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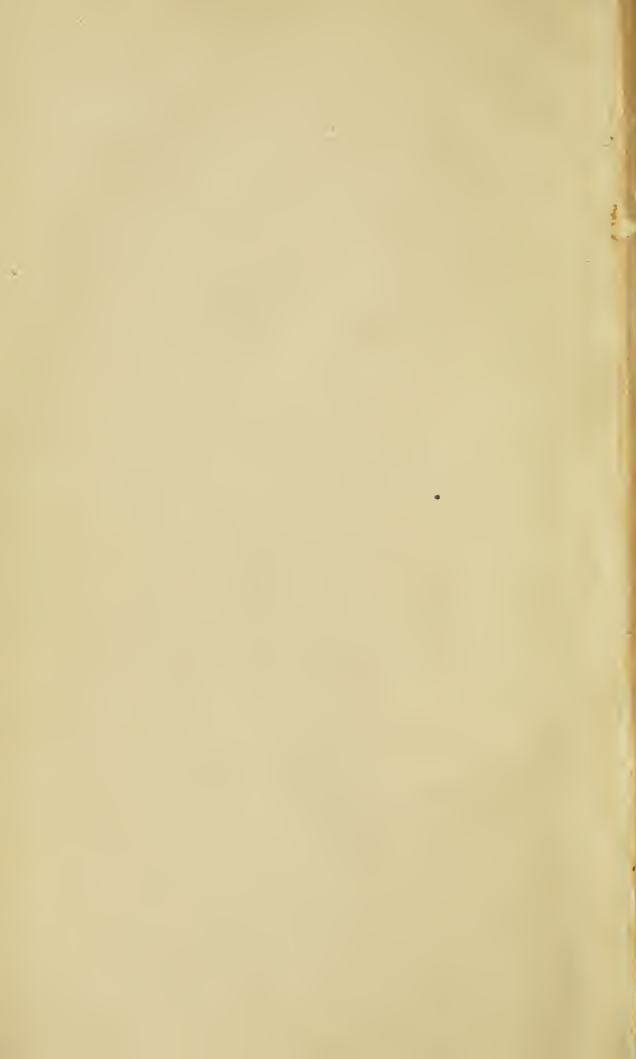




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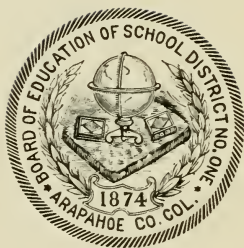
Hand-book

❧ ❧ ❧ ❧ DENVER

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Denver
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1895



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HYLA LONG

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Preface

THIS book has been compiled with our own needs chiefly in view. We receive many requests for information and suggestions in regard to starting libraries, and selecting, buying and lending books. To answer fully each one of these inquiries takes more time than can well be spared. The opening chapters of this book will serve as a general answer in most instances. In special cases, information and suggestions will gladly be given to the extent of our knowledge, as heretofore.

In training assistants, and especially pupils in the library class, in the several branches of library work, it will be helpful to have at hand in print a body of our library doctrine, to which the learner can be again and again referred. With the method of procedure before them in black and white it will be proper, as it will undoubtedly be expedient, to hold each worker in the library responsible for sins of omission and commission.

The references and suggestions found in this book which are not directly pertinent either to the beginnings of small libraries in these parts, or to the work actually done in this library, will perhaps make the book more acceptable to the few eastern libraries into which it may find its way. This ground is already occupied by

the most admirable "Hints to Small Libraries" of Miss Plummer. But we think no apology is necessary for entering the field in this humble way. In our observation there is not yet a promise of too much literature on the minor details—what may be called the free-masonry part—of library work. If the book prove useful to us and to learners in the profession in Colorado, our end will have been reached. If others also now and again find it helpful, we shall be gratified. John Parsons prepared the chapters on counter work, Frank D. Tandy those on the work in the accession and catalogue departments.

THE PUBLIC LIBRARY.

DENVER, 1894.

Contents

The Hand-book has grown far beyond our original plans. Certain members of the library staff have given to their contributions to the book so much care and labor that it was thought best to give them full credit in the table of contents which follows. Criticisms of the book should be directed against J. C. Dana, who planned it, and edited and revised all MS.--THE PUBLIC LIBRARY, February, 1895.

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CHAPTER I

Starting a Library

PUBLIC LIBRARIES come into being in many different ways. Some of the oldest in the country had their beginnings as subscription libraries. One or two public spirited citizens persuaded others to join with them in an agreement to give each year a certain sum for the purchase and care of a few books. Outsiders were perhaps permitted to use the books on the payment of a small annual, monthly, weekly or daily fee. Reading, debating and literary clubs have been the starting points of not a few valuable collections. Magazine clubs have often grown into library clubs. In the magazine club, in its commonest form, a few neighbors each put in yearly enough money to pay for one of the leading popular periodicals. As these come month by month they are received by one member appointed for the purpose. He covers them with manilla paper or puts them in temporary binders—if this is necessary or advisable—and attaches to every one a printed list of the members. To each member he sends a certain magazine on its arrival, and every week all are changed, generally by the members themselves; each calling for his magazine from the one whose name stands next above his on the list.

The magazines in this way pass from hand to hand among all. In a club of twelve for instance, every member gets in twelve weeks the reading of twelve magazines for the price of one. Books are often added, circulating in the same way. The books and magazines, when read, may be sold, or, as often happens, may be kept at some central place, and form the nucleus of a public library.

The school library has often developed into an institution for public use. The school reference library, begun, perhaps, with a dictionary and an atlas, increases with the growing interest in education. Encyclopædias and general reference works, books for supplementary reading and collateral study are added. The collection becomes so large that volumes can be occasionally lent to the children to take home. Entertainments add a few dollars, private contributions of money and books come in, public interest is aroused, the village paper keeps the subject of a library in its readers' minds, and eventually it becomes the regular thing for the collection to be opened a few hours in the week for reference or lending.

In many cases a wise citizen gives the money necessary to establish a library. Sometimes he erects a building and supplies an endowment fund. The town or village often votes to open and support a library by public taxes. A special public income, like the dog-tax or court fines, is often diverted to library uses. With some or all of these and many other methods at hand, it is generally possible for the smallest community to get together a collection of books

for public use. The neighborhood may be small and remote from town or city,—all the more valuable, then, will the library be to it, and all the greater the benefits that will come from the efforts put forth to keep itself in touch through books and journals, with the wider and fuller life without. All over Colorado school districts are availing themselves of the statute permitting the levy of a tax of one tenth of a mill for the purchase of books for a public library. In most cases the income is small; but it makes the beginning, and the beginning once made the growth is almost sure.

The library commission of some states devotes itself to encouraging the library spirit, especially in the smaller communities, and often with great success. In New York, small, carefully selected collections of one or two hundred volumes, are sent on request to any town in the state, to be kept a few months. These "traveling libraries" act as library missionaries and often lead to the beginning of locally supported libraries. Several states provide that from a state library fund a certain small sum for the purchase of books, shall be given to any town not having a library, which will itself raise a stated sum for the same purpose.

The American Library Association makes it a part of its business to encourage the starting of libraries. An appeal to it for information or advice on any question of books, their purchase, their keeping, their lending, interesting people in them, using them in schools, or on any matter touching the getting of "the best reading for the largest number at the least cost,"

will surely meet with a cordial response. Frank P. Hill, librarian of the public library of Newark, New Jersey, is the present secretary.

It may sometimes be wise to attempt to arouse a little general interest, in the school district, village or town, in books, reading and libraries, before the local public library movement is actually set on foot. Many good and wise things have been said in praise of books, and the story of the power of a public library in a community for knowledge, wisdom, happiness and general material advancement, has been told again and again. Printed matter of this nature for propaganda work can be got of almost any public library in the country. The spirit of mutual helpfulness is omnipresent among librarians; and they are, moreover, keenly alive to the value to their profession, and so to themselves, of the growth of the library faith and of the increase of modern, active libraries.

The Library Journal is the official organ of the American Library Association. It is a monthly journal, published at 28 Elm Street, New York City, and costs five dollars per year. The Public Library of Denver generally has on hand sample copies to send to those interested, or they can be got from the publisher. It devotes itself almost entirely to the practical side of library work, and to encouraging the spread of the public library idea. The librarian of the smallest library will find it useful, and to the larger institutions it is indispensable. Especially valuable is it to one who is connected with the beginnings of a library.

The public library of Denver has in stock a good number of articles, pamphlets, catalogs and the like, telling of the beginnings of literary clubs, school libraries, study-at-home clubs, magazine clubs, books for village and school libraries and the like, and is always pleased to send them to any one interested or to answer any questions it can on these subjects.



Advertising a Library

SUPPOSE the beginning of the library is made ; keep it before the public. The newspaper will almost invariably aid an enterprise of this kind, gratuitously and with good-will. The local clergy are almost always ready to help. The school teachers can generally be counted on ; indeed it often happens that the teacher is the prime mover in laying the foundation of the village or district library. The book dealer, if at all far sighted, will see that the general increase in reading which a growing public library will bring about, will indirectly increase his sales.

Ask for contributions, first of money—and that is hard to get—then of books, new or old, useful or useless, magazines, be it an odd number or an odd volume or a wagon load. Ask for these things. Let the fact of the humblest gift be generally known through the local paper or otherwise, and thank the giver in some formal way if possible. The things received may be of little value ; but those who give will be almost invariably the library's friends and cordial supporters forever after. They will aid in cultivating in the community that spirit of helpfulness which strengthens a library exceedingly. As soon as a few good books are got together let the fact be known. Print a list occasionally in the local paper. Publish the

additions as they come in, on a bulletin board in manuscript or type writing; or in lists by some duplicating process; or by reprints from the columns of the paper; or by lists specially printed for the purpose. As soon as the library is large enough, lists may be got out, and posted or printed, covering references to articles or books in the library on some important current event, or some interesting book, or some topic of present local interest.

In a small community, and sometimes in a large one, the librarian knows the special tastes or hobbies of many of the users of the library, and perhaps of some who do not use it. Notices that books have been received which are likely to please this, that and the other person, can be sent out on occasion and will help make library friends. Local artists in their respective lines can often be interested to give entertainments for the library's benefit, especially if the proceeds be given to the purchase of books in their own lines. Local societies, literary, scientific or historical, may very properly make the library the central point for all their work, and may sometimes be led to begin a special collection, first for their own benefit, afterwards for the public.

The children should not be forgotten. If care be taken to provide books for them, entertaining first, afterwards useful, they will come, and come often, and will soon bring the library into favor with the elders.

In the library itself it seems generally admitted that red-tape, signs, rules and restrictions must be kept out of sight as far as

possible. The librarian, as such, should feel that he has no rights which the public is bound to respect. His rules, as far as the public is concerned, should be of the fewest, and rarely alluded to.

The books in the library ought all to be accessible to the public. No one thing can add to the attractiveness and value of a library so much as to permit the public to go to the shelves. Of course there may be special or local reasons why this can not be done, or why it can be done only in part. But it would pay to sacrifice many of the commonly accepted essentials to gain this one point.

If there is a reading room with newspapers or magazines, or both, it should be as attractive as the means at hand can make it. Not too formal, not too much regulated. The group of rational Americans that commonly gathers in a public reading room, can generally be trusted to regulate themselves without signs or attendants. If the reading room is to be made a special attraction—if it is desirable to fill it and to create and keep up its popularity, supply it with the illustrated journals, even to the comic weeklies. There is more truth and art in *Life* than in many an approved novel, and no community will be the worse for having old and young enjoy *Puck* and *Judge* each week.

Of all possible advertising the best, perhaps, is a cheerful and accommodating atmosphere in the library itself. Librarian and assistants are always prone to affect the official air the moment they become guardians of public prop-

erty and fountains of information. They condescend, they patronize, they correct and they shake rules and by-laws and red tape in the timid inquirer's face. This top-lofty bureaucratic spirit should be avoided by all means. Treat boy and girl, man and woman, ignorant and learned, gracious and rude, with uniform good temper, without condensation, never pertly. Anticipate all inquiries when possible, and especially put the shrinking and embarrassed visitor at once at ease. The library is not a business office; it's a center of public happiness first, of public education next.



Selecting Books

NO HARD and fast rules can be laid down for the choosing of the books to form the beginning of a library. There must be taken into consideration in determining the character of the books to be purchased, the amount of money to be expended and the sum that will probably be available each succeeding year; the manner in which the books are to be used, whether they are all to be lent or are to be used only for reference, or are to form both a reference and a lending library; the people by whom they are to be used, and, if children, whether they are for school work only or for general reading, or for both; the occupations and leading local interests of the community, and its character and average degree of intelligence; the habits of those who will patronize the library as to reading and study,—will they welcome any opportunity that may be given them, or must they be coaxed into reading by putting before them the sweetmeats of literature, like simple stories and picture papers.

It is a common error in selecting books for a small library to disregard too much the condition of things suggested by the last paragraph, and to buy too many of the classics. It is, generally speaking, of the greatest importance that the new library be freely patronized,

and its books much used. If its shelves are full of books—no matter how valuable in the eyes of the literary and the learned—which do not appeal to the taste of the majority of those who patronize it, it will lose in interest, fewer and fewer will care to give time and thought to building it up, it will lose its patronage, and will soon be a library in name only. The village or district library in its early days—and the statement is true also of many more pretentious institutions in the larger towns—can well afford to begin at the level of the community's average reading. The public library has not the limitations of the formal school, in which one looks for courses of study, a general acceptance of the verdict of time in its choice of text-books and literature, and an adherence to the old models. Popularity is the very life-blood of the new library which is struggling for existence and growing only by the favor of the common people. It must provide the new books, the latest novels, the trifling books, the taking journals, the literature that comes up for discussion at the average man's fireside, at afternoon teas and at the local debating clubs, and is discussed in the morning paper, or reviewed in the last popular magazine.

These suggestions apply in other departments of literature as well as in fiction. It is not necessary to begin with Scott, Thackeray, and Jane Austen ; Gibbon and Hume ; De Quincey and Carlyle ; Chaucer, Milton and Dante ; and Locke and Bacon, and all their fellow "standards" and "classics." Such as they will not be much called for and will not attract the peo-

ple as will Crawford, Dumas and Black ; Fiske and Green ; Repplier and Stevenson ; Riley, Miller and Longfellow ; and James, Huxley and Tyndall. The modern, popular writer may be the lesser light ; but he is the one who touches most closely the life of to-day, and it is to-day's interests one must appeal to if popularity and success are to be gained. With time and means the older and "standard" writers can be added to the list.

In science, of course, it is only the recent book that can be thought of. In art the latest criticism and history have the advantage.

For reference books those should be selected which appeal rather to the general reader than to the student. Many a school library has been stranded on the Britannica and stuck there for years.

In selecting the first books for a school library of from fifty to one or two hundred volumes, there is perhaps no better guide than the lists prepared and published by the state superintendent of public instruction of Wisconsin, Mr. O. E. Wells. A copy of this pamphlet can be got, without charge in most cases, by applying to Mr. Wells, Madison, Wisconsin. It is arranged both by subjects and grades, and each book listed is described by a brief note. A selection of books from this list, forming a library to cost about \$70, forms the next chapter of this book. Another most excellent list is the one prepared by Mr. Geo. E. Hardy, of New York City, called "Five Hundred Books for the Young," and published by Chas. Scribner's Sons of New York, at 50c., in

cloth. This also is arranged by grades and classes, and gives publishers and prices.

Of works more pretentious, and including books for old as well as young, by far the best for general popular use, is the "Catalogue of the American Library Association Library." This is the catalogue of a library of 5,000 volumes, selected by the American Library Association, and shown at the Columbian Exposition. It gives authors, titles, publishers and prices. It shows how books should be catalogued and classified. It includes a model dictionary catalogue. One can get it of the Bureau of Education, Washington, D. C., and, as long as the supply lasts, without expense. It is perhaps too large to be of as much practical help to the purchaser of one or two hundred books for a school library, as the briefer lists already mentioned. But it is invaluable in its field, is a good literary guide, and would be useful in any school or library where the slightest attempt is made to give the young people a look at literature. In selecting books for a small public library, for old and young, there is nothing in print that can at all compare with it in usefulness.

"A Guide Book to Books" is the title of an English work by Sargant and Whishaw, the object of which is "to place at the service of the reader the opinions of those who may be trusted to give sound advice as to the books which are of value in each department of knowledge." The titles given in it, about six thousand in number, are arranged under subjects, on a plan easily understood. Each entry

includes author, title, publisher and price. Henry Frowde, of London, publishes it at \$1.25 in cloth. It comes down to the year 1890. The best of all books of this kind is perhaps the one compiled by William Swan Sonnenschein, and published by Swan, Sonnenschein & Co., of London, at \$9.00 in cloth. "The Best Books" is its title, and it forms, as the title page further says, "a reader's guide to the choice of the best available books (about 50,000), in every department of science, art and literature, with the dates of the first and last editions, and the price, size and publisher's name of each book." This is too expensive and too elaborate a work for small libraries.

The prime movers in the new library will be, one may assume, book lovers. If they are such they will already have made the acquaintance of publisher's catalogues and know their value. The leading publishing houses issue lists of their books with accompanying notes, criticisms, illustrations and portraits of authors. In recent years, since the movement for school libraries has gained such headway, several publishers, such as Harper & Brothers, Chas. Scribner's Sons, The American Book Co., and D. Appleton & Co., of New York, and Houghton, Mifflin & Co. and Ginn & Co., of Boston, have prepared select lists of books for the young and for school libraries. All these things are sent free on application, and will be found very helpful in many cases.

The catalogues of public libraries are often of use in selecting books, particularly those of smaller libraries started within recent years.

They represent much care and thought in the selection of the books listed in them ; care and thought which the novice at the business is always welcome to make use of. Most of the smaller libraries will send to any new library their catalogues on application.

Perhaps the most difficult part of book selecting is the deciding what to buy of the thousands of new books issued every year. To have any but the most superficial knowledge of them is impossible even for the expert who devotes his entire time to this department of printed things. Many journals are published dealing chiefly with the new books. Those who select the books for the library should take at least one or two of these strictly literary papers and read them with care. It is possible to mention but a few.

“The Publisher’s Weekly,” the American book trade journal. \$3.00 a year. 28 Elm Street, New York.

If a good many books are to be purchased each year this is indispensable. It gives a list of all books published from week to week with descriptive notes in many cases.

“The Literary News,” an eclectic review of current literature, illustrated. 28 Elm Street, New York. \$1.00 a year.

In this the best new books are reviewed. It also often prints helpful special lists. Very well edited.

“Book News,” monthly, information about new books, scope, worth, prices. 50c. a year. John Wanamaker, Phila.

This is excellent for the price. It is an advertising journal for John Wanamaker, but is none the less useful, and, in the main, quite reliable.

“The Publishers’ Circular,” weekly, booksellers’ record of British and foreign literature. 11s a year. Low, Marston & Co., London.

"The Book Buyer," a monthly summary of American and foreign literature. \$1.00 a year. Scribner's Sons, New York.

Well edited, handsomely printed, always entertaining, and useful to the general reader as well as to the buyer of books.

"The Critic," a weekly review of literature and art, 289 Fourth Avenue, New York, \$3.00 a year.

Probably the best critical weekly in this country. Perhaps a little too inclined to find joy in everything printed.

"The Dial," a semi-monthly journal of literary criticism, discussion and information. 24 Adams Street, Chicago, \$2.00 a year.

An admirable journal; its opinions command respect east and west.

"The Nation," weekly, devoted to politics, literature, science and art. \$3.00 a year. Box 794 New York.

The best of its kind.

The following suggestions to teachers who are buying books are condensed from the *New York Library Bulletin* :

There has never been a time when a little money judiciously expended would go so far in the purchase of a good working library as in this era of cheap editions, instructive compends and labor saving appliances.

It is believed that attention to the following suggestions will lead to the avoidance of mistakes commonly made in the selection of books for school and village libraries.

1. Buy no book unless by personal acquaintance or competent and trustworthy testimony, you *know* that it is worth adding to your school library.

2. Do not feel that you must buy complete sets of an author. [Of very few authors are all the works worth having.]

3. Buy books suitable for each grade in your school. The foundation of a taste for good reading should be laid in the lower grades. Failure to recognize this fact is the commonest error in the selection of books for school libraries. Books for young pupils should be inspiring and ennobling, but they *must* be interesting. No amount of excellence in other directions will compensate for dull books.

4. Buy books which are plainly but substantially bound. Attractive illustrations are desirable in books for very young readers.

5. Look out for American editions of English books. If the book is really valuable, such editions are pretty sure to come out at an early day and at a greatly reduced price.

6. Look out for second-hand copies of costly works, but do not trust too much to the second-hand dealer. His wares are often defective.

7. Do not buy of a book peddler. In nine cases out of ten you can find better and cheaper books at the stores.

8. Buy of a reputable dealer, but do not surrender your judgment to his.

The books for a school library should be selected with reference to the help they will afford teachers and pupils in the work of education.

Books Suggested for a School Library

LIST of about seventy dollars worth of books, suitable for a village or school district library, selected from the Wisconsin list :

First Book in American History. Edward Eggleston. American Book Co. -----60c.

Verse and Prose for Beginners in Reading. Houghton, Mifflin & Co. -----25c.

Little Folks of Other Lands. Chaplin and Humphrey. Inter-State Publishing Co., 40c.

First Natural History Reader. J. G. Wood. Boston School Supply Co.-----20c.

Second Natural History Reader. Same author and publisher -----30c.

Toby Tyler, or ten weeks with a circus. Kaler (James Otis). Harper & Bros. -----\$1.00

Little Smoke, a tale of the Sioux. W. O. Stoddard. D. Appleton & Co.-----\$1.25

Fables and Folk Stories. Edited by Horace E. Scudder. Houghton, Mifflin & Co. --40c.

