640 Domestic Economy
150 Mental faculties. Psychology	650 Communication. Commerce
160 Logic. Dialectics	660 Chemical technology
170 Ethics	670 Manufactures
180 Ancient philosophers	680 Mechanic trades
190 Modern philosophers	690 Building
<b>200 RELIGION</b>	<b>700 FINE ARTS</b>
210 Natural theology	710 Landscape gardening
220 Bible	720 Architecture
230 Doctrinal Dogmatics Theology	730 Sculpture
240 Devotional. Practical	740 Drawing. Decoration. Design
250 Homiletic. Pastoral. Parochial	750 Painting
260 Church. Institutions. Work	760 Engraving
270 Religious history	770 Photography
280 Christian churches and sects	780 Music
290 Ethnic. Non-Christian	790 Amusements

**300 SOCIOLOGY**

310	Statistics
320	Political science
330	Political economy
340	Law
350	Administration
360	Associations and institutions
370	Education
380	Commerce. Communication
390	Customs. Costumes. Folklore

**400 PHILOLOGY**

410	Comparative
420	English
430	German
440	French
450	Italian
460	Spanish
470	Latin
480	Greek
490	Minor languages

**800 LITERATURE**

810	American
820	English
830	German
840	French
850	Italian
860	Spanish
870	Latin
880	Greek
890	Minor languages

**900 HISTORY**

910	Geography and travels	
920	Biography	
930	Ancient History	
940	MODERN {	Europe
950		Asia
960		Africa
970		North America
980		South America
990	Oceanica and polar regions	

In deciding what class number to assign to a given book it is often necessary to look closely into the book in order to determine its character and scope; examine the title page, contents and preface, then glance through the book proper if necessary. Fiction should have no class number assigned, its call number consisting of the author number only.

The author number consists of the first letter of the author's last name, and two figures, the combination of class and author number being known as the call number. The figures used are taken from the Cutter author table which is indispensable in this work, and for which see list of supplies at end of this text. In assigning book numbers be careful to ascertain the author's real name. Inexperienced workers will sometimes make the mistake of using a pseudonym or the name of an editor or compiler. You may have two books on the same subject by the same author, in which the class number will be the same and likewise the author number for each book; in such a case add to the author number the first letter of the first word of the title (not "a" or "the") e. g., Morgan's "Introduction to comparative psychology" and his "Psychology for teachers" will have the following call numbers:

150 and 150

M82i M82p No two books in any library should bear exactly the same call number; either the class number or the author number must distinguish them. The following novels by Kipling, having no class numbers, will be distinguished as follows: "Plain tales from the hills" K62p, "Under the deodars" K62u and "Soldiers three" K62s.

In the case of a biography of an individual or an autobiography the

symbol spoken of as the author number must be taken from the name of the person written about, and in anonymous books from the first word (not "a" or "the") of the title.

The call number, when decided on, should be written neatly with a pencil in some inconspicuous place in the book, such as the back of the title page or either side of the first fly leaf. If you have more than one copy of the same title, make them cop. 1, cop. 2, cop. 3, etc., adding this number below the call number.

### Accessioning

An accession book should be kept in every library whether it be a ruled note book or the condensed accession book of the Library Bureau, mentioned in list of supplies at end of this text. The purpose of this book is to keep a careful description of each book, not as to its contents, but as to its appearance as a physical object, so that it can be identified later, if lost or injured, and the correct price charged for it. In the accession record every book must be entered on a separate line, even duplicate copies of the same title and the several volumes of a set: each particular book which is a separate object must have a line to itself. Each line has a number, beginning with one for the first line and ending with the very last one, so that when all your books are accessioned your highest accession number is the number of books in your library, unless you have lost some in the meantime.

Books need not be accessioned in any particular order, except that when you have several copies of the same title or a set of several volumes these should be entered in their proper order. At the top of each page in the accession book write the date on which you make your first entry on that page; if you begin some day in the middle of the page, write the date as far to the left as possible on the line containing your first entry.

