



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

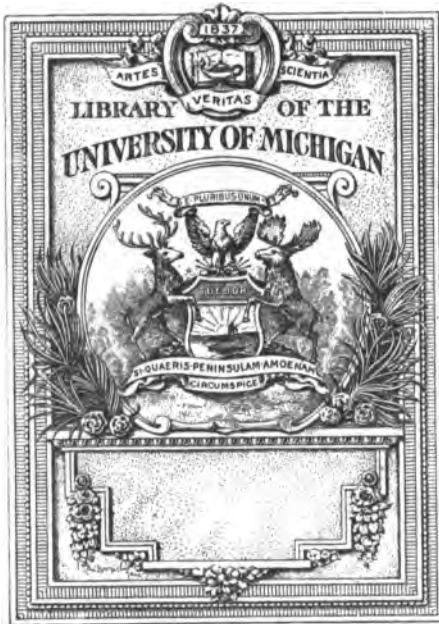
We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

B 1,052,676



THE GIFT OF
N.Y. state library.

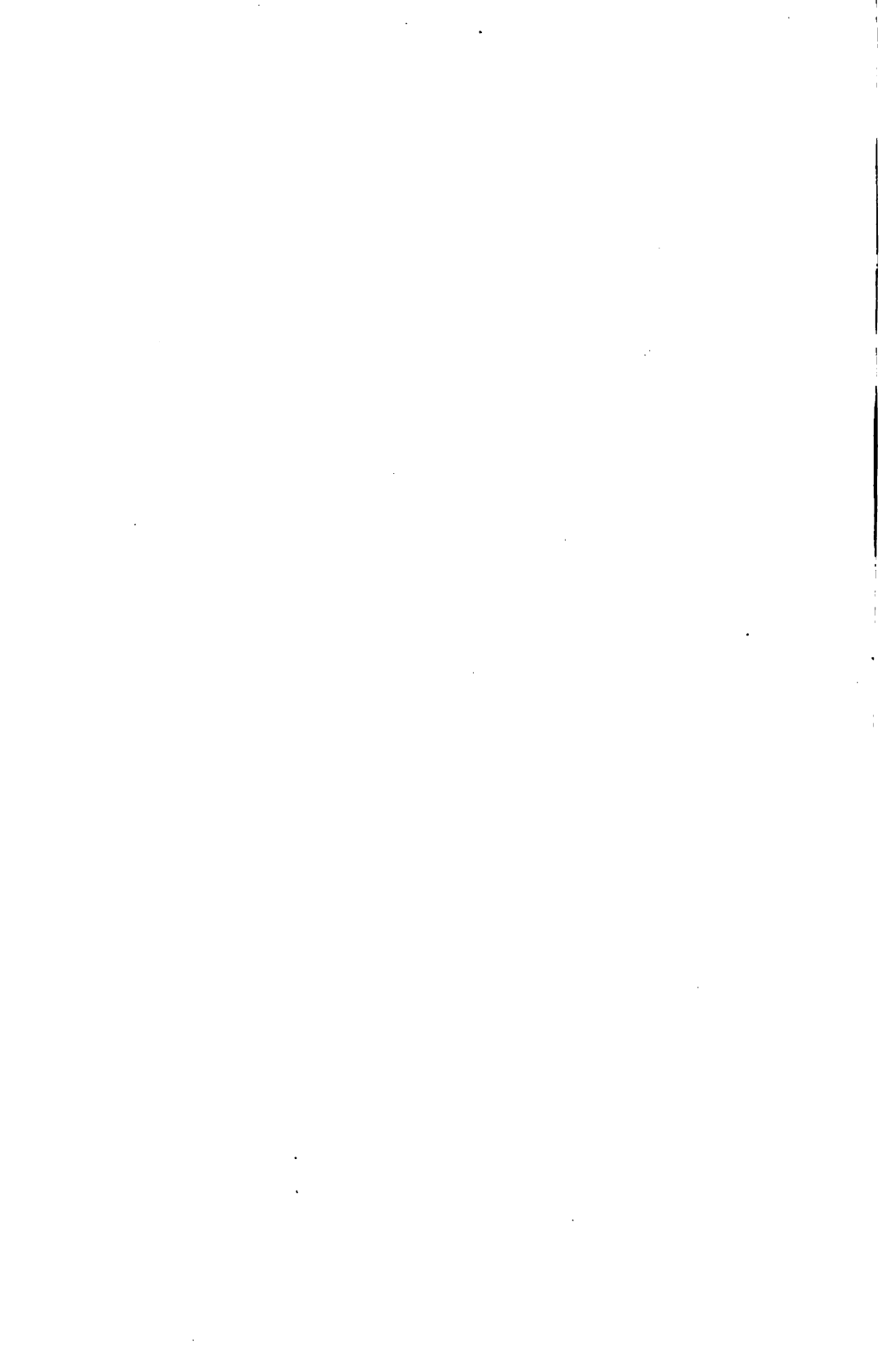
Library

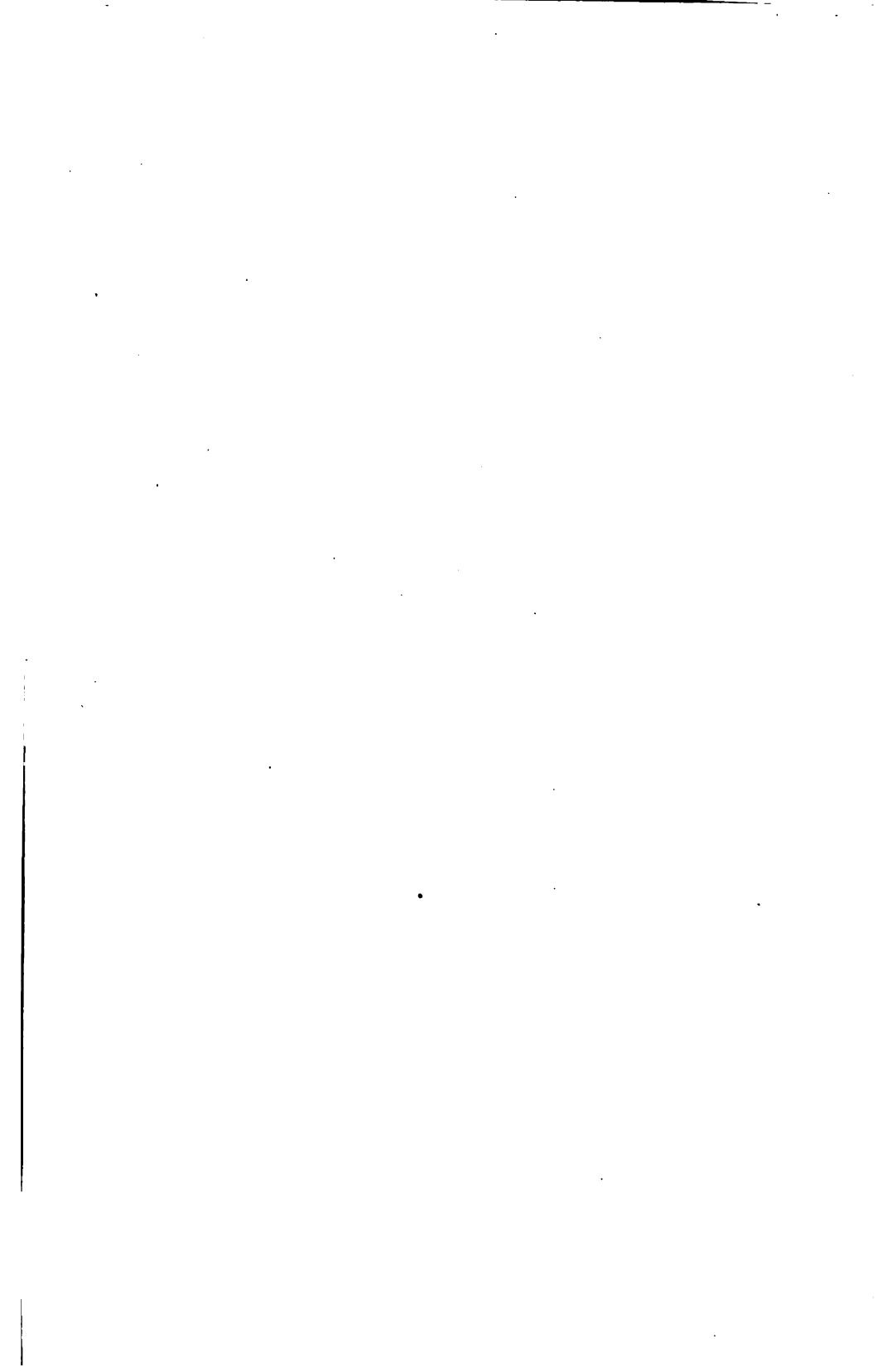
2

733

1159

no 96





THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University
With years when terms expire
(October 1, 1915)

1926 PLINY T. SEXTON LL.B. LL.D. *Chancellor* — Palmyra
1927 ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D.

Vice Chancellor Albany

1922 CHESTER S. LORD M.A. LL.D. — — — — — New York
1918 WILLIAM NOTTINGHAM M.A. Ph.D. LL.D. — — Syracuse
1921 FRANCIS M. CARPENTER — — — — — Mount Kisco
1923 ABRAM I. ELKUS LL.B. D.C.L. — — — — — New York
1924 ADELBERT MOOT LL.D. — — — — — Buffalo
1925 CHARLES B. ALEXANDER M.A. LL.B. LL.D.
Litt.D. — — — — — — — — — — — Tuxedo
1919 JOHN MOORE — — — — — — — — — — — Elmira
1920 ANDREW J. SHIPMAN M.A. LL.B. LL.D. — — New York
1916 WALTER GUEST KELLOGG B.A. — — — — — Ogdensburg
1917 (*Vacant*)

President of the University
and Commissioner of Education

JOHN H. FINLEY M.A. LL.D. L.H.D.

Assistant Commissioners

AUGUSTUS S. DOWNING M.A. L.H.D. LL.D. *For Higher Education*
CHARLES F. WHELOCK B.S. LL.D. *For Secondary Education*
THOMAS E. FINEGAN M.A. Pd.D. LL.D. *For Elementary Education*

Director of State Library

JAMES I. WYER, JR, M.L.S.

Director of Science and State Museum

JOHN M. CLARKE Ph.D. D.Sc. LL.D.

Chiefs and Directors of Divisions

Administration, GEORGE M. WILEY M.A.
Agricultural and Industrial Education, ARTHUR D. DEAN D.Sc.,
Director
Archives and History, JAMES A. HOLDEN B.A., *Director*
Attendance, JAMES D. SULLIVAN
Educational Extension, WILLIAM R. WATSON B.S.
Examinations, HARLAN H. HORNER M.A.
Inspections, FRANK H. WOOD M.A.
Law, FRANK B. GILBERT B.A.
Library School, FRANK K. WALTER M.A. M.L.S.
School Libraries, SHERMAN WILLIAMS Pd.D.
Statistics, HIRAM C. CASE
Visual Instruction, ALFRED W. ABRAMS Ph.B.

STATE OF NEW YORK

No. 41

IN ASSEMBLY

March 16, 1914

Ninety-sixth Annual Report

ON THE

New York State Library

Honorable Thaddeus C. Sweet
Speaker of the Assembly
Assembly Chamber, Albany, N. Y.

SIR: Pursuant to the provisions of section 116, chapter 140, of the Laws of 1910, the ninety-sixth annual report of the State Library is herewith submitted to the Legislature.

Very respectfully yours
ST CLAIR MCKELWAY
Chancellor of the University

JOHN H. FINLEY
President of the University and Commissioner of Education

296773

New York State Library

Librarians since the establishment of the Library

1819-24	John Cook
1824-30	Calvin Pepper
1830-40	James Maher
1840-43	Robert Brown
1843-44	William Cassidy
1844-48	John L. Tillinghast
1848-62	Alfred B. Street
1862-87	Henry A. Homes
1887-88	George R. Howell (acting)
1888-1905	Melvil Dewey
1906-8	Edwin H. Anderson
1908-	James I. Wyer, Jr

STAFF

Administration

James I. Wyer, Jr, *Director*
Walter S. Biscoe, *Senior librarian*
Florence Woodworth, *Director's assistant*

Sections

Law library, Frederick D. Colson
Medical library, Frances K. Ray
Reference section, Frank L. Tolman
Legislative reference section, John T. Fitzpatrick
Manuscripts section, Arnold J. F. van Laer
Order section, Elizabeth M. Smith
Catalog section, Walter S. Biscoe
Shelf section, Joseph Gavit
Book selection section, Mary E. Eastwood
Library for the blind, Mary C. Chamberlain

Library School

Frank K. Walter, *Vice Director*

Educational Extension Division

William R. Watson, *Chief*

School Libraries Division

Sherman Williams, *Chief*

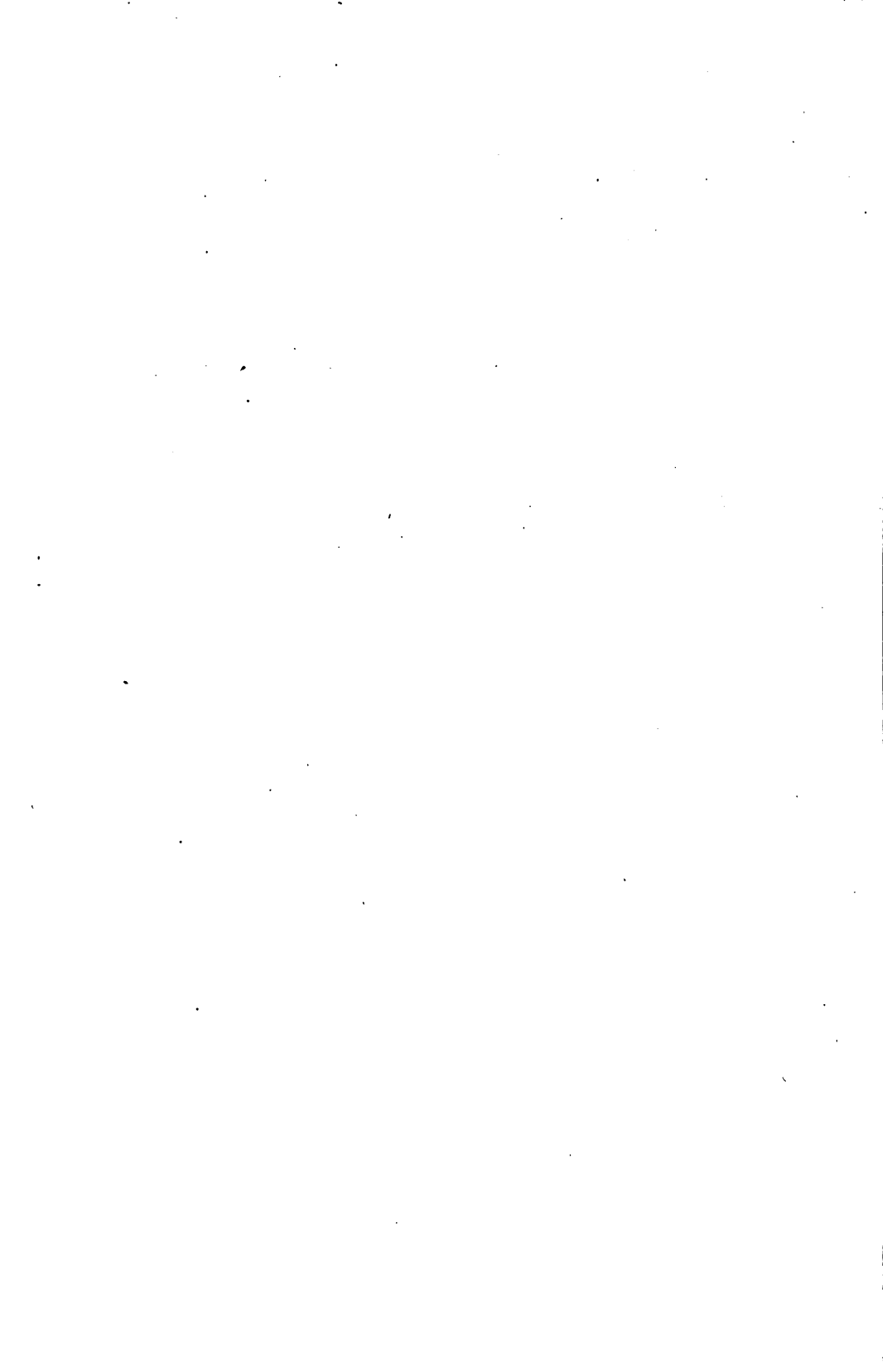
CONTENTS

	PAGE		PAGE
Statistical summary	8	Law library — (<i>concluded</i>)	
New building	10	Records and briefs	48
State Library	11	Trials	49
Acquisition and organization	11	Foreign law collection	50
Higher cost of books	12	Bar association reports	50
Organization	14	Legal periodicals	51
Order section	14	Literature of the law	51
Growth of the Library	14	Cataloging	51
Purchases	16	Book selection section	52
Notable single purchases	17	Preparation of <i>Best Books</i>	52
Gifts	22	Uses and circulation of <i>Best Books</i>	53
Exchanges	24	Examination of public library lists	53
Duplicates	24	Library for the blind	54
Serials and annuals	24	Publications	54
Binding	25	Gifts	55
Catalog section	26	Serials	56
Public catalog	26	Circulation	56
Special catalogs	27	Visitors	57
Printed cards	27	Library School	58
Shelflists	28	Attendance	58
Card bibliographies	28	Degrees and positions	58
New bibliographies	28	Service to the State	58
Universal catalog	28	Public libraries: Educational Extension Division	59
Concilium Bibliographicum cards	29	Financial statistics	61
A. L. A. periodical cards	29	Books and circulation of free libraries	62
Agricultural experiment station cards	29	Library buildings	64
Netherlands cards	29	Charters and registry	65
Shelf section	29	Expenditures	66
Chronologic notes of progress	30	Field work	66
Reference section	31	Traveling libraries	68
Periodical room	32	Foreign books	68
General reading room	32	Loans	68
Education collection	33	Study clubs	70
American local history and genealogy	33	Exhibits	70
Debate collection	33	School Libraries Division	70
Manuscripts section	34	Scope	70
Manuscript restoration	34	Office work	72
Revolutionary manuscripts	35	Progress and use of school libraries	72
Principal additions	36	State aid and encouragement	73
Gifts	37	Statistics	73
Maps	38	Publications and printing	74
Atlases	38	Indexing	76
Reproductions	39	Staff	76
Medical library	40	Appendixes	78
Rules for lending	40	1 Financial summary	78
Additions	41	2 Medical periodicals and society publications	79
Legislative reference section	42	Index	89
Indexes of legislation	42		
Session laws	43		
Changed names of persons and corporations	43		
Tables of amendments, repeals and laws	44		
Government documents	45		
Branch of State Library in Capitol	45		
Law library	45		
Important additions	45		

Supplements 1-4

- 1 Best books of 1913
- 2 Indexing: principles, rules and examples, by Martha Thorne Wheeler
- 3 Lecture outlines and problems 3
- 4 27th annual report of New York State Library School, 1913







NEW YORK STATE EDUCATION BUILDING
Home of the New York State Library

University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y. under the act of August 24, 1912

Published fortnightly

No. 609

ALBANY, N. Y.

FEBRUARY 15, 1916

New York State Library

REPORT OF THE DIRECTOR 1913

To the Regents of the University and the Commissioner of Education of the State of New York:

I have the honor to submit the following report on the work of the New York State Library for the fiscal year ending September 30, 1913. This report also includes an account of the work of the Educational Extension Division and the School Libraries Division, and summarizes the work of the Library School, though the full report of the last is published separately as Library School Bulletin 35.

The report thus presents for the first time in ten years the definitive and most detailed printed account of all the work with and for libraries that is done by the University. Not all the four distinct parts of this work are under the executive supervision of the Director of the State Library, but its essential and obvious integrity, the hearty and sympathetic cooperation among those charged with its policies and administration, added to the fact that it is carried on by one great State department in one building, strongly enforce the propriety and usefulness of this single report.

The State Library (using the term as a convenient one to denote all the library work of the University) in centralized supervision and specific service stands in the same relation to all the libraries of the State as does the Education Department to the schools and colleges.

The State provides, first of all, a great central reference and lending collection of books and an expert staff to administer it. This central library is for the free use, either in person at the Library or through correspondence, of every person and educational institution in the State. To more than 12,000 registered

libraries, schools and study clubs, which are thus in effect branches of the State Library, it stands ready to lend books not in local libraries, thus supplementing the book resources of every library and school in the State and giving to even the smallest and poorest of these a means of meeting more effectively the educational needs of its community. Through the traveling libraries the lending of books is made still more easy, intimate and far-reaching, for not only libraries, schools and study clubs, but remote rural communities and even households are thus benefited.

The State further provides for the founding and fostering of free public libraries and school libraries, for the supervision, inspection and official registration of those which meet required standards and, finally, in the State Library School it provides (finding the educational analogy in normal schools) competent professional training for the librarians who administer these libraries.

There is thus in operation a thoroughly organized State library system, with provision for expert help in founding libraries legally and maintaining them efficiently, for giving them, through visitation and correspondence, such moderate money aid as is feasible and such help in book selection and counsel in administration as is needed, for providing trained librarians to manage them and a great central collection available to all libraries in the State for reference and lending.

The following pages offer such details concerning the conduct of all this work for a single year as are deemed of interest to the public and to those of the profession engaged in like endeavor in other states and cities.

STATISTICAL SUMMARY

An introductory statistical statement of some of the most important facts relating to the State Library, public libraries, school libraries, and the Library School may serve to bring out more sharply the nature and magnitude of the different lines of work. Fuller details are given on later pages.

Total number of bound volumes, September 30, 1913

General library	About	270 000
Library for the blind		3 358
Traveling libraries		59 660

About 335 000

Volumes accessioned to September 30, 1913		
General library	127 420	
Library for the blind.....	3 358	
Traveling libraries	59 660	
	<hr/>	190 438
Volumes bound in 1913.....		13 084
Total circulation in 1913		
General library	65 233	
Library for the blind.....	6 694	
Traveling libraries	45 651	
	<hr/>	57 578
Traveling libraries sent out.....		1 114
Library School		
Students in regular course.....	51	
Students taking partial work.....	7	
Students in summer session.....	20	
	<hr/>	78
Employees on staff in 1913		
State Library	83	
Library School	5	
Educational Extension Division.....	17	
School Libraries Division	3	
Bindery (in the same building).....	16	
Temporarily employed in repairing manuscripts, etc.	15	
	<hr/>	139
Total appropriations (including special book appropriation \$436,730.03)		\$730 850 52
Total expenditures		
Salaries (State Library, Library School, Educa- tional Extension and School Libraries Divisions) \$106 205 30		
Books, serials and binding (State Library, Library School and Educational Extension Division)...	245 768 71	
Grants to free public libraries and for their benefit.	633 659 43	
Grants to school libraries.....	116 296 90	
	<hr/>	\$501 930 34
Public libraries in New York State		
Personal visits to libraries.....		234
Chartered or registered libraries.....		523
Libraries reporting		566
Volumes in all libraries reporting.....	9 453 141	
Free lending libraries reporting.....		477
Volumes in free libraries reporting.....	4 707 472	
Circulation of free lending libraries reporting.....	21 530 294	
Grants of public money from State.....		393
New or reconstructed library buildings occupied.....		12

^a General reading room open only since April 14, 1913; no record of books lent in law, legislative reference and medical libraries or in periodical room.

^b In addition, \$1360 was paid in November 1913, from the appropriation for year ending September 30, 1913, for applications for that year, making a total of \$35,019.43.



^aSchool libraries in New York State

School districts	10	541
School districts without libraries		277
School districts maintaining schools but having no libraries..		51
School districts which have 1-49 volumes.....		808
" 50-99 "	2	683
" 100-199 "	4	643
" 200-499 "	1	454
" 500-999 "		316
" 1000- "		360

^a Excluding school libraries in cities.

NEW BUILDING

A year ago when the library divisions first occupied part of their new quarters in the Education Building, the staff was moved in from six buildings in widely separated parts of the city, which had been thus temporarily occupied for the eighteen months following the fire. The books brought together by purchase, gift and exchange, during the same period, had overflowed one storage place after another until at the time of removal to the new building they were stored in no less than twelve different buildings in Albany, and many dealers and other libraries were delaying shipments until we could offer safe custody for the books. Within the past year the entire staff of 139 and, one after another, every lot of books have been brought under one roof, the last removal being that of the bindery with its 15 people on March 1, 1913. The Library School began its year's work October 1st in its new quarters within a few days after they had been first occupied. The five library reading rooms were opened on successive dates as follows: law library and legislative reference section, October 18, 1912; periodical room, December 16, 1912; medical library, January 15, 1913; general reading room, April 14, 1913; the resumption of full service to the public in all departments on the latter day ending an interruption of almost exactly two years.

These library quarters furnish a total area of over five acres upon the basement, first, second and third floors of the main parallelogram of the Education Building, besides the entire north reading room and stack wing of eight levels. The rooms have been elsewhere described in detail, which will not here be repeated. In general, they were planned for library use, have been completed about as planned and are proving practical and successful. Despite various mistakes and omissions (probably no more numerous and serious than in any building of such construction) the library



divisions are now amply, safely, and splendidly housed, with facilities for service never before known. When their collections shall be restored to a size and state of organization fairly comparable with those which were burned less than three years ago, then books, building and staff will unite in such service to the State, throughout its length and breadth, as has never before been possible.

STATE LIBRARY

In the large view, and disregarding for the moment a host of other activities and the usual routine of daily work, the past year in the State Library has been devoted chiefly to extensive book-buying within the fixed and definite program of the Library's collections; to the organization of as many as possible of these books for active and immediate use and to the occupying, equipment and opening of the various reading rooms in the Library's new quarters, with the consequent resumption of public service in all departments for the first time since the fire of March 29, 1911.

Each of these lines of work has been carried on under the severe handicap of insufficient help. Before the fire, under normal conditions in the former quarters in the Capitol, the Library was spending \$35,000 annually for books, and administering a public reading room area of 7500 square feet. This year, with a staff very little larger than two years ago, the Library has spent \$245,768.71 for books, and for the last half of the year has administered from nine to thirteen and one-half hours daily all the five public reading rooms, totaling in area 35,000 square feet and requiring 28 people for an oversight and service which is not yet so full and satisfactory as it should be.

ACQUISITION AND ORGANIZATION

Since the fire, in the two fiscal years ending September 30, 1913, the total expenditure for books has been \$395,316.77, a sum probably greater than has ever before been spent by any library within that time. To one familiar with book-buying, these figures at once incite a mental picture of routine, detail, vigilance and activity which is truly formidable. Books can not be bought in bulk like lumber, flour and salt. In book-buying the unit is not the pound, the ton or the carload, but the single title, with every title different from every other, and even though libraries or collections may be bought *en bloc*, each purchase must at once be resolved into its single titles.

Neither have books a relatively stable and definite market value as have bonds, stocks and industrial products. There are no currently published quotations, no highly organized machinery for purchase and sale, no easily determinable supply and demand. The minuteness and number of the different units in book-buying and the many factors affecting their desirability for purchase (differing edition, price, condition, rarity, intrinsic value and authority of content, etc.) make the collection of necessary data preliminary to purchase very laborious and difficult. But even more laborious, tedious and highly specialized are the processes which must follow the purchase of the book and which are incident to the organization and administration for research use of large numbers of books. When \$635 worth of books are bought on each working day for two years and a half, the matter of such accurate record of their titles as shall prevent buying again tomorrow or next week the same book that was bought today becomes no small or easy task. Then come classification, cataloging, binding, marking for the shelves, the operations which secure arrangement and easy access not only to the individual book but to the contents of all books on a given subject. Slow as must be the actual buying of a great library, books may be bought ten times as fast as they can possibly be adequately classified, cataloged and made thoroughly ready for the most effective use.

Despite the remarkable number of books and pamphlets received as gifts (see page 22) and the unusually large purchases since the fire, the Library's collections, now totaling perhaps 300,000 pieces, do not remotely approach three-fifths of the gross value and effectiveness of the 500,000 pieces burned. There are two chief reasons for this: the increased cost of books and the impossibility of reproducing by a *tour de force* the costly organization and bibliographic apparatus for administration which was established in the old library, the product of more than twenty years of steady work.

Higher cost of books. Not only have currently published books shared substantially in that increased cost which has marked luxuries as well as necessities during the past ten or fifteen years, but older books, those outside the trade and technically known as "out of print," especially of certain kinds, have multiplied in value often many hundredfold. Current books and periodicals cost libraries 20 to 25 per cent more than fifteen years ago. The out of print books, those which must be bought from dealers in special subjects, at auction, in secondhand book shops, from the duplicate stock of

libraries, out of garrets, private collections, etc., have increased in value unreasonably and out of all relation to the intrinsic value of the book's contents. This is due somewhat to the rapid and considerable increase in the number of libraries but most of all to the vastly greater number of wealthy private collectors whose ardor in the pursuit of rarity or uniqueness creates a price which wholly loses sight of intrinsic value and merely measures the unreasoning, too often the ignorant and indiscriminating emulation of multi-millionaires. This is competition which it is impossible, perhaps even unwise, for a library to try to meet; impossible because no library depending upon public grants can ask or hope for continuing appropriations ample enough to enable it to match bids with the Huntingtons, Morgans, and Hoes—unwise because the integrity of a private collection seldom endures for more than a brief generation or two; it is either deposited in some great library or dispersed at auction, when much of it likewise finds an ultimate library lodgment. American public libraries are becoming so securely housed and their collections so well organized and administered that a private collection will usually be safer and certainly far more serviceable to scholarship in a public library than it ever is or can be in private hands. It must be admitted, however, that, although gifts of books and manuscripts to American libraries are annually a very considerable aggregate, there does not yet exist among the great American private collectors that public spiritedness, that sense of obligation to society and to learning, apparently a second nature with Britishers, which has made the British Museum in a scant century and a half the greatest library in the world. Mr Hoe, the American, did not as did Mr Huth, the Englishman, permit a library to have free first choice of 250 items before his collection went to the auction room. Money (usually for buildings) is lavished upon our libraries but seldom are the princely building and the far more appropriate and priceless gift of choice books with which to fill it, united as in the Widener memorial at Harvard. Gifts of books, really great gifts of books, are still so rare as to temper but slightly the regret which scholars and libraries which minister to scholars must feel at seeing tens of thousands of unique books and manuscripts of direct and incalculable importance for research bought up at any price and hurried into storage and utter inaccessibility in order to form the greatest private library in the land. Let us be patient, however, and by as much as institutional life exceeds in length and permanence individual life, by so much have libraries an advantage in attracting

to their collections those volumes which will inevitably respond to the physical law of mass.

Organization. The other reason why the 300,000 carefully chosen volumes which have been brought together in two years are far from three-fifths as effective as the half million that were lost is that the old collection was wholly classified and cataloged, while of necessity in order to make our purchases in any degree available and to resume even a modicum of public service, the new library must for some years be hastily and roughly arranged, and cataloged but partially and in very temporary fashion. To use a timely metaphor, the difference may not inaptly be compared to the relative effectiveness of a thousand men hastily collected, moving as a mob under impromptu leaders, and the same men highly organized, completely officered, after the regiment has been drilled into order and serviceableness. A comparable order and serviceableness for our hundreds of thousands of books will be ever in mind as desirable for consummation as speedily as a too slender staff and other imperative public service will allow. How tremendous this task is may be realized when it is remembered that the Library of Congress has had a force nearly as large as the entire staff of the State Library engaged in just such organization for sixteen years and the end is still far off. And to this same gigantic work of reorganization now in process at the national library, the New York State Library, in common with hundreds of libraries great and small throughout the country, owes an incalculable impetus and aid through the far-sighted administration at Washington, which has made available as a by-product of its own work the printed catalog cards which so lighten all similar endeavor elsewhere.

ORDER SECTION

The order section has supervision of all printed accessions to the Library, whether by purchase, exchange or gift. It also has charge of the binding and duplicate collection, and of distributing to other libraries and institutions the publications of the Education Department and such other State publications as are assigned by law to the "duplicate collection of the Regents."

Growth of the Library. On September 30, 1913, there were 335,000 (estimated) bound volumes (outside the duplicate collection) on the shelves of the State Library, Educational Extension Division and Library School. Of these, 86,781 were added during the year. The total of 335,000 includes 59,660 volumes of the

Educational Extension Division used primarily for traveling libraries, and 3358 books for the blind. The remaining 270,000 are, with few exceptions, arranged for use; but a large proportion of them, including the public documents, are unaccessioned. This fact will account for the discrepancy between this total and the total shown in the following table.

Growth of the library, March 29, 1911—September 30, 1913

	TOTAL VOLUMES ACCESSIONED ²			VOLUMES ACCESSIONED IN 1913
	SEPT. 30, 1911	SEPT. 30, 1912	SEPT. 30, 1913	
General library ¹	21 124	62 343	127 420	65 991
Library for the blind.....	1 039	2 318	3 358	1 040
Traveling libraries.....	7 500	39 942	59 660	19 750
Total.....	29 663	104 603	190 438	86 781

¹ Including law and medical libraries and Library School class work collection.

² Deducting withdrawals.

The following table shows the number of accessioned volumes by sources, received in the general library from March 29, 1911 to September 30, 1913. Statistics of the library for the blind and of the Educational Extension Division are not included.

SOURCES	ACCESSIONED VOLUMES IN GENERAL LIBRARY		
	MAR. 29- SEPT. 30, 1911	1912	1913
By purchase.....	3 323	24 746	50 973
By gift or exchange.....	12 914	12 322	12 544
From duplicate collection.....	859	1 144	1 447
Salvage from fire.....	4 028	3 007	1 027
Total.....	21 124	41 219	65 991

The figures give evidence of very great increase of activity in the work of accessioning, made possible through assistance from

the catalog section. Very few further additions may now be expected from the fire salvage, so that the figures just given, making a total of 8062 volumes, may be taken to show what part of the old library remains in the new.

Purchases. The purchasing activity of the year is summarized in the table below. The expenditures of all sections are reported together; no statement is made of the separate amounts allotted to law, medicine, and the Educational Extension Division.

Book funds and expenditures, October 1, 1912—September 30, 1913	
Funds available October 1, 1912	
Regular book appropriation	
Balance from annual budget for 1911-12.....	\$138 18
Total of annual budget for 1912-13.....	34 500 ..
Special appropriation (Laws of 1912, chap. 521, for \$500,000)	
Balance on hand October 1, 1912.....	436 730 03
	\$471 368 21
Amount expended	
Regular appropriation	
	34 412 51
Special appropriation	
To cover bills and outstanding orders of October 1, 1912	
	72 772 33
Books supplied on orders October 1, 1912- September 30, 1913.....	
	124 584 99
State Museum	
	13 998 88
	245 768 71
Balance on hand September 30, 1913	
Regular appropriation	
	225 67
Special appropriation	
	225 373 83
	225 599 50
Bills on hand September 30, 1913.....	8 500 ..
Orders outstanding September 30, 1913.....	46 400 ..
	54 900 ..
Available for new purchases September 30, 1913.....	\$170 699 50

From this table it can be seen that during the year orders were placed at the rate of \$580 for each working day. This record falls much below that of the year previous, which approximated \$900. The latter figure was reached through the purchase of several extensive collections, in particular the records and briefs of cases in the United States Supreme Court from 1874 to 1911. The only lot purchase of the year 1912-13 which is in the class with these of the year before is the collection of session laws of which some rare items are described on pages 46-48 of this report.

Auction buying has contributed a large percentage of the purchases, if number of volumes and not cost be considered. As a means of getting the more obscure out of print material, it has certainly furnished justification for the time spent, even in view of the inevitable loss of effort over unsuccessful bids. The State Library has been in a position unusually favorable for judging the value of auction buying; it is unfortunate that a careful comparison with secondhand buying as to the items of cost and labor has been made impossible by the pressure of work since the fire.

Important additions have been made to the bibliography collection. Orders prepared from the bibliographic catalogs of two continental dealers were filled at a cost of \$2000. The purchases in this field which were most valuable from the money point of view were:

Hoe. Catalogue. N. Y. 1903-09. 16v.

Houzeau & Lancaster. Bibliographie générale de l'astronomie. Brussels, 1882-89. 2v. in 3

Silvestre. Universal paleography: text and plates. Lond. 1850. 4v.

Sommervogel. Bibliothèque de la Compagnie de Jésus. Paris, 1890-1900. 9v.

A beginning (several hundred titles) was made of a collection on polar exploration, established at the request of the State Museum.

Notable single purchases. The most notable additions of the year were in the field of early Americana, a selection from which is listed below.

Americana

Beschrijvinghe van Virginia. Amsterdam, 1651

Boston directory, 1789, 1796

Breeden-raedt aende vereenichde Nederlandsche provintien. Antwerp, 1649

Brief description of the province of Carolina on the coasts of Floreda. Lond. 1666

Bry, de. Grands voyages. Frankfort, 1590-1602. Parts 1-9 in 2v. Travels to America; in Latin.

— Petits voyages. Frankfort, 1598-1613. Parts 1-10 in 2v. Travels to Africa and the East Indies; in Latin.

Budd. Good order established in Pennsylvania and New Jersey in America. [Lond.] 1685

- Byfield. Account of the late revolution in New-England. Lond. 1689
- Catlin. Souvenir of the North American Indians as they were in the middle of the 19th century. Lond. 1852
 Series of 100 portraits, selected by Catlin from his collection exhibited in London, reduced from the originals and copied and colored by his own hand. Each plate has guard-sheet with descriptive note in manuscript. A unique copy.
- Champlain. Voyages et decouvertes faites en la Nouvelle France, 1615 à 1618. Paris, 1620
- Coddington. Demonstration of true love. [Lond.] 1674
- Colombo. De insulis nuper inventis epistola Cristoferi Coloni ad Magnificu Dominu Raphaelae Sauxis. Basle, 1494
- Continuation of the state of New England. Lond. 1676
- Donck, van der. Beschryvinge van Nieuw Nederlant. Amsterdam, 1656
- Du Creux. Historiae Canadensis. Paris, 1664
- Evans. Geographical, historical, political . . . essays. Phil. B. Franklin & D. Hall, 1755
- Fox. Answer to several new laws and orders. [Lond.] 1678
- Frobisher. Beschreibung der schiffart des Frobisher. Nurnberg, 1580
- Gómara. Pleasant historie of the conquest of the Weast India. Lond. [1578]
- Gorges. America painted to the life. Lond. 1659. 4 parts in iv.
- Hamor. True discourse of the present state of Virginia. Lond. 1615
- Hennepin. Nouvelle decouverte. Utrecht, 1697-98. 2v. and atlas
- Higginson. New Englands plantation. Lond. 1630
- Historical details having relation to the campaign of the north-western army under Generals Harrison and Winchester, 1812-13. Lexington, Ky. 1818
- Horsmanden. Journal of the proceedings in the detection of the conspiracy for burning New York. Lond. 1747
- Howgill. Popish inquisition newly erected in New England. Lond. 1659
- Hudson. Descriptio ac delineatio geographico detectio nis freti. Amsterdam, 1612
- James. Three years among the Indians and Mexicans. Waterloo, Ill. 1846

Jesuit relations

- 1638 (Le Jeune) Paris, Cramoisy, 1638
 1643-44 (Vimont and Lalemant) Paris, Cramoisy, 1645. 2v.
 1644-45 (Vimont) Paris, Cramoisy, 1646
 1647 (Lalemant) Paris, Cramoisy, 1648
 1647-48 (Lalemant) Paris, Cramoisy, 1649
 1648-49 (Ragueneau) Paris, Cramoisy, 1650
 1653-54 (Le Mercier) Paris, Cramoisy, 1655
 1655-56 (Queens) Paris, Cramoisy, 1657
 1656-57 (Le Jeune) Paris, Cramoisy, 1658
 1669-70 (Le Mercier) Paris, Cramoisy, 1671

Johnson. *New life of Virginea*. Lond. 1612

— *Nova Britannia*. Lond. 1609

Josselyn. *New Englands rarities*. Lond. 1672

Keith. *Notes of the true church*. N. Y. Bradford, 1704

Langford. *Just and cleere refutation of a false and scandalous pamphlet entitled Babylon's fall in Maryland*. Lond. 1655

Las Casas. *Spanish tracts*. Seville, 1552-53. 9v. in 1

Laudonnière. *L'histoire notable de la Floride*. Paris, 1586

Lechford. *Plain dealing*. Lond. 1642

Lederer. *Dis overies*. Lond. 1672

Lescarbot. *Histoire de la Nouvelle France*. Paris, 1618

— *Relation derniere de ce qui s'est passé au voyage du Sieur de Poutrincourt en la Nouvelle-France depuis 20 mois ença*. Paris, Millot, 1612

[*Lettres des nouvelles missions du Canada*] No title-page. 3v.

Lithographed. First letter dated 1843, the last 1852.

Livingston. *Review of military operations in North America*. N. Y. 1770

Martyn. *Account shewing the progress of the colony of Georgia*. Lond. 1741

Massachuset psalter. Bost. 1709

In the Indian language.

Mather, Increase. *Brief relation of the state of New England*. Lond. 1689

Monardes. *Joyfull newes out of the new-found worlde*. Lond. 1596

Montalboddo. *Itinerarium Portugallensium e Lusitania in Indiam*. Milan, 1508

Morton. *New English Canaan*. Amsterdam, 1637

Naerder klagh-vertooch aende Ho: Mo: Heeren staten generael wegens de bewinthebberen vande generale geocetro-yeerde West-Indische compagne. Nae de Copye, 1664

- Nederlandschen bye-korf. 1607-08. Parts 1-38 in iv.
 New and further narrative of the state of New-England. Lond.
 1676
 Pennsylvania. Frame of the government of Pennsylvania. n. p.
 1682
 Present state of New England with respect to the Indian war.
 Lond. 1676
 Protestant Episcopal church in the United States. Book of com-
 mon prayer. Order for morning and evening prayer; trans-
 lated into the Mohawk language. 1769
 — *Same*; 3d ed. Quebec, 1780
 Recueil de diverses pieces concernant la Pensylvanie. La Haye,
 1684
 Robinson & Leddra. Several epistles. Lond. 1669
 Sagard-Theodat. Histoire du Canada. Paris, 1636
 Sanders. History of the Indian wars in New England. Mont-
 pelier, 1812
 Scot. Model of the government of East New Jersey. Edin-
 burgh, 1685
 Secret workes of a cruel people made manifest. Lond. 1659
 Smith, Capt. John. Advertisements for the unexperienced
 planters of New England. Lond. 1631
 — Description of New England. Lond. 1616
 — Generall historie of Virginia. Lond. 1624
 — Map of Virginia with description of the country. Oxford,
 1612
 Solinus. Polyhistor enarrationes. [Vienna, 1520]
 Thomas. Historical and geographical account of the province
 and country of Pennsylvania. Lond. 1698
 True account of the most considerable occurrences that have
 happened in the warre between the English and the Indians in
 New England. Lond. 1676
 Underhill, John. News from America. Lond. 1638
 U. S. Continental congress. Circular letter from the congress of
 the United States of America to their constituents. Phil.
 printed; Poughkeepsie, reprinted by John Holt [1779]
 Virginia richly valued. Lond. 1609

The following purchases in other fields are also worthy of
 mention:

Science

- André. Spécies des hyménoptères d'Europe et d'Algérie. Paris,
 1879-1911. 12v.

- Challenger, *Ship*. Report on the scientific results of the voyage of H. M. S. Challenger. Lond. 1880-95. 40v. in 68
- Fowler. Coleoptera of the British Islands. Lond. 1887-1913. 6v.
- Gould. Birds of Europe. Lond. 1837. 5v.
- Holbrook. North American herpetology. Phil. 1842. 5v.
- Quarterly journal of microscopical science. Lond. 1853-1911. v. 1-64
- Reeve. Conchologia Iconica. Lond. 1843-78. 20v.
- Sowerby. English botany. Lond. 1790-1814. 36v.
- Mineral conchology of Great Britain. Lond. 1812-39. 7v.
- Thesaurus conchyliorum. Lond. 1842-80. 5v.

Miscellaneous

- Annalen der pharmacie. 1832-1910. v. 1-372
- Cambridge, N. Y. Burials. 39f.
Copied 1870; typewritten on one side of sheet only.
- Colección de documentos ineditos relativos al descubrimiento, conquista y colonizacion de las posesiones españolas en América y Oceanía. Madrid, 1864-1900. Series 1-2. 55v.
- Collection de mémoires sur l'histoire de Belgique (et des Pays-Bas) aux XVIe, XVIIe et XXIIIe siècles. Brussels, 1858-75. 46v. in 48
- Commonwealth's great ship commonly called the Sovereigne of the Seas, built in the yeare 1637. Lond. 1653
- Du Cange. Glossarium mediae et infimae latinitatis. Paris, 1840-50. 7v.
- Geyn. Wapenhandelinge van roers musquetten ende spiessen. Amsterdam, 1608
- Graves. Royal Academy of arts; dictionary of contributors, 1769-1904. N. Y. 1905-06. 8v.
- Hansard's parliamentary debates. 674v.
- Kelly. Stereo-clini. Troy, 1912-
- Oncken. Allgemeine geschichte in einzeldarstellung. Berlin, 1879-99. 45v.
- Racet. Le costume historique. Paris, 1888. 6v.
- Salisbury. Family histories and genealogies. New Haven, 1892. 3v. in 5
- Ware. Georgian period. N. Y. American architect, 1901-08. 3v.
- Williams. Actions of the Lowe Countries. Lond. 1618

Important additions to the law library appear on pages 45-48

Gifts. A summary of the gifts to the Library since the fire is given in the table below. For statistical purposes no distinction is made between gifts and exchanges. Under the heading "Pamphlets" are included annual reports and all other unbound volumes not classed as serials. The material noted under the heading "Miscellaneous" consists almost entirely of library blanks and forms donated to form a reference collection for the Library School.

Gifts, March 29, 1911-September 30, 1913

	MAR. 29- SEPT. 30, 1911	1912	1913
Volumes.....	9 442	<i>a</i> 52 352	19 005
Pamphlets.....	21 548	92 263	62 582
Miscellaneous.....	10 151	27 345	2 157
Manuscripts, maps, charts, photographs etc.....	73	1 276	797
Total.....	41 214	173 236	84 541

a Also 170 cases of books.

Special mention should be made of the following additions by gift or on exchange account to the document collection:

From Governor William Sulzer, 406 volumes and 230 pamphlets; Minnesota State Library, a very nearly complete run of Minnesota state documents; Hornell Public Library, 620 volumes of Assembly documents; Ogdensburg Public Library, 360 volumes of Congressional records and state publications. In addition, the board of education of the city of Albany has turned over to the State Library its unusual collection of city school reports brought together during thirty years by former Superintendent Charles W. Cole. The gift totals about 75 volumes and 3500 pamphlets.

Attention is called to the assistance rendered by libraries of the State, as indicated by this list. Many of them have shown a marked willingness to remember their obligation to the State Library whenever the accumulation of duplicates or the discard of books has given them an opportunity to be of service. In addition to the documents already noted must be acknowledged, as among the more extensive gifts of the year from libraries in the State, 200 city directories from the Buffalo Historical Society; 193 volumes

of bound periodicals and newspapers from Pratt Institute Library; 281 volumes and 1571 pamphlets from the Syracuse Public Library; 1960 volumes and 135 pamphlets of city directories, documents and miscellaneous material from the Utica Public Library. Other notable gifts were: 1678 library reports from the library of Malden, Mass.; 11 volumes and about 800 pamphlets and leaflets from the office of *Public Libraries*; over 2000 numbers of magazines for the debate collection, from the Providence Public Library; 100 steel engravings of men once prominent in educational work, collected by Mr J. W. Schermerhorn, for many years manager of a school agency in New York City, and donated by Mr George M. Kendall of Tarrytown; the library of the Dana Natural History Society, a well-known pioneer woman's organization of Albany; a number of volumes of New Jersey archives, histories and genealogies from Mr David A. Thompson of Albany; a nearly complete set of the *Albany Academy Cue*, gathered together by Mr William Wyer after a strenuous overhauling of attic accumulations.

To Mr John S. Lawrence of Grand Rapids, the Library is indebted for the gift of an extensive collection of pamphlets, largely on New York affairs, brought together by his uncle, the late Hon. John K. Porter, at one time judge of the New York Court of Appeals. Previous to the fire, the collection had been destined by Mr Lawrence for the Grand Rapids Public Library, of which he is a trustee, but the needs of the State Library and the special interest and value of the collection to a New York library led Mr Lawrence to change the direction of his gift.

Following the example of the National Shorthand Reporters Association, which had recently deposited its collection in the New York Public Library, the New York State Stenographers Association, at the suggestion of its librarian and editor, David H. O'Keefe, voted to transfer its library to the State Library. Mr O'Keefe supplemented the gift with duplicates from his own private library. As a result of this transfer, the State Library now has a collection nearly as large, according to Mr O'Keefe's estimate, as that in the Library of Congress. The New York State Stenographers Association was the first now in existence to establish its own library, which dates from August 1884.

To the kindness of Mrs Charles S. Francis of Troy the Library owes the receipt of two partial sets of the Troy Times, bound and in excellent condition. These two sets, constituting the private files of the late owner, together give to the Library a

nearly complete file. The gift totaled 247 volumes and included a number of duplicates, which were transferred to the Library of Congress on priced exchange account.

Albany physicians who gave medical periodicals, books and reprints were: Dr James P. Boyd, Dr C. E. Davis, Dr J. M. Mosher, Dr Henry L. K. Shaw, Dr C. F. Theisen, Dr Albert Vander Veer and Dr A. C. Worth. The Kansas City Medical Library Club also contributed during the year to the medical collection.

Exchanges. To the exchange mailing list 124 new names (all but 30 of them United States institutions) have been added, making the present total 1236 as against 2398 in 1909, the latest year previous to the fire of which we have record. Of the total, 124 only are outside the United States, and 347 are registered libraries of New York State. To these 1236 libraries, colleges, schools, museums and learned societies the State Library sends appropriate publications of the Education Department and such publications of other State departments as are given to it for this use. The Library maintains no exchanges with individuals, though it will sell any of its duplicate State documents when an exchange can not be arranged. No systematic attempt has yet been made to restore foreign exchanges to the list.

Duplicates. A large and useful duplicate collection is one of the advances made possible by the present adequate quarters. New York State documents, documents of other states and miscellaneous duplicates, which had been housed for years in storage quarters in the Capitol or in other buildings have now been in large part removed to the new building. As soon as the work of shelving the main library collection was completed, a member of the reference staff with six assistants was assigned to the work of sorting and shelving the duplicate New York State session laws and collected documents. The stock of collected documents came into the possession of the Library largely through the State law which assigns 135 sets to the "duplicate collection of the Regents" for exchange purposes. At the end of the year this part of the duplicate collection was practically in order. It occupies the whole of one stack level and totals about 100,000 volumes.

Serials and annuals. Under the term "serials" are included all annuals, biennials etc. received regularly through purchase, the term "annuals" being thus limited to annuals and less frequent publications received by gift or exchange. On the serials list there

are now 2860, of which 169 were added during the year, 125 by purchase and 44 by gift or exchange. Of the 2860, 1616 are purchases and 1244 are gifts or exchanges. Since October 1912, when the number reported was 3309, all document serials, with few exceptions, have been removed from the list and transferred to the legislative reference section.

During the year a list of newspapers to be collected and bound for permanent preservation was compiled. One important paper was selected to represent each county in the State. The publishers were asked to cooperate in the plan of one large central collection of local New York State papers, by placing the Library on their free mailing list. Sixty-one papers agreed to the plan. In addition, subscriptions were placed to 20 newspapers, all but 4 published in New York State. The 4 newspapers from without the State are: Boston Transcript, Chicago Tribune, Springfield Republican and Philadelphia Public Ledger. Through the kindness of the First Church of Christ, Scientist, of Albany, copies of the Christian Science Monitor have been regularly received.

On the annuals list, excluding education annuals, there are about 3352 titles, 1469 more than in 1912. Of the education annuals there is as yet no exact count. In 1912 the number was estimated as 5000 and few additions have been made since that date. The total number of annuals, then, is 8352, excluding documents, except education. It is interesting to compare this with the total of 14,963 (which included approximately 1300 documents) of 1909.

Binding. The following comparative table indicates briefly the character of the binding during the two fiscal years after the fire. The figures include work done for the Educational Extension Division.

Binding, October 1, 1911—September 30, 1913

	VOLUMES				COST			
	1912		1913		1912		1913	
	Number	Per cent	Number	a Per cent	Amount	Per cent	Amount	a Per cent
Half morocco.....	2 619	30	2 193	17	\$3 070 24	27	\$2 381 86	23
Buckram.....	5 271	41	4 212	34	5 020 57	43	3 845 02	37
Cloth.....	3 246	25	3 819	31	1 704 48	15	1 850 26	17
Half duck.....	1 801	14	2 250	18	1 793 ..	15	2 302 72	23
Pamphlets.....			724				93 06	
Total.....	12 937		13 084		\$11 588 29		\$10 532 92	

a Excluding pamphlets.

It thus appears that, excluding pamphlets, the average cost is 84 cents a volume as against 80 cents in 1909 and 89 cents in 1912. The decrease of the past year is due to the 7 per cent decrease in the schedule which went into effect after the bindery moved into the Education Building. The total spent on binding during 1913 is \$16,844.06. This includes, beside the regular binding noted in the table above, \$282.96 for binding 267 books for the blind; \$591.36 for work of other divisions of the Department; \$4754.73 for lettering 158,491 lines of call numbers, etc. and \$682.09 for rebacking, resewing and other special work.

During the year, after some experimenting, there was developed a strong neat cloth binding for pamphlets, done in quantities of not less than 50 at a cost of 15 cents apiece, excluding gilding.

CATALOG SECTION

On moving into the new building in October 1912, it was at once recognized that as books had for eighteen months been bought and were still being bought much faster than the staff could fully catalog them, some sort of temporary classification and cataloging must be adopted if they were to be made available promptly for public use.

Accordingly all books, except history and bibliography, which are fully classified and cataloged, are classified to three figures only, and but one card is made for each title, containing only data actually on the title-page. This card is a special color, having the printed heading, "Temporary slip, entry not yet revised," and is the author card, no subject cards whatever being made for the books thus temporarily treated.

As only 33,936 of the 127,420 books accessioned before September 30, 1913, have been fully and finally cataloged it is obvious that the Library will not be completely organized in this respect for many years.

During the past year a large part of the time of the catalog section has necessarily been devoted to this temporary classification and cataloging and to filing in the Universal catalog the thousands of printed cards received from the Library of Congress and other sources.

Public catalog. When the general reading room was opened, the beginnings of what will eventually be the great public catalog were arranged in room 229. The catalog cases are built in on three sides of the room, 120 tiers of 18 trays each, 11 above and 7 below

the sliding shelves, on which the trays can be placed for consultation. The present nucleus of the catalog occupies 152 trays.

Special catalogs. In addition to the ordinary entries of a dictionary catalog, four special groups of cards were incorporated in the alphabetic series, American imprints to 1800, bibliography, genealogy, and local history. These lists were a concession to a need felt by the Library staff for something more nearly resembling the classed catalog, some place in which they could see all the resources of the Library on these topics, each of which is a specialty of the State Library. After a short experience, however, it was decided that it would be more convenient to have three of these collections taken out and placed near the books on the same subjects. The bibliography catalog was moved to room 314 on the third floor and was rearranged in a strictly classified order, the necessity for alphabetic order being removed when the cards were separated from the rest of the dictionary catalog. The genealogy and local history sections were placed in the alcove devoted to those subjects in the general reading room. The genealogy catalog is mainly devoted to family histories and material on special places, and is arranged in a single alphabet by family and place names. The local history catalog belongs to what may be called the alphabetic-classed type, being arranged (1) alphabetically by the name of the state and (2) under each state alphabetically by the name of the town or county in one series. The fourth group still remains in its alphabetic place in the public catalog but its final arrangement has not yet been determined. It is at present in two groups: (1) American imprints before 1800 (excluding New York State), alphabeted by authors; (2) New York imprints before 1825, alphabeted by places and under each place by authors.

Printed cards. There were received 10,209 sets of Library of Congress printed catalog cards, at a cost of \$832.85, for the following divisions:

	SETS	COST
General library.....	7 195	\$577 56 (average rate, 8 cents)
Law library.....	1 970	209 91 (" 10.6 ")
Educational Extension Division....	1 044	45 38 (" 4.3 ")
Total.....	10 209	\$832 85

Shelflists. There were 15,644 volumes entered in the new card shelflist during the year, making a total of 33,936 volumes shelf-listed since the fire.