Our Children's Songs. Harper & Bros., \$1.00

Life and Adventures of Robinson Crusoe. Daniel Defoe. Ginn & Co.-----50c.

The Swiss Family Robinson. Wyss & Montolieu. Ginn & Co.-----50c.

The Seven Little Sisters who Live on the Round Ball that Floats in the Air. Jane Andrews. Ginn & Co. -----50c.

The Seven Little Sisters Prove Their Sisterhood. Jane Andrews. Ginn & Co.-----50c.

Young Folks' Cyclopedia of Common Things.

John D. Champlin, Jr. Holt & Co.\$2.50

Young Folks' Cyclopedia of Persons and Places. John D. Champlin, Jr. Henry Holt & Co.\$2.50

St. Nicholas. An illustrated magazine for young folks, Vol. xx, November, 1892, to October, 1893. Quarto. 2 bound parts. pp. 960. Published by the Century Co. Per vol.\$4.00

The Birds' Christmas Carol. Kate Douglas Wiggin. Houghton, Mifflin & Co.50c.

The Household History of the United States and its People. Edward Eggleston. D. Appleton & Co.\$2.50

The American Boy's Handy Book; or, What to do and how to do it. Daniel C. Beard. With more than 300 illustrations. Chas. Scribner's Sons\$2.00

Wild Life Under the Equator. Paul Du Chaillu. Harper & Bros.\$1.00

Hans Anderson's Stories. Houghton, Mifflin & Co.40c.

Selections for Memorizing. Compiled by L. C. Foster and Sherman Williams. Ginn & Co.50c.

Building the Nation. Events in the history of the United States from the Revolution to the war between the states. Charles Carleton Coffin. Harper & Bros.\$3.00

Indian History for Young Folks. Francis S. Drake. Harper & Bros.\$3.00

Christopher Carson. J. S. C. Abbott. Dodd, Mead & Co.\$1.25

Abraham Lincoln. A biography for young people. Noah Brooks. G. P. Putnam's Sons\$1.75

Ten Boys, who lived on the road from long ago till now. Jane Andrews. Ginn & Co.50c.

History of Julius Cæsar. Jacob Abbott. Harper & Bros.\$1.00

- Stories of Other Lands.** Compiled and arranged by James Johonnot. American Book Co.-----40c.
- Mr. Stubbs's Brother:** a sequel to Toby Tyler. J. O. Kaler (James Otis). Harper & Bros. -----\$1.00
- Raising the Pearl.** J. O. Kaler (James Otis). Harper & Bros.-----\$1.00
- ✓ **The Story of a Bad Boy.** Thomas Bailey Aldrich. Houghton, Mifflin & Co. ----\$1.25
- Dab Kinzer.** A story of a growing boy. W. O. Stoddard. Chas. Scribner's Sons---\$1.00
- ✓ **Little Women;** or, Meg, Jo, Beth and Amy. Louisa M. Alcott. Roberts Bros. -----\$1.50
- ✓ **Little Men :** Life at Plainfield with Jo's boys. Louisa M. Alcott. Roberts Bros.-----\$1.50
- Black Beauty,** his grooms and companions. Anna Sewell. D. Lothrop & Co.-----\$1.00
- The Hoosier School Boy.** Edward Eggleston. Chas. Scribner's Sons -----\$1.00
- ✓ **Tom Brown at Rugby.** By an old boy. Thomas Hughes. Ginn & Co.-----60c.
- ✓ **The Last of the Mohicans.** James Fennimore Cooper. T. Y. Crowell & Co.-----\$1.00
- ✓ **Hans Brinker;** or, The silver skates. A story of life in Holland. Mary Mapes Dodge. Charles Scribner's Sons -----\$1.50
- Book of Cats and Dogs,** and other friends. James Johonnot. American Book Co.----1;c.
- Neighbors with Claws and Hoofs,** and their kin. James Johonnot. American Book Co.-----54c.
- ✓ **A Wonder Book,** for boys and girls. Nathaniel Hawthorne. Houghton, Mifflin & Co.---40c.
- ✓ **The Sketch Book.** Selections. Washington Irving. Houghton, Mifflin & Co.-----40c.
- The American Girl's Handy Book.** How to amuse yourself and others. Lina and Adelia B. Beard. Chas. Scribner's Sons-----\$2.00

- The Boy's Book of Sports**, and outdoor life.
Edited by Maurice Thompson. The Century
Co.\$2.00
- The Captains of Industry**; or, Men of business
who have done something besides making
money. A book for young Americans. James
Parton. Houghton Mifflin & Co.\$1.25
- The Children's Book**. A collection of the best
literature for children. Edited by Horace E.
Scudder. Illustrated. Houghton, Mifflin &
Co.\$2.50
- The American Citizen**. Charles F. Dole. D.
C. Heath & Co.90c.
- Young Folks Cyclopedia of Games and Sports**.
John D. Champlin and Arthur E. Bostwick.
Henry Holt & Co.\$2.50
- Brooks and Brook Basins**. First steps in
Geography. Alexander E. Frye. Ginn &
Co.58c.
- Tanglewood Tales**. Nathaniel Hawthorne.
Houghton, Mifflin & Co.40c.
- Fairy Tales**. By Hans C. Andersen. First
series. Ginn & Co.50c.
- Eight Cousins**; or, The ant-hill. Louisa M.
Alcott. Roberts Bros.\$1.50
- The Making of the Great West**. Samuel
Adams Drake. Maps and illustrations. Chas.
Scribner's Sons\$1.50
- Old Times in the Colonies**. Charles Carleton
Coffin. Harper & Bros.\$3.00
- Famous American Statesmen**. Sarah K. Bol-
ton. Crowell & Co.\$1.50
- Famous American Authors**. Sarah K. Bolton.
Crowell & Co.\$1.50
- Heroes of the Desert**. Thos. Nelson & Sons.
.....\$1.25
- Adventures of Two Youths in a Journey
Through Africa**. Thos. W. Knox. Harper
& Bros.\$3.00

- The Arabian Nights.** A selection of stories from Alif Laila, Wa Laila. Edited by Edward Everett Hale. Ginn & Co.-----50c.
- American Literature.** An elementary text book. Hawthorne and Lemmon. Portraits. D. C. Heath & Co. -----\$1.12
- Kidnapped ;** being memoirs of the adventures of David Balfour. R. L. Stevenson. Chas. Scribner's Sons -----\$1.25
- Civil Government of the United States** considered with some reference to its origins. John Fiske. Houghton, Mifflin & Co...\$1.00
- Rules of Order.** H. M. Robert. S. C. Griggs & Co.-----75c.
- References for Literary Workers ;** with introductions to topics and questions for debates. Henry Matson. A. C. McClurg & Co...\$2.50



Buying Books

IN MAKING out lists of the books one proposes to buy for a library, it is advisable to put down for each book the following particulars: The name of the author, with initials of given name; the title of the book in full; the publisher; and the price. To this may be added, where necessary, the date of the special edition wanted and the style of binding desired. The beginner at listing books rarely includes more than the first two items, and generally gives them very briefly. In the case of the more common books it may be sufficient to indicate roughly the authors and titles wanted and leave the selection of the edition and the binding to the judgment of the book-seller. But the market is flooded with inferior editions of the works of the more popular writers; of such men, for instance, as Cooper, Scott, Bulwer and Dickens, and carelessness in ordering may lead to a waste of money in shoddy specimens of book-making. It is always safest to specify exactly what you want, getting your data from samples of the books themselves and from publishers' catalogues.

The good book for a public or school library—speaking of the book as to its wearing qualities and as to the comfort of its users—is printed on paper which is thin and pliable, but

tough and opaque; its type is not necessarily large but is clear-cut and unbroken—the old, worn-out type can easily be detected by running the eyes down the edges of the page—and is set forth with ink that is black, not muddy; the binding is flexible, the book opening easily at any point; the threads in the back are fine but strong and generously put in; the strings or tape on to which the book is sewn are stout and are laced into the inside edges of the covers, or are long enough to admit of a secure fastening with paste and paper.

Suppose you have to make out an order for a hundred dollars' worth of books for a village library, some such method as the following may be followed to advantage: Prepare about two hundred slips of writing paper, foolscap will do, each about three by eight inches. Near the top of each of these make the full entry suggested, of one after the other of the books as they are selected. The list will inevitably cover more than the amount to be expended—this is the eager book-buyer's heaviest cross—and it is well that it should. The selection will be all the better for a vigorous weeding out at the last. If the books are for general use it will be desirable that they cover several classes of knowledge, as well as literature proper. It would be well to determine how many books there should be in each class, say, of fiction, travels, history and biography, essays, poetry, social science and general science. Then by roughly classifying each book and bringing together the slips of the same class, it will be easy to discover if the books, so far chosen,

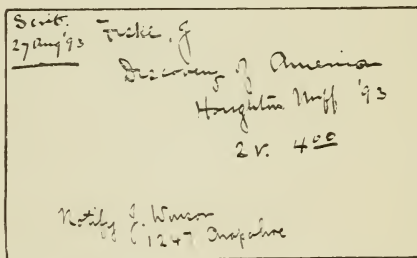
cover the ground as was planned. In the same way the slips of books of all classes suitable for children can be laid aside to see if the juvenile department is as full as the probable use of the library by young people will demand. When the list is finally determined on, arrange the slips alphabetically by the authors' names and copy on sheets for the book-seller.

If you know your local book-dealer to be reliable, and he knows something about books, it is better to buy of him. If you are making a first order of a hundred dollars or more and are not familiar with book discounts and the customs of the trade, it would perhaps be well to submit the list to two or three dealers in neighboring towns and get bids from them. You can, of course, send to established firms in the larger eastern cities with perfect assurance of fair dealing. On most American books the discount on a large order will be about one-third. If the books are purchased in small lots, one-fifth or one-fourth is all that can be reasonably asked.

If more books are to be purchased within a year or so, it is well to keep up the slip plan, writing out on them the full particulars about books that seem to be desirable as they are noted in one's reading or found in the literary journals from month to month. When the new order is to be sent in a good part of the material for it will thus be already at hand.

In the public library of Denver these book-slips, or order slips as they are called, are cut from rather stiff ledger paper three by five inches in size. The librarian meets in his read-

ing, to take a specific example showing the method of book ordering, a note to the effect that Houghton, Mifflin & Co are to publish soon a book by John Fiske called "The Discovery of America." On one of the order slips he makes an entry thus: Fiske, J. Discovery of America. Houghton, Miff., '93, 2 v., \$4.00. This is filed with others containing entries of other books thought desirable for purchase. The time comes for sending in an order. The slips are looked over. Examination is made to



Order Slip. Reduced; actual size 3 x 5 inches.

see that no books are ordered that are already in the library, or already ordered but not yet received; those books are settled upon which the library seems actually to need and can afford to buy; the slips for the books so selected are arranged alphabetically, copied on to one or more sheets, and with an accompanying letter of instructions sent to the book dealer—let us suppose Scribner of New York. On the upper left hand corner of each slip is then written "Scrib." and the date of mailing the

order. These slips are then sorted in, alphabetically, with other slips representing other orders previously sent. It is possible, now, to answer these questions: if a certain book is not in the library, has it been ordered? of whom? when? and when may we look for it?

In due time the books come. The box or bundle is brought to the library, the freight bill received and properly entered as part of book expense, the box is opened and the books are placed on the shelves in the catalogue room. They are arranged in the order in which they are entered on the bill, checked and if found correct the bill is O. K.'d, approved by the proper authority and in due time paid. The slips first mentioned on which orders are entered are run over and all those corresponding to the bill in hand are placed in the books to which they refer. If any slip contains an entry asking that someone be notified of the arrival of the book noted on it, it is kept in the the book until it is ready for the shelf, when a postal is sent to the person so asking.

It is well to note here that in the public library of Denver, as in many other libraries, books are often ordered at the request of interested persons. In the case given, for example, it may be supposed that "the Discovery of America" was asked for by J. Winsor. Finding it was not in the library, he asked that it be purchased, and his name and address were entered on the bottom of the slip, and when the book came and had been made ready for use a note was sent to him notifying him of the fact.

Periodicals

THE libraries chiefly had in mind in the writing of these notes are those for school use and those of villages and small towns. In none of these is it customary to give much space or money to newspapers. The village library would always do well to preserve for reference a file of local papers, and, if the situation demands it, it would seem entirely proper for it to provide for public use a few dailies or weeklies from the nearest cities. Further than this, in this direction, it would not seem expedient to go; not because it is not entirely proper, in and of itself, to include newspapers in the furnishings of a free library, and not because newspaper reading may not be a form of reading worthy to be encouraged for its educational value, but because it is almost self-evident that better work can be done for the same money in other directions.

The village library is too commonly very little used. Young people, especially, are apt to be shy of it, particularly if it is what some are pleased to call a "tread softly" library, placarded with signs enjoining silence and requesting that all conversation be carried on in sepulchral tones, and hedged about with rules. Now, the young people are the library's most hopeful material. To them the wise

librarian hopes to give through books an added pleasure, in them he hopes to awaken a taste for reading—something; in time, something good. To attract the children it will probably often prove wise to have on file a few juvenile journals, picture papers and illustrated magazines. "St. Nicholas" is the best of these, though the "Youth's Companion" is perhaps more universally attractive. "Life," for reasons which lie too deep in the child's mind for the adult entirely to understand, is a perfect delight even to the very young; and "Puck" and "Judge" with their colored pictures, to say nothing of their black-and-whites, seem to be the very acme of literature for children, if attractiveness be the thing in view.

These same journals, and others like "Harper's Weekly" and "Bazar," the "Illustrated American," the London "News" and "Graphic," and the "Pall Mall Budget," made easily accessible, will serve also to attract older people.

If the first duty of a library is to be used—not to pose as a monument or mausoleum—then it will be wise in opening a new library to put out as much bait in the form of clean, entertaining, illustrated periodicals as may prove necessary to fill the reading rooms and to get the public, old and young, into the library habit.

As to magazines—the popular monthlies—there seems to be no question; they should be taken freely. To-day, and it is to-day we are considering, the magazines furnish us with the best fiction, the best poetry, the best essays, the

best discussions of all subjects, old and new, the latest science, and—in this country, anyway—the best art. In spite of all that may be said against the magazine habit, with its accompanying mental dissipation, it is a question if many a village library would not do more, vastly more, in stimulating the mental life of its community and broadening its views and sympathies and encouraging study, if it diverted a far larger part of its income from books to weeklies and popular and standard magazines. It is not yet fully impressed upon us that the thing the community needs is not a "Library"—it may have a street lined with "Libraries"—and still dwell in the outer darkness—but contact with the printed page. Get this contact first, then, and let the well-rounded, students' collection of books come on as it will.

From five to twenty per cent. can often be saved on the cost of periodicals, whether one or many, by ordering them through a subscription agency. There are many such agencies in this country. The names and addresses of one or more of them can be got of almost any library. These agencies receive subscriptions at a reduced rate and thus save the library both money and time.

A careful record should be kept of each magazine ordered, of the date when ordered, the date when the subscription begins or expires, the price paid, the agency through which it is ordered, and the date of that agency's receipted bill. If the list of journals taken is small this record can be kept very conveniently in a blank book. If it is large

and constantly growing or changing it may prove best to keep it on cards, which can always be arranged in alphabetical order for ready reference. In the same book or on the same card can be minuted the volumes of each journal already in the library, bound or unbound, the numbers lacking to complete certain volumes, the style and cost of the binding adopted for each journal, the duplicate numbers or volumes in the library for sale or exchange or to give away, and any other items it may seem desirable to have at hand. If it seems best, as it often does, to keep a record of the journals as they come to the library, to make sure that full sets of all things subscribed for are duly received, this record can also be kept with the other data. Perhaps a more convenient method is to prepare a separate list, in a book or on cards, with a row of twelve squares ruled off to the right of the name of each journal. At the top of the page letter the twelve columns of squares with the names of the months. As each monthly comes make a cross opposite its name in the square in the column for the corresponding month. As the weeklies come each month put in the square for that month a dot for each week. The accompanying diagram, for instance, indicates that "Harper's Magazine" has been received for August, September and October, 1894, and that the "Nation" came for its five weeks in August, failed to come the third week in September, and came as it should four times in August.

<i>1894</i>	<i>Aug.</i>	<i>Sept.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>
Harper's . .	X	X	X		
Nation . . .	• • • •	• •	• •		

The custom is extending of taking extra numbers of the popular magazines and lending them as if they were books, though generally for a shorter period and without the privilege of renewal. When this is done it is almost always desirable to put each magazine in a binder made for the purpose, to keep it clean and smooth, and also to identify it as library property. Similar binders are often put on the magazines which are placed in the reading rooms. Many different styles of binders for this purpose have been devised, none of them perfect. Flexible ones that will stand the wear are very expensive, and in a measure defeat the end for which they are designed, by reason of the fact that they are flexible. As the result of a good many experiments the Public Library of Denver has for the present adopted a binder the sides of which are of stiff tar-board, a little larger than the magazine to be put into it, covered with heavy, glossy, dark brown cloth. The back is of leather of fairly good quality. Along the center of the back, which is reinforced with a piece of tar-board about a half inch in width, three eyelets are inserted, one in the center and one about halfway toward

each end. Through these holes the magazine is laced in through the center of its back between sections, not perforating any of the folds, with a flat yellow shoe-string. By this method no holes need to be punched in the magazine, and they are in no way injured for subsequent binding. "Public Library, Denver" and "Lending" or "Reading Room" are stamped in gold on the front side of the cover. In the front cover, near the top, a horizontal

		Harper's mag. Odd Nos.											
		80	81	82	83	84	85	86	87	88	89	90	91
B A 1	JA	*	*	X	/	/	/	/	/	/	/	/	*
	F	X	X	X	X	X	/	/	/	/	/	/	/
	MR	*	*	X	X	X	/	/	/	/	/	X	/
	AP	*	X	X	X	X	/	/	/	/	/	/	/
	MY	*	X	X	X	X	/	/	/	/	/	/	/
	JC	/	X	X	X	X	X	/	/	/	/	/	/
	JY	*	X	X	X	X	/	/	/	/	/	X	X
	AG	*	X	X	/	/	/	/	/	/	/	/	/
	S	*	/	/	/	/	/	/	/	/	/	/	X
	D	*	X	X	X	X	/	/	/	/	X	/	/
	N	*	X	X	X	X	/	/	/	/	/	/	/
	O	X	X	X	/	/	/	/	/	/	/	/	X

Magazine Record Card. Reduced; actual size, 3 x 5 inches. In each square are placed as many strokes as the library has copies for the month and year indicated at the left and top, of the magazine noted at the top.

slot or hole is cut about half an inch wide and three inches long. Over this hole, on the inside of the cover, a piece of stout white paper is pasted, and on it through the hole from the outside are written the name of the magazine within and its date. This last device permits any cover to be used for any magazine it will fit, a great advantage where several copies of a large number of kinds are in use.

Complete volumes of the magazines are in great demand with the general public. They are as much sought after by borrowers as almost any class of books outside of fiction. This is especially true of juveniles. For lending purposes the binding may be any stout leather that will stand severe wear. The volumes for the reference department, which are to be used comparatively little and may last for many years, should be put into such leather as will not rot or get brittle with time.

The indexes of the contents of magazines now available will make useful to the student a library's periodical literature even though it be very limited and cover only a few months or a few years. "Poole's Index," with its two supplements, coming down to the close of 1891, is, of course, invaluable in its place, but is beyond the reach of the small library and would be of little or no use in it. The annual supplements, known as the "Annual Literary Index," edited by W. I. Fitcher and R. R. Bowker, for 1892 and 1893, and the others to follow, are indispensable, however, even though the library's list of bound journals is very small. This "Annual Index" is a key to the contents of all the leading periodicals in the English language of the year it covers. It enters all articles which appeared in these magazines alphabetically by subjects. A supplement gives a list of the leading books of the year, with an index to their contents, and as a crowning glory of the book there is an alphabetical index of all authors referred to. The "Literary News," the monthly journal already

referred to, contains each month a very useful classified list of the contents of leading magazines. "Current Literature," another excellent monthly, made up of extracts from recent books and journals, prints a similar list. The "Review of Reviews," an epitome of the more solid literature of each month, has in every issue an index arranged alphabetically by subjects, of the articles which appeared the previous month in all the leading magazines of England and America.



Some Periodicals Suitable for a Small Library

American

(The address given will be found sufficient)

Arena, Boston, Mass., monthly, \$5.00. Advanced review; deals largely with social problems; tends in its articles to sacrifice solidity to the novel and startling.

Art Amateur, New York, monthly, fully illustrated, \$4.00. Perhaps the best of its kind; of great interest to amateurs in almost any line of art, as painting in oil, water color and on china, wood carving, house decorating, needle-work of all kinds; has supplements of colored pictures and designs.

— **Century Magazine**, New York, monthly, \$4.00. Too widely known to need comment.

✓ **Cosmopolitan**, New York, monthly, many illustrations, \$1.50. Exceedingly good for the price; has a good list of contributors.

✓ **Current Literature**, New York, monthly, some illustrations, \$3.00. Made up, as its name suggests, of selections from current books and journals; covers literature, science and art; a very entertaining miscellany.

Educational Review, New York, monthly, \$3.00. The best all-around educational magazine of the heavier sort; its contributors are the leading men in the country in school and college work.

Engineering Magazine, New York, monthly, illustrated, \$3.00. An industrial review, in a popular form, of engineering, mechanics,

architecture, mining, electricity, railways, etc.; very attractive to the wide-awake American.

Forum, New York, monthly, \$3.00. The best solid, general review of this country; generally reliable; moderate in tone.

Harper's Bazar, New York, weekly, \$4.00. An excellent fashion and family journal; clean and high-toned; especially notable for the excellence of its illustrations.