If the accession numbers are not already in your book when bought you can add them yourself, using the left hand margin of the page and going from one as far as necessary to give a different number to each book. When a book is once entered in the accession book it has its accession number and this number cannot be changed so long as the book remains in your library; like the call number it is different for each book.

In entering the author's name use the briefest form that will be intelligible and accurate, i. e., omit all but surname. Make the title brief; abbreviate also the name of the publisher, the place of publication and other items called for, but never abbreviate so much as to render the word abbreviated unrecognizable. In the source column write the name of the party from whom your library received the book whether it is a purchased book or a gift. In the price column write the price your library actually paid for the book; if it is a gift write "g" instead of price. If some of the columns call for information which does not apply to the book in question leave those columns blank. The "remarks" column at the extreme right is for the later history of the book, if lost, etc.

## Shelf Listing

A shelf list is a list of books as they stand on the shelf in the order of their classification. The most convenient kind is a list on cards.

When a book is lost or worn out and must be withdrawn leave the shelf list card for that book in the file, but write in pencil on the card what has become of the book.

The shelf list card is to be made exactly like the author cards described later except that the title is used in the short form; it must have the call number. Write the accession number of the book near the left of the shelf list card and about half way down from the top. If there are several copies of the same title one card should be used, but enter the accession numbers like this: cop. 1 no. 126

cop 2 no. 127, etc; treat volume numbers similarly.

### Labeling, Pocketing, Carding, Etc.

The call number, including the copy number and volume number when these are necessary should be placed on the back of the book outside and about two inches from the bottom. The same distance from the bottom and the same style of lettering should be used for all books so they will present a uniform appearance when standing on the shelf. Fiction, however, in a school library, need not have this lettering on the back, but should be shelved by itself in the alphabetical order of the authors' names; reference books also, such as dictionaries, encyclopedias, books of facts, books of quotations, Who's who, the World's almanac, etc., should be left without marking on the back in a small library and shelved separately in space devoted to reference books.

The lettering on the other books should be very carefully done by some one skilled in printing by hand with a ball pen, using a good white ink on dark books and some good indelible black ink on light books. After the ink is dry the spot should be brushed over with a very little thin shellac; when dry the shellac protects the lettering and will preserve it probably as long as the book lasts. Formerly, paper labels were pasted on the books and the lettering placed on them, but the method described is much superior.

Every book intended for circulation, but not the reference books, should be provided with a permanent pocket in the back to hold the book card,—the latter to have the borrower's name written on it and kept in the library when the book is out. Pockets with your library's name and rules printed on them may be procured from the library supply houses mentioned at end of this text or you can make them out of good strong wrapping paper. The chief purpose is to provide something to hold the card when the book is not in use. The pocket should be placed near the bottom of the inside back cover and plenty of space should be left, if you are making your own, to allow the card to slip out and in easily. The book card should appear about like the illustration:



## CATALOGING

A card catalog is a catalog made on cards instead of sheets, the cards being arranged and fastened into trays or drawers by means of steel rods, run through guard holes in the cards. The old-fashioned catalog consisted of a list of books printed or written on sheets of paper often bound together into a book. Such a catalog was useful in libraries that were never to grow. In a growing library, it can seldom be kept up-to-date, and if it is, even approximately, it is at enormous expense.

A card catalog can be kept up-to-date at a reasonable expense, cards being inserted for each book as it comes into the library. A card catalog is also easier to handle. In it, one may find from the cards, the location of a book in the library, its author, title, and imprint.

It should contain author, title, and subject cards. Every book should have an author card. A book that has a striking title or a title not covered by a subject heading should have a title card.

It is desirable that every book that treats of a subject that may be useful to some one at some time should have a subject card, but if a choice of subjects has to be made because of expense or lack of time, care should be taken to choose such as will be most used. If a book treats of a number of subjects, a subject card should be made for each.

### Author Card

**Call No.** Write the call number in the left margin of the card, the class number just above the top line, the book number just below the line.\*

**Author** Write the real name of the author on the top line, not indented, followed by the pseudonym when one is given, not inverted but in parenthesis. Use surname of author followed by initials.