The shelflist cards are kept in about 30 small metal trays on the shelflister's desk. These trays are very compact, as the necessary space for their sides and for the compartments is only the thickness of the sheet metal, but they have not, however, proved very satisfactory; they are noisier than the wood trays, do not slide so easily, are heavier to handle and need a slight extra lift as the final step in drawing them from the cases.

Card bibliographies. *New bibliographies.* In 1913 the collection was increased by the following seven Library School graduation bibliographies:

Bliss, Leslie E. Contribution to the bibliography of the industrial phases of the prison problem

Daniells, William N. Select list of books and articles on animals in fiction and folklore

Graves, Eva W. Reading list on popular botany

McCombs, Charles F. The "Génie du christianisme" of Chateaubriand, and Madame de Staël's "De l'Allemagne," with special reference to the beginnings of the French romantic movement

Parsons, Mary P. Select list of references on further restriction of immigration to the United States, by means of an illiteracy test

Suter, Martha W. Draft riots in New York City

Wheeler, Harold L. Bibliography of stories of English and American schools and colleges

Universal catalog. During the year 47,750 Library of Congress depository cards were received, making a total of 565,541 Library of Congress cards in the Universal catalog.

There were also received from Harvard University Library 5759 cards and from the John Crerar Library 7000 or 8000 more. The work of arranging and filing these cards is still far from complete but considerable progress has been made and the first two letters of the alphabet are practically finished. The more recent cards are kept in a supplementary file so as to be available for consultation while the work of reducing the main alphabet to order is progressing.

Concilium Bibliographicum cards. Of the regular shipments there were received:

Anatomy
Physiology (4 packages).....	2 707 cards
Zoology (30 packages).....	25 712 cards
	<hr/>
Total	28 419 cards
	<hr/> <hr/>

Little has yet been done with these cards, which are still mainly stored in the original packages. A few of the earlier packages have been opened and filed, chiefly for the purpose of showing to the students in the Library School the scope of the cards for bibliographic purposes and their use of the Decimal classification as modified by the Institut Internationale de Bibliographie, Brussels.

A. L. A. periodical cards. There were received during the year 15 shipments, no. 290-304, amounting to 3945 titles or 19,725 cards. These are stored in the original packages.

Agricultural experiment station cards. One shipment of 2000 cards was received in August. These are not yet arranged but are stored in the order received. When arranged they will be filed in the public catalog room.

Netherlands cards. The cards received from the Royal Library at the Hague during the year number 3804. These have not yet been arranged but remain in the monthly packages as received.

SHELF SECTION

At the beginning of the year covered by this report the Education Building was being rushed to completion for dedication on October 15, 1912. The end of the fiscal year on September 30, 1912, exhausted funds available for rentals for temporary quarters and to avoid a heavy deficit it was necessary to move into the new building many weeks before parts of it were ready or indeed had been approved by the field superintendent and turned over to the Library by the contractors. Most of the Library sections were obliged to establish themselves in temporary quarters and face the certainty of another move within a few weeks. There was no privacy or control of rooms and property, for workmen were everywhere and had access to all parts of the building. No furniture or shelves were in any of the reading rooms, no elevators

were running and all furniture and equipment were brought in by being hoisted to windows on the second and third floors. The books were literally piled up in basement rooms. The staff was crowded into what few rooms were measurably habitable. These conditions obtained in a greater or less degree until May 12, 1913, when the stack contract was officially finished and the last construction workmen left the building. This delay, with the consequent three or four removals of all the books from one room or floor to another, the long distances to be traversed in the new building, the rapid growth of all collections, the need for continual "spreading" of the books to secure space which could not always be planned for in advance, have all conspired to make this a difficult year for the shelf section.

Chronologic notes of progress. The following notes from the shelf curator's diary give some interesting historical details of the Library's first year in the new building:

- 1912
- Oct. 1-14 Furniture placed in general reading room
 15-17 Dedication exercises
 18 Law and legislative reference libraries opened to public
 19 Gilders began work in medical library (room 222)
- Nov. 7 Boxes containing William Beer collection removed from cellar of Baptist church
 11 Gilding of law library books begun
- Dec. 11 Rare books removed from vault in savings bank to Library vault
 16 Periodical room open to public
 27 Gilding of law books completed
 31 Gilding of legislative reference books begun
- 1913
- Jan. 15 Medical library opened to public
 16 Manuscripts section moved from room 25 to 138 across stack room 31. This was the first Library collection to enter the stack
 Gilders moved from rooms 221-222 to room 25
 27-30 Books brought from Selfridge and Langford's storehouse
 30 First books shelved in stack, being the Wing and Holden collections, in cages in room 142. These cages were completed by special request, ahead of rest of floor

Mar.	1	Bindery moved from Lyon Block to room 25
	10	First lights available in stack, in cages and newspaper aisles, 6th level
	25	Stack lettering (Ticket and Tablet Co. contract) begun in room 218
	31	Lighting of top stack level completed, ready for occupancy
Apr.	1	Began moving classes 030-973, 975-999 into top level of stack from room 218, by elevator no. 11, stack elevators not being ready
	10	Catalog section moved from room 323 to room 142. First staff meeting since March 31, 1911, held in Room 323
	11	Stack lettering completed
	14	General reading room opened to public. Library now in full operation
May	8	New power house in full operation
	12	Art Metal contract officially complete
	24	Final stack-lighting test
	28	Moving of duplicate documents into stack begun
June	9	Stack elevators first in service

The special lettering and gilding noted in this diary well illustrates the enormous amount of routine mechanical work necessary to prepare the shelves for the books and tens of thousands of books for the shelves. In marking the various shelves, faces, cases and levels of the new stacks, 5659 letters and figures were put on by the Ticket and Tablet Co. In the gilding, 161,448 lines of lettering were put on 107,874 volumes. Even the usually very simple matter of cutting the leaves of new books becomes a considerable administrative problem when presented on the scale suggested by the query, "If one girl or boy can cut the leaves of 10 books in an hour (and by the way few can) how many persons will be required for 4 months to cut the leaves of 70,000 volumes?"

REFERENCE SECTION

The report of the reference section covers properly only part of the year. Until the contractors' work had advanced far enough to permit opening the reading rooms, the reference staff was engaged in moving, sorting, arranging and shelving books acquired during the last two years, selecting reference collections for the reading rooms, supervising the installation of the working equip-

ment of the rooms, and in aiding in the temporary routine devised to make immediately available the mass of uncataloged books. These activities belong properly to the reports of other sections.

Periodical room. The periodical room was opened December 16, 1912. Its equipment is something of an innovation. Current numbers of all serials regularly received, except those attracted to special collections, are filed in 1845 steel trays of three sizes, which occupy practically the entire wall space of the room. Bound volumes of the most used sets, including all those indexed in the standard periodical indexes, are shelved in the adjoining stack and are immediately available. This arrangement proves admirable for reference work with this class of material.

The periodical room has been administered jointly by the order and reference sections, an arrangement on the whole satisfactory. A considerable saving of clerical work is effected by the use for reference work, of the current records of receipt and binding. The constant handling of incoming shipments gives the attendants familiarity with the titles and at least the form and general characteristics of periodicals received. It is hoped, however, that in time this room and all the special collections as well may be cared for by specialists adequately trained to make the special literature under their care function at its highest efficiency.

General reading room. The general reading room was opened April 14, 1913. Not only is the room architecturally notable, specially in its varying color tones and rich lighting effects, but it is an admirable library plant. Directly facing the main entrance is the loan desk. Back of this are the private elevators used in bringing books from the stacks. Back of the elevators and nearly in the center of the room is the reference or information desk. For the convenience of readers, individual desks are provided, most of which are equipped with a shelf for holding books, while others have drawers. A general reference library is shelved in the main portion of the reading room. The rear of the reading room is divided into three alcoves devoted to three of the Library's special collections: American local history and genealogy, technology, and education. Special reference assistants are in attendance. The open-shelf collections in the reading room number about 25,000 volumes. Possibly in time provision will need to be made for a larger reference collection and already complaints have been registered against inadequate representations in certain subjects. It seems wise, however, to adhere to a constant, careful

selection of reference material, seeing to it that only the cream rises to the top.

The difficulties of reference work with new collections, new plant and the necessary temporary and inadequate expedients in classification and cataloging are very real. It is a pleasure to record the eagerness of all members of the reference staff to obtain the intimate knowledge of existing conditions which alone makes the utilization of the plant at any degree of efficiency possible. Conferences of the reference staff have helped to spread such knowledge of conditions, as well as to increase their acquaintance with the collections and to interpret uniformly the purpose of the Library.

Education collection. The first six months of the year (October-March) were devoted exclusively to the temporary classification and cataloging of the education collection. Since then, much time has been spent in the details connected with acquisition. While many books have been added, there are numerous gaps and the collection still lacks many important sets and volumes.

Though the present collection is far short of ideal, considerable reference work has been done for members of the Education Department staff, students, club women and other classes of readers. Requests have also been received from out-of-town teachers for books or lists on specified subjects. No new lines of educational reference work have been attempted, as the collection is not extensive enough at present to warrant such a step.

Owing to lack of time and help, little progress has been made in begging educational literature and publications of teaching institutions. For the same reason the collection of pamphlets, except current material, is still unsorted.

American local history and genealogy. As soon as possible after the fire, orders were placed with three leading dealers in this part of the country for whatever genealogy they could supply. Several private libraries were bought outright. The American local history and genealogy collection has grown steadily and is now estimated at about two-thirds its size before the fire. For acquiring current volumes of family history, cooperation is asked of authors and publishers. In return, the Library has always been willing to undertake brief genealogic research and to furnish abstracts for forthcoming genealogic works.

Debate collection. In October 1912, the Library began to organize a special reference collection of debate material to serve libraries, schools and colleges throughout the State. This material

saved but some of them were badly burned so that many names are lost. With the help of the "Roster" and, more important for this purpose, the *Audited Accounts, 1783-94, 2v.*, this series has been made available for reference as fully as possible. The *Audited Accounts* relate largely to the accounts for which the *Certificates* mentioned above were issued. Though they usually include only the names of the regimental officers and the commanders (captains or lieutenants) of companies or detachments, a considerable number of other names do occur and many dates of service can be determined from the dates here given, where such dates have been lost in the corresponding records in the *Certificates*. A card index of all names found in the *Audited Accounts* has been prepared. Though the *Military Balloting Book, 1790-94, 1v.*, was so badly burned as to have very little value, it had been printed by the State with substantial accuracy as *Balloting Book and Other Documents Relating to Military Bounty Lands in the State of New York, Albany 1825*. An index of the names of the men in the New York line regiments has therefore been compiled from the printed volume. Names found in other Revolutionary records of less individual importance have also been incorporated in the card index so that it is possible to give substantial assistance to the many inquiries of this character.

Principal additions. The *Van Rensselaer Manor Papers* transferred to the State Library from the office of the Secretary of State form the most important accession of the year. These papers comprise 11 manuscript maps of portions of the East Manor (the present Rensselaer county except the northern tier of towns); three similar maps of portions of the West Manor (now Albany county); field notes and surveys of all the towns of the East Manor and of Berne (including the present town of Knox) in the West Manor; about 1000 leases or parts of leases; about 500 miscellaneous papers and documents, among which are deeds, mortgages, agreements and covenants; about 30 ledgers and books of record of the proprietor of the manor and of W. S. Church, showing the accounts between the patroon and the tenants and giving the chain of title for much of the land in Albany and Rensselaer counties down to and connecting with the records in the county clerks' offices. These papers were purchased by the State for \$15,000 in 1912 and deposited in the office of the Secretary of State, who has now transferred them to the State Library as the most appropriate place for their safekeeping and use.

The Secretary of State also transferred to the Library the

preserved manuscripts and those whose character and arrangement could be determined by means of printed calendars and catalogs were repaired and arranged, other series were reached which required for identification and grouping more time and a greater knowledge of the material than was available in the members of the staff who had been doing merely repair work. The order of the individual documents of these series was disarranged in the treatment which they received after the fire, when it was of first importance to see that thousands of individual papers were all dried and saved from mildew and decay; but they still retain something of their original order, which will be very helpful (even essential in case of the manuscripts partially destroyed in the fire) in the proper collation of the series.

Revolutionary manuscripts. This collection comprises practically all the important series of records in the possession of the State relative to the service of her inhabitants in the Revolution, and most of these suffered very severely in the fire. The number of calls for information from these records outnumbers several times all other classes of information sought from our manuscripts and it seemed therefore that we should as soon as possible make available for reference the data which we still possess. The 55 volumes of manuscripts which formed the basis of *New York in the Revolution as Colony and State*, Albany 1897, 2d edition 1898, and supplement 1901, were saved to the extent of about two-fifths of the collection, but the card index of names was entirely lost and with it the only clue to the volume and page where the individual names were found. The papers saved have been classified and arranged according to the scheme of the original volumes, in a preliminary fashion, but the work of finally arranging and indexing them remains to be done. As this task occupied several persons for a number of years when first done in the office of the Comptroller, its magnitude may be appreciated.

The *Certificates of Treasurer*, 10v., are a record of the certificates issued by the State in place of cash payments and are chiefly for military service in the Revolutionary War. They therefore furnish the names of the men and officers so serving in the State militia and levies, though few of them are for services prior to 1778; the arrangement follows the order of the pay rolls. These names were rearranged and printed as an "Alphabetical Roster of the State Troops" in *Documents Relating to the Colonial History of the State of New York*, v. 15 (*State Archives*, v. 1), Albany 1887. The original manuscript volumes of *Certificates* were all

furnish intimate judgments of men and events but testify abundantly to the positive convictions of the writer.

From General Charles M. Reeve were received 38 letters of New York officers in the Civil War, written from the front and referring in part to appointments and transfers and in part to the experiences of the war.

About 250 broadside ballads, principally of Civil War times, were received from Brown University Library on exchange account.

Maps. Even before the destruction of our collections in 1911, maps and charts were assigned to the care of this section, such transfer to be effective on moving into the new building. Though atlases are cataloged and shelved with other printed books, these also fall in a measure within the field of the section, since the same item is frequently published as a separate sheet map and as one of the maps of an atlas; this is particularly true of those published before 1800, and atlases of that period were variously made up by the publisher so that copies bearing the same date may differ radically in their contents, making it necessary to collate them on the basis of the individual maps. Many sheet maps now appearing in map catalogs have been taken from these early atlases.

The maps saved from the fire of 1911 were few; these have been arranged and checked in our printed map catalogs. Fortunately the State Hall maps, most of which were original manuscript maps of which there are no duplicates, suffered less loss than the rest and one-half of the sheet maps were saved; the roll maps of the same collection were entirely lost. The larger part of the sheet maps now in our possession came with the William Beer collection of atlases, maps and charts, mentioned on page 14 of the report for 1912; the nearly 3000 charts and maps have now been arranged so that they can be consulted and used, though as yet uncataloged.

The more important atlases and reproductions of early maps added to September 1913 are:

Atlases

- Anville. [Atlas general.] Paris, 1743-80?; also ed., 1786
 Bellin. Petit atlas maritime. Paris, 1764. 5v. (2 copies)
 Châtelain. Atlas historique. Amsterdam, 1713-20. 7v.
 Colles. Survey of the roads of the United States. 1789
 Delisle. [Collection of maps.] [1700-32]
 English pilot. The fourth book. Lond. 1767

- English pilot, for the southern navigation. Lond. 1768
- Faden. North American atlas. 1777
- Jaillot. Atlas françois. Paris, 1695?
- Contains many maps not in the Library of Congress copy.
- Jefferys. American atlas. Lond. 1776
- Description of the maritime parts of France. Lond. 1761.
2v.
- Neptune occidental. Lond. 1778
- Le Rouge. Atlas amériquin septentrional. Paris, 1778-92
- Contains 16 maps not in the Library of Congress copy.
- Mercator. Atlas. Amsterdam, 1619?
- Atlas minor. Amsterdam, 1634
- Historia mundi; or, Mercator's atlas. Lond. 1635
- Neptune françois. Paris, 1693; also ed., 1803
- Ortelius. Theatrum orbis terrarum. Antwerp, 1598
- Porcacchi. L'isole piv famose del mondo. Venetia, 1590; also ed., 1686
- Robert de Vaugondy. Atlas universal. Paris, 1816?
- Robijn. Lightning sea-column; or, Sea mirrour. Amsterdam, 1689
- Rocque. Set of plans and forts in America. 1763
- Roggeveen. Nieuwe groote Zee Spiegel. Vierde deel. Amsterdam, 1698?
- Senex. New general atlas. Lond. 1721
- Valk. [Atlas.] Amsterdam, 1680?
- Voogt. La grande e iluminante nueva antorcha del mar, parte quarta. Amsterdam, 1698.

Reproductions

- Dahlgren. Map of the world by Santa Cruz, 1542. Stockholm, 1892
- Fischer und von Wieser. Die weltkarten Waldseemüllers, 1507 und 1516. Innsbruck, 1903
- Hulbert. Crown collection of photographs of American maps. 1904-
- Kretschmer. Die entdeckung Amerika's. Berlin, 1892
- Nordenskiöld. Facsimile-atlas. Stockholm, 1889
- Periplus. Stockholm, 1897
- Sandler. Die reformation der kartographie um 1700. München und Berlin, [1905]
- Zurla. Il mappamondo [1457-59] di Fra Mauro Camaldolese. Venezia, 1806

MEDICAL LIBRARY

Following the removal of the Library into its new quarters, the year began in the midst of unpacking, listing and arranging the books and periodicals acquired since the destruction of the former medical library by fire. Under the efficient direction of Miss Ada Bunnell, this work was well under way when she resigned on November 16, 1912. It is not yet completed but is being pushed as the demands of reference work and reading room service permit.

It seemed better to open the medical room with only a meager collection of books and to add others as fast as possible than to forego such intermediate public service as might be rendered for several months until more books could be made ready. Accordingly on January 15, 1913, the room was opened with about 12,000 volumes ready for use (two-thirds of them being bound volumes of periodicals), more than 500 current serials and a fair collection of reference books and textbooks on the shelves.

At the earnest request of many physicians, the Library has been opened two evenings a week until 10 o'clock, in addition to the nine hours daily from nine to six. The number of physicians attending did not seem to require evening opening during the four summer months, June to September, when the Medical College was closed.

The number of readers, January 15 to September 30, 1913, was 3392. There were lent 1294 volumes to 179 borrowers in various parts of the State.

About 50 subject bibliographies have been compiled upon request and are preserved for future reference, copies of the lists in some cases having been sent out for use elsewhere; in other cases the books have been assembled and reserved for use in the Library.

Rules for lending. The following circular issued in February gives the rules in regard to lending books, etc.

Hours of opening. Each week day (Christmas, Thanksgiving and Fourth of July excepted) from 9 a. m. to 6 p. m. and on Tuesdays and Thursdays (except during July and August) until 10 p. m.

Loans. Books may be borrowed (preferably through local libraries) by any licensed physician in the State, by full-time instructors on the faculty of any medical college, members of the house staff of any hospital, registered and certified nurses, or any one engaged in medical work, who offers suitable references and credentials.

Transportation. The borrower shall pay all transportation charges, use such care in packing as to guard against injury in transportation, and pay for books lost or damaged.

Length of loan. The period of loan is two weeks, subject to one renewal for the same period; but all books must be returned at the earliest date consistent with the special study for which they are borrowed.

Physicians coming to Albany from a distance to use the library will find it to their advantage to notify the librarian in advance, as to the books or subjects desired and the date of the prospective visit.

Library of Surgeon General's Office, U. S. A. Physicians wishing books from this national medical library may obtain them for two weeks through this or any public library by paying express charges both ways.

Gifts. Physicians are earnestly requested to send gifts of books, periodicals or reprints. Even single volumes or odd numbers of periodicals of little value to the owner may help to complete valuable sets.

Additions. The medical library now comprises:

Bound volumes of periodicals.....	7 836
Unbound volumes of periodicals (estimated).....	2 000
Other bound books.....	6 210
Pamphlets classified and arranged.....	1 000
	<hr/>
	17 046
	<hr/>

These are the books which classify specifically in medicine. They do not represent all the resources of the medical library, as many related subjects, such as chemistry, insanity, eugenics, hospitals, medical education, etc. are classed elsewhere.

Three hundred and thirty-six periodicals (an increase of 50 over last year) are being received currently, besides transactions of 60 societies, and reports and bulletins of 54 boards of health. Two hundred and three societies and 104 health publications are represented on the list by incomplete sets. A list of medical periodicals of which the Library has complete sets is given in appendix 2, pages 79-87, and is also printed separately.

Many thousand pamphlets awaiting classification and listing are still unavailable owing to pressure of other work.

Among the donors to whom the medical library has been specially indebted during the past year are Mr James A. Holden, Dr Otto von Huffman, Dr J. M. Mosher, Dr Albert Vander Veer and Dr S. B. Ward.

LEGISLATIVE REFERENCE SECTION

During the year the legislative reference resources have steadily and rapidly increased, but it has been impossible, in spite of the staff's most earnest efforts, to get a large part of the material ready for the files and shelves, and thus available for use. It is hoped, however, that during the coming year, as the work of arranging the old material comes nearer completion, the staff can devote more time to current material and that it will soon be possible to keep pace with this as received. It is estimated that since the fire about 25,000 items have been classified and placed in the vertical files. That this is a very good working collection has been proved by experience, as only occasionally is a subject now presented that can not be satisfactorily covered. Our most pressing need in this line is that of special bibliographies, a defect that can be but slowly remedied by the staff. It is hoped, however, that with the aid of Library School students who are taking the course in legislative reference work we shall soon have completed bibliographies on at least the leading subjects.

Indexes of legislation. A long step has been taken toward restoring the consolidated card index to the general laws of all the states, passed since 1890, which was destroyed by the fire of 1911. This was accomplished by clipping and pasting on cards the entries in the printed annual *Summaries* and *Indexes of Legislation*. The task of making the index for laws passed since 1902 was comparatively easy, the present classification of legislation having been adopted in 1903. This part of the consolidated index is now in use. The cards for 1890-1902 have not yet been classified and are at present kept by years. As fast as classified they can be inserted in their places with the cards for the later period.

A constant stream of inquiries from all over the country as to when the publication of the *Indexes* and *Reviews of Legislation* will be resumed makes us realize, as never before, the widespread use of these bulletins and the dependence of many on the information contained therein. No attempt has been made to restore the cards for the 1909 and 1910 *Indexes*, which were burned. All efforts have been bent toward the publication of the 1911 and 1912 *Indexes*, copy for about 85 per cent of the former and about 50 per cent of the latter being now ready. We are greatly hampered by the difficulty of restoring the collection of statutes of the states, in the law library, but it is more than probable that the *Indexes* can be completed before the end of 1913. The work of rebuilding the complete outline is practically finished.

Session laws. The editing of the New York session laws for the 1913 session calls for the following statement:

The laws were published in three volumes and put in press before the extraordinary session had adjourned *sine die*, so that the volumes will not contain all the laws of this year. In fact, it was necessary to add ten laws of the extra session, which were passed after the plating of the earlier chapters was completed, and these ten laws are inserted after the index to the earlier chapters.

Changed names of persons and corporations. By the passage of Laws of 1913, chapter 617, the Legislature repealed the provision (executive law, section 34) requiring the publication with the session laws of names of persons and corporations changed by act of court, thus relieving the Library of a specially arduous and useless annual task. It is interesting and should be instructive (as illustrating the amount of work and cost which often follows needless or futile legislation) to note briefly in passing the history of this practice of printing "changed names" with the session laws. The following statement was prepared by Dr Lauros G. McConachie of the Library staff:

Memorandum Relative to the Insertion of Lists of Names Changed, in the Yearly Indexes to the New York Session Laws

Before 1860, under Laws of 1837, chapter 464, persons changing their names were required to publish the changes in public newspapers of their respective counties. Chapter 80 of the Laws of 1860 required all county clerks filing changes of names to report lists thereof to the Secretary of State and the Secretary of State in turn to publish them "in a tabular form with the session laws of each year." This provision has stood substantially the same until the present.

Following the enactment of chapter 80 of the Laws of 1860, a list of seven changed names of persons was published in the Laws of 1861 upon a separate page immediately preceding the index to the laws and a general single-line reference to this page under the main heading "Names changed" was inserted in the index itself. At that time names were changed by the ancient practice of legislative act as well as by application to a county court, as witness Laws of 1862, chapters 171 and 404. This may have led the indexer of 1862 to place in his index an alphabetic list of the changed names, which amounted to a duplication of the lists published in haphazard fashion under the signature of the several county clerks upon the pages immediately preceding. Subsequent indexers until 1880 followed this lead of the indexer of 1862. The indexer of 1880 made each separate original changed name a main heading of his index and inserted besides, under the main heading "Names," a general reference to the first page of the county clerks' correspondence. This was too much for the indexer of 1881, who went all the way back to the practice of 1861, inserting under the main head-

ing "Changes of names" a mere single-line reference to the county clerk's correspondence that preceded his index. He prepared no alphabetic list of the names whatever, nor did his successors for the four years following. Then the indexers recurred to the practice of inserting alphabetic lists of the original names in their indexes. In 1903 the indexer arranged in a single alphabetic list both original names and *new* names, and added a list of corporations changing their names, innovations which doubled the length of the subject matter under "Names changed." His practice has been followed by succeeding indexers till the present, except that the two separate lists of names of persons and names of corporations have been merged into one. The list of "Names changed by court" occupied about six consecutive pages of the index of 1902. The duplication of 1903 increased the number of pages to about twelve. The list for 1910 took twenty-two pages; the list for 1911 twenty-four. The list for 1950 at such a rate will take about one hundred fifty!

To users of the indexes this list of names gets to be more of a time-wasting annoyance the lengthier it becomes. It was not troublesome when it occupied a single page or so, but twenty-five pages are a different proposition. It is not law and has no proper place in the indexes to the laws. Few people use or consult it, as compared with the number who are law searchers. Only a few people probably consult it at all. It splits the indexes into two widely separated parts. A busy lawyer searching for a point strikes the middle of it and flounders around hunting for its beginning or end. If all the valuable time lost in this way in a single year could be calculated, it might show an astonishing sum; and this aggregate loss must grow as long as people use the indexes, probably through centuries to come. Again, the list is not complete and reliable and never has been for the reason that in times past very many county clerks have not complied with the legal provision requiring them to report names changed to the Secretary of State and very many are not now complying. The State has sixty counties of which only the few noted below have reported any changed names in the years given.

1900.....	7	1904.....	10	1908.....	13
1901.....	13	1905.....	11	1909.....	13
1902.....	7	1906.....	8	1910.....	17
1903.....	8	1907.....	13		

It thus appears that the record has never been complete, having usually included from one-eighth to one-quarter of the counties in the State and there has never been within the recollection of any member of the State Library staff a single inquiry for this information.

Tables of amendments, repeals and laws. The tables of amendments and repeals were radically rearranged this year, and a cumulative table of the unconsolidated laws was started to continue the official table published by the Board of Statutory Consolidation in 1911. This marks the fifth year of the cumulative table of the consolidated laws, and it is probable that a new start will be made with the session of 1914. Arrangement was made with the



LOOKING TOWARD THE LAW LIBRARY FROM THE ROTUNDA

Secretary of State, whereby instead of the slip laws being destroyed as in former years they are sent to the State Library and thence distributed.

Government documents. The work of replacing the collected documents and department reports of the United States and the several states has been continued. Augmenting the material mentioned in the Annual Report, 1912, pages 40-41, the sets of journals and collected documents of Nebraska, South Dakota and Virginia are now very near completion. No effort has yet been made to obtain much municipal and foreign document material. During the coming year, however, an effort will be made to obtain the documents of the more important cities of the United States and of all the cities and counties of New York State. A great mass of document material, still unopened, unsorted or unarranged and therefore useless, is being organized as time and help permit.

Branch of State Library in Capitol. Bills providing for a branch of the State Library in the Capitol were introduced in the 1913 Legislature by Senator Foley and Assemblyman McKee. By these bills the Trustees of Public Buildings were to furnish quarters in a location as convenient as possible to the two legislative houses. The Regents were to establish and maintain there a reference library under the management and control of the Director of the State Library, which reference library was to be solely for the use of the Legislature and the State officers and departments in the Capitol. The main purposes were to have a working library immediately accessible to legislators and State officers and to enable them, with the aid of an expert librarian, to know what material was needed to help them to a particular subject in hand. A special advantage would come to legislators who need information during a session, particularly during debate, and who can not wait to send to the main library in the Education Building. Another object was to supplement the Senate and Assembly libraries. The McKee bill passed both houses of the Legislature, but was vetoed by the Governor, probably lest the undertaking should involve new expenditures.

LAW LIBRARY

Important additions. The following important additions have been made to the law library during the past year.

Account of conferences held, and treaties made, between Major-General Sir William Johnson, bart. and the chief sachems and warriors of the Indian nations of North America in the years 1755 and 1756. Lond. Millar, 1756

- Atwood, William. Case of William Atwood, chief justice of the province of New York. Lond. 1703
- Bayard, Col. N. Account of the commitment, arraignment, tryal and condemnation of N. Bayard for high treason: Oyer and ter. at city of N. Y. 1701. Lond. 1703
- Carolina. Two charters granted by King Charles II to the proprietors of Carolina. Lond. [1705?]
- Jay, J. Address of the convention of the representatives of the State of New York to their constituents; 1st ed. Fishkill, 1776
- Maryland. House of delegates. Votes and proceedings, 1797-99
- Massachusetts Bay colony. Charter granted by King William. Bost. 1726
- Mews. Digest of English case law. Lond. 1898-1911. 19v.
- New York. Ordinance for establishing courts of judicature. [N. Y. Bradford] 1699
- Society for publishing the statutes and laws of the Netherlands of the Middle Ages. 's-Gravenhage, 1880-1904. 38v.
- Stair, *Earl of*, vs. Benjamin Bond and others. Bill in chancery between the proprietors of Eastern Division of New Jersey and the "Clinker Lot Right men." N. Y. 1747
- Stephens. Journal of the proceedings in Georgia beginning October 20, 1737. Lond. 1742. 3v.
 Volume 3 consists of 44 unnumbered pages, a reprint (or a separate) of the last 44 pages of the original volume 3, which is a work of 391 pages.

Some rare session laws

- Georgia. Acts, 1801-20. 5v.
- Kentucky. Acts, 1798-1800
- Maryland. Session laws, 1807-10
- Missouri. Laws, Territory of Louisiana, 1808
 The first book (in English) printed west of the Mississippi river.
- New Hampshire. Acts and laws of province, with sundry Acts of Parliament [and] the Commissions of President John Cuttss and his Excellency John Wentworth. Portsmouth, 1771
 Only three copies are known (including Harvard) with 286+72 pages; and only four copies (including that of New York State Library) with 286+63 pages. The few other copies all have 272+51 pages.
- New Jersey. Acts of the general assembly of the province of New Jersey from the 2d year of Queen Anne, [1703] to 1761: collected and pub. by order of the General Assembly by Samuel Nevill. Printed by William Bradford and James Parker, 1752-61. 2v.

- New York. Acts of Assembly, 1691-1725. N. Y. Bradford, 1726
 — Laws enacted by the Governor, Council, and General Assembly, in diverse sessions, the first of which began April 9, 1691. N. Y. Bradford, 1710
 — Laws; Colony of N. Y. N. Y. Bradford, 1713
 — Van Schaack laws, 1774; Jones and Varick laws, 1789; Acts, 1774-96. 3v.

These were Col. Richard Varick's set. They have his autograph in many places, and his many manuscript notes of repeals, prior acts, etc. evidently in preparation for the Jones and Varick edition and the copy of that compilation has his name on its binding.

- Ohio. Territory. [3d] laws; Session, May 1795. Cincinnati, W. Maxwell, 1796

First book printed northwest of Ohio river.

- Oregon. 1853-4 statutes. [Albany, N. Y.] 1854

A scarce item, because nearly all were lost at sea on a trip around the "Horn."

- Pennsylvania. Laws of province (1728) now in force. Phil. printed by Andrew Bradford, 1728

- South Carolina. "Laws of province by Nicholas Trott. Charleston, Lewis Timothy, 1736" — "Part 1st," Vols. 1 and 2, Perpetual laws

This copy lacks: 1 blank leaf, $\frac{1}{2}$ title; and has 2 leaves (list of names of jurymen) in facsimile. It is of the large paper issue and has some manuscript notes, probably by Thomas Heyward, jr (1746-1809), signer of the Declaration of Independence, etc. whose name is written in it three times.

There are only 15 copies of this book known to exist. Of the other 14 copies (3 in England and 11 in this country) only 6 are complete, that is, have both "parts"—Perpetual laws and Temporary laws—and only 5 others have both "Vols." of part 1st, Perpetual laws. Of the other 3 copies, 1 has volume 1 of part 1st and part 2d only, and the other 2 have volume 1 of part 1st only. Of the 11 which have both volumes of the 1st part or more, only 6 are perfect, that is, have all their leaves present.

This is the only compilation of South Carolina laws prior to Grimke (1790) and is one of the incunabula of South Carolina, printing having been introduced in 1730 or 1731. It is one of the largest books printed in the colonies, the Maryland laws (1765) being the only one comparable with it. It is also by far the handsomest volume of laws ever printed in America at any time. The main title-page is rubricated and is probably the earliest so printed, 8 years before Franklin's Cato Major (1744).

Vermont. Statutes, 1779 (with Governor's Proclamation) repr. [Dresden] 1779. Folio

One of only 11 known copies, and *the only* known copy which has the preliminary 1st leaf: Governor's Proclamation.

— [Compilation (supp. to Stats. 1791), 1792-95. Bennington, 1795]

Reprints of 1792, 1793, 1795, and original of 1795. Not more than four or five copies are known.

Virginia. Collection of Acts (t.-p. facsim. and 1 blank leaf gone) Williamsburg, Park's, 1733. Folio

First book printed in Virginia.

— Continuation of Abridgement (Mercer) 1739—

One of only two known copies; the other copy is imperfect.

— Collection of Public acts of General Assembly and Ordinances of conventions, passed since 1768. Richmond, 1785. Folio

Bushrod Washington's copy.

Records and briefs. From the Appellate Division Library at Rochester were received 100 volumes of records and briefs in cases decided by the Appellate Division of the Fourth Department in 1896 and 1897.

The Utica Law Library Association lent to the State Law Library 256 volumes of records and briefs in cases decided by the old General Term of the Fourth Department of the Supreme Court from about April 1879 to December 1895 inclusive, with the statement, "The probability is that the loan will never be called, but the association felt that it had no right to part with the title to these cases and briefs."

The Court of Appeals transferred to the State Library 813 volumes and records and briefs in cases decided by that court from 1847 to 1879 inclusive. These volumes are simply lent to the Library and are subject to recall at any time, upon reasonable notice. As many of the volumes greatly need rebinding and lettering it is impossible to tell whether the set is complete or to make its contents immediately available until the entire collection shall be rebound and indexed.

From the Supreme Court Library at Saratoga have come 452 volumes; and from the Appellate Division Library, Third Department, Albany, about 300 volumes. These transfers indicate the hearty cooperation on the part of other members of the State system of law libraries in making the central law collection as complete as possible. The State Library of course freely offers recip-

rocal courtesies in lending books, furnishing State publications, and in other ways suggested by its size and position at the capital.

The new method followed in arranging and binding the records and briefs received since the fire, which was described in the Annual Report for 1912, pages 46-47, has more than justified itself. Much time is saved by the fact that no index cards need be made, the court reports, themselves, serving as the catalog, and a much prompter service to the public is possible. It is therefore a matter of great regret that it is impracticable to follow this method in arranging and binding the records and briefs which the Library has for cases decided before the fire, but the only way in which the old material can be handled seems to be as follows:

1 To alphabet by title all the unbound papers which the Library has. This in itself is a big undertaking, requiring help outside the regular staff.

2 To index on cards the cases represented. Most of this work will apparently have to be done by persons outside the regular staff, temporarily hired for the purpose, and will require not only a much higher grade of help but careful supervision. The advisability of some form of printed blank index card is being considered, which may be checked to show just what papers in each case are in the collection, and which will also give the information necessary to enable the Library to add later to the index card the proper citation to the case in the court reports, without going to the papers themselves.

3 To prepare the papers for binding. It is possible that no attempt will be made to have separate bound collections of Court of Appeals records and briefs and Supreme Court records and briefs, but that all the papers will be run into one series.

The constant calls from persons who do not realize that the remarkable collections in the old library were absolutely destroyed, and the universally acknowledged value and importance of the material not only to the lawyer, but also to the economist and historian, undoubtedly justify the Library in making unusual efforts to restore the old collections as promptly as possible. Practically nothing, however, can be done along this line until additional help can be secured.

Trials. At one time it seemed doubtful whether it was worth while to collect this material except on the basis of very careful selection. The experience of the past year indicates, however, that at least for this Library very little material of this character is valueless. If it were simply a question of the value of such a col-

lection to the practising lawyer, the former view might hold, but the material so frequently dovetails into general library material of unquestionable historical value that it seems undesirable to exercise very much censorship over it. It is the present intention to continue the old policy and the attempt is being made to restore as rapidly as can properly be done the notable collection in the old library and to surpass it if possible. Already very gratifying progress has been made, due in no small measure to a large purchase of duplicate trials from the Harvard Law Library.

As the bulk of this material comes unbound or is so old as to require re-binding, the law library was forced to give the binding most careful consideration. It was decided that it was impracticable to bind each trial separately. The material was therefore arranged according to size, in volumes, and each piece numbered arbitrarily. Each volume has a top label reading simply "Trials" and a bottom label giving the inclusive numbers contained in the volume. Books which are not rebound are numbered and shelved numerically with the newly bound volumes. The catalog cards refer to the trial numbers. This method, while perhaps not scientific, has saved much work and greatly simplified the problems relating to shelving the material.

Foreign law collection. The Library policy, at least for the present, with respect to foreign law (law material in foreign languages) is not so much whether or not a foreign law collection comes within the scope of the Library, as whether it is wise for the Library under existing conditions to attempt to enter this foreign field. The Library can not intelligently enter this field until it can have at least one high grade and therefore high priced staff member, who is not only a linguist, but who also has the necessary legal training in this foreign field to be able to handle the material satisfactorily. It might be entirely proper for the Library to take advantage of any offers of what could properly be called notable collections of this class of material, but even the acquisition of such collections would be justified only on the assumption that at some future date the Library would employ persons competent to handle them intelligently and efficiently. For at least a few years longer the law library will have all it can do (unless its staff is enlarged) to build up its collections of legal material for this country and for Great Britain and its colonies and dependencies.

Bar association reports. Considerable difficulty is experienced in getting the reports of bar associations, required to supplement the Rawle collection. Many letters have been written to association

secretaries, of which a substantial number have not been answered. The collection of these reports in the old law library was quite fragmentary and it will take some time to get the name of this Library permanently on the mailing lists of all the bar associations. It is the intention to work energetically for this result, but there may be considerable delay before the reports of certain associations even for recent years will be secured.

The law librarian has for several years attended the annual meetings of the New York State Bar Association and his attendance at these meetings has been of distinct advantage not only to himself but also to the Library. Last year he was asked to give an account of the "rapid creation of the New York State law library," at the annual meeting in Utica on January 24, 1913. His remarks on this occasion will be found in the Annual Report of the New York State Bar Association for 1913, pages 45-54. Several letters received since that time indicate that at least some interest in the new library was created, and some gifts from individuals have resulted therefrom.

Legal periodicals. The weakest collection in the law library continues to be that of legal periodicals. It was felt a year ago that it would probably be necessary to buy stray volumes from time to time, hoping that eventually these purchases would result in securing at least respectable sets of many legal periodicals, even though to some extent incomplete. The experience of the past year shows that this was an underestimate of the situation and that probably the Library will be driven to considering the purchase of even single numbers of periodicals. The collecting of this kind of material has apparently been left almost entirely to one law book house in this country. Except from this one house the law library has received practically no offers of legal periodicals.

Literature of the law. Very gratifying progress has been made in building up this collection. A difficulty connected with it is that only specialists in the field can be expected to have more than a vague idea of its scope (see Annual Report for 1912, page 50) and of the place in legal literature of many books. The Library meets this problem by pasting in the more important books explanatory extracts from standard legal bibliographies. Many of these extracts give most interesting information.

Cataloging. The general collection, including textbooks and the books on the literature of the law, in all nearly 7000 volumes, has been fully cataloged, as have the state and federal court reports, bar association reports and constitutional convention pub-

lications. The cataloging of the legal periodicals is partly done and temporary cards have been made for the trial collections and for all outstanding orders. The cataloging has included the making of a shelflist for the general collection.

No card catalog will be made for the collection of American statute law, except for a single card under each jurisdiction referring to the *Massachusetts State Library Hand-list of American Statute Law*, which will be, at least for the present, used as a checklist for this collection.

A second author card for each law book that will be represented in the law library catalog, with the law subject headings indicated, has been made for the public catalog of the general library. Where Library of Congress cards have been ordered by the law library, enough additional cards have at the same time been procured for the general library catalog to furnish the necessary subject entries. The law library has about 13,000 such cards, ready to turn over to the general library. While most gratifying progress has been made in cataloging the law library and while the catalog is now in very satisfactory condition, much still remains to be done and it will be a long time before the work is brought up to current accessions, while there still remains something to be done along the line of a general revision of the law library catalog considered as a whole.

BOOK SELECTION SECTION

Preparation of Best Books. The largest single piece of work of the section was the preparation of *Best Books*, the annual annotated list of 250 books of the year, recommended to small libraries of the State. Twenty-three hundred books sent by publishers with a view to their inclusion in this bulletin were all read or examined by members of the section, and brief descriptive and critical notes were made as permanent records for the office file of annotations. Further help in selection was secured by examining book reviews, and from librarians and experts in various subjects. To secure these outside opinions on the suitability of the books for small libraries, tentative lists on 14 subjects were sent to 106 specialists and librarians, who responded promptly and cordially. Each book of fiction (adult or children's) was read by several specially qualified readers and selected with particular care. Special descriptive notes were written for all books listed, not only the 250 main titles, but also 80 subordinate entries included for purposes of

comparison and further suggestion. To aid librarians who desire help in a first selection of less than 250 books, 100 titles, suggested for first purchase, were marked with a star. An effort is made each year to issue the list as early as possible and in 1913 the manuscript was sent to the printer on June 1st, for an edition of 3000 copies.

Uses and circulation of Best Books. The State Library sends this list free to all registered libraries in the State, that they may have a selected guide to the most suitable publications and that a high standard of purchases may be maintained. While all books listed (specially fiction) can not be recommended for school use, the bulletin should still be of much service to school libraries. All titles under the heading "Children's books" are recommended to those school libraries which undertake to provide wholesome entertainment as well as information.

The bulletin is used by libraries not only in making first selections but in supplementing earlier purchases of the year. As its arrangement is by subject, it is likewise an aid in compiling lists of books on special topics. It may also be used as a catalog of new purchases, by checking the books bought and posting in a conspicuous place as a guide to readers.

Many applications for *Best Books* come from libraries and individuals throughout the country. It is subscribed for by all the state library commissions, several of which buy in quantities to distribute to their public libraries. Among these are the commissions of Oregon, Massachusetts, New Jersey and Iowa. Other commissions, while not purchasing for distribution, through their official bulletins urge the libraries of their states to procure it.

Examination of public library lists. About 500 lists of books were sent in for approval from registered libraries of the State, with applications for the grants of money which the State makes for purchase of approved books. These lists, sometimes of tentative selections, sometimes of purchases already made, were carefully examined. Books below the approved standard were disallowed in order that the State's money might not be spent on lower class literature, and to influence libraries to provide only good and wholesome reading.

Other work. Three fixed traveling libraries of 25 books each were chosen and notes were written for their finding lists. The file of book notes was enlarged by many printed as well as written notes. The index to book reviews was maintained, contributions

of notes were sent monthly to the *A. L. A. Booklist* and short, annotated lists were prepared for *New York Libraries*. For a more detailed account of the work of the section see the Annual Report for 1912, pages 51-53.

LIBRARY FOR THE BLIND

No other part of the work of the State Library brings such quick and rich returns in grateful appreciation as the circulation of books, magazines and vocal and instrumental music, in raised type, among the blind of the State.

On September 30, 1913, the library for the blind consisted of 3358 volumes, an increase of 1040 over last year. These volumes are printed in five different types as follows:

TYPE	LITERATURE	MUSIC	TOTAL
New York point.....	1 472	661	2 133
American Braille.....	558	53	611
Line letter.....	257	257
Moon.....	248	248
English Braille.....	109	109
Total.....	2 644	714	3 358

These 2644 volumes and 714 pieces of music, because of titles duplicated to supply unusual demands, contain but 1263 different books and 512 different pieces of music. The range of literature in embossed type is therefore not so great as the figures suggest.

Publications. While books for the blind have greatly increased in number within the past ten years there are yet but a few hundred titles available in any one of the five different kinds of type, and only a few thousand available in all types. As New York point is the system taught in the State School for the Blind at Batavia and in the New York Institute for the Education of the Blind, New York City, books in that type are in far greater demand at the State Library than those of any other system, though books in all types are included in the collection.

When this work was begun by the State Library seventeen years ago, books in New York point were so few that the wisest use of the annual appropriation seemed to be in printing more books. Accordingly each year the Library publishes from 10 to

15 carefully chosen titles. It is an expensive process, the plates and printing of a book corresponding to an ordinary octavo ink-print volume costing between \$200 and \$300 for 15 copies. The work is done by the American Printing House for the Blind at Louisville and the plates, which belong to the New York State Library, are stored there and used to print future sale copies if called for. Of the original 15 copies the few that are needed for our work are circulated; the others are sold, necessarily at less than cost, to other libraries engaged in similar work, thus partly replenishing our slender appropriations.

The 14 titles listed below with prices were printed in New York point by the Library in 1913 and are representative of the class of books chosen.

AUTHOR	TITLE	PRICE
Addams, J.	Spirit of youth and the city streets.	\$2 50
Bennett, A.	Your United States, and The human machine. 2v.	6 50
Chesterton, G. K.	The innocence of Father Brown: selections. Varied types, and Tremendous trifles: selections.	3 50
Collier, P.	England and the English. 3v.	2 ..
Cross.	Adam Bede. 5v.	9 ..
Edwardes, T.	Lift luck on southern roads. 2v.	17 50
Grenfell, W. T.	Down north on the Labrador.	6 50
Hutchinson, W. M. L.	Orpheus with his lute. 2v.	3 50
Montague, M. P.	Why it was W-on-the-eyes.	5 50
Norris, K.	Mother.	60
Smith, F. H.	Arm-chair at the inn. 2v.	3 ..
Walker, Mrs K. K. C.	Total depravity of inanimate things.	6 50
Webster, J.	Daddy-Long-Legs (Gift of Miss Nina Rhoades).	60
		3 50

Gifts. Miss Nina Rhoades's generous gift to the Library this year was the printing and binding of 25 copies of Jean Webster's *Daddy-Long-Legs*, which has proved to be one of the most popular books of the year.

Other gifts were 29 volumes in New York point, from the Xavier Free Publication Society for the Blind, New York City; the 11 volumes of the Bible in New York point, from Miss Marjory A. Spaulding, Utica, N. Y.; and 4 volumes of the *Hutchins Hymnal*, the *Offices of the Book of Common Prayer*, and *Holy Communion*,

in American Braille, from the Society for Promoting Church Work among the Blind of Philadelphia.

Serials. The following serials in embossed type are regularly received, eight of them being gifts:

New York point

Catholic Transcript for the Blind, monthly. (Gift)
 Christian Record, monthly (two copies). (Gift)
 Lux Vera, bi-weekly
 Matilda Ziegler Magazine for the Blind, monthly. (Gift)
 Milwaukee Weekly Review (five copies). (Two copies gifts)

American Braille

Church Items, monthly, except August. (Gift)
 Matilda Ziegler Magazine for the Blind, monthly. (Gift)

English. Braille

Hora Jucunda, monthly
 Progress, monthly

Moon

Moon Magazine for the Blind, monthly

Circulation. The magazines had a circulation of 1746 for the year. The circulation of books, music and magazines in each of the five types was as follows:

New York point.....	5 258
American Braille	798
Moon	330
English Braille	261
Line letter	47

a total of 6694 among 450 different readers. These books are carried free by the United States Government to and from the readers in all parts of the State.

Books with the largest circulation, October 1, 1912-September 30, 1913

AUTHOR	TITLE AND DATE OF PUBLICATION	TIMES CIRCULATED 1913	COPIES
Burnett.....	Secret garden. 1912.....	50	5
Webster.....	Daddy-Long-Legs. 1913.....	a41	5
Deland.....	Iron woman. 1912.....	30	2
.....	Awakening of Helena Richie. 1912..	29	2
Harrison.....	Queed. 1912.....	24	2
Barrie.....	Little white bird. 1911.....	21	5
Richards.....	Wooing of Calvin Parks. 1910.....	21	2
Rohlf.....	Leavenworth case. 1911.....	21	2
Crothers.....	Among friends. 1912.....	20	2
Allen.....	Kentucky cardinal. 1911.....	19	2
Dickens.....	David Copperfield. 1907.....	19	4
Henry, <i>pseud.</i> ..	Selections. 1911.....	19	2
Wiggin.....	Penelope's progress. 1911.....	19	2
Blackmore.....	Lorna Doone. 1910.....	18	2
Cross.....	Mill on the Floss. 1910.....	18	3
Van Dyke.....	Lost word. 1909.....	18	1
Greenslet.....	Life of Thomas Bailey Aldrich. 1912..	17	2
Montgomery..	Anne of Green Gables. 1910.....	17	2
Humphrey.....	Over against Green Peak. 1910.....	16	2
Stevenson.....	Selections. 1912.....	16	2
Chesterton....	Varied types, and Tremendous trifles: selections. 1913.....	a15	2
Clemens.....	Tom Sawyer. 1908.....	14	4
Fox.....	Little shepherd of Kingdom Come. 1912.....	14	1
France.....	Crime of Sylvestre Bonnard. 1911...	14	2
Harland.....	My friend Prospero. 1910.....	14	2
Wallace.....	Ben Hur. 1911.....	14	2
Abbott.....	Molly-Make-Believe. 1911.....	13	2
Addams.....	Spirit of youth and the city streets. 1913.....	a13	2
DeMorgan....	Somehow good. 1911.....	13	2
Peabody.....	The piper. 1911.....	12	2
Van Dyke.....	First Christmas tree. 1909.....	12	1
Walker.....	Total depravity of inanimate things. 1913.....	a12	2

a Circulated only part of the year.

Visitors. For the last five months of the year an office record shows about 2650 visitors to the library for the blind.

The circulars *Suggestions for Using the Library* have been freely distributed and through the interest of their friends after visiting the library, new readers have been added.

LIBRARY SCHOOL

PREPARED BY FRANK K. WALTER, VICE DIRECTOR

The expectations of progress due to ampler room and equipment which were aroused by the occupancy of the school's new quarters in the Education Building during the current year have been substantially realized. More comfortable surroundings and better arranged as well as greatly enlarged collections of books and illustrative material needed for the school's use have enabled more and better work to be done by both faculty and students.

Attendance. Fifty-one students (including seven staff members) eligible to regular standing were enrolled during the year. Five other members of the State Library staff (in all 12 staff members) and two assistants from the public libraries of Albany attended one or more courses. Twenty librarians and library assistants attended the summer session, making a total of 78 receiving direct instruction from the school. The frequency with which State Library assistants so trained are transferred to other divisions of the Department as well as to other departments of the State service is a direct though not always openly recognized testimonial to the practical value of the instructional work of the school. This is also shown by the increasing number of students who have had library experience previous to their entering the school. During the year just passed 28 such students, more than half the total number, were enrolled in the regular school, while every one of the 27 summer session and special students had had more or less experience in library work.

Degrees and positions. Twenty degrees were granted during the year, one of them that of master of library science, the others the degree of bachelor of library science. During the year 91 positions of various kinds were reported and the total number filled by the students is now 2111.

Service to the State. With the improvement in physical environment and equipment has come a greater opportunity for service to the State through closer cooperation with other divisions of the Department. The School Libraries Division is furnishing a direct opportunity to aid in making the thousands of school libraries throughout the State more effective by promoting a more intelligent knowledge of the essentials of the organization and proper use of school libraries; through the Educational Extension Division has already begun a movement to utilize the services of specially educated and trained students in reorganizing the smaller libraries

of the State as well as to assist in some measure in the work of the traveling libraries; the heavy demands made upon the reference section of the State Library have been lessened somewhat by student service in reading rooms. The faculty of the school have also aided, as their time permitted, in many of the library institutes held throughout the State and in the library section of the State Teachers Association. It is inevitable, as well as desirable, that a growing recognition of the essential unity of all the organized educational forces of the State should bring the Library School and its special activities into closer relation with the general educational work of the State. When school and educational extension movement and library are all generally recognized as one in aim, and different in method only because of their different relative values under varying conditions, the need of instruction in the intelligent use of books as instruments of both practical and cultural education will be as clearly recognized as the need of training in the methods of agriculture or of the trades has already begun to be. For this reason the resumption of the summer session after two years' suspension due to the fire of 1911 has been a matter of gratification. It is through this brief session with its simple methods and low expense that many of the smaller libraries can best be served. It bears the same relation to the regular school that the brief course of an agricultural college bears to its longer regular course. Each supplements the other, though the highest development of the simple course is impossible without the background and experience furnished by the more rigid course which trains for leadership in the more responsible positions.

The usual extended report of the work of the school for the year summarized above (1912-13) appears in Library School Bulletin 35, which forms supplement 4 to this report.

PUBLIC LIBRARIES

EDUCATIONAL EXTENSION DIVISION

PREPARED BY WILLIAM R. WATSON, CHIEF OF THE DIVISION

The great success which has marked the history of library extension in this State has been due largely to the wise forethought and devoted industry of the former chief of this division, Mr W. R. Eastman. For twenty years Mr Eastman planned and worked to improve library conditions in the State, particularly in the villages and rural communities, with most gratifying results. During



chased and 118,031 were gifts. This makes the total number of volumes in the reporting libraries 9,453,141.

The circulation was 22,353,651, of which 21,530,294 volumes were loaned by free libraries. Sixty libraries failed to report the separate circulation of fiction and nonfiction, but the figures given by the others show that 65½ per cent of their circulation was fiction. That the percentage is not greater is due largely to the character of the circulation in the large cities, particularly in New York, where only 55 per cent of the circulation was fiction. It is probable that the smaller percentage of fiction circulated by the libraries of the large cities is due mainly to their better organization and the thoroughly trained assistants whom they are able to employ rather than to any essential difference in the taste of readers. The total gain in circulation from free libraries was 1,221,118, but from all classes of libraries it was only 936,508, owing to a loss of 284,610 in the circulation of libraries which are not free.

There are books in foreign languages in 141 of the free circulating libraries, and of the 40 languages represented, German is the most generally distributed, being found in 109 libraries. Thirteen languages are represented in not more than one library.

Since the last report three new cities have been created, two of which pay no direct tax for free public library purposes although one of them has free library service from the school library. Nine cities — Beacon, Cortland, Geneva, Hudson, Jamestown, Lackawanna, Oneida, Salamanca and Watervliet — pay no direct tax for free public libraries. Six of these cities are provided with library facilities by the schools, or by subscription or private benevolence. Beacon, Lackawanna and Watervliet are without free library privileges of any kind.

Financial statistics. The total amount reported as available for library purposes during the year was \$3,814,875.74 divided as follows:

From local taxation.....	\$1 738 420 94
From the State.....	a196 447 22
From endowments	687 955 57
From gifts	79 023 52
From entertainments	21 317 53
From other sources (including balances on hand).....	1 091 710 96
Total	\$3 814 875 74

aOf this amount, \$136,860 was for the State Library.

Of this total, 46 per cent was derived from local taxation, 5 per cent from the State and 49 per cent from all other sources. As the population of the State is 9,113,614, the amount per capita available for library purposes from all sources was 42 cents and from taxation 21 cents.

For books, periodicals and binding \$1,031,804.28 was spent, and for salaries \$1,661,104.67.

Of the 477 free libraries reporting, 154 received no aid whatever from local taxation and 323 received such support to some degree at least. The appropriations varied from \$4.25 to \$652,869.32, the latter amount being the appropriation for the circulation department of the New York Public Library, which comprises 42 branches and 647 stations.

The amount raised in the State by local tax for library purposes was \$116,988.19 greater than for the previous year, the total being \$1,738,420.94. Libraries not free to the public for reference or lending received \$9,585.11 of this amount, libraries free to the public for reference purposes but not for lending received \$44,308.95 and free circulating libraries received \$1,684,526.88, of which \$1,218,321.48 was paid by New York City (Greater New York) alone, \$380,009.06 by the other 42 cities which appropriated money for library purposes and \$86,196.34 by villages, towns and school districts in other parts of the State.