✓ **Harper's Monthly**, New York, monthly, \$4.00. No comment necessary.

✓ **Harper's Weekly**, New York, weekly, \$4.00. The best illustrated weekly of this country; clean and wholesome.

Harper's Young People, New York, weekly, \$2.00. Excellent of its kind; well liked by the children; first class contributors.

Judge, New York, weekly, \$5.00. No comment necessary.

Ladies Home Journal, Philadelphia, monthly, illustrated, \$1.00. Is what its name indicates; fishes in what seems to some rather shallow waters; but on the whole deserves its immense popularity.

Ledger, New York, weekly, \$2.00. Improved in recent years; suits admirably the great majority.

Life, New York, weekly, \$5.00. The best humorous weekly of this country; clean; capital index of the things thought of and talked of by intelligent people.

Literary Digest, New York, weekly, \$3.00. A compend of the more notable articles in the best magazines of this country and Europe; includes a brief epitome of the news of the week; ably edited; will not fill the place of a large line of periodicals, but this and "Public Opinion" and "Review of Reviews" will prove of great value where the periodical list is limited.

McClure's Magazine, New York, monthly, \$1.50. Popular, copiously illustrated, good money's worth.

North American Review, New York, monthly, \$5.00. Not quite up to its reputation; too much given to depending on the names and notoriety of its contributors; but still a useful review of current opinion.

Our Little Ones and Nursery, Boston, monthly, \$1.50. Most admirable for the youngest readers.

Popular Science Monthly, New York, monthly, \$5.00. The best review of this country of current thought from the side of science.

Public Opinion, Washington, D. C., weekly, \$2.50. A classified selection of current fact and opinion from the periodicals, notably newspapers; gives much space to politics and social questions; in its field can be very highly recommended.

Public School Journal, Bloomington, Ill., monthly, \$1.50. Covers its field well; seems to lead easily its competitors in the West; both theoretical and practical.

Puck, New York, weekly, \$5.00. No comment necessary.

Review of Reviews, New York, monthly, illustrated (poorly), \$2.50. Compend of articles in the leading magazines, with excellent original summary and special articles.

St. Nicholas, New York, monthly, fully and handsomely illustrated, \$3.00. Best juvenile; and the old folks *will* read it.

Scientific American, New York, weekly, illustrated, \$3.00. Indispensable where there are any inventive boys or men about.

Scribner's Magazine, New York, monthly, \$3.00. No comment necessary; ranks with "Harper's" and "Century."

Youth's Companion, Boston, Mass., weekly, \$1.75. No comment necessary.

English

Graphic, London, fully illustrated, weekly,
\$7.75.

Illustrated London News, fully illustrated,
weekly, \$6.00 (American edition). These two
are the popular illustrated weeklies of Eng-
land; in the line of "Harper's Weekly" in
this country.

Pall Mall Budget, London, fully illustrated,
weekly, \$6.90 (agency price). Very excellent
illustrated epitome of English and European
life.

Contemporary Review	} Four English (Lon- don) monthlies \$4.50 each, American re- prints. "No other group of periodicals is so thoroughly in touch with current questions." The foremost men and women of the day contribute to them.
Fortnightly Review	
Nineteenth Century	
Westminster Review	



Lending Books: Directions to the Public

The Denver Public Library's Circulating Department

TO the small library the next few chapters, descriptive of the regulations and methods of the Public Library of Denver in its lending or circulating department, may be of value in the way of suggestion. Where few books are lent and to a small circle of borrowers, elaborate machinery might prove only a hindrance. In a subsequent chapter, on "Lending Systems for Small Libraries," will be found descriptions of methods applicable to the smallest library. The suggestions and advice to counter attendants, in these Public Library chapters, will apply, we believe, as well to the custodian of a few score volumes with a dozen borrowers, as to the librarian and assistants of the largest libraries, with dozens of assistants.

Some of the explanations and suggestions given here will be better understood if read in the light of the chapters which follow on the work of the accession and catalogue departments.

The Public Library of Denver is located in the 19th street wing of the High School Building. It is a free public library, the only expense

incurred by those who use it being certain fines for the violation of the rules and for careless injury to books or loss of books.

It is open from 9 a. m. to 9 p. m. every day in the year.

It has two departments, reference library and circulating library.

The reference department comprises the leading encyclopædias in the English language, such as the Britannica, the American, Chambers' and Johnson's; some of the more important French and German encyclopædias, such as Larousse, Brockhaus and Meyer; together with special encyclopædias, dictionaries, histories and collections in the leading branches of human knowledge. To this department belong also such bound volumes of periodicals as the library possesses. Books and magazines in this department are not allowed to be taken from the library. Students investigating a special topic may always be sure of access to them.

The circulating department contains, first, a large collection of the best standard fiction, the aim being to circulate what has approved itself as good literature without attempting to supply books that possess merely a transitory interest.

Second, a collection of general works. The aim here has been to provide the most serviceable books for general use. Rare editions, first editions, editions de luxe, all such things as appeal only or chiefly to the bibliophile and bibliomaniac, have been passed by, with the aim of bringing to the general public and the aver-

age reader the best and latest thought upon all subjects in the most available form.

Third, several copies of the most popular magazines for the current and the two previous months; with those also of earlier dates, until they are bound for the reference department. Duplicate bound volumes of some of the magazines and reviews are also placed here for lending.

Fourth, the numbers more than one month old, of any of the several hundred periodicals taken by the library, and not bound,—with few exceptions. This includes journals having to do with mining, electricity, manufacturing, science, medicine and the like, as well as the popular journals. Several numbers can often be taken at a time.

Fifth, several thousand sheets of designs and pictures taken from illustrated journals, art magazines, works on design and the like and mounted on tag board. More than one can be borrowed by the same person at one time.

Books and other things that are lent may be kept for periods of varying lengths as follows:

(a) Fiction for seven days.

(b) Magazines for the current month and the two preceding months for three days.

(c) All other things, including the bound magazines and the unbound back numbers of the magazines and mounted designs or pictures, for fourteen days.

In reckoning the time for which books may be kept, Sundays and holidays are always included. All things lent are subject to renewal for the original length of time, except maga-

zines lent for three days, which cannot be renewed. In certain cases, such as school or class work, all books and things lent by the library may be kept for a longer period than here noted. In such cases, before they are taken from the library, a definite date for their return must be agreed upon, and the usual fine will be collected upon each book if they are not returned by that date. If such definite date is not agreed upon, the books will fall due on their regular date, and fines will be collected accordingly.

For good cause any borrower may take more than one book. Every concession is made to the public that will lead to an increased use of the library. Rules are established solely in the interest of those who use the library. The management hold that the lending department of a library reaches its highest degree of usefulness when its shelves are empty and all its books are in the hands of readers.

A fine of two (2) cents a day is collected on each volume not returned when due. If a work in more than one volume is kept over time, the fine is collected on each volume. If a book is not returned within three days of the proper time a notice is sent to the borrower to inform him of his delinquency and to request him to return the book. For this notice an additional fine of two cents is imposed. If the borrower does not return the book after this notice, a notice may be sent to his guarantor stating the amount of the fine due and requesting him to secure the book and pay the fine; or, a special messenger may be sent after the book and fine,

with twenty-five cents added as the cost of sending the messenger. If it finally proves impracticable to recover the fine or book the borrower's card is cancelled and he is denied the further use of the library. If a guarantor fails in his duty as such his endorsement is no longer accepted by the library.

Cards giving the holder all privileges of the library, are issued on the following conditions :

(a) Any reputable resident of Denver may obtain a card by signing an agreement to comply with the regulations made for the use of the library. In the term Denver are here included the city proper and all its immediate suburbs.

In consideration of the right to use the Public Library of Denver, I agree to comply with all regulations provided for its government.

Charlie Jones
.....
(IF YOU WANT TO BORROW BOOKS SIGN YOUR NAME ON THIS LINE)

I will make good any loss or injury the Library may sustain from lending books to the above.

GUARANTOR SIGN HERE *Rufus Jones*.....
ADDRESS OF GUARANTOR *3927 Blake St.*

CARD NO. 1-1-1918 THIS CARD EXPIRES IN TWO YEARS

Front of Guaranty or Application Blank. Reduced; Actual Size, 3 x 5 inches.

(b) Minors, persons having no permanent residence here, and pupils in any school or in the undergraduate department of any college of the city, whether minors or not, are required to have the above agreement countersigned by some responsible person who agrees to indemnify the library for any injury or loss

that may be sustained from violation of the library rules, or from abuse of the library privileges by the card-holder.

Cards are issued to non-residents and books are sent to any part of the State for good cause and under proper regulations.

All applications for cards must be filled out in ink.

DON'T WRITE ON THIS SIDE		Ap 4 '94	3-1-04-5000
Name	Jones, Charlie	No.	11242
Residence	3927 Blake St.		
Post Office Address	Equitable Bldg. Room 40		
Employment	Ins. Agent		
Place of Employment	Equitable Bldg.		
Attends	Emerson	School.	
Refers to	Game Field Teacher		
THIS CARD EXPIRES IN TWO YEARS			

Back of Guaranty Blank. Reduced; Actual Size, 3 x 5 inches. This side is filled out by Library Assistant.

When an application blank containing the agreement above mentioned, is presented at the desk, properly signed, an attendant makes, on the back of it, a record of the number of the card to be issued, the borrower's name, residence, post-office address, occupation if any, and also the name of any person or persons who may be given as reference. Before this blank is filed away a second blank is filled out giving the name and residence or post-office address of the borrower and the number of his card. The former is filed in a set arranged numerically by the numbers of the cards, the latter in a set arranged alphabetically by the

names of the borrowers, so that at a glance an attendant can tell who holds a card of a given number or what is the number of any given person's card. The borrower's card is then made out. This contains, on one side, its num-

Name	Jones, Charlie	No.	11242
Residence	3927 Blake St.		

Borrower's Index Slip ; arranged alphabetically by numbers. Reduced ; Actual Size, 3 x 5 inches.

ber, the name of the borrower, with address, certain of the library rules, particularly those relating to fines, and the date on which the card expires, about two years from the date of issue. On the other side it contains, its number, the borrower's name, and certain ruled spaces in which are afterwards stamped the dates of taking and returning books. This card, when in use, is kept in a pocket pasted inside the front cover of the book the borrower has taken ; when not in use it is retained by the borrower or left at the library. If left at the library it is at the borrower's risk, the library not being responsible for the safe-keeping of the cards it has issued.

The registers mentioned above are used in sending notices of several kinds to card holders.

It is desirable, therefore, that changes of residence, of both borrowers and their guarantors, should be reported as speedily as possible in order that the proper changes can be made in the registers.

THIS CARD EXPIRES TWO YEARS FROM	JUN 24 1894
11242	
Charlie Jones	
3927 Blake St.	
IS ENTITLED TO DRAW BOOKS FROM THE	
PUBLIC LIBRARY	
WEST WING OF HIGH SCHOOL BUILDING	
NINETEENTH AND STOUT STREETS	
DENVER, COLO.	
THIS CARD MUST BE PRESENTED WHENEVER A BOOK IS TAKEN, RETURNED OR RENEWED. THE PERSON ABOVE NAMED IS RESPONSIBLE FOR ALL BOOKS TAKEN ON THIS CARD. A CHANGE OF RESIDENCE OF BORROWER OR GUARANTOR MUST BE IMMEDIATELY REPORTED.	
ONE BOOK AT A TIME, OBTAINED BY CARD, MAY BE KEPT 14 DAYS (EXCEPT FICTION, WHICH MAY BE KEPT 7 DAYS) AND MAY BE ONCE RENEWED FOR THE SAME PERIOD. A FINE OF TWO CENTS A DAY, AND COST OF NOTICE, MUST BE PAID ON EACH BOOK NOT RETURNED WHEN DUE; AND IF NOT RETURNED WITHIN 7 DAYS AFTER NOTICE IS SENT, TWENTY-FIVE CENTS ADDITIONAL MUST BE PAID FOR COST OF MESSENGER.	
1-72-04-5000	CASSEL, BERRY & HANSEN

Front of Borrower's Library Card. Reduced ;
Actual Size, 3 x 5 inches.

The loss of a card should be reported as soon as possible so that any attempt to use it by an unauthorized person may be prevented. It seems no more than right that one who loses a card should thereby incur a slight penalty, and a charge of ten cents is made for issuing a card to replace the one lost. On payment of this penalty a duplicate card is at once issued. If, as sometimes happens, the lost card is found after a duplicate has been issued, one of the two must

in the order of preference. Counter attendants are instructed to begin at the top of the list and give out the first book on the list which is found on the shelf. In order to facilitate waiting on the counter the rule is established that persons taking the trouble to make out lists must be waited upon before those who have no

DENVER PUBLIC LIBRARY	
The Number of my card is <u>11242</u>	
I WISH ONE OF THE BOOKS MARKED IN THE CATALOG BY THE NUMBERS BELOW	
x398 H17	
x92 154	
x R39	
x H394	
P15	
170 B27	
211 T72	
x398.4 T17	
In making list Write Book Numbers in Full.	

Order Slip. Reduced ; Actual Size, 3 x 5 inches.

lists. It not only makes the counter work unnecessarily wearisome but causes delay and annoyance to many people, if, when several are waiting for books, an attendant goes to see if a certain book is on the shelf, and on saying it is not in, is asked to see if some other certain book is in, and so on for perhaps half a dozen books. This may sometimes be unavoidable in the case of recent additions, when the borrower

can not be expected to know the shelf number ; but in the case of fiction, where the shelf number can be found either in the printed catalogue, or on the bulletin board, the borrower ought, in justice to the public and to the busy attendants, to take the trouble to make out a list.

Books should be ordered by number, not by name or author. The number, not the name of the book or of its author, tells the attendant the exact relative location of the book on the library shelves, as well as its subject, generally speaking. Consequently an order given by number is far more likely to be quickly and accurately filled than one given by name. The full number should be given. In this library the fiction number always consists of one, two or three letters followed by a number. For example: G 762 is the shelf number of "The Heavenly Twins." As soon as the attendant sees that number he knows almost the exact spot where the book must stand if it be in its place on the shelf. Books other than fiction have a double number, a classification number and an author number. The former indicates the general or specific character of the book, the latter its relative position, alphabetically, in all the books of a certain class. For example: 824 C 19 is the number of Carlyle's "Heroes and Hero Worship." The 824 means, to an attendant, that it is, 1st, in Literature, 2d, in English literature, and 3d, that it is in English essays. The C 19 indicates that among English essays it will be found among the writers whose names begin with C, and near the beginning of the C's. It is read-

ily seen that not to give the double number makes the attendant suppose that the borrower wishes for a novel by some author whose name begins with C instead of Carlyle's great essay. As arbitrary signs, R has been adopted to indicate a reference book, which does not circulate; and an X to indicate a book suited more especially to children. As all juvenile books, both in fiction and elsewhere, are separated from the other books in the library, it is very important that the X be not omitted when ordering childrens' books.

Borrowers are expected to use ordinary care in the use of books, and are accordingly held responsible for any injury due to carelessness or malice. The value of a book to a library does not depend entirely upon its original price, but also upon the time required to replace it and the cost of the work of getting it on the shelf, which is in some cases greater than the market price of the book. The loss of a book should be reported as soon as possible. To the borrower it saves the accumulation of fines, and it gives the library an opportunity to avoid delay in replacing it. Borrowers are of course required to pay the full publisher's price of any book lost by them, in addition to the fines which may accrue before the loss of the book is reported and the book paid for. Fines accrue on a book lost until it is paid for.

Catalogues: Information for the Public

The Denver Public Library's Circulating Department

THE library has at present no complete printed catalogue. It has, however, the following aids for finding books:

(a) A printed catalogue of fiction, fairy tales, and satire and humor, arranged alphabetically by both author and title. Copies of this are for sale at five cents each. All the books by any author are ranged under the author's name, and each book is also again entered alphabetically by its title in its proper place. Pseudonyms or noms de plume are entered alphabetically with a reference to the proper name of the person, if known, under which the books are arranged alphabetically. For example: "George Eliot, see Cross, M. A. E. L.," means that George Eliot's novels, Adam Bede, Romola, etc., will be found under the name Cross, M. A. E. L., which was George Eliot's last real name. Additions to this list are published from time to time. The very latest additions are placed upon the bulletin board in manuscript.

(b) A catalogue of the library, other than fiction, written on slips and arranged as a dictionary catalogue. Each book in this catalogue is entered under its author's name, under its

title, and also under the subject or subjects of which it treats. When this catalogue is completed, and it is kept as nearly as possible complete to date, an attendant should be able to tell almost immediately whether an author is represented in the library and by what works, whether a book with a given title is in the library, and what works the library possesses on any given subject. This catalogue is placed at the service of any one asking the privilege of its use.

(*c*) A card catalogue of the library by author, arranged in one alphabetical list. This is in the cataloguing room for the use of that department.

(*d*) A shelf list, made primarily for the use of the cataloguing department, but kept now on the library shelves, each part being near the especial books of which it is a list. It is a list of the books in the library arranged just as they stand on the shelves. As all the books dealing with any given subject stand together, this shelf list forms a complete classed subject catalogue of the library.

(*e*) The accession book. In this all books are entered as they come into the library, each entry occupying a line and each line numbered from one up to such number as the library has volumes. On the line are entered the name of the author of the book, its title, place of publication, date of publication, date of copyright, number of pages, size, style of binding, of whom the book is purchased or by whom given, the cost, and any remarks that the facts may call for—as that it replaces a copy worn out or

lost, or that it has itself been lost and paid for, or that it has been bound, and in what material. This one line in this book of additions to the library forms a complete history of the volume entered on it from its arrival at the library to the day it is worn out and cast aside. And the accession book itself forms a complete catalogue, in their order of acquisition, of all books in the library.

(*f*) Special lists printed from month to month in *BOOKS*, a monthly literary journal, the organ of the library. These lists cover the books in several departments in the library, as science, medicine, education, fine arts, and can generally be had free on application as long as the supply lasts. They are collected and put together in covers for use at the library.

(*g*) Special lists on slips of some of the books in the library suitable for young people from fourteen to eighteen years of age. These are furnished free of cost to those asking for them.

(*h*) Twenty-five copies of a book called "Five Hundred Books for the Young." This is a classed and annotated list of books—all of which are in the library—thought by the compiler, Mr. Geo. E. Hardy, to be especially suitable for children from six to fourteen years of age. The books included in it are classified both by the ages to which they are adapted and by their character, as fiction, history, biography, travels, etc. Copies of this are lent to those interested.

Borrowers and students have access to all books in the library except adult fiction, and

this exception is made only because of lack of room. All books having to do with a certain subject stand together on the shelves. Consequently the library itself forms its own catalogue by classes and subjects, and the need of a full printed list is not so much felt as it is in libraries where the books are grouped under a few general heads, or where access to them is denied the public. In practice it is found that nine times in ten, or even oftener, the student prefers a visit to the shelves and an examination of the books themselves, to a study of any catalogues the library has been able to furnish.



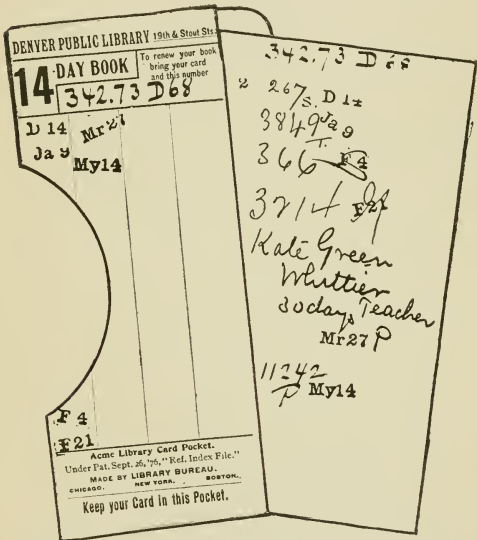
Charging Books: Information for the Public

The Denver Public Library's Circulating Department

ON the inside cover of each book is the pocket already mentioned. This contains, while the book is on the shelf, a slip of paper, and written on this slip is the number of the book, a number distinguishing it from all other books in the library.

When a book is taken out, this slip is removed by the attendant, who writes on it the number of the borrower's card and then stamps on this slip, on the borrower's card and on the pocket a date—the date on which the book is taken from the library—and then puts the borrower's card in the pocket, and the slip into a little box. There is thus a threefold entry of the date on which a book is taken, one on the pocket of the book itself, one on the borrower's card and one on the book slip. At the close of each day's business all the book slips from the books issued that day are arranged in the order of the numbers, and letters, written at the top of each,—which numbers are indicative of the character of the books, show where they stand on the shelves, and distinguish each book from all its fellows,—and are put behind a guide card showing the date. The plan on which these slips are arranged is this: first, slips for mis-

cellaneous charges, as public documents and other non-catalogued books, odd numbers of journals, mounted designs, newspapers and the like; next, those for current magazines lent for three days, in the order of certain arbitrary numbers assigned by the peri-



Pocket and Book Card, as in Actual Use. Reduced;
Actual Size of Card, 3 x 5 inches.

odical department; next, those for juvenile fiction arranged alphabetically by authors, as the books stand on the shelves; next, those for adult fiction, with the same arrangement; last, the slips for all other books, arranged in the order of their numbers, which is also the

order in which they stand on the shelves. When a book is returned the attendant compares the dates on the card and on the book pocket, then if these dates agree, as they should, looks behind the guide card for that date for the slip bearing the same number as the book returned. The last number on this slip and the last date on it should correspond with the number of the borrower's card and with the last date stamped on it. If they do correspond he stamps the card with the current date, which stamp serves as a receipt on the borrower's card for the book returned. Borrowers should always see that their cards are properly stamped, this stamp being *prima facie* evidence of the return of a book.