**Pseudonym.** When an author is commonly known by his pseudonym, write the real name on all the cards but add the pseudonym in parenthesis a short space after the author's name with PSEUD. printed after it. S. C. no. 2.

Make a cross reference card from the pseudonym to the real name. S. C. no. 3.

Exceptions: George Eliot & George Sand.

**Prefix.** Enter English and French surnames beginning with a prefix (except the French DE and D') under the prefix. In other languages, enter under the word following; e. g.—Goethe, J. W. von.

**Joint author.** If a book has two joint authors, enter it under the name of the first followed by the name of the second, the two connected by &. S. C. no. 4.

If a book has more than two joint authors, enter it under the name of the first followed by & OTHERS.

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\*See sample cards following these rules; S. C.—sample cards.

**Compiler as author** Catalog collections, etc., under the name of the editor or compiler, add ED. or COMP. after the name and proceed as on author card. S. C. no. 5.

When no author, editor, or compiler is given for a book which is a compilation, enter it directly under the title, writing it on the top line indented and followed by the imprint as usual. S. C. no. 6.

**Anonymous book.** Enter an anonymous book under the name of the author if it can be found. If it cannot be found, leave the author line blank. If desired, the note ISSUED ANONYMOUSLY may be written on the note line which is the second line below the last entry on the card. Always indent the first line of a note. S. C. no. 7.

**Titles of persons.** Write all suffix titles with a small letter, with a comma before. Capitalize all prefix titles and write after surname and before given name. Use the prefix title SIR and hereditary suffix titles when their use is authorized by the biographical list used as authority.

Prefix (Mrs. Rev. Mme. Gen. Capt.)

Suffix (lord, baronet, etc.)

S. C. no. 8-9.

**Title of book.** Write the title on the line below the author entry and indent.

If it runs over on to other lines, indent none but the first.

Take the title from the title page.

Write the alternative and explanatory title when not too long and full. Capitalize no words in the title except the first word, and proper names and adjectives.

Omit the initial article unless necessary to the sense.

**Tr. or ed.** If the translator or editor of a book is important, run a note of TRANSLATED BY OR EDITED BY into the title, separated from it by a semicolon. S. C. no. 10.

**Date.** A centimeter's space after the title, write the date of publication as in shelf-listing. When the dates of several volumes of a book disagree, give the extreme dates; e. g.—1863-73.

**Copies.** If there are a number of copies of the same book, write the number in lead pencil on the note line.

### Title Card

**Call no.** Write the call number as usual.

**Title of book.** On the top line write the best known title of the book, indented. Omit the initial article unless the sense demands it. If the title runs on the second line, indent that too.

**Volume.** After the title on the same line, write the number of volumes if more than one. Never write 2 v. IN 1.

**Author.** Write the author's name on the line below the title not indented. S. C. no. 11.

**Classic.** A classic should have the name of the editor or translator, if he is well known, added to the title card. S. C. no. 12.

**Sacred bk. or anon. classic.** Enter a sacred book or anonymous classic, under its best known title, writing it on the top line, not indented, as you would an author's name. On the second line, indented, write the title as given on the title page. S. C. no. 12-13.

### Subject Cards

Write the subject heading with no punctuation after it on the top line, indented.

Write the call number as usual. Below the subject heading, copy the main author card, the author's name not indented, etc. S. C. no. 14.

**Headings.** Do not take a subject heading from the title of the book, but from its contents or subject matter.

Use the common, not the technical term, but make a card referring from the technical to the common; e. g.—GASES not PNEUMATICS. S. C. no. 15.

Use the English, not the foreign term, but make a card referring from the foreign to the English; e. g.—ALSACE-LORRAINE not ELSASS-LOTHRINGEN.

Use the specific, not the general term, but make a card referring from the general to the specific; e. g.—MEDICINE not PATHOLOGY.

Use the usual, not the unusual term, but make a card referring from the unusual to the usual; e. g.—COMMANDMENTS, TEN, not DECALOGUE.