Books and circulation of free libraries. The 477 free circulating libraries reporting show a net increase of 285,571 volumes over the previous year, bringing the total up to 4,707,472 volumes. Of this number, 2,051,743 volumes are in New York City alone, 1,407,616 in the other cities and 1,248,113 in the villages and country districts of the State. These figures show an increase of 98,155 volumes in New York City, 97,601 in the other cities and 89,815 in the remainder of the State.

The circulation for the year was as follows: New York City 13,902,654, an increase of 362,375; all other cities 4,398,800, an increase of 297,300; villages and country districts 3,228,840, an increase of 561,443. The total circulation was 21,530,294 and the increase over the previous year 1,221,118. The remarkable feature in connection with these figures is that the increase in circulation in the villages and country districts was nearly as great as that in the cities, although the latter have nearly three times as many books and comprise 74 per cent of the population.

Free lending libraries, reporting 1893-1913

YEAR	LIBRARIES		CIRCULATION			
	Number	Volumes	Total	Per day	Per 1000 population	Per 100 volumes
1893...	238	849 995	2 293 861	6 285	352	269
1894...	293	1 049 869	2 766 973	7 581	425	263
1895...	309	1 127 199	3 146 405	8 620	483	279
1896...	351	1 313 299	3 933 623	10 777	604	300
1897...	375	1 446 874	4 904 793	13 438	753	339
1898...	408	1 755 036	6 439 999	17 644	989	367
1899...	431	1 979 319	7 395 527	20 262	1 135	373
1900...	460	2 187 125	8 452 445	23 157	1 163	387
1901...	529	2 425 260	9 232 697	25 350	1 270	381
1902...	550	2 598 472	10 063 703	27 571	1 385	387
1903...	555	2 804 628	10 897 126	29 855	1 500	390
1904...	573	3 108 365	11 347 802	31 089	1 561	365
1905...	655	3 437 876	12 086 816	33 115	1 663	352
1906...	678	3 645 662	13 835 639	37 906	1 715	380
1907...	661	3 782 609	14 968 722	41 010	1 855	396
1908...	686	4 050 563	16 479 457	45 146	2 043	407
1909...	689	4 227 665	18 747 849	51 364	2 324	443
1910...	710	4 341 103	19 254 729	52 753	2 387	445
1911...	661	4 635 716	20 122 745	55 131	2 208	435
1912...	a464	a4 421 901	a20 309 176	55 641	2 228	459
1913...	a477	a4 707 472	a21 530 294	58 987	2 362	457

a Libraries of high schools and academies are not included.

a Summary of libraries reporting

	NEW YORK CITY (GREATER NEW YORK)	ALL OTHER CITIES	OUTSIDE OF CITIES	TOTAL
Population.....	4 766 883	1 983 770	2 362 961	9 113 614
Per cent of population	52	22	26	100
b Free circulating li- braries.....	96	62	319	477
Total number of li- braries.....	124	96	346	566
Volumes in free circu- lating libraries....	2 051 743	1 407 616	1 248 113	4 707 472
Volumes in all other libraries.....	2 944 116	1 506 376	295 177	4 745 669
Total number of vol- umes.....	4 995 859	2 913 992	1 543 290	9 453 141
Per cent of total num- ber of volumes....	53	31	16	100
Free circulating li- braries having books in foreign languages.....	24	59	58	141
Circulation from free libraries.....	13 902 654	4 398 800	3 228 840	21 530 294
Circulation from all other libraries....	475 498	170 752	177 107	823 357
Total circulation....	14 378 152	4 569 552	3 405 947	22 353 651
Per cent of total cir- culation.....	64	21	15	100
Received from local tax.....	\$1 232 366 59	\$418 957 41	\$87 096 94	\$1 738 420 94
c Total amount avail- able.....	\$2 116 742 31	\$1 319 331 79	\$378 801 64	\$3 814 875 74
Per cent of total amount available..	55	35	10	100
Books, periodicals and binding.....	\$485 804 27	\$452 493 92	\$93 506 09	\$1 031 804 28
Per cent for books, periodicals and binding.....	47	44	9	100
Salaries.....	\$1 169 600 20	\$400 888 49	\$90 615 98	\$1 661 104 67
Per cent for salaries.	70	24	6	100

a In some instances figures were not available owing to the failure of certain libraries to report fully.

b In this report each branch is counted as a separate library.

c Includes balances carried forward.

Library buildings. During the year twelve libraries have occupied new or reconstructed buildings as follows:

Alfred University Library.....	June 1913	\$30 000
Andover Free Library.....	May 1913	5 000

Cold Spring Harbor Village Improvement Society Library	March 1913	\$10 000
Colton, Hepburn Library.....	June 1913	22 000
East Hounsfeld Free Library.....	March 1913	4 000
East Springfield, General James Clinton Free Library	November 1912	1 600
Friendship Free Library.....	July 1913	
Livingston Free Library.....	September 1913	2 000
Rockville Center Public Library.....	December 1912	13 000
Russell Public Library.....	September 1913	40 000
Occupies part of a new school building		
Rye Free Reading Room.....	September 1913	30 000
Valley Falls Free Library.....	September 1913	5 000
		<hr/>
		\$162 600
		<hr/> <hr/>

The following fourteen libraries report the occupation of changed, enlarged or improved quarters:

Buffalo Public Library
 Cherry Valley Library
 Chester Free Library
 Claverack Free Library and Reading Room Association
 Hammondsport Public Library
 Lake George R. F. D. No. 1, Mountainside Free Library
 Lebanon Springs, Joseph Hooper Free Library
 Liverpool Public Library
 Lodi Whittier Library
 Newburgh Free Library
 Poplar Ridge, Hazard Library
 Ravenna Public Library
 Schenectady Free Public Library
 Waverly High School Library

Charters and registry. During the year 18 library charters were granted, of which 6 were absolute and 12 provisional. Of the absolute charters granted, 4 were to replace the provisional charters of institutions already in the University. The other 2 absolute and the 12 provisional charters were granted to libraries not previously connected with the University, making a gain of 14 chartered libraries for the year.

Five library charters were amended; 1 to enable the library corporation "to carry on kindred agencies of social, educational and civic uplift," 1 to change the name of the library, 1 to increase the number of trustees and 2 to increase the number of trustees and shorten the term of office.

Two conditional gifts to libraries were approved. Both provided for an annual appropriation for maintenance, and in addition one required that the name of the library should be changed.

Twenty libraries and 1 branch were registered as maintaining a proper standard. Sixteen of these libraries were incorporated by the Regents and therefore are not to be counted as new institutions in the University. The other 5, with the 14 libraries which were chartered, make a gain of 19 for the year and a total enrolment of 523.

Expenditures. The appropriation for distribution to libraries was \$35,000, and there remained a balance for this purpose of \$25.41 from the previous year, making available a total of \$35,025.41. There were 393 grants made to libraries in sums varying from \$10 to \$100, the aggregate disbursement for this purpose amounting to \$34,765.95, an average of \$88.46 to each library. This includes the payment of \$2151 on 25 applications which were due the previous year. In addition there was expended for the purchase of printed material for distribution to libraries \$253.48, making a total expenditure from this fund of \$35,019.43 for the year. The appropriation proved to be inadequate for the purpose and the applications of 17 libraries for grants amounting to \$1373.53 could not be paid because the fund had been exhausted. As last year's applications can not be paid from the appropriation for this year, these libraries must lose their grants for last year solely because the appropriation was not sufficiently large to meet the demands made upon it.

For the purchase of books for the traveling libraries and for binding \$6000.13 was expended.

Field work. There are over 500 libraries subject to visitation by this division and during the year 234 visits have been made. Of these, 35 were for the purpose of organizing the work of the libraries and in a majority of cases each visit covered a period of two weeks. Most of the field work has been done by the head of the public libraries section and the two organizers. Owing to the pressure of other duties the number of visits has been smaller than usual and the need of additional assistance for this purpose is urgent. Before chartering or registering a library a visit of inspection must be made, which often can not be long postponed without detriment to the institution making applica-

^aIncludes \$1360 paid in November 1913 from the appropriation for the year ending September 30, 1913, for applications received during that year.

tion. Special care is taken to arrange visits of representatives of the division in such a way as to make a minimum of traveling expense and yet serve the libraries with a reasonable degree of promptness. It is sometimes necessary to make special trips of inspection in order to report on libraries applying for charter or registration, but as a rule it is possible to include other field work in the same neighborhood. No work done by the division is of more value to the libraries of the State than the visits of the organizers, who not only introduce proper methods but give the librarians instruction and advice regarding the management of the libraries, which are of far-reaching and cumulative benefit. The following excerpt from a letter indicates the regard in which this work is held:

The system has changed the whole current of the public opinion from a passive interest in our library to an enthusiastic desire to boost the library. There seems to be new interest manifest in the board of trustees, the readers and the community at large. No library without the work can realize the loss it is daily sustaining.

Continued interest was shown in the library institutes carried on by a committee of the New York Library Association in cooperation with this division. During May and June 30 of these meetings were held, at which 423 institutions were represented. The library sessions were attended by 963 persons and the 7 public lectures, which were given in connection with the meetings, by 655 persons, making a total attendance of 1618. The figures given above show an increase over last year and a very decided increase as compared with the figures of five years ago, when the total number of libraries represented was 256 and the attendance 585.

The effort to secure speakers for the meetings met with a very cordial response, 63 contributing their services. Five members of the staff of this division and 4 from the State Library participated 23 times at 16 of the 30 meetings.

The importance of these institutes to the librarians of small libraries can hardly be overestimated. Topics bearing directly on their problems are discussed, they have the opportunity of meeting other librarians working under conditions similar to their own and they gain a better idea of the value of cooperation and the interchange of ideas. The meetings are planned to permit the attendance from nearby libraries at a minimum expenditure of time and money.

New York Libraries continues to be an effective agency for disseminating news and information of benefit to libraries. The

four numbers issued during the year comprise 175 pages, which constitute a valuable work of reference. One of the numbers was devoted largely to institutional libraries and another to school libraries, the latter containing a very valuable bibliography on high school libraries.

Traveling libraries. The total number of volumes in the traveling library collection is 59,660, of which 19,750, a little less than one-third, have been added during the year. There are still a few libraries that have not been returned since the fire, but the number given above represents practically the entire collection.

Fixed groups. Fixed groups consist of collections containing a certain number of volumes which are always kept together, and as the same titles are retained in these collections, or libraries, they are provided with printed finding lists. During the year there have been added four different groups for adults and two for children, each containing 25 volumes and each duplicated five times. The fixed groups now contain 6625 volumes, an increase of 919 for the year.

The 25 volume collections are proving much more useful and popular than were the larger groups which were used at first. This size permits a ready combination of a juvenile and adult library, or of either with a special subject.

It has not seemed wise to reprint the lists of some of the older fixed groups, so it has been more difficult to circulate them for this reason. Those for which printed lists are available have been in constant circulation.

Foreign books. The number of books in foreign languages is 1549, 1066 having been added during the year. The number of volumes sent out has been limited by the supply rather than by the demand. It is realized that only the merest beginning has been made in this work, but progress is hindered by the lack of reliable buying lists as well as by the added difficulties in ordering, cataloging and preparing these books for circulation. The languages represented are Italian, Polish, German, French, Hungarian and Yiddish, a hundred volumes in the last named language having been added during the year. These books have been sent out chiefly through the public libraries of the State, as they have been foremost among the few agencies willing to assume the responsibility. The pamphlets issued by the North American Civic League for Immigrants have been included in each library sent out.

Loans. This has been a record year, since 45,651 volumes were sent out in response to 1114 requests as shown in the following table:

TO WHOM LENT	APPLICATIONS VOLUMES	
	FILLED	SENT
Taxpayers	120	6 342
Public libraries	111	6 794
Public schools	289	10 210
Study clubs	325	13 719
House libraries	150	1 504
Charitable institutions	7	652
Other organizations	77	5 966
	1 079	45 187
Exhibits	7	403
Special loans	28	61
	1 114	45 651
Total	1 114	45 651

The highest point ever reached before was in 1908-9 when 45,511 volumes were sent in response to 852 applications. At that time, moreover, the collection numbered nearly twice as many volumes as it now contains.

The great gain in circulation is due chiefly to the increased demand from the first three classes of borrowers. Nearly twice as many libraries were sent to taxpayers as in the preceding year and three times as many were sent to schools. As the majority of these went to places having few books, if any, the traveling library seems to have come nearer than ever before to realizing the dreams of those who planned the system and put it in operation.

a Loans, October 1, 1891—September 30, 1913

YEAR	APPLICATIONS VOLUMES	
	FILLED	SENT
1891-92	b	389
1892-93		3 318
1893-94		10 064
1894-95		13 680
1895-96		21 233
1896-97		23 383
1897-98		32 730

a If this table is compared with that given in the Education Department report for 1913 it will be noticed that there are some discrepancies in the statistics of the earlier years. This is due to the fact that it was difficult to get the exact figures, since in the beginning of the work the emphasis was laid on the circulation of the books. At first the books for the general public and those for university extension courses and study clubs were sent out through different sections of the Library. This explains the apparent contradiction in the statement which appears in several reports that the first traveling library was sent out in February 1893. This statement refers to the miscellaneous collections sent to groups of taxpayers. As shown by the table, books were sent out as early as 1892 but these were for the use of university extension centers.

b No accurate records available until 1899-1900.

YEAR	APPLICATIONS	
	FILLED	VOLUMES SENT
1898-99		32 654
1899-1900	397	35 624
1900-1	443	33 654
1901-2	530	33 572
1902-3	517	32 431
1903-4	575	34 931
1904-5	644	35 944
1905-6	660	34 528
1906-7	779	40 377
1907-8	742	36 769
1908-9	852	45 511
1909-10	819	45 142
1910-11 (April — September) ^a	207	10 223
1911-12	794	31 302
1912-13	1 114	45 651

^a Records from October 1, 1910 to March 28, 1911, destroyed when the State Library burned.

Study clubs. As heretofore, the greatest number of libraries was sent to study clubs, though the increase over previous years was not so great as was that of some of the other classes of borrowers. During the year, 29 new clubs were registered and 334 reported approved courses of study. Sixty clubs reporting in 1911-12 have failed to report since.

The constant pressure of other work has allowed little time for the preparation of bibliographies, and the lack of these has proved an additional handicap in rendering prompt service.

Exhibits. Exhibits have been sent out in nearly every case in response to definite requests from libraries, school superintendents or agricultural societies. They have ordinarily been made up from the best books available at the time of the application, but in response to a constant demand about 150 volumes have been bought as a special exhibit collection of children's books. These are lent in groups of not over 25 volumes for not longer than two weeks, and are intended primarily to serve as a guide to those wishing to buy books for children.

SCHOOL LIBRARIES DIVISION

Scope. It is the special work of this division to help build up school district libraries and aid teachers and school officers in their efforts to make these libraries of the greatest possible value to the pupils of the schools and the people of the communities. Stated more specifically, the work is as follows:

1 To advise and assist superintendents, trustees and teachers in the selection, care and use of books. This is done by personal letters, circular letters, addresses at public gatherings, and by printed bulletins and handbooks. Among the publications for this purpose are:

Bulletin 528. Reading Courses for Teachers and Pupils.

Bulletin 539. An Annotated, Graded, Classified and Priced List of Books Suitable for Elementary School Libraries.

Bulletin 552. Aids in Helping to Train Pupils to Like Good Literature.

Bulletin 553. Suggested List of Books for School Libraries.

A short list for secondary schools, preliminary to several fuller lists now in course of preparation.

Handbook 30. Care of School Equipment.

2 To review lists of books submitted for approval, to mark the items, if any, that are not approved, and, on occasion, to offer suggestions. Several thousand such lists are examined yearly. This helps the local authorities and saves them from mistakes that would result in unwise expenditure of money. It is evident that the selection of books for district libraries is a matter of much importance. The great majority of the teachers and school officers have not the knowledge and experience necessary to fit them for this work. Agents naturally try to sell the books on which they make the most profit, and such books are not always those best adapted to school libraries. To aid in the selection of books, lists such as previously named are sent to the schools, but these are merely suggestive, as the division will help pay for any good book whether it is on official lists or not. As a further safeguard, the district superintendents are required to indorse each list sent in from their schools, stating whether, in their judgment, the books requested are well adapted to the district making the purchase. This plan identifies the local superintendent with the work of the school libraries more closely, and tends to prevent the selection of books good enough in themselves and yet not well adapted to a given school. For example, books suitable for eighth grade pupils would not be a wise choice for a school having no pupils above the sixth grade. The local superintendent is well informed, or should be, in regard to many things that can not be known to one in the office at Albany. He knows, or should know, the general character of the inhabitants of the district, the industries and interests of the community, the training and experience of the teachers, the age and advancement of the pupils, and the books already in the library.

3 To examine minutely all applications for State school library money to see that all requirements are met, that there is no duplication, that the articles have actually been purchased and that they are in the school.

4 To pass upon the libraries of schools asking for admission to academic grade or for promotion in grade, to determine whether or not they meet the required standard.

5 To learn local conditions and needs, and to advise with local authorities. This is done through personal conferences at the office and at public gatherings of superintendents, trustees, teachers, librarians or others, and by inspection of the weekly reports of the visitations of district superintendents.

6 To prepare suggestive book lists to meet either general or special conditions. This involves much time for research.

7 To advise, assist and encourage all those officially or otherwise interested in the reading of teachers or pupils.

8 To consult with and advise a special committee of the district superintendents of the State, which directs reading circles for teachers and pupils—a work that has proved very popular and exceedingly helpful.

9 To keep informed concerning the character and value of books, both new and old, so as better to advise school officials regarding the selection of books. This involves extensive examination of books, periodicals, reviews, and the book lists published by the library authorities of this and other states.

10 To keep complete records so that at any time it can be shown what books, maps or globes have been purchased by any district in the State, when purchased and at what price. All applications that have been acted upon favorably, and the purchases that have subsequently been made by the district, are on file in the office, as is all the correspondence of the division.

11 To represent the Education Department at public meetings of various kinds.

Office work. The office force consists of a chief, an assistant known as an "inspector" and a stenographer. The chief has general charge of the office work and looks after the field work. The inspector has charge of all details of the office work. Publishers submit many books for examination and approval. This is chiefly the work of the chief of the division, though it is often necessary to obtain assistance and advice from others.

Progress and use of school libraries. Reasonably good progress has been made in library affairs in the rural schools of the State. Of the more than 10,000 schools, less than 40 are without libraries, and the average number of volumes in rural school libraries is about 175 and constantly growing. Less satisfactory progress has been made in the secondary schools. The libraries are much larger but not so well chosen. The books are good literature but often beyond the ability of the pupils to read with either pleasure or profit. There is great need of high school librarians. Perhaps 50 are employed in the State. This is a small number for more than 800 secondary schools. It is hoped that there will be great improvement in this matter at an early day. The secondary

school libraries are used largely for supplementing the studies pursued in school, which is very proper, but the chief function is to create the reading habit and so to direct that habit that it will become lifelong. If the library is used only to supplement the school studies, when pupils leave school they will very likely cease to use a library as there will no longer be any occasion to use it in the narrow way to which they have been accustomed.

State aid and encouragement. The State is liberal in aiding school libraries. It will pay one-half the amount that any district pays for approved books, pictures and apparatus up to \$18, plus \$2 for each teacher employed. Besides this, \$250 is allowed for each secondary school. When applications have been approved, the purchases made, and the proper school authorities have made affidavit that the articles are actually in the school, payment is made through the county treasurers.

The greatest thing in education is the creation of higher ideals, finer tastes, and better habits, and no other agency contributes more toward this result than does the school library when properly used. This division is therefore far more concerned in securing the proper use of the books now in the school libraries than in the purchase of additional ones (important as the latter is) and in encouraging reading circles in the schools and their best use.

Even now very many teachers make little or no effort to lead the pupils to use the school libraries. This is not because they are indifferent but because they do not know how to go about it. Teachers training classes and normal schools do not give as much attention to this work as they should, and even if they did they could not reach the teachers now in the field. That, apparently, must be the work of this division. A bulletin entitled *How to Use the School Library* has been prepared for the use of teachers but, so far, no money has been available for its publication.

The school library should be an instrument for definite, positive and valuable work—work of quite as much importance as anything else done in the school. Reading is the one subject taught in school that everybody makes direct and daily use of all through life and it ought not to be left to chance nor to passing whims.

Statistics. The increase in the number of volumes in the district libraries and the increase in their use has been great in the last few years and is steadily growing. The school districts having libraries are shown below, grouped by number of volumes.

School libraries in New York State¹

School districts	10	541
School districts without libraries.....		277
School districts maintaining schools but having no libraries.....		51
School districts which have 1-49 volumes.....		808
" 50-99 "	2	683
" 100-199 "	4	643
" 200-499 "	1	454
" 500-999 "		316
" 1000- "		360

¹ Excluding school libraries in cities.

For table showing "Number, sizes and distribution of school libraries, 1912-13," see Annual Report of the Education Department for 1913, pages 846-52.

PUBLICATIONS AND PRINTING

Aside from the usual office forms and stationery, 22 books, bulletins, handbooks and circulars and 5 traveling library lists were issued by the four library divisions during the year ending September 30, 1913, as listed below.¹

STATE LIBRARY

Report of the Director, 1911. 87p. paper

This contains the definitive account of the fire of March 29, 1911.

Also bound in cloth with *Best Books of 1911* (Bibliography bulletin 51) and *25th Annual Report of Library School, 1911* (Library School bulletin 30) to form the *94th Annual Report on the New York State Library*.

The State Library, 1913

Reprinted from the *Annual Report of the New York State Education Department for 1913*.

Handbook for Readers. 27p.

This is the first public description of and guide to the collections of the New York State Library in its new home in the Education Building.

¹ For convenience in reference the different numbers of the several series of bulletins (Bibliography, Legislation, Library School) are bound consecutively as supplements to the annual report of the Director of the State Library, the annuals issued in the various series in each year being bound with the annual report of the corresponding year, that is, *Best Books for 1913* and the Library School report for 1913 are bound with the Director's report for 1913, though issued in 1914. For this reason the bulletins supplementing the report do not correspond to those issued during the year as here listed.

Brown, Zaidee. *Buying List of Books for Small Libraries*; new ed. 64p. (Bibliography bulletin 52)

This list was first compiled by Miss Zaidee Brown in 1909 and is now revised by Miss Caroline Webster. It has found wide favor all over the country, 5000 copies having been reprinted by various state library commissions.

Best Books of 1912. 63p. (Bibliography bulletin 53)

This is the usual annotated and classified list of about 250 of the books deemed best worth purchase by the public libraries of the State.

Helps for Debaters. 4p.

Scope of the State Library. 1p.

LIBRARY SCHOOL

26th Annual Report, 1912. 29p. (Library School bulletin 32)

Wheeler, M. T. *Indexing*; 2d ed. 76p. (Library School bulletin 33)

On its first publication in 1905, this book at once came into steady request as the best practical manual for indexing, in print. The first edition was soon exhausted and the fire delayed preparation of a second until this year. Since its appearance the sale has been so large and so steady as to indicate that it has not yet been superseded as the standard textbook in its subject.

Lecture Outlines and Problems 3. 114p. (Library School bulletin 34)

Circular of Information, 1913-14. 33p.

Summer session, 1913. 4p.

EDUCATIONAL EXTENSION DIVISION

Educational Extension, 1913

Reprinted from the *Annual Report of the New York State Education Department for 1913*.

New York Libraries. v. 3, no. 5-8

A 32-page quarterly bulletin published in the interest of the libraries of the State and sent free to them and to all members of library boards.

— Index to volumes 1-3. 16p.

Libraries for Country Dwellers. 3p.

Traveling library lists

Miscellaneous lists: A1, A2, A3

Young people's lists: J21, J24

SCHOOL LIBRARIES DIVISION

Reading Courses for Teachers and Pupils. 12p. (Education Department bulletin, no. 528)

Prepared by a committee of the State Association of District Superintendents.

Annotated, Graded, Classified and Priced List of Books Suitable for Elementary School Libraries; with some suggestions in regard to the use of school libraries. 67p. (Education Department bulletin, no. 539)

A list of about 700 volumes.

Care of School Equipment. 35p. (Handbook 30)

INDEXING

The State Library makes the indexes for all publications of the University. The excellence of these indexes (unusual in State documents) has attracted requests from other State offices for similar work, and for the past several years the very minute index to the annual volume of Public Papers of the Governor, and the general index to the New York Senate and Assembly Documents (some 50 or 60 volumes annually) have been prepared in the State Library. During the past year 34 separate indexes have been made, filling 304 pages when printed, and indexing 4479 pages in the documents to which they were appended.

STAFF

Any comment on the personnel of the staff must at the outset bear hearty testimony to the faithful work of its individual members and specially to the fine spirit which has uniformly marked its performance during this year of premature occupancy of new quarters.

The permanent staff of the State Library, Educational Extension Division and Library School numbers 105 persons (all engaged in actual library work) exclusive of orderlies, elevator men, cleaners, porters etc. who are attached to the Administration Division of the University. Besides this regular staff there were 15 persons temporarily engaged since October 1, 1912, in the mending and repairing of manuscripts, and 16 employees in the Library bindery.

From this permanent staff of 105 there have been 20 resignations during the year: three young women have resigned to be married;

two because of poor health; three members of the staff have voluntarily retired; five have been transferred to other State departments or to other divisions of the University; five have been called at better salaries to important library positions in other cities; and two have been dismissed for unsatisfactory service.

The five who have taken positions in other libraries have gone to four different states. They leave positions carrying aggregate salaries of \$4620, to accept new positions where the salaries aggregate \$6800. These instances are representative, both in number and in the accompanying substantial promotions, of a loss that this staff suffers year after year. It is the pleasant penalty which attaches to leadership in library work and, together with the constant and rather annoying losses by transfer to other departments of the State service, constitutes an eloquent testimony to the efficiency of people who have been trained in the service of the State Library and in the Library School. In noting the staff changes particular mention must be made of the retirement of Miss Martha T. Wheeler, Miss Ada Bunnell, and Mr William R. Eastman, after service of 22, 21 and 20 years, respectively. A single library is seldom served so long and so faithfully, and the loss of three such able colleagues in one year is indeed a grievous one.

Twenty-one members of the staff attended the annual meeting of the American Library Association at the Hotel Kaaterskill in the Catskill mountains in June. The occasional session of this national conference in or near New York State offers an opportunity for professional profit which the library divisions are glad to make available to members of the staff by giving them the time for attendance.

Respectfully submitted

JAMES I. WYER, JR

Director

APPENDIX I
FINANCIAL SUMMARY
Balances, appropriations and expenditures, October 1, 1912 — September 30, 1913
 Including State Library, Library School and Educational Extension and School Libraries Divisions

ACCOUNTS	BALANCES OCT. 1, 1912	ANNUAL APPROPRIA- TIONS AVAILABLE OCT. 1, 1912	TOTAL FUNDS AVAILABLE OCT. 1, 1912	EXPENDITURES 1913	BALANCES SEPT. 30, 1913	
					Lapsed to treasury	Available
Salaries.....		\$108 160 ..	\$108 160 ..	\$106 205 30	\$1 954 70	
Books, serials and binding						
General Library		20 000 ..	20 000 16	19 999 04		\$1 12
Special appropriation.....	\$436 730 03		436 730 03	4211 356 20		225 373 83
Medical library.....	3 55	2 000 ..	2 003 55	2 001 45		2 10
Law library.....	61	2 500 ..	2 500 61	2 500 25		36
Technology library.....	70 91	2 000 ..	2 070 91	2 069 82		1 09
Library for the blind.....	62 82	2 000 ..	2 062 82	1 841 82		221 ..
Traveling libraries.....	13	6 000 ..	6 000 13	6 000 13		
Grants to free public libraries.....	25 41	35 000 ..	35 025 41	33 659 43		1 365 98
Grants to school libraries.....		b116 296 90	b116 296 90	b116 296 90		
Total.....	\$436 893 62	\$293 956 90	\$730 850 52	\$501 930 34	\$1 954 70	\$226 965 48

^a Includes \$11,200 for State Museum
^b Includes apparatus allowed to New York City.

APPENDIX 2

MEDICAL PERIODICALS AND SOCIETY PUBLICATIONS

The Library has complete sets of the following serials. * indicates those currently received.

- * Albany medical annals
- * American association for study and prevention of infant mortality. Transactions
- * American association of genito-urinary surgeons. Transactions
- * American association of obstetricians and gynecologists. Transactions
- American gynecological and obstetrical journal
Continuation of *New York journal of gynecology and obstetrics.*
- * American journal of diseases of children
- American journal of homoeopathy
- * American journal of insanity
- * American journal of nursing
- * American journal of public health
Continuation of *American journal of public hygiene.*
- * American journal of the medical sciences
- * American laryngological association. Transactions
- American medical association. Transactions
Continued in *Journal of the American medical association.*
- American medical digest
Merged in *Times and register.*
- American medical intelligencer
Continued as *Medical news and library.*
- American medical recorder
- American medical review and journal
Continuation of *Medical review and analectic journal.*
- * American otological society. Transactions
- American public health association. Public health papers and reports
Continued in *American journal of public health.*
- American society of sanitary and moral prophylaxis. Transactions
Continued in *Social diseases.*
- * American surgical association. Transactions
- * Anatomischer anzeiger

Annalen des Charité-krankenhauses und der übrigen königlichen
 medicinisch-chirurgischen lehr- und kranken-anstalten zu Ber-
 lin

Continued as *Charité-annalen*.

* Annales de l'Institut Pasteur

Annalist

Annals of gynecology and pediatry

Continued as *Annals of medical practice*.

* Annals of ophthalmology

Partial continuation of *Annals of ophthalmology and otology*.

Annals of ophthalmology and otology

Separated into *Annals of ophthalmology* and *Annals of otology, rhi-
 nology and laryngology*.

* Annals of otology, rhinology and laryngology

Partial continuation of *Annals of ophthalmology and otology*.

Archiv der heilkunde

Continuation of *Archiv für physiologische heilkunde*.

* Archiv für die gesamte physiologie des menschen und der tiere
 (Pflüger's Archiv)

* Archiv für experimentelle pathologie und pharmakologie

* Archiv für gynäkologie

Continuation of *Monatsschrift für geburtskunde und frauenkrank-
 heiten*.

* Archiv für klinische chirurgie

* Archiv für mikroskopische anatomie und entwicklungsgeschichte
 Archiv für physiologische heilkunde

Continued as *Archiv der heilkunde*.

Archives of clinical surgery

United with *Hospital gazette* to form *Hospital gazette and Archives of
 clinical surgery*.

Archives of dermatology

* Archives of diagnosis

Archives of electrology and neurology

* Archives of internal medicine

Archives of laryngology

* Archives of pediatrics

Archives of scientific and practical medicine

* Beiträge zur klinik der infektionskrankheiten und zur immuni-
 tättsforschung

* Beiträge zur pathologischen anatomie und zur allgemeinen
 pathologie (Ziegler's Beiträge)

- Bibliographia medica
 Biennial retrospect of medicine and surgery
- * Biochemische zeitschrift
 - * Boston medical and surgical journal
 - * Brain
 - British and foreign medical review
 United with *Medico-chirurgical review*, to form *British and foreign medico-chirurgical review*.
 - British and foreign medico-chirurgical review; New York re-
 print
 - * British journal of surgery
 - * British journal of tuberculosis
 - * Bulletin of the Medical and chirurgical faculty of Maryland
 - * Bulletin of the Medical library association
 Continuation of *Medical library and historical journal*.
 - * Canadian medical association journal
 Continuation of *Montreal medical journal*.
 - * Cancer
 - * Centralblatt der experimentellen medizien
 Continuation of *Centralblatt für die gesamte physiologie und pathologie des stoffwechsels*.
 - * Centralblatt für allgemeine gesundheitspflege
 - * Centralblatt für allgemeine pathologie
 - * Centralblatt für die gesamte chirurgie und ihre grenzgebiete
 - * Centralblatt für die gesamte innere medizien und ihre grenzgebiete
 - * Centralblatt für die grenzgebiete der medizien und chirurgie
 Centralblatt für die krankheiten der harn- und sexualorgane
 United with *Monatsberichte für urologie* to form *Zeitschrift für urologie*.
 - * Centralblatt für die medicinischen wissenschaften
 - * Centralblatt für gewerbehygiene
 - * Centralblatt für gynäkologie
 Centralblatt für röntgenstrahlen, radium und verwandte gebiete
 Centralblatt für stoffwechsel- und verdauungs-krankheiten (Van Noorden)
 Continued as *Centralblatt für die gesamte physiologie und pathologie des stoffwechsels*.
 - * Charité-annalen
 Continuation of *Annalen des Charité-krankenhauses . . . zu Berlin*.
 - * Chicago pathological society. Transactions
 - * Clinical society of the University of Michigan. Transactions

- * Clinics of John B. Murphy
Continuation of *Surgical clinics of John B. Murphy.*
- * Collected papers by the staff of St Mary's hospital, Rochester, Minn. Mayo clinic
- * Congress of American physicians and surgeons. Transactions
- * Cornell university medical bulletin
- * Cuba. Secretaria de sanidad y beneficencia. Sanidad y beneficencia; boletin oficial
- * Dermatologisches centralblatt
- * Die deutsche klinik
- * Deutsche zeitschrift für nervenheilkunde
Deutsche zeitschrift für thiermedizin und vergleichende pathologie
Continued as *Zeitschrift für thiermedizin.*
- * Deutsches archiv für klinische medizin
English speaking conference on infant mortality, 1913. Proceedings
Epitome of Braithwaite's Retrospect of practical medicine and surgery
- * Ergebnisse der allgemeinen pathologie und pathologischen anatomie des menschen und der tiere
Ergebnisse der anatomie und entwicklungsgeschichte
- * Ergebnisse der physiologie
- * Fortschritte der medizin
- * Graefe's Archiv für ophthalmologie
Half-yearly compendium of medical science
Continued as *Quarterly compendium of medical science.*
- * Heart
- * Henry Phipps institute for the study, treatment and prevention of tuberculosis. Annual report
- * Homoeopathic medical society of the State of New York. Transactions
Homoeopathic quarterly
Homoeopathic times
Continuation of *Medical union* and *New York journal of homoeopathy*, consolidated. Continued as *New York medical times.*
- * Hoppe-Seyler's Zeitschrift für physiologische chemie
Continuation of *Zeitschrift für physiologische chemie.*
- Hospital gazette
Title of v. 2-5, *Hospital gazette and Archives of clinical surgery.*
Continued as *Medical gazette.*

- * Hospital of the Protestant Episcopal church in Philadelphia.
Medical and surgical reports
Cover title: *Episcopal hospital reports.*
- Illinois and Indiana medical and surgical journal
Continuation of *Illinois medical and surgical journal.* Continued as
Northwestern medical and surgical journal.
- Illinois medical and surgical journal
Continued as *Illinois and Indiana medical and surgical journal.*
- * International abstract of surgery
Supplement to *Surgery, gynecology and obstetrics.*
- * Jahrbücher für psychiatrie und neurologie
Jahresbericht über die fortschritte der gesammten medicin in
allen ländern
Continued as *Jahresbericht über die leistungen und fortschritte in der
gesamnten medicin.*
- * Jahresbericht über die fortschritte der thier-chemie
- * Jahresbericht über die fortschritte in der lehre von den patho-
genen mikro-organismen (Baumgarten)
- * Jahresbericht über die leistungen und fortschritte in der gesamm-
ten medicin
Continuation of *Jahresbericht über die fortchritte der gesammten
medicin in allen ländern.*
- * Journal d'urologie médicale et chirurgicale
Continuation of *Annales des maladies des organes genito-urinaires.*
Journal de la physiologie (Brown-Sequard)
- * Journal of abnormal psychology
- * Journal of anatomy and physiology
- * Journal of biological chemistry
Journal of cutaneous and genito-urinary diseases
Continuation of *Journal of cutaneous and venereal diseases.* Con-
tinued as *Journal of cutaneous diseases, including syphilis.*
- Journal of cutaneous and venereal diseases
Continued as *Journal of cutaneous and genito-urinary diseases.*
- * Journal of experimental medicine
- * Journal of medical research
Continuation of *Journal of the Boston society of medical sciences.*
- * Journal of pathology and bacteriology
- * Journal of physiology
Journal of psychological medicine
- * Journal of the American medical association
- * Journal of the American pharmaceutical association
Continuation of American pharmaceutical association. *Proceedings.*

- Journal of the Association of military surgeons
Continuation of Association of military surgeons of the United States.
Proceedings. Continued as *Military surgeon*.
- * Journal of the Medical society of New Jersey
Continuation of Medical society of New Jersey. *Transactions*.
- * Journal of the Society of sanitary and moral prophylaxis
Continuation of *Social diseases*.
- * Lakeside hospital, Cleveland. Clinical and pathological papers
Medical gazette
Continuation of *Hospital gazette*.
- Medical library and historical journal
Continuation of *Bulletin of the Association of medical librarians*.
Continued as *Bulletin of the Medical library association*.
- Medical magazine. Boston
- Medical news
Continuation of *Medical news and abstract*. Merged in *New York medical journal*.
- Medical news and abstract
Continuation of *Medical news and library* and *Monthly abstract of medical science*, consolidated. Continued as *Medical news*.
- * Medical record
- Medical union
United with *New York journal of homoeopathy* to form *Homoeopathic times*.
- Medicinische monatsschrift
Continuation of *New Yorker medicinische presse*. Continued as *New Yorker medicinische monatsschrift*.
- * Military surgeon
Continuation of *Journal of the Association of military surgeons*.
- * Missouri university. Bulletin; medical series
- * Modern hospital
- Monatsberichte für urologie
Continuation of *Monatsberichte über die gesamtleistungen auf dem gebiete der krankheiten des harn- und sexual-apparates*. United with *Centralblatt für die krankheiten der harn- und sexual-organe* to form *Zeitschrift für urologie*.
- Monatsberichte über die gesamtleistungen auf dem gebiete der krankheiten des harn- und sexual-apparates
Continuation of *Viertel jahresberichte über die gesamtleistungen auf dem gebiete der krankheiten des harn- und sexual-apparates*. Continued as *Monatsberichte für urologie*.
- Monatshefte für praktische dermatologie
Continued as *Dermatologische wochenschrift*.

- Monatsschrift für geburtskunde und frauenkrankheiten
Continued as *Archiv für gynäkologie*.
- Monthly abstract of medical science
United with *Medical news and library* to form *Medical news and abstract*.
- * National association for the study and prevention of tuberculosis.
Transactions
National association for the study of epilepsy and care and treatment of epileptics. Transactions
Continued in *Epilepsia*.
- * National conference on industrial diseases. Proceedings
- * New York (city). Health dep't. Bureau of laboratories. Collected studies
New York eye and ear infirmary reports
New York journal of gynecology and obstetrics
Continued as *American gynecological and obstetrical journal*.
New York journal of medicine and surgery
New York medical and physical journal
New York medical gazette
- * New York medical journal
New York medical times
Merged in *New York journal of medicine*.
New York medico-chirurgical bulletin
- * New York (state). Health dep't. Annual report
- * New York (state). Institute for study of malignant diseases.
Annual report
- * New York state hospitals bulletin
- * New York state journal of medicine
- * New York surgical society. Transactions
New Yorker medizinische presse
Continued as *Medicinische monatsschrift*.
- * Ohio. Health board. Monthly bulletin
Ohio medical journal
Continuation of *Ohio medical recorder*. Continued as *Columbus medical journal*.
- * Ophthalmic literature
- * Ophthalmology
- * Pacific coast journal of nursing
Continuation of *Nurses' journal of the Pacific coast*.
- * Parasitology

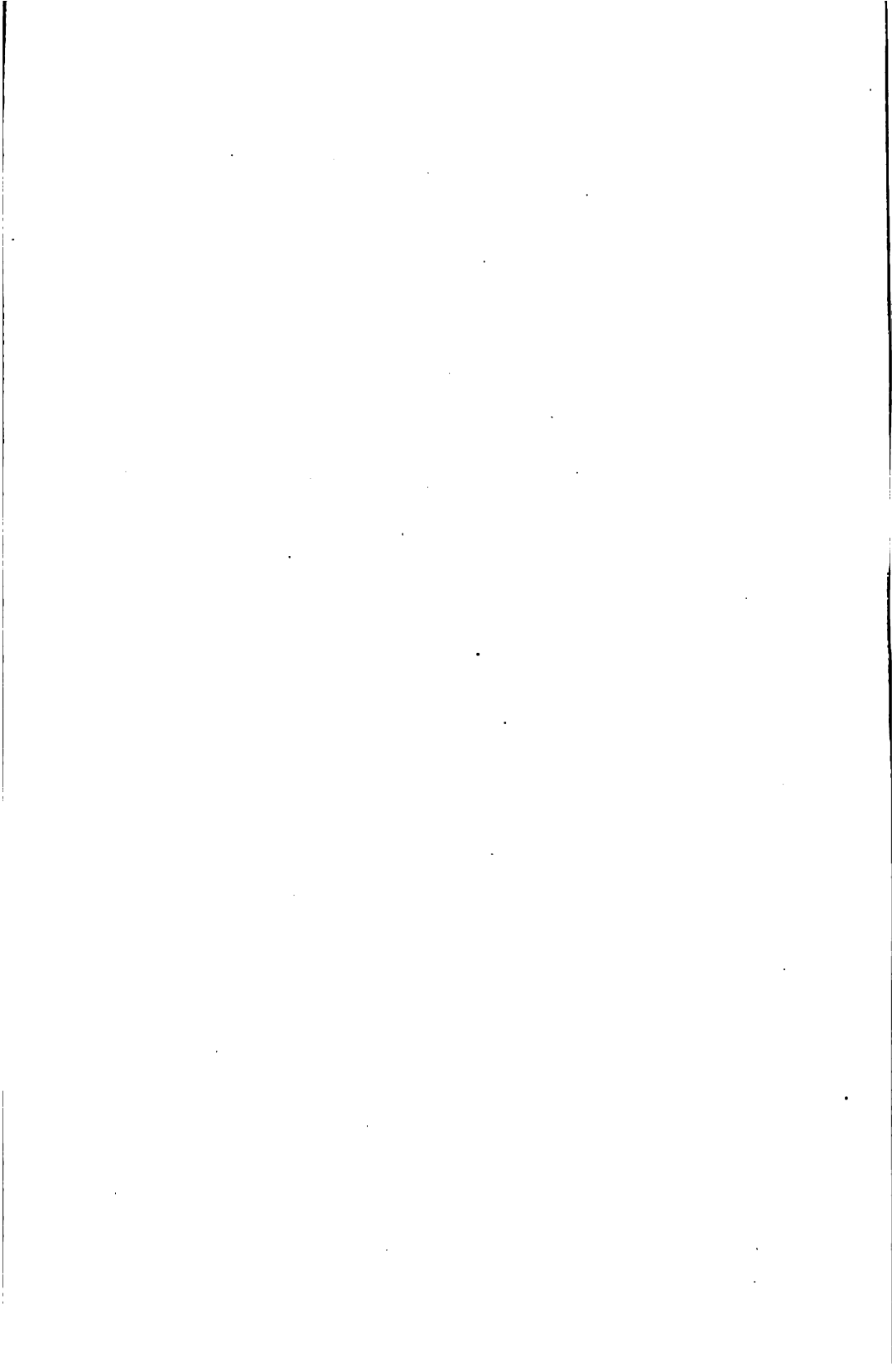
- * Pennsylvania. Health dep't. Pennsylvania health bulletin
Pharmaceutical repertory
Philadelphia medical journal
 Merged in *New York medical journal*.
- Physico-medical society of New York. Transactions
Polyclinic
 Merged in *Times and register*.
- * Progressive medicine
- * Psychoanalytic review
 Quarterly epitome of American practical medicine and surgery
- * Quarterly journal of medicine
- * Quarterly of the Federation of state medical boards of the
 United States
- * Review of neurology and psychiatry
- * Revue de médecine
- * St Paul, Minn. Health dep't. Monthly bulletin
 Scientific memoirs by officers of the medical and military de-
 partments of the government of India
 Scottish medical and surgical journal
 Merged in *Edinburgh medical journal*.
- * Skandinavisches archiv für physiologie
- * Société de biologie. Comptes rendus
- * Southern pharmaceutical journal
- * Surgery, gynecology and obstetrics
 Surgical clinics of John B. Murphy at Mercy hospital, Chicago
 Continued as *Clinics of John B. Murphy*.
- Therapeutic monthly
 Merged in *Philadelphia medical journal*.
- * Therapeutische monatshefte
- * United fruit co. Medical dep't. Annual report
- * U. S. Government hospital for the insane. Bulletin
- * U. S. Surgeon-General's office. Bulletin
 United States medical and surgical journal. New York
- * United States naval medical bulletin
- * University college hospital medical school, London. Research
 dep't. Collected papers
- * Urologic and cutaneous review
 Continuation of *American journal of dermatology*.
- * Urologic and cutaneous review; technical supplement

Viertel jahresberichte über die gesamtleistungen auf dem gebiete
der krankheiten des harn- und sexual-apparates

Continued as *Monatsberichte über die gesamtleistungen auf dem gebiete
der krankheiten des harn- und sexual-apparates.*

- * Virginia medical semi-monthly
 - Yearbook of medicine, surgery and their allied sciences
 - Zeitschrift für allgemeine physiologie (Verworn)
- * Zeitschrift für angewandte anatomie und konstitutionslehre
- * Zeitschrift für chemotherapie und verwandte gebiete: referate:
originale
- * Zeitschrift für die gesamte experimentelle medizin
- * Zeitschrift für experimentelle pathologie und therapie
- * Zeitschrift für hygiene und infectionskrankheiten
- * Zeitschrift für kinderheilkunde
 - Zeitschrift für krebsforschung
 - Zeitschrift für physiologische chemie

Continued as *Hoppe-Seyler's Zeitschrift für physiologische chemie.*
- * Zeitschrift für urologie
 - Formed by union of *Centralblatt für die krankheiten der harn- und
sexual-organe* and *Monatsbericht für urologie.*
- * Zeitschrift für urologische chirurgie

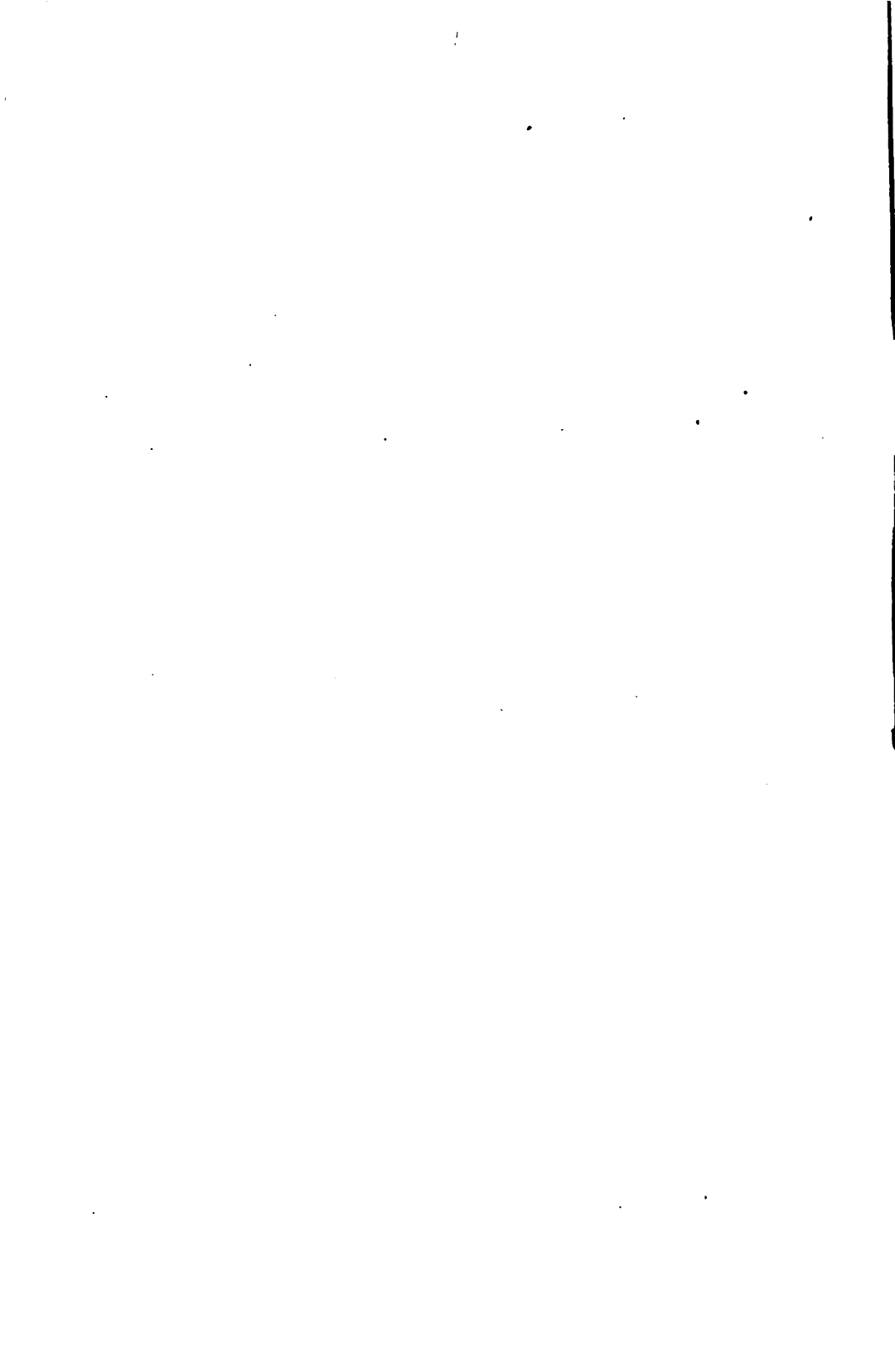


INDEX

- A. L. A.** periodical cards, 29
Agricultural experiment station cards, 29
American local history, 33
Americana, 17
Annuals, 24
Appropriations, total, 9
Atlases, 38
- Best Books**, preparation of list, 52; uses and circulation, 53
Bibliographies, card, 28
Bibliography collection, additions to, 17
Binding, 25
Blind, library for, 54-57; circulation, 9; volumes accessioned, 9; number of volumes, 8, 15
Book selection section, 52-54
Books, higher cost of, 12
Branch of State Library in Capitol, 45
Building, new, 10
Buildings, library, 64
- Capitol**, branch of State Library in, 45
Card bibliographies, 28
Catalog cards, printed, 27
Catalog section, 26-29
Charters, library, 65
Circulation, of free libraries, 62; library for the blind, 56
Concilium Bibliographicum cards, 29
- Debate** collection, 33
Duplicates, 24
- Education** collection, 33
Educational Extension Division, 59-63
Employees, number, 9
Exchanges, 24
Expenditures, 11; for distribution to libraries, 66; total, 9
- Financial** summary, 78
Free libraries, 59-63
- Genealogy**, 33
Gifts, 22; library for the blind, 55; manuscripts, 37
Gifts of books and manuscripts, comparison of public spirit of givers in America and England, 13
Government documents, 45
Grants, to free public libraries, 9; to school libraries, 9
Growth of the Library, 14
- Indexes** of legislation, 42
Indexing, 76
- Law** library, 45-52
Legislative reference section, 42-45
Library buildings, 64
Library of Congress, cards in the Universal catalog, 28
Library School, 58-59; number of students, 9
- Manuscripts** section, 34-39
Maps, 38
Medical library, 40-42
Medical periodicals, 79-87
- Netherlands** cards, 29
New York Libraries, 67
Newspapers, 25
- Order** section, 14-26
Organization, 14
- Pamphlets**, gifts, 22; medical library, 41
Periodical room, 32
Periodicals, 24
Printed cards, 27
Printing, 74-76
Public libraries, 9, 59-63
Publications, 74-76
Purchases, 16

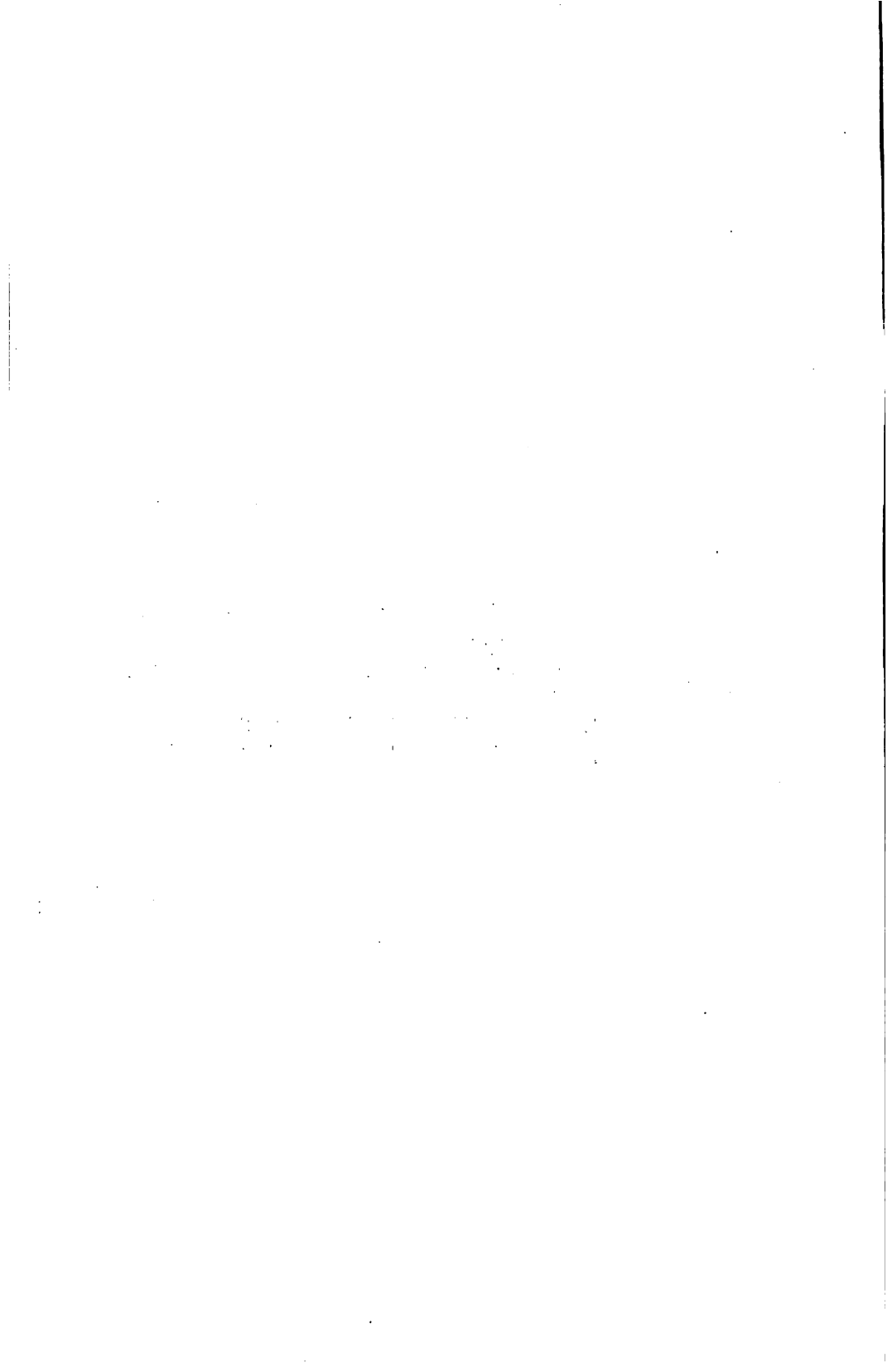
- Reading room**, 32
Reference section, 31-34
Registration of libraries, 65
Revolutionary manuscripts, 35
- Salaries**, 9
School libraries in New York State,
10; grants to, 9
School Libraries Division, 70-74
Serials, 24
Session laws, 43
Shelf section, 29-31
Shelflists, 28
Society publications, 79-87
Staff, 76
State Library, 11; acquisition and organization, 11; chronologic notes of progress, 30; expenditures, 11; new building, 10; relation to libraries of the State, 7
Statistical summary, 8-10
- Study clubs**, 70
Summer session of Library School,
59
- Traveling libraries**, 68; circulation,
9; sent out, 9; volumes accessioned,
9; number of volumes, 8, 15
- United States documents**, 45
Universal catalog, 28
- Van Rensselaer Manor papers**, 36
Volumes, accessioned, 9; bound, 9;
total circulation, 9; gifts, 22;
medical library, 41; number by
sources, 15; total number, 8, 12, 15
- Walter**, Frank K., Library School,
58-59
Watson, William R., Public libraries,
59-63





Supplements 1-4

- 1 Best books of 1913 (Bibliography bulletin 54)
- 2 Indexing; principles, rules and examples, by Martha Thorne Wheeler;
2d ed. rev. (Library School bulletin 33)
- 3 Lecture outlines and problems 3 (Library School bulletin 34)
- 4 27th annual report of New York State Library School, 1913 (Library
School bulletin 35)



University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y.,
under the act of August 24, 1912

Published fortnightly

No. 572

ALBANY, N. Y.