Suggestions to Assistants: General

The Denver Public Library's Circulating Department

THE counter is the place where the library and the public, for whose use the library is designed, come into direct contact. The usefulness of a library depends therefore to a very large extent upon the intelligence and efficiency of the counter assistants. Whatever qualities in an assistant make it possible to meet the wants of the public in the quickest and easiest way, are desirable qualities for an assistant to have. A good memory; a wide knowledge of books and authors; promptness and accuracy; systematic habits; industry; unflinching enthusiasm in the work, and, not least of all, a patient courtesy, are all desirable in library assistants, and especially desirable in the assistants at the counter. Such persons should regard themselves as public servants and should under no circumstances lose control of their temper, or suffer themselves to contract habits of abrupt and dictatorial manners or speech, and should spare no pains, consistent with duty to other borrowers, in assisting a person to find what he wants. No matter how insulting either in word or manner a borrower may be, the attendant has no right to retaliate, but

should keep cool and collected, and be respectful in manner and speech. However much the few may abuse the privilege of their position in relation to public servants, the great majority of people will appreciate an unflagging courtesy of manner and language.

Counter work involves necessarily the possibility of numerous errors. Where names and numbers are to be copied, and where a great many separate articles are to be handled in the course of a day, it is almost impossible to avoid mistakes. The aim should be to reduce such mistakes to the least possible number. There should be in counter assistants a studied and persistent attempt to cultivate such systematic habits as will conduce to that result.

First of all there should be cultivated the ability to write a legible hand and to make one's figures so plain that no one can possibly misread them. The mistake in copying a name or a figure may lead to much confusion. For example, if an attendant in charging a book writes 2766 instead of 2966, mistaking the 9 for a 7, it may lead to considerable trouble. For if 2966 does not return the book and a notice for a book overdue is sent, the notice will be sent to 2766, who may have no book out on his card, and who, if he pays any attention to the notice sent him, is obliged to come to the library to see what the notice means. If, however, as may be the case, he pays no attention to the notice sent him, and if, at the same time, 2966 does not return the book, another notice of a book overdue may be sent to 2766. If he pays no attention to that notice a special

messenger may be sent to him, and then for the first time the library force learn that 2766 has no book, and that the library has only the slightest clue to the real borrower ;—for who can tell which figure of the 2766 is wrong, or what the right number of the real borrower is?

Secondly, a counter assistant should cultivate the habit of doing one thing at a time. As far as possible never leave anything unfinished. If this is unavoidable, the work in hand should be left with such clear indications of its condition that any other member of the force can take it up and finish it. Under no circumstances should there be left in a loose condition guarantor blanks, book slips, or anything which a puff of wind might scatter on the floor. There are always at hand rubber bands, and when compelled to leave work unfinished, write on a slip of paper what has been done or what has not been done with each separate bundle and slip a rubber band around it. In this way a good deal of time and confusion will frequently be saved at the cost of a very little trouble.

Thirdly, learn to be systematic. If the library authorities have established a certain way of doing a thing, make up your mind that in all probability there is a reason for adopting that system, and so determine to understand it thoroughly and follow it faithfully. The end and aim of every system is order and economy ; to keep apart things that ought to be apart and to keep together things that ought to be together. For example, in looking up charges two things are aimed at, to see that the right

charge gets into the right book, and above all, that no book gets back to the shelf without its charge being looked up. Here a system is exceedingly important. The assistant should devise some method by which it would be difficult, if not impossible, for a book from among those whose charges have not been looked up to get among those whose charges have been looked up. It is well to have all books not looked up put one side of a person and those looked up on the other side, and then, with ordinary care and attention, it would seem extremely unlikely that a book should get back to its place on the shelves with no book card in it.

Fourthly, cultivate the habit of close attention to business. Attention, the psychologists tell us, is the source of memory, and a good memory is of the utmost importance to a counter attendant. At any moment a person may step to the counter, and ask, "Have you such or such a book?" It is of great advantage, both in saving time and for the moral impression on a person asking such a question, to be able to answer promptly "yes" or "no." Of course one cannot remember tens of thousands of books, but it is remarkable how many a person can manage to remember. And it assists one very greatly to remember a book if one looks at it carefully, reads the title page or a part of it, looks at one or two pictures in it if it be illustrated, or notices how it looks on the shelf. After a while one is surprised to find how quickly and accurately a book for which there has been no call for

weeks, will spring into one's visual memory. A little close attention to the spelling or looks of a name, or its similarity or contrast to some well-known name, will aid the memory greatly in recalling names of authors or even of important articles.

It is the duty of those at the counter to keep it as free as possible of books. Books must be put on the shelves as soon as practicable, both for the sake of order and neatness, and also that any book called for may be found in its proper place on the shelf, if it be in the library.

As far as possible without disturbing readers the tables should also be kept free from books, and it should be a constant care of the counter assistants to see that everything about the counter and tables and alcoves be in a neat and orderly condition.

Before leaving at night it is the duty of the counter assistants to arrange the circulation. This is to be arranged as follows: Miscellaneous charges, alphabetically; magazines, according to the arbitrary numbers assigned by the magazine department; juvenile fiction, alphabetically; adult fiction, also alphabetically; lastly all other charges numerically by the classification numbers. In arranging the last sub-division, the R's and X's are ignored. Copies of the same book must in all cases be arranged according to the copy numbers. Care must be taken in arranging the book slips to have the sides of the book slips on which the last charges appear facing the counter attendant. This can easily be done by being care-

ful to have no cancelled or perfectly blank sides facing that way. The person who arranges the circulation must make a record of it on a slip, as follows :

	Date	_____
Miscellaneous		_____
Magazines		_____
Juvenile Fiction		_____
Adult Fiction		_____
000		_____
100		_____
200		_____
300		_____
370		_____
39 ^S		_____
400		_____
500		_____
600		_____
610		_____
700		_____
800		_____
830		_____
840		_____
900		_____
910		_____
920		_____
	Total	=====

This record slip is to be placed in a prominent place in the charge boxes, so that it may be entered in the permanent record book.

Before leaving at night the counter attendants must put up all books, look up all charges except "mysteries" (which are to be looked

up the first thing the next morning), and see that the stamps are properly changed, that they make a clear and distinct impression, and also that the stamp pads are brushed off and shut up. Care must also be taken that the cash drawer is closed, that windows are shut down, and that all lights are put out.

It is the duty of counter attendants to answer, as far as possible, all questions and requests of persons using the library; but, as far as possible, to avoid all unnecessary conversation, and also to see that as far as is practicable the reference department be free from all disturbance or confusion, or from anything which would incommode or annoy the readers in the several rooms.

Counter attendants must be prompt in reporting for duty, and any loss of time in this respect can be made up only by the consent of the person who has charge of the counter, and in such ways and at such times as he may determine. Inability to appear for duty should, if possible, be reported to the librarian, so that arrangements may be made to supply the vacant place.

Suggestions to Assistants: Issuing Cards

The Denver Public Library's Circulating Department

IN issuing cards the library insists that the applicant for a card shall have it signed in ink, and presented clean and neat. In the case of boys and girls especially it is well to insist upon neatness and cleanliness, and to require them, when occasion offers, to take a new card and have it filled out again.

When issuing cards, the assistant should always ask the applicant if he has ever had a card before, and if he has had one and does not remember definitely its color, — which, if known, would tell the assistant whether it had expired or not,—the assistant should look the matter up and thus prevent the necessity of afterwards sending out a notice to the person that he has two cards in his name. He should also consult the black list before issuing a card, in order that no person who has had his card cancelled for a violation of the library rules, should obtain a new card, and that no guarantor who has refused to make his guaranty good, should again be accepted as a guarantor.

In making out the index part of the guarantor blank, the assistant should be careful to

write the name in full, as distinctly and clearly as possible, and to compare very carefully the number of the borrower's card and the number he himself writes on the guaranty blank. Also he should fill out as far as possible all the blanks. If a person has a residence and office address, be sure to get both. If he moves either his office or his residence and cannot be found there, he may be found by the other address. Ask a lady whether her husband, father or brother, or any relative, is in business, and take that person's name and address, as that may be the means of tracing a person, and perhaps avoiding the loss of a book. In the case of boys, especially, get the parent's address and the school which the boy attends, and in the case of boys and girls be very careful about accepting blanks which appear to have the parent's name in the same handwriting as the child's. A good many children seem to think that they have a right to sign their parent's name to papers of the character of a library blank

In filling out the second index blanks, for the index of borrowers by name, write the name exactly as it is in the guaranty blank, and where there are both residence and business addresses, give both on the index slip also.

When a card is full, a new card is to be issued with the same number. Always ask in such a case whether there be any change of address, and if so, make a note on a slip of paper of the number and full name of the person and of the new address, and place this with the application blanks, which have been filled out but not

yet filed, that the proper changes made be made in the indexes.

When a card is lost, issue a new card with the same number as that on the lost card and write the letter "D," standing for duplicate, at the right hand upper corner of both sides of the new card. At the same time make the proper note of any change of address. A charge of ten cents is made for issuing a new card.



Suggestions to Assistants: Charging Books

The Denver Public Library's Circulating Department

JN waiting on people, wait first on those who have order slips, and, so far as is possible, wait on people in the order of their handing in their books or orders. In picking books off the shelves begin at the top of the order list and go down, taking books in the regular order, which is supposed to

BOOKS TAKEN FROM THE
SHELVES ARE NOT TO BE
PUT BACK BUT PLACED ON
THE TABLE IN THE CENTER
OF THE ROOM.

WHEN SEVERAL ARE WAIT-
ING AT THE COUNTER FOR
BOOKS THOSE WHO HAND
IN A LIST MUST BE SERVED
FIRST.

Notices sometimes used in the Public Library, Denver.
Reduced ; Actual Size, 5 x 3 inches each.

indicate the order of the borrower's preference. If, however, he indicates clearly his preference in some other way, endeavor, as far as may be, to consult his wishes.

When charging books take time enough, no matter how many may be waiting, to do things in a proper way. The number on the book card should be compared with the number on the pocket. At this point may sometimes be corrected a previous error in looking up

charges. Then write the exact number of the borrower's card at such a place on the book card, and so clearly, and with such distinct figures, that no one can possibly mistake them, sign with the attendant's characteristic initial, and then stamp clearly the borrower's card, the book slip and the book pocket, being careful to stamp the latter so clearly and in such relation to past dates, that when the book is returned

NOTICE.

Patrons of the library are asked to make suggestions as to the selection of books and the conduct of the library:—and they will confer a favor if they will make these suggestions, or any complaints that may arise, directly to the librarian himself, either by note or in person.

J. C. DANA, LIBRARIAN.

— FEBRUARY 25, 1891.

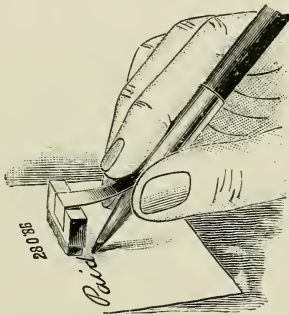
Notice sometimes used in the Public Library, Denver.
Reduced ; Actual Size, 9 x 6 inches.

the person looking up charges will have no difficulty in determining what was the last date there stamped.

If a book is to be charged to a person by name and not by card number, write the full name and also the address so legibly that no one can misunderstand it.

When a person is desirous of taking more than one book at a time, unless they are two volumes of the same work, charge one only on

the card and charge the others to the person by name. Under no circumstances other than a person taking two volumes of the same work, charge more than one book on a card. Any person may, for good cause, take more than one book from the library, but if a person takes several and they are charged to him by the number of his card, and he returns only a part of them, and the attendant stamps his card, the library has no evidence that he has not



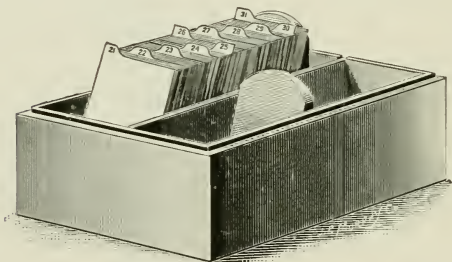
Pencil Dater. Reduced; attached to a lead pencil of ordinary size.

returned all the books he took; for the borrower's card when properly stamped is always to be considered *prima facie* evidence that the library has no claim against him.

In charging books do not use both sides of the book slip, as this often leads to error. If the side of the book slip which lies upwards in the pocket be blank, make sure, before making any entry upon it, that the other side has not been previously used for charges, or, if

used, is filled and cancelled. Put the charge in the column unfilled, if there be such, and when one side of a book slip is full, draw a pencil mark across it to indicate that all charges on that side are cancelled. Under no circumstances should a charge be placed on the side of a book slip which has thus been cancelled.

When a person wishes to retain a book for more than the usual time, a definite date for its return must be fixed at the time the book is charged. Such date must be written on the



Tray for Charges of Books in Circulation. Reduced ;
the cards shown are 3 x 5 inches.

book card just below the date of charging, and it is well also to note on the cover of the book or on the opposite fly-leaf, the same date for the convenience of the borrower. Unless such a date appears upon the book slip when the book is returned, the usual fine for retaining a book beyond the usual time must be charged, and in case of any objection to paying such a fine, the person should be referred to the librarian, or in his absence to whoever is in charge of the counter work.

In looking up charges, use the utmost care and diligence. Notice particularly whether the book number is preceded by an "X," and whether the book is an "a" or some other copy of the book. Care should also be taken that all books where charges have not been looked up be put on one side of the person looking up charges and that all books looked up be placed on the other side in a separate pile. As far as possible charges should be looked up when the book is received. Delay in looking up charges is a matter of convenience to the public that they may get their books as soon as possible; but it often leads to inconvenience, especially when a book has been renewed without being presented, since the date of such a renewal does not appear on the book pocket. In receiving such books it is desirable to note on the book pocket in pencil the date of renewal, in order to save time in looking up the charge for it. When, in looking up charges, the book slip can not be found, a new book slip should be written, and this with care, and put in the book. There should also be written a "new card written" slip, upon which should be noted the exact book number, the date when it is written, also the date when search was made for the original book slip, and also the last apparent date on the pocket of the book. If the original book slip has simply been misplaced, it and the "new card written" slip will ultimately come together in the section containing the slips for overdue books, and in this case both slips may be destroyed as cancelling one another.

When returning the book slip to the pocket of the book, always put the book slip into the pocket with that side upwards, upon which the last charge is made, unless that side be full, in which case be sure to cancel it by pencil crossings, and then insert the book slip with the blank surface upward.



Suggestions to Assistants: Sending Notices

The Denver Public Library's Circulating Department

FINES are to be charged at the rate of two cents per day, Sundays and holidays included, and two cents additional when "postal" is stamped beneath the last charge, and, in addition to the above, twenty-five cents when "messenger" is stamped below the charge. Fines should in no case be remitted unless by order of the

POSTAL.

MESSENGER.

Impressions of Stamps used on Book Charges. Reduced;
Actual Length, $\frac{1}{2}$ and $\frac{7}{8}$ inches respectively.

librarian or the assistant in charge of the counter. Whenever a borrower disputes the correctness of a charge and objects to paying his fine, do not discuss the matter, but refer him to the highest authority in the library.

Sending out notices for books overdue is a matter of great importance, and should be very carefully done. It is annoying to receive notice that a book is overdue when the book has already been returned, and the public should be spared this annoyance as much as possible. Such annoyance is generally avoidable if care is taken in looking up charges and in sending

out notices for books overdue. Notices are sent for books overdue three days. The person attending to this work should take the charges for books three days overdue, and first carefully see if any "new card written" slips appear for any of such charges. If so, these slips probably cancel one another; and this can be readily determined by comparing the dates on the "new card written" slips with the overdue charge. If the "new card written" slip was written at a date subsequent to the last date on the overdue charge, and if on the former the "last time lent" agrees with the last date on the overdue charge, they, in all probability, cancel one another. If there be any doubt, look for the book in its place on the shelf. If it be there with a new slip in the pocket, cancel the two slips. If not there, and there is any reason to doubt, look through the charges for the new book slip. If found, cancel the other two slips.

The next thing in order is to look on the shelf for the books whose numbers appear on the overdue charges. If a mistake has been made in looking up charges, it will probably be corrected by this process. It is well, when several copies of a book are on the shelf, but not the exact copy for which there is an overdue charge, to look in all the several copies, so that if an error has been made of putting an "a" slip into a "c" copy, etc., the mistake may be detected.

When, after these processes, overdue charges are still on hand, the proper blank should be filled out, with the name and address of the

borrower, which will be given on the guarantor blank having the same number as last appears on the overdue charge. Care should be exercised that the last date on the overdue charge is taken. To insure this it is well to look on both sides of the book slip, and it is also well by means of rubber bands, to keep the overdue charges of any one day by themselves.

BRING THIS SLIP

BOOK No. X398.4 T.17 CARD No. 11242

NAME OF BORROWER Charlie Jones

ADDRESS OF BORROWER 392 - Blake St.

You are charged with book numbered
X398.4 T.17 which was taken
on your card May 14, 1894.

Will you kindly call and explain the matter. Bring this card with you. A fine of two cents per day is charged for each day overdue. If not returned within one week, a notice will be sent the guarantor, and twenty-five cents added to the fine. In two weeks a messenger will call on you and an additional cost of two cents per block will be added to defray this expense. No claim can be established because of failure of any notice to or from the Library.

Respectfully,
J. C. DANA, Librarian.

DENVER, COLO. June 5, 1894.

Public Library, Nineteenth and Stout Sts.

1000-70-104.

Notice of Book Overdue. Reduced ; Actual Size,
3 x 5 inches.

On this notice should also be placed the number of the borrower's card, taken from the overdue charge, and the exact number of the book. When these notices, which are printed on postal cards, have been prepared as above, direct them as legibly as possible, with

the full name and street address, and put them in the mail box at once.

When a book is not returned within seven days after an overdue notice has been sent, messenger cards should be prepared. The printed blanks for this purpose should be filled out as fully as possible. Blanks are also furnished for notifying guarantors that persons whom they have guaranteed have books overdue, that fines are accumulating on these books and that the library holds the guarantor liable for the fines and also for the book if it be lost. If borrowers have no guarantors, messenger cards should be prepared at the time specified above. If notice is sent to the guarantor, messenger cards need not be prepared till seven days have passed; but after that time a messenger should be sent both to guarantor and borrower.

The special messenger should secure the book and also collect the fine, including messenger fees. If a borrower, to whom a special messenger goes, refuses to pay his fine, his card should be cancelled, and his name entered in the index of persons to whom the privileges of the library are denied. If a guarantor refuses to make his guaranty good, his name should be entered in the same index as one whose guaranty is no longer accepted by the library.

When it appears no longer possible to recover a book, the book slip should be handed to the catalogue department with an endorsement on it "not recoverable," or something equally definite, and the guarantor blank and the corresponding blank in the index by name should

be cancelled, and the name of the borrower and also of his guarantor, if he have one, be entered in the index of persons denied the use of the library.

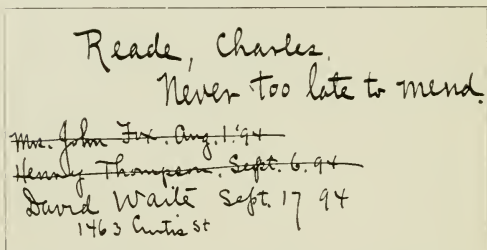


Lending Systems for Small Libraries

PERHAPS the most common of the old-fashioned ways of keeping a record of the books lent was by means of a blank book. In this were set down each day the books lent for that day and the names and addresses of the persons who took them. As the books were returned the entries were run over until the proper ones were found and checked off. While this plan may work fairly well where the number of books circulated is very small, it is easy to see the difficulties that must arise as the number of entries increases. If some one keeps out a book for several weeks, and on returning it forgets the day on which it was taken, it is necessary to make a search through all the unchecked entries for perhaps several weeks back to find the proper record. This difficulty is not met entirely by opening a book in the ledger form with a page for every borrower and an index of borrowers. The person who borrows a book is not always the one who returns it, and if it has passed through two or three hands while out of the library it may be very difficult to learn to whom it was originally charged. The book itself is the thing about which the library is chiefly concerned, and of the book's whereabouts it seems essential that

the record should give information with the least possible trouble. To open an account in a bound volume for every book lent, and when, and to whom, is practically impossible. But such an account can be kept on slips with very little trouble and with slight danger of error. The outfit necessary for keeping such an account, one which can be enlarged to any reasonable extent, is always up to date and calls for very little labor, consists simply of slips of paper, cut to the size, say, of 3 x 5 inches. Heavy manilla will do, common writing paper is better, and better still is stout ledger. On these slips, near one end or one side, as suits the fancy, write the author and title, one book on each slip, of all the books in the library. As the slips are written drop each one into the book whose author and title are entered on it; or, if this proves inconvenient, arrange them in alphabetical order and keep them in a box or tray on the table. If, now, John Benham wishes to borrow "The Heavenly Twins," by Sarah Grand, his name, and address if necessary, and the date of lending are written on the slip belonging to that book and it is put one side with other "books lent" slips. The "books lent" slips should be arranged in alphabetical order, the new ones being sorted into their places from day to day. When "The Heavenly Twins" is returned it is easy to find among the "books lent" slips the one belonging to it. Draw pen or pencil through the record of the loan, put the slip back into its proper book or into its proper place among the "books in the library" slips, and the transac-

tion is complete. The two sets of slips, it will be seen, form a complete catalogue of the library, and will always answer these questions: Has the library a certain book? Is it now in? If not, who has it? If there are in the library more than one copy of the same work, they can be identified by writing on the title page "Copy 1," "Copy 2," etc.; and the same entry should be made on their corresponding slips. If it proves desirable to keep together the records of books lent on each day, this can



Book Slip, to illustrate Lending System for Small Library. Reduced; Actual Size, 5 x 3 inches.

easily be done by putting before the slips for each day a card a little longer or wider than the slips, with the number of the day of the month written plainly on the part that projects above the rest. An advantage in this plan is that it tells one at a glance what books have been out for a week, or two weeks, or any given length of time. Books overdue are thus located in a moment, and those who have them can be at once requested to return them.