If there are two exactly synonymous terms or two terms so closely related that both headings are unnecessary, use one and make a reference card from the other; e. g.—Use KNOWLEDGE and refer from LEARNING.

Do not use a word as a heading when a cross reference card has been previously made for it.

Do not enter a subject under that of which it is a subdivision; e. g.—Do not enter TEACHING under EDUCATION.

For the spelling or form of the subject headings, take some authority, such as the International Dictionary, and always follow it.

Keep a list of all the subject headings you use. If the library can afford it, buy a copy of the A. L. A. Subject Headings, which can be purchased of the Library Bureau for two dollars. This list can be checked as the headings are used in the catalog.

### Analyticals

**Author.** If a book contains a valuable chapter or article written by an author who did not write the whole book, an author analytical should be made.

Write the call number as usual.

Write the name of the author of the chapter in black ink on the top line, not indented.

Write the title of the chapter on the second line, indented, followed after a centimeter's space by the paging of the chapter if it is paged separately. Following this entry, write in parenthesis IN followed by the name of the main author, surname first, and the title of the book followed by its date of publica-

tion, the volume if the book has more than one, and the inclusive paging if the book is paged continuously. S. C. no. 16.

If the book has no main author, write the card as above, following the word IN in the parenthesis by title of the book, and the imprint as above. S. C. no. 17.

**Title.** If it is desirable to make a title card for a chapter or an article in a book, make a title analytical for it.

Write the call number as usual.

Write the title of the chapter in black ink on the top line, indented, the name of the main author on the second line, not indented. Then write in parenthesis IN HIS followed by the title of the book, the volume if the book has more than one, and the inclusive paging if the book is continuously paged. S. C. no. 18.

If the chapter is by an author other than the main author of the book, write the call number as usual, the title of the chapter in black ink on the top line, indented, and the name of the author of the chapter on the second line, not indented. Then write in parenthesis IN followed by the name of the main author, the title of the book, the volume if the book has more than one, and the inclusive paging of the chapter if the book is paged continuously. S. C. no. 19.

If the book has no main author, write the card as above, following the word IN in the parenthesis by the title of the book and the imprint as above. S. C. no. 20.

**Subject.** If a book contains a chapter or article that is worth bringing out on a subject card, make an analytical for it.

**Continuously paged.** Write the call number, subject heading and author of the book as usual on a subject card. Below the author, indented, write the title of the chapter. A centimeter's space after the title, write in parenthesis IN HIS followed by the title of the book, the date of publication, and the inclusive paging of the chapter. S. C. no. 21.

If the book has no author or editor given, write the call number and subject heading as usual, then the name of the author of the chapter. Below that, indented, write the title of the chapter followed in parenthesis, by IN and the title of the book, the date, and inclusive paging of the chapter. S. C. no. 22.

If the chapter is by an author or editor other than the main author of the book, write the call number and subject heading as usual. Below the heading, not indented, write the author of the chapter, below that indented write the title of the chapter followed in parenthesis after a centimeter's space by IN, the name of the author of the book, inverted, the title of the book, the date, and the inclusive paging of the chapter. S. C. no. 23.

### Cross Reference Cards

Cross reference cards are those which refer from unusual, compound, or pseudonymous forms of an author's name to usual and correct forms, and

from general subjects to their subdivisions, or from one of two coordinate subdivisions of the same general subject to the other, or from synonymous subject headings not used in the catalog to those used.

**See.** All cross reference cards made from one author's name to another should be written in black ink. S. C. no. 3.

Write the name referred from on the top line, indented, followed after a short space by the word **SEE**. If this word falls on the second line, indent it.

Write the name referred to on the following line, not indented.

No call number is ever used on a cross reference card.

**See also.** If two headings have been made which are closely related, make a card similar to the cross reference card in form, but use the words **SEE ALSO** in place of the word **SEE**. S. C. no. 24.

If headings have been made both for a general division of a subject and for one of the subdivisions, make a **SEE ALSO** card from the general heading to the subdivision.