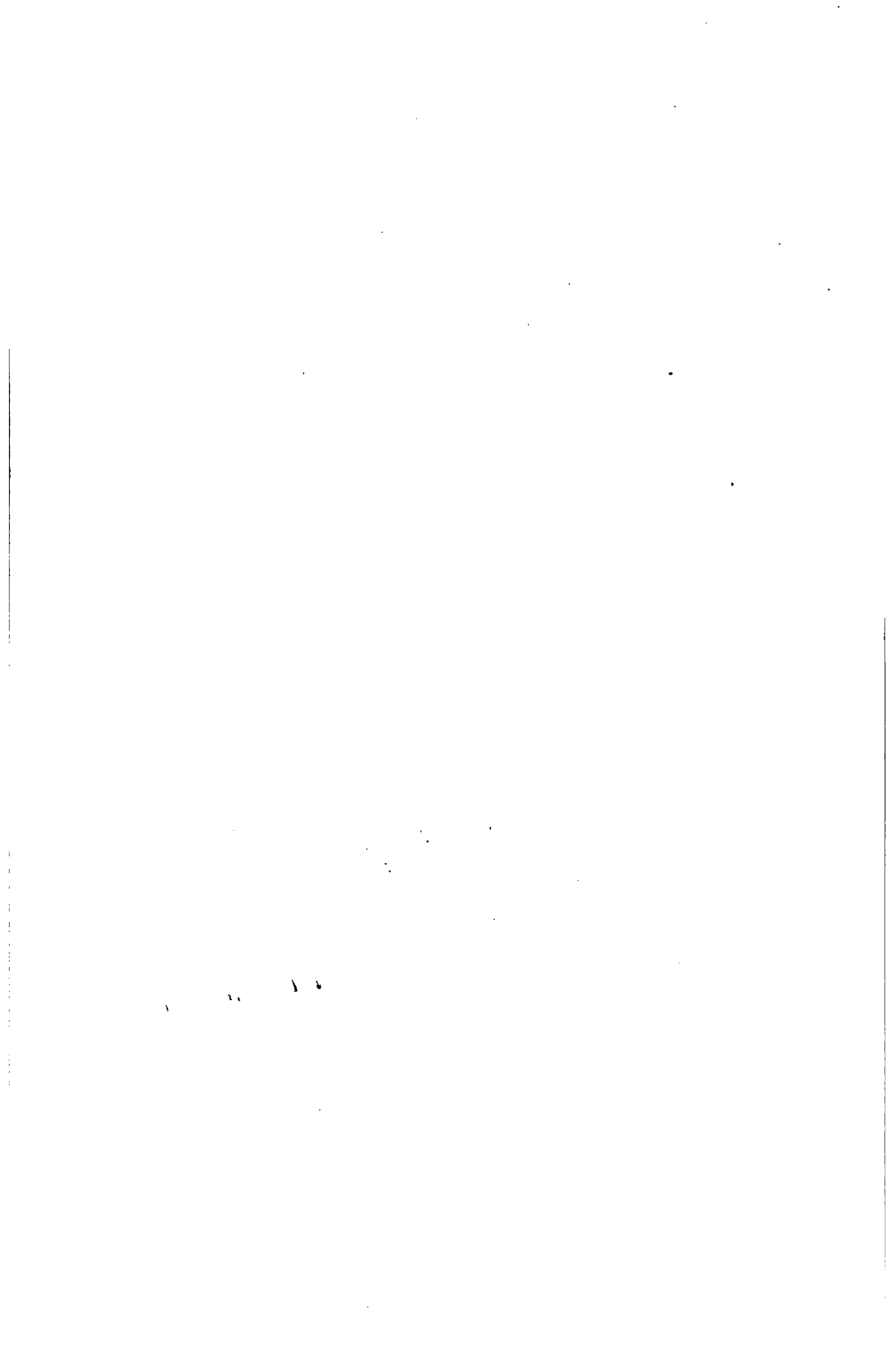
AUGUST 1, 1914

New York State Library

Bibliography 54

BEST BOOKS OF 1913

	PAGE		PAGE
Prefatory note.....	3	Amusements.....	21
Reference books.....	5	Essays, etc.....	22
Psychology, ethics, child problems.	6	Anthologies and poetry.....	24
Religion.....	6	Drama.....	24
Sociology.....	7	Humor.....	25
Education.....	11	Description and travel.....	25
Natural science.....	13	History.....	31
Useful arts.....	14	Biography.....	33
Health.....	15	Fiction.....	37
Agriculture.....	16	Children's books.....	44
Domestic economy.....	18	Fairy and folk tales.....	47
Fine arts.....	18	Biography for children.....	48
Flowers; gardening; village improvement.....	20	Children's stories.....	48
Music.....	21	Index.....	51



University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 572

ALBANY, N. Y.

AUGUST 1, 1914

New York State Library

Bibliography 54

A SELECTION FROM THE BEST BOOKS OF 1913 WITH NOTES

PREFATORY NOTE

To the Librarian:

This is an annotated list of 250 books published in 1913 and recommended to the small public libraries of the State. The selection has been based on the personal examination of individual books by the members of the book selection section in charge of the preparation of the list, on a collating and reading of book reviews, and on the votes of librarians and experts in various fields. Each book of fiction (adult and children's) has been read by several specially qualified readers and has been selected with considerable care. As this deliberate, evaluative work is necessarily largely done when the publishing year is ended and when the books can be seen together and in perspective, the list is later in appearance than other current book lists, but the Library believes that both its present and permanent value is materially increased by this method of preparation. The book selection section acknowledges its gratitude to the librarians and specialists to whom it sent tentative lists for votes, and who so promptly and cordially responded.

To aid librarians who desire help in making a first selection of a smaller number of books from the 250 here listed, 100 have been marked with a *. These are merely *suggested* for first purchase, as it is of course impossible for any book board to determine what large group of books is absolutely the best, still less could it make a selection which would fit the needs of every small library in the State. The librarian may find that a number of the unmarked books, many of which are of the highest merit, meet much better the demands of her community. Some excellent publications of the

year have been reluctantly omitted from the list, either because their cost is greater than most small libraries can afford, or because their subject matter is highly specialized and limited in interest to the very few; or sometimes a good book has not been included because an equally satisfactory or better treatment of the subject has previously been recommended, and its space has been utilized to include a book which deals with a fresh subject or supersedes an older treatment. It is suggested to librarians that they watch current catalogs of remainder and second-hand sales for the inclusion of the more expensive books. Some entries in this list have already appeared in remainder catalogs at an appreciable reduction in price.

We can not too strongly emphasize the advice which we have for several years quoted in full from the *Journal of New Jersey Libraries*, October 1903: Do not buy subscription books; avoid books issued in parts; ask advice before purchasing expensive reprints:

Finest Orations, Noblest Essays, Royal Flim Flams, Huge Anthologies, and the like all come to the secondhand man. Get them of him, if you must. In a small library they are generally almost useless. In subscription books, cases like this are not uncommon. Maspero wrote several large and learned volumes, in French, on Egypt and Chaldea. They were translated and published in three or four volumes in England, costing libraries in this country about \$5 each. An American publisher reprints them in 12 small volumes with a few additional colored cuts, on heavier paper and in larger type and offers them through agents for \$84 — and libraries buy them!

Do not buy "sets" or complete editions of authors. Buy the volumes you need and as you need them. A complete set always includes several volumes you do not need. Specify the edition you wish of standard books when you can, unless you find a bookseller able and willing to select them wisely for you.

While this list has been prepared with special reference to smaller public libraries it will also be of much service to schools. Not all the books listed, however, are recommended for school use. There are some books in fiction which have not enough positive value either as literature or as a spur to historical study to justify their purchase for a school, yet which serve a legitimate purpose in the public library by providing wholesome entertainment for a very different class of readers. All titles under the heading "Children's books" are recommended for those school libraries which undertake to provide wholesome entertainment as well as useful information.

This list has been prepared under the general direction of Mary E. Eastwood of the State Library staff.

J. I. WYER, Jr
Director

May 18, 1914

REFERENCE BOOKS

- 016.3 Shurter, E. D. & Taylor, C. C. Both sides of 100 public questions briefly debated. Hinds \$1.25 n
- 13-8251 Suggestive rather than exhaustive handbook, specially useful for high school debaters, giving affirmative and negative arguments and brief, selected lists of references for each of a hundred timely questions. Suffers for lack of an index.
Dial, 54:349; N. Y. Times, 18:305, May 18, '13.
- 029.6 Manly, J. M. & Powell, J. A. A manual for writers. Univ. of Chicago Press \$1.25 n
- 13-20818 Practical handbook aiming to fill "the need for information on rules of writing and practices in printing." A revision for writers of the *Manual of style* (ed. 1 1906 50c n; ed. 2 1910 75c n) which was for printers only. Covers field of Orcutt's *Writer's desk book* (Stokes 60c n *Best Books 1912*, p. 5) with additional chapters on preparation of manuscript for the printer, illustrations, stages through which a book passes in the making and typographical practices and terms. Index.
- 031 Walsh, W. S. *comp.* A handy book of curious information. Lippincott \$3.50 n
- 13-19475 Alphabetically arranged articles gleaned from newspapers, *Notes and queries*, and other sources on such miscellaneous subjects as buttons, playing cards, the roller-coaster, mission furniture, croquet, Big Ben of Westminster, weathercocks etc. Supplements compiler's *Handy-book of literary curiosities and Curiosities of popular customs*.
Dial, 56:30; Nation, 98:304; Spec. 112:103, Jan. 17, '14.
- 032 Britannica year book, 1913; ed. by Hugh Chisholm. Encyclopaedia Britannica Co. \$2.25
- 13-7829 A valuable reference book in itself, but intended primarily to supplement the 11th edition of the *Encyclopaedia Britannica*. Expert contributors cover progress, 1911-12, in politics, science, literature, education, religion, art, industry etc.; history and statistics of individual countries are added, in which England and America are given most space. The India paper on which it is printed is unsatisfactory for library usage. Index.
Ath. 1913, 1:517; Independent, 75:98; Survey, 30:376.
- 370.3 Monroe, Paul, *ed.* A cyclopedia of education. Macmillan 5v. v. 5. \$5 n ea.
- 11-1511 Volume 5 (for note on v. 1-2 see *Best Books 1911*, p. 6) completes this important work, "the first competent and really comprehensive conspectus of education in English."
Athenaeum, 1914, 1:261
As a reference book for facts in educational history and biography and concerning national and state systems of public instruction and educational institutions, the work fills a distinct want and is of unquestioned value.
Nation, 98:244, Mar. 5, '14.
- 395 Roberts, H. L. Cyclopaedia of social usage. Putnam \$2.50 n
- 13-21071 Covers very comprehensively and somewhat formally the whole code of social intercourse.

- 424** **Flemming, L. A.** *comp.* Synonyms, antonyms and associated words. Putnam \$1.25 n
 13-6271 Handy desk manual, convenient, inexpensive, and, though incomplete, the most comprehensive book of its kind yet published (1913).
 Ath. 1913, 1:521; N. Y. Times, 18:319, May 25, '13; Outlook, 104:39.

PSYCHOLOGY, ETHICS, CHILD PROBLEMS

- 136.77** ***McKeever, W. A.** Training the boy. Macmillan \$1.50 n
 13-3235 The most complete discussion (1913) of the "boy problem," treating it very concretely and with a large fund of understanding, sympathy and hopefulness. All aspects of character building from infancy to adolescence are covered under the five parts, industrial, social, habit, vocational and service training. Bibliographies at ends of chapters and good index. *A. L. A. Booklist.*
 School R., 21:711; Survey, 29:908.
- 150** **Münsterberg, Hugo.** Psychology and industrial efficiency. Houghton \$1.50 n
 13-2474 Systematic application of experimental psychology to the service of economic tasks, with the purpose of finding for every occupation the best fitted personality and of securing the best possible work from every man in his place. *Pittsburgh.*
 Engin. N., 69:812; Jour. Philos., 10:528; Jour. Pol. Econ., 21:778; Lit. Digest, 47:540; Nation, 96:368; N. Y. Times, 18:127, Mar. 9, '13.
- 171.1** **Smith, G. B.** Social idealism and the changing theology. Macmillan \$1.25 n
 13-7550 Points out the causes of the gradual separation of theology and ethics since the time of Christ and urges the alteration of the former to meet the latter's present standards in order that Christianity may again become an integral part of popular life. Revised from the Nathaniel William Taylor lectures, 1912, Yale Divinity School.
 Am. Jour. Theol., 17:639; Bib. World, n. s. 42:59; Outlook, 104:263.

RELIGION

- 240** **King, H. C.** Religion as life. Macmillan \$1 n
 13-12008 Simple, direct and convincing talks from a liberal and broadly constructive viewpoint, on religion as a guide to the fullest realization of life.
 N. Y. Times, 18:344, June 8, '13; Outlook, 104:770.
- 261** **Gill, C. O. & Pinchot, Gifford.** The country church. Macmillan \$1.25 n
 13-13568 Carefully summarized and tabulated results of an investigation undertaken in Windsor county, Vermont, and Tompkins county, New York (chosen as typical country districts). Shows decline in church going and church activity in general in the last twenty years and suggests remedies.
 Lit. Digest, 47:1019; Nation, 97:102; N. Y. Times, 18:468, Sept. 14, '13; No. American R., 198:427.
- 261** ***Womer, P. P.** The church and the labor conflict. Macmillan \$1.50 n

- 13-12299 Discusses in a stimulating and readable way what should be the attitude of the church toward some of the more definite social problems, such as woman and child labor, open or closed shop, use of violence, justice for the wage earners, etc. Author believes that its mission is to contribute moral inspiration rather than political leadership. Bibliography and index.
Ath. 1913, 2:128; Bib. World, n. s., 42:123; Jour. Pol. Econ., 21:783; N. Y. Times, 18:451, Aug. 31, '13.
- 268 *Cope, H. F. Efficiency in the Sunday school.
Doran \$1 n
- 12-27814 A real contribution to Sunday school literature, presenting a broad-minded, well-founded interpretation of the Sunday school as an institution for the development of Christian character. Discusses from fresh viewpoints, organization, curriculum, music and worship, extension work, social life, the lesson, rural schools, etc. Bibliography for the teacher.

SOCIOLOGY

See also Children's books, page 44

- 304 *Lee, G. S. Crowds; a moving picture of democracy.
Doubleday \$1.35 n
- 13-12270 Crisp, epigrammatic, often abrupt, but earnest and idealistic chapters on what people are thinking about politics, society, industry, religion, other people and life in general.
Dial, 55:116; Independent, 75:211; Lit. Digest, 47:591; Nation, 97:170.
- 304 Lippmann, Walter. Preface to politics.
Kennerley \$1.50 n
- 13-18629 A young socialist-politician's penetrating analysis of current political ideas. Especially notable for its fresh, original viewpoint, graphic characterizations of public men and concise, vigorous style.
Nation, 97:241; N. Y. Times, 18:315, May 25, '13; Survey, 30:648.
- 304 Strong, Josiah. Our world: the new world-life.
Doubleday \$1 n
- 13-10998 Interesting survey of the significance of the world-unity manifested in new ideals of industry, peace and knowledge; and stimulating discussion of the problems which have grown from it of industry, wealth, race, individual and society, lawlessness and legislation and the city. First of four proposed books on *Our world*.
Dial, 55:115; Lit. Digest, 47:182; N. Y. Times, 18:402, July 20, '13; Outlook, 104:1009.
- 320.4 *Wilson, Woodrow. The new freedom; a call for the emancipation of the generous energies of a people.
Doubleday \$1 n
- 13-3076 The more significant portions of President Wilson's campaign speeches arranged to make a clear, vigorous and coherent statement of his political faith, the central idea of which is that politics must be freed from business domination and put directly into the hands of the people.
Annals Am. Acad., 40:257; Dial, 54:456; Independent, 74:591; N. Y. Times, 18:105, Mar. 2, '13.

- 321.8 Cleveland, F. A.** Organized democracy. (American citizen ser.) Longmans \$2.50 n
 13-17147 Original, scholarly study of American politics tracing the evolution of popular sovereignty and discussing government, the electorate and citizenship with their many related issues. Index and annotated bibliography. In part rewritten from his *Growth of democracy in the United States*, 1898 (Quadrangle Press \$1.50). N. Y. Times, 18:433, Aug. 17, '13; Outlook, 105:859; Pol. Sci. Q., 28:685; Rev. of Rev., 49:123.
- 321.8 Lowell, A. L.** Public opinion and popular government. (American citizen ser.) Longmans \$2.25 n
 13-22313 Valuable and interesting work on the nature, action and limitations of public opinion; pays special attention to the party system, the referendum and the place and use of the expert. Dial, 56:188; Nation, 98:78.
- 323.65 *Ward, E. J. ed.** The social center (National municipal league ser.) Appleton \$1.50 n
 13-7494 Urges with enthusiasm the use of the schoolhouse as a center of civic life, as polling place, public library, health office, art gallery, motion picture theater, etc. Editor is adviser in civic and social center development, University of Wisconsin. Bibliography, index. Annals Am. Acad., 48:291; Survey, 30:503.
- 325.73 *Fairchild, H. P.** Immigration, a world movement and its American significance. Macmillan \$1.75 n
 13-10283 Clear, comprehensive, dispassionate review of subject, including history in United States and discussion of causes, volume, standard of living, social, industrial and political effect upon country, etc. Author favors restriction. Bibliography and index. Am. Econ. R., 3:955; Dial, 55:205; Nation, 97:339; N. Y. Times, 18:406, July 20, '13; Survey, 30:648.
- 331.4 Popp, Frau Adelheid.** The autobiography of a working woman; tr. by E. C. Harvey. Browne \$1.25 n
 W12-117 Author is one of the most respected of the women socialist leaders in Germany. She tells with the utmost simplicity and candor the story of her cheerless and poverty-stricken childhood, her experiences as a workingwoman, which began at the age of 8, and her gradual liberation. Portrait. *Pittsburgh*. Ath., 1912, 1:408; Dial, 55:54.
- 331.82 Tolman, W. H. & Kendall, L. B.** Safety. Harper \$3 n
 13-13981 The only comprehensive work on the subject in English. Discusses preventable accidents, safety devices and improved hygienic conditions for workmen in all occupations, citing examples of what has been successfully accomplished. Illustrations from photographs and drawings. Index. Elec. World, 62:759; Engin. N. 70:790; Lit. Digest, 47:775; Rev. of Rev., 48:379.
- 331.87 Spargo, John.** Syndicalism, industrial unionism and socialism. Huebsch \$1.25 n
 13-9157 Thorough explanation of syndicalist history, philosophy and methods — particularly sabotage and the general strike — and the

- attitude of socialism toward this revolutionary industrial union movement. Author, a prominent American socialist, though opposed to syndicalism, writes clearly and impartially.
- 13-6283 J. G. Brooks's *American syndicalism; the I. W. W.* (Macmillan \$1.50 n) is an unprejudiced popular survey of the origin, development and characteristics of syndicalism in the United States. Rewritten from lectures delivered at the University of California.
- 13-6904 E. D. Bullock's *Selected articles on trade unions* (Debaters' handbook ser. H. W. Wilson \$1 n 331.88) contains articles reprinted from books, periodicals, pamphlets and documents which give a general survey of and arguments for and against trade unions. Bibliography (17 p.) and brief for debate (2 p.).
- 13-23866 *Labor and administration* by J. R. Commons (Macmillan \$1.60 n 331) consists of twenty-two fair-minded and optimistic chapters, reprinted from periodicals, chiefly on trade unions and their functions in helping to solve labor problems. By professor of political economy, University of Wisconsin.
Spargo and Brooks, *Independent*, 75:508; *Survey*, 31:167.
Spargo, *Engin. N.*, 69:1254; *N. Y. Times*, 18:679, Nov. 30, '13.
Brooks, *Lit. Digest*, 47:179; *Nation*, 97:358; *N. Y. Times*, 18:261, May 4, '13.
Bullock, *Am. Econ. R.* 3:674.
Commons, *Ath.* 1914, 1:183; *Dial*, 56:192; *Nation*, 98:40.
- 332.6 Van Antwerp, W. C. The stock exchange from within.
Doubleday \$1.50 n
- 13-2034 Clear, readable account of New York stock exchange showing its value to country at large and explaining necessity for speculation, margin transaction and short selling. Two chapters describe the London and Paris exchanges and appendix embodies Report of Hughes commission.
- 13-9878 *The value of organized speculation* by H. H. Brace (Hart, Schaffner & Marx prize essays Houghton \$1.50 n) is a dispassionate, scholarly study which examines arguments for and against speculation and reaches conclusion that it is not only valuable but indispensable.
Van Antwerp, *Bookman*, 37:450; *Independent*, 74:1449; *Jour. Pol. Econ.*, 21:667; *Nation*, 96:208; *N. Y. Times*, 18:89, Feb. 23, '13.
Brace, *Am. Econ. R.*, 3:919; *Jour. Pol. Econ.*, 21:774; *Nation*, 97:388; *N. Y. Times*, 18:409, July 27, '13.
- 335 Orth, S. P. Socialism and democracy in Europe.
Holt \$1.50 n
- 13-3236 Traces historical growth of socialism in France, Belgium, Germany and England and discusses its relation to the development of modern democracy. Bibliography, index and appendixes which contain statistics and programs of European socialist parties.
- 13-4364 *Socialism summed up* by Morris Hillquit (Fly \$1 n) deals in a simple, clear, logical fashion, with the causes of socialism, and its aim, methods and accomplishments. By one of the leading American socialists.
Both, *Annals Am. Acad.*, 48:269; *N. Y. Times*, 18:145, Mar. 16, '13; *Survey*, 30:308.
Orth, *Nation*, 97:388.
- 342.73 Farrand, Max. Framing of the constitution of the United States, Yale Univ. Press \$2 n

- 13-8095 Clear, concise and interesting history of the Federal convention with illuminating account of various disagreements and compromises. Full index and appendix containing text of constitution and other documents. Author, professor of history, Yale University, and editor of *Records of the Federal convention of 1787*.
Am. Pol. Sci. R., 7:697; Dial, 55:55; Nation, 97:360; N. Y. Times, 18:246, Apr. 27, '13.
- 352 **Howe, F. C.** European cities at work. Scribner \$1.75 n
13-10284 Description of European municipal activities, noting particularly their solutions of such vital problems as town-planning, workingmen's protection, housing and municipal ownership of public utilities. Based on personal investigation. Halftone illustrations from photographs.
It is a veritable compendium of facts presented in an illuminating and readable way. *Graham Taylor in Survey*, 30:502.
- 13-22694 **H. M. Pollock and W. S. Morgan's** *Modern cities* (Funk \$1.50 n) is a broader but less detailed survey of steps toward civic betterment in American and European cities, laying special emphasis on American conditions as they affect solution of municipal problems. Illustrations from photographs.
Howe, Engin. Rec., 68:25; N. Y. Times, 18:336, June 1, '13; Survey, 30:502.
Pollock, Outlook, 105:764.
- 352 ***McVey, F. L.** The making of a town. McClurg \$1 n
13-10099 Suggestive discussion, from viewpoint of small town, of such civic problems as town-planning and building, administration, schools, morals, health, recreation and business. Helpful list of references and outline for social survey. Of interest to general readers and business men as well as civic workers.
Educational R., 46:424; Outlook, 104:343; Survey, 30:502.
- 359 ***Neeser, R. W.** A landsman's log.
Yale Univ. Press \$2 n
13-5454 The civilian author's diary written on board the battleship *Kansas* during a four months' cruise (1913) in Caribbean waters. Gives an enthusiastic account of life aboard a modern battleship, in time of peace, "than which" says the *Nation*, "no better description can be found." Well illustrated from photographs.
Dial, 54:346; Nation, 97:38.
- 364 **Coulter, E. K.** Children in the shadow.
McBride \$1.50 n
13-5056 From his experiences in the Big Brother movement and as clerk in the New York children's court, author pictures the actual conditions of life of the neglected children of the streets. He points out the responsibilities of parents and community and makes a stirring appeal for an awakened social conscience. Halftone photographs.
N. Y. Times, 18:180, Mar. 30, '13; Outlook, 104:38; Survey, 30:249.
- 385 **Dunn, S. O.** Government ownership of railways.
Appleton \$1.50 n
13-25916 He examines the various arguments for and against government ownership of railroads, and reviews the experience of other countries in which the railroads are owned and operated by the state. His conclusions are distinctly adverse to the policy of government ownership in the United States. *Dial*, 56:70.
By editor of the *Railway Age Gazette*. Index.

- 13-23758 *The truth about the railroads* (Houghton \$1.25 n) by Howard Elliott, a New England railway official, contains eight frank addresses whose central thought is that railroads can not operate efficiently under present inconsistent federal and state restrictions. Dunn, *Engin. N.*, 71:385; *Nation*, 98:242; *Rev. of Rev.*, 49:250. Elliott, *N. Y. Times*, 18:734, Dec. 14, '13.
- 396 **Spencer, A. G.** *Woman's share in social culture.*
Kennerley \$2 n
- 13-35265 Penetrating survey of social and industrial problems confronting modern women, at the same time reviewing the part played by women in the social culture of the past. Appeared in *The Forum*.
Has atmosphere, perspective, human interest and is full of stimulus to thought and of an admirable justice and rightmindedness. *C. A. P. Comer* in *Dial*, 54:342.
- 13-13087 *The unrest of women*, by E. S. Martin (Appleton \$1 n) contains seven humorous, slight but thought-provoking chapters on the significance of the woman suffrage movement and feminine unrest in general. Viewpoint is genially anti-suffrage.
Spencer, *Dial*, 54:342; *N. Y. Times*, 18:118, Mar. 2, '13; *Survey*, 30:437.
Martin, *Lit. Digest*, 47:688; *N. Y. Times*, 18:420, Aug. 3, '13; *Survey*, 30:645.
- 396.5 ***Laselle, M. A. & Wiley, K. E.** *Vocations for girls.*
Houghton 85c n
- 13-861 Describes in a brief, practical manner conditions of work, necessary qualifications and opportunities for advancement in a dozen or more of the commoner occupations open to girls of limited education. Of use to teachers, parents, social workers and girls themselves.
- 13-21035 *Young working girls* edited for the National Federation of Settlements by R. A. Woods and A. J. Kennedy (Houghton \$1 n 331.4) is a careful summary of the conclusions reached by a large number of social workers on the problem of the adolescent girl in tenement districts and her relation to industry, pleasure and the home.
- 13-22272 *Vocational training* compiled and published by the Association of Collegiate Alumnae (1420 Bellevue-Stratford, Philadelphia, paper 50c 378.99) is an alphabetic list of occupations open to educated women (teaching excepted) and of institutions training for such occupations. Notes admission requirements, length of of course, degree conferred, cost etc.
Laselle, *Cath. World*, 97:251; *Survey*, 30:219.
Woods, *Outlook*, 106:45; *Survey*, 31:363.

EDUCATION

- 371.4 ***Fisher, Mrs Dorothy (Canfield).** *The Montessori manual.*
W. E. Richardson Co. \$1.25 n
- 13-23898 Simple, concrete presentation, by the author of *The Montessori mother*, of elementary principles of the Montessori system, with descriptions and illustrations of representative pieces of apparatus and twenty-nine detailed exercises for use with children of 2 to 7 years. Intended particularly for mothers but useful also for teachers of young children.
N. Y. Times, 18:751, Dec. 21, '13.
- 371.7 **Dresslar, F. B.** *School hygiene.* (Brief course ser. in education)
Macmillan \$1.25 n

- 13-9714 Clear, untechnical and comprehensive work, addressed to teachers, on sanitary school buildings and equipment, ventilation, medical inspection of children, etc. Contains reading lists and numerous illustrations and diagrams. Index. By U. S. Bureau of Education specialist in school hygiene and sanitation.
- 13-17245 F. W. and J. D. Burks's *Health and the school* (Appleton \$1.50 n) discusses in popular round-table talks the relation of schools to child health, need of cooperation between parents and teachers and essentials of child hygiene at home. Addressed especially to parents. Numerous illustrations, diagrams, lists of suggested reading and index.
Dresslar, Chautauquan, 68:353; Nation, 97:246; N. Y. Times, 18:354, June 15, '13.
Burks, Educational R., 46:405; N. Y. Times, 18:519, Oct. 5, '13; Rev. of Rev., 48:379.
- 371.713 **Bancroft, J. H.** The posture of school children.
Macmillan \$1.50 n
- 13-7495 Describes physiologic and hygienic causes of poor posture and gives exercises for correction. Diagrams and well-chosen photographic illustrations supplement text which both parents and teachers will find simple, practical and helpful. By assistant director of physical training, New York City public schools. Bibliography.
Chautauquan, 71:116; Educational R., 46:422; Nature, 91:449.
- 372.2 ***Hardy, Lileen.** Diary of a free kindergarten.
Houghton \$1 n
- A13-736 Records in an intimate, modest and absorbing style the daily experiences, trials and successes of the author, who in 1906 founded a kindergarten for slum children in Edinburgh. Illustrations from photographs.
Spec., 110:134, Jan. 25, '13; Survey, 29:823.
- 372.214 **Bailey, C. S.** For the story teller. Milton Bradley \$1.50
- 13-19429 Written from the viewpoint of child psychology. Shows what types of stories are suited to children of varying ages and development; retells eighteen stories, noting specific points of value in each for entertainment and training, with lists of other stories of similar interest. Specially helpful to teachers and mothers.
- 374.21 ***Burrell, C. B.** "Caroline French Benton," *pseud.*
Woman's club work and programs; or, First aid to club women.
Estes \$1.25 n
- 13-16958 Twenty suggestive programs on special subjects in history, literature, travel, art, civics, home economics, etc., each offering material for a year's study and citing a few books to be used. Appeared in *Woman's Home Companion*.
- 379.173 ***Eggleston, J. D. & Bruère, R. W.** The work of the rural school.
Harper \$1 n
- 13-21859 Interesting, thorough survey of country schools, especially considering their agency in the betterment of rural conditions. Definite and practical in treatment, giving concrete examples of what rural schools are doing in various parts of the United States. Will appeal to general readers as well as teachers.
- 13-9715 G. H. Betts's *New ideals in rural schools* (Riverside educational monographs Houghton 60c n) is a clear, orderly, somewhat abstract presentation of special problems of the rural school, its

social organization, curriculum and teaching force. Of value particularly to teachers, superintendents and educational leaders. Eggleston, N. Y. Times, 18:699, Nov. 30, '13.
Betts, Elem. School T., 12:240; Survey, 30:439.

NATURAL SCIENCE

See also Children's books, page 44

- 504** Lankester, Sir E. R. Science from an easy chair. 2d ser. Holt \$2 n
- 13-35653** Thirty-one short, popular essays presenting in entertaining style authoritative information on subjects as widely different as The jewel in the toad's head: Kisses: Pygmy races of men: Pre-historic petticoats. Illustrations and index.
Nation, 97:269; Nature, 90:538; N. Y. Times, 18:355, June 15, '13.
- 509** *Williams, H. S. Miracles, of science. Harper \$2 n
- 13-23519** Eleven popular papers which describe the most striking and important discoveries in astronomy, physics, chemistry, biology, medicine, practical invention and mechanical arts during the last decade. Continues author's *Story of nineteenth century science (Best Books 1900)*. Sixteen illustrations from photographs, index. Lit. Digest, 48:30; N. Y. Times, 19:30, Jan. 25, '14.
- 551.5** Martin, E. C. Our own weather. Harper \$1.25 n
- 13-10522** Tells what weather is, how it changes, what causes storm, blizzard, hot waves and all about weather signs, true and absurd. It is a simple treatment of a complex subject. *Outlook*, 104:343.
Eight weather charts, nine pictures of clouds poorly reproduced, index.
Independent, 75:452; N. Y. Times, 18:313, May 25, '13.
- 570** Townsend, C. W. Sand dunes and salt marshes. Estes \$2 n
- 13-15302** An astonishingly detailed, exhaustive and attractive description of the flora, fauna, topography and geology of the dunes and marshes of Ipswich, Massachusetts, which the author has studied with enthusiastic interest for twenty years. Scientific names are given in index after common names. Two maps and 92 excellent illustrations chiefly from photographs.
Dial, 55:153; Nation, 97:545.
- 590.4** *Burroughs, John. The summit of the years. Houghton \$1.15 n
- 13-22803** Fourteen essays which combine the keen observation of the author's youth with the wisdom and philosophy of his old age. Several are devoted to the vexed question of the animal mind; others, like "In 'the circuit of the summer hills'" contain some of his very best nature description.
Dial, 56:27; Nation, 97:544; N. Y. Times, 18:595, Nov. 2, '13.
- 591.5** Pycraft, W. P. The infancy of animals. Holt \$1.75 n
- A13-861** Gives in clear and fluent style a fund of reliable data regarding the infancy of hundreds of species of animals, compiled by an expert naturalist. *Adapted from American Journal of Sociology*, 18:839.
Illustrations good, particularly the striking photographs of living animals. Index.
Independent, 74:924; Nation, 97:84; N. Y. Times, 18:81, Feb. 16, '13; Science, n. s., 38:304.

- 595.4** *Fabre, J. H. *Life of the spider*; tr. by Alexander
Teixeira de Mattos. Dodd \$1.50 n
- 13-1015 These sixteen essays on the habits of spiders "have a wealth of interesting observations and are characterized by the same vivacity and charm which pervades his other books." *Nation*, 96:579.
- 13-23616 The preface by Maeterlinck, with whose *Life of the bee* this work is comparable, describes the author as "the insect's Homer." Fabre's *Life of the fly* (same translator, publisher and price 595.77) besides a similar treatment of flies and caddis worms, contains several autobiographical essays which tell "in terms most touching in their simplicity, how the author came to give his life to the study of nature."
Life of the spider, N. Y. Times, 18:131, Mar. 9, '13; Outlook, 103:371.
Life of the fly, N. Y. Times, 18:626, Nov. 16, '13; Outlook (Eng.), 32:794.
- 599.3** *Mills, E. A. *In beaver world*. Houghton \$1.75 n
- 13-5458 Graphic popular essays, the fruit of the author's thirty years' appreciative study of the habits of beavers in various parts of North America. Good illustrations from photographs.
Mr Mills makes his natural history as entertaining and at times as exciting as fiction. *N. Y. Sun*, Apr. 5, '13, p. 8.
Dial, 54:385; *Nation*, 97:18; *N. Y. Times*, 18:303, May 18, '13.

USEFUL ARTS

See also Children's books, pages 44-45.

In accordance with the precedent of former years only the more popular type of book dealing with technical subjects has been recommended here. Libraries in need of more advanced technical literature will find the annual list prepared by the applied science department of Pratt Institute Free Library, Brooklyn, entitled *Technical books of 1913*, sent free on application, a most valuable aid.

- 626.9** *Bishop, J. B. *The Panama gateway*. Scribner \$2.50 n
- 13-18684 Authoritative work by the secretary of the Isthmian Canal Commission. It gives an interesting, accurate and nontechnical account of the building of the canal and life in the "Zone," with a brief but sufficient historical introduction. Well printed and illustrated. Index. See also note on Farnham Bishop's *Panama* (Century 75c n) p. 46.
- 13-8630 *Zone policeman 88* by H. A. Franck (Century \$2 n 918.6) is a picturesque and lively narrative detailing the experiences of the author during his five months among the workers in the Canal zone as census enumerator and plain clothes man. Illustrations from photographs. English title: *As it is in Panama*.
Bishop, *Engin. Rec.*, 68:392; *Nation*, 97:268; *N. Y. Times*, 18:449, Aug. 31, '13; *No. American R.*, 198:729; *Rev. of Rev.* 48:505.
Franck, *Bookman*, 37:448; *Dial*, 54:384; *Nation*, 96:446; *N. Y. Times*, 18:257, Apr. 27, '13; *Life*, 62:595.

- 655.5** **Yard, R. S.** The publisher. Houghton \$1 n
13-19323 Frank, entertaining and illuminating papers on publishing as a business, its profits, its joys and its problems. From the standpoint of the publisher.
 Dial, 55:214; Nation, 97:339; N. Y. Times, 18:500, Sept. 28, '13.
- 659.1** **Hollingsworth, H. L.** Advertising and selling. Appleton \$2 n
13-25656 Interesting discussion of the principles of appeal and response in selling and advertising, with numerous illustrations. Published for the Advertising Men's League, New York City. Author, lecturer in business psychology, New York University. Bibliography and index.
- 13-1734** *Advertising as a business force* by P. T. Cherington (Doubleday \$2 n) is an admirable compilation of actual records of large business enterprises showing the relation of advertising activities to selling results, with a presentation of current advertising problems and methods. Prepared as a textbook for the Associated Advertising Clubs of America. Index.
 Cherington, Annals Am. Acad., 48:273; Pol. Sci. Q., 28:564.
- 667.2** **Pellew, C. E.** Dyes and dyeing. McBride \$2 n
13-1623 For amateurs and craftsmen who are interested in dyeing by hand on a small scale rather than for professional dyers. Treats of both ancient and modern materials and processes and of the dyeing — besides textiles — of leather, straw, feathers etc. Devotes chapters to "tied and dyed" work, stenciling and batik. Clear, practical and well illustrated. Index.
- 677** ***Woolman, M. S. & McGowan, E. B.** Textiles; a handbook for the student and the consumer. Macmillan \$2 n
- 13-24852** Thorough, comprehensive and readable treatment of manufacturing processes, testing, dyeing, and selection of woolen, silk and cotton fabrics. Based on twenty years' experience in teaching textiles to college students. Bibliography, index and illustrations.
- 684** **Noyes, William.** Design and construction in wood. Manual Arts Press \$1.50
14-3917 Series of designs for making simple scrap baskets, picture frames, taborets, trays etc. Aim is to cultivate skill in use of tools and originality in wood construction. Text, diagrams and half-tone photographs are clear and understandable.

HEALTH

- 616** ***Hutchinson, Woods.** Common diseases. Houghton \$1.50 n
13-5467 Encouraging, picturesquely phrased chapters on the passing of pills and powders, the liver, deafness, baldness, sea-sickness, insomnia, broken arches, the prevention of old age, etc. No remedies are suggested but emphasis is on better hygiene and wiser living. Index.
- 13-22808** W. T. Councilman's *Disease and its causes* (Home univ. lib. Holt 50c n) portrays disease "as life under conditions which differ from the usual," devoting most space to infectious diseases and treating briefly such subjects as organic diseases, insanity and

heredity. Assumes some knowledge of elementary anatomy and physiology. Diagrams, glossary and index.

Hutchinson, Nation, 97:217; N. Y. Times, 18:184, Mar. 30, '13.

- 649 *Delano, J. A. & McIsaac, Isabel. American Red Cross textbook on elementary hygiene and home care of the sick. Blakiston \$1 n

- 13-26759 Simple, specific lessons primarily for mothers on home sanitation and hygiene, nursing and necessary appliances for the sickroom. Appendix contains list of books for reference, dietary for children under seven and recipes for invalid cookery. Index. N. Y. Times, 19:60, Feb. 8, '14.

AGRICULTURE

See also Children's books, page 45

- 630 Anderson, F. I. The farmer of tomorrow. Macmillan \$1.50 n
- 13-9127 Popular consideration of opportunities afforded to agriculture today. Discusses available land, land reclamation, dry farming, soil fertility, etc. Annals Am. Acad., 49:239; Nation, 97:106; N. Y. Times, 18:333, June 1, '13; Survey, 30:438.
- 630 Carleton, William, *pseud.* New lives for old. Small \$1.20 n
- 13-3262 Entertaining account of how a city man took up farming in a New England community and not only succeeded where farms are supposed to be a failure, but by his example and encouragement contributed to the awakening of his neighbors and the renewed prosperity of a decadent locality. By author of *One way out*. Dial, 54:307; Nation, 96:625; N. Y. Times, 18:323, May 25, '13.
- 630 Koester, Frank. Electricity for the farm and home. (Farmer's practical lib.) Sturgis \$1 n
- 13-22542 Describes in a nontechnical manner methods of generating electric power for country neighborhoods and of applying it to household and farm machinery; explains its use for refrigeration, transportation, ploughing, heating, lighting, telephone, irrigation etc. Illustrated.
- 13-1836 X. W. Putnam's *The gasoline engine on the farm* (Henley \$2.50 n 621.4) is a popular treatment, for the farm workman, of construction, repair and management of internal combustion engines and tractors and their application to household, shop and field uses. Illustrations and poorly made index.
- 13-7944 *Horse, truck and tractor* by H. N. Casson, R. W. Hutchinson, jr and L. W. Ellis (Browne \$1.50 n 629.2) contains a short chapter by the first author on the diminishing value of the horse as motive power and two longer parts by each of the others respectively on motor trucks and tractors and their value not only in agricultural but other work. Illustrations. Koester, Engin. N., 70:581; N. Y. Times, 18:542, Oct. 12, '13.
- 630 *Powell, G. H. Cooperation in agriculture. (Rural science ser.) Macmillan \$1.50 n
- 13-8094 Admirably clear, thorough and readable presentation of principles underlying organization and management of agricultural cooperative organizations and their value in improving crops and breeds of livestock, handling and selling farm products, purchasing

supplies, establishing rural credit, etc. Bibliography, illustrations and index.

Nation, 97:106; N. Y. Times, 18:333, June 1, '13.

- 630** **Warren, G. F.** Farm management. (Rural text-book ser.) Macmillan \$1.75 n

13-6748 Useful application of business methods to farm organization and management; based on comparative studies of profits on many farms, of cost accounts, on census data, travel, study and personal experience. Maps, tables, illustrations and index.

Ath. 1913, 1:548; Jour. Pol. Econ., 21:680; Nation, 97:236.

- 634.2** ***Waugh, F. A.** The American peach orchard. Judd \$1

13-21351 Deals fully and practically with soils, fertilizers, planting, propagation, marketing etc. and discusses the extent of the industry in the United States. Illustrated.

- 634.7** ***Wilkinson, A. E.** Modern strawberry growing. (Garden lib.) Doubleday \$1.10 n

13-4437 Excellent up-to-date manual for the farmer or amateur gardener with chapters on cultivation, propagation and marketing and lists of varieties. Illustrations from photographs, index.

Nation, 96:554.

- 634.9** ***Peets, Elbert.** Practical tree repair. McBride \$2 n

13-23382 Useful book on the physical repair of trees, bracing and the treatment of wounds and cavities. Well illustrated; brief bibliography.

13-1605 This is supplemented and little duplicated by *Trees in winter* by A. F. Blakeslee and C. D. Jarvis (Macmillan \$2 n 582) of which part 1 deals with the planting and care of trees, including control of parasites, and part 2 (more than half the book) is a manual for the identification of trees in winter. Allots a page of description to each of one hundred species and also a page of photographic illustrations showing whole tree and details of bark, twig, buds and fruit. Glossary and index.

Peets, N. Y. Times, 18:720, Dec. 7, '13.

Blakeslee, Botanical Gaz., 53:355 and 56:79; Nation, 96:423; Science, n. s., 37:528.

- 635** ***Corbett, L. C.** Garden farming. (Country life education ser.) Ginn \$2

13-23384 Part 1 discusses principles of soil preparation, plant cultivation, forcing, storage and transportation. Part 2 consists of excellent descriptions of forty-four common vegetables, their cultivation and value from standpoint of the truck farmer. Though not intended primarily as a guide to home gardening, it is "understandably written and abounds in useful and practical opinions." Illustrated.

Educational R., 47:101.

- 639.3** **Meehan, W. E.** Fish culture. (Farmer's practical lib.) Sturgis \$1 n

13-25096 Deals with the hatching and culture, in ponds and other inland waters, of edible fish—most space being devoted to trout and black bass—with a chapter each on frogs, the aquarium, and gold fish. Illustrations and index.

Nation, 98:551.

DOMESTIC ECONOMY

- 640 *Frederick, Mrs Christine (McGaffey). The new housekeeping. Doubleday \$1 n
13-11044 Informal, enthusiastic chapters on author's experiences in applying the twelve principles of scientific management to the work of the home, showing how unnecessary motions, labor and expense were eliminated. Describes labor-saving devices, ideal arrangement of kitchen, keeping of records, etc. Bibliography and illustrations, but no index. Author, consulting household editor (1913) of *Ladies' Home Journal*.
- 641 Finck, H. T. Food and flavor. Century \$2 n
13-9278 A most animated and readable book on good eating emphasizing the importance of flavor. Discusses, criticizes and praises the foods of America and European countries and has suggestion for cooks, housekeepers, farmers, storekeepers and general readers.
Dial, 54:510; Medical Record, Sept. 13, '13, p. 494; Nation, 97:292; N. Y. Times, 18:296, May 18, '13.
- 645 *Hunter, G. L. Home furnishing. Lane \$2 n
13-22529 The best book yet published (1913) on furnishing the house in good taste, giving not only general principles but also specific facts about and prices of rugs, lamps, lighting fixtures, furniture, draperies, tapestries, wall papers, etc. Of service to any home-maker, though specially useful to the well-to-do. One hundred and seven halftone photographs.
Nation, 97:548.

FINE ARTS

- 701 Caffin, C. H. Art for life's sake. Prang Co. \$1.25 n
13-8313 An application of the principles of art to the ideals and conduct of individual and collective life. *Subtitle*.
Inspiring and suggestive.
Am. Jour. Sociol. 19:394; Nation, 97:65; School Arts Mag., 12:634.
- 704 Cortissoz, Royal. Art and common sense. Scribner \$1.75 n
13-21718 Fourteen essays, addressed rather to the amateur than to the artist, in which author advocates use of common sense, good judgment and a sense of humor in the appreciation of art and proves his possession of these qualities in the discussion of Whistler, Sargent, Spanish art, the "Post-Impressionist illusion," J. P. Morgan as a collector and other subjects. Clever, piquant, readable.
Bookman, 38:679; Int. Studio, 51: sup. Dec. '13, p. 142; Nation, 97:444.
- 709.32 *Maspero, Sir G. C. C. Art in Egypt. (Ars una, species mille, general history of art.) Scribner \$1.50 n
13-35275 Compact but comprehensive work by a recognized authority; chronological in treatment, emphasizing the differences in various periods and schools. Similar in the clear type, four colored plates, numerous (565) small but clear text illustrations, bibliographies at ends of chapters and good index, to other volumes of this excellent series.

- A13-2307 Marcel Dieulafoy's *Art in Spain and Portugal* (709.46 same series), treats chiefly of Spain, the part devoted to Portugal being about an eighth of the book. It deals most fully with the architecture of the earlier periods and also gives "unusual and deserved prominence to the minor arts."
Maspero, Ath. 1912, 2:663; Nation, 97:548; Sat. R., 115:718.
Dieulafoy, Acad. 85:459, Oct. 11, '13; Nation, 97:575; Outlook, 105:763.
- 709.38 *Powers, H. H. The message of Greek art.
Macmillan \$2 n
- 13-14768 Inspiring interpretation of Greek art as an expression of Greek life, ideals, experiences and development. One hundred and thirty-one halftone reproductions.
Dial, 55:362; Nation, 97:520; No. American R., 198:726.
- 728 Hooper, C. E. Reclaiming the old house. (Country house lib.)
McBride \$2.50 n
- 13-9856 Gives detailed directions for properly incorporating present-day conveniences in the architecture of the old-time house without essentially disturbing its traditions or charm. *Dial*, 54:470.
Advice on furniture, grounds and out-buildings as well as on the remodeling of the home itself. Plans and many excellent illustrations from photographs.
- 13-9857 Another volume in this series of architectural books for the layman is *The Dutch colonial house* by Aymar Embury, II, which treats of the applicability of the Dutch style to modern houses. Chapters on interior decoration and furnishing. Many plans and illustrations of both old and new examples of this type.
Both, *Dial*, 54:470; Nation, 97:219; N. Y. Times, 18:421, Aug. 3, '13.
- 739 Davidson, P. W. Educational metalcraft. (Longmans technical handicraft ser.)
Longmans \$1.40 n
- A14-1065 Practical manual on tools and processes for repoussé, fine chasing, silversmithing, jewelry and enameling. The designs are rather stiff and crude. Better adapted to the amateur worker than Wilson's *Silverwork and jewelry*, 1903.
- 14-5013 Much superior to Davidson in artistic illustration is the larger volume by Herbert Maryon entitled *Metalwork and enamelling* (Scribner \$3 n), an admirable treatise on gold and silversmiths' work and their allied crafts. More advanced and less of a handbook than Davidson but also suited to the learner. Many drawings and photographs.
Maryon, Ath. 1912, 2:737; Spec., 110:130, Jan. 25, '13.
- 741 Speed, Harold. The practice and science of drawing.
(New art lib.)
Lippincott \$1.75 n
- A13-1215 Illuminating study of interest to lovers of pictures as well as art students which "advocates a logical method for the study of drawing from the two opposite points of view of line and mass." Gives special attention to rhythm and includes diagrams to exhibit its importance, in connection with the excellent illustrations of which there are 93 reproducing the work of many artists.
Index.
- 13-10856 G. W. Koch's *Pencil sketching* (Prang Co. \$1.50) is a textbook for schools or the beginner and consists almost entirely of a series of drawings of objects of progressive difficulty with slight but clear descriptive text.

- 13-18644 *With pen and ink* by James Hall (Prang Co. \$1.50) elaborates the same method for pen and ink work by giving twenty-two exercises or problems with an illustration of each. Divided into "decorative" and "pictorial." Especially useful for schools. Speed, Ath. 1913, 1:385; Outlook (Eng.), 31:454; School Arts Mag., 13:79.
Koch, Int. Studio, 50: sup. July '13, p. 21.
Hall, School Arts Mag., 13:161.
- 746 *Klickmann, Flora, ed. The home art crochet book. Stokes 60c n
- A12-1479 Novel designs, some easy, some adapted to the skilled worker, for edgings, insertions, borders, deep laces and insets, including crochet with braids, appliqué work, filet mesh, and Irish crochet. Clear directions, copiously illustrated.
- 749 Hayden, Arthur. Chats on cottage and farmhouse furniture. Stokes \$2 n
- 12-32804 Records with authority the styles and evolution of English tables, chairs, dressers, etc. made by village cabinetmakers in the 17th and 18th centuries, with a chapter on old English chintzes by Hugh Phillips. For the collector and lover of old furniture. One hundred and eight excellent photographic illustrations and index. Acad. 83:44, July 13, '12.
- 759.1 Blashfield, E. H. Mural painting in America. Scribner \$2 n
- 13-25030 Readable and instructive chapters, on significance and value, demands upon artists, development of mural decoration in America, and necessity of cooperation between painter, architect and building commissioner. Interesting to general readers as well as students. Enlarged from Scammon lectures, 1912, Art Institute of Chicago. Forty-seven halftone reproductions of American mural works of art. Independent, 76:342; Nation, 98:68.

FLOWERS, GARDENING, VILLAGE IMPROVEMENT

- 710 *Farwell, P. T. Village improvement. (Farmer's practical lib.) Sturgis \$1 n
- 14-1679 Stimulating and definitely helpful account of organization and work of typical village improvement societies and other agencies. Shows what they have accomplished and what can be done in increasing healthfulness, beauty and financial value of village property and in the enrichment of life. Excellent photographic illustrations and list of books for further reading.
- 13-3862 *Constructive rural sociology* (Sturgis \$1.60 n 630) by J. M. Gillette, professor of sociology in University of North Dakota, is primarily "a text on rural sociology that may be used in universities, colleges, agricultural colleges and normal schools." (*Preface.*) It is theoretical and statistical rather than popular, but readable, earnest and suggestive. Bibliographies at ends of chapters.
- 13-19171 J. K. Hart's *Educational resources of village and rural communities* (Macmillan \$1 n 630) consists of sixteen papers by educational and social leaders, addressed to village and rural teachers, ministers and social workers, emphasizing value of the community's elements and interests in their relation to educational development. Bibliographies and specific questions for community study.

Gillette, *Nation*, 97:541; *N. Y. Times*, 18:283, May 11, '13; *Survey*, 39:145.

Hart, *Independent*, 76:314; *N. Y. Times*, 18:635, Nov. 16, '13.

710 **Tabor, Grace.** Old-fashioned gardening. McBride \$2 n

13-1669

Delightful book representing wide study both of existing gardens and of records, tracing history and characteristics of colonial gardens — Spanish, Virginian, Dutch, Puritan etc. with a chapter "The presidents' gardens," and suggestions for reconstructing the old-fashioned garden. Gives diagrams of each type, lists of appropriate plants and some 20 illustrations from photographs. Bibliography and index.

Lit. Digest, 46:656; *Nation*, 96:373; *N. Y. Times*, 18:177, Mar. 30, '13.

716.2 **Averill, Mary.** Japanese flower arrangement applied to western needs. Lane \$1.50 n

13-22680

Describes the Koshin-Ryu manner of arranging in vases single sprays of flowers to suggest the simple, beautiful lines of natural growth.

The directions are explicit, the diagrams clear and often intrinsically beautiful. *Nation*, 97:547.

Independent, 77:72; *Outlook*, 106:46.

MUSIC

785.1 **Goepf, P. H.** Symphonies and their meaning. Third series: Modern symphonies. Lippincott \$2 n

13-23510

Interpretation and criticism of the symphonies of Berlioz, Liszt, Saint-Saëns, César Frank, D'Indy, Debussy, Tchaikowsky, Hugo Wolff, Mahler, Richard Strauss, Elgar and other contemporary composers. Index.

Independent, 77:355; *Nation*, 98:219; *N. Y. Times*, 19:84, Feb. 22, '14.

AMUSEMENTS

See also Children's books, page 45

794 **Daly, Maurice.** Daly's billiard book; ed. by W. W. Harris. McClurg \$1.25 n

13-26154

Clear, detailed directions for playing with particular emphasis on "position play." Though intended for the average player, its introductory chapters, explanatory photographs and numerous diagrams make it useful for the beginner as well. Author has won three world championships.

N. Y. Times, 18:754, Dec. 21, '13.

797 **Kendrick, E. W.** Practical sailing and motor-boating. McBride \$2 n

13-14367

Describes in lively and informal style the different varieties of sail and motor boats and how to select and navigate each, including much useful counsel. Chapters on the rules of the road at sea, nautical astronomy, knots, cooking (with receipts) and stories from the author's own wide experience. Many illustrations and diagrams, glossary and index.

N. Y. Times, 18:572, Oct. 19, '13.

799 ***Hornaday, W. T.** Our vanishing wild life.

Scribner \$1.50 n

- 13-1670 Forceful presentation of the imminent danger of extermination, by sportsmen and others, of useful and beautiful birds and animals in the United States and Canada, embodying an earnest plea for the adequate protection of wild life by efficient game laws. Illustrations and maps.
Dial, 54:509; Lit. Digest, 46:246; Nation, 96:370; N. Y. Times, 18:65, Feb. 9, '13; Outlook, 103:161.

ESSAYS ETC.

See also Children's books, page 45

- 807** ***Smith, C. A.** What can literature do for me? Doubleday \$1 n
- 13-10593 Friendly, practical talks on how literature can make life richer and fuller. Shows broad familiarity with the subject, is full of illustrative material, and specially notable for simplicity, freshness and enthusiasm.
- 13-23637 L. S. Portor's *The greatest books in the world* (Houghton \$1.25 n 804) is a helpful popular introduction to the *Odyssey*, *Divine comedy*, *Faust*, *Arabian nights*, *Pilgrim's progress*, *Don Quixote* and *Book of Job* giving history of each book, outline, motif and critical interpretation of story. Suggestions and list of books for further study.
Smith, Chautauquan, 71:117; Independent, 75:632; Nation, 97:148; N. Y. Times, 18:466, Sept. 14, '13.
- 808.1** **Eastman, Max.** Enjoyment of poetry. Scribner \$1.25 n
- 13-7948 Appreciative, discriminating essays on poetry and the poetic "leading to a fresh identification of source and meaning of our poetic moods, to a new perception of their spontaneous expression in daily talk and of the relationship of both of these things to the writing and reading of great poetry." *Life*, 62:72.
Independent, 74:1397; N. Y. Times, 18:342, June 8, '13; No. American R., 197:858.
- 808.8** **Guerber, H. A.** The book of the epic. Lippincott \$2 n
- 13-25907 Stories of the world's epics, European and Asiatic, told in outline, with a chapter on American epics. Useful for reference. Sixteen reproductions from paintings and prints. Index.
Chautauquan, 72:363; Dial, 55:515, 533; Nation, 97:621.
- 814** **Bourne, R. S.** Youth and life. Houghton \$1.50 n
- 13-6062 Candid, well-written essays, analyzing the qualities of youth and expressing the young author's hopeful, enthusiastic attitude toward life. The last chapter on "The philosophy of handicap" is one of the best in its human interest and courage.
Dial, 54:420; Nation, 96:550; N. Y. Times, 18:210, Apr. 6, '13; Survey, 30:645.
- 814** ***Grayson, David.** The friendly road: new adventures in contentment. Doubleday \$1.35 n
- 13-22869 Often humorous, sometimes serious but always cheerful and interesting account of the author's three weeks' walking trip, his thoughts and experiences and the friends he made by the way. Illustrated.
Acad., 83:137, Jan. 31, '14; Dial, 55:485; N. Y. Times, 18:614, Nov. 9, '13.