In the case of a school library or of the library of a small village, it is generally unrec-

essary to have any system for the identification of qualified borrowers. The person in charge will know almost every one who comes to the library, and the privileges of the library will be extended to every one, to visitors or newcomers, for instance, without question, or after a recommendation or introduction by a reputable resident. If the size of the town or the character of its population or any peculiarity in the library's constituency makes a system of identification necessary, the methods and blanks used in the Public Library of Denver, as set forth in the preceding chapters, seem as brief and convenient as any. Denver has a very shifting population; but apparently as far as abusing library privileges are concerned a very conscientious one. And if the Public Library rules are sufficient to protect very well its interests, they are probably elaborate enough and stringent enough to serve in any Western community.

It may be desirable, in a school, for instance, to keep an account not only of what persons have read a certain book, which the system suggested does, but also of what books a certain person has read. It may be useful, too, to know what persons use the library, how many regular borrowers there are, and whether now and then one has proved untrustworthy and is black-listed for a time or permanently. All this information can be secured by making the charging system a double one. On another set of slips, which may be identical in style with the first, enter the names and addresses of borrowers, each, as he or she comes, on a sepa-

rate slip. When a borrower takes out a book write the name of the book on the slip bearing his name, and write his name on the slip belonging to the book. Arrange the book slips as before; the borrowers' slips arrange like the book slips in two sets, one the "books out" set, the other the "no books out." Now, when a book is returned, its own slip is first looked up and then the slip of the borrower whose uncancelled name appears on it. Each borrower's slip will in this way show at any time what

Giggins, Johnnie: 127 Pine st.
~~Henry Rodskin + C. 10 Sept. 94~~
~~Faded. Students' Manual 20 Sept 94~~
~~Jessie Tom Sawyer 2 Oct. 94~~
 10 Oct. 94. Mr. J. says lend him
 no more books.

Borrower's Slip, to illustrate Lending System for Small Library. Reduced; Actual Size, 5 x 3 inches.

books that particular borrower has read, and, if desired, if he has properly paid any fines due, has observed the library rules, is undeserving of the library privileges, etc., etc.

A little consideration will show how greatly the processes here described can be shortened if a brief identifying number is given to every book, if every borrower has a special number, if dates are stamped instead of being written, and if other such short cuts as are set forth elsewhere in this book are brought into use.

Accession Work

The Denver Public Library's Accession Department

THESSE chapters, like those on the methods and rules of the Circulating Department of the Public Library of Denver, will be of value to small libraries chiefly by way of suggestion.

When gifts are received an acknowledgement is sent to the giver, enclosing the circular, "Objects of Collection Desired by the Public Library." The fact of the receipt of the gift, its character, and the date, are properly entered in the indexed donation book under the name of the giver; the number of bound volumes, pamphlets and periodicals being entered each in its proper column. If the gift consists of the report of a public institution, given by that institution, it is entered as a "report" under the institution's name. Gifts to the Colorado Medical Library Association* are entered in the book kept for that purpose. This entry is made as follows: Name of the giver, followed by his initials, his address, the fact whether the books are given

* The Colorado Medical Library Association deposits its books in the Library. They may be used by the general public for reference, but may not be taken from the Library by anyone except members of the Association. The Library agrees to spend each year as much money for the purchase of medical books as does the Association.

GIVEN TO THE DENVER PUBLIC LIBRARY
BY
John Robinson
13 June 1894

Denver Public Library
Property of the Colorado Medical Library
Association
GIVEN BY *Surgeon General*
of the U. S.

Denver Public Library
Lent to the Colorado Medical Library
Association
BY *St Luke's Hospital*
3 May 1894

Denver Public Library
Property of the Colorado Medical Library
Association

Book Plates. Reduced ; Actual Size of the largest, $2\frac{1}{2} \times 1$ inches. Others reduced to same scale,

or lent, and any conditions that may be made regarding them, the date, a complete list of all numbers of magazines and the accession numbers of bound volumes which have been accessioned, thus :

“Smith, Dr. John, 1062 Brown St., Denver, lent to Colorado Medical Library Association, 20th June, 1894, (list of miscellaneous pamphlets, etc.) also, Accession Nos. 21215-21224.”

A memorandum of each gift to this Association is sent to the Secretary, Dr. Henry Sewall,

THIS BOOK IS THE PROPERTY OF THE
COLORADO MEDICAL LIBRARY ASSOCIATION
AND CAN BE TAKEN FROM THE LIBRARY
ONLY BY MEMBERS OF THAT ASSOCIATION
J. C. DANA,
LIBRARIAN

Label used on Outside Cover of Books belonging to Colorado Medical Library Association. Reduced ; Actual Size, $3\frac{3}{4} \times 1\frac{1}{4}$ inches.

23 Eighteenth Avenue, Denver, who sends the acknowledgement to the giver. As soon as a gift is acknowledged and entered, the proper book plate is pasted inside the front cover and on it are written the name of the giver and date of receipt. All books belonging to the Colo-

WHOLESALE AND RETAIL	
<i>Public Library</i> Denver, Colo., <i>June 24</i> 18 <i>84</i>	
BOUGHT OF The Stone & Locke Book and Stationery Co., 800 TO 806 SIXTEENTH ST., COR. STOUT. <i>We keep a full line of Office Supplies.</i>	
<i>10 Alcott</i>	<i>30c 1050</i>
<i>Sick Discovery</i>	<i>25c 2</i>
	<i>1350</i>
<i>O.K.</i>	
ACCESSION NO. 18973-'84	

Bill showing Marks made in the Accession Department.
Reduced ; Actual Size, 4 x 6 inches.

rado Medical Library Association have its label pasted on the outside of the front cover.

When books are received from booksellers their proper order cards are looked up and placed in their respective books before anything else is done. They are then checked off

the bill. The price of each book is written in the upper left corner of the first right hand page after the title page. In the first volume on a bill is written also the name of the firm from which the book comes, and the date of the bill. When several different books which can be bought separately, are billed as one item, the individual price of each is written in the first; for example, a set of Miss Alcott's works is billed at \$10.50, so the entry is made

Date, ... <u>29 S '92</u>					
ACCESSION F.T.	CLASS	BOOK	VOL.	AUTHOR	TITLE
7581	428	B88		Bunce, O. S.	Don't
7581-93 82		Z713		Zola, E.	Soil
Scr. 15 '92 83	973.1	F54	v.1	Fiske, G.	Discovery of Amer
84	973.1	F54	v.2	"	"
85					

Accession Book. Reduced; Actual Size

thus: "10v. 105 ea." But if different volumes of one work are billed as one item, for example, a set of Macaulay's "History of England," the collective price is written, thus: "4v. \$10.00 set." They are entered on the accession book according to the same plan. The book is then accessioned according to the rules given at the beginning of the accession book and in the New York card catalogue rules with the following exceptions:

(1) The books are not necessarily entered in the order in which they are received, though those on each bill are entered in the order in which they appear on the bill

(2) The number of pages and the size of the books are omitted.

These items are given on the catalogue card, and it seems a waste of labor to enter them twice. Especially is this true in a library which buys many duplicates of popular works, as it saves

PLACE AND PUBLISHER	DATE	BINDING	SOURCE	COST	REMARKS
N.Y.	Apr. 1885	pa.	Scribner	28	Bind. no. 354
	Vigetelly 1888	cl.	"	81	" " 355
	Ho. M. 1892	"	"	} 2 97	
	"	"	"		

2 x 13½ inches (giving space for 40 entries).

the trouble of looking up the number of pages and of measuring the size of each copy except the first.

On the left margin of the accession book are noted the numbers of the first and last books on each bill, the date of the bill, and the name of the firm from which they were purchased, thus :

“20115-20472, Scrib., 19 Jan., '94.”

This memorandum is made at the beginning of each bill, and if the bill fills more than one page of the accession book, it is repeated at the top of each page.

In accessioning books belonging to the Colorado Medical Library Association, or any similar society, the name of the society is entered in the "source" column. The memorandum in the left margin shows from whom they were purchased or by whom they were given.

**COLORADO MEDICAL LIBRARY
ASSOCIATION
DENVER, COLORADO**

*Office of the Secretary,
July, 1897.*

The medical fraternity of Denver and Colorado are endeavoring, as the accompanying booklet shows, to build up a medical library in this city. It is not necessary to call attention to the advantages which accrue to the profession of medicine through the establishment of a medical library. Our remoteness from the centres of population makes the work we have undertaken difficult in many ways. Your society can aid materially in this enterprise by sending us its proceedings. Anything sent us will be acknowledged, placed on the shelves of the library and brought to the attention of its readers.

Yours Respectfully,

J. T. ESKRIDGE, M. D., *President*,
HENRY SEWALL, M. D., *Secretary*,
J. C. DANA, *Librarian Public Library*,
For the Association

Address: care Public Library,
Denver Colorado

The Association will pay transportation if you wish

One of many Circulars sent out to Advertise the Library.
Reduced; Actual Size, 6 x 3½ inches.

Before any bill leaves the accession department it is O. K.'d and the first and last accession numbers of its items are written on it. All persons who make any entries on the accession book write their initials in red ink in the left margin opposite the number at which they begin and at the top of each page. The accession number is written in the lower left corner of the first right hand page after the title page and in the left upper corner of page 21.

Routine Work

The Denver Public Library's Accession Department

THE pasting, stamping, pocketing, and other work of a similar nature which must necessarily be performed on each volume before it is ready for circulation, are generally done at the earliest convenient time. It is annoying, when a book is about to be put on the shelves, to find that the pages are not yet cut, or that some similar work has been neglected. At the same time it is often inconvenient to delay cataloguing a book until it is stamped and pocketed. In a small library where one person does all the work this difficulty is not much felt; but in a large institution it is often economical to employ inexperienced assistants to do the purely manual work, while the cataloguer devotes his time to the work requiring experience and skill. With such a division of labor one person would often be kept waiting for the other if any regular order were rigidly adhered to. It is necessary, however, that the person who does the routine work be able to tell at a glance what has been done on each book, otherwise much time may be lost in finding out which books need pockets, which have not yet been stamped, and so on. In order to avoid this delay those doing any work on a given group of books are instructed to keep together on the shelves all volumes

which are in the same stage of development ; and to leave a note with each group, stating what further work is to be done on it. For this purpose the following blank is used. Each portion of the work, as it is done, is checked off the list.

PUBLIC LIBRARY, DENVER

Outline of the work of getting a book ready for the library shelf :

Bill from Date

Find order cards.

Check off bill.

Medical books—

 Make special bill.

 Put book plates on cover.

Gifts—

 Acknowledge.

 Enter.

 Book plate.

Accession.

 Open.

 Cut pages.

 Stamp.

Pocket.

Tag.

Classify.

Catalogue—

 Author card.

 Cross reference cards, etc.

 Author slip.

 Title slip.

 Subject slips, etc. (except for medical books).

Fiction—

Author card	}	For counter.
Title card		

Bulletin.

Medical books—

Author card	}	For medical alcove
Title card		
Subject cards, etc.		
Bulletin.		

Write number.

Varnish tag.

Put book on shelf.

Arrange cards by accession number.

Enter class number in accession book.

Arrange cards numerically.

Shelf list.

Arrange cards alphabetically.

Distribute cards and slips.

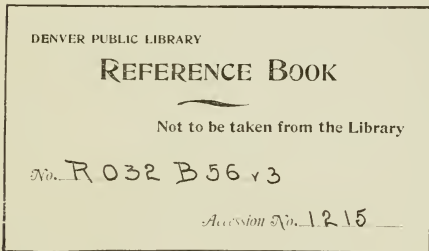
As far as practicable the order here set forth is maintained. First the book is carefully opened. William Matthews in his "Modern Book-Binding" gives the following instruction as to how this should be done: "Hold the book with its back on a smooth or covered table; let the front board down, then the other, holding the leaves in one hand while you open a few leaves at the back, then a few at the front, and so on, alternately opening back and front, gently pressing open the sections till you reach the center of the volume. Do this two or three times, and you will obtain the best results. Open the volume violently or carelessly in any one place and you will likely break the back and cause a start in the leaves. Never force

the back ; if it does not yield to gentle opening, rely upon it, the back is too tightly or strongly lined." If a little care is taken to open as near the middle of each section, or signature, as may be, the danger of causing "a start in the leaves" is much lessened. This process is especially necessary in our library by reason of the dryness of the climate, which makes the glue on the backs of the books very brittle, causing the bindings to break if a book is not very carefully handled at first.

The pages are next cut if necessary. Care is taken to cut evenly along the pages and well into the joint on top. The pages of any book bound in paper are not cut unless special instructions to do so are given. Paper books are usually bound before being placed upon the shelves, and they can be sewn easier and better if the pages are uncut.

Each volume is next stamped on the title page, on pages 21, 101, 201, 301, etc., and on the last page. The front cover is then turned back and the leaves are fanned out and stamped obliquely across their front edges. This makes a mark which it is very difficult to erase, as a small portion of the impression of the stamp is left on the face, as well as on the edge, of a large number of leaves. The book is then held firmly shut and stamped across the bottom edges of the leaves. Seven-day pockets are pasted inside the front covers of all works of fiction; everything else has fourteen-day pockets, except reference books. These last receive their proper book plates. All pockets are pasted halfway up the middle of the cover,

with the front edge of the pocket about half an inch from the inside edge of the cover; this last in order that the book card may not slip out when the book is partly open, or be bent when the book is closed. In pasting in the pockets no more paste than is necessary is used. The pocket may be held between the thumb and fingers of the left hand by its curved edge, or, it may be placed face down on a piece of



Book Plate for Reference Book. Reduced ;
Actual Size, 5 x 3 inches.

waste paper, a little paste is put on underneath the end pieces, along the front, and over the end pieces. When placed upon the book cover all superfluous paste is carefully wiped away with a clean cloth before the book is closed.* When possible the books are pressed for a few

* A pocket and tag pasting method used with great success in some libraries is this : On a smooth surface, preferably a piece of heavy glass, spread a layer of paste, the paste to be of varying consistency as the work demands; clap tags, not gummed, of course, and

hours after being pocketed; the covers are then less likely to warp and the pockets stick better.

The tag is next put on. This is so placed that its bottom edge is just four inches from the bottom of the book, except where it would in this position cover the author's name or the title. In such a case it is moved up or down to the nearest convenient place. If the choice of position is nearly equal it is moved up rather than down. Four inches is selected for the standard height because it is found that at that distance from the bottom it is least likely to cover the author's name or the title. If it is placed much lower it gets soiled more quickly, as people usually hold a book by the bottom when they are reading. Moreover, it is often difficult to see a tag placed near the bottom of a book which stands on a shelf above the line of vision, especially if the book gets pushed back on the shelf. The place for the tag being located, the glair is washed away from that place with a clean cloth dampened with a weak solution of ammonia and water. If the book is thin the label is cut when it is first put on so that it does not quite reach the edge of the back. If the book is so thin that there would not be sufficient room for the book number on

pockets, lightly but smoothly and evenly down onto the paste-covered plate; pick them off the plate with the fingers and paper cutter and put onto the place where wanted. They will be found to have taken up from the plate a quantity of paste just sufficient to make them stick quickly and firmly. So says C. R. Dudley, Librarian of the City Library, Denver.

a tag cut to fit it, the tag is placed on the upper left corner of the front cover. The tag is pressed tightly and evenly down until it sticks firmly all over. Dennison's "A 88" gummed tags are used.* These being round, present no corners to be easily ruffed up. They are free from lines around the border, so the whole space is available for the book number, and they are of very convenient size for this kind of work.

After a book is catalogued the call number is written in one straight line on the pocket and on the top of each side of the book card. It is important that these numbers be written legibly, in good, dark lines, and close to the top of the book cards. In reference books the accession number, as well as the call number, is written on the book plate. The call number is next written on the tag. The class number is written on one line and the author number below, leaving nearly quarter of an inch between the lines (see 1, in cut of a group of tags). If there is a volume number or a letter to distinguish different copies of the same book, they are written below (see 1 and 2); but if a volume number and a copy letter appear on the same book, the copy letter is written on the same line as the author number, and the volume number below (see 3). The date of an annual is regarded as a volume number (see 4). Ref-

*If the gummed tag is moistened, not with water, but with a thin reduction of Higgins's drawing-board mucilage it sticks better, we are told, than it does under any other treatment. If this is done the book need not be washed in ammonia and water as described above.

erence books have an "R" written above the class number (see 3 and 4), and juvenile books have an "x" to the left of the class number (see 2). In juvenile fiction the "x" is placed above the book number (see 5), and in adult fiction the letter is placed above and the number below (see 6). The volume number is



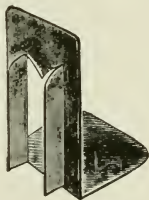
Book Tags. Reduced; Actual Diameter of each, $1\frac{1}{4}$ inches.

always written on the tag whether it appears elsewhere on the back of the book or not. The numbers and letters on the tags are written clearly and with heavy lines so that they may be easily seen. When the ink on the tag is dry the tag is varnished with a coat of white shellac and alcohol, the tag being evenly covered and the varnish run over a little on the book all around it. When this is dry a second coat is put on and dried and the book is ready for the shelf. This last process is still largely an experiment.

The person who writes the numbers on the pockets, etc., writes his initials below the accession number on the first right hand page following the title page. He is held responsible if the book is not properly stamped, the pages not cut, or any routine work neglected, as he is supposed to see that everything is finished before he lets the book get on the library shelves. All members of the library staff are required to make all their records in the regular vertical "library hand." For this purpose a fine stub pen is usually found to be the best. Estabrook's 312 Judge's quill is most used. Barnes's inks are used for all ordinary work, but where a heavy black line is required, in writing the numbers on the book tags, for example, Higgins's waterproof drawing ink is found best. The paste used is generally purchased from a paper-hanger's shop or a book-bindery. As soon as the paste is bought a few drops of oil of cloves are mixed with it, to prevent its turning sour, and it is put in an earthenware pot. Usually this paste is too thick for library purposes, but it can be easily reduced with water as required.

In pasting a sheet of paper, or anything similar, it is placed face downward on an old newspaper, and held firmly by the left hand at the bottom. The paste is then applied evenly to the upper half of the sheet, starting from the middle and working toward the edges. Then the sheet is held from the top and the rest of it pasted in a similar manner. If it is desired to put a thin line of paste along the edge of a sheet, to paste a loose page into a

book, for example, the sheet to be pasted is placed flat on waste paper, another sheet with a straight edge is placed on top of it, leaving exposed as much of the margin of the lower sheet as seems best to paste. The paste is brushed over the edges of the two sheets. When the top sheet is removed the sheet which was to be pasted will have a straight, even line of paste along its edge. Anyone who has been using paste is required to wash out the brush and leave it in a dry place. If any paste is left in the paste pot, he is required to cover it with a piece of paper. If no paste is left, he



Book Support. Reduced; Actual Height, $5\frac{1}{2}$ inches.

rinses the pot out and fills it with water, so that the next person who wishes to use it may find it ready. After varnishing tags the brushes are washed in a solution of ammonia and water.

Everyone is required to put away his work before leaving it. Whenever practicable the work on hand is finished before it is left. If this is impossible it is left at some convenient stopping place and a note of what has been done is left with the work, so that another can continue it without trouble.

Books are not allowed to lean obliquely on the shelves, as this breaks the bindings greatly. If any of them are too big to stand upright on the shelf they are placed flat. Whenever books are stacked one above another they are placed back to front alternately. The back of a book is nearly always a little thicker than the front, and if several are piled the same way the top of the pile will not be level and the books will be apt to fall down. In putting on gummed labels, book tags, stamps, etc., care is taken not to wipe away the mucilage. These can be dampened well all over by applying a wet sponge or brush. If they are gone over a second time the mucilage will probably be wiped away. No permanent records are written within at least half an inch of the margin of a book, as they may be mutilated when the book is trimmed in rebinding if this rule is not observed.



Cataloguing and Classifying a Small Library

INTRODUCTORY NOTE—In the following attempt to outline the work of putting in order a small collection of books, very much has of necessity been sacrificed to brevity. It is not to be hoped that this may prove a sufficient guide to the work herein described, even for the most apt of library learners. It may serve, however, to give here and there a tyro such a hint of the difficulties and problems he will meet in handling efficiently even a small library, as will lead him to wish to post himself thoroughly before he begins his labors. If it does this—if it makes manifest his ignorance now and again to an amateur librarian, it will serve its purpose. This chapter, it will be seen, is supplemented for the learner by the one which precedes it, and by those which follow. They furnish many of the details—this is the outline. The definitions, names of books, etc., found near the end of the book, will also help to complete the sketch here given. The classification scheme suggested will be, of course, recognized as a condensation of the Decimal.

A person without library experience is made librarian, let us suppose, of a collection of 300 books, which are to be at once shelved and lent to the public, or to the pupils of a school. He immediately takes account of stock. He does this by carefully checking off the books from the bills, and filing the bills in such a manner that they can be easily consulted—pasting them into a scrap-book, for instance. Or he makes a list, brief, but fuller than the bills, of all the books, and their prices, on sheets or in a blank book, heading it with an entry like this: “Books in the —— Library when A— B— took charge, —— 189—.” If he makes any inquiries in regard to the methods of invoicing books in use in libraries generally, he finds that it is possible to get a blank book, ruled and lettered and numbered especially for library invoicing, and called an “accession book.” If it is probable that his library will increase to several thousand volumes within a few years, he will be wise to get one of these books. If expense is a serious consideration, or if the library will probably grow very slowly, he can make any small blank book or a few sheets of ledger paper serve very well. In his invoice or accession book or sheets he enters the following items concerning each of the volumes put into his charge: The author, the title, the publisher, the year of publication and the price paid; and he leaves at the right of each entry space for any note that it may be necessary afterwards to add, and at the left of each entry space for entering book numbers, if any should be adopted. Each entry occupies a line, each

line is numbered from 1 up to such number as the library has volumes. The number of each line, called in library parlance the "accession number," is written on the back of the title page of the book described on that line. If any book is lost, or stolen, or worn out and discarded, or rebound, or exchanged for another book, a note of the fact is made in the space left at the right of its entry in the accession book. This accession book is a life-history of every book in the library. It is such a record as any business-like person would wish to have of property entrusted to his care. It is also a catalogue of all books in the library, and a useful catalogue as long as the library is small. It can answer many of the questions which may arise about titles, prices, publishers and the like.