### **Tracing**

On the back of the main author card, write the headings of all the cards you have written for that book.

Write the accession numbers across the end of the card. S. C. no. 25.

### **Supplies**

Library furniture, catalog and shelf list cards, condensed accession book, Dewey abridged decimal classification, Cutter author table, guide cards for catalog, shelf list and circulation file, A. L. A. subject headings, etc., may all be purchased from the Library Bureau, Michigan Avenue and Madison St., Chicago. Good service in library supplies may also be had from Gaylord Bros., 506 S. Clinton St., Syracuse, New York. Prices are subject to such radical changes on short notice at present that it is not thought worth while to attempt to state any. The best course is to write to one of these companies, or both, for their catalogs and price quotations.

### **Recipe for Home Made Paste**

One half pint flour, one tablespoon powdered alum; mix with small quantity of cold water until smooth. Add one quart of boiling water, stirring constantly. Boil about fifteen minutes, stirring from bottom to keep from scorching; when cool add thirty drops oil of cloves. Thin, if desired, with boiling water.

**NOTE.**—A good paste may be made with the paste powder used by paper hangers; add cold water and rub out all lumps; do not get it too thin.

SAMPLE CARDS

1.

Call	Wilson, W.	
No.		History of the American people. 5v. 1902.
6987-91	5v.	

2.

Call	Watson, J. (Ian Maclaren, pseud.)	
No.		Potter's wheel. 1892.

3.

		Maclaren, Ian, pseud. see
	Watson, J.	

4.

Call	Small, A. W. & Vincent, G. E.	
No.		Introduction to the study of society. 1894.

5.

Call	Gill, W. F., ed.	
No.		Laurel leaves. 1884.

6.

Call		Masterpieces of American literature. 1891.
No.		

## 7.

Call		
No.		A little pilgrim. 1882. Issued anonymously.

## 8.

Call	Scott, Sir W.	
No.		Marmion: a tale of Flodden field. 1856.

## 9.

Call	Tennyson, A., lord,	
No.		Queen Mary: a drama. 1875.

## 10.

Call	Sophocles.	
No.		Antigone; tr. with introduction and notes by G. H. Palmer.
	1899	

## 11.

Call		Antigone.
No.	Sophocles	

## 12.

Call	Arabian nights	
No.		Stories from the Arabian nights; selected and ed. by M. Clarke
	1897.	

## 13.

Call	Bible	
No.		Holy Bible. 1893.

## 14.

Call		Forestry.
No.	Roth, F.	First book of forestry. 1902.

## 15.

		Pneumatics. see
	Gases	

## 16.

Call	Alcott, A. B.	
No.		Books, (in Gill, W. F., ed. Laurel leaves. 1884. p. 235-46)

## 17.

Call	Carlyle, T.	
No.		Life of Burns. 52 p. (in Acme library of standard biography. 1880)

## 18.

Call		Rappaccini's daughter.
No.	Hawthorne, N.	(in his Mosses from an old manse. n. d. p. 88-121.)

## 19.

Call		Dothesboys hall.
No.	Dickens, C.	(in Eggleston, E., ed. Schoolmaster in literature. 1892 p. 425-55.)

## 20.

Call		Great stone face.
No.	Hawthorne, N.	(In Masterpieces of American literature. 1891. p. 92-117.)

## 21.

Call		Fiction.
No.	Mabie, H. W.	Culture element in fiction. (in his Books and culture. 1897. p. 229-38.)

## 22.

Call		BOOKS AND READING
No.	Lowell, J. R.	Books and libraries. (in Masterpieces of American literature. 1891. p. 217-37.)

## 23.

Call		BOOKS AND READING.
No.	Alcott, A. B.	Books. (in Gill, W. F., ed. Laurel leaves. 1884. p. 235-46.)

## 24.

		DEMONOLOGY. SEE ALSO
	Witchcraft.	

## 25.

		O
	t. c.	
	Books and reading.	
	Imagination.	
	Libraries.	
6743-14	2 cop.	