- 820.9** ***Chesterton, G. K.** Victorian age in literature. (Home univ. lib.) Holt 50c n
- 13-6307 Refreshingly original interpretation of significance of the Victorian age as a whole with clever critical estimates of its prominent authors. Style is trenchant, sparkling and wholly pleasing. Dial, 54:451; Independent, 74:923; N. Y. Times, 18:169, Mar. 30, '13.
- 822** **Neilson, W. A. & Thorndike, A. H.** The facts about Shakespeare. Macmillan 60c n
- 13-22666 Compact, clear volume, summarizing in the light of modern scholarship, all authentic information concerning Shakspeare's life and the chronology of his plays. Discusses also the England of his time, evolution of the drama, editions, criticism and acting of plays to the present. Two portraits, bibliography and index, with additional indexes of characters and of first lines of songs. Also published as the final volume of the *Tudor Shakespeare* (40 v. 25c n ea.) sold only with the set.
- 13-21467 Brander Matthews's *Shakespeare as a playwright* (Scribner \$3 n) is an interesting, scholarly analysis of Shakspeare's stagecraft and a tracing of its development. Two maps of Shakspeare's London, two illustrations and index.
- A13-1958 Stopford A. Brooke's *Ten more plays of Shakespeare* (Holt \$2.25 n) contains stimulating, readable criticisms and appreciations of *Much ado about nothing*; *Twelfth night*; *Julius Caesar*; *Hamlet*; *Measure for measure*; *Othello*; *King Lear*; *King John*; *Henry 4*; *Henry 5*. A companion volume to author's *On ten plays of Shakespeare*, 1905, (Holt \$2.25 n).
Neilson, Nation, 98:67; N. Y. Times, 18:644, Nov. 23, '13.
Matthews, Bookman, 38:424; Dial, 56:62; Nation, 97:518; N. Y. Times, 18:595, Nov. 2, '13; Spec., 122:568, Apr. 4, '14.
Brooke, Ath., 1913, 2:165; Dial, 56:16; Independent, 76:139; Nation, 97:367.
- 822** **Weygandt, Cornelius.** Irish plays and playwrights. Houghton \$2 n
- 13-2333 Sympathetic account of the modern dramatic movement in Ireland, with appreciative interpretations of the work of Yeats, Lady Gregory, Synge, "Fiona Macleod" and other Irish dramatists whose plays have been successfully produced. Twelve illustrations, mostly portraits. Index.
Dial, 54:335; Nation, 96:398.
- 823** ***Saintsbury, G. E. B.** The English novel. (Channels of English literature) Dutton \$1.50 n
- 13-35815 Vivid and scholarly study of the origin and development of the English novel to 1890, emphasizing the value of the romantic element. Index.
Rarely has a more illuminating and pleasant textbook of literature been offered to the public. *Athenaeum*, 1913, 2:221.
Dial, 55:253; Nation, 97:267; Sat. R., 116:307.
- 824** **Lucas, E. V.** Loiterer's harvest. Macmillan \$1.25 n
- 13-21923 Delightful little essays written with exquisite finish and dealing with all manner of subjects from the whimsical and humorous to the pathetic, and often, like that on "Thackeray at the 'Punch table,'" embodying some bit of literary or historical research.
Dial, 56:28; N. Y. Times, 18:643, Nov. 23, '13; Spec., 111:720, Nov. 1, '13.

ANTHOLOGIES AND POETRY

- 811** **Dunbar, P. L.** Complete poems. Dodd \$2 n
13-25781 Collects the poems first published as *Lyrics of lowly life*, *Lyrics of the hearth-side*, *Lyrics of love and laughter*, *Lyrics of sunshine and shadow* and several poems not before published; contains also the introduction contributed by Howells to the first of these volumes, portrait, indexes of titles and of first lines.
Lit. Digest, 48:167; N. Y. Times, 19:17, Jan. 18, '14.
- 821** **Noyes, Alfred.** Collected poems. 2v. Stokes \$3 n
13-23178 Definitive edition containing all Mr Noyes has printed to date of publication except a few unimportant bits of early work canceled by the author himself. Includes "Tales of the Mermaid Tavern," also published separately 1913.
Nation, 97:617.
- 821.08** ***Quiller-Couch, Sir A. T. comp.** The Oxford book of Victorian verse. Oxford Univ. Press \$2.60 n
W13-37 Companion volume to his *Oxford book of English verse*. Embraces 779 poems by 256 English and 18 American poets, arranged chronologically by author from Landor to Lascelles Abercrombie. Living writers are included. A good selection though open to criticism. Indexes of authors and of first lines.
Ath., 1912, 2:750; Dial, 54:149; Nation, 96:235; Outlook, 103:502; Spec., 110:131, Jan. 25, '13.
- 891.4** **Ravindranatha Takura.** Gitanjali (Song offerings) by Rabindranath Tagore; with an introduction by W. B. Yeats. Macmillan \$1.40 n
13-11970 Collection of prose versions of the Bengali lyrics of the Indian poet who won the Nobel prize in 1913. Translated by the author himself and exquisite in phrasing and imagery.
Their themes are of splendor in nature, of divine love and spiritual beauty. *N. Y. Times*, 18:671, Nov. 30, '13.
Ath., 1912, 2:583; Nation, 96:500.

DRAMA

See also Children's books, page 45

- 812** ***Peabody, J. P.** (*Mrs Lionel Marks*) The wolf of Gubbio. Houghton \$1.10 n
13-25910 Miracle play in three acts, delicate, beautiful and poetic in thought and expression, based on the legend of Saint Francis and the wolf — here used to symbolize the overcoming of man's wolfish instincts by the influences of faith and love.
Nation, 98:218; N. Y. Times, 18:670, Nov. 30, '13.
- 822** **Galsworthy, John.** Plays. Second series: The eldest son; The little dream; Justice. Scribner \$1.35 n
13-7362 Published separately between 1909 and 1912. The first and third are concerned with social problems; *The little dream* is a fanciful allegory. Book as a whole ranks with Galsworthy's best and most characteristic dramatic work.
Nation, 92:453; 95:572; 96:505.

HUMOR

- 817 *Masson, T. L. *comp.* The best stories in the world.
Doubleday \$1 n
- 13-21929 Good collection of humorous anecdotes gathered from many sources during the past decade by the managing editor of *Life*. Index.
- 827 Beerbohm, Max. A Christmas garland. Dutton \$1.35 n
- A13-199 Seventeen capital parodies of Kipling, Wells, Chesterton, Henry James and other well-known contemporary authors.
Ath., 1912, 2:598; N. Y. Times, 18:32, Jan. 26, '13; Outlook (Eng.), 30:708; Sat. R., 114:578; Spec., 109:1068, Dec. 21, '12.

DESCRIPTION AND TRAVEL

See also Children's books, pages 45-46

- 910 Burns, W. N. A year with a whaler. Outing \$2 n
- 13-35887 Author shipped as a "greenhorn" for a whaling voyage from San Francisco by way of the Hawaiian islands to Alaska and Siberia. He gives a graphic account of his hardships and adventures, his shipmates and the regions he saw. Sixteen illustrations from photographs.
- 910 Hedin, Sven. From pole to pole. Macmillan \$2.50 n
- 13-35264 Account of travels through the principal countries of Asia, Africa, North and South America, the South seas and north and south polar regions by the famous Swedish geographer and traveler. Each new scene is described with the same geniality and enthusiasm for what is striking and picturesque. Translated and abridged from the Swedish edition. Primarily for young people, but will be read more by adults. Twenty-six maps and 40 half-tones from photographs.
Nature, 91:158; Spec., 109:1070, Dec. 21, '12.
- 914 Osborne, A. B. Finding the worth while in Europe.
McBride \$1.40 n
- 13-10868 Admirable supplement to ordinary guide books describing in bright, popular style the places author considers most representative and distinctive in the thirteen countries most visited by American tourists. Suggests ten itineraries with prices. Thirty-two illustrations from striking photographs, sketch map and index.
N. Y. Times, 18:364, June 15, '13.
- 914.2 Odd farmhouse (The), by the odd farm-wife.
Macmillan \$1.35 n
- 13-35656 The American wife of an English writer tells of their year in an old farmhouse in Kent. She writes in a delightful, contemplative style of neighbors, servants, garden and the face of nature. Will appeal to readers who enjoyed *Elizabeth and her German garden* and *The garden of a commuter's wife*.
Ath., 1913, 1:327; Nation, 97:311.
- 914.21 *Boynton, P. H. London in English literature.
Univ. of Chicago Press \$2 n
- 13-16896 The ten chapters reproduce successively the atmosphere of London in the time of Chaucer, Shakspeare, Milton, Dryden, Addison, Johnson, Lamb and Byron, Dickens, Victorian and con-

- temporary London. A list of illustrative reading is given at the end of each chapter and one of novels at the end of the book. The 37 illustrations are nearly all from old prints and maps. Index.
- 14-30079 A. St J. Adcock's *The booklover's London* (Macmillan \$1.75 n) supplements this by pleasant descriptions of rambles in various parts of London, pointing out the surviving buildings associated with famous persons in fiction and drama. Twenty charming illustrations from line drawings by Frederick Adcock. Index.
Both, *Dial*, 56:293.
Boynton, Ath., 1913, 2:307; *Nation*, 97:238.
Adcock, Ath., 1913, 2:437; *Nation*, 98:113.
- 914.3 *Collier, Price. *Germany and the Germans*.
Scribner \$1.50 n
- 13-12309 An American's interpretation of modern Germany, its historical background, emperor, politics, universities, men and women and problems. Published in *Scribner's*.
A graphic picture by a shrewd, well-informed and on the whole kindly observer of men and things. *Nation*, 97:39.
- A14-400 Charles Tower, in *Along Germany's river of romance, the Moselle* (McBride \$2.75 n), narrates gracefully the medieval history and legends still clinging around the Moselle and pictures vividly the country life of Alsace and Lorraine unspoiled and, to tourists, largely unknown. Eight colored plates, 26 other illustrations and two maps.
Collier, Bookman, 37:570; *Lit. Digest*, 47:478; *N. Y. Times*, 18:385, July 6, '13.
Tower, Bookman, 38:386; *Dial*, 55:529; *Lit. Digest*, 47:698; *N. Y. Times*, 18:635, Nov. 16, '13.
- 914.36 Clark, F. E. *Old homes of new Americans*.
Houghton \$1.50 n
- 13-1969 Short, popular, favorable survey of history, people and customs of each of the provinces of the Austro-Hungarian empire and consideration of the number and character of the immigrants they contribute to the United States. Largely a compilation from other books but supplemented by personal observation. Sixteen illustrations from photographs and index.
Dial, 55:207; *Independent*, 74:1347.
- 914.5 *Bagot, Richard. *The Italians of to-day*.
Browne \$1.25 n
- W12-136 A picture of the "real Italy" as many years' residence has shown it to a sympathetic Englishman. He writes of the peasant and other classes, of government, church and state, modern literature, the soldier, etc., dwelling upon the best characteristics in order to dispel English misconception and prejudice.
Ath., 1012, 1:619; *Dial*, 54:348; *Nation*, 96:339; *Spec.*, 109:63, July 13, '12.
- 914.6 *Howells, W. D. *Familiar Spanish travels*.
Harper \$2 n
- 13-22265 Thirteen graceful essays, reprinted from *Harper's Monthly*, which describe with inimitable charm and appreciation things and people seen on the conventional six weeks' tour of Spain taken by the author in 1911. Illustrations from photographs and attractive drawings by Norman Irving Black and Walter Hale.
The genial philosophy of a mellow maturity pervades the book, and its pages reveal the author at his best. *Dial*, 55:480.

- A13-486** *Along Spain's river of romance* by "Paul Gwynne" pseud. (Ernest Slater) (McBride \$3 n 914.68, English title *The Guadalquivir*) gives the experiences of an adventure-loving Englishman who, chiefly on mule-back and with a picturesque guide, followed the course of the Guadalquivir across Andalusia to the Mediterranean. He mingles knowledge of history and literature with observations of quaint people by the way. Illustrations in color and black and white are from drawings; map and index. Howells, Bookman, 38:387; Nation, 97:567; N. Y. Times, 18:679, Nov. 30, '13. Gwynne, Ath., 1913, 1:330; Dial, 54:505; Nation, 96:186.
- 914.7** **Rappoport, A. S.** Home life in Russia. Macmillan \$1.75 n
- 12-37899** Its purpose is to give a casual reader an impression of the manners, customs and ways of thought that distinguish the Russian people from their western neighbors. *Nation*, 97:17. Not beyond criticism in style and statements, but compact and instructive, with 12 halftone illustrations, notes and index.
- A13-761** Rothay Reynolds's *My Russian year* (Pott \$2.50 n) gives author's vivid personal observations, after five years' residence as newspaper correspondent, of Russian life in all classes of society. More entertaining than Rappoport but contains less general information. Printed on thick, heavy paper and weakly bound. Twenty-eight halftone illustrations.
- 13-9485** *Changing Russia* by Stephen Graham (Lane \$2.50 n) is a happily written narrative of author's tramp along route of the new railway on shore of the Black sea and visits to the Urals and Crimea, with incidental remarks on political and industrial conditions. Fourteen halftone illustrations, pencil sketch of author, inadequate map and index. All, Dial, 55:203. Rappoport, Nation, 97:17; N. Y. Times, 18:379, June 29, '13; Outlook, 104:344. Reynolds, Ath., 1913, 1:64; N. Y. Times, 18:311, May 25, '13; Spec., 110:539, Mar. 29, '13. Graham, Ath., 1913, 1:453; Nation, 97:386; N. Y. Times, 18:327, June 1, '13.
- 914.92** **Boulger, D. C.** Holland of the Dutch. Scribner \$1.50 n
- A13-1615** Admirably concise and comprehensive handbook on present-day Holland, its history, government, religion, literature, social and industrial life, etc. Thirty-three halftone illustrations from photographs. Index. Independent, 75:574; N. Y. Times, 18:592, Nov. 2, '13; Outlook, 104:769.
- 915.1** **Kendall, E. K.** A wayfarer in China. Houghton \$2.50 n
- 13-1968** Highly interesting, well-written account of a six months' journey taken in 1911 by an American woman with her own caravan of natives, across little-known parts of western China and Mongolia. Unusually good illustrations from photographs, map and index. Ath., 1913, 1:248; Dial, 54:383; Nation, 97:103; Outlook, 103:864.
- 915.4** **Munson, Arley.** Jungle days. Appleton \$2.50 n
- 13-21034** A woman medical missionary's personal story of her five years' work in India, giving intimate glimpses of the life of the country

- people; above the average in vividness and interest. Twenty-three illustrations from photographs.
- 13-6709 A more comprehensive and informing book for reference and reading, is *The empire of India* (All red ser. Little \$3 n) by Sir Bampfylde Fuller, retired from the Indian Civil Service, which gives a clear, authentic account of the government, economic condition and people of India and a favorable estimate of British rule. Maps, illustrations from photographs and index.
Munson, Dial, 55:525.
Fuller, Ath., 1913, 1:64; Spec., 110:845, May 17, '13.
- 916.7 *White, S. E. African camp fires. Doubleday \$1.50 n
- 13-35733 Companion volume to the author's *Land of footprints*. Like that, it describes in entertaining and informal style several hunting trips in British East Africa as well as the country and natives and episodes of travel. Illustrations from the author's photographs.
- 13-20787 *The Barbary coast* by Arthur Bullard ("Albert Edwards" pseud.) (Macmillan \$2 n 916.1) contains vivid sketches (all but three of which appeared in the *Outlook* between 1909 and 1912) of the land and people of French North Africa, reproducing with unusual success the region's charm and romance. Twenty-four illustrations from photographs. Printed in large clear type.
- A13-1170 S. H. Leeder's *Veiled mysteries of Egypt* (Scribner \$3.75 n 916.2) gives a friendly and appreciative description of the life of Egyptians of all classes and specially attempts to give in their own words a fair interpretation of the religion of Islam. Thirty-eight excellent illustrations from photographs, bibliography and index.
- 13-35192 J. H. Weeks's *Among Congo cannibals* (Lippincott \$3.50 n 572.96) is an interesting as well as valuable and authoritative study of the customs, language and religion of the Boloki and other Congo tribes with some account of author's thirty years' missionary work among them. Includes 15 folk tales. Forty good illustrations from photographs, map and index.
White, Bookman, 38:297; Outlook, 105:328.
Bullard, Dial, 55:531; N. Y. Times, 18:724, Dec. 7, '13; Outlook, 105:598.
Leeder, Outlook (Eng.) 30, sup. Nov. 16, '12, p. 9.
Weeks, Acad., 83:575, Nov. 2, '12; Ath., 1912, 2:722; Nation, 96:63.
- 917.28 *Putnam, G. P. The southland of North America: rambles and observations in Central America during the year 1912. Putnam \$2.50 n
- 13-10667 A traveler's vivid portrayal of interesting and unfamiliar aspects of native life between Panama and Guatemala, with personal experiences and brief illuminating comments on political and industrial conditions. Map, statistical appendixes and 96 notably good halftones from photographs.
Lit. Digest, 46:1394; Nation, 97:190; N. Y. Times, 18:326, June 1, '13.
- 917.4 Johnson, Clifton. Highways and byways from the St Lawrence to Virginia. (American highways and byways ser.) Macmillan \$1.50 n
- 13-20336 Colloquial account of leisurely rambles through picturesque and historic rural regions of eastern United States, with intimate glimpses of country life and characteristic bits of con-

- versation. Notes for automobilists and halftone illustrations from photographs.
Ath., 1913, 2:492; Dial, 55:480; Independent, 76:511.
- 917.56 Kephart, Horace.** Our southern highlanders.
Outing \$2.50 n
- 13-26669** Author, who has lived for several years in the southern Appalachian region, writes entertainingly and sympathetically with many anecdotes and conversations, of the characteristics of the mountaineer inhabitants — their dialect, feuds, moonshining etc. as well as his own experiences in camping and hunting. Map and some 30 illustrations from photographs.
- 13-21461** M. W. Morley's *The Carolina mountains* (Houghton \$3 n) gives enthusiastic descriptions of the people and scenery of the Blue Ridge and Great Smoky mountains. Rather less about the people, but more about natural beauties and written in a more elaborate style than *Our southern highlanders*. Index, colored frontispiece and 24 excellent illustrations from photographs.
Kephart, Dial, 55:529; Nation, 98:244; N. Y. Times, 18:729 Dec. 7, '13.
Morley, Dial, 55:479; Lit. Digest, 47:957; Nation, 97:568.
- 917.7 Bostwick, A. E.** The different west: as seen by a transplanted easterner.
McClurg \$1 n
- 13-3738** Good-humored, shrewdly observant first impressions of the middle west, its politics, education, society, manners, art and literature. Popular in treatment and distinctly readable.
Dial, 54:309; N. Y. Times, 18:305, May 18, '13; Outlook, 104:767.
- 917.91 Laut, A. C.** Through our unknown southwest.
McBride \$2 n
- 13-12334** Graphic chapters, describing in extremely colloquial and exuberant style the beauties of "the home of the cliff-dweller and the Hopi, the forest ranger and the Navajo, the lure of the painted desert" and giving some practical information for travelers. Author's offensive and defensive attitude will annoy some readers. Thirty-two illustrations from photographs but no index.
Dial, 55:120; N. Y. Times, 18:459, Sept. 7, '13.
- 917.94 *Chase, J. S.** California coast trails. Houghton \$2 n
- 13-5026** Delightful record of a leisurely horseback and camping trip covering the coast region from Mexico to Oregon with special devotion to beauties of scenery and preference for the picturesque districts where the old California life survives. Sixteen illustrations from photographs, index and glossary.
- 13-8631** *Under the sky in California* by C. F. Saunders (McBride \$2 n) contains enthusiastic, detached chapters describing easy camping expeditions made by the author and his wife in beautiful and little-frequented parts chiefly of southern California. Gives useful advice for easterners who wish to follow their example. Fifty-seven illustrations from photographs.
Chase, Dial, 54:510; Nation, 97:213; N. Y. Times, 18:123, Mar. 9, '13.
Saunders, Dial, 55:110; Nation, 97:212; N. Y. Times, 18:430, Aug. 10, '13.
- 917.94 Torrey, Bradford.** Field days in California.
Houghton \$1.50 n
- 13-1989** Fifteen charming essays on bird life in California including the Yosemite and the Grand Cañon, with a chapter on the

pleasures of reading a checklist. Photogravure portrait, eight excellent halftone photographs and index.

Though inferior to some of his earlier books in firmness of style, it is clearly superior in vivacity and mellow wisdom.
Nation, 96:264.

Dial, 54:149; Independent, 74:1301.

- 917.98 **Underwood, J. J.** Alaska, an empire in the making.
 Dodd \$2 n
- 13-10598 Lively journalistic account of the scenery and resources of Alaska and its advantages for tourists and settlers, mingled with the experiences of the author, a fourteen years' resident. Closes with a survey of history. Fifty-seven illustrations from photographs and map. Needs an index badly.
 Dial, 55:119; *Nation*, 97:82; *N. Y. Times*, 18:325, June 1, '13.
- 918.1 **Tomlinson, H. M.** The sea and the jungle.
 Dutton \$2.50 n
- A13-1172 Narrative of the voyage made by an enthusiastic English journalist in a tramp steamer from Wales to Para, Brazil, thence two thousand miles up the Amazon and Madeira rivers to San Antonio Falls. Graphic descriptions and anecdotes of sea life and tropical forests mingle with the yarns of his shipmates.
 Dial, 54:348; *N. Y. Times*, 18:161, Mar. 23, '13; *Spec.*, 110:619, Apr. 12, '13.
- 919.69 **Castle, W. R. jr.** Hawaii, past and present.
 Dodd \$1.25 n
- 13-8091 Excellent handbook, authoritative, up to date, and readable, covering history, commerce, industry, and natural beauty of the islands. Appendix contains valuable information for travelers. Twenty-four halftones from photographs and map.
N. Y. Times, 18:305, May 18, '13.
- 919.8 **Stefánsson, Vilhjálmur.** My life with the Eskimo.
 Macmillan \$4 n
- 13-24327 Extremely interesting account of author's second expedition to northern Canada and Alaska to study habits of the Eskimo. With only one companion (Dr R. M. Anderson, who contributes a chapter on the expedition's natural history collection) he lived among various tribes, 1908-12, and discovered the blond Eskimo of Coronation gulf and Victoria island. Sixty illustrations from photographs, maps and index.
 Ath., 1914, 1:57; Dial, 55:479; *Nation*, 98:84; *N. Y. Times*, 18:704, Nov. 30, '13; *Spec.*, 112:391, Mar. 7, '14.
- 919.9 **Scott, R. F.** Scott's last expedition; arranged by Leonard Huxley, with a preface by Sir C. R. Markham. 2v.
 Dodd \$10 n
- 13-25345 The record of one of the great tragedies of geographical exploration, inspiring in its picture of human endurance and unflinching courage. Volume 1, gives Captain Scott's diary; volume 2, describes the journeys and scientific work of the other members of the expedition with Doctor Atkinson's account of the search for the lost explorers. Notably fine illustrations and maps.
- 13-771 In *The South pole* 2v. (translated by A. G. Chater, Keedick \$10 n) Captain Roald Amundsen tells in a modest, yet enthusiastic style of his successful expedition 1910-12. Appendixes give scientific results. Illustrations and maps are much inferior to Scott's.

Few small libraries can conscientiously buy these expensive volumes from book funds, yet they are so remarkable for human interest and the spirit of adventure, and so important in the history of exploration, that a "Best Books" list could not overlook them. They are included here in the hope that the librarian may persuade public-spirited friends in the community to add them to the library's resources.

Scott, Ath., 1913, 2:597; Dial, 55:518; Nation, 98:34; Nature, 92:373; Spec., 111:822, Nov. 15, '13.

Amundsen, Ath., 1912, 2:693; Dial, 54:89; Nation, 96:230; Nature, 90:515; Sat. R., 114:737.

HISTORY

See also Children's books, page 46

- 949.2** **Loon, H. W. van.** The fall of the Dutch republic.
Houghton \$3 n
- 13-7536 Clear, graphic narrative of Dutch history in the eighteenth century, with summaries to bridge the gaps from close of Motley's work and to the present day. Illustrations from contemporary prints and portraits, map on end papers, annotated bibliography and index.
Ath., 1913, 1:667; Eng. Hist. R., 28:812; Independent, 75:96; Nation, 97:145; N. Y. Times, 18:418, Aug. 3, '13; Yale R. n. s., 3:178.
- 949.6** **Gibbs, Philip & Grant, Bernard.** The Balkan War: adventures of war with cross and crescent.
Small \$1.20 n
- A13-564 Vivid, interesting reports of Balkan War operations as viewed by two newspaper correspondents, one with the Bulgarian, the other with the Turkish army. Map and numerous illustrations from photographs.
No early book of the war has in so small a compass more of what the reader wishes to know. *Dial*, 54:411.
- War 13-79 *With the Turks in Thrace*, by Ellis Ashmead-Bartlett (Doran \$3 n) is an entertaining personal record of a war correspondent's experiences and affords the most satisfactory account (1913) of the war from Turkish viewpoint. Folding map, excellent illustrations from photographs and index.
- 13-3854 Hermenegild Wagner, in *With the victorious Bulgarians* (Houghton \$3 n), gives a comprehensive picture of the war as he witnessed it from Bulgarian headquarters. His style is cumbersome, and the accuracy of some statements is questioned, but "the book is a condensed encyclopedia of Bulgarian history, biography and politics and will have permanent value for the student of Balkan affairs in the future." *Nation*, 96:307.
Maps, many illustrations and index.
All, *Dial*, 54:410.
Gibbs, N. Y. Times, 18:99, Feb. 23, '13; Outlook, 103:734; Spec., 110:69, Feb. 22, '13.
Ashmead-Bartlett, *Independent*, 74:1392; *Lit. Digest*, 46:1386; *Nation*, 96:308.
Wagner, *Independent*, 74:1390; *Lit. Digest*, 46:386; *Nation*, 96:307; N. Y. Times, 18:121, Mar. 9, '13.
- 951** ***Gowen, H. H.** An outline history of China. 2pt.
Sherman, French \$1.20 n ea.
- 13-9751 Readable sketch of events from the earliest times to the recognition of the republic. Bibliography, illustrations, index to each volume.

- 13-11973 Frederick McCormick, a war correspondent twelve years a resident of Peking, in *The flowery republic* (Appleton \$2.50 n), gives a largely first-hand, lively, valuable, but somewhat confusing account of the men and events of the revolution which has been shaping present-day China. Illustrated.
Gowen, Chautauquan, 71:89; Dial, 54:387; 56:150; Nation, 96:366.
McCormick, Am. Pol. Sci. R., 7:482; Ath., 1913, 1:514; Dial, 55:267.
- 973 **Bassett, J. S.** Short history of the United States. Macmillan \$2.50 n
- 13-18509 Comprehensive, impartial survey from the discovery to 1912, designed rather as a work of reference or textbook than for general reading. One-third of the whole is devoted to period since the Civil War. Securely sewed on tapes, full index, bibliography with each chapter.
Gives a just and well-proportioned emphasis to social, economic and military factors as well as political. The difficult problem of selection and elimination has been skilfully handled and accuracy of a high degree characterizes the book. *Nation*, 97:235.
- 0-1554 Volume 8 of J. B. McMaster's *History of the people of the United States from the Revolution to the Civil War*, (Appleton \$2.50 n) finishes a work of which the first volume appeared in 1883 (see *A. L. A. Catalog and Supplement*). This volume covers 1850-61 and like its predecessors is not a connected narrative but a series of essays on social and economic conditions, consisting almost entirely of extracts from newspapers and other contemporary sources. Contains four maps and an index.
- 2-4002 James Schouler's *History of the reconstruction period, 1865-77* (Dodd \$2 n) is the 7th and last volume of his *History of the United States of America under the constitution*, v. 1, 1880 (Dodd \$2 n ea.) (See *A. L. A. Catalog*). This volume comprises mainly a vindication of President Johnson and the author's own recollections of Grant's administrations. Contains an index to the seven volumes which is not very satisfactory.
Bassett, Dial, 56:27; Independent, 76:175.
McMaster, Dial, 56:179; Nation, 97:240; N. Y. Times, 18:453; Aug. 31, '13; No. American R., 198:574.
Schouler, Dial, 56:179; Nation, 98:84; N. Y. Times, 19:769, Jan. 4, '14.
- 973 **Powell, E. A.** Gentlemen rovers. Scribner \$1.50 n
- 13-20203 Nine spirited sketches of the deeds of as many American soldiers of fortune, "overlooked by history and forgotten by fame. Even their names hold no significance for their countrymen of the present generation, yet they played great parts in our national drama." Illustrated.
N. Y. Times, 18:610, Nov. 9, '13; Outlook, 105:498.
- 973.35 **Allen, G. W.** Naval history of the American Revolution. 2v. Houghton \$3 n
- 13-9743 Scholarly, detailed history of maritime activities of both cruisers and privateers in the war of independence. Based on thorough study of the original sources from which it quotes largely. Nineteen illustrations from portraits and contemporary pictures, 14 maps, bibliography and index.
- 13-21458 This is supplemented rather than duplicated by Capt. A. T. Mahan's important, authoritative *Major operations of the navies in the war of American independence* (Little \$3 n) which treats largely of important actions between the French and English fleets and less of famous but smaller fights participated in by our own

navy. Fourteen illustrations, chiefly portraits, eight maps, 15 battle plans, glossary and index. First published as a chapter in Clowe's *Royal navy* 7v. (Little 1897-1903).

Allen, Dial, 55:258; Lit. Digest, 47:477; Nation, 97:336; N. Y. Times, 18:319, May 25, '13; Spec., 112:20, Jan. 3, '14.

Mahan, Nation, 97:487.

973.6 MacDonald, William. From Jefferson to Lincoln.
(Home univ. lib.) Holt 50c n

13-9742 An admirably condensed yet readable survey of United States history from 1815 to 1860, "restricted chiefly to the exposition of three lines of development, namely, constitutional growth, the rise and progress of political parties and slavery." Short bibliography and index.

Am. Hist. R., 19:176; N. Y. Times, 18:563, Oct. 19, '13.

973.7349 Young, J. B. The battle of Gettysburg. Harper \$2 n
13-13217

The most interesting and satisfactory book on the subject for the lay reader. Author, a Union officer, knows the ground intimately, has read the literature of the campaign and writes clearly. His judgments of men and movements are, on the whole, such as have come to be accepted by critical authorities. Appendixes give the rosters of the two armies, etc. *Adapted from Nation*, 97:171.

Seventeen maps, 8 illustrations from contemporary prints and index.

N. Y. Times, 18:377, June 29, '13; No. American R., 198:139.

973.782 Dawson, Sarah Morgan. A Confederate girl's diary.
Houghton \$2 n

13-20779 The actual diary kept, in Baton Rouge, New Orleans and elsewhere, by a young girl through the Civil War. Of interest as a story as well as for its graphic descriptions of the hardships of life in war time, and showing unusual fairness to the North.

Dial, 55:363; Independent, 76:314; Spec., 112:98, Jan. 17, '14.

974 Jenkins, Stephen. The old Boston post road.
Putnam \$3.50 n

13-25381 Traces with an ample accompaniment of historical comment the oldest and most northerly of the mail routes connecting New York and Boston in colonial times. Two hundred well-chosen illustrations from both early and later sources, maps, bibliography and index are all fittingly supplied. *Dial*, 55:533.

BIOGRAPHY

See also Children's books, page 48

***Adams, E. C. & Foster, W. D.** Heroines of modern progress. (Modern heroines ser.) Sturgis \$1.50 n

13-2092 This useful and attractive book presents in compact form the chief events in the lives of Elizabeth Fry, Mary Lyon, Elizabeth Cady Stanton, Harriet Beecher Stowe, Florence Nightingale, Clara Barton, Julia Ward Howe, Frances E. Willard, J. Ellen Foster, Jane Addams. *N. Y. Times*, 18:197, Apr. 6, '13.

Portraits, chronological table and index.

Dial, 54:249.

Allinson, Mrs A. C. (Emery). Roads from Rome.
Macmillan \$1.25 n

13-21270 Charming character sketches of Catullus, Propertius, Horace, Ovid, Pliny, and Julius Paulus, aiming "to show that the men and

women of ancient Rome were like ourselves and to suggest Roman conditions as they may have affected or appeared to men of letters, from the last years of the Republic to the Antonine period." Ath., 1913, 2:590; Nation, 97:484; Outlook, 105:811.

Austen. **Austen-Leigh, William & R. A.** Jane Austen; her life and letters. Dutton \$3 n

A13-1614 The authors' account of Jane Austen's family history and family life serves as a setting for her own letters which are strung on a thread of interesting and authoritative comment. Bibliography, index, one photogravure portrait. Ath., 1913, 1:513; Bookman, 37:658; Dial, 55:503; Nation, 97:305.

Barrows.* **Barrows, I. C. A sunny life; the biography of Samuel June Barrows. Little \$1.50 n

13-11529 Inspiring record of notable achievement. Though handicapped by poverty and deficient education, Mr Barrows became an accomplished linguist, writer and leader in reform movements, holding many positions of trust. He was for ten years secretary of the New York Prison Association. Written with intimate charm by his devoted wife. Portraits and other illustrations.

Annals Am. Acad., 49:240; Dial, 54:498; Independent, 75:98; Nation, 96:517; N. Y. Times, 18:564, Oct. 19, '13; Survey, 30:311.

Bright. **Trevelyan, G. M.** Life of John Bright.

Houghton \$4.50 n

13-15882 A rich and repaying book, presenting the great English orator and statesman (1811-89) with literary skill, restraint, penetration and entire fairness. Numerous portraits, cartoons, bibliography and index. *Adapted from Nation, 97:99.*

Ath., 1913, 1:609; Bookman, 38:67; Dial, 55:139; Spec., 110:927 and 970, May 31 and June 7, '13.

Cooper. **Phillips, M. E.** James Fenimore Cooper.

Lane \$2.50 n

12-29333 This, the first authoritative life based on family documents and letters, fails to be definitive in scholarliness, completeness of treatment, literary criticism and estimate of character but is a pleasant, popular sketch of Cooper's personality and life, giving the sources of his most famous stories. Very fully illustrated by well-reproduced photographs, prints and portraits. Index.

Dial, 54:310; Nation, 96:210; N. Y. Times, 18:105, Mar. 2, '13.

**Dewey, Admiral George.* Autobiography.

Scribner \$2.50 n

13-19511 Devotes, as is desirable, most proportionate space to the Spanish War and the Battle of Manila Bay but covers also, in a clear, interesting narrative, the author's early life and service in the navy. Thirty-five good illustrations chiefly from photographs and portraits, map and index.

Bookman, 38:422; Dial, 55:364; Lit. Digest, 47:879; Nation, 97:386; N. Y. Times, 18:568, Oct. 19, '13.

Garrison. **Chapman, J. J.** William Lloyd Garrison.

Moffat \$1.25 n

13-10085 A brilliant rhapsody, backed by solid scholarship, which expresses as nothing less enthusiastic could the spirit of the abolitionists and their leader. Portrait.

Ath., 1913, 2:36; Lit. Digest, 47:182; Nation, 96:525.

**Irvine. Irvine, A. F.* My lady of the chimney corner.

Century \$1.20 n

- 13-17977 Beautiful tribute to author's mother, the wife of a poor Irish peasant in Antrim, Ireland. Her intellectual and spiritual superiority to her environment and her creed "love is enough" are lovingly and faithfully sketched by her son.

Dial, 55:154; Spec., 111:986, Dec. 6, '13.

Johnson. Bailey, J. C. Dr Johnson and his circle.

(Home univ. lib.)

Holt 50c n

- 13-7330 Short but readable and sympathetic study of Johnson's character, his work, friends and subsequent fame.

Acad., 83:488, Apr. 19, '13; Ath., 1913, 1:209; Dublin R., 153:176.

Jones. De Koven, Mrs Anna (Farwell). Life and

letters of John Paul Jones. 2v. Scribner \$5 n

- 13-8632 Fullest and most authoritative life so far published, founded on wide research and some hitherto unused material. Both valuable and interesting though overpartial and making some deductions that are open to criticism. Well printed and bound. The 22 illustrations include 5 portraits (1 in color) of Jones and 2 maps. Bibliography and index.

Am. Hist. R., 19:159; Ath., 1913, 2:375; Dial, 55:25; Lit. Digest, 47:477; Nation, 97:56; N. Y. Times, 18:245, Apr. 27, '13.

Judson. Hubbard, E. D. Ann of Ava.

Missionary Education Movement 50c

- 13-19164 Gives in story form a sympathetic account of the life of Ann Hasseltine Judson, courageous young wife of Adoniram Judson, the first American missionary to Burma. Attractively printed and bound, with 12 illustrations from portraits and photographs and as many quaint pen and ink sketches.

Li Hung-Chang. Memoirs, edited by W. F. Mannix.

Houghton \$3 n

- 13-22226 Well-edited selections from the diaries of the great Chinese viceroy, now translated for the first time. His account of Chinese affairs during the latter half of the nineteenth century is interesting and authoritative, while his observations of western countries afford a glimpse of the oriental character at its best. Photogravure portrait.

Dial, 56:142; Independent, 76:135; Nation, 98:109.

Lodge, H. C. Early memories. Scribner \$2.50 n

- 13-20784 Entertaining recollections of Senator Lodge's boyhood in Boston during the Civil War, travels in Europe, studies at Harvard and impressions of many famous public men and men of letters up to the beginning of his own public career.

Bookman, 38:225 & 288; Nation, 97:566; N. Y. Times, 18:581, Oct. 26, '13; Spec. 112:439, Mar. 14, '14.

Montrose. Buchan, John. The Marquis of Montrose.

Scribner \$3 n

- 14-30083 Stirring, brilliantly written relation of the life, campaigns and execution of James Graham, Marquis of Montrose, one of the most romantic figures of history as well as the greatest Scotch royalist general. Based on original authorities. Illustrations from portraits, maps, bibliography and index.

Acad., 85:425, Oct. 4, '13; Ath., 1913, 2:272; Nation, 98:520; Sat. R., 116:366; Spec., 111:461, Sept. 27, '13.

- Moody, W. V.** Some letters of William Vaughn Moody; ed., with an introduction, by D. G. Mason. Houghton \$1.50 n
- 13-21694 Selections from the poet's intimate correspondence (1892-1909), picturesque, whimsical, vigorous, and revealing a delightful personality. Portrait. Dial, 55:300; Nation, 97:387; N. Y. Times, 18:605, Nov. 9, '13.
- ***Muir, John.** Story of my boyhood and youth. Houghton \$2 n
- 13-5573 A notable piece of autobiographic writing—the story of an unusually interesting boyhood and youth told with energy and an eye for the diverting and significant. *Nation*, 96:391. Photogravure portrait and other illustrations. Dial, 54:293; Lit. Digest, 47:26; N. Y. Times, 18:158, Mar. 23, '13 & 18:672, Nov. 30, '13; Outlook, 104:71.
- Napoleon I. Fisher, Herbert.** Napoleon. (Home univ. lib.) Holt 50c n
- 13-6360 Concise but lucid outline of Napoleon's career, with emphasis on his character rather than on his campaigns. Of rare excellence, displaying true literary and historical appreciation and correct proportion and perspective. *American Historical Rev.*, 18:837
- 12-28680 *The personality of Napoleon* by J. H. Rose (Lowell lectures 1912 Putnam \$2.50 n) treats Napoleon under eight aspects as man, Jacobin, warrior, lawgiver, emperor, thinker, world ruler and exile. A delightful volume in which the learning of a scientific historian is combined with the skill of an accomplished essayist. *Literary Digest*, 46:1138. Fisher, *Nation*, 97:82; N. Y. Times, 18:177, Mar. 30, '13. Rose, *Dial*, 55:357; Lit. Digest, 46:1138; *Nation*, 96:336; No. American R., 197:712; *Spec.*, 110:104, Jan. 18, '13.
- Nogi, Washburn, Stanley.** Nogi: a man against the background of a great war. Holt \$1 n
- 13-3673 Warmly appreciative character study of General Nogi by a war correspondent who was on his staff during the Russo-Japanese conflict. Pictures him as soldier, as Samurai, and as a man of deep personal feeling and many sorrows—a representative of the old Japan which has made possible the new. Sixteen half-tone photographs. Dial, 54:421; *Nation*, 96:236; N. Y. Times, 18:179, Mar. 30, '13.
- Norton, C. E.** Letters, with biographical comment by his daughter Sara Norton and M. A. De Wolfe Howe. Houghton \$5 n
- 13-22356 In these letters of the distinguished American scholar and man of letters (1827-1908) are revealed not only that genius for friendship which attracted to him such men as Ruskin, Carlyle, Lowell and Longfellow, but also the intrinsic worth of his scholarship, which made him on occasions their critic and counselor. *Pittsburgh*. Twenty-six good illustrations, chiefly portraits, bibliography and index. *Ath.*, 1013, 2:615; *Dial*, 55:402; *Nation*, 97:529; N. Y. Times, 18:589, Nov. 2, '13.

***Pennington, Patience.** A woman rice-planter.

Macmillan \$2 n

- 13-22122 Intimate diary of author's struggles and experiences in managing two large South Carolina rice plantations. Related modestly and vividly with "a mingling at every turn of humor and poignancy." Numerous sketches in black and white.
Dial, 55:485; Nation, 98:38.

***Roosevelt, Theodore.** Theodore Roosevelt: an autobiography. Macmillan \$2.50 n

- 13-24840 Interesting chapters, telling of author's boyhood, early manhood and home life, but specially concerned with political career. Fully illustrated. Appeared in part in *Outlook*.
Emphatically and unmistakably author has stamped himself on every page. *Percy F. Bicknell* in *Dial*, 55:476.
Bookman, 38:418; *Dial*, 55:476; Nation, 97:507; N. Y. Times, 18:642, Nov. 23, '13.

Zeyneb, hanum. Turkish woman's European impressions. Lippincott \$1.75 n

- 13-15337 Personal letters, written by a highly educated upperclass woman of modern Turkey, one of the heroines of Loti's *Disenchanted*. Author tells of her rebellion against seclusion of harem, escape to France and of voluntary return to Constantinople after six years. Gives frankly and entertainingly her somewhat unfavorable impressions of western culture. Twenty-three halftones mainly from photographs.
Chautauquan, 72:106; Nation, 97:103; N. Y. Times, 18:264, May 4, '13.

FICTION

See also Children's books, page 48

Allen, Mrs F. N. (Symmes). The invaders.

Houghton \$1.30 n

- 13-5065 Hinges on the antipathy felt by the old New England families of a conservative Connecticut village for the recently arrived Irish and Poles. Pleasant and wholesome; two love affairs add to the interest.
Bookman, 37:339; Cath. World, 97:403; N. Y. Times, 18:170, Mar. 30, '13.

Andrews, M. R. S. The eternal masculine.

Scribner \$1.30 n

- 13-22209 Nine exceptionally good short stories of men and boys, setting high ideals of sport, business and friendship. Characters from *Bob and the guides* reappear. Reprinted from magazines.
N. Y. Times, 18:593, Nov. 2, '13.

Benson, E. F. The weaker vessel. Dodd \$1.35 n

- 13-3812 Story of modern English life among actors and dramatists, in which a clever but weak and dissipated husband proves the devotion of a charming, brilliant wife. Excellent in character delineation, bracing in moral atmosphere.
Acad., 84:335; N. Y. Times, 18:124, Mar. 9, '13; Spec., 110:721, Apr. 26, '13.

- ***Bentley, E. C.** The woman in black. Century \$1.25 n
 13-4761 An absorbing detective story with a really startling climax, explaining the murder of an American millionaire, resident in England. English title: *Trent's last case*.
 Bookman, 37:340; Nation, 96:361; Spec., 110:409, Mar. 8, '13.
- Buckrose, J. E.** The Browns. Doran \$1.25 n
 12-24821 Cheerful, human tale of every-day people in a small English town, the slight plot turning on the destruction of a will. Characterized by kindly satire and intimate picture of the environment.
 Nation, 96:258; N. Y. Times, 18:40, Jan. 26, '13; Outlook, 103:319.
- ***Bullard, Arthur.** "Albert Edwards," *pseud.* Comrade Yetta. Macmillan \$1.35 n
 12-3760 Vivid, realistic portrayal, from socialistic viewpoint, of a Jewish working girl's struggle against industrial oppression. Gripping in its human interest and valuable for its picture of social conditions among the laboring classes.
 Bookman, 37:214; Dial, 54:462; Nation, 96:416.
- ***Burnett, Mrs F. H.** T. Tembarom. Century \$1.40 n
 13-22758 *Little Lord Fauntleroy* retold for grown-ups in a melodramatic story of a struggling young New York reporter who inherits a great English estate. Charmingly written though overstocked with American slang. Appeared in the *Century*.
 Atlantic, 113:490; Bookman, 38:418; Nation, 97:509; N. Y. Times, 18:573, Oct. 26, '13; Outlook, 105:572; Outlook (Eng.), 32:648.
- ***Cameron, Margaret.** The golden rule Dollivers. Harper \$1 n
 13-19074 Seven amusing short stories describing the unexpected situations which arise when an unselfish young couple attempt to share their new automobile. Excellent for reading aloud.
 N. Y. Times, 18:518, Oct. 5, '13.
- ***Cather, W. S.** O pioneers! Houghton \$1.25 n
 13-15167 Excellently written, slow-moving but of unflagging interest, describing with unusual power and sympathy the taming of wild lands in Nebraska by settlers of several nationalities.
 Bookman, 37:666; Nation, 97:210; N. Y. Times, 18:466, Sept. 14, '13; Outlook, 104:767.
- ***Churchill, Winston.** The inside of the cup. Macmillan \$1.50 n
 13-11301 Novel with a purpose, sincere and earnest, dealing with the intellectual and moral awakening of the orthodox minister of a fashionable St Louis congregation and his attempts to adjust his church to modern social conditions.
 Atlantic, 112:700; Bookman, 37:572; Dial, 55:147; Nation, 96:598; Sat. R., 115:814; Spec., 110:1065, June 21, '13.
- ***Crockett S. R.** Patsy: a tale of the press-gang. Macmillan \$1.25 n
 13-121 Exciting tale of steadfast love and bold adventure among Scottish smugglers during the regency.
 Lit. Digest, 46:599; N. Y. Times, 18:76, Feb. 16, '13; Outlook, 103:372.

- *Cutting, Mrs M. S. (Doubleday).** Refractory husbands. Doubleday \$1 n
 I3-20125 Nine short stories of suburban life, humorous and sympathetic, centering about the vexations of wives over husbands who hate new clothes, love to joke, are close-mouthed at home, will not go to church, etc. Good to read aloud. Independent, 76:95; N. Y. Times, 18:503, Sept. 28, '13.
- *Dix, B. M.** Mother's son. Holt \$1.35 n
 I3-22210 Sequel to *Betty-bide-at-home*, a story for girls, (*Best Books 1912*, p. 50) but this is a novel and not dependent on the former story for interest. Betty is now the author of a successful tale, "The toy soldier," whose hero she had seen in Germany. Met again in Boston he proves more of a man than she had thought. Bookman, 38:433; Nation, 97:483.
- *Drake, Maurice.** WO2. Dutton \$1.35 n
 A13-2058 Most of the action takes place on the sea and the talk is of a salty flavor, quite delightful to a landsman. It is not often that detective work, vagabond adventure and love-making are more pleasantly mingled. *Nation*, 97:238. N. Y. Times, 18:488, Sept. 21, '13.
- *Farnol, Jeffery.** The amateur gentleman. Little \$1.40 n
 I3-35198 A fascinating romance of England in the early nineteenth-century whose hero, young Barnabas Barty, stalwart, high-souled son of an ex-prize-fighting innkeeper, having inherited a fortune, goes up to London to become a gentleman. Dial, 54:464; Lit. Digest, 46:779; Nation, 96:336; N. Y. Times, 18:147, Mar. 16, '13; Outlook, 103:732; Spec. 110:1066, June 21, '13.
- Ferber, Edna.** Roast beef, medium. Stokes \$1.20 n
 I3-6546 These incidents in the life of a "lady drummer" are crammed with the cheerful, everyday reasonableness by which our nation chiefly lives. *Atlantic*, 112:698. Humorous and slangy but human and wholesome. Reprinted from the *American Magazine*. N. Y. Times, 18:232, Apr. 20, '13.
- Findlater, Mary & Jane.** Penny Monypenny. Dutton \$1.35 n
 A13-709 Excellent novel of a charming Scotch girl in love with an erratic half-cousin of winning personality and artistic temperament. Leisurely in development and marked by both humor and pathos.
- A13-710 *Crossriggs* by the same authors (Dutton \$1.35 n) is an admirable portrayal of the life of the gentlefolk of a small Scotch village. Alexandra, the heroine, who preserves her courage and sense of humor under the burden of supporting her family and concealing a hopeless love, is unusually real.
- A13-482 *Seven Scots stories* by Jane Findlater (Dutton \$1.35 n) consists of quiet tales of great delicacy, showing exceptional insight into character and skilful delineation of the surroundings of humble rural folk. Five colored illustrations. Little dialect is used in any of these books. All, N. Y. Times, 18:115, Mar. 2, '13.

- ***Fox, John, jr.** The heart of the hills. Scribner \$1.35 n
 13-4614 Kentucky story in which the shots fly rather fast, whether among primitive feudists of the mountains or in the political struggles and "tobacco war" of the blue-grass region, but throughout the author keeps in mind the more serious purpose of describing both sections and their inhabitants.
- 13-21265 Lucy Furman's *Mothering on Perilous* (Macmillan \$1.50 n) gives in diary form the amusing and pathetic experiences of a teacher in a mission school in the Kentucky mountains. Evidently based on fact. Illustrations from drawings. Appeared in the *Century*.
 Fox, Bookman, 37:664; Dial, 54:464; Life, 62:42; Nation, 96:548; N. Y. Times, 18:155, Mar. 23, '13.
 Furman, Bookman, 38:557; N. Y. Times, 18:646, Nov. 23, '13.
- Glasgow, Ellen.** Virginia. Doubleday \$1.35 n
 13-8758 A realistically conceived story of the transition from old to new in Virginia, in which the heroine, the ideal woman of a past generation, makes the tragic mistake of not keeping up with her husband and his world.
 Bookman, 37:536; Lit. Digest, 47:388; Nation, 96:524; N. Y. Times, 18:244, Apr. 20, '13; No. American R., 197:856; Outlook, 104:260.
- ***Grimshaw, Beatrice.** Guinea gold. Moffat \$1.25 n
 12-28406 An absorbing tale of love and gold-hunting in the vivid setting of New Guinea shores and forests.
 Dial, 55:151; N. Y. Times, 18:140, Mar. 16, '13; Spec., 109:862, Nov. 23, '12.
- ***Hannay, J. O.** "G. A. Birmingham", *pseud.* General John Regan. Doran \$1.20 n
 13-23878 High spirited farce-comedy, a novelization of author's successful play of the same name. An American joker, an ingenious local doctor and a human reluctance to confess to ignorance induce a lazy Irish village to consider the erection of a statue to a nonexistent hero.
 Bookman, 38:542; Dial, 56:22; N. Y. Times, 18:646, Nov. 23, '13; Sat. R., 116:306.
- ***Harrison, H. S.** V.V.'s eyes. Houghton \$1.35 n
 13-35387 Inspiring, engaging story of a society girl's moral development through the influence of an unwordly young slum doctor. The ending is sad but inevitably so.
 Ath., 1913, 1:645; Bookman, 37:454; Dial, 55:19; Lit. Digest, 47:253; Nation, 96:524; N. Y. Times, 18:336, June 1, '13; Outlook, 104:260.
- Hay, Ian, pseud.** (Ian Hay Beith). Happy-go-lucky. Houghton \$1.25 n
 13-19073 The hero, Dicky Mainwaring, called by his schoolmates the "Freak" (the English title of the book) is a cheerful, impulsive young aristocrat whose kind-heartedness and democratic sympathies constantly get him into positions which shock his conventional family—most of all does his love affair.
 Dial, 55:358.
- Hichens, Robert.** The way of ambition. Stokes \$1.35 n
 13-18476 The struggle between the native bent of a retiring musical genius and his wife's ambition for his speedy popular fame is

- depicted with ability and without the morbidity of much of the author's work.
 Bookman, 38:312; Nation, 97:263; N. Y. Times, 18:458, Sept. 7, '13; Sat. R., 116:400; Spec., 111:660, Oct. 20, '13.
- Hill, F. T.** The thirteenth juror. Century \$1.20 n
 13-20823 "A tale out of court" showing how unscrupulous lawyers by taking advantage of technicalities may so delay the decision of a case as to bring tragedy to those concerned. Contains humor and character-drawing and many lawyers' stories. Appeared in the *Outlook*.
 N. Y. Times, 18:629, Nov. 16, '13.
- ***Kendall, Oswald.** Captain Protheroe's fortune.
 McClurg \$1.25 n
- 13-20756 Stirring and diverting sea yarn in which Captain Hawks of San Francisco makes an expedition to the arctic to salvage a wreck reported valuable and meets many adventures. Told by his mate.
- King, Basil.** The way home. Harper \$1.35 n
 13-19944 Well written and interesting but depressing novel of a man who discarded the faith and high ideals of his youth in a struggle for material success.
 Bookman, 38:310; Dial, 55:360; Nation, 97:410; N. Y. Times, 18:502, Sept. 28, '13.
- ***Lee, Mrs J. B. (Perry).** The taste of apples.
 Dodd \$1.25 n
- 13-19331 Kindly, roseate story about a visionary, philosophizing, old New England shoemaker and his busy, practical wife while on a trip to England. Appeared in the *Ladies' Home Journal*.
 Independent, 76:35.
- ***London, Jack.** The valley of the moon.
 Macmillan \$1.35 n
- 13-22812 Vigorous, entertaining tale laid in California, of a young teamster-pugilist and his wife and their desperate struggle for a foothold in the city. The realistic portrayal of social and industrial conditions offers a contrast to an idyllic tramping trip and a "back to the land" solution.
 Atlantic, 113:494; Bookman, 38:541; Dial, 56:21; N. Y. Times, 18:607, Nov. 9, '13.
- Lynde, Francis.** The Honorable Senator Sage-brush.
 Scribner \$1.35 n
- 13-19335 Absorbing story of a young lawyer who returns to his native western state determined to reform its politics, even though the large-hearted old cattle-king his father is the boss of its "machine."
 Dial, 56:26; N. Y. Times, 18:518, Oct. 5, '13.
- Maxwell, W. B.** General Mallock's shadow.
 Appleton \$1.30 n
- A13-476 An English army officer who has brooded over his undeserved military disgrace for fifteen years and has reached the verge of insanity finds an opportunity to retrieve his reputation. The love interest is furnished by the romances of his daughters. A well-written, deliberate story.
 Bookman, 37:205; Dial, 54:303; N. Y. Times, 18:136, Mar. 9, '13.