The books being properly invoiced, the librarian next marks them. He does this cheaply and efficiently by stamping them with a rubber stamp bearing the name of the school, village or society to which they belong. The stamp is of plain type and preferably in one line, as it makes a clearer impression in that form. The pad used is violet, as that color fades less than black or red. Pad and stamp together cost about fifty cents. The impression is put on the title page and on the 21st and 101st pages, and on several other pages if it seems advisable.

For keeping a record of the books lent the librarian adopts the book-slip charging system suggested in a previous chapter. For each book he writes a slip as there described, and

arranges the slips in the alphabetical order of the authors' names. Where there are more than one copy of the same book he identifies the second copy by writing a small "a" on the title page, the third copy by "b," and so on, writing the same letters on the corresponding book-slips.

He now puts his books on the shelves in the alphabetical order of their authors' names, and they are ready for lending.

During the first year 500 volumes are added to the library. As they are received they are invoiced, or accessioned, and stamped, and book-slips are written for them. The collection now numbers 800. The books are used freely and a large proportion of them are all the time in circulation. Questions like these are asked quite often: Has the library any books by a certain author? Has it a book by a certain title? Has it any books on a certain subject? The answers to these queries the librarian cannot learn from the books themselves, for a third of them at least are all the time in the hands of borrowers. He can answer the first one by looking over the two sets of "books in" and "books out" slips, though this involves looking through two alphabetical series. The second he can answer only from memory, or by running over all titles in his two sets of slips. For the third he must trust to his memory almost entirely. He meets these difficulties as best he can, and continues with the plan described for another year, when the library has increased to 1,500 volumes. Other disadvantages of his system now become

more evident. For instance, some one comes in and says, "I would like to see all the poetry there is in the library." Another asks for "a look at all your history." Another, and her name is legion, wishes "to take a look at all the fiction." Another asks for "something on Robert Burns," and not until she goes out, after a fruitless search, does the librarian remember Carlyle's dissertation on that poet in his collected essays. Another is "looking up certain features of English travel," and is disappointed. Neither she nor the librarian happens to remember that Hawthorne's "Note Books" cover just the topic she was in search of. Manifestly the public is not getting the full value of the library. The books are there; but their usefulness is curtailed because a full and handy record of their character and contents is lacking.

Another and quite serious disadvantage he finds is the arrangement of the books on the shelves. After he knows, from memory or from an examination of his book-slips, what volumes of poetry, for instance, there are in the library, it is necessary, if some one wishes to see them all, to run over all the volumes and pick out here and there the special ones wanted. Bryant is near the beginning of the shelves, Longfellow near the middle, and Wordsworth comes close to the end. This difficulty he easily overcomes for a subject like poetry by putting all the poets in an alphabetical series by themselves. Fiction he arranges in the same way. And the books on history, travels, biography and other easily distinguished sub-

jects he groups without difficulty. This arrangement he finds has many advantages ; but he soon meets with new difficulties, arising partly from the method of grouping he has adopted, and partly from the lack, previously noted, of any adequate key or index to the contents of the library. Some one asks if he has any of the works of Matthew Arnold in his collection. He does not happen to remember whether he has or not. If he goes to the shelves to learn, he does not know whether the books by that author which are in the library, if there are any, are in the class of poetry, or essays, or religion, or social science, or education, or what not ; and he must run over all the books the names of whose authors begin with "A," in all classes, before he can answer. And even then an examination of the shelves proves nothing, as a full third of the books are out in circulation. If he goes to his book-slip lists to learn he finds there, for instance, "Arnold, M.. Poems." This is plain, and he can put his hand on the book at once if it is in. He finds also, "Arnold, M., St. Paul and Protestantism," and for this he must look in perhaps three places, as he does not remember whether he placed that book with the biographies, on the evidence of the first part of its title, or with religion, in view of the "protestantism," or with the essays, because Arnold's standing as an essayist led him to think all his books not poems were probably essays. He finds he is himself sometimes at a loss, also, in placing books on the shelves, to determine in what group he should put, for instance, Galton's

“English Men of Science.” Is it biography? Is it science? or, Is it psychology? If an examination to-day leads him to put it with books on psychology, will he remember that fact when he wishes to find it two months from to-day?

The difficulties suggested, and others not here noted, lead the librarian to this conclusion, that it is wise to group the books in classes for the convenience especially of the people who visit the shelves, and all do this who wish; that if he does so group them they should be so marked that he can tell at a glance, when one is off the shelves, to just what group it belongs; and that, as the books themselves in any class do not form their own full catalogue, many being all the time out of the library, he should have a full catalogue by subjects, as well as his full catalogue by authors. He decides also that he must have a list of the titles of all his books, and in many cases a partial list of their contents, if he would meet the difficulties already suggested arising from his lack of a complete and handy record of the contents of his library. Each entry in his record, he finds, moreover, must bear such a characteristic mark that he can go from it at once to the book to which it refers; or he must, each time he refers to a book in his records, write out in full the name of its author, its title, and the name of the class in which he has decided to place it. He must, in effect, devise a scheme of classification for his library, or use one already invented, with a set of arbitrary symbols, preferably brief and legible, as the insignia of the several classes he adopts.

We may suppose that our librarian has by this time made the acquaintance of that most essential of library tools, the *Library Journal*, that he has knowledge also of the Library Bureau, and that he has received hints and suggestions from his fellow craftsmen. In the light of his own experience, and under advice from those learned in the art of handling books, he does as follows :

He decides that he will divide his books into sixteen classes, which shall be designated thus:

CLASSES, AND THE FIGURES, CALLED THE
NOTATION, USED TO INDICATE THEM

00—GENERAL WORKS, including Bibliography, Library Economy, General Cyclopedias, General Collections, General Periodicals, General Societies and Newspapers.

10—PHILOSOPHY, including Metaphysics, Philosophical Systems, Logic, Ethics and Philosophers.

15—MENTAL FACULTIES, including Psychology, Mind and Body.

20—RELIGION, including Bible, Theology, Pastoral and Church Work, Religious History, Christian Churches and Sects, and Non-Christian Religions.

30—SOCIOLOGY, including Statistics, Political Science, Political Economy, Law, Administration, Associations and Institutions, Customs, Costumes, and Folk-Lore.

37—EDUCATION.

40—PHILOLOGY.

50—NATURAL SCIENCE, including Mathematics, Astronomy, Physics, Chemistry, Geol-

ogy, Paleontology, Biology, Botany, and Zoölogy.

60—USEFUL ARTS, including Medicine, Engineering, Agriculture, Domestic Economy, Communication and Commerce, Chemical Technology, Manufactures, Mechanic Trades, and Building.

70—FINE ARTS, including Landscape Gardening, Architecture, Sculpture, Drawing, Design, Decoration, Painting, Engraving, Photography, Music, and Amusements.

80—LITERATURE, including Poetry, Drama, Essays, Orations and Speeches, Humor, and Satire.

91—GEOGRAPHY AND TRAVEL.

92—BIOGRAPHY.

93—ANCIENT HISTORY.

94—MODERN HISTORY, except United States.

97—UNITED STATES HISTORY.

FICTION.

The librarian now, with the classification scheme before him, decides into which class each book shall go, and writes the distinguishing figures of that class on the reverse of its title page, below the accession number, and also on a label pasted on its back. The fiction is distinguished by the fact that it is given no class number.

He finds that he can save himself considerable labor if, while he is thus handling his books, he makes out the full record, or index, or catalogue of authors, title and contents, which he has already concluded it is desirable to have. He secures, therefore, a large supply—several thousand—of the slips of stout ledger paper

already in use for book-slips; or, better still, he buys from the Library Bureau similar slips carefully cut, conveniently ruled, and with a hole punched near their lower edges for the insertion of a wire to hold them securely in the tray, or box, or drawer in which they may be kept. On these slips he begins the making of a full record of his collection. For each book he writes a slip, or card, called commonly a "catalogue card," beginning with the name of its author, as "Dole, C. F., American citizen"; another beginning with the name of the book, as, "American citizen, C. F. Dole"; another beginning with the name of the general subject of the book, as, "Civil Government, Dole, American citizen"; and still others, as it seems to him advisable, beginning with the names of certain subsidiary topics touched on in the book, as "Government, Dole, American citizen"; and "Political economy, Dole, American citizen." In the left upper corner of each slip he writes the group or class number of the class to which he decides the book for which the slip is written belongs. When these slips are arranged in one alphabetical series they form such a record of the contents of his library as will answer in a moment any one of the questions already noted: Has the library any books by a certain author? Has it a book by a certain title? Has it any books or parts of books on a certain subject? The last question it will answer quite fully, as the librarian wrote, for each book covering more than one subject, a slip for each subject that seemed to be treated therein at any length.

This index or record of the library is commonly called a dictionary catalogue. It is easy to see that it adds enormously to the value even of a collection of 1,500 volumes. The numbers on the corners of the slips tell the librarian, or the student who is using the library, in what class the books therein entered are to be found, and as the books in each class stand on the shelves in the alphabetic order of their authors' names, any desired volume can be found in a moment.

To this alphabetical arrangement by the names of authors, or by the title of the book where the author is not given, our librarian finds it advisable to make an exception in the case of the lives of individuals. In asking for biography he finds that most people are naturally most interested in the persons written about, not in the authors who write about them. He arranges individual biography on the shelves, therefore, in the alphabetical order of the names of the subjects of biography. Collective biography he arranges by authors, like other books.

As the work of preparing his dictionary catalogue goes on, as volumes are added from month to month, as the number of borrowers increases, and, above all, as he extends his knowledge of library methods, he decides that it would be advantageous, not only to distinguish his books by marks indicative of the class to which they belong, but also to distinguish, one from the other, the books in the same class. He would adopt some system of marking whereby each book should have a

certain number, or numbers, or combination of numbers and letters, as brief and as easily written and as quickly taken in by the eye as may be, which shall identify it, which shall distinguish it from all other books in the library. This can be simply and easily done by writing after the class number of each book the number of that book in its class. Thus, Fiske's "Idea of God" may be the first book in class 20 and would bear the number 20:1; Clarke's "Ten great religions" may be 20:2; Allen's "Continuity of Christian thought," 20:3. Under this plan, however, the books in each class, if arranged in the order of their numbers, do not stand on the shelves in the alphabetical order of their author's names. That they should so stand seems desirable. Our highly progressive librarian has learned in his reading of a device called an author-table—a printed scheme of initial letters followed by numbers—arranged in alphabetical order for easy reference. This table, named after Mr. Cutter, its author, gives at a glance the proper combination of letters to be written after the class number of any book in order that that book, when placed on the shelf in the alphabetical and numerical position indicated by such letters and numbers, shall stand, in relation to other books in the same class, in the alphabetical order of its author's name. Thus, Fiske's "Idea of God" will have, in accordance with this author-table, the class number 20, followed by the author or book number F54, F54 being in effect a shorthand way of writing "Fiske"; Allen's "Continuity

of Christian thought" will have the number 20A15; and Clarke's "Ten great religions," 20C55. He secures one of these "author-tables"—they cost very little—and adds the proper author-numbers to all class numbers on books and slips. He gets with the author-table simple directions for so writing these numbers that books by the same author in the same class, or books by different authors, but with the same name, in the same class, may be easily distinguished.

As he gives to the several books, and to their corresponding catalogue cards, their respective book or author numbers, writing these below or beside the class numbers as seems convenient, he turns to his accession or invoice book, finds, by the number on the back of each title page, the line describing the volume in hand, and enters on that line, in the space already mentioned as left for such purpose, the class and author number decided upon. He also writes on the back of each card the accession number of the book entered on it. He can now refer in a moment from cards to accession book, from accession book to cards, and from either to the books themselves.

The class "fiction" is distinguished, as already noted, by the fact that it has no class number. To each volume in it he gives its proper book or author number, and this alone is sufficient to distinguish it from all other books in the library.

He finds, however, that his entries are still insufficient. He cannot now check off his books, or take account of stock, from his

accession book or from his cards, for the books do not stand on the shelves in the order in which they are entered in either of these records. Moreover, when he is deciding what author number a book shall have he cannot be sure that he has not already in the library a book in the same class, by an author of the same or a very similar name, to which he has already given the author number he would naturally give to the one in hand. The shelves are no guide in this case, for many of the books are out. His only recourse, and he finds this same difficulty is met in this same way in older libraries, is to make another record, not in the order of authors' names and not in the order of purchase, but in the order of the class and author number of every book. The entries in this record stand in the same order as do the books on the shelves, when all are in the library. For making this record he gets from the Library Bureau, if he is not satisfied with loose sheets of paper cut to a uniform size, a supply of "shelf sheets," conveniently ruled and punched for temporary binding. On these he enters his books in the order of their numbers, first the class, then the book or author-numbers, and adds to each entry the accession or invoice number of each book, that reference may be easily made from this shelf sheet record to all others. This shelf sheet record is, as suggested, a guide in giving to books their proper author numbers, and a record with which it is easy to check off the library or take account of stock. It is, moreover, a great help in classifying books. It is not always as easy

as it might at first seem to place a book in the class in which it properly belongs, even where the classes are few and general in character. From the shelf sheets it is easy to learn what sort of books have already been placed in a certain class, and with the aid of this knowledge it is generally not difficult to learn where to place the book in hand. The shelf sheet, also, is a catalogue of the library by classes, and a study of it now and then tells the librarian in what departments his library is weak, in what strong, and what should be the character of his next additions.

The library now has a record of all its books in the the order of their purchase, the accession book, the business or financial record; a record of all its books in the alphabetical order of their authors' names, in the dictionary catalogue; a record of all its books in the alphabetical order of their titles, also in the dictionary catalogue; a record of all its books in the alphabetical order of their subjects and sub-subjects, also in the dictionary catalogue; and a record of all its books in the order of their class and author numbers, which is the order in which they stand upon the shelves, in the shelf sheets.

Each book, except in fiction, has its class number and its book or author-number on its back and also on the back of its title page, and the same number is written against every entry that is made of it in any and all records.

The librarian can now much shorten his labors in charging books or making records of the persons to whom they are lent. In making

note of any volume he can, in place of writing out author and title in full, use the brief symbols found on each book. By giving to each borrower a separate number, he can make with little labor a double entry of all books lent, as suggested in the chapter on charging systems, and thus can always learn what books any given borrowers have read, and what borrowers have read any given book.

As for the refinements and niceties of accession book, catalogue and classification, and the rules, and regulations, and intricacies, and moot points, and woes thereof, are they not all set forth in the *Library Journal* and in volumes on the art and science of the library, and can he not learn of them if he will?

And, if his library grow greatly, he must.



Classifying Books

Denver Public Library's Accession and Catalogue Departments

THE books in hand having been accessioned, and the routine work upon them having been finished, as set forth in Chapters XVI. and XVII., they are next classified. The Dewey Decimal System of Classification is used in this library. This system divides all knowledge into ten general classes. These ten classes are each divided into ten divisions, and each of these again into ten sections. These sections can be further subdivided as far as may be desirable by the use of decimals.

The accompanying reproduction of a page of the "Decimal System," showing the ten general classes and the hundred divisions, gives one a better idea of the general character of the system than would several pages of explanation.

It is impossible to enter here into any discussion of the relative merits of different classification schemes or of different methods of notation. It may be proper, however, to make mention of a few reasons why the "Decimal" is worthy of consideration by anyone, especially in this part of the country, who is taking charge of a new or unclassified library.

1. The system is already in use in several libraries in the State, and will probably be

DIVISIONS.

000 General Works.	500 Natural Science.
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
100 Philosophy.	600 Useful Arts.
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 AND COMMERCE.
160 LOGIC.	660 CHEMICAL TECHNOLOGY
170 ETHICS.	670 MANUFACTURES.
180 ANCIENT PHILOSOPHERS.	680 MECHANIC TRADES.
190 MODERN PHILOSOPHERS.	690 BUILDING.
200 Religion.	700 Fine Arts.
210 NATURAL THEOLOGY.	710 LANDSCAPE GARDENING.
220 BIBLE.	720 ARCHITECTURE.
230 DOCTRINAL THEOL. DOGMATICS.	730 SCULPTURE.
240 DEVOTIONAL AND PRACTICAL.	740 DRAWING. DESIGN. DECORATION.
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 NON-CHRISTIAN RELIGIONS.	790 AMUSEMENTS.
300 Sociology.	800 Literature.
310 STATISTICS.	810 AMERICAN.
320 POLITICAL SCIENCE.	820 ENGLISH.
330 POLITICAL ECONOMY.	830 GERMAN.
340 LAW.	840 FRENCH.
350 ADMINISTRATION.	850 ITALIAN.
360 ASSOCIATIONS AND INSTITUTIONS.	860 SPANISH.
370 EDUCATION.	870 LATIN.
380 COMMERCE AND COMMUNICATION.	880 GREEK.
390 CUSTOMS. COSTUMES. FOLK-LORE.	890 MINOR LANGUAGES.
400 Philology.	900 History.
410 COMPARATIVE.	910 GEOGRAPHY AND DESCRIPTION.
420 ENGLISH.	920 BIOGRAPHY.
430 GERMAN.	930 ANCIENT HISTORY.
440 FRENCH.	940 EUROPE.
450 ITALIAN.	950 ASIA.
460 SPANISH.	960 AFRICA.
470 LATIN.	970 NORTH AMERICA.
480 GREEK.	980 SOUTH AMERICA.
490 MINOR LANGUAGES.	990 OCEANICA AND POLAR REGIONS.

Sample Page of Dewey Decimal Classification, showing
Second Summary. Reduced; actual size,
 $8\frac{1}{2} \times 5\frac{3}{4}$ inches.

adopted by the State Library and other libraries in the near future. This makes it possible to get advice and assistance in beginning work without difficulty.

2. It is in print, is easily obtainable, and is so printed and annotated that the learner can use it with at least as little difficulty as any other system which permits of like elaboration.

3. It has been in use for a number of years in a large number of libraries throughout the East, and from these libraries the learner can get advice, as well as printed catalogues, showing just how it works in actual practice.

4. It is practical, and does not sacrifice usefulness to philosophical refinement or theory. Its divisions, in the main, follow each other in their natural order, the names chosen are familiar and easily understood, and the whole plan requires little reference or reasoning by the user.

5. It is compact, using few symbols to express its meaning accurately.

6. It is flexible, and may be adapted to almost any special requirements without confusion of the regular scheme.

7. It is adapted, without change, to note books, scrap books, index rerums, pamphlet collections, etc.

8. It is adapted to the smallest private or to the largest public collection, as it admits of the use of any number of headings wished, from ten to ten thousand, without changes other than those readily understood and easily made.

9. To mark all classes, divisions, sections and subsections, it uses no symbols except the simplest known to the human mind, the

Arabic numerals in their regular arithmetical order and meaning.

10. It has many practical mnemonic features, and allows a user to construct class numbers or interpret their meaning with accuracy, and without reference to index or table, or any artificial system of memory. The numbers are significant of more than mere order, and show at a glance the general character of the subject, even to a novice, while to the more experienced they more accurately signify its scope.

11. The same number tells not only what each book, pamphlet, clipping or note is about, but also where it is to be found, and, though doing double duty, this number is the simplest possible for either use alone.

12. It allows of the moving of material from one room or building to another as often as wished, and without altering numbers in index, catalogues, tables, or on book or pamphlet.

The group or class in which any book is placed in this system depends upon the subject of which it treats. It is of the first importance, then, to discover what that subject is. In many cases this is a very simple matter. Tennyson's "Poems" is certainly English Poetry, and Dumas's "Monte Christo" is undoubtedly Fiction. But the title, "Chips from a German Workshop," admits of a little more doubt, and "The Possibility of not Dying" divides the classifier's mind between Personal Hygiene and Immortality. In these and in many similar cases further information than is found on the title page is required. Where to find it is often

a trial to the novice. Mr. Dewey offers the following valuable suggestions :

“ To find the subject of a book consult :

“ 1. The title, since it is generally chosen to show what the book is about. But as many titles are misleading, never class from the title alone, but always examine also—

“ 2. Table of contents, which is the best guide to the true subject. If there is no table of contents read—

“ 3. Headings of chapters, or marginal topics.

“ 4. Preface—Unless already certain, glance through this to catch the author's point of view, and verify impressions gained from title and contents.

“ 5. Reference books—If preceding means fail, consult reliable bibliographies, classed and annotated catalogues, biographical dictionaries, histories of literature, cyclopædias, reviews, etc., for information about the character of the book.

“ 6. Subject matter—If the five shorter methods fail, examine the subject matter of the book itself, and if still in doubt, to avoid mistakes, put aside on an “under consideration” shelf till you can examine more thoroughly or consult.

“ 7. Specialists—Experts, competent to define their true subject and relation, are usually glad to examine enough to class any new books in their departments. Old ones they know where to put already.”—*Dewey's Decimal Classification, page 26.*

Whoever classifies a book writes the class and author numbers, which together form the call number, on the left upper corner of the first right hand page after the title page, and writes his initial below them.