- *Mitchell, S. W.** *Westways.* Century \$1.40 n
 13-19503 Chronicle of village life in central Pennsylvania and of a house divided against itself by the Civil War.
 Probably no other writer could have exhibited this cross-section of American life, 1855-65, in just such proportion and in so humane and philosophical a spirit. *Dial*, 55:359.
Bookman, 38:361; *Nation*, 97:384; *Sat. R.*, 117:87.
- *Moore, F. F.** *The devil's admiral.* Doubleday \$1.25 n
 13-3069 Modern pirate story, bristling with conspiracy, murder, mutiny, terrific fights and timely escapes. It has a lusty, full-blooded vigor at once rare and exhilarating. Will appeal especially to men and boys.
Bookman, 37:462; *Dial*, 54:305; *Independent*, 75:395; *N. Y. Times*, 18:168, Mar. 23, '13.
- Nicholson, Meredith.** *Otherwise Phyllis.*
 Houghton \$1.35 n
 13-18956 An exceedingly wide-awake and distinctly attractive specimen of young American womanhood gives courage and contentment to a lonely father, skilfully keeps at bay a trio of interfering aunts, alternately exasperates and delights a doting old uncle and other wise takes a hand in the affairs of a small Indiana town.
Bookman, 38:200.
Dial, 55:361; *Nation*, 97:287; *N. Y. Times*, 18:497, Sept. 28, '13.
- Parker, Sir Gilbert.** *The judgment house.*
 Harper \$1.35 n
 13-5686 Powerful, melodramatic story of the complications in which the beautiful and too ambitious heroine involves the men who love her. Scene, London and South Africa during the Boer War. Plot is elaborate and sometimes too slow-moving and marred by occasional unpleasant situations. Appeared in *Harper's Magazine*.
Bookman, 37:442; *Dial*, 55:149; *Nation*, 96:599; *N. Y. Times*, 18:156, Mar. 23, '13.
- Phillpotts, Eden.** *Widcombe fair.* Little \$1.35 n
 13-7336 A bird's-eye view of a Dartmoor village portraying, by skilfully interwoven stories, contrasting character sketches and graphic nature descriptions, the daily lives of the inhabitants during a period of four years. A masterpiece of well-chosen detail, more cheerful than is usual with the author.
Atlantic, 112:692; *N. Y. Times*, 18:328, June 1, '13; *Spec.*, 110:544, Mar. 29, '13.
- *Prouty, O. H.** *Bobbie, general manager.*
 Stokes \$1.25 n
 13-3300 Wholesome, pleasing chronicle of an eldest daughter's everyday experiences in managing her motherless family of six, from her girlhood till after her marriage. Will be popular with women and girls.
Bookman, 37:337.
- Pryce, Richard.** *The burden of a woman.*
 Houghton \$1.35 n
 A13-600 Skilful, vivid delineation, against attractive background of Welsh village life, of the characters of two women. Distinguished for its sympathetic insight and high moral tone.
Atlantic, 112:694; *Nation*, 96:309; *N. Y. Times*, 18:76, Feb. 16, '13.

*Quiller-Couch, Sir A. T. Hocken and Hunken.

Appleton \$1.35 n

- A13-1399 An engaging comedy of the adventures of two middle-aged sea captains, fast friends, who retire to a quaint Cornish seaport and discover that they are not too old to fall in love.

Acad., 83:672, Nov. 23, '12; Spec., 110:67, Jan. 11, '13.

Rhys, Grace. The charming of Estercel.

Dutton \$1.35 n

- A13-2063 A sparkling romance of Ireland in the time of Queen Elizabeth, of a damsel who tried to win a lover by a charm and of the lover's wonderful horse. Will appeal to young people.

Nation, 97:312.

Robins, Elizabeth. My little sister.

Dodd \$1.25 n

- 13-951 A terrible arraignment of the white slave traffic, in which the quiet charm of the first part of the story portraying the sheltered life of two sisters in the country, contrasts dramatically with the tragedy which ensues upon their arrival in London. Appeared in abridged form in *McClure's*. English title *Where are you going to?*

Bookman, 33:564, 37:9; Dial, 54:306; Nation, 96:335; N. Y. Times, 18:90, Feb. 23, '13; Outlook (Eng.), 31:193; Survey, 30:199.

Runkle, Bertha. The scarlet rider. Century \$1.35 n

- 13-11302 The reign of George the Third: the beautiful daughter of an impoverished nobleman on the Isle of Wight: an escaped American prisoner— young and gallant: a daring gentleman highwayman whom the authorities are seeking, these are the component parts of this brisk, absorbing tale of love and adventure.

Bookman, 37:667; Nation, 97:113; N. Y. Times, 18:503, Sept. 28, '13.

Silberrad, U. L. Success.

Doran \$1.20 n

- 12-4465 Character study of a young engineer-inventor and the story of the kind of success he builds out of defeat. Business predominates over love-interest.

Nation, 97:78; Sat. R., 113:401; Spec., 108:446, Mar. 16, '12.

*Stevenson, B. E. The gloved hand.

Dodd \$1.30 n

- 13-5687 Well-constructed detective story, the scene laid in a mysterious house in the Bronx where a rich and eccentric man, absorbed in the study of Hindu mysticism, is murdered, suspicion pointing to his daughter's lover. Appeared in the *Popular Magazine* under the title *The mind master*.

Nation, 96:361; N. Y. Times, 18:326, June 1, '13.

*Tompkins, J. W. Ever after.

Doubleday \$1.20 n

- 13-10540 Good light novel in which the heroine, for love of her husband, strives to overcome the penurious tendencies she inherited with her large fortune from her grandfather.

Atlantic, 112:697; Bookman, 38:60; Nation, 97:101; N. Y. Times, 18:502, Sept. 28, '13.

Vachell, H. A. Bunch grass; a chronicle of life on a cattle-ranch.

Doran \$1.20 n

- A13-477 An Englishman's realistic sketches of life and people in the California of the '80's.

Not all of the twenty little tales reflect the ranch life of the time, but every one has its vivid character study.

N. Y. Times, 18:86, Feb. '13.

Ath., 1912, 2:549; Nation, 96:443.

- Vaizey, Mrs Jessie (Bell)** (*Mrs George de H. Vaizey*)
An unknown lover. Putnam \$1.35 n
- 13-11536 The romantic adventures of an attractive English girl who has kept house for an elder brother and who, when rendered homeless by his marriage, starts for India to visit friends and to meet a lover she has never seen.
 Ath., 1913, 1:382; Nation, 97:211; Spec., 110:848, May 17, '13.
 *Watts, M. S. Van Cleve. Macmillan \$1.35 n
- 13-21744 Deliberate but absorbing story, admirable in character study, cleverly reviving the atmosphere of Spanish-American War times in the middle west, while depicting the fortunes of an able, hard-working young man handicapped by lovable but extravagant relatives. Appeared in the *Atlantic*.
 Bookman, 38:417; Nation, 97:482; N. Y. Times, 18:559, Oct. 19, '13; Outlook, 105:571.
 *White, S. E. Gold. Doubleday \$1.35 n
- 13-21296 Vivid narrative of the adventures of four gold-seekers in California in 1849. Complete in itself but the first of a series of three.
 Bookman, 38:429; Nation, 97:482; Outlook, 105:450.
Wiggin, Mrs K. D. (Smith) (*Mrs George Riggs*) **The story of Waitstill Baxter.** Houghton \$1.30 n
- 13-21262 Against the well-portrayed background of an old-fashioned New England village, story depicts the struggles of two attractive sisters of contrasting temperaments to work out their own lives under the hampering influence of a mean-spirited and miserly father.
 Independent, 76:138; Nation, 97:410; N. Y. Times, 18:518, Oct. 5, '13; Outlook, 105:449.

CHILDREN'S BOOKS

- 369.43 *Cave, Edward. **The Boy Scout's hike book.**
 Doubleday 50c n
- 13-25095 First of a series intended to supplement the *Boy Scout's official handbook*. Practical and inspirational, giving advice on walking, outfit, emergencies, tents and tent making, rations, etc. Many useful illustrations.
 N. Y. Times, 18:649, Nov. 23, '13.
- 537 *Shafer, D. C. **Harper's beginning electricity.** (Harper's practical books for boys) Harper \$1 n
- 13-23520 Explains electricity and its modern developments in connection with simple experiments which boys can perform. Gives directions for making such apparatus as toy batteries, motors, telephones, dynamos, telegraph etc. Copious illustrations, appendix giving short history of electricity, glossary and index.
 Independent, 76:557; N. Y. Times, 18:649, Nov. 23, '13.
- 621.384 *Verrill, A. H. **Harper's wireless book.** (Harper's practical books for boys) Harper \$1 n
- 13-24667 Concise information for beginners on the principles, operation and construction of wireless electrical apparatus used in telegraphy, telephony and the transmission of power. Full illustrated. Points out fields awaiting development.
 Lit. Digest, 47:1127; N. Y. Times, 18:649, Nov. 23, '13.

- 629.17 ——— Harper's aircraft book. (Harper's practical books for boys) Harper \$1 n
- 13-19322 A clear, elementary treatment for older boys of the principles of flight and the construction of model aeroplanes, gliders and even man-carrying machines. Many diagrams and some poorly reproduced halftone photographs. Index.
Independent, 76:458; N. Y. Times, 18:520, Oct. 5, '13; Outlook, 105:330.
- 633 *Rogers, J. E. The book of useful plants. (Garden lib.) Doubleday \$1.10 n
- 13-21125 Discusses in a popular and interesting manner the appearance, history and cultivation of plants most used for food and clothing. Will interest adults as well as older children. Well illustrated from photographs.
- 636.3 Bassett, S. W. Story of wool. Penn 75c n
- 13-24113 Tells in story form a 14 year old boy's experiences on his father's sheep ranch in Idaho, combining good description and characterization and a faithful account of the business of raising sheep for wool.
- 793 Perry, S. G. S. When mother lets us act. (When mother lets us ser.) Moffat 75c n
- 13-19896 Little book of suggestions for the informal acting of tableaux, shadow plays, story plays, pageants etc., with hints on costumes, scenery and subjects and also encouragement to children to use their own invention. Will be helpful to mothers as well as children. Illustrated.
- 808.1 *Olcott, F. J. Story-telling poems: selected and arranged for story-telling and reading aloud and for the children's own reading. Houghton \$1.25 n
- 13-23428 Excellent collection of narrative poems, arranged under subjects and graded. Specially adapted, because of their lively interest, humorous, imaginative and ethical values and literary form, for children's reading, and for use with children. By former children's librarian of Carnegie library of Pittsburgh. Indexes of subjects, first lines, titles and authors.
Nation, 97:543.
- 827 Swift, Jonathan. Gulliver's travels. Harper \$1.50 n
- 13-22513 An attractive edition containing all the voyages somewhat expurgated for children. Uniform with the Rhead editions of *Tom Brown's school days* and *Swiss family Robinson* and like them, well printed on good paper and illustrated by over a hundred drawings in black and white, many of them full page, by Louis Rhead. Short introduction by Howells. Imaginary maps of the countries.
- 13-2380 Another edition, practically the same in text, is illustrated by Milo Winter (Windemere ed. Rand \$1.20 n). Though not so excellent in type and paper, it has large print, broad margins, substantial binding and twelve imaginative plates in delicate colors.
- 914.15 *Perkins, L. F. The Irish twins. Houghton \$1 n
- 13-24317 A delightful story charmingly illustrated by the author's own drawings. It has more plot than the other "Twin" stories and is for slightly older children, since Larry and Eileen McQueen are aged seven.
N. Y. Times, 18:730, Dec. 7, '13.

- 914.4 *McDonald, E. B. Colette in France. (Little people everywhere) Little 60c
- 13-18071 A little Parisian girl and her friends take French history lessons together, visit famous sites and provide an art course for a peasant girl whose talent they discover. Considerable information pleasantly given. Illustrations from photographs.
- 914.95 Dragoumis, J. D. Under Greek skies. (Little school-mate ser.) Dutton \$1 n
- 13-22450 Three stories of Greek children in different walks of life. Well-written, excellent in spirit and atmosphere, but somewhat painful. Prettily illustrated from drawings. For children from ten to twelve.
- 13-7644 *When I was a boy in Greece* by George Demetrios (Children of other lands ser. Lothrop 60c n) is written from a Greek boy's own account of his childhood in Macedonia, his sports, schooling and the persecutions of the Turks, supplemented by some historical chapters. For older children and adults.
Demetrios, Independent, 74:1095; Nation, 96:409.
- 917.8 *Schultz, J. W. Quest of the fish-dog skin. Houghton \$1.25 n
- 13-35735 Spirited account of experiences of a white boy and two Indians in their search for a sealskin on a perilous journey across the Rockies to the mouth of the Columbia river through the territory of hostile Indians. Author, who has lived among the Blackfeet, writes accurately of Indian character and customs. Sequel to *With the Indians in the Rockies*, though an independent story.
- 13-5574 *Sinopah, the Indian boy*, by the same author, (Houghton \$1.10 n 970.3) describes in simple, graphic narrative the education, up to the age of twelve, of the Blackfoot Indian boy who, under his later name of Pitamakan, appears in *With the Indians in the Rockies* and *Quest of the fish-dog skin*. For younger children than these two stories. Four illustrations in black and white by E. Boyd Smith.
Sinopah, N. Y. Times, 18:299, May 18, '13.
- 970.1 Rolt-Wheeler, Francis. The boy with the U. S. Indians. (U. S. service ser.) Lothrop \$1.50
- 13-25375 A youth of 18 becomes much interested in Indians through an Indian of his own age who has been brought up with him and they attend together the last council of chiefs in Montana. Much authoritative information about customs, history and folklore is given. Illustrations from photographs.
- 986 *Bishop, Farnham. Panama, past and present. Century 75c n
- 13-6552 Well-written, readable, short account describing the country and giving its history from the days of the early explorers, through the various attempts at canal building to the mode of life of the present (1913) canal employees. Intended for boys but will be of interest to adults as well. Illustrations and maps.
Engin. N., 69:818; Independent, 74:765; Nation, 96:419; Outlook, 104:120.

FAIRY AND FOLK TALES

- 398.2** ***Arabian nights'** entertainments, based on a translation from the Arabic by E. W. Lane; selected, edited and arranged for young people by F. J. Olcott.
Holt \$1.50 n
- 13-22206 Good edition for the children's room containing some stories new to most children. Aladdin and Ali Baba from the version of Jonathan Scott are also included in the collection which numbers 28 exclusive of settings. Fifteen colored illustrations by Monro S. Orr.
Nation, 97:543.
- 398.2** **Partridge, E. N.** Glooscap, the great chief and other stories.
Sturgis \$1.25 n
- 13-24120 Micmac legends and folk tales excellently retold for children chiefly from S. T. Rand's *Legends of the Micmacs*. Interesting and novel. Illustrations are chiefly from photographs and Indian drawings.
- 398.3** **Mother Goose.** Old nursery rhymes; illustrated by Arthur Rackham.
Century \$2.50 n
- 13-23425 Charming edition containing a good selection of nearly 300 rhymes handsomely printed in large type on serviceable paper and with a picture cover, decorated title page, more than sixty black and white illustrations—both humorous and pretty—and 12 fantastic and attractive colored plates.
Bookman, 38:439; N. Y. Times, 18:694, Nov. 30, '13.
- 398.3** ——— Our old nursery rhymes. McKay \$1.50 n
- A14-1392 A fascinating book. Contains 30 Mother Goose rhymes with music—"the original tunes harmonized by Alfred Moffat"—and as many full page plates in which children, toys and animals are represented in delicate colors with great imaginative insight by H. Willebeek Le Mair.
- A14-1393 A companion volume, *Little songs of long ago* (same publisher, price and artist), presents thirty different rhymes in the same charming manner.
- A14-1388 Most of the same pictures, on much smaller scale but still good
- A14-1389 may be had (McKay 35 cents each) in the little *Nursery rhyme series* of four volumes called respectively, *Auntie's*, *Grannie's*,
- A14-1391 *Mother's* and *Nursie's little rhyme book*, each of which contains 12 of the rhymes from the larger books without the music.
- 398.4** **Brock, H. M. illustrator.** The old fairy tales; comprising Puss in boots and Jack and the bean stalk.
Warne \$1 n
- A14-1387 A delightful presentation of these two old favorites. Besides large type, substantial paper, picture cover and end papers, each story has several black and white illustrations and eight brightly but not garishly colored plates.
- 398.4** ***Hauff, Wilhelm.** Caravan tales and some others; freely adapted and retold by J. G. Hornstein.
Stokes \$1.35 n
- A13-271 Attractive new renderings of six of Hauff's famous eastern stories to which is added an original story by the editor in Hauff's

manner. Published in a handsome, substantial binding with charming colored illustrations by Norman Ault.

Contents: Caliph Stork; The death ship; Little Mook; The false prince; The golden whistle; The wonder-child; The rusty key.

Spec., 109:937, Dec. 7, '13.

BIOGRAPHY FOR CHILDREN

Sheridan. Goss, W. L. Boys' life of General Sheridan. Crowell \$1.50 n

- 13-17669 Spirited biography for older children marred by too much personal comment by the author. Deals chiefly with the battles of the Civil War in which Sheridan took part but also with his campaigns against the Indians and other services. Maps and illustrations.

CHILDREN'S STORIES

- **Brown, E. A.* Uncle David's boys. Lothrop \$1 n
13-17407 Wholesome and interesting story of the pleasant summer vacation spent by a party of boys and girls in northern Vermont, in a country house which boasted a mystery. N. Y. Times, 18:649, Nov. 23, '13.

- **Dickinson, A. D. & Skinner, A. M. ed.* The children's book of Christmas stories. Doubleday \$1.25 n
13-21356 An excellent collection of 35 short stories by Dickens, Andersen, Susan Coolidge, and many less known authors, gathered chiefly from periodicals. Valuable for the story-teller as well as interesting for children's reading. Table of contents distinguishes between stories for younger and older children. Colored frontispiece.

- Forrester, I. L.* The Polly Page motor club. Jacobs \$1 n
14-619 Polly and her school friends spend four weeks of their vacation on an automobile trip in Virginia and clear their expenses by reporting to the state roads committee on old unused highways. Like the previous *Polly Page* books, sprightly and well bred but rose colored.

- France, Anatole.* Girls and boys. Duffield \$2.25 n
13-23883 Twelve delicately colored full-page plates and many pen and ink illustrations by Boutet de Monvel of quaint, prim little French children, accompanied by simple stories of child life in town and country.

- **Gilchrist, B. B.* Helen and the uninvited guests; the adventure with the yellow-goggles lady. Penn \$1.25 n
13-22816 Tells how Helen's proud plans for keeping house for her older brother and the twins during her mother's absence are upset by the unexpected arrival of odd and determined Mrs Lanbury. True to girl nature and admirable in intent. Sequel to *Helen-over-the-wall*.

- Grinnell, G. B.* Jack the young cowboy. Stokes \$1.25 n
-3-17970 Straightforward, often exciting, story of Jack's summer with the cowboys on his uncle's ranch. Full of interesting information about round-ups, branding, stampedes, cow-ponies etc. Seventh volume in "Jack" series.

- *Hough, Emerson.** Young Alaskans in the Rockies.
Harper \$1.25 n
- 13-19122 Uncle Dick, engineer, takes his Alaskan nephews on an adventurous vacation trip through the Canadian Rockies and down the Columbia river. Good local color. Follows *Young Alaskans on the trail*.
Bookman, 38:317; Independent, 76:459.
- Kirkland, Winifred.** The boy editor. Houghton \$1 n
- 13-20585 Unhackneyed school story, the interest centering about the editing of the high school paper and the attempts of a clever girl to rouse a brilliant but selfish boy to a sense of responsibility towards his schoolmates, the school and the town. Suggests high ideals of public service and loyalty.
- Lagerlöf, S. O. L.** The wonderful adventures of Nils;
tr. from the Swedish by Velma Swanston Howard.
Doubleday \$2.50 n
- A13-2300 New edition, with broad margins, decorated end papers, satisfactory paper and cover and 24 strikingly original, fanciful, colored illustrations by Mary Hamilton Frye. First published in the United States in 1907.
- Lang, Mrs L. B.** (*Mrs Andrew Lang*) The strange story book. Longmans \$1.60 n
- A13-2612 Thirty-five stories gathered from mythology and other sources, of mysterious happenings among ghosts, pirates, witches etc. Twenty-fifth and last volume of the fairy book series edited by the late Andrew Lang. For older children. Illustrated by H. J. Ford.
Independent, 76:357; Sat. R., 116, sup. Nov. 29, '13; Spec., 111:692, Nov. 1, '13.
- Mason, A. B.** Tom Strong, boy-captain. Holt \$1.25 n
- 13-17998 Follows Tom's varied adventures after the Revolution in an Indian raid, on a flat-boat voyage from Pittsburgh to New Orleans, in Shay's rebellion, etc. Washington, Burr, Franklin and other real characters appear. Historical background and details are described with care and accuracy, but as a story, more perfunctory than *Tom Strong, Washington's scout*, to which it is a sequel. Illustrated.
- *Pearson, E. L.** The voyage of the Hoppergrass.
Macmillan \$1.35 n
- 13-22818 A highly diverting yarn of the adventures of three boys, a cat-boat and the friends and foes made on a summer cruise. Will be enjoyed by readers "from eight to ninety-seven or eight."
N. Y. Times, 18:632, Nov. 16, '13; Outlook, 105:711.
- Scott, Sir Walter.** *Ivanhoe*; with illustrations by E. Boyd Smith. Houghton \$2.50 n
- 13-35889 An excellent edition with complete text, good type and paper, decorative cover design and 13 artistic illustrations in color (3 of which cover two pages each) which will appeal especially to children.
- Sewell, Anna.** Black Beauty: the autobiography of a horse. Stokes \$2 n
- A14-1394 Attractive and durable edition, sewed on tapes, clearly printed on lightweight paper and neatly bound. Decorative end papers and 18 well-drawn colored plates by Cecil Aldin.

- Smith, E. Boyd.** The railroad book. Houghton \$1.50 n
 13-23213 Companion volume to *The farm book*. Bob and Betty watch the building of the railroad, ride in the engine and take an overland journey, the story being told chiefly by the attractive large colored illustrations and small marginal drawings in black and white.
- Stevenson, R. L.** Kidnapped; illustrated by N. C. Wyeth. Scribner \$2.25 n
 13-22512 A noteworthy edition, uniform with that of *Treasure Island* (1911) with the same excellent type and paper and 14 effective colored plates by the same artist. Map.
- *Wallace, Dillon.** The wilderness castaways. McClurg \$1.25 n
 13-18715 Two boys, a self-reliant young sailor and the spoiled son of a New York millionaire, are lost from a hunting party in Hudson bay and experience many adventures and hardships before they manage to return to civilization. Told with great spirit and shows thorough knowledge of the region.

INDEX

- Adams & Foster.** Heroines of modern progress, 33
- Adcock.** The booklover's London, note under Boynton, 26
- Advertising and selling.** Hollingworth, 15
- Advertising as a business force.** Cherington, note under Hollingworth, 15
- African camp fires.** White, 28
- Alaska an empire in the making.** Underwood, 30
- Allen, Mrs F. N.** The invaders, 37
- Allen, G. W.** Naval history of the American Revolution, 32
- Allinson.** Roads from Rome, 33
- Along Germany's river of romance, the Moselle.** Tower, note under Collier, 26
- Along Spain's river of romance.** Paul Gwynne, *pseud.*, note under Howells, 27
- Amateur gentleman.** Farnol, 39
- American peach orchard.** Waugh, 17
- American Red Cross textbook.** Delano & McIsaac, 16
- American syndicalism; the I. W. W.** Brooks, note under Spargo, 9
- Among Congo cannibals.** Weeks, note under White, 28
- Amundsen.** The South pole, note under Scott, 30
- Anderson.** The farmer of tomorrow, 16
- Andrews.** The eternal masculine, 37
- Arabian nights' entertainments,** 47
- Art and common sense.** Cortissoz, 18
- Art for life's sake.** Ciffin, 18
- Art in Egypt.** Maspero, 18
- Art in Spain and Portugal.** Dieulafoy, note under Maspero, 19
- Ashmead-Bartlett.** With the Turks in Thrace, note under Gibbs & Grant, 31
- Association of Collegiate Alumnae.** Vocational training, note under Laselle & Wiley, 11
- Austen, Jane,** biography, 34
- Austen-Leigh.** Jane Austen; her life and letters, 34
- Averill.** Japanese flower arrangement, 21
- Bagot.** The Italians of to-day, 26
- Bailey, C. S.** For the story teller, 12
- Bailey, J. C.** Dr Johnson and his circle, 35
- Balkan war.** Gibbs & Grant, 31
- Bancroft.** The posture of school children, 12
- Barbary coast.** Bullard, note under White, 28
- Barrows.** A sunny life; Samuel June Barrows, 34
- Bassett, J. S.** Short history of the United States, 32
- Bassett, S. W.** Story of wool, 45
- Battle of Gettysburg.** Young, 33
- Beerbohm.** A Christmas garland, 25
- Benson.** The weaker vessel, 37
- Bentley.** Woman in black, 38
- Benton, Caroline French,** *pseud.*, see Burrell
- Best stories in the world.** Masson, 25
- Betts.** New ideals in rural schools, note under Eggleston & Bruère, 12
- Birmingham, G. A.** *pseud.*, see Hannay
- Bishop, Farnham.** Panama, past and present, 46
- Bishop, J. B.** Panama gateway, 14
- Black Beauty.** Sewell, 49
- Blakeslee & Jarvis.** Trees in winter, note under Peets, 17
- Blashfield.** Mural painting in America, 20
- Bobbie, general manager.** Prouty, 42
- Book of the epic.** Guerber, 22

- Book of useful plants. Rogers, 45
 Booklover's London. Adcock, note under Boynton, 26
 Bostwick. The different west, 29
 Both sides of 100 public questions briefly debated. Shurter & Taylor, 5
 Boulger. Holland of the Dutch, 27
 Bourne. Youth and life, 22
 Boy editor. Kirtland, 49
 Boy Scout's hike book. Cave, 44
 Boy with the U. S. Indians. Rolt-Wheeler, 46
 Boynton. London in English literature, 25
 Boys' life of General Sheridan. Goss, 48
 Brace. The value of organized speculation, note under Van Antwerp, 9
 Bright, John, biography, 34
 Britannica year book, 5
 Brock. The old fairy tales, 47
 Brooke. Ten more plays of Shakespeare, note under Neilson & Thorndike, 23
 Brooks. American syndicalism; the I. W. W., note under Spargo, 9
 Brown. Uncle David's boys, 48
 Browns, The. Buckrose, 38
 Buchan. The Marquis of Montrose, 35
 Buckrose. The Browns, 38
 Bullard. The Barbary coast, note under White, 28
 ——— Comrade Yetta, 38
 Bullock. Selected articles on trade unions, note under Spargo, 9
 Bunch grass. Vachell, 43
 Burden of a woman. Pryce, 42
 Burks. Health and the school, note under Dresslar, 12
 Burnett. T. Tembarom, 38
 Burns. A year with a whaler, 25
 Burrell. Woman's club work and programs, 12
 Burroughs. The summit of the years, 13
 Caffin. Art for life's sake, 18
 California coast trails. Chase, 29
 Cameron. The Golden rule Dollivers, 38
 Captain Protheroe's fortune. Kendall, 41
 Caravan tales and some others. Hauff, 47
 Carleton, William, *pseud.* New lives for old, 16
 Carolina mountains. Morley, note under Kephart, 29
 Castle. Hawaii, past and present, 30
 Cather. O pioneers, 38
 Cave. The Boy Scout's hike book, 44
 Changing Russia. Graham, note under Rappoport, 27
 Chapman. William Lloyd Garrison, 34
 Charming of Estercel. Rhys, 43
 Chase. California coast trails, 29
 Chats on cottage and farmhouse furniture. Hayden, 20
 Cherington. Advertising as a business force, note under Hollingworth, 15
 Chesterton. Victorian age in literature, 23
 Children in the shadow. Coulter, 10
 Children's book of Christmas stories. Dickinson & Skinner, 48
 Christmas garland. Beerbohm, 25
 Church and the labor conflict. Womer, 6
 Churchill. The inside of the cup, 38
 Clark. Old homes of new Americans, 26
 Cleveland. Organized democracy, 8
 Colette in France. McDonald, 46
 Collier. Germany and the Germans, 26
 Common diseases. Hutchinson, 15
 Commons. Labor and administration, note under Spargo, 9
 Comrade Yetta. Bullard, 38
 Confederate girl's diary. Dawson, 33
 Constructive rural sociology. Gillette, note under Farwell, 20

- Cooper, James Fenimore, biography, 34
- Cooperation in agriculture. Powell, 16
- Cope. Efficiency in the Sunday school, 7
- Corbett. Garden farming, 17
- Cortissoz. Art and common sense, 18
- Coulter. Children in the shadow, 10
- Councilman. Disease and its cause, note under Hutchinson, 15
- Country church. Gill & Pinchot, 6
- Crockett. Patsy, 38
- Crossriggs. Findlater, note, 39
- Crowds. Lee, 7
- Cutting. Refractory husbands, 39
- Daly.** Daly's billiard book, 21
- Davidson. Educational metalcraft, 19
- Dawson. A Confederate girl's diary, 33
- De Koven. Life and letters of John Paul Jones, 35
- Delano & McIsaac. American Red Cross textbook, 16
- Demetrios. When I was a boy in Greece, note under Dragoumis, 46
- Design and construction in wood. Noyes, 15
- Devil's admiral. Moore, 42
- Dewey, Admiral George. Autobiography, 34
- Diary of a free kindergarten. Hardy, 12
- Dickinson & Skinner. The children's book of Christmas stories, 48
- Dieulafoy. Art in Spain and Portugal, note under Maspero, 19
- Different west. Bostwick, 29
- Disease and its cause. Councilman, note under Hutchinson, 15
- Dix. Mother's son, 39
- Dragoumis. Under Greek skies, 46
- Drake. WO2, 39
- Dresslar. School hygiene, 11
- Dunbar. Complete poems, 24
- Dunn. Government ownership of railways, 10
- Dutch colonial house. Embury, note under Hooper, 19
- Dyes and dyeing. Pellew, 15
- Eastman.** Enjoyment of poetry, 22
- Educational metalcraft. Davidson, 19
- Educational resources of village and rural communities. Hart, note under Farwell, 20
- Edwards, Albert, *pseud.*, see Bullard
- Efficiency in the Sunday school. Cope, 7
- Eggleston & Bruère. The work of the rural school, 12
- Electricity for the farm and home. Koester, 16
- Elliott. The truth about the railroads, note under Dunn, 11
- Embury. The Dutch colonial house, note under Hooper, 19
- Empire of India. Fuller, note under Munson, 28
- English novel. Saintsbury, 23
- Enjoyment of poetry. Eastman, 22
- Eternal masculine. Andrews, 37
- European cities at work. Howe, 10
- Ever after. Tompkins, 43
- Fabre.** Life of the fly, note, 14
— Life of the spider, 14
- Fairchild. Immigration, 8
- Fall of the Dutch republic. Loon, 31
- Familiar Spanish travel. Howells, 26
- Farm management. Warren, 17
- Farmer of tomorrow. Anderson, 16
- Farnol. The amateur gentleman, 39
- Farrand. Framing of the constitution of the United States, 9
- Farwell. Village improvement, 20
- Ferber. Roast beef, medium, 39
- Field days in California. Torrey, 29
- Finck. Food and flavor, 18
- Finding the worth while in Europe. Osborne, 25
- Findlater, Jane. Seven Scots stories, note, 39
- Findlater, Mary & Jane. Crossriggs, note, 39

- Penny Monypenny, 39
 Fish culture. Meehan, 17
 Fisher, Mrs Dorothy (Canfield).
 The Montessori manual, 11
 Fisher, Herbert. Napoleon I, 36
 Flemming. Synonyms, antonyms and
 associated words, 6
 Flowery republic. McCormick, note
 under Gowen, 32
 Food and flavor. Finck, 18
 Forrester. The Polly Page motor
 club, 48
 Fox. The heart of the hills, 40
 Framing of the constitution of the
 United States. Farrand, 9
 France. Girls and boys, 48
 Franck. Zone policeman 88, note
 under Bishop, 14
 Frederick. The new housekeeping, 18
 Friendly road. Grayson, 22
 From Jefferson to Lincoln. Mac-
 Donald, 33
 From pole to pole. Hedin, 25
 Fuller. The empire of India, note
 under Munson, 28
 Furman. Mothering on Perilous,
 note under Fox, 40
- Galsworthy.** Plays, 24
 Garden farming. Corbett, 17
 Garrison, William Lloyd, biography,
 34
 Gasoline engine on the farm. Put-
 nam, note under Koester, 16
 General John Regan. Hannay, 40
 General Mallock's shadow. Maxwell,
 41
 Gentlemen rovers. Powell, 32
 Germany and the Germans. Collier,
 26
 Gibbs & Grant. The Balkan war, 31
 Gilchrist. Helen and the uninvited
 guest, 48
 Gill & Pinchot. Country church, 6
 Gillette. Constructive rural sociology,
 note under Farwell, 20
 Girls and boys. France, 48
 Gitanjali. Ravindranatha Takura, 24
 Glasgow. Virginia, 40
- Glooscap. Partridge, 47
 Gloved hand. Stevenson, 43
 Goepp. Symphonies, 21
 Gold. White, 44
 Golden rule Dollivers. Cameron, 38
 Goss. Boys' life of General Sheri-
 dan, 48
 Government ownership of railways.
 Dunn, 10
 Gowen. An outline history of China,
 31
 Graham. Changing Russia, note
 under Rappoport, 27
 Grayson. The friendly road, 22
 Greatest books in the world. Portor,
 note under Smith, 22
 Grimshaw. Guinea gold, 40
 Grinnell. Jack the young cowboy, 48
 Guerber. The book of the epic, 22
 Guinea gold. Grimshaw, 40
 Gulliver's travels. Swift, 45
 Gwynne, Paul, *pseud.* Along Spain's
 river of romance, note under
 Howells, 27
- Hall.** With pen and ink, note under
 Speed, 20
 Handy book of curious information.
 Walsh, 5
 Hannay. General John Regan, 40
 Happy-go-lucky. Ian Hay, *pseud.*, 40
 Hardy. Diary of a free kindergarten,
 12
 Harper's aircraft book. Verrill, 45
 Harper's beginning electricity.
 Shafer, 44
 Harper's wireless book. Verrill, 44
 Harrison. V. V.'s eyes, 40
 Hart. Educational resources of vil-
 lage and rural communities, note
 under Farwell, 20
 Hauff. Caravan tales and some
 others, 47
 Hawaii, past and present. Castle, 30
 Hay, Ian, *pseud.* Happy-go-lucky, 40
 Hayden. Chats on cottage and farm-
 house furniture, 20
 Health and the school. Burks, note
 under Dresslar, 12

- Heart of the hills. Fox, 40
Hedin. From pole to pole, 25
Helen and the uninvited guests. Gilchrist, 48
Heroines of modern progress. Adams & Foster, 33
Hichens. The way of ambition, 40
Highways and byways from the St Lawrence to Virginia. Johnson, 28
Hill. The thirteenth juror, 41
Hillquit. Socialism summed up, note under Orth, 9
History of the people of the United States. McMaster, note under Bassett, 32
History of the reconstruction period. Schouler, note under Bassett, 32
Hocken and Hunken. Quiller-Couch, 43
Holland of the Dutch. Boulger, 27
Hollingworth. Advertising and selling, 15
Home art crochet book. Klickmann, 20
Home furnishing. Hunter, 18
Home life in Russia. Rappoport, 27
Honorable Senator Sage-brush. Lynde, 41
Hooper. Reclaiming the old house, 19
Hornaday. Our vanishing wild life, 21
Horse, truck and tractor. Hutchinson & Ellis, note under Koester, 16
Hough. Young Alaskans in the Rockies, 49
Howe. European cities at work, 10
Howells. Familiar Spanish travels, 26
Hubbard. Ann of Ava, 35
Hunter. Home furnishing, 18
Hutchinson, R. W., & Ellis. Horse, truck and tractor, note under Koester, 16
Hutchinson, Woods. Common diseases, 15
- Immigration.** Fairchild, 8
In beaver world. Mills, 14
Infancy of animals. Pycraft, 13
- Inside of the cup. Churchill, 38
Invaders. Allen, 37
Irish plays and playwrights. Weygandt, 23
Irish twins. Perkins, 45
Irvine. My lady of the chimney corner, 35
Italians of to-day. Bagot, 26
Ivanhoe. Scott, 49
- Jack the young cowboy.** Grinnell, 48
Japanese flower arrangement. Averill, 21
Jenkins. The old Boston post road, 33
Johnson. Highways and byways from the St Lawrence to Virginia, 28
Johnson, Samuel, biography, 35
Jones, John Paul, biography, 35
Judgment house. Parker, 42
Judson, Ann Hasseltine, biography, 35
Jungle days. Munson, 27
- Kendall, E. K.** A wayfarer in China, 27
Kendall, Oswald. Captain Protheroe's fortune, 41
Kendrick. Practical sailing and motor-boating, 21
Kephart. Our southern highlanders, 29.
Kidnapped. Stevenson, 50.
King, Basil. The way home, 41
King, H. C. Religion as life, 6
Kirkland. The boy editor, 49.
Klickmann. The home art crochet book, 20
Koch. Pencil sketching, note under Speed, 19
Koester. Electricity for the farm and home, 16
- Labor and administration.** Commons, note under Spargo, 9
Lagerlöf. The wonderful adventures of Nils, 49
Landsman's log. Neeser, 10
Lang. The strange story book, 49

- Lankester. Science from an easy chair, 13
- Laselle & Wiley. Vocations for girls, 11
- Laut. Through our unknown southwest, 29
- Lee, G. S. Crowds, 7
- Lee, Mrs J. B. (Perry). The taste of apples, 41
- Leeder. Veiled mysteries of Egypt, note under White, 28
- Li Hung-Chang. Memoirs, 35
- Lippmann. Preface to politics, 7
- Little songs of long ago, note under Mother Goose, 47
- Lodge. Early memories, 35
- Loiterer's harvest. Lucas, 23
- London. The Valley of the moon, 41
- London in English literature. Boynton, 25
- Loon. The fall of the Dutch republic, 31
- Lowell. Public opinion and popular government, 8
- Lucas. Loiterer's harvest, 23
- Lynde. The Honorable Senator Sage-brush, 41
- McCormick.** The flowery republic, note under Gowen, 32
- McDonald, E. B. Colette in France, 46
- MacDonald, William. From Jefferson to Lincoln, 33
- McKeever. Training the boy, 6
- McMaster. History of the people of the United States, note under Bassett, 32
- McVey. The making of a town, 10
- Mahan. Major operations of the navies in the war of American independence, note under Allen, 32
- Making of a town. McVey, 10
- Manly & Powell. A manual for writers, 5
- Martin, E. C. Our own weather, 13
- Martin, E. S. The unrest of women, note under Spencer, 11
- Maryon. Metalwork and enamelling, note under Davidson, 19
- Mason, Tom Strong, boy-captain, 49
- Maspero. Art in Egypt, 18
- Masson. The best stories in the world, 25
- Matthews. Shakespeare as a playwright, note under Neilson & Thorn-dike, 23
- Maxwell. General Mallock's shadow, 41
- Meehan. Fish culture, 17
- Message of Greek art. Powers, 19
- Metalwork and enamelling. Maryon, note under Davidson, 19
- Mills. In beaver world, 14
- Miracles of science. Williams, 13
- Mitchell. Westways, 42
- Modern cities. Pollock & Morgan, note under Howe, 10
- Modern strawberry growing. Wilkin-son, 17
- Monroe. Cyclopeda of education, 5
- Montessori manual. Fisher, 11
- Montrose, James Graham, Marquis of, biography, 35
- Moody. Some letters of William Vaughn Moody, 36
- Moore. The devil's admiral, 42
- Morley. The Carolina mountains, note under Kephart, 29
- Mother Goose, 47
- Mothering on Perilous. Furman, note under Fox, 40
- Mother's son. Dix, 39
- Muir. Story of my boyhood and youth, 36
- Munson. Jungle days, 27
- Münsterberg. Psychology and industrial efficiency, 6
- Mural painting in America. Blash-field, 20
- My lady of the chimney corner. Irvine, 35
- My life with the Eskimo. Stefánsson, 30
- My little sister. Robins, 43
- My Russian year. Reynolds, note under Rappoport, 27

- Napoleon I**, biography, 36
Naval history of the American Revolution. Allen, 32
Neeser. A landsman's log, 10
Neilson & Thorndike. The facts about Shakespeare, 23
New freedom. Wilson, 7
New housekeeping. Frederick, 18
New ideals in rural schools. Betts, note under Eggleston and Bruère, 12
New lives for old. Carleton, William, *pseud.*, 16
Nicholson. Otherwise Phyllis, 42
Nogi, biography, 36
Norton, C. E. Letters, 36
Noyes, Alfred. Collected poems, 24
Noyes, William. Design and construction in wood, 15
- O pioneers**. Cather, 38
Odd farmhouse, The, 25
Olcott. Story-telling poems, 45
Old Boston post road. Jenkins, 33
Old fairy tales. Brock, 47
Old-fashioned gardening. Tabor, 21
Old homes of new Americans. Clark, 26
Organized democracy. Cleveland, 8
Orth. Socialism and democracy in Europe, 9
Osborne. Finding the worth while in Europe, 25
Otherwise Phyllis. Nicholson, 42
Our old nursery rhymes, note under Mother Goose, 47
Our own weather. Martin, 13
Our southern highlanders. Kephart, 29
Our vanishing wild life. Hornaday, 21
Our world. Strong, 7
Outline history of China. Gowen, 31
Oxford book of Victorian verse. Quiller-Couch, 24
- Panama gateway**. Bishop, 14
Panama, past and present. Bishop, 46
- Parker**. The judgment house, 42
Partridge. Glooscap, 47
Patsy. Crockett, 38
Peabody. The wolf of Gubbio, 24
Pearson. The voyage of the Hoppergrass, 49
Peets. Practical tree repair, 17
Pellew. Dyes and dyeing, 15
Pencil sketching. Koch, note under Speed, 19
Pennington. A woman rice-planter, 37
Penny Monypenny. Findlater, 39
Perkins. The Irish twins, 45
Perry. When mother lets us act, 45
Phillips. James Fenimore Cooper, 34
Phillpotts. Widecombe fair, 42
Pollock & Morgan. Modern cities, note under Howe, 10
Polly Page motor club. Forrester, 48
Popp. Autobiography of a working woman, 8
Portor. The greatest books in the world, note under Smith, 22
Posture of school children. Bancroft, 12
Powell, E. A. Gentlemen rovers, 32
Powell, G. H. Cooperation in agriculture, 16
Powers. The message of Greek art, 19
Practical sailing and motor-boating. Kendrick, 21
Practical tree repair. Peets, 17
Practice and science of drawing. Speed, 19
Preface to politics. Lippmann, 7
Prouty. Bobbie, general manager, 42
Pryce. The burden of a woman, 42
Psychology and industrial efficiency. Münsterberg, 6
Public opinion and popular government. Lowell, 8
Publisher, The. Yard, 15
Putnam, G. P. The Southland of North America, 28
Putnam, X. W. The gasoline engine on the farm, note under Koester, 16
Pycraft. The infancy of animals, 13

- Quest of the fish-dog skin.** Schultz, 46
- Quiller-Couch.** Hocken and Hunken, 43
- The Oxford book of Victorian verse, 24
- Railroad book.** Smith, 50
- Rappoport.** Home life in Russia, 27
- Ravindranatha Takura.** Gitanjali, 24
- Reclaiming the old house.** Hooper, 19
- Refractory husbands.** Cutting, 39
- Religion as life.** King, 6
- Reynolds.** My Russian year, note under Rappoport, 27
- Rhys.** The charming of Estercel, 43
- Roads from Rome.** Allinson, 33
- Roast beef, medium.** Ferber, 39
- Roberts.** Cyclopaedia of social usage, 5
- Robins.** My little sister, 43
- Rogers.** The book of useful plants, 45
- Rolt-Wheeler.** The boy with the U. S. Indians, 46
- Roosevelt.** Autobiography, 37
- Rose.** The personality of Napoleon, note under Fisher, 36
- Runkle.** The scarlet rider, 43
- Safety.** Tolman & Kendall, 8
- Saintsbury.** The English novel, 23
- Sand dunes and salt marshes.** Townsend, 13
- Saunders.** Under the sky in California, note under Chase, 29
- Scarlet rider, The.** Runkle, 43
- School hygiene.** Dresslar, 11
- Schouler.** History of the reconstruction period, note under Bassett, 32
- Schultz.** Quest of the fish-dog skin, 46
- Sinopah, the Indian boy, note, 46
- Science from an easy chair.** Lankester, 13
- Scott, R. F.** Scott's last expedition, 30
- Scott, Sir Walter.** Ivanhoe, 49
- Sea and the jungle.** Tomlinson, 30
- Seven Scots stories.** Findlater, Jane, note, 39
- Sewell.** Black Beauty, 49
- Shafer.** Harper's beginning electricity, 44
- Shakespeare as a playwright.** Matthews, note under Neilson & Thorndike, 23
- Sheridan, Gen.,** biography, 48
- Short history of the United States.** Bassett, 32
- Shurter & Taylor.** Both sides of 100 public questions briefly debated, 5
- Silberrad.** Success, 43
- Sinopah, the Indian boy.** Schultz, note, 46
- Smith, C. A.** What can literature do for me, 22
- Smith, E. Boyd.** The railroad book, 50
- Smith, G. B.** Social idealism and the changing theology, 6
- Social center.** Ward, 8
- Social idealism and the changing theology.** Smith, 6
- Socialism and democracy in Europe.** Orth, 9
- Socialism summed up.** Hillquit, note under Orth, 9
- South pole.** Amundsen, note under Scott, 30
- Southland of North America.** Putnam, 28
- Spargo.** Syndicalism, industrial unionism and socialism, 8
- Speed.** The practice and science of drawing, 19
- Spencer.** Woman's share in social culture, 11
- Stefánsson.** My life with the Eskimo, 30
- Stevenson, B. E.** The gloved hand, 43
- Stevenson, R. L.** Kidnapped, 50
- Stock exchange from within.** Van Antwerp, 9
- Story of Waitstill Baxter.** Wiggin, 44

Story of wool. Bassett, 45
 Story-telling poems. Olcott, 45
 Strange story book. Lang, 49
 Strong. Our world, 7
 Success. Silberrad, 43
 Summit of the years. Burroughs, 13
 Swift. Gulliver's travels, 45
 Symphonies. Goepf, 21
 Syndicalism, industrial unionism and socialism. Spargo, 8
 Synonyms, antonyms and associated words. Flemming, 6

T. Tembarom. Burnett, 38
 Tabor. Old-fashioned gardening, 21
 Taste of apples. Lee, 41
 Textiles. Woolman & McGowan, 15
 Thirteenth juror. Hill, 41
 Through our unknown southwest. Laut, 29
 Tolman & Kendall. Safety, 8
 Tom Strong, boy-captain. Mason, 49
 Tomlinson. The sea and the jungle, 30
 Tompkins. Ever after, 43
 Torrey. Field days in California, 29
 Tower. Along Germany's river of romance, the Moselle, note under Collier, 26
 Townsend. Sand dunes and salt marshes, 13
 Training the boy. McKeever, 6
 Trees in winter. Blakeslee & Jarvis, note under Peets, 17
 Trevelyan. Life of John Bright, 34
 Truth about the railroads. Elliott, note under Dunn, 11
 Turkish woman's European impressions. Zeyneb, *hanum*, 37

Uncle David's boys. Brown, 48
 Under Greek skies. Dragoumis, 46
 Under the sky in California. Saunders, note under Chase, 29
 Underwood. Alaska an empire in the making, 30
 Unknown lover. Vaizey, 44
 Unrest of women. Martin, note under Spencer, 11

V. V.'s eyes. Harrison, 40
 Vachell. Bunch grass, 43
 Vaizey. An unknown lover, 44
 Valley of the moon. London, 41
 Value of organized speculation. Brace, note under Van Antwerp, 9
 Van Antwerp. The stock exchange from within, 9
 Van Cleve. Watts, 44
 Veiled mysteries of Egypt. Leeder, note under White, 28
 Verrill. Harper's aircraft book, 45
 — Harper's wireless book, 44
 Victorian age in literature. Chester-ton, 23
 Village improvement. Farwell, 20
 Virginia. Glasgow, 40
 Vocational training. Association of Collegiate Alumnae, note under Laselle, 11
 Vocations for girls. Laselle & Wiley, 11
 Voyage of the Hoppergrass. Pearson, 49

W02. Drake, 39
 Wagner. With the victorious Bulgarians, note under Gibbs & Grant, 31
 Wallace. The wilderness castaways, 50
 Walsh. Handy book of curious information, 5
 Ward. The social center, 8
 Warren. Farm management, 17
 Washburn. Nogi, 36
 Watts. Van Cleve, 44
 Waugh. The American peach orchard, 17
 Way home. King, 41
 Way of ambition. Hichens, 40
 Wayfarer in China. Kendall, 27
 Weaker vessel. Benson, 37
 Weeks. Among Congo cannibals, note under White, 28
 Westways. Mitchell, 42
 Weygandt. Irish plays and play-rights, 23
 What can literature do for me. Smith, 22

- When I was a boy in Greece. Demetrius, note under Dragoumis, 46
- When mother lets us act. Perry, 45
- White. African camp fires, 28
— Gold, 44
- Widcombe fair. Phillipotts, 42
- Wiggin. The story of Waitstill Baxter, 44
- Wilderness castaways. Wallace, 50
- Wilkinson. Modern strawberry growing, 17
- Williams. Miracles of science, 13
- Wilson. The new freedom, 7
- With pen and ink. Hall, note under Speed, 20
- With the Turks in Thrace. Ashmead-Bartlett, note under Gibbs & Grant, 31
- With the victorious Bulgarians. Wagner, note under Gibbs & Grant, 31
- Wolf of Gubbio. Peabody, 24
- Woman in black. Bentley, 38
- Woman rice-planter. Pennington, 37
- Woman's club work and programs. Burrell, 12
- Woman's share in social culture. Spencer, 11
- Womer. Church and the labor conflict, 6
- Wonderful adventures of Nils. Lagerlöf, 49
- Woods & Kennedy. Young working girls, note under Laselle, 11
- Woolman & McGowan. Textiles, 15
- Work of the rural school. Eggleston & Bruère, 12
- Yard.** The publisher, 15
- Year with a whaler, A. Burns, 25
- Young. The battle of Gettysburg, 33
- Young Alaskans in the Rockies. Hough, 49
- Young working girls. Woods & Kennedy, note under Laselle, 11
- Youth and life. Bourne, 22
- Zeyneb, hanum.** Turkish woman's European impressions, 37
- Zone policeman 88. Franck, note under Bishop, 14

University of the State of New York Bulletin

Application for entry as second-class matter at the Post Office at Albany, N. Y., pending

Published fortnightly

No. 534

ALBANY, N. Y.

JANUARY 1, 1913

New York State Library

Library School 33

INDEXING

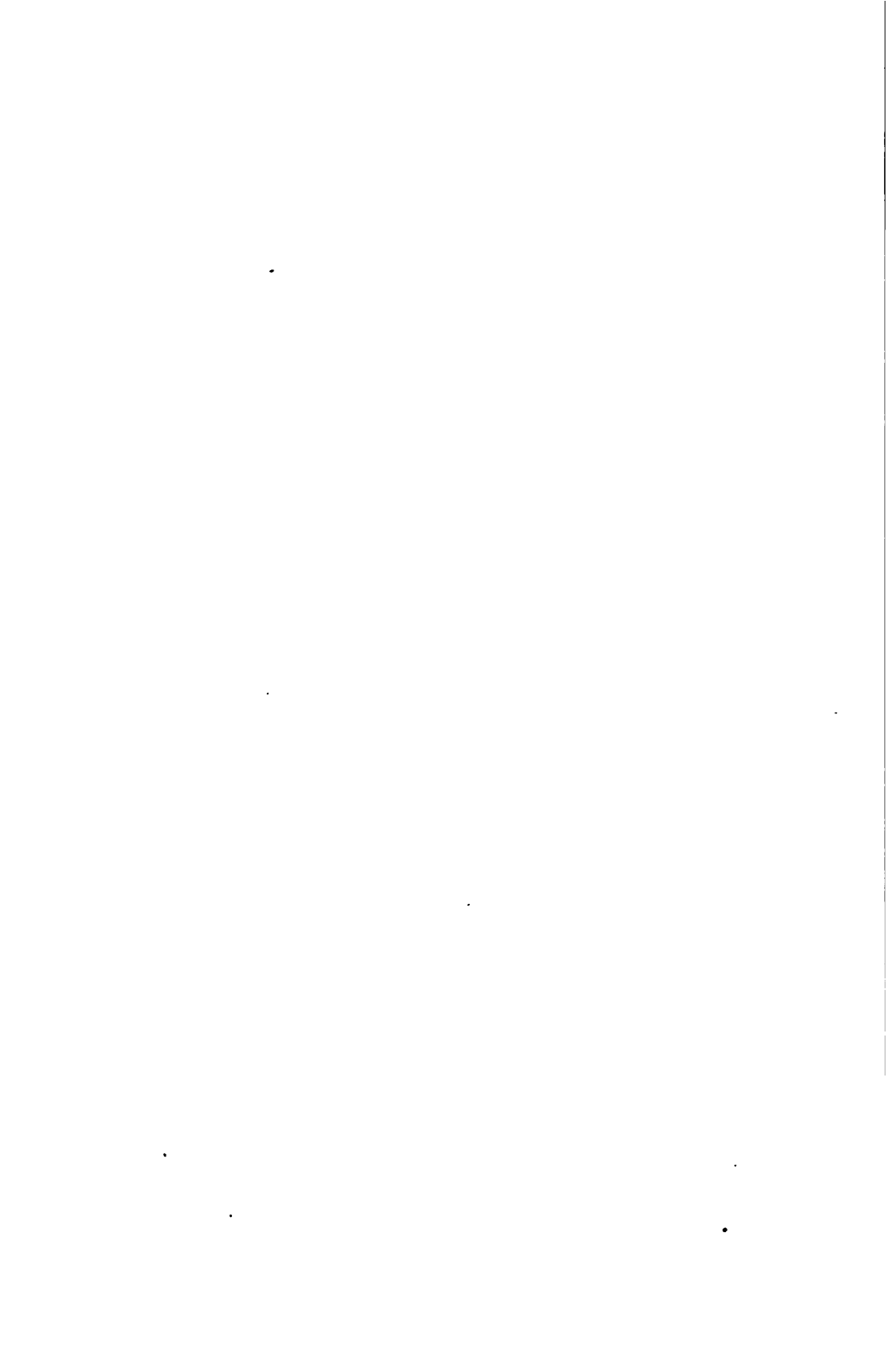
PRINCIPLES, RULES AND EXAMPLES

BY

MARTHA THORNE WHEELER

SECOND EDITION REVISED

	PAGE		PAGE
Importance.....	5	Alphabiting slips.....	30
Unalterable rules impossible.....	6	Arrangement of modifications....	31
Plan.....	6	Arrangement of cross references..	34
Codes.....	6	Editing.....	35
Index defined.....	7	Forms of printing.....	37
Alphabetic vs classified indexes..	7	Copying.....	39
Indexes to sets.....	8	Pasting.....	40
Terms.....	8	Final preparation for printer.....	41
Fulness and character.....	9	Proofreading.....	42
Headings.....	10	Indexing periodicals.....	43
Modifications.....	15	Rules for form of heading.....	49
Cross reference.....	20	Rules for author and title.....	54
Page references.....	22	Rules for alphabiting.....	57
Mechanical methods.....	24	Examples of indexes.....	62
Marking text.....	26	Examples of type and style.....	63
Writing slips.....	29	Reading list on indexing.....	70
Verifying.....	30	Index.....	71



New York State Education Department

State Library, March 25, 1913

Hon. A. S. Draper

Commissioner of Education

DEAR SIR: I have the honor to present herewith and to recommend for publication, a second and revised edition of the Bulletin on Indexing published by the Education Department in 1905. Some typographical errors in the first edition are corrected, occasional verbal changes made, a few explanatory sentences added and, while there are no considerable additions except in the section on the indexing of periodicals, the entire text has been examined and improved wherever possible.

The bulletin has been out of print for several years and a considerable demand for it persists. Since the fire we have been unable until the present moment to prepare a new edition.

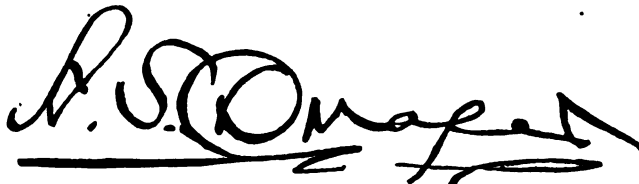
That the publications of the Education Department are by common consent so well indexed and that expert indexers trained in the Education Department are in such demand in other State departments is due to the instruction in this subject given in the State Library School and based upon the pamphlet presented herewith.

Very truly yours

J. I. WYER, Jr

STATE OF NEW YORK
EDUCATION DEPARTMENT
COMMISSIONER'S ROOM

*Approved for publication this
26th day of March 1913*

A large, stylized handwritten signature in black ink, appearing to read 'A. S. Draper'. The signature is written over a horizontal line and has a long, sweeping tail that extends downwards and to the right.

Commissioner of Education

Education Department Bulletin

Published fortnightly by the University of the State of New York

Entered as second-class matter June 24, 1908, at the Post Office at Albany, N. Y., under the act of July 16, 1894

No. 534

ALBANY, N. Y.

January 1, 1913

New York State Library

Library School 33

INDEXING

PRINCIPLES, RULES AND EXAMPLES

Importance. The importance of book indexes is so widely recognized and the want of them so frequently deplored that no argument in their favor seems necessary. There is, however, too little appreciation on the part of publishers and authors of the value and difficulty of good indexing. In a valuable paper on "Indexing" published in *Library Journal* 17:406, afterward separately reprinted but now out of print, J. B. Nichols says:

A book without an index is like a locked chest without the key; each may contain valuable treasures, but neither can be gotten into. The sense of insecurity and uncertainty which the student feels in the use of an index on which he can not rely is something very annoying. Nothing impairs the usefulness of a book like the lack of a proper index; and nothing enhances its value so much as being provided with one.

There are few if any branches of clerical work that require higher intellectual faculties for their satisfactory and successful performance than general indexing. To index a branch of knowledge satisfactorily requires a considerable knowledge of it, of its classifications, of its synonyms, of its species and genera. General qualities required are good taste, good judgment, and a habit of conciseness and of liberal and comprehensive thought. Above all, what may be called the "index sense" is required—that is, the ability to feel instinctively, at the first glance, what and how subjects should be indexed in all their ramifications; the sense that is in touch with searchers, and appreciates just how subjects will be looked for and how to arrange so that they can most readily be found. Experience is the only school in which these qualifications can be gained.

It is remarkable, in view of the manifest usefulness of good indexes, how many books there are unprovided with them; and how many more are provided with indexes of an inferior kind which are inaccurate, insufficient and unreliable. The trouble is not that the importance of reliable indexes is not generally appreciated, but that the work of indexing is left to inexperienced and

unscientific hands. It is not generally recognized that a really good index can not be made except by persons with special skill and special experience; that indexing is an art in itself, and it is unreasonable to expect satisfactory results from untrained hands. Not even authors are qualified to index their own work, unless they happen to possess familiarity with the principles and practice of indexing. None but the author, it is true, has such an intimate knowledge of the subject—and such knowledge is essential in indexing; but if he lack those special qualifications which are requisite in work of this kind, he can not be depended on to make a good index.

A book now on the market and in its ninth edition contains in the index the item "Hell on earth"; on the page referred to is an account of persons kept in a constant state of anxiety and terror, the expression quoted being used to indicate in a forcible way the mental condition. Among other curiosities in the same index are the following items: "Maxim," "Quotations at beginning of chapters," "Something to avoid." More absurdly useless entries it would be difficult to make; articles and prepositions and conjunctions might as well be indexed; and yet similar instances of faulty indexing could be multiplied indefinitely.

Unalterable rules impossible. It is not possible to devise rules which will secure satisfactory treatment in all cases, but a few general principles may be stated which will aid the indexer able to apply them with good judgment to specific problems. The indexing problem changes with each new book undertaken. To meet the needs of different classes of seekers and to suit various types of books, rules entirely satisfactory in one case must be varied in the next and perhaps ignored or even reversed for a third. Yet while the indexer who follows the same rules under all circumstances must inevitably do some inferior work, an index compiled without a basis of well-formulated rules is almost worse than none.

Importance of plan. In each case a well-considered and well-defined plan must be determined on in advance and followed throughout. This is necessary to secure completeness and consistency, to avoid misleading searchers, and to keep the size of the index within proper limits. The length of an index depends on the minuteness and detail to which the subjects are indexed, and on the fulness of the entries. It is necessary in advance to fix a degree of minuteness and detail to which the work shall be carried, and to settle the style of the entries. Nichols

Codes. Many indexing rules are practically identical with those used in preparing library catalogs, and forms of statement in the following pages as well as illustrative examples have in many

cases been taken from C: A. Cutter's *Rules for a Dictionary Catalogue* and Melvil Dewey's *Library School Rules and Simplified Library School Rules*, with modifications in accordance with the later *A. L. A. Catalog Rules*. In these manuals many more rules may be found with illustrations, which would aid in compiling indexes to bibliographies, genealogies and other works comprising many names, though often inapplicable to general subject indexing. Statements and illustrations are also borrowed from Mr Nichols's paper already quoted.

Index defined. An index, as defined in the *Century Dictionary*, is "a detailed alphabetic (or rarely, classified) list or table of topics, names of persons, places etc. treated or mentioned in a book or series of books, pointing out their exact positions in the volume." The word is derived from the Latin *indicare*, to point out, to show. Nichols gives the following definition: "An index is a table or list of references, arranged usually in alphabetical order, to subjects, names and the like, occurring in a book or other matter." W: I: Fletcher, who has had long experience as editor in chief of *Poole's Index to Periodical Literature*, in a paper on "Indexing" prepared for the World's Library Congress at the Columbian Exposition, after drawing a distinction between catalogs, bibliographies and indexes, says: "An index is an arrangement (generally alphabetic but sometimes classified) of the analyzed contents of one book, or of the books in a certain class, and is intended to show in what books and in what places in those books information is to be found on certain subjects."

Alphabetic vs. classified indexes. All these authorities imply that the classified index is exceptional. In ordinary book indexes it is generally conceded to be inconvenient and few will question the dictum of the veteran indexer, H. B. Wheatley [*What is an Index?* page 56] that "an index should be one and indivisible, and not broken up in several alphabets." Curious exceptions may be found, which serve to emphasize the value of this rule. Huchins's *Dorset*, brought out in a new edition in 1874, has eight separate indexes, that is, (1) Places; (2) Pedigrees; (3) Persons; (4) Arms; (5) Blazons; (6) Glossorial; (7) Domesday; (8) Inquisitions. A work in six quarto volumes, entitled *Canada: an Encyclopaedia of the Country*, is provided with a slender index volume divided into no less than twenty-three sections, eleven of which are arranged alphabetically, the remaining twelve being contents grouped under class headings and arranged in order of occurrence.

Indexes to sets. A work in several volumes should have an index to the whole in one alphabet at the end of the final volume. It is convenient to have the volumes also separately indexed, if that can be afforded and will not unduly increase their size. Nichols proposes as the ideal that each volume be provided with the complete index to the set, but this plan will hardly find favor with publishers or with librarians to whom strict economy in shelf space is a necessity.

DEFINITIONS OF TERMS

Subject. The *subject* is any event, place, person, fact, relation, topic, idea, or whatever is an object of thought and may become an object of search.

Entry. The *entry* is the word, phrase or combination of phrases expressing the subject or idea, together with any necessary modification and the page reference indicating where it may be found in the text. The following example is taken from the very full index to Eggleston's *Beginners of a Nation*:

Sabbath-keeping, early Puritan ideal of, 127

Heading. The *heading* is the word or words chosen to express the subject or idea, and stands at the beginning of the entry, determining its alphabetic position. In the above entry, the heading "Sabbath-keeping" represents the subject.

Modification. A *modification* is a word or phrase following the heading to indicate the character of the information given in the passage referred to, or otherwise to limit its meaning. In the entry above, "early Puritan ideal of" is the modification.

Subhead. A *subhead*, or secondary heading, is a modification which is itself repeatedly modified, and therefore becomes the head of a separate group of submodifications under the main heading [see example on page 34 under heading "Boundaries," where "Connecticut" is a subhead]. The subhead does not differ in form or character from the simple modification, and requires different treatment only because it has attracted to itself several differentiated references, and must be separately indented in printing to make the meaning clear.

Cross reference. A *cross reference* refers: (1) from a possible heading under which no page references are given to the chosen heading where they may be found ("see" reference); or,

(2) connects headings which represent allied subjects or which contain related entries ("see also" reference):

Electric telegraph, *see* Telegraph

Limestone, *see also* Magnesian limestone

Numerous entries, subheads and cross references may be grouped under one heading. To "index under a certain word" means that that word is put first in the entry and becomes the heading.

FULNESS AND CHARACTER OF INDEXING

Minuteness of indexing must vary according to the character and uses of the book at hand. Generally speaking, the fuller an index is, without entering into valueless minutiae, the greater is its usefulness; a book half indexed would perhaps better have no index at all, since it is as likely to mislead as to assist. But books frequently contain illustrative or explanatory matter or digressions of various kinds which, though useful in their connection, a reader would not anticipate from his knowledge of the subject, nor expect to find analyzed in the index; hence their inclusion under distinct headings is a waste of space. Too often limitation of space or the question of expense confronts the indexer, when a close estimate of the number of pages and the number of headings to a page must be made, and fulness in indexing regulated accordingly.

Indexer's first duty. The indexer's first duty, then, is to acquire a clear idea of the character, scope and general plan of the work to be indexed. If possible he should read it through. If indexing from proof received in sections, he must judge as best he can from the material at hand and from such information as he can secure from author or publisher. In all cases of doubt it is better to err on the side of too great fulness in the earlier stages of the work, since it is easier to cut out superfluities in revising than to pick up statements dimly remembered which prove important as the work develops.

Kinds of indexes. A book may require: (1) a general index of quite obvious subjects, as John Fiske's histories, G. W. Curtis's *Orations and Addresses*, Bryce's *American Commonwealth*, Darwin's *Descent of Man*; or, (2) an index of ideas, more or less difficult to reduce to alphabetic key words, as Emerson's *Essays* or Holmes's *Autocrat*; or, (3) a name index, as for botanics, atlases, genealogies etc.; or, (4) a word and phrase index, as Bartlett's *Familiar Quotations*. In the last case it is necessary to bring out

such *words* as may have remained in the searcher's memory, through which he hopes to make whole a maimed and halting quotation. The following examples illustrate the difference between the indexing of words and the indexing of subjects:

And what is so rare as a day in June?
 Then, if ever, come perfect days;
 Then Heaven tries earth, if it be in tune,
 And over it softly her warm ear lays.

Here "June" is the very obvious subject, but entries are made in *Bartlett* under all the words underlined above. A second example:

What's gone and what's past help
 Should be past grief.

Here the underlined words chosen for entry are all that would be sought by a person striving to recall a half-forgotten quotation, but none of them represents the subject of the lines, that is, the uselessness of *regret or repining*.

CHOICE OF HEADINGS

Consider the character of the book to be indexed; what class of persons will generally consult it: high school pupils, scientific men, literary students, business men, trained bibliographers, inexperienced general readers? On what lines will they seek information? With these points in view, choose between technical and common, scientific and unscientific terms, and decide whether any system of cross reference between them, or possibly of double entry, is necessary. In a word, determine what is wanted and devise means of getting at it. A subject heading should be selected with great care since it is the alphabetic key to the matter it indexes, and the only guide to the modifications grouped under it. The indexer must put himself in the reader's place in choosing it. "Select such headings as are most likely to be *first* looked for by the searcher for such information as they contain." [Fletcher] Use the word in the text if it fulfils this requirement; if not, supply the preferred word, keeping in mind the following principles:

I **Obvious key word.** Choose the obvious word, even if in doing so the more exact one is sacrificed. "The cataloger and the index compiler too often arrange their entries under those headings which they consider readers and searchers *ought* to consult."

[Clarke. *Practical Indexing*, page 137] Not infrequently the text words, even when they express the idea with the greatest precision, are the last that would occur to the seeker, who has not the page before him to suggest them. The index maker must consult the popular vocabulary far oftener than the dictionary in selecting key words.

It may sometimes be important to use the exact terms of the text, for example, in technical books or in works of writers of marked individuality in the use of language, whose peculiar expressions impress themselves on their readers; but in these cases such words *are*, from a certain point of view, the obvious words, and the apparent exception proves the rule. Emerson's oft quoted phrase "hitch his wagon to a star" furnishes an illustration. The passage reads:

I admire still more than the sawmill the skill which, on the seashore, makes the tides drive the wheels and grind corn, and which engages the assistance of the moon, like a hired hand, to grind, and wind, and pump, and saw, and split stone, and roll iron. Now that is the wisdom of a man in every instance of his labor, to hitch his wagon to a star and see his chore done by the gods themselves. That is the way we are strong, by borrowing the might of the universe.

Here the main idea, which runs through several pages, is that of man's utilization of the power of the universe, both physical and spiritual. It might be expressed in the index by several key words, none of which would be so likely to occur to the searcher who had previously read the passage or heard the phrase quoted, as the words "wagon" and "star," which represent it in the full index to the Riverside edition of Emerson's works; yet no one, hearing the phrase alone, fancies it to be about either wagons or stars. The quotation is often used to emphasize a different thought, that of the importance of high aims, an idea developed, though less definitely, later in the essay.

2 Prefer common terms. Do not use learned or cumbrous words where simple and common ones will do as well.

3 Avoid unimportant words. Do not enter under the unimportant and chance words in a phrase; never use as key words prepositions, conjunctions, articles or equally obscure words. The inexperienced indexer often makes the blunder of appropriating as it stands a good descriptive phrase, which sets forth the subject adequately but furnishes no usable alphabetic key, or which must

be rearranged to bring the significant word to the first place; for example,

Desperate leap of a bird catcher
Growth of knowledge unconscious
Differences in quality of humor in men and women

4 Adjective headings. A heading should be a noun or a substantive phrase. Adjectives may, however, lead in a phrase and thus determine the alphabetic place, where they form part of a name or well-known term and would be naturally sought by the user of the index; for example, Alimentary canal, Carbolic acid, Domestic economy, Hereditary genius, Perpetual motion. An adjective alone does not constitute a complete heading.

5 Specific headings. Choose the specific term; for example, "Golf" instead of "Games" if the discussion is confined to golf.

6 Subject of book. Avoid indexing under the main subject of the book, *unless it is the only word or group of words for which the searcher would look*; for example, in a book on punctuation make headings "Comma," "Colon" etc., placing under the heading "Punctuation" such modifications as "different systems," "general rules," "modern practice," etc. The annual report of the Director of the New York State Library rarely contains index entries under "State Library" or "Library"; since the entire volume relates directly to a single subject, the main heading is understood throughout; if expressed, it must precede nearly every entry, and would be ignored by the seeker, who would transfer his attention to the alphabetizing of the words following.

Perspective should always be kept in mind in determining plan. Each idea must be treated with reference to accompanying matter. In a work solely on New York, the index might not contain the heading "New York," all matters treated being indexed under their individual terms; while in a work treating only in part of that state, subjects relating to it would be better indexed under the heading "New York." In a geographic work, places would have preference and special attention in indexing; in *general* scientific works, the subjects discussed would furnish the important headings and place entry would be of secondary interest. "Geology in New York" in the former would be indexed under "New York"; in the latter, under "Geology." But entry under both might sometimes be necessary.

7 Separate linked subjects. In simple subject indexing do not link two subjects in one heading, even when they form a title; for example,

New York, clay industry in
 New Jersey, clay industry in
not New York and New Jersey, clay industry in
 New Jersey and New York, clay industry in

8 Significant word. If the heading is a phrase, enter under first word unless a later word is more significant; for example,

a Actions at law; Conduct of life; District of Columbia; Freedom of the press; Trial by combat
b Ghent, treaty of; Agriculture, department of

9 Words necessarily separated. When words closely connected in the text must be separated in the index in order to bring the heading first, avoid a greater separation than is necessary; for example,

France, southern, industrial condition
 Grant, Gen. U. S., battles
not France, industrial conditions in southern
 Grant, battles of Gen. U. S.

10 Brief and compact forms; punctuation. So far as possible confine the heading to a word or brief phrase not requiring punctuation other than a comma for simple inversion, so that it may be taken in at a glance. When a heading must be used in inverted form and there is danger of confusion with the first modification, set it off by a colon; for example,

Game, protection: county wardens, 199; licenses, 202; preserves, 203;
 state wardens, 204

11 Quoted statements. Index quoted statements under the real author's name, adding (quoted).

12 Number of headings to subject. Use as many headings as are necessary to present the subject in all its phases. Every heading should be included for which a reader might reasonably look, either with citations or by cross reference. Two subjects of equal importance may be treated in one article, or a single subject may be sought from more than one point of view. A paper on the socialistic movement in Massachusetts should be readily found by a seeker interested in socialism or by a student of conditions in Massachusetts. Architecture in Washington may be sought by those interested in the city or in architecture.

But questions of perspective enter into decisions as to double entry. In indexing matter in an American newspaper about, for example, a treaty between Chile and Argentina, it is obvious that the two countries are entitled to equal recognition; but an article on relations between the United States and Chile needs only entry under "Chile." The American newspaper looks out on the world always from the American standpoint; to index relations with Chile under "United States" is much as if a woman should index her social engagements under her own name. In general, the more vague the subject, the larger the number of headings necessary to index it. Keep two considerations in mind: the importance of sufficient fulness to enable the searcher to find what he wants without unnecessary effort, and the folly of increasing the size and expense of the work by useless entries. Ordinarily one or two well-chosen key words will be enough, and it is unworkmanlike to inflate the index till it rivals the text in bulk. The index to St George Mivart's book *On the Origin of Human Reason* is a notable example of absurd repetition and unwise choice of key words. The author refers [page 136] to some articulate utterances of a certain parrot which sounded remarkably like replies to questions. This is indexed under fifteen headings, as follows:

- Absurd tale about a Cockatoo, 136
- Anecdote, absurd one, about a Cockatoo, 136
- Bathos and a Cockatoo, 136
- Cockatoo, absurd tale concerning one, 136
- Discourse held with a Cockatoo, 136
- Incredibly absurd tale of a Cockatoo, 136
- Invalid Cockatoo, absurd tale about, 136
- Mr R—, and tale about a Cockatoo, 136
- Preposterous tale about a Cockatoo, 136
- Questions answered by a Cockatoo, 136
- R—, Mr, and tale about a Cockatoo, 136
- Rational Cockatoo as asserted, 136
- Tale about a rational Cockatoo, as asserted, 136
- Very absurd tale about a Cockatoo, 136
- Wonderfully foolish tale about a Cockatoo, 136

13 Cross reference vs. scattered material. Be careful not to scatter material under several practically identical headings, where one heading with cross references from others will serve; for example, matter about "taxes," "imposts," "duties" and "excise" can usually be grouped under "Taxes" with reference from the others. On the other hand, avoid using too comprehensive headings,

which will draw unwieldy masses of modifications better distributed among more specific headings and connected by "see also" cross references if necessary.

In a very full index "suspended animation" might be indexed under headings, with cross references, as follows, the full entries being supposed to be made under the heading "Suspended animation":

Animation, suspended, *see* Suspended animation.

Biology, *see also* Suspended animation.

Dormant vitality, *see* Suspended animation.

Hibernation, *see also* Suspended animation.

Life, *see also* Suspended animation.

Suspended animation.

Vitality, *see also* Suspended animation.

MODIFICATIONS

In word or name indexes the heading is usually followed directly by the page reference, but in subject indexes modifying phrases are frequently added to differentiate the passages cited [see Definition of terms, page 8].

Value. These modifications are sometimes so inseparably connected with the heading as to seem a part of it, but quite as often they are evidently added to define exactly what the text includes. They may be of little consequence in brief and simple indexes, but an elaborate index, where large numbers of references are grouped under important headings, is exasperatingly incomplete without them, often forcing the searcher to consult many pages for material to which he might have been sent directly by an added word or phrase. H. B. Wheatley in his entertaining and suggestive *What is an Index?* published for the English Index Society in 1878, says [page 45-46]:

The indexer must aim at conciseness, but he should always specify the cause of reference, more especially in the case of proper names. Few things are more annoying than to find a block list of references after a name, so that the consulter has to search through many pages before he can find what he seeks. Mr Markland draws particular attention to this point in a communication to the *Notes and Queries* (2d series, volume 7, page 469) on the subject of Indexes. He complains bitterly of the indexes to the collected edition of Walpole's *Letters* and to Scott's *Swift*. In the latter book there are 638 references to Harley, Earl of Oxford, without any indication of the reason why his name is entered in the index. This case also affords a good instance of careless indexing in another

particular, for these references are separated under different headings, instead of being gathered under one, as follows:

Harley (Robert) 227 references
 Oxford (Lord) 111 references
 Treasurer, Lord Oxford 300 references

Mr Markland takes the opportunity of pointing out that good specimens of the right way to set out the references to an individual are to be found in Nichols's *Literary Anecdotes*; Hallam's *Constitutional History*; and Campbell's *Lives of the Lord Chancellors*. Probably the most colossal instance of the fault above alluded to is to be found in Ayscough's elaborate index to the *Gentleman's Magazine*, where all the references under one surname are placed together without even the distinction of the Christian name. Mr Solly made a curious calculation as to the time that would be employed in looking up these references. For instance, under the name Smith, there are 2411 entries all "en masse," and with no initial letters. If there were these divisions, one would find "Zachary Smith" in a few minutes, but now one must look to each reference to find what is wanted. With taking down the volumes, and hunting through long lists of names, Mr Solly found that each reference cost him two minutes of time, a by no means extravagant estimate; hence it would take the consulter eight days (working steadily ten hours a day) to find out if there be any note about Zachary Smith in the *Magazine*, a task so awful to think of that it may be presumed that no one will ever attempt it.

Uniformity. Modifications need not be used uniformly throughout an index. Some subjects occur too infrequently to require them; for example, in an index to laws a single reference to "chloral" needs no modification, but 100 references to laws affecting "cities" need to be carefully differentiated to facilitate the reader's search for a particular law. Their use must be determined by the nature of the subject matter, and therefore of the headings, the probable number and character of references to the subject and the most important use of the index. When they are to be inserted very generally, add them uniformly to all headings when the entries are first made, since it is easier to cut out those not desired than to add after all the entries under one heading are brought together. To save space in very long indexes, modifications may sometimes be dropped from all headings having only a few references without seriously impairing their value. Very general or indefinite headings need modifications even when entries are few, and sometimes one is necessary to explain the presence of the heading.

If a modification proves to be too general or of too little

importance, drop it and put the page reference immediately after the heading, as illustrated by the first entry in the following example:

Trinity church, 232; charter, 120; pews, 243; rectors, 252, 360; sexton, 365.

Clear but concise. Make the modification clear, but brief and compact as possible, omitting every word not necessary to perfect clearness. The idea of each modification should be distinct from that of all others under the heading, so that the searcher may receive a definite impression of the character of the text referred to. This may often be secured with but a word or two. It is not necessary that sentences be complete, and much space may be saved by cutting out superfluous words; for example, "Pacific ocean, discovery," "Volcanic explosions, cause," "Patent, royal; validity," are as clear and significant in the index as "Pacific ocean, discovery of the"; "Patent, the royal; question concerning the validity of." In this work, however, the indexer must be alert to possible alterations in sense through ill-judged cancelations. A work now widely used narrowly escaped going before the public with the somewhat surprising heading "Washington in Jerseys," in consequence of the too zealous economy of a reviser who had stricken out a saving "the" before Jerseys.

Inversions under heading. Avoid needless and confusing inversions under heading. The subject word is generally brought to the head by inversion, but except in long and elaborate indexes, where a scheme of classification of material under heading must be followed, it is better to leave modifications as nearly as may be in the natural order; for example,

Nicaragua canal, provisions affecting in treaty with England
not Nicaragua canal, England, treaty with, provisions in, affecting

Names of persons. Catalogers and bibliographers, trained to invert author's names to secure alphabetic arrangement by surnames, sometimes carry the habit so far as to invert them under title in ordinary book and periodical indexing. The effect is extremely awkward and inconvenient. Enter

Wetmore, W. H. Study of forestry in the United States
and Forestry in the United States, Study of; by W. H. Wetmore
not Forestry in the United States, Study of; by Wetmore, W. H.

Do not try to condense all the text information in the modification; even if possible, the reader naturally expects to find more in the text, and is misled.

Some indexers seem to be of opinion that proper names are the most important items in an index, and while carefully including

all these, they omit facts and opinions of much greater importance. As a rule it is objectionable when the consulter finds no additional information in the book to what is already given in the index; for instance, should the observation be made respecting a certain state of mind that "the Duke of Wellington probably felt the same at the battle of Waterloo," it will be well for the indexer to pass the remark by unnoticed, as should he make the following entries, the consulter is not likely to be in a very genial mood when he looks up the references:

Waterloo, the Duke of Wellington's supposed feelings at the battle of
Wellington (Duke of), his supposed feelings at Waterloo

The hackneyed quotation of

Best, Mr Justice, his great mind,

can not be omitted here, although I am unable to give any satisfactory account of its origin. It forms an excellent example of the useless references to which we have just referred, and contains as well a ludicrous misapprehension of the passage indexed, which is said to have been: "Mr Justice Best said that he had a great mind to commit the man for trial." There can be no doubt that the entry, whether it ever occurred in an index or not, was intended as a personal fling against Sir William Draper Best, puisne judge of the King's Bench from 1819 to 1824, and lord chief justice of the Common Pleas from 1824 to 1829.

Wheatley, *What is an Index?* p. 44-45

Allusions and unimportant statements. In case of unimportant allusions to persons, such phrases as "referred to," "alluded to," "cited" and "quoted" are convenient and quite sufficient.

Index entry a pointer. The indexer should bear in mind always that the index entry is only a "pointer" showing where certain information is to be found. If in a word the gist of the information can be indicated, sometimes saving the consulter the trouble of turning to the text, it may well be given, but there should be no attempt to make the index entry a digest. Nor must modifications be so comprehensive as to lack the necessary precision. Though the entry is but a pointer, it must point definitely to the specific object and not simply wave a gracious hand over a vast territory. "Buddhism" is too general if the indexer intends to cite the work of Buddhist missionaries in New York City; "France, education in" does not necessarily suggest the question of parochial vs. state schools in France.

Care in condensing entries. Be careful that the modification is not condensed in such a way as to become a false or misleading statement, expressing more than, or the opposite of, the text. A passage in a history of colonial New York, stating that

nonobservance of the Sabbath was forbidden under certain penalties by Peter Stuyvesant, is better indexed under "Sabbath observance under Governor Stuyvesant" than in the text words "Sabbath, nonobservance under Governor Stuyvesant," because the latter form implies injustice to the doughty Dutchman's rule. It is clearly misleading to index a paper on the question of school instruction as to the effects of alcoholic drinks under "Alcohol, use taught in schools."

Tact and humor in indexer. There is room also for the exercise of tact as well as truthfulness on the part of the indexer. Why enter under "Trenton, gambling in," when attention is to be called to Trenton's crusade against gambling? A saving sense of humor would prevent such an entry as "Oaths concerning debtors" to represent a law permitting the deduction of debts from the evaluation of taxable property when properly certified under oath.

Repetition of heading. Avoid repeating the heading in the modification; a change in wording or the insertion of a comma will often serve to express it. But prefer repetition of heading to awkward phraseology or confusion of meaning; for example,

Books, character in, 122; of facts, 279; moral power, 159; professor of, needed, 166	Voice, English, 110; the sweetest music, 251, 340; index of a state of mind, 418; a hoarse voice a kind of warning, 422
--	---

In the last entry the idea might not be instantly grasped without the repetition.

Analysis under heading. When all or most of the matter relating to a single subject is given consecutively and is not very extended, it is not generally worth while to give an analysis under the main subject heading; let a single blanket entry cover the mass. If there are scattered references elsewhere, differentiate these references, so that the searcher may know where to find a specific phase of the subject not treated in the main section. If obviously likely to be sought, bring out also as headings in their own alphabetic places, specific points mentioned in the main section; for example,

Title entry, treatment, 13-18
 Title entry, treatment; anonymous books, 25
 Biographic titles, 14
 Novels, title entry, 13
 Anonymous books, title entry, 25

Sometimes it is impossible to determine at the outset whether analysis is desirable. This difficulty usually arises when the indexer must begin his work before all the text is in hand. In such

cases choose the "blanket" or "omnibus" entry, noting in the margin of the text the alternative. If before "verifying" [see page 30] the same or other specific modifications have been needed for the subject, the change can be made at that point. If not, and all the text has not yet been read, transfer the note, abbreviated, to the bottom of the slip, so that the question will not be overlooked in editing and can then be settled definitely.

Scattered references. If the treatment of the subject is scattered through many pages and constantly interrupted by matter not relevant to it, of course thorough analysis and differentiation of references will be necessary.

Heading identical with modification. When a heading is also a modification of another heading, do not duplicate entries if they are identical, but refer from the modification to the heading; for example, Cities, taxes, *see* Taxes, cities. The relative importance of the headings must decide which way the reference should be made. But if the page references under the modification are only a part of those under the same word or words as a heading, repeat the entries rather than refer to a mass of material most of which is irrelevant; for example,

Cities, courts, 182, 260

Courts, 71, 123, 182, 209, 253, 260, 297

Modifications in "entry a line" index. If the index is to be in entry a line form [see page 37] make the modification very brief and place the most important word first, inverting more freely to this end than in the paragraphed form, since it will head the line, catch the eye first and determine the alphabetic position of the modification. With these limitations the modifications must often be less specific than in the more common paragraphed index.

CROSS REFERENCE

Cross references are of two kinds, commonly spoken of as "see" references and "see also" references [see Definition of terms, page 8].

Make a "see" reference to guide the reader:

- 1 From a subject heading under which he might reasonably expect to find material to the heading or headings chosen for that subject; for example,

Excise, *see* Taxes

Death rate, *see* Mortality; Vital statistics

- 2 From other forms of an author's name, or from a pseudonym, to the form chosen; for example,

Ossoli, Margaret Fuller, *see* Fuller, Margaret
Marvel, Ik, *pseud. see* Mitchell, D. G.

Make a "see also" reference to connect:

- 1 A subject with its subdivisions; for example,

Literature, *see also* Drama; Essays; Fiction; Poetry

- 2 Class and specific headings; for example,

Beverages, *see also* Coffee; Milk; Tea

- 3 Headings which are related, or contain allied matter; or which, dissimilar for the most part, would be needed by an investigator of a certain topic; for example,

Laws, *see also* Legislation

Books, *see also* Reading

Children, *see also* Minors; Orphans; Schools; Wards

Temperance, *see also* Local option; Saloons

Principles. When allied headings are of equal importance make the reference under each; for example,

Labor, *see also* Employees; Wages

Employees, *see also* Labor; Wages

Wages, *see also* Employees; Labor

Be sure that the heading referred to contains new matter; never make reference from one heading to exactly the same pages cited under another heading. If the same information is entered under two headings, and it is necessary to make a reference from a third, make such reference to *one* form only; for example,

Japan, religion, 147

Religion of Japan, 147

Buddhism *see* Japan *or* Buddhism *see* Religion of Japan

but not both for this particular information. The searcher wishes only the fact; he does not care under how many forms the indexer has seen fit to refer to it. Nothing is more annoying than to be sent back and forth through the alphabet only to be conducted up blind alleys to the paragraph just read.

Never make a reference to a related heading unless there is actually a relevant entry there; that is, do not refer to what *may* be, but only to what *is*. This is a common fault in cyclopedias and other works prepared by cooperation. The writer of an article,

for example, on x-rays, supposes that there will be full treatment of the uses of the x-ray in photography under the heading "Photography," and the specialist on photography assumes that that particular branch of his subject will be sufficiently covered under "X-rays," with the result that the seeker, after reading both articles, has secured nothing on his subject save the two references, "X-rays, *see also* Photography," "Photography, *see also* X-rays." Careful editing is imperative to prevent such mistakes.

Double entry vs. cross reference. When but one or two brief entries are to be made, as a rule duplicate under the various headings needed instead of making references. The entry seldom requires more space, and in many cases actually takes less, if the modifications are as compact as they should be; and the searcher's time is saved, which is the first object of an index. Exception may be made in case of references from rejected to chosen forms of names.

Cross reference to heading only. Do not make cross references *too* specific. As a rule refer from heading only and to heading only, not particularizing modifications. Exception should sometimes be made in elaborate indexes where subheads are used, and in indexes printed in entry a line form.

PAGE REFERENCES

Inclusive or scattering references. If the matter runs over a page, give inclusive figures; the reader frequently wishes to know whether he will find an extended discussion, or merely incidental mentions; for example, 120-29, not the less exact 120 *et seq.* If a subject is touched, dropped and taken up again on the same page, let the first reference stand for all unless the intervening text is so different in character that the searcher would not follow up the matter. In such case, each reference to the subject should be brought out either by varying modifications or by following the page citation with, for example, (3). The rule that a single reference to the page may generally suffice applies to regular reading text; in lists of names, tabular matter or any work in which the subject is constantly changing, every occurrence of a subject or name should be indexed.

Exact reference by ninths. A system of exact reference to minute parts of the page has been devised which is very useful for books requiring close analysis, where many subjects or phases of a subject are treated on a single page; or where names of persons,

places or species might easily be overlooked if not definitely pointed out, as in genealogies, local histories or botanies. It would, of course, be of little value and by no means worth the extra time and the cost of printing, for many popular books. This manual has been indexed according to this plan, both in order to facilitate exact reference to rules and to illustrate the system. Wherever it is used, a clear note of explanation should be given at the beginning of the index. [See page 63.] The page is divided into ninths, superior figures being used to indicate the particular ninth of page or column in which the passage referred to begins; for example, 34³ means page 34 beginning in the third ninth of the page (about one-third of the way down). Of the superior figures, the odd numbers 1, 5 and 9 denote the top, middle or bottom of the pages; 3 and 7, points halfway between top and middle and middle and bottom; while even numbers are mere modifiers of these positions, 2 denoting a point a little below the top, 8 a point a little above the bottom, 4 and 6 points just above and below the middle. If there are several columns on a page, use two superior figures, the first denoting column and the second position in the column; for example, 89¹³⁻²⁸ means page 89, beginning in the third ninth of column 1 and ending near the bottom (in the eighth ninth) of column 2.

Marker. For this work a "marker" must be made, consisting of a narrow strip of paper (an inch or less wide) the length of the printed matter on the page, including running titles, and folded into ninths, the spaces being numbered 1 to 9 from top to bottom.

Beginning of citation. The page citation should begin where the subject to be indexed is introduced, not necessarily where the subject word first occurs, if a text word is chosen for the heading. The marker laid on the page shows precisely the part of the page, and should always be used by those inexperienced in indexing by this exact method. If the indexer has a good eye he may soon acquire a ready and accurate judgment of relative position and be able frequently to dispense with the measure.

Citation of volumes. When the index covers more than one volume, separate volume and page number by a colon; for example, 2:176²-80⁸. If the modifications are arranged alphabetically, the volume number must be included in every reference; if they are in order of entry, that is, of occurrence in the text, the volume number

may be omitted after the first reference, but should be in heavier type in order to be easily detected; for example,

Truth, absolute, 6:197; abstract, 1:10; 2:304, 309; adorer of, 4:276; 6:290; apprehension of, 1:10, 70, 166; 2:264; 12:30; basis of aristocracy, 10:43; the only armor, 6:219; unity with beauty, 1:59

Nature, Moore's view of, 1:103; modern sentimentalism about, 375; man's connection with, 376; in Thoreau's writings, 381; her indifference to man, 2:131; as viewed by Rousseau, 266; early view of, 319; the free shows provided by, 3:257; Chaucer's love of, 355; love of, a modern thing 260; ignored by French criticism 4:9; its double meanings, 258

The relative importance of the colon and semicolon must be indicated by spacing; very narrow spaces on each side of the colon and regular spacing after the semicolon will prevent any confusion.

If the volumes are divided into parts or parts into volumes express thus: v. I, pt 1:39²; pt 3, v. 2:159⁶.

In case of series of reports, proceedings etc. when the volumes are not numbered, citation must be by year; for example, '55:171; '01:62.

When desirable to include month and year in periodical references cite thus: 53:109 (Jan. '95); 68:149 (22 June '99); or, in more strictly bibliographic work, Dec. 1897, 12:622-65. In a long index Library Bureau abbreviations of months save space: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D.

MECHANICAL METHODS

The clerical methods of constructing indexes are three.

1 **Blank book plan.** In this an alphabetic arrangement is approximated by allotting a certain number of pages to letters or combinations of two or more letters—Aa, Ab, Ac, Ba, Be, Bl, etc. A book provided with marginal letter tags is desirable for this use, or better, because it admits of interpolation, separate sheets provided with marginal index letters, clamped in a binder.¹ The space allotted to the combinations must not be equal, but proportional. Obviously much more space is required for headings beginning with C than with Q; Ad will attract many more entries than Aa.

Relative space for letters. The relative importance of the letters of the alphabet has been the subject of considerable research

¹For fuller description and criticism of this method see Clarke *Practical Indexing*, p. 155-60.

and comparison. H. B. Wheatley gives some results in his *How to Make an Index*, page 197-202. It is made evident that C and S are always full in both name and subject indexes; B frequently leads all in name indexes but generally falls to a position midway in subject indexes; M ranks somewhat above the average, and in indexes of English names, W and H rank high. A is first of the vowels, the others standing but little higher than J, K and Q. The first half of the alphabet requires appreciably more space than the second. While statistics prove the general average, they also reveal great variation in special instances. It is apparent that in an index to New York local history Dutch names would raise the letter V, usually of low rank, to an important position, and occasionally the ordinary proportions are altered most unexpectedly. There is always danger of miscalculation in assigning space, and consequent blocking of letters. When this occurs, a new place must be set aside, a reference made, and thereafter it will be necessary to look in both places for entries under that combination. This system has been very popular for office indexes but is everywhere giving way to the card form.

2 Order of occurrence. The second method, formerly much used in preparing book indexes, is that of making entries on sheets in the order of the matter indexed. When complete they are cut apart, alphabeted and mounted on sheets for the printer.

Alphabeting slips. In sorting into alphabetic order, the slips are first thrown into piles by initial letter, according to an imaginary diagram in five columns of five letters each:

A	—	—	—	—	—	U
B	—	—	—	—	—	V
C	—	—	—	—	—	W
D	—	—	—	—	—	X
E	—	—	—	—	—	Y Z

The relative position of each letter is soon learned and slips are placed almost automatically. The first rough alphabeting should be followed by a more exact one. This method of indexing is very fully described by F. B. Perkins in a paper on "Book indexes" in *Public Libraries in the United States*, a special report of the Bureau of Education published at Washington in 1876. It is fairly satisfactory for extremely simple work, for example, an author index to a classed list of books, but in more complicated indexing involves a considerable loss of time in referring to earlier entries and in final editing for the printer.

3 Separate slips. The third method, that of making entries on separate slips and filing them in trays in strict alphabetic order as the work proceeds, is much the best, and is described in detail on pages 29-31.

MARKING TEXT

Advantages. When the character of the special problem has been grasped and a general idea of what is needed attained, the text, whether in proof or already in book form, should be marked for entries. There are decided advantages in thus indicating headings, modifications and cross references on the matter to be indexed before writing the entries. Till the slips are alphabetized (a slow process and often delayed) in no other way can the indexer easily refer to headings and modifications already chosen for certain subjects, or discover forgotten decisions in puzzling cases. When a change must be made in fulness of indexing, the marked proofs are invaluable, and in a long index or one which has been interrupted, they are of great service in securing uniformity. In recurrent work, such as reports and proceedings, which frequently follow the same general plan year after year and contain much tabular matter, the marked text of the preceding volume is a much more useful guide than the printed index, and it often enables the indexer to delegate the work to an assistant, after marking the new sections, with general directions to follow the proof of the preceding year. Perhaps most important of all, marking proofs makes it possible to consign the mechanical writing of entries to an assistant.

Methods. There are many possible ways of indicating entries in the text. Any method is good which is simple to use, avoids confusion and is readily grasped by an untrained assistant. A method which has stood the test of several years' use in many kinds of indexes is as follows:

Indicate the heading by underlining in pencil the word or phrase, if in the text; if not, write it in the margin and underline. Indicate its modification, if any is needed, by a short line under the beginning of the modifying word or phrase, or inclose the phrase in curves, crossing out unnecessary words and making any other desired changes. If connection between heading and modification is not clear, use a tracer. Indicate a "see" reference by x under the word from which reference is to be made to the word underlined for heading; for example,

<u>Roads</u>	Highways
x	

A "see also" reference may be indicated by adding the word "also"; for example,

Roads Highways
× also

If reference is to be made both ways, put x under each word; for example,

Property Mortgage
× ×

The "also" is superfluous in this case, because the fact that double reference is desired shows the form. Most frequently the heading referred from has to be written in the margin and so is just as easily written "Mortgage, see also"; or, if it is the heading referred to, "See also Mortgage."

The following extract from Nichols's *Indexing* expresses principles of value to the indexer and has been marked to illustrate the plan described above:

importance

Consistency and uniformity are very desirable throughout the index. Consistency, besides being necessarily a part of a well ordered system, tends to prevent mistakes, in an index which lacks uniformity of composition, a searcher, finding one arrangement in one case and not the same arrangement in another similar case, may thereby be erroneously led to suppose that the index contains nothing on the latter subject. It is, however, quite impossible always to follow rigidly any plan or system. The judgment of the indexer will be constantly exercised in the discrimination between and settlement of fine points. A certain amount of latitude and elasticity must always be admissible and much must be left to the good sense of the indexer.

not chief aim

new, how to treat

As a subject is newly encountered the indexer should first carefully determine just what the exact subject is, and then how best to express it, select the headings and modifications—all those under which search is likely to be made—that best express the meaning. Whenever the same subject occurs afterward enter under the same headings. If there are several synonymous headings equally eligible, select one of them for entry and make cross reference from the others to it. The language of the text (and least of all titles, except in title entry (need not be followed) and should never be slavishly followed in the wording of the headings and modifications, these should express in the most exact (fine shades of meaning being considered), the plainest and briefest way possible the actual subject. the entries should be reduced to their simplest form, and if possible to a single word

decide on & follow uniformity

from synonymous terms words

not always best key

after disregarded briefest clear form

The markings call for entries as below, the page citations referring to Nichols's *Indexing*, which is printed in double columns:

- Consistency, importance, 3¹²
- Uniformity, *see* Consistency
- Consistency not chief aim, 3¹⁴
- Subject, new, how to treat, 3²⁵
- Headings, decide on and follow uniformly, 3²⁵
- Synonymous headings, 3²⁶
- Headings, synonymous, 3²⁶
- Cross reference, from synonymous terms, 3²⁷
- Language of text often disregarded, 3²⁷
- Text words not always best key, 3²⁷
- Titles need not be followed, 3²⁷
- Headings, briefest clear form, 3²⁸
- Modifications, briefest clear form, 3²⁸

A single marking of the heading "Consistency" stands for both modifications, because no other heading intervenes. The unbroken line under "synonymous headings" shows that the words are to be taken together as a heading; the second line under "heading" directs that it be used alone as a heading, modified by "synonymous," as indicated by the short second line under that word. Curves inclose the modification of the heading "Titles," because the short line would not make clear how much of the phrase was to be taken. Tracers show that "briefest clear form" is to modify both "heading" and "modifications."

Perspective in choosing headings. It should be noted that these entries are made for a separate monograph on indexing very fully analyzed. If published with miscellaneous papers on other subjects the headings chosen here would be inappropriate; most, if not all of them, in that case, should be entered as modifications under the heading "Indexing." Mr Nichols's paper was in fact first published in volume 17 of the *Library Journal*, where it appears in the index only under "Indexing (Nichols) 406-419." Had the indexer seen fit to analyze the paper somewhat, the heading "Indexing" would still have been sufficient to cover all modifications.

The need of subheads under certain headings can sometimes be foreseen in marking the proof, and if the proper word is chosen then it will save time in alphabetizing and editing. The intention to treat as a subhead is indicated by the word "indent," a direction as to form of printing, which must be transferred to the bottom of the slip when the entry is written, for guidance to editor and copyist.

WRITING SLIPS

After the indexer has read enough of the text to make sure that the general scheme of indexing will not need changing, marked proofs can be given to an assistant for writing slips. For this are needed:

1 V slips. Small slips (V of the "standard sizes," $5\frac{1}{2} \times 7$ cm, being a convenient size) of light weight manila. Thinner slips may be used, and are preferable if they are to be pasted instead of copied, but if extremely thin are difficult to handle.

2 A tray, with divisions into which the slips fit loosely.

3 If close work is to be done a "marker" dividing the page into ninths [see page 23].

The V slips are large enough for properly condensed entries under ordinary conditions, and are recommended because they are cheaper and may be compactly filed.

P slips. Sometimes, however, occasion may arise for preferring $7 \times 12\frac{1}{2}$ cm thin ruled white slips, or if the index is to serve also as a permanent growing office record (for example, a cumulating index to a periodical) even the heavier catalog card. Trays and cabinets may be bought for this size, which is that of standard catalog cards.

Rules for V slip entries. Write on each slip a single entry, giving page, and if desired, ninth of page, to which it refers [see Page references, page 22]. If matter overruns the page, make the reference inclusive, but let first mention suffice if not exceeding the page, unless so interrupted by other subjects that later mention might be overlooked [see page 19]; for example,

Roosevelt, Theodore, literary work, 175, 221-24, 245

Title cards, 97 ⁶ , 97 ⁷ , 98 ²
--

Give each modification of the subject a separate slip. When the same unmodified heading, or the same heading and modification, occurs again, the page reference may be added to the first

slip if finding it requires little more time than writing a new slip; for example,

Jamestown, first settlers, 13

Jamestown, Capt. John Smith in, 13, 270
--

Adding page references to the original slip is worth a little trouble, since in a long index it is desirable to reduce the bulk of slips in alphabeting and the work of combining in editing. "See" and "see also" references need, of course, be written but once.

The entry should begin at the extreme upper left edge of the slip, with every line following indented slightly, so that, in alphabeting, the heading will readily catch the eye. The assistant indicates on the text by a check under the heading that the entry has been written, and places each slip as it is made behind those already in the tray, so that the entries will stand in order of occurrence, making "verifying" easy. In a long piece of work it is a good plan to put the cross reference slips in a separate tray. If alphabeted occasionally, reference to them is easy and prevents making extra slips when a cross reference already made is called for on subsequent proofs. Such separation also greatly facilitates comparison in editing.

VERIFYING

The indexer, at frequent intervals unless the index is very short, should verify the slips, whether they have been written by himself or an assistant, by carefully comparing each with the marked proof, for correctness of heading, modification and page reference, specially noting inclusive pagings. The end of one subject and the beginning of a related one is often difficult to determine, and if the assistant is untrained it is well to indicate conclusion of a reference when marking the proof, writing it in the margin. While verifying questions indicated on the proof must be settled or transferred to the slips for later decision [see p. 20] and often some of the editing can be done, saving time at the end, when there is frequently need of haste.

ALPHABETING SLIPS

Except in very short indexes the slips should be alphabeted often, later blocks of slips being added to those already alphabeted as

soon as they are verified, so that when the last block is added the alphabetizing of the whole index is finished. Frequent alphabetizing is of practical service to the indexer as the work proceeds, the alphabeted slips being much easier to consult for forms of headings, etc. than the marked proofs.

Trays for alphabetizing. A small five-division tray serves for alphabetizing newly written slips when this is done frequently. If a large number must be alphabeted at one time the work is more quickly accomplished by means of a twenty-four division tray. Familiarity with the headings of an index will suggest devices to lessen the tedium of alphabetizing a large number of slips; for example, if a certain name or subject heading occurs very often it is a gain in the first alphabetizing to put all the slips containing it in another tray instead of throwing them in with the other slips of that letter.

ARRANGEMENT OF MODIFICATIONS

Before final alphabetizing this puzzling question must be decided: Shall the modifications under each heading be arranged in order of entry (that is, order of occurrence) or alphabetically? In answering it the nature and use of the index must be the determining factor. Order of entry is quite generally used in books brought out by prominent publishers and is appropriate to the largest number of indexes. But neither arrangement should be slavishly followed throughout an index if a different grouping under certain headings would be more useful. Few searchers will study out your plan and hold you to it.

Alphabetic order. In indexes of ideas [see page 9] prefer generally alphabetic order, alphabetizing by the most significant word, not necessarily the word that by chance stands first in the modifying phrase. The important word may sometimes be brought to the first position by inversion, but this should never be done if the result is awkward and confusing; for example,

Americans, activity, 329; conservatism, 201; crime no shock to, 216; destiny, 325, 418; value dexterity, 211; Dickens on, 167; dress with good sense, 86; contrasted with English, 125; deference to English, 161, 370; lack faith, 237; gentlemen, 419; lack idealism, 418; impulsiveness, 414.

[From index to Riverside edition of Emerson's *Works*]

Here the words "dexterity," "English," "faith" and "idealism," determine the alphabetic arrangement though they do not lead in the phrase.

Order of entry. Under biographic and historical headings, follow order of entry, which is in most cases at least approximately chronologic; for example,

Barclay, Rev. Henry, born at Albany, 6; graduated at Yale, 6; rector of St Peter's Church, Albany, 7; rector Trinity Church, N. Y., 8; marries, 9; doctor of divinity, 10; death, 11

This is easily followed and convenient. An alphabetic arrangement would have made the clergyman's death and elevation to the dignity of the doctor's degree follow immediately his birth, and precede his graduation from Yale, marriage and rectorships, conditions which offend one's sense of fitness, even in an index. It is still more objectionable in cases where there are many modifications having no salient alphabetic key words to guide the seeker, who flounders helplessly and in no pleasant humor through time and space.

When a large number of entries must be given under the name of the subject of a biography or, for example, under the name of Washington or Wellington in histories of the Revolution or Peninsular War, prominent divisions of the man's life may be made chronologic subheads, or brought out in black face or italic type, to attract attention. The index to Froude's *Erasmus* groups entries under Erasmus as follows:

Erasmus: (a few general entries here)
 Youth (20 entries)
 First visit to England, 1497 (15 entries)
 In the Netherlands and France (21 entries)
 Visits to England and to Italy
 Fourth visit to England
 In the Netherlands
 Period of contest
 After Charles V's election
 After the Diet of Worms
 After election of Adrian VI
 After election of Clement VII
 His later years
 Diet of Augsburg
 His last days
 His writings
 Letters of, to

Entries are arranged in order of occurrence under all the subheads, except the last, where names of correspondents are given in alphabetic order.

Logical order. Follow logical order or order of importance when clearly desirable; for example,

Education Building, progress of work on, 446; act authorizing contracts for furnishing, 387; objections to metal furniture, 571-72; recommendations concerning dedication, 351; appointment of Regents committees, 579; program of dedication exercises, 4-7; report of exercises, 9-15.

There is no reason why in the same index alphabetic arrangement may not be used for the fuller headings, and order of entry for those covering few entries or relating to biographic or historical matter, with occasional logical groupings if desirable.

Relative advantages. In deciding between order of entry and alphabetic order for general arrangement of modifications, bear in mind relative advantages and disadvantages. Alphabetic order is a useful guide when the alphabetic key words are such as might readily occur to the searcher, enabling him to turn directly to the required information. For matter about which he would probably have in mind a chronologic rather than an alphabetic outline, as in biographies and histories, order of entry is better. One great advantage of order of entry is that if the searcher finds it necessary to consult all page references under a heading, he is sent through the volume or volumes in order, instead of being forced to lose time in turning back and forth, as the alphabetic arrangement would probably require. In a long index where there are a great many modifications under headings other than biographic or historical, and particularly when the modifications are brief, alphabetic order is generally more convenient. This is almost invariably true when the index is to be printed in entry a line form [see page 37].

Consistency. The indexer should not magnify too much the importance of his scheme. He should remember that the user of the index will never read it through or make any profound study of its plan, but will look for specific information and wish to find it in each case by the simplest means. Consistency is to be shown in making entries always clear and convenient for the user, not in following always the same process. When uniform methods will aid, follow them; when they will confuse or impede, forsake them.

When the plan for order of modifications has been settled, the general direction may be given the assistant, special arrangement under certain headings being a part of the indexer's work in editing.

Subheads. In very exact and complicated work, oftenest in indexes to technical matter, subheads and sub-subheads are used to avoid repetition and the crowding of material under too general modifications. If a modification has but two submodifications, they are better retained in the general group unless clearness would be sacrificed; for example,

Governors, power increased, 17⁸; messages an aid to comparative legislation, 20⁸; messages on problems in school organization, 22³-23²; veto power, 37⁸-39⁴

Three or more submodifications justify grouping under a subhead, for example,

Boundaries, 11⁵, 22⁶, 22⁷;
 Connecticut: 269², 270³; articles of agreement, 34¹; assembly act concerning, 272⁴; Connecticut river as boundary, 463⁶;
 commissioners: 279⁴; appointed, 297⁸; instructions to, 298⁶; report, 299³

The subjects here are really three: (1) Boundaries (2) Boundaries, Connecticut (3) Boundaries, Connecticut, commissioners; the last entry stated in full in the natural order would be: Report of the commissioners on the boundaries of Connecticut.

The sub-subhead, illustrated by "commissioners" in the last example, is seldom needed, but removes a difficulty as serious as it is infrequent. For examples of forms used in line indexes, see page 38. In paragraphed indexes [see page 37] subheads should follow the single modifications, whether these have been grouped in order of entry or alphabetically, and should be given in alphabetic sequence unless a logical order is plainly more useful. In the entry a line index modifications and subheads are arranged in one alphabet.

ARRANGEMENT OF CROSS REFERENCES

In paragraphed indexes all cross references are arranged alphabetically after all modifications, whether the latter are in a single

group under main heading or divided among subheads. In line indexes general references from one subject to another are alphabetized at the end, but a reference from a specific modification follows that modification.

EDITING

Cooperative work. The importance of careful editing can hardly be overemphasized. Where many hands have been at work inconsistencies and omissions are inevitable. *Poole's Index to Periodical Literature*, prepared with the cooperation of the American Library Association, an invaluable tool to librarians, illustrates the dangers attending cooperative work. Material is divided between the headings "Country life" and "Rural life," "X-rays" and "Roentgen rays," "Cycling" and "Bicycling," with incomplete cross reference or none at all. Under "Eddystone lighthouse" three references are given, while in the same volume [1882-87] a fourth paper appears under "Lighthouses on the Eddystone rocks," no cross reference being provided with either heading. In the volume covering 1887-92 the headings "Athlete," "Athletic clubs," "Athletic sports" and "Athletics" are given. These include entries of articles on athletics in Harvard, Amherst, Cornell, and in France, Switzerland, etc.; but under the heading "Harvard" are found entries on the athletic controversy at Harvard and on football at Harvard, and under "Eton" an entry on athletics at Eton, not repeated under "Athletics." There are no connecting cross references. To happen on these things shakes the searcher's confidence; he wonders how many more stray entries might be found under other headings. The natural and often justifiable impulse in indexing magazine articles, to accept the title word if it satisfactorily represents the subject results, when one hundred and fifty periodicals are indexed by fifty persons working independently, in the scattering of identical subjects under many more or less synonymous headings. Only he who gathers the converging threads can see all the material, and to bring it into proper relation and secure a consistent whole will tax his vigilance to the utmost. Though the urgency of revision is specially evident in cooperative work, it is not less true that the work of one person needs sharp scrutiny after all the material is in hand.

Points to be corrected in editing. It is usually a waste of time to attempt final editing till all slips are alphabetized, so that the indexer can consult any heading from A to Z. It is at this point that new relations reveal themselves and inconsistencies, unavoidable

in an index of much length, are most easily detected. They will be found in forms of headings, fulness of indexing, wording of modifications and use of cross references. Many of them may be caught by reading the slips through slowly, but the most glaring omissions and inaccuracies are discovered through a conscientious comparison of synonymous or allied headings. This frequently leads to extensive changes; for example, transferring modifications from one heading to another and substituting cross references; changing a "see" reference to a duplication or partial duplication of matter under a related heading; cutting out a heading and dividing its modifications among other more specific headings, condensing a number of modifications into one by broadening the statement, or substituting for a too comprehensive modification more specific ones. Such radical changes can not be made without frequent reference to the text, particularly if the matter referred to is not clearly in mind.

Synonyms. The synonyms of subject headings must be considered and, if any of value have been previously overlooked, either cross references or added entries must be made.

Cross references. New cross references must sometimes be made to link related headings [see Cross references, page 20] and cross references already made must be carefully traced throughout the slips, or the reader will find references to headings which have been cut out and none to those which take their place.

Class and specific headings. Class and specific headings require careful editing. For instance, if "Zoology" is made a heading, recall its subdivisions and if any have been brought out as headings see that cross reference to them is made. If both "Animals" and "Zoology" have been used, discard one heading if possible, retaining the one more appropriate to the text; make reference in either case; for example,

Zoology, *see* Animals
Animals, *see also* Baboon; Fox; Lion
Birds, *see also* Robin; Vireo

If there are entries under a great number of species, it may be better to substitute a general reference:

Animals, *see also names of animals*
Birds, *see also names of birds*

This form is rarely preferable except in "growing indexes."

Take care that no reference to a special animal or bird is entered under the general instead of under the more specific heading.

When it is decided late in the work to throw certain matter under a subhead or sub-subhead, make sure that its modifications are reworded to suit the new arrangement, and that under it is placed every modification which rightfully belongs there.

Cancelations. Superfluous words which have been allowed to stand on the slips should now be canceled and words injudiciously canceled on slips be restored [see page 17].

Questions of doubtful treatment, which have been noted on the slips in verifying, must be settled and the notes canceled to prevent confusing the assistant when copying or mounting slips.

Finally, any desired rearrangement in order of modifications must be made.

FORMS OF PRINTING

Style. The two commonest forms of index are (1) paragraphed and (2) entry a line. Both forms have hanging indention, that is, every heading begins flush with the left side of the column, and each succeeding line is indented or set in.