Cataloguing Books

Denver Public Library's Accession and Catalogue Departments

JN CATALOGUING a book such a record is made of it, on cards, or on slips, or in a blank book, as will aid in supplying answers to one or all of the questions already noted as most often asked in a library: Have you a book by a certain author? Have you a book by a certain title? Have you any books touching on a certain subject? Whether this record of the books in a library be printed or not, a little consideration will show that it is desirable that it be uniform in style; that in the amount of detail given, in the method of capitalization, in the arrangement of matter on a given card, or under a given head in the printed list, there should be a careful adherence to a certain set of rules. What these rules should be, and wherein they are open to exception, is matter of controversy. They are simply hinted at, or taken for granted, in the outline which follows. Enough of the literature of the subject for all practical purposes is easily obtainable, and is referred to in the lists at the end of this book. The attempt here made is simply to give such directions as will enable the learner to fall into the methods of this library and to do helpful work, although still ignorant of catalogue minutiae.

When the book is classified, the title page is marked to give instructions to the cataloguer,

(Parchment paper ser. no. 2)

Don't:

*A Manual of Mistakes and
Improprieties more or less
prevalent in Conduct
and Speech.*

“I'll view the manners of the town.”
Comedy of Errors.

By CENSOR.

Oliver Bell Buncce

NEW YORK:

D. Appleton & Co., 1, 3, & 5 Bond Street,
1885.

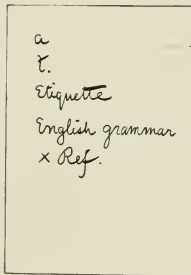
Title Page of a Book marked ready for Cataloguer.
Reduced; Actual Size, 3 x 4 $\frac{3}{4}$ inches.

as the person is called who writes the catalogue entries. In so marking, the following signs are used :

- is placed under the main entry word ; that is, the first word on the principal catalogue entry, usually the author's name. For example, for Fiske's "Discovery of America," Fiske is the main entry word.
- + is placed under the entry word of cross reference, and joint author cards ; that is, the cards which refer the user of a catalogue to the place where the entry or entries sought may be found. For example, in "Twain, Mark, *see* Clemens, S. L.," Twain is the entry word of cross reference.
- • • are placed under the entry word of added entry cards ; that is, all cards written for the main author catalogue other than those above mentioned and the one which follows. For instance, for Fiske's "Discovery of America," an added entry is made for "Columbus, Christopher."
- — are placed under the entry word of analytical entry cards ; that is, cards which catalogue part of a book. For instance, a book like "Plea for Liberty," which consists of articles written by several men, may have an analytical entry made for each author.
- () are placed around words which are to be omitted and represented by . . . on the catalogue cards.
- | | are so placed as to enclose all words omitted altogether from the catalogue cards.

() are placed around the series note, which is to be written on the catalogue card after the publisher's name.

A slip is also placed in each book showing what further slips and cards are to be written. On this slip "a" means author entry, "t" title entry, and "x Ref" a slip or additional card for each card written, in accordance with the marks on the title page, for the main catalogue. "Ser" signifies that an entry is to be



Slip showing Cataloguer what Cards to Write.
Reduced; Actual Size, $2\frac{1}{2} \times 3\frac{1}{2}$ inches.

made under the name of the series to which the book belongs. Other words give the entry words for the subject entries which are to be made.

A classified list of all subject entry words used in the dictionary catalogue is kept on sheets of ordinary writing paper. These are arranged according to the Decimal system of classification. When a subject entry word is determined upon it is entered on these sheets, if the same entry had not previously

been made when a book of a similar nature was catalogued. For example, "More magic," by Prof. Hoffman, is classified in 793. By referring to these lists of subject entry words, the cataloguer sees that similar works have been entered under the word "conjuring,"

<u>790</u>
790 Amusements + (Sports, Games)
791 Acrobats
792 Theater + (Drama, Opera, Stage, Acting, Plays)
793 Entertainments, public; Entertainments, private, Plays + (Drama, Eng. drama, U.S. drama, Theater) Tableaux + (Living pictures) Masquerade + (Costumes) Shadow pantomime, Dialogues, Conjuring + (Prestidigitation, Sleight of hand) Puzzles, Riddles + Puzzles, Bonum drums.
Dancing. German; Waltz;

Sample Page of Lists of Subject Headings. Reduced ; Actual Size, 11 x 8½ inches.

with a cross reference from "prestidigitation," and he indicates on the slip already mentioned that the same entry, "conjuring," is to be made for this book.

If he finds on the sheets no subject entry word which exactly meets all the requirements

of the case in hand, he selects such a word, writes it, and all the necessary cross references to it, in their proper places on the sheets, and

973.1	Columbus, Christopher.
F 54	Eiske John Discovery of America with some account of ancient America and the Spanish conquest... G 1893 '92, 80 mg
20 Mr '93 Cat. F.	S.S. G ○ A. I. Bul. J

Added Entry Card.

973.1	Eiske John.
F 54	Discovery of America with some account of ancient America and the Spanish conquest... B. 1893 '92, 80 mg
20 Mr '93 Cat. F.	S.S. G ○ A. I. Bul. J


Author Card.

Catalogue Cards. Reduced ; Actual Size, 5 x 3 inches.

makes out the slip which goes with the book accordingly. Reference is always made from each of the more general of the headings on these sheets to the more specific entries

under those headings, and from these latter to those still more specific, thus making the catalogue syndetic. These sheets form a complete classified list of all the subject headings already in actual use. They show what cross reference entries are necessary in any particular case that the catalogue may be continued in the syndetic form.

For medical books subject slips are not written; cards for the catalogue kept in the medi-

R 320		Statesman's year book: statistical					
St 2		historical annual of the States					
SEEN IN LIBRARY		CROSS-REF.					
41	51	61	71	X	01	11	of the world... L Marm.
42	52	62	72	X	02	12	
43	53	63	73	X	03	13	
44	54	64	74	X	04	14	
45	55	65	75	X	05	15	
46	56	66	76	X	06	16	
47	57	67	77	X	07	17	
48	58	68	78	X	08	18	
49	59	69	79	X	09	19	
50	60	70	80	X	10	20	
29 F. '90 Cat. F		VOL. 1 IS DATED 1871		VOL. 23 IS DATED 1893		S. S. G.  A. H. Bul. L.	

Catalogue Card for Annuals. Reduced;
Actual Size, 5 x 3 inches.

cal department are written instead. On the back of the main author card the entry word of each extra card written for the main catalogue is noted in red ink, and in black ink a memorandum of the slips written for the dictionary catalogue is made. On the back of the main cards of medical books no entries are made of the cards written for the medical catalogue. But on the back of the author card for the medical catalogue are noted the other cards written for that catalogue. For all fiction

author and title cards are written for a catalogue for public use. And for all books, including fiction and medicine, an author card is written for a general author list for public use.

The entries on the cards for the main catalogue are made in full. Those for the medical catalogue, fiction catalogue and general author

Columbus, Christopher		
Eske John. Discovery of America 2v. '93. 973.1F54		
○	○	c

Subject Slip.

Discovery of America	John Eske	2v'93	973.1F54
○	○		○

Title Slip.

Slips for Dictionary Catalogue. Reduced ;
Actual Size, 8 x 3 inches.

list for public use are briefer, but contain the date of publication, number of volumes and the edition. The slips for the dictionary catalogue are written briefly to form a "title a line" catalogue. Series cards give, first, the name of the series, then the series number, whenever it can be found, the author's name and initials,

the title, date of publication, and call number. Under the name of the series these cards are arranged by the series number, if such number is given, if not, alphabetically by author and title.

One extra slip is written for each book for the use of the printer. This slip contains the

Eske, John. Discovery of America 2v. 93 973 1 F 54		
○	○	○

Author Slip.

United States history - Discovery Eske, John. Discovery of America 2v. 93 973 1 F 54		
○	○	○

Subject Slip.

Slips for Dictionary Catalogue. Reduced ;
Actual Size, 8 x 3 inches.

author's name and initials, brief title, date of publication, and call number. Its existence is not noted on the back of the author card. No cross reference cards are written for the printer's list, except a subject slip for individual biography. When a list is to be printed these slips are arranged in the desired order, tied

loosely together by passing a string through the two small holes punched near the lower edge, and sent to the printer. The author and title cards for the public fiction list are written briefly. All new works of fiction and medicine are listed alphabetically by authors under each class, and the lists are posted on the bulletin boards. The one who does this signs his initial after the "Bul." on the bottom of the catalogue card.

PUBLIC LIBRARY DENVER	<u>Bring This Notice</u>
<u>Giske Discovery of America</u> No. <u>9731 F54</u>	
The above book	{ which you asked to see which we think may interest you
is now in the Library, and will be held until	<u>9 p.m. Friday</u>
<u>3 0 '92</u>	<u>J. C. DANA, Librarian.</u> <u>Pr T</u>

Notice of Receipt of New Book. (Sent to anyone likely to be interested, or to the person who asked to see it.) Reduced; Actual Size, 5½ x 3½ inches.

A letter-press copy of the list of recent additions to the medical department is sent to the Secretary of the Colorado Medical Library Association.

When a book is catalogued, the date is stamped on the bottom of the first right-hand page after the title page, and on the lower left hand corner of each card written. The initial of the cataloguer is written on the bottom line

of each card after the word "Cat." there printed.

Any person for whom a book was especially ordered is notified of its arrival as soon as it is ready for circulation, and the book is given to those in charge of the circulating department, with instructions to reserve it for the proper person. All other books ready for circulation are put on the table in the book room the first thing each morning.

It is generally found to be economical to classify a number of books first and to catalogue them afterwards. If each book is classified and catalogued separately, the tools used in each process have to be gotten ready for each book. Furthermore, it is much easier to classify together a group of books treating of similar subjects in their respective classes, than it is to classify the same books separately.

The author cards which have been written for any group of books are arranged numerically by the accession numbers, and the call number of each is entered in the accession book. The fact that the call number of any book has been entered in the accession book is *prima facie* evidence that such book has been turned over to the circulating department. Whoever writes the call number of any book in the accession book writes his initial after the letter "A" which is printed on the bottom line of the catalogue card.

The same cards are next arranged numerically by the call numbers and entered on the shelf sheet. The person doing this writes his initial after the "SS" on the catalogue card.

Every one who enters books on the shelf sheet is required to give a memorandum of the number of volumes entered in each class to the chief cataloguer, to assist him in compiling statistics.

All cards and slips which have been written for a given group of books are next arranged alphabetically and distributed in their respective catalogues.

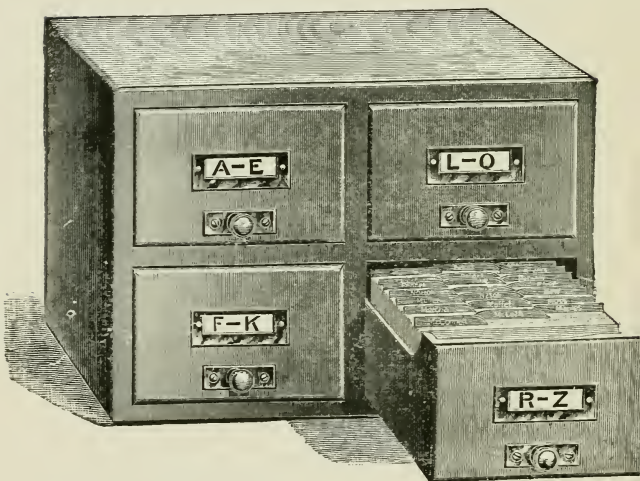
When duplicates are to be catalogued, care is first taken to see that they are really duplicates and not different editions of works already in

		14 Mar 92		Class 150	
Book no.	Accession no.	Vol.	Author	Title	
H 52	2715		Hickok	Empirical psychology	
H 77	12267. a 17622		Hopkins	Educational psychology	
J 23	3221-2 a 5735-4 4 15764-5	2	James	Principles of psychology	
J 231	4355 a 13245			Psychology	

Shelf Sheet. Reduced ; Actual Size, 9¾ x 4 inches.

the library. Distinctions are not usually made between editions which differ principally in their mechanical make-up, or between different editions, of scientific works for instance, all of which are out of date, unless those differences are so important as to warrant such a distinction. Nor is care taken to distinguish between different translations of the same works of fiction, unless one of the translations is sufficiently well known to be called for in preference to others. When it is definitely decided that a book is to be considered as a duplicate

of one already on the shelves, its call number is written in its proper place on the left upper corner of the first right hand page after the title page. The shelf sheet is next referred to, the copy letter added to the call number and the accession number written on the shelf sheet. The call number is next written in the



Cabinet for Card Catalogue. Reduced. The cards in the drawers are 3 x 5 inches.

accession book, and the book is stamped as fully catalogued. When it is discovered, by referring to the shelf sheet, that a copy of the book in question has been discarded and not yet replaced, the new copy is considered as replacing it. It is given the same copy letter as the one discarded. The accession number of the

old copy is crossed out in red ink and the accession number of the new copy is written in red ink above it. In such a case an entry is made in the "Remarks" column of the accession book to the effect that the book in hand replaces such and such an accession number, and in the "Remarks" column of that number another note is made saying "replaced by No. —." Whoever catalogues duplicates immediately makes a note of the volumes added to each class for statistical purposes.

WHOLE NUMBERS AND DROPPED		DUPLICATES CROSSED *WHOLE	
X	91	106	120
X	92	107	121
X	93	108	122
X	94	109	123
X	95	110	124
X	96	111	125
X	97	112	126
X	98	113	127
X	99	114	128
X	100	115	129
X	101	116	130
X	102	117	131
X	103	118	132
X	104	119	133
X	105	120	134
X	106	121	135
X	107	122	136
X	108	123	137
X	109	124	138
X	110	125	139
X	111	126	140
X	112	127	141
X	113	128	142
X	114	129	143
X	115	130	144
X	116	131	145
X	117	132	146
X	118	133	147
X	119	134	148
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X	121	136	150
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X	124	139	153
X	125	140	154
X	126	141	155
X	127	142	156
X	128	143	157
X	129	144	158
X	130	145	159
X	131	146	160
X	132	147	161
X	133	148	162
X	134	149	163
X	135	150	164
X	136	151	165
X	137	152	166
X	138	153	167
X	139	154	168
X	140	155	169
X	141	156	170
X	142	157	171
X	143	158	172
X	144	159	173
X	145	160	174
X	146	161	175
X	147	162	176
X	148	163	177
X	149	164	178
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X	179	194	208
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X	181	196	210
X	182	197	211
X	183	198	212
X	184	199	213
X	185	200	214
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X	187	202	216
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X	194	209	223
X	195	210	224
X	196	211	225
X	197	212	226
X	198	213	227
X	199	214	228
X	200	215	229
X	201	216	230
X	202	217	231
X	203	218	232
X	204	219	233
X	205	220	234
X	206	221	235
X	207	222	236
X	208	223	237
X	209	224	238
X	210	225	239
X	211	226	240
X	212	227	241
X	213	228	242
X	214	229	243
X	215	230	244
X	216	231	245
X	217	232	246
X	218	233	247
X	219	234	248
X	220	235	249
X	221	236	250
X	222	237	251
X	223	238	252
X	224	239	253
X	225	240	254
X	226	241	255
X	227	242	256
X	228	243	257
X	229	244	258
X	230	245	259
X	231	246	260
X	232	247	261
X	233	248	262
X	234	249	263
X	235	250	264
X	236	251	265
X	237	252	266
X	238	253	267
X	239	254	268
X	240	255	269
X	241	256	270
X	242	257	271
X	243	258	272
X	244	259	273
X	245	260	274
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X	255	270	284
X	256	271	285
X	257	272	286
X	258	273	287
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X	260	275	289
X	261	276	290
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X	278	293	307
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X	280	295	309
X	281	296	310
X	282	297	311
X	283	298	312
X	284	299	313
X	285	300	314
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X	306	321	335
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X	308	323	337
X	309	324	338
X	310	325	339
X	311	326	340
X	312	327	341
X	313	328	342
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X	321	336	350
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X	340	355	369
X	341	356	370
X	342	357	371
X	343	358	372
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X	345	360	374
X	346	361	375
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X	351	366	380
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X	353	368	382
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X	355	370	384
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X	367	382	396
X	368	383	397
X	369	384	398
X	370	385	399
X	371	386	400
X	372	387	401
X	373	388	402
X	374	389	403
X	375	390	404
X	376	391	405
X	377	392	406
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X	379	394	408
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X	381	396	410
X	382	397	411
X	383	398	412
X	384	399	413
X	385	400	414
X	386	401	415
X	387	402	416
X	388	403	417
X	389	404	418
X	390	405	419
X	391	406	420
X	392	407	421
X	393	408	422
X	394	409	423
X	395	410	424
X	396	411	425
X	397	412	426
X	398	413	427
X	399	414	428
X	400	415	429
X	401	416	430
X	402	417	431
X	403	418	432
X	404	419	433
X	405	420	434
X	406	421	435
X	407	422	436
X	408	423	437
X	409	424	438
X	410	425	439
X	411	426	440
X	412	427	441
X	413	428	442
X	414	429	443
X	415	430	444
X	416	431	445
X	417	432	446
X	418	433	447
X	419	434	448
X	420	435	449
X	421	436	450
X	422	437	451
X	423	438	452
X	424	439	453
X	425	440	454
X	426	441	455
X	427	442	456
X	428	443	457
X	429	444	458
X	430	445	459
X	431	446	460
X	432	447	461
X	433	448	462
X	434	449	463
X	435	450	464
X	436	451	465
X	437	452	466
X	438	453	467
X	439	454	468
X	440	455	469
X	441	456	470
X	442	457	471
X	443	458	472
X	444	459	473
X	445	460	474
X	446		

Binding, Re-binding and Dis- carding Books

Denver Public Library's Accession and Catalogue
Departments

AS SOON as a book begins to show serious signs of wear, it is laid aside till some one who is competent to judge can inspect it and determine whether it shall be repaired in the library, sent to the bindery, or condemned and thrown aside. Most books are poorly made and will not long stand the wear and tear of constant use. The bindings in which they are purchased are usually made of very cheap material, and books and bindings are generally carelessly put together. The paper used is, as a rule, thick, heavy and pulpy. This makes the book look large. The object of this thick paper custom is to trade upon the ignorance of the book-buying public, by giving them the impression that they are getting good money's worth. A thin, tough, flexible paper, such as should be used for all ordinary books, takes much of the strain off the back and makes the binding last longer. Very often the glue on the back of a book splits away from the leaves. This again is owing to the poor quality of the paper used. What really takes place is this: the surface of the paper, to which the glue is

applied, splits away from the rest, and the glue, adhering to the binding in rough ridges, forms a sort of file which rubs against the back of the sections every time the book is opened. The fold of the outside leaf of each section has already had the surface taken off in breaking away from the glue; consequently, if the book is circulated a few times in this condition, the outside leaves of most of its sections are cut through and it is not worth rebinding. But if taken in time and sent to the bindery, it will, if properly re-bound, be much stronger than before.

When a book is taken to pieces to be re-bound, the glue which may be found sticking to the back of the sections is commonly scraped away with a knife, usually taking a good deal of the paper with it. Before being re-sewn the sections are all sawed across to make a mark for guidance in sewing, and in some cases to allow the string to which the book is sewn to fit in flush with the back. These two processes wear out a book considerably, so that it is seldom that a book is worth re-binding a second time. If the outside leaves of the sections are worn through, it is usually best to throw the book away. These remarks apply chiefly, of course, to the ordinary run of books; not generally to rare editions and expensive books of any kind.

Ordinary books are rebound in half red buffing, with cloth sides. Reference books, bound magazines—except those for circulation—and large books generally, are bound in half morocco. All books are sewn on tapes and

have a cloth joint. This joint is made by sewing a piece of cloth on the outside of the first and last sections and pasting its outside edge down onto the cover. This adds strength all along the joint where the greatest strain comes.

Great difficulty is often experience in getting binding done satisfactorily by binders not familiar with library work. This is not due so much to carelessness as to a feeling of sympa-

Binding No.	LETTERING		
354	Bunce	Don't	428 B88
55	Zola	Soil	Z 713
56	Dickens	Little Dorrit	D 5517
57			

Bindery Book. Reduced; Actual S

thly for the librarian's ignorance. The ordinary mechanic gets into the habit of doing a certain piece of work in a certain manner, which he thinks beyond improvement, and it is often almost impossible to make him change. If you tell him you want it done your way, he will, in his kindness of heart, and to protect you from the result of your ignorance, do it his way.

The person who determines what books are to be re-bound underlines on the title page the

words which are to be placed on the back of the new binding. Before the books are sent down to the bindery, each is entered on a line of the bindery book. The lines in this book are numbered consecutively, and give to each book a separate bindery number. This entry consists of the lettering which is to go on the back of the book, including the call number; a brief statement of the color and style of

REMARKS.	Color	Style	Size	Price	Library No.	Sent	Ret'd
e sample	4	²⁰ Buf	S	55	7581	1894 10.5	1894 5.0
	4	²⁷ m.	D	75	7582	10.5	5.0
	4	²⁰ Buf	"	55	4720	10.5	5.0

x 9½ inches (giving space for 25 entries).

binding to be used; the size of the book; the cost; and the accession number. These items, with the exception of the accession number and cost, are also noted on the bindery slip for each book which is attached to its title page. The book card is next taken from the pocket, care being used to see that a wrong card has not been put in by mistake. The bindery number is written below the last charge on the book card, and the accession number is written obliquely across it. These cards are arranged

by the accession numbers and the bindery numbers are entered on the accession book. They are then arranged numerically by their call numbers and filed away until the books to which they belong are returned. Everyone who prepares a book for the bindery is required to write his initial on the right upper corner of the bindery slip.

5000-Jan. '04			
Binding Number	356		
Color	3 Black.	4 Red, 8 Dark Green.	
Style	1 Morocco	2 Buffing. Cloth.	
Size	1. S or D. (Under 5)	2 5 to 10	3 Q 10 to 12 4 F or F+ Over 12
Follow exactly arrangement of lines: punctuation, lettering as below and general directions as set in writing			
Dickens			
Little Dorrit			
D			
5.517			

Bindery Slip. Reduced ; Actual Size, 3 x 5 inches.

Every bindery which does work for the library is supplied with a copy of the following :

DIRECTIONS TO BINDER.

Always follow the arrangement of lines, lettering, numbering, etc., noted on the slip attached to title page, which slip must not be removed until after the book is returned to the

library. Any discrepancy between the slip and the lettering on the back of the book will have to be rectified by the binder free of charge. If for any reason it is impossible to follow the exact arrangement of lines noted on the bindery slip, or should the slip get lost, or any other difficulty or uncertainty arise, notify the librarian before proceeding with the book, and he will set the matter right as soon as possible. *Always recollect that it is much easier to give instructions ten time over than to correct one error that is once made.*

In lettering the backs of books—

It is not important that the title and author's name be printed in upper and lower case characters.

But in the case of numbers and symbols it is absolutely essential that the copy be followed EXACTLY.

All lettering must be so arranged that the bottom of the last line of the book number shall be exactly four (4) inches from the bottom of the book.

All books and magazines are supposed to be perfect when they are sent to the bindery ; any imperfections which may be discovered on their return to the library will have to be corrected by the binder without extra charge. In case of missing pages, title pages, indexes, etc., etc., notify the librarian before binding. The binder is responsible for binding a book which is imperfect.

Signed,

Librarian.

When books are returned from the bindery they are examined to see that the work has been well done. The bindery slip is detached from the title page and compared with the lettering. If everything is correct, the books are compared with the bill, which is o. k.'d and turned over to the book-keeper. If any mistakes are made the slip is attached to the title page again, and the correction to be made is noted on it in red ink. After a book is accepted from the binder the date on which it is returned is stamped on the inside of the back cover. It is then carefully opened in the same manner as is a new book. Next it is pocketed, and its call number written on the pocket and on the book card. The bindery slips are arranged by the bindery number and the date on which the books were returned is stamped in the bindery book. Next the slips are arranged by the call number and the old book cards found. The slips and old book cards are then destroyed.

When a book is worn out the book card is taken out and the number on it carefully compared with the number on the pocket. Its accession number is written in blue pencil across the bottom of the book card. "Condemned, Denver Public Library," is stamped on several pages of the book, on the pocket, and on the book card. The book is then discarded. If a book is lost the book card is returned to the cataloguing department with a note of the fact and a statement of the amount paid for it. The book cards of all books discarded or lost are arranged numerically by the

call number and checked off the shelf sheet in pencil. The accession number on the book card is compared with that on the shelf sheet. If any discrepancy is discovered the error is traced to its source and rectified.

Whoever checks these books off the shelf sheet copies on a slip the name of the author and the title of each book. These slips are then given to the librarian that new ones may be purchased in their place. If a book worn out or lost is the only one of its kind in the library, another

Denver Public Library.

CONDEMNED

Denver Public Library.

ACCESSION NO.

Impressions of Some of the Rubber Stamps used.
Reduced; Actual Length of the Longest, 3
inches. The others are reduced to
same scale.

slip is also written giving the author's name and the title. This slip is filed alphabetically with other similar slips which form a list of the books which are recorded in the catalogues, but which are not in the library for the time being. This list is kept near the delivery counter. When such a book is replaced the slip is removed from the list.

Whoever checks off on the shelf sheet any discarded books gives a memorandum of the number of volumes discarded in each class to the chief cataloguer that he may make the neces-

sary statistical entries. After these several operations are completed the book cards are arranged numerically by the accession numbers and the date and the fact that the books are worn out, lost, etc., as the case may be, is noted in the "Remarks" column of the accession book, thus: "W. O. 1.Jl.'94." "Lost 15.Je.'94." "Lost 30.Je.'94 pd. 150." The person who makes these records writes his initial in red ink on the book card. The cards are next arranged numerically by the call numbers and filed away for future reference.



Taking Account of Stock, etc.

Denver Public Library's Accession and Catalogue Departments

WHEN the library is checked off, that is, when account of stock is taken, it is handled one department at a time. The department to be checked is carefully arranged, every book being put in its proper place by its call number. Precautions are taken to see that this department is not disturbed, that no books are put in or taken from it, till the checking operation is complete. One person then takes the shelf sheet for this department, and another calls off to him the numbers of the books on the shelves. Any books which are entered on the shelf sheets, but are not found in their proper places on the shelves, are entered by number on sheets of manilla paper, about the size of commercial note paper. If any book is found on the shelves which is not entered on the shelf sheet, or if any discrepancy appears between the entry on the shelf sheet and that on a book, the book in question is taken from the shelf, a note of the error is made on a slip of paper and placed in it, and it is taken to the cataloguing department.

In no case is anyone permitted, while checking the library, or at any other time, to change any entry, or to make any marks on the cata-

logue cards, or on the shelf sheets, or to change the marking on any book, except those who are working in the cataloguing department. Nor are those so engaged permitted to make such changes until a careful search has been made, the error traced to its source, and as many records changed as may be necessary to make all correct and all correspond.

After the shelves of the general circulating library are checked off in the manner described, the sheets containing the numbers of the missing books are taken to the reference department. Any books found there which were entered as missing in checking the circulating department are checked off in lead pencil. A similar process is gone through in the juvenile department. Next the charges of the books in circulation are checked in a similar manner with a green or blue pencil. And, lastly, the records of books at the bindery are checked in red ink.

After everything has been checked the cataloguer makes a list of the numbers still missing, writing them down in regular order in a column on the left side of sheets of letter paper. The original sheets are still preserved for reference. By referring to the shelf sheet, the accession numbers, authors and titles of the missing books are found, and entered to the right of the call numbers on this new list, leaving a space to the right for remarks.

With this list in hand a careful search is made for all the missing books. Whenever a book is found it is crossed off the list and a note of where and when it was found is made

in the "Remarks" column. A further search is made on the shelves once a week for about two months after stock taking to see if any of the missing books have come to light. When it seems useless to continue this any longer, the books still unaccounted for are recorded as being definitely lost, in the manner described in the last chapter. All the sheets on which they were recorded, after checking, are filed away for reference.



Colorado Library Law

COLORADO'S library law is not in a very satisfactory condition. Statutes and parts of statutes passed at different times seem in part to contradict and in part to duplicate one another. Just what may and may not be done under the existing laws it would probably be impossible to determine except through judicial interpretation. The following digest may serve a good purpose in making it plain that our present library law is very obscure.

The establishment and maintenance of free public libraries is declared to be a proper object of municipal expenditure. The Trustees of any city or incorporated town may appropriate money for a public library if at a previous election a majority of the people have voted in favor of such action; *Provided*, No such appropriation shall exceed one mill upon the dollar. Every city or incorporated town in which such a library shall be maintained shall be entitled to receive a copy of the laws, journals, and all other works published by the authority of the State after the establishment of such a library, for the use of such library, and the Secretary of State is authorized to furnish the same from year to year to such city or incorporated town—MILLS'S ANNOTATED STATUTES, Sec. 4403, ¶ 76.

The clear proceeds of certain fines and penalties may be applied to the establishment and support of a public library.—MILLS, 2815.

The Council or Trustees of any city or town, may, if they see fit, apply any part of the clear proceeds of certain fines in aid of any library association for the benefit of the public ; *Provided*, Such library association give the Council or Trustees such representation in its board of management as the latter may ask.—MILLS, 2821.

The City Council of any incorporated city may establish and maintain a public library and reading room, and may levy a tax for such purpose of not to exceed one mill on the dollar annually ; in cities of over one hundred thousand inhabitants this tax is not to exceed one-half of one mill on a dollar annually.—SESS. LAWS '93, Chapter CXV., Sec. 1.

When any city has established a library under the foregoing section, the Mayor shall appoint six persons, who, together with the Mayor, shall constitute the library board. The appointments must be approved by the City Council.—SESS. LAWS '93, Chapter CXV., Sec. 2.

One half of these directors hold office for one year and one-half for two years from the first of July following their appointment. The Mayor shall annually thereafter appoint three directors, and shall fill all vacancies. Any director may be removed by the Mayor and Council, for cause.—SESS. LAWS '93, Chapter CXV., Secs. 3 and 4.

No director shall receive compensation.—
SESS. LAWS '93, Chapter CXV., Sec. 4.

Each director shall give a bond of five hundred dollars.—MILLS, 2819.

The Mayor is president of the board. The board elects other officers, and makes rules and by-laws, has exclusive control of the expenditure of all money, and the management of all grounds, buildings, rooms, etc., owned, leased or set apart for library purposes. The library fund must be deposited in the city treasury. The board has power to appoint a suitable librarian and assistants and to fix their compensation —SESS. LAWS '93, Chapter CXV., Sec. 5.

All libraries established under this act shall be forever free. The board may exclude any person who wilfully violates the library rules. The use of the library may be extended to persons residing outside of the city, but within the State.—SESS. LAWS '93, Chapter CXV., Sec. 6.

The board of directors must make an annual report to the City Council.—SESS. LAWS '93, Chapter CXV., Sec. 7.

The City Council of any city has power to pass ordinances imposing suitable penalties for the punishment of persons injuring any book or other property of the library, or for the failure to return books borrowed.—SESS. LAWS '93, Chapter CXV., Sec. 8.

Any person may make any gift, donation, etc., to the library, by vesting the title of the

same in the library board, as special trustees.—SESS. LAWS '93, Chapter CXV., Sec. 9.

If fifty legal voters of any incorporated town present a petition asking that an annual tax be levied to establish and maintain a free public library, and a majority of the legal voters vote in favor of such action at the next annual election, the tax mentioned in the petition shall be collected and known as the "library fund." Such tax shall cease whenever the majority of legal voters so determine.—SESS. LAWS '93, Chapter CXV., Sec. 10.

At the next regular election after any town shall have voted to establish a free public library, a board of six directors shall be elected, one-half to serve one year, and one-half to serve two years. The board shall have the same powers as are conferred on the library board in a city.—SESS. LAWS '93, Chapter CXV., Sec. 11.

The board of any school district may order a levy of not to exceed one-tenth of one mill, the proceeds of which shall be used exclusively for the purchase of books for a library which shall be open to the public.—MILLS, 4032.

Any library association can sell or lease its property, in any manner it may desire, to the board of directors of any public library upon the vote of the majority of its subscribers or stockholders.—SESS. LAWS '93, Chapter CXV., Secs. 12 and 13.

Public libraries are exempt from taxation. MILLS, 3766. (Constitution of Colorado, Art. X., Sec. 4.)

The State Librarian is directed to turn over to the librarian of any free public library in this State, if desired for public use therein, and to take the receipt of such librarian therefor, one copy of each and every such book, pamphlet or periodical published by the State as can be spared, now on hand, or which shall be published by the State from time to time hereafter.—MILLS, 2822.

THE STATE LIBRARY.

The State Superintendent of Public Instruction is, *ex officio*, Librarian for the State. The State Library is open to the public from ten a. m. to twelve m., and from two p. m. to four p. m. each day except Sundays and holidays.—MILLS, 2802.

The Librarian has charge of all books, etc., and keeps a regular file of all such State newspapers as may be donated. MILLS, 2803.

He may employ an assistant librarian who shall have charge of the State Library, under such regulations as may be prescribed by the State Librarian or by law. The salary of the assistant librarian is one thousand dollars per annum.—MILLS, 3979.

All books sent by other States are received and properly labeled and arranged by the Librarian.—MILLS, 2804.

Receipt of each book, etc., is acknowledged and a record kept.—MILLS, 2805.

The Librarian makes rules and regulations.—MILLS, 2806.

Statutes, journals, legislative documents and other books are to be exchanged with other legislative bodies and State libraries as the Librarian deems proper.—MILLS, 2807.

All persons are permitted to visit the library, examine and read the books therein, and may take out any book and retain the same three weeks on depositing with the Librarian, to insure its safe return, a sum of money equal to double the value of the book. State and County officers have free access to the library but they may not obtain books for persons not engaged in public work.—MILLS, 2808.

The State Librarian makes a full and complete report to the General Assembly.—MILLS, 2809.

The Librarian must file a bond.—MILLS, 2814.

SCHOOL LIBRARIES.

The qualified electors of any district of the third class, when assembled at any regular or special meeting, may order a sufficient levy on all the taxable property of the district to procure libraries for the schools.—MILLS, 4027.

(See also p. 159, Mills, 4032.)



Books on Library Work

A Few Books that will Prove Helpful to Those Starting a Library

GENERAL WORKS ON LIBRARY MANAGEMENT

Library Association year book. *Annually.*
(Official publication of the Library Association of the United Kingdom.) O. Lond. Simpkin, Marshall & Co. Subs. 25 cents per year.

Library journal. Official organ of the American Library Association. *Monthly.* sq. Q. N. Y. Publishers' Weekly Office. Subs. \$5 per year.

Library notes. Ed. by Melvil Dewey. *Quarterly.* O. Bost. Library Bureau. Subs. \$1 per year.

Fletcher, W: I: Public libraries in Amer. S. Bost. 1894. Roberts Bros. (*Columbian knowledge ser. No. 2.*) \$1.

Green, S: Swett, ed. Libraries & schools. S. N. Y. 1883. Publishers' Weekly Office. 50 cents.

Greenwood, T: Public libraries: a history of the movement, & a manual for the organization and management of rate supported libraries. Ed. 4. D. Lond. 1891. Cassell & Co. 75 cents.

Library Bureau. Classified illustrated catalog: a handbook of library & office fittings & supplies. Q. Bost. 1890. Library Bureau.

Plummer, M. W. Hints to small libraries. O. Brooklyn 1894. Pratt Institute. 25 cents.

United States, Bureau of Education. Public libraries in the U. S.: their history, condition & management. Special report. Pt. 1. O. Wash. 1876. U. S. Bureau of Education. (Now out of print; appears frequently in auction catalogues.)

CATALOGUES, CATALOGUING, ETC.

American Library Association. Catalog of "A. L. A." library: 5,000 vols. for a popular library shown at the World's Columbian Exposition. O. Wash. 1893. U. S. Bureau of Education. *Free.*

* **Detroit (Mich.) Public Library.** General catalogue (Dictionary). Q. Detroit, 1889. Public Library.

* — — First supplement 1889-1893 (Dictionary). Q. Detroit, 1894. Public Library.

* **Milwaukee (Wis.) Public Library.** Systematic catalogue (Classified). Q. Milwaukee, 1886. Public Library. \$3.50.

* **Osterhout Free Library.** Class catalogue & author index (Classified). O. Wilkes-Barré, Pa. 1889. Osterhout Free Library. \$1.

San Francisco (Cal.) Free Public Library. Classified English prose fiction. O. San Francisco, 1891. Free Public Library. Cl. \$2, pa. \$1.50.

Wisconsin, State Supt. of Public Instruction. List of books for township libraries: with supplementary list for graded and high school libraries. Comp. by **F. M. Hutchins.** O. Madison, 1892. State Supt. of Public Instruction. *Free.*

Cutter, C: Ammi. Decimal author table. Bost. Library Bureau. \$1.25.

* These catalogues are chosen in preference to others principally because they illustrate the "Decimal" system of classification.

Cutter, C: Ammi. Expansive classification. Q. Bost. 1891. \$5.

— Rules for a dictionary catalogue. Ed. 3. O. Wash. 1891. U. S. Bureau of Education. (*Pt. 2 of Special Report on Public Libraries.*) Free.

Dewey, Melvil. Decimal classification & relative index. Q. Bost. 1891. Library Bureau. \$5.

— Library school rules: card catalog rules; accession rules; shelf list rules. Q. Bost. 1892. Library Bureau. \$1.25.

Harvard University, Library. Index to the subject catalogue. Q. Bost. 1891. Library Bureau. \$2.

Nichols, J. Ben. Indexing: a manual for librarians, publishers & authors. O. N. Y. 1892. Publishers' Weekly Office. 25 cents.

Perkins, F: Beecher. San Francisco cataloguing for public libraries: a manual of the system used in the San Francisco Free Public Library. With a rational classification of literature for shelving & cataloguing books in a library. O. Bost. 1884. Library Bureau. \$1.

BIBLIOGRAPHIES, ETC.

Baldwin, James. Book lover: a guide to the best reading. Ed. 9. S. Chic. 1892. McClurg. \$1.

Hardy, G: E. Five hundred books for the young: a graded and annotated list. Ed. 2. D. N. Y. 1892. Scribner. 50 cents.

Jones, Lynds E., ed. Best reading, ser. 2-4, 3v. D. N. Y. 1887-'93. Putnam. \$3.

Perkins, F: Beecher, ed. Best reading, ser. 1. D. N. Y. 1875. Putnam. \$1.50.

Sargant, E. B. & Whishaw, B. Guide book to books. O. Lond. 1891. Frowde. \$1.25.

Publishers' trade list annual: the latest catalogues of Amer. book publishers. *Annually*. Q. N. Y. Publishers' Weekly Office. \$3.50.

The bulletins and reports of public libraries and the catalogues of large publishing houses are often very helpful to the librartan. They can usually be obtained free of charge. The Bulletin of the New York State Library, and the reports of the the St. Louis, Los Angeles and Providence Public Libraries may be mentioned as good examples of such publications, though many others are, perhaps, equally valuable.



A Few Definitions

The definitions here given are based upon Cutter, Linderfeldt, Century Dictionary and other authorities. The aim has been to give an idea of the practical use of the terms defined. Scientific exactness has not been attempted.

Accession book. An invoice book in which are recorded all the books in a library in the order in which they are received. It contains also such memoranda of binding, loss, etc., as make a complete life-history of every volume in the library.

Analytical entry. Entry of a certain part of a book, or of one of several works included in a collection.

Author. The person who writes a book ; in a wider sense, he who is the cause of a book's existence ; he, for instance, who forms a book by putting together the writings of several authors. Bodies of men (societies, etc.) are considered the authors of their memoirs, transactions, etc.

Author entry. An entry of a book with its author's name for the first word.

Author number. A combination of letters and figures given to each book, so designed that if a group of books is arranged alphabetically and numerically by them, the books will stand upon the shelf in the alphabetical order of their authors' names.

- Bindery book.** The book in which are kept the records of all books sent to the bindery.
- Bindery slip.** A slip attached to the title page of each volume sent to the bindery. It tells the binder what style of binding to use and what lettering to put on the back.
- Book card.** A card bearing the call number or name of the book to which it belongs. On this card is written the record of the person to whom the book is lent.
- Book number.** *See*, Call number.
- Book plate.** A label pasted in a book to indicate its ownership, position in a library, etc.
- Book pocket.** A pocket, generally made of stout manilla paper, pasted inside the cover of a book to hold the book card or the borrower's card.
- Book tag.** A small label pasted on the back of a book on which the call number is written.
- Borrowers' index.** An index of all card holders or borrowers arranged alphabetically by their names. This index enables the librarian to discover the number of any person's card if the card is lost or misplaced.
- Borrowers' register.** A register of all card holders or borrowers arranged numerically by the card numbers. This record enables the librarian to discover the name and address of any borrower from the number of his card.
- Call number.** The numbers and letters which show the place of a book on the shelf. In this library the call number is composed of the Class number and the Author number, except for fiction, which has no class number.
- See also*, Author number, Class number.

Card catalogue. A catalogue made on cards. Usually one book only is recorded on each card.

Catalogue. A list or itemized statement of all the books in a library.

See also, Card catalogue, Classed catalogue, Dictionary catalogue, Syndetic.

Charging system. A system by which a record is kept of books lent.

Class number. The number given to a book to designate the class to which it belongs.

Classed catalogue. A catalogue made by entering books under the names of their classes, whether the classes so formed are arranged logically, as in the Systematic catalogue, or alphabetically, as in the Alphanetico-classed catalogue.

Classify. To bring together works of like character.

Copy letter. A letter added to the call number to distinguish different copies of the same book from each other.

Cross reference. There are two kinds—

1. GENERAL CROSS REFERENCE, which means a reference in general to all entries made under the word referred to, as "Twain, Mark." *See* Clemens, S. L. Also a reference from one subject to another.
2. SPECIFIC CROSS REFERENCE, which means a reference to a specific book.

Dictionary catalogue. A catalogue in which the entries (author, title and subject) are arranged, like the words in a dictionary, in alphabetical order.

See also, Syndetic.

Finding list. A brief form of a catalogue.

Edition. All the books of the same kind published at one time.

Editor. *See*, Author.

Entry. The registry of a book in the catalogue.

See also, Analytical entry, Author entry, Cross reference, Main entry, Series entry, Subject entry, Title entry.

Entry word. The first word in a catalogue entry, whether a personal name or a common noun.

Imprint. The statement, generally found at the bottom of the title page, of the place and date of printing a book, and the name of its publisher.

Main entry. The principal entry, from which all others can be made. Most commonly it is the Author entry.

Pocket. *See*, Book pocket.

Reference. *See*, Cross reference.

Section. One of the folded printed sheets of which a book is composed; commonly called a Signature.

Series entry. An entry of a number of separate works published in the same series. For example, "American commonwealth series."

Shelf sheets. The sheets on which the shelf list is made.

Shelf list. A brief inventory of everything on the library shelves. The entries in a shelf list are made in the order in which the books stand on the shelves.

Signature. *See*, Section.

Subject entry. An entry of a book under the word selected by the cataloguer to indicate its subject.

Syndetic. Connective; applied to that kind of a dictionary catalogue which binds its entries together by means of cross references.

Tag. *See*, Book tag.

Title entry. An entry of a book under the first word of the title other than an article.



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