1 **Paragraphed index.** In the paragraphed index, the modifications and references under headings follow close on each other, forming a block or solid column. The paragraph is broken for: (a) a subhead, distinguished by first indention; (b) a sub-subhead, having second indention; (c) a cross reference after subhead or sub-subhead, which is in a line with preceding modifications; for example,

Tables, description, 51². *See also*
Statistics

Technical schools, bulletin on, 16⁴;
power to grant certificates, 51⁵,
135³-36²; legislation affecting, 137²-
40³;

statistics: 74-81, 475-91; com-
mencement, 478; days in session,
73, 478; incorporation, 476; prop-
erty, 484-87; students, 480-82

See also Professional schools; Uni-
versities, statistics

Temple Grove seminary, Saratoga
Springs, statistics, 526-41

2 **Entry a line index.** This differs in arrangement of modifications and subheads. Each modification after the first begins a

line, slightly indented (1 em) under the heading, forming an even column at the left, unbroken except when a modification overruns the line. Subheads have the same arrangement, but a deeper indentation. This form is most commonly used for word and name indexes and is much easier to refer to than the paragraphed index, but occupies more space; for example,

Earnings, *see* Wages

Editors, 2534

Education, 164-718; 1187-88

boards of, 191, 207, 217-36, 264 (1 em indention)

277, 320 (3 ems ")

city boards, 164, 202, 256-57, (2 ems ")

331-32, 409 (3 ems ")

county boards, 164, 168, 174

district boards, 174-75, 351

state boards, 164, 175

territorial boards, 170

higher, 525-99

professional, 590-99

See also Schools; Universities

Educational bulletins, 225

corporations, 1227, 1234-35, 1662

institutions, 1405, 1493-98, 2998

See also Schools; Universities

journals, 164

Ejectment, 2875-78

3 Combined form. By a combination of the paragraphed and entry a line index it is possible to secure much of the condensation of the first with the prominent alphabetizing of the second in modifications which do not lend themselves easily to the entry a line form; for example,

Bird psychology, 46

courage, 28

dissimulation, 32

individuality, 10-11

inherited instincts, 27

intelligence shown in

building, 52; bringing up young,

18; cooperation, 18; getting food,

262; protecting young, 39; strat-

egy, 39-40

play impulse, 75

storing habit, 133

[From Merriam's *Birds of Village and Field*, Houghton]

COPYING

General rules. The following rules apply to both paragraphed and entry a line forms :

Write legibly in black ink on only one side of uniform sheets ; make sure that figures and punctuation can not be mistaken. Leave wide margin at left and generous spaces between lines to allow interpolation. Keep headings in vertical line, indenting about an inch modifications which overrun the width of the page.

Write each heading once and pay no attention to its repetition on the slips, copying only the modifications. Take out all the slips under one heading when its copying is begun, making certain where the next heading begins.

“See” and “See also.” In references from one heading to another, the word “see” should be preceded by a comma and written with a small *s* ; but “See also,” which always stands at the beginning of a sentence, should be preceded by a period and written with a capital *S* ; underline in both cases, to indicate italic type. Write words “see” and “see also” only once, but begin each heading referred to with a capital, and separate them by semicolons.

Period. Omit periods at ends of paragraphs.

Dates in italic. Underline all dates for italic type ; for example, Principals council, *1893, 14⁵*

Inclusive figures. Write inclusive figures thus :

4-17	175-76	2107-209
27-29	137-233	2137-38
107-9	2007-9	1987-2000

That is, write out last two figures of second paging, except where a naught preceding the last figure or a change in the initial figure interferes with the rule.

Abbreviations. Write out words which have been abbreviated on the slips if the short form would offend on the printed page ; for example, “and,” not “&,” “examinations,” not “exams.” Abbreviations may be used somewhat more freely in an index than elsewhere, but should not be multiplied to confusion. If an elaborate system is employed under urgent need of economy of space, a running footnote should be given referring to the page where the explanatory table is to be found.

Space between letters. Leave extra space between initial *A* and *B*, and so on throughout the alphabet, inserting the word “slug.”

Draw a line (or "ring") round this and other directions, the "ring" being the sign to the printer that words are not to be printed.

Numbered sheets. Number finished sheets consecutively with large figures in upper right-hand corner. Do not roll or fold.

Special rules for paragraphed index. The following rules apply only to the paragraphed index:

Separate modifications under each heading by semicolon.

Indent subheads; but if modifications under subheads overrun the width of the page, bring second and following lines out to the vertical line of modifications under heading. In case of sub-subhead, indent again and bring second and following lines out to vertical line of first subhead. Follow the page reference immediately preceding the indented subhead by a semicolon, and separate the subhead and its modifications by a colon [see illustrations, page 38].

Special rules for entry a line. Begin each modification on a new line. Do not capitalize first word of modifications unless it is a proper name or other word which under editing rules requires a capital.

First word. If several entries begin with the same word, do not repeat unless necessary to prevent ambiguity [see page 41] but indent modifications; for example,

Cotton, 1546
 factory insurance companies, 1773
 gins, 502
 seed meal, 1473

Follow the same principle where several modifications under heading begin with the same word, using a second indention.

"See also." "See also" should be written with a capital S, on a separate line, with a second indention, and underlined for italic type [see illustrations, page 38].

Combined word and subject index. In rare instances a combination of the word index and subject index is desirable. In this case, apply rules for line index to lists of words more easily consulted in that form, and rules for paragraphed index to all other headings.

PASTING

A much quicker method of preparing slips for printing is to paste them consecutively on large sheets of paper, overlapping them when the entry does not cover the whole slip. If, after editing,

the slips are perfectly legible, this method is feasible (1) when the index is not too complicated; (2) when the slips will not be needed again. In case of separate volumes of a set of numbers of a series the consolidated index is most easily constructed from the slips of the separate indexes, with careful reediting. Slips should also be preserved in case of annual reports similar in plan from year to year, when changing the page references will often save half the word of slip writing.

FINAL PREPARATION FOR PRINTER

If the index is copied, the manuscript must be carefully compared with the slips. This is most quickly and accurately done by two persons, the assistant reading aloud from the slips while the indexer follows the copy. The reader must give carefully not only words, but significant punctuation and the spelling of proper names where there is a possibility of mistake.

Take care that in case of persons with same surname or wholly identical names, or of words identical in spelling but different in meaning (homonyms), the heading is repeated. Otherwise ludicrous mistakes are likely to occur, most often in line indexes; for example,

Lead, copper
metallurgy
kindly light (Newman)
poisoning

or (from the index to Bartlett's *Familiar Quotations*)

Sow for him, build for him, 470
he that observeth the wind shall not, 831
thy seed in the morning, 831
wrong, by the ear, 17, 785
ye are like to reap, as you, 214

Type. Indicate use of heavier type for the first word under a new letter by a colored pencil line, and state its meaning on the sheet of directions to printer unless already understood. On the same sheet indicate type and leading for the whole index, dimensions of page and width of column.

Indentation. If the indentation is usual, mark it only once in the margin of copy of first page, taking care to "ring" all such explanatory matter to make plain that it is not to be set up. Indicate indentation of subheads and sub-subheads by outlining a small square, the printer's sign for indentation, in the margin where they occur.

If the indention is to be more than 1 em, write the number of ems in the rectangle; for example

	Education, 164-718, 1187-88
<u>1 em</u>	boards of, 191, 207, 217-36, 264,
<u>3 ems</u>	277, 320
<u>2 ems</u>	city boards, 218, 223, 2223,
	2227, 2231, 2233, 2243, 2245,
	2267, 2283, 2350
	county boards, 2230, 2235, 2240

Pasted copy. If the slips have been pasted, all the omissions and corrections that would have been made in copying must be indicated. Cross out all repetitions of a heading and, if the index is to be printed in paragraphed form, connect the modifications by semicolons and tracers. Correct illegible letters and figures, inaccurate punctuation and capitalization, and write in the necessary marginal directions as on ordinary copy. This is particular work and should always be done by the indexer. Last of all run quickly over the alphabeting of headings which may have become slightly disarranged in copying or pasting and failed to catch the reviser's attention, directed to details of individual entries.

PROOFREADING

The proofs should be carefully read by the indexer, with mind alert for mistakes and omissions, whether his own or the compositor's. The alphabeting should again be gone over, preferably in page proofs after most of the corrections have been made. On page proof also the heading, followed by the word "continued" in curves and italicized, must be inserted wherever entries overrun a column; for example,

Property, 377	Property (<i>continued</i>)
action affecting, 739	lines, 386
conveyances of, 392	personal, 400
damages to, 384	real estate, 379
judicial sales, 736	titles to, 381

It is also well in a long index which has come from the printer in sections, to verify all cross references on the final proof, to make sure that none have been invalidated by alterations while the work was in progress. These are hard sayings because they involve drudgery; but the indexer who lacks patience to take infinite pains for the sake of verbal accuracy, to be vigilant to the verge of

fussiness, has missed his vocation, however great his mental power and learning. An erroneous reference is a bibliographic crime.

INDEXING PERIODICALS

Classified and alphabetic indexes. There is no branch of indexing more important at present than indexing periodicals and, unfortunately, few serial publications are indexed completely or according to a rational plan. Many offer instead of a true table of subjects in one alphabet, several alphabetic lists of titles or subjects found in the various departments of the magazine, under such headings as "The week," "Editorial," "Contributed articles," "Correspondence." This forces the seeker to consult several alphabets to obtain all material on a given subject, and often separates statements of fact from editorial comment or the criticism of correspondents.

In the London *Academy's* index (1912) are found alphabets under the following headings: Art, Articles, Correspondence, Imperial and foreign affairs, Literary retrospects (entered under three dates, each subdivided into Articles, Poetry, Reviews), Poetry, Reviews (much the longest alphabet), The theatre. Besides these alphabets there are blocks of mere page citations of matter not otherwise indexed, under Books received, Finance, Motoring and aviation, Music, Notes and news, Notes of the week. The index is unsatisfactory also in that it contains no author entries and does not make the inversions of book titles which are often necessary; we find "Life of Edward Montague," "Life of Cæsar Borgia," "Life of George Meredith," "Memories of James McNeill Whistler," but no entries under names of biographees or authors. In another volume the biography of Dr Henry Coward, by J. A. Rodgers, is to be found only under Dr. No less elaborate and involved in plan is the index of the ancient and honorable London *Spectator*, where we find alphabets under Topics of the day (the main editorials), Poetry, Art, Music, The theatre, Books: authors, Books: subjects, Current literature and books of the week, Correspondence (indexed by subject), Leading paragraphs (editorial comment and notes of the week), which is subdivided as Home news, Parliament, Colonial, Foreign (the last two again alphabetically subdivided by country) and Obituary! The *Saturday Review* divides into Leaders, Middles: titles, Middles: writers, Correspondence (by title), and Reviews, where books are entered by title alone, without any clue to authorship.

It is gratifying, however, to note that there is at present a marked tendency to reform these inconvenient methods. The *New York Nation*, which was for many years most unsatisfactorily indexed in seven alphabets, is now much more conveniently arranged in two. Miscellaneous matter, including all subjects, whether treated in brief editorial notes or formal articles, together with names of correspondents and other contributors whose signatures appear, are in one alphabet, with book reviews and notices, entered under author only, in an alphabet following. The London *Athenaeum*, formerly indexed in no less than twenty-seven divisions, is now in a single alphabet, which includes book titles and author entries. We need only turn from this admirable index to that of the *Academy*, to appreciate the superiority of the *Athenaeum* plan.

There are three types of periodical indexes: (1) the index to the volume; (2) the index to a series of volumes of a single periodical, for example, *Atlantic Monthly*, *Engineering News*; (3) the cumulative index to a large number of periodicals of varying scope and frequency of issue, for example, *Poole's Index to Periodical Literature* or the *Readers' Guide to Periodical Literature* which has succeeded that famous pioneer in the field. The form of citation for the three types will differ. Satisfactory entries for the first, or volume index, would be:

Catholicism and the future, by R. H. Benson, 166
Benson, R. H. Catholicism and the future, 166

For the second kind, the index to the series of volumes, the following form should be used:

Catholicism and the future, by R. H. Benson, 106:166

For the general index of the Poole type the entry must be further amplified to read:

Catholicism and the future. R. H. Benson. Atl.m. 106:166

In some indexes the date of publication is also indicated; for example,

Atl.m. 91:283-85. F. '03

The three types will differ also in the fulness with which the magazines are indexed. The original Poole brought out subjects only; its latest issues entered under author also after the plan of the *Readers' Guide*, but neither has attempted to index more than

the main articles. Volume indexes should supplement them with more thorough work, so that the seeker may find through them editorial comment, correspondence etc. on various subjects. Few periodical indexes are as full as they ought to be. In many it is thought sufficient to enter under title without attempt to indicate subject when it is not evident there; but it is the subject which is of chief importance. Many general reviews which are divided into departments ignore in the index short editorial comments, correspondence etc.; yet sometimes valuable matter appears in these sections — often significant comment on longer contributed papers or editorials, which should be linked in the index with the material to which it is related.

Author and title entry. At present a large proportion of indexes to general reviews omit author entry. The ideal index should provide it, and the literary magazines now somewhat generally recognize authors as well as titles in their volume indexes. The *Atlantic* now has four alphabets: Titles: prose, Titles: poetry, Index by authors, The contributors club. In order to bring the subject to the front, many titles are entered in inverted as well as in the natural order; for example,

Sierra, My first summer in the, John Muir
as well as

My first summer in the Sierra

but no effort is made to provide subject entries where the title does not reveal them. For instance, a whimsical paper by Elwood Hendrick on war and the possibility of civilizing and controlling it by means of an International *Code. Duello* is entitled "Why not?" and is indexed only under that title and the author's name. This lazy kind of indexing is very unsatisfactory. Where the title plainly indicates the subject, the key word should be brought to the front by inversion, if necessary; for example

Cromwell, Constitutional experiments of

Here a second entry in the natural order might well be made for readers seeking national or constitutional history.

Cuba, American misgovernment of
Gilbert, Mrs, Stage reminiscences of
Art and philosophy, Ancient feud between

Here a possible second entry should be under "Philosophy" rather than "Ancient."

Mere inversion of title will not, however, always produce satisfactory results, as is easily illustrated: "Mule go, Must the canal?" does not properly represent a discussion of the use of electric motors on canals. "Better, The less of it the" is not an illuminating entry. It may sometimes be necessary to good sense, and therefore justifiable, to make slight alterations in form when titles are inverted, for example,

Lamp, Maggie Murphy incandescent
Halibut, Shipping the Pacific coast east

would be better represented by

Lamp, incandescent; The Maggie Murphy
Halibut, Shipping east from Pacific coast.¹

The searcher who comes to the index for a certain subject without previous knowledge of the actual content of the volume must find his clue under subject. He knows nothing of picturesque titles invented to attract persons not previously conscious of interest in the topic. Nor does the average reader of periodicals often recall the exact title of an article, and unless it is odd or striking enough to remain in his memory his search is always for the person, place or subject written about or the author of an interesting essay or clever story, the title of which was of minor importance and quickly forgotten. Therefore, if both subject and title can not be included, omit the title entry.

Striking titles. In some instances, however, entries should be made under titles which afford no clue to the real subject. A paper by Bradford Torrey on the habits of humming birds was published in the *Atlantic Monthly*, under the title "A Widow and Twins." This striking title might easily remain in the reader's mind whether he had read the paper or simply glanced through the table of contents with a view to future reading, and it is properly brought out under

"Widow and twins, A." Bradford Torrey

The subject entry would be:

Humming birds: A widow and twins. Bradford Torrey
and an author entry:

Torrey, Bradford, A widow and twins

¹ These examples of "how not to do it" are taken from existing indexes.

would meet the needs of those in search of Mr Torrey's writings. Subject and title entries for the paper "Hunting Big Game with the Camera" might be as follows:

Photography of animals. Hunting big game with the camera
 Animal photography. Hunting big game with the camera
 Camera, Hunting big game with the

The first entry is imperative, the second desirable; the third might be spared without serious loss if strict economy of space must be practised.

An exception is made of fiction and poetry, which are in most cases best entered under first word of title not an article [see also page 48].

Series on one subject. Where a series of articles on one general subject but with considerable variety of title is to be indexed, they should be assembled in alphabetic order under the general subject heading; or, a reference may be made from the subject to the name of the writer, under which the several titles should appear; for example

Boer war, papers by James Barnes
 Between two battlefields
 Boer war in pictures
 Cronje, Capture of
 From the Cape to the front
 Modder river, At

or

Boer war, *see* Barnes, James
 Barnes, James
 Between two battlefields
 Boer war in pictures
 Cronje, Capture of
 etc.

Book reviews and poetry. The only exception to the rule already quoted that an index should be one and indivisible [see page 7] is in favor of grouping book reviews and poems by themselves, either at the end, as the *Nation* now does, or under B and P in the main alphabet. The reason for this treatment of book notices is that they constitute a peculiar class of entries often sought as such, and if dispersed by initial through the main alphabet of subjects and authors would be easily confused with entries of a different character, and even if distinguished by a symbol would be traced with some effort. It is, therefore, hardly a violation of the general rule to treat "Book notices" as a subject heading and

alphabet under it, and the superior convenience of that arrangement is generally conceded by those who have most occasion to consult reviews. This group should include all the critical estimates of books which the volume contains, whether found in a department specially devoted to reviews or under some individual title in the body of the magazine. The book reviews which appear from time to time in the *Atlantic Monthly*, grouped under attractive general titles, are only recognized in the index under those titles and the reviewer's name. Dean Hodges reviews eleven books on religious subjects under the caption "Christ among the Doctors" (Atl.m. 106:482-90) and Margaret Sherwood notices eighteen novels as "Old Friends and New," but not a single author or title of these twenty-nine volumes appears in the index. "Books New and Old: American finance" is the only alphabetical key to reviews of Mitchell's *History of Greenbacks*, Hepburn's *History of Coinage and Currency in the United States*, Stanwood's *American Tariff Controversies* and Oberholtzer's biography of *Robert Morris* (Atl.m. 94:129-35).

"Books New and Old: Books and the Hour by H. W. Boynton" shelters and conceals Dowden's *Browning*, Benson's *Rosetti*, Pickard's *Whittierland*, Leslie Stephen's *English Literature and Society in the Nineteenth Century*, Maeterlinck's *Double Garden*, H. G. Wells's *Mankind in the Making* and other miscellaneous titles, as well as appended reviews of several volumes of reminiscences and diaries, signed by S.M.F. who in the author index proves to be S.M.Francis. We do not quarrel with these titles, which are often beguiling, and are welcomed in the fresh magazine, but why make the reader labor so hard to trace a review which he wishes to refer to later? A critical paper entitled "Six Notable Novels" need hardly appear in the index under title, but each of the six novels must be brought out. If several books on a single subject are grouped for review under a significant title, for example, "Tuscan Sculpture" or "The Praise of Switzerland," it may be well not only to enter the books reviewed under "Book notices," but also to bring out such title in the main alphabet.

Poems are separately grouped for similar reasons. They form a class by themselves; persons seeking them probably will not remember exact titles but can quickly identify a poem sought in a comparatively small group. Perhaps the most satisfactory plan is to alphabet titles, followed by author's surname, under the heading "Poems," and enter each poem also under author in the general

alphabet, the word "poem" following the title in curves; for example,

Poems

Three things. Scollard
 Watcher, The. Dickinson

In the main alphabet:

Dickinson, Martha G. The watcher (poem)
 Scollard, Clinton. Three things (poem)

The importance of author entry is specially evident in case of poems, which do not often lend themselves readily to subject entry and frequently have fanciful titles furnishing no salient alphabetic key word. It is plainly better to enter under title in the natural order such poems as Eugene Field's verses *To a Usurper*, addressed to his little son, George H. Stacy's *In Days Like These*, a prayer for the country written during the Spanish War, James Whitcomb Riley's *Happy Little Cripple*, Emily Dickinson's *Called Back*, Mary Thacher Higginson's love poem *In the Dark*, than to make any attempt at subject entry. Nor would anything be gained by inverting the titles. Many readers, however, recalling the poems seen in a magazine, would seek them first under the author's name [see page 46].

RULES FOR FORM OF HEADING

The following specific rules are those in most general use. Many may be found in more detail and with numerous illustrations in C: A. Cutter's *Rules for a Dictionary Catalogue*. In following them remember that if a form of name chosen for entry in the index differs from any form in the text sufficiently to make its recognition doubtful, the text form must appear in the index with a cross reference to the form chosen. Rules 1, 3, 6, 9, 15, 17 furnish examples.

Catalog rules not always applicable to index. Bear in mind also that the rules quoted are primarily cataloging rules and that many of them apply without question only to the more formal type of index suitable for bibliographies. Rules which are important to secure uniformity in a catalog may be absurd applied to a book index, because the catalog relates to many books, and continually grows, while the index pertains only to a single work, and is fixed. In ordinary book indexing it is generally better to use forms of name entry in general accord with the custom of the text indexed, making references from other forms only when the average reader

would be likely to seek them. Bearing these modifications in mind the rules following will be of material aid in deciding doubtful questions.

1 Pseudonym. Index under the real name, with reference from the pseudonym, unless the pseudonym is decidedly better known; for example

Clemens, Samuel L.
 Twain, Mark, *pseud.* *see* Clemens, Samuel L.
but Greenwood, Grace, *pseud.*
 Lippincott, Mrs S. J. *see* Greenwood, Grace

2 Joint authors. When an essay or article has two authors, index thus:

Johnson, R. A. & Richards, O.W. Oxford liberalism
 Richards, O.W. & Johnson, R. A. Oxford liberalism

If more than two, in very full bibliographic work index under each in this form:

Miller, C. G. & *others.* Trust question

In ordinary indexing a single entry under the first author's name as above is generally sufficient.

3 Changed name. Index under last well-known form, making reference from other forms if necessary; for example,

Jackson, Mrs Helen Hunt
 Hunt, Helen, *see* Jackson, Mrs Helen Hunt

but Wiggin, Mrs Kate Douglas [no reference from Riggs]

If later Mrs Riggs should write under the name of Riggs, a reference or change of entry form would become necessary.

4 Compound name. Index English compound surnames under the first part, with reference from other parts, unless it is known that the author's own usage or the custom of his country favors entry under some other part of the name than the first, when the rule should be reversed; for example,

Baring-Gould, Sabine
 Gould, Sabine Baring-, *see* Baring-Gould, Sabine

Index foreign names under first part; for example

Duplessis-Bochart, Guillaume Guillemot

5 Name with preposition. Index English and French surnames beginning with a preposition (except the French *de* and *d'*) under

preposition; in other languages, under word following. Make references from other forms likely to be looked for; for example,

La Fontaine, Jean de
Goethe, Johann Wolfgang von
Vinci, Leonardo da
Da Vinci Leonardo, *see* Vinci Leonardo da

But if such a name is anglicized, enter it under preposition; for example,

De Quincey, Thomas
Van Rensselaer, Stephen

6 Noblemen. Index under highest title unless the family name or a lower title is decidedly better known, and make references from other forms when necessary; for example,

Chesterfield, Philip Dormer Stanhope, earl of
not Stanhope, P.D. earl of Chesterfield
but Walpole, Robert
not Orford, Robert Walpole, earl of

7 Popes, sovereigns etc. Index popes, saints, sovereigns, princes, orientals and all others known only by their first names under forename, with reference when necessary; for example,

Napoleon
Bonaparte, *see* Napoleon
Victoria, queen of England
Omar Khayyam
Khayyam, Omar, *see* Omar Khayyam

8 Ecclesiastical dignitaries. Index under surnames, except popes; for example,

Newman, J.H. cardinal
Potter, H.C. bishop of New York
Pius X

9 Foreign names. Index under English form unless foreign form is better known; for example,

Cologne, *not* Köln
Raphael, *not* Raffaello
but Giovanni *not* John

10 Geographic names. Index names of capes, lakes, forts, mountains, gulfs, bays etc. under the distinctive part of name,

unless prefix and name have come to be inseparable in thought; for example,

Erie, Lake	<i>but</i> Fort Wayne [city]
Rainier, Mount	Lake of the Woods
Good Hope, Cape of	Bay of Islands
Biscay, Bay of	Isles of Shoals

11 Anonymous writings. Index anonymous essays, magazine articles or book titles under title, ignoring articles or introductory phrases; except in biographies, and in many cases historical matter, when entry under person or places is sufficient, unless title is striking enough to be sought for [see page 57].

12 Biography. Index biographic matter under subject as well as author.

13 Official publications. Index official publications under the country, city, society, institution, convention or other body responsible for them. In case of government departments, index under bureau or office concerned, inverting to bring the distinctive term first, except where entries under country are so few that no sub-grouping will be required. Make references from the larger division if desirable; for example,

United States, Education, Bureau of
not United States, Department of the Interior, Bureau of education

Note that this applies positively only to bibliographies and catalogs. In many book indexes it is much wiser to pass over country name and enter directly under the subject word; for example, Education.

Prefer name of office to official title of officer, but index under officer when the office has no name; for example,

Illinois, state entomologist

14 Person vs. officer. In ordinary book and current periodical indexing, enter under personal name rather than official title. In elaborate historical work, however, the following rule formulated for growing catalogs may be useful:

Distinguish carefully between official and personal writings. Index opinions of judges in a suit under name of court, but opinion of single judge under his name. Index presidents messages under

"President," personal writings under his name. Make all necessary references.

15 Societies, institutions. Index national and nonlocal societies, political parties, universities etc. under official name, with necessary references from place or any other form, for example,

American society of civil engineers
 Civil engineers, American society of, *see* American society of civil engineers
 Engineers, civil, *see* Civil engineers, *or* (if there are no entries under that heading) American society of civil engineers
 Republican party
 University of Chicago
 Chicago university, *see* University of Chicago

Index local societies, schools, churches, art galleries, libraries and other institutions not national under name of place where situated unless known by a distinctive name, when reference from place should be freely added; for example,

Royal Society of London
 London, Royal Society, *see* Royal Society of London
 Masten Park High School, Buffalo
 Buffalo, Masten Park High School, *see* Masten Park High School
 Trinity Church, New York City
 New York City, Trinity Church, *see* Trinity Church
 Newark (N. Y.) First Presbyterian Church
 Boston Public Library
 Astor Library, New York City
 New York City, Astor Library, *see* Astor Library

16 Periodicals. Index name under first word of title not an article. If the organ of a society or club, index under name of periodical, with reference from society; but index regular proceedings or transactions of a society under its name; for example,

Journal of the Franklin Institute
 Franklin Institute, Journal, *see* Journal of the Franklin Institute
 American Institute of Electrical Engineers, Transactions

17 Conventions, expositions. Index conventions, congresses and expositions under name if distinctive, with reference from place and other forms of name; under place if better known by it; for example,

Centennial Exhibition, Philadelphia
 Philadelphia, Centennial Exhibition, *see* Centennial Exhibition
 Paris Exposition, 1902

18 Committees. Index under names of bodies to which they belong; for example,

United States Congress, manufactures, House committee on

See also rule 13 and note.

19 Petitions. Index petitions or publications of any unorganized class under place; for example, "Petition of merchants of Chicago" under "Chicago, merchants."

20 Ships. In general, index under first word; but if named after a person whose surname is given in full, and specially where only a title of honor or initials of Christian name accompany surname, enter under surname; add word "vessel" or a more specific term if desirable, in curves; for example,

Ellen R. (vessel)
Mary Jane (tug)
Golden Fleece (sloop)
Sherman, Gen. W. T. (vessel)

This rule must sometimes be set aside in order to follow common usage, which varies greatly; if a vessel is generally spoken of by the full name enter, for example,

Dean Richmond
Mary Powell

RULES FOR AUTHOR AND TITLE

For choice and form of author headings, see Rules for form of heading, page 49.

Full or shortened names. The fulness of authors' names must be determined by the nature and use of the index. If an index containing personal names is likely to be used in genealogic research, full names should be given. In many cases the form as it occurs in the text is preferable; but for the average book index and for indexes to a series of volumes containing the same name in various forms the common rule is to enter single forenames in full, but to use initials only if more than one, unless two or more persons have the same surname and initials. This rule, like all others, should be followed in the light of common sense. The entry

Jones, J. P., Journal

acquires new interest and significance, and therefore greater usefulness, if amplified to

Jones, John Paul, Journal

Titles in text. When titles of books mentioned or discussed in the regular text are to be included in the index, enter them as modifications under author's name, but italicized to distinguish them from other modifications; for example (in life of Goethe)

Lessing, G.E., 1:3; *Philotas*, 64; *Laokoon*, 81; *Minna*, 88; in Leipzig, 96; *Emilia Galotti*, 190; death, 397, 2:92; *Nathan*, 196

In indexing biography or criticism of a single author, index works under first word of title not an article, omitting insignificant introductory expressions; for example (if example just quoted were in a life of Lessing)

Philotas, date of publication, 1:64
Laokoon, Goethe's opinion of, 1:81

Book lists. In indexing classed lists of books, in library or publishing work, where ready reference is of first importance and justifies the use of more space, a better method is to divide the kinds of modifications, placing the subject modifications first in a paragraph and alphabetizing titles in separate lines; for example,

Scott, Walter, biography and criticism, 43⁶-44⁵, 62⁸-72⁴
 —— Complete poetical works, 91⁵
 —— Fair maid of Perth, 72⁷
 —— Guy Mannering, 72⁹
 —— Ivanhoe, 92³

The use of the dash for repetition of heading is well recognized, saves space and in most cases reduces entries to a line, facilitating reference. In case of joint authorship two dashes are used, for example,

Howell, G.R. Date of settlement of colony of New York, 326³
 —— Early history of Southampton, 460⁴
 —— & Tenney, Jonathan. Bicentennial history of Albany, 486⁶
 —— —— County of Schenectady, 498⁷

The same method is followed in "body as author" headings, that is, books published by a society, corporation or organized body of any kind; for example,

Danbury (Ct.), 256⁴-57¹
 —— Town records of births, 256⁵
 Danbury, First Congregational Church. Bicentennial celebration, 256⁶

The word "Danbury" is repeated in the last entry, because Danbury alone, which the dash would represent, is not the complete form for the author.

When for convenience or clearness explanatory matter is to be added, curves may be introduced; for example (for authors in a list of biographies)

Alcott, L. M. 43^b (Bolton); 53^b (Cheney)
 —— Life, letters and journals, 53^c

Where such an arbitrary scheme is employed, however, an explanation should preface the index, such as: "In biography entries, authors' names are given in curves."

Title entry is most common in indexes to periodicals and classed book lists. Neither differentiation of type nor use of quotes is necessary, owing to absence or infrequency of subject entries, or uniform practice of indenting titles under subject headings, as in *Annual Literary Index* and *Poole's Index to Periodical Literature*. When author's name is to be added, the following forms are in common use:

Conduct of life. (Emerson), 56^a
 Conduct of life. R. W. Emerson, 56^a
 Conduct of life. Emerson, 56^a
 Conduct of life. Emerson, R.W.....56^a

Use of leaders in the last example is unnecessary and confusing to the eye, and is being very generally discarded; nor should the author's name be inverted except in certain elaborate catalogs and bibliographies where it is desirable to alphabet surnames under heading [see page 17].

In general, with the exceptions indicated in the following rules, index under first word, entering title in the natural order, but omit all unnecessary words; for example,

David Grieve *for* History of David Grieve
 Lafayette *for* Life of Lafayette
but Life of George Washington studied anew
also Washington, George, life studied anew
 Geography and history of Shantung
for General outlines of the geography and history of the Province of Shantung; a sketch of its missions and notes of a journey to the tomb of Confucius

In indexing book lists, shorten lengthy titles of old books, by rewording if necessary, being careful to choose the important part of title and to express it correctly; for example,

Opinion on establishing courts of justice in New York colony
for Mr Smith's opinion humbly offered to the general assembly of the colony of New York on the 7th of June 1734 at their request, occasioned by sundry petitions of the city of New York, Westchester county and Queens county praying an establishment of courts of justice within the said colony by act of the Legislature.

In applying the above rules, note that they refer strictly to title entry and to entry of title under author. Strict title entries may be superfluous even in title book lists when the subject side is emphasized by inverting title to enter under the subject word.

In indexing under title, that is, title entry, transpose an article or introductory expression which has been retained for the sake of clearness; for example,

New England boyhood, A
 Lady or the tiger, The
 Sixth sense, The
 Spanish literature, History of
 Electric lighting, Guide to
 Paris, Studies of

Omit alternative titles unless more significant than the first title; for example,

Italian child-life
for Italian child-life; or, Marietta's good times
 Hans Brinker
for Hans Brinker; or, The silver skates

Index biographic titles under person treated of, a second entry under title being made only when it is striking enough to be looked for; for example,

Nelson, Horatio, Lord
for Life of Horatio, Lord Nelson
 Franklin, Benjamin, True story of
and True story of Benjamin Franklin
 Garfield, James A.
and From the log cabin to the White House

RULES FOR ALPHABETING

Carry out the alphabetic principle strictly, in arranging headings, not disregarding it after the 3d, 4th, 13th or 14th letter. "Put

Constantinople before Constantinopolitanus on principle." This seems obvious, but the indexer is sometimes tempted to violate the rule in case of plurals for the sake of bringing related headings together; for example "Car" may be separated from "Cars" by "Caribbean sea," "Carrara," "Carriages," "Carriers" etc. Plurals ending in "ies" may be widely removed from their singulars ending in "y." In a large majority of cases all entries may be combined under a single form. If, however, this proves impracticable or too awkward, let each take its proper alphabetic place and connect them by cross references each way.

1 General principles. *a* "Nothing precedes something," or, to state the same idea inversely, "Something follows nothing." This obvious truism is often overlooked, though it is sufficient to settle many questions puzzling at first glance. Specific applications are stated as rules 7 and 9. Exception is made in rules 4 and 8, which relate to names and words variously printed. In applying it, consider the space between words as nothing and follow the principle thus:

Alphabet an entry by its first word, letter by letter as in a dictionary; if the word is the same in two or more entries, alphabet by the next word, and so on. Entries should first be arranged word by word and not alphabeted letter by letter throughout; for example,

Art and culture	<i>not</i> Art and culture
Art journal	Artesian wells
Art thoughts	Articles of religion
Artesian wells	Art journal
Articles of religion	Arts of design
Arts of design	Arts of the Athenians
Arts of the Athenians	Art thoughts

b Entries are alphabeted by the headings, whether these are complete in one word or made up of several words, modifications under heading being disregarded; for example,

Esopus, land patent, 99; powers of sheriff, 147; writs sent to, 148
Esopus Indians, 113

Note that the principle applies even when there is no punctuation to separate heading from modification; for example,

Elm on Boston common
Elm beetle

Here "on Boston common" is a modification of the subject "Elm," but because there is only one modification and the entry is in the natural order, no punctuation is required.

2 Identical first words. Persons precede places and places precede titles when first word is identical; for example,

Eliot, C. W.
Eliot, L. A.
Eliot (Me.)
Eliot historical society
Eliot miscellany

3 Identical forenames and surnames. Put forenames of rulers, princes, popes, saints and ancients before same names as surnames; for example,

George III
George, Henry

4 Surnames with prefixes. Treat proper names beginning with particles as single words; for example,

Demetral, Louis	Demon, M.
De Meyer, Nicholas	Demorest, Alfred
De Mill, Peter	De Morest, John
De Milt, Obadiah	De Mott, Mathias
Demler, George	Demure, Christian

Alphabet abbreviated prefixes M', and Mc, S., St, Ste, as if written in full, Mac, Sanctus, Saint, Sainte; for example,

Mabuse, Jan	St Pierre, J.H.B.de
McCormick, C. H.	Saint-Simon, comte de
MacDonald, George	St Vincent, earl
	Salt, Sir Titus

This rule does not apply to L' and O' since the prefixes of which they are contractions are not pronounced; for example,

Lasher, John
L'Asseur, Gabriel
Latham, Beverley

5 Surnames identical. Put surname used alone before the same surname with only a title or with forename, and a surname with only a title before the same surname with initials or forename.

Alphabet together initials and forenames, an initial always preceding a name beginning with the same letter; for example,

Adams, ——	Adams, C.W.
Adams, Captain	Adams, J.L.
Adams, Major	Adams, James
Adams, A.J.	Adams, M.A.

6 Whole names identical. When names of different persons are identical, alphabet by distinguishing title, place of residence, occupation or dates, to be supplied if not given in text; for example,

Clark, Capt. Samuel
 Clark, Rev. Samuel
 Hill, James, of Glasgow
 Hill, James, of London

7 Compound names, personal and place. Consider the compound parts, with or without a hyphen, as separate words, and alphabet accordingly; for example,

Dubois, T.K.	New Amsterdam
Du Bois-Ayme	New Lots
Dubois county	New Windsor
Dubois de la Cour, <i>pseud.</i>	New York
Dubois-Fontanelle, J.G.	Newburgh
Dubois-Melly, Charles	Newcastle

8 Compound words. The indexer is generally at liberty to decide on a single form for entry of certain words which can not be separated in thought without alteration of sense, but which are in common usage variously printed as one word, as two words, or with hyphen; for example, material found under "waterworks," "water-works," or "water works" may be massed under either form. The present tendency is to prefer the solidified word. Title entries, however, should preserve the exact forms given in the texts indexed, but be alphabeted uniformly as separate words; for example,

Hand book almanac
 Handbook for hospitals
 Hand book for school trustees
 Hand-book for the piano-forte

9 Umlaut. Disregard umlauts unless words are otherwise alike, when the word without an umlaut precedes that with it; for example, Muller before Müller.

10 Joint authors. Place joint author entries after all entries of single author; for example,

Howell, G.R. Settlement of Southold
 ——— & Tenney, Jonathan. Bicentennial History of Albany

11 Titles under authors. Arrange authors by preceding rules and under each author alphabet titles of his works.

12 Elisions in titles. Alphabet elisions as they are printed; for example,

What men live by
 What the wind did
 What's mine's mine (that is, alphabet as "Whats mines" not as
 "What is mine is")

13 Possessives. Disregard apostrophe in alphabeting possessives; for example,

Boys' and girls' book
 Boy's King Arthur
 Boys of '76

For questions of alphabetic arrangement of modifications under heading, see pages 31-34; for arrangement of subheads and references, see pages 34-35.

EXAMPLES OF INDEXES

The student of indexing will find it profitable to examine well-made indexes of various types. Those instanced below as representing good work as well as the examples chosen to illustrate various kinds of type, groupings, punctuation and devices in general use, are often inconsistent with each other and differ in details of treatment from the forms and principles recommended in the preceding pages, which are in accord with the rules and general practice of the New York State Library. The first group represents rather full indexes of good type:

- Fiske, John. American Revolution. Houghton
 Bryce, James. American Commonwealth. Macmillan
 Earle, A.M. Child Life in Colonial Days. Macmillan
 Geikie, Sir Archibald. Textbook of Geology. Macmillan
 Lee, Sidney. Life of Shakespeare. Macmillan
 Merriam, F.A. Birds of Village and Field. Houghton
 Emerson's Works. See Natural History of Intellect, v. 12 of Riverside ed. Houghton
 Holmes, O. W. Autocrat of the Breakfast Table. Houghton

Example of less close analysis, adequate for the type of book:

- Nordhoff, Charles. Politics for Young Americans. Am. Bk Co.

Examples of humorous indexes:

- Lowell, J.R. The Biglow Papers. Houghton
 Dodgson. Sylvie and Bruno. Macmillan

Example of the indexing of voluminous and diverse material, requiring complicated forms of reference:

- Index to Publications of the New York State Natural History Survey and New York State Museum, 1837-1902, compiled by Miss Mary Ellis. New York State Museum, Bulletin 66

For elaborate indexing of historical sources in which great variety of form is found:

- Index to Calendar of Council Minutes, 1668-1783. New York State Library, Bulletin 58

A far more voluminous and complicated example is the two-volume index to the 71 volumes of the *Jesuit Relations*, Burrows Bros. This work illustrates the application of an elaborate scheme of classification in an alphabetic index.

Among subject indexes to files of periodicals may be cited:

- Index to Engineering News, 1890-99, compiled by M.E. Miller. Engineering News Co.
 Analytical Index to the Educational Review, vol. 1-25, compiled by C.A. Nelson. Educational Review Pub. Co.

The last work differs from the ordinary subject index in giving analyses of subject matter under titles of articles indexed.

EXAMPLES OF TYPE AND STYLE

In estimating the following styles of printing, consider clearness, compactness, simplicity. A style which wastes space or employs varieties of type expensive in combination is justified only by decided gain in ready reference. The judicious use of black face or other peculiar types is helpful in many cases, but too freely employed they may produce a confused impression.

From R. K. Shaw's *Bibliography of Domestic Economy*. N. Y. State Lib. Bibliography Bul. 22

The superior figures tell the exact place on the page in ninths, e. g. 41³ means page 41, beginning in the third ninth of the page, i. e. about one third of the way down.

- | | |
|--|---|
| Cooperative housekeeping, 64 ³ | Crowfield, Christopher, <i>pseud.</i> , see Stowe |
| Copeland. Cuisine, 69 ³ | Cruger. How she did it, 41 ³ |
| Copley. Cottage comforts, 44 ³ | Cudlip. Modern housewife, 45 ¹ |
| ——— Cottage cookery, 69 ³ | La cuisine créole, 90 ¹ |
| ——— Domestic economy, 54 ⁴ | Cupples, Mrs George. Housework, 45 ³ |
| ——— Housekeeper's guide, 69 ³ | Curious old cookery receipts, 99 ³ |
| ——— Servant, 136 ⁴ | Curtiss. Berkshire News comic cook book, 88 ³ |
| Cordon bleu, <i>pseud.</i> Economical French cookery, 93 ³ | Cust. Invalid's own book, 114 ⁴ |
| ——— & Bacchus, <i>pseud.</i> Hotel, bar, restaurant, butler, 61 ⁷ | Cyclopedias, 56 ³ -58 ¹ , 97 ² |
| Cornelius. Cook-book, 70 ³ | Daisy basket, 103 ⁴ |
| Cornish & Floyer. Simple cookery, 73 ³ | Dalgairns. Practice of cookery, 92 ⁴ |
| Corson. Cooking manual, 70 ³ | Daniell. Dedham receipts, 70 ⁷ |
| ——— Family living on \$500, 41 ³ | |

From *Colonial Records General Entries*, v. 1. N. Y. State Lib. History Bul. 2

- | | |
|--|--|
| Tilton, Peter, marriage license, 167 ⁷ -68 ¹ | Van Aken, (Van Akes), Jan Coster, delegates from Albany to confer with council at New York, 112 ⁵ |
| Tobacco, duty on, 123 ² , 167 ³ ; smuggling of, 169 ¹ | Van Bergh, John, pass for, 64 ³ |
| Tonneman, Pieter, mentioned, 140 ⁶ | Van Bohemen, Pieter Bruynsen, mentioned, 140 ⁵ |
| Topping, Thomas, deputy to Hempstead, 156 ² ; member of committee to examine bounds of towns on Long Island, 156 ⁶ | Van Brough (Van Brough, Van Brugges, Brugges), Johannes, oath of office, 146 ⁶ ; information given by as to ship <i>Croft Heart</i> , 158 ⁴ ; appointed alderman, 173 ³ |
| Treaty with Indians at Albany, 110 ⁴ -12 ³ | |

The note explaining the superior figures is of course given with both of the indexes quoted above.

<p>From <i>Index of Legislation, 1908.</i></p> <p>Assessment of taxes, <i>see</i> Taxation</p> <p>Assessments, special benefit, 800c sewerage, 2661a streets, 2707a</p> <p>Assessors, <i>see</i> Tax assessors</p> <p>Assignments, 449</p> <p>Asylums, 2165 blind, 2191 deaf and dumb, 2184 epileptics, 2213 orphans, 2177b</p> <p>Attachment, 741</p>	<p>N. Y. State Lib. Legislation 38</p> <p>Attorney general, 50</p> <p>actions against combinations, 589b</p> <p>powers and duties control, board of, member, 335e</p> <p>district attorneys, 203a</p> <p>fire districts, 2605a</p> <p>grade crossings, 1319a</p> <p>railways, 1212a discriminations, 1205a</p> <p>trials, report of, 216a</p> <p>salary, 38(8a)</p> <p>Attorneys, 591</p>
--	---

From John Bartlett's *Familiar Quotations.* Little

<p>Nightingale's high note, 551. song in the grove, 428.</p> <p>Nightly pitch my moving tent, 497. to the listening earth, 300.</p> <p>Nil tam difficilest, 203.</p> <p>Nile, allegory on the banks of the, 440. dam up the waters of the, 596. dogs drinking from the, 715, 719. outvenoms all the worms of, 160. show me the fountain of the, 602. where is my serpent of old, 157.</p>	<p>Nobly born must nobly meet his fate. 698.</p> <p>die for their country, 102. planned, perfect woman, 475.</p> <p>Nobody at home, there's, 336. I care for, 427.</p> <p>Nobody's business, 207.</p> <p>Nod, affects to, 271. an esteemed person's, 728. ready with every, to tumble, 97. shakes his curls and gives the, 337.</p>
---	---

From Harbottle & Dalblac's *Dictionary of Quotations: French and Italian.*
Sonnenschein

<p>SERVITUDE and poverty, 327.</p> <p>SEVEN, Mark—times and cut oncc, 417.</p> <p>SHADE, The — not the colour, 163.</p> <p>SHADOW is worse than death, 100.</p> <p>SHAME, The crime brings—125.</p> <p>SHARPER than another. 171.</p> <p>SHEATH, To perish by the—193.</p> <p>SHEEP, 14. “ Better give the wool than the—294. “ Five legs to the—259. “ Let us come back to our— 200. “ The—that stops to bleat, 176. “ Who becomes a—the wolf eats, 269.</p>	<p>SHEPHERD, 224, 408.</p> <p>SORROW, 104, 144. “ after joy—8. “ is good for nought, 108. “ is where we live, 112. “ To know—157.</p> <p>SORROWS, conceal your—210. “ pass like foam, 195. “ The artifices of our own —371.</p> <p>SOUL, A secret drawer in the—56. “ A—in dead things, 431. “ Crime withers the—56. “ The noble—dissatisfied, 227. “ The recesses of the—154. “ The—of Pedro Garcias, 55. “ The —'s health, 109. “ To confide one's whole—171.</p>
---	---

Note that the simpler form of *Bartlett* is quite as clear as the second more elaborate style.

From Fiske's *Dutch and Quaker Colonies in America*. Houghton

Hughson's Tavern, II. 290.
 Hugonet, the execution of, I. 27.
 Huguenots, their migration from France, I. 24; why they did not come to New France, 130, 230; causes of their failure in France, II. 337, 338; their migration to New Netherland, 340; persecuted by Louis XIV., 341, 342; their exodus from France, 342, 343; in Boston, 344; in New York, 345; names, 344, 345.
 Hull, Edward, I. 265.
 Hunter, Robert, II. 242-245.
 Hutchings, an alderman, II. 237, 238.
 Hutchinson, Anne, I. 182; murdered by Indians, 186; her captive granddaughter, 196, 275; II. 102.
 Hutchinson, Thomas, II. 197.
 Huyghens, Christian, I. 17.
 Hyde, Edward, see Cornbury, Viscount.

Pennsylvania, religious liberty in II. 99; boundaries of, 148-150; origin of the name, 150; its charter contrasted with that of Maryland, 151, 152; why it was not molested by Indians in the early times, 164-166; rapid growth of, 166, 328; becomes a royal province, 217; restored to Penn., 305; revised charter of, 309, 310; significance of its rapid growth, 328, 329; a centre of distribution for the non-English population, 330.
 Penobscot River, I. 86, 75-79.
 Pepsy, Samuel, II. 12.
 Pequots, I. 136, 148, 153, 155.
 Perry, Oliver, II. 210.
 Persecution, causes of, II. 100-104; harmfulness of, 105, 106.
 Philadelphia, founding of, II. 156, 157; its literary eminence, 320-325.
 Phillip, chief of the Wampanoags II. 58, 59.

From E. B. Andrew's *History of the Last Quarter Century in the United States*. Scribner

KELLOGG, W. P., nominated for Governor in Louisiana, I., 80; his prospects clouded for a time, 83; elected Governor without the returns, 84; declared *de facto* Governor, 85; his abdication demanded, 155; recognized by the Administration, 157; his explanation of the uprising, 159; orders members of Legislature forcibly removed, 162; signs certificate of Hayes electors, 219.
 KELLY, "General," in the "Commonwealer" movement, II., 328.
 KELLY, John, II., 88.
 "KELLY THE BUM," I., 296.
 MISSOURI, State of, reënfranchisement

of Southerners a burning question in I., 31; the James gang in, 381; Constitutional Convention in, II., 147.
 Missouri, The, carries supplies to Russian famine sufferers, II., 222 *et seq.*
 MISSOURI, The, "Messiah craze" among, II., 201; severalty land holdings by, 349.
 MIZNER, Mr., unjust punishment of, in Barundia affair, II., 186.
 MODocs, The, outbreak of, I., 175 *et seq.*; massacre the Peace Commissioners 179 *et seq.*; leaders of, captured and hung, 181.

From Horace Porter's *Campaigning with Grant* Century

Port Royal, Va., change of Grant's base of supplies to, 125; the base transferred to White House from, 155
 Potomac, the river, military movements on, 236, 270
 Powell, Lewis, See PAYNE, LEWIS
 Press, evil effects in the north of a divided, 40, 41, 180; experiences of reporters in Grant's camps, 47; Meade's irritation at, 190, 191; disciplining a member of the, 191
 "Price," the gun boat, Fred Grant's experiences on, 363
 Profanity, Grant's abhorrence of, 164, 251; a mule-driver's reliance, 251; an occasion for, 427
 Puppyism, and dogmatism, 16

Quarles's Ford, Va., military movements at, 145
 Quarles's Mills, Va., Grant's headquarters at, 145
 Quinine, its value, 151
 Railroads, methods of destruction of, 146
 Rain, disheartening effect on an army, 121
 Raleigh, N. C., Grant goes to, 504
 Ramseur, Maj.-gen. Stephen D., mortally wounded and taken prisoner at Cedar Creek, 307
 Ramson, Brig.-gen. Matthew W., in battle of Five Forks, 437
 Rapidan, the river, the crossing of, 37, 39, 41 *et seq.*; the country of, 39-41, 44; temporary headquarters on 43-48

From E. H. Byington's *The Puritan in England and New England*. Roberts
(Little)

- CHURCHES, INDEPENDENT, 94; model of Scrooby, 158; Plymouth Church, 158; Salem, 159; officers of, 160, 287.
COFFEE not used, 139.
COFFIN, REV. EBENEZER, of Brunswick, note on his life, 375; his religious views, 384.
COMMITTEE OF RELIGION, 74.
COMMON SCHOOLS, reasons for, 248; Governor of Virginia dislikes, 248; schools in Dutch Republic, 248; in Plymouth, 249; Boston, general law, 250; schools in New Haven, 250; Hartford; influence of, 250.

From J. D. Champlain jr's *Young Folk's History of the War for the Union*. Holt

- | | | |
|-----------------------------|------------------------------|-----|
| Anderson, Robert, in Sumter | Ball's Bluff, Battle of..... | 131 |
| in 1861. 39, 42, 55, | Banks, N. P., and the Anvil | |
| in Kentucky..... | Chorus | 420 |
| in Sumter in 1865. | at Cedar Mountain.... | 272 |
| Andersonville | at Mansfield..... | 422 |
| Anecdotes. See Stories. | at New Orleans..... | 228 |
| Annapolis | at Port Hudson..... | 342 |
| Antietam, Battle of.... | in the Shenandoah Val- | |
| Anti-Federalists | ley | 244 |
| Anti-Nebraska Men..... | Succeeded by Canby.. | 425 |
| Anti-Slavery Society..... | at Winchester..... | 253 |
| Appomattox Court-House. | Banner of Secession..... | 36 |
| Arkansas, Secession of.... | Barnard, Gen., at Yorktown. | 246 |
| 73 | | |

From Charles Hemstreet's *Nooks and Corners of Old New York*. Scribner

- | | | | |
|-------------------------|---------|----------------------------|--------|
| Brouwer Street..... | 15 | Canal Street ..41, 42, 94, | 95 |
| Bryant Park..... | 114, | Chatham Square..... | 45, 46 |
| 197, 198, 199 | | Chatham Street..... | 47 |
| Bull's Head Tavern..... | 49, 190 | Chelsea Cottages..... | 129 |
| Bull's Head Village | | Chelsea Village..... | 126, |
| 190, 101 | | 127, 128, 129 | |
| Bunker Hill..... | 144 | Cherry Hill..... | 51, 52 |
| Burdell Murder, The | | Cherry Street..... | 51 |
| 149, 150 | | Church, All Saints'..... | 136 |
| Burr, Aaron, home of . | 18, 104 | " Allen Street Mem- | |
| Office of..... | 40 | orial..... | 142 |
| Last Friend of... .. | 67 | " Bedford Street | |
| Burton's Theatre..... | 39 | Memorial..... | 106 |
| Café des Mille Colonnes | | " Bowery Village.... | 162 |
| 39, 86 | | " Brick Presbyterian | |
| | | 31, 196 | |

From N. S. Shaler's *Nature and Man in America*. Scribner

Alps, condition of life in	25
American continents, contributions of domesticated animals and plants from..	175
population, changes in	264
evidence from Civil War	268, 273
longevity, etc.	266
physical condition	271
Appalachian Mountains, effect on Civil War	210
colonies	195
distribution of slavery	209
protection they afforded against Indians	205
Aryans, origin of	168
Atlantic coast shelf	77

This would be more readily understood if printed with a less wasteful and elaborate system of indentation and with the page citations immediately following the modifications. See statement on use of leaders, page 56.

From *Index to Jesuit Relations* ed. by R. G. Thwaites. Burrows Bros.

- Cards, used as money, 69, 233. *See also* Canada: card money; and Money.
- Carette, Louis (François), Jesuit, 71, 129; arrives in Louisiana (1750), 178, 72, 19; abandons Arkansas mission, 70, 241, 243; at San Domingo, 267; sketch, 89, 71, 126-127, 178.
- Carey, Matthew: *General Atlas*, 71, 362.
- Carhagouha (Carantouan), Indian site: location, 34, 254; Récollets at, 4, 259, 262, 265. *See also* Arontaen, and Carantouan.
- CARHEIL (Careil, Carrheil), Étienne de, Jesuit, 51, 145, 149, 52, 181-183, 193, 56, 49-55, 57, 308, 61, 181, 231, 62, 105, 71, 129; arrives in Canada (1666), 50, 195, 325; gives feast, 197; takes name of Aonde'chete, 197; goes to Iroquois mission (1668), 325; Iroquois give feast to, 52, 175; drunkard attacks, 62, 225-227; abandons Iroquois missions (1683), 50, 325; at Quebec college (1683), 325; goes to Mackinac (1686), 325; Cadillac opposes, 325, 65, 247-249; fur traders oppose, 50, 325; returns to Quebec (1703), 326; ministers to French (1703-18), 326; death (1726), 326; biography, 325-326, 71, 150, 240.

From A. M. Earle's *Child Life in Colonial Days*. Macmillan

- | | |
|---|--|
| Abcie. <i>See</i> Absey-book | Appleseed rhyme, 381. |
| Abiel, the name, 15. | Appleton, Samuel, as teacher, 98. |
| Abigail, the name, 16. | Arithmetic, manuscript, 79, 138, 139; |
| Absey-book, 127, 229. | study of, 138; verses in, 141, 142; |
| <i>Accidence, Young Lady's</i> , 96, 135; | printed, 140 <i>et seq.</i> ; rules on birch |
| <i>Cheever's</i> 134. | bark, 79. |
| Acorn cups, playthings of, 386. | Arsemetrick, 140. |
| Adams, Abigail, quoted, 93-94; patriot- | <i>Arte of Vulgar Arithmetike</i> , 142. |
| ism of, 171. | Ascham, Roger, 91; habits of, 352. |
| Adams, John Quincy, birth of, 40; let- | Ashes, saved by school children, 77. |
| ters of, 147, 169-170; patriotic educa- | Astrology, 5-6. |
| tion of, 170 <i>et seq.</i> | Augrime, 140. |

From Sidney Lee's *Life of William Shakespeare*. Macmillan

LAWRENCE

Lawrence, Henry, his seal beneath Shakespeare's autograph, 267
Lear, King: date of composition, 241; produced at Whitehall, 241; Butcher's imperfect editions, 241; mainly founded on Holinshed's 'Chronicle,' 241, and Sidney's 'Arcadia,' 241; the character of the King, 241. For editions see Section xix. (Bibliography) 301-25
 Legal terminology in plays and poems of the Shakespearean period, 32 * 2, and Appendix, IX.; cf. 107
 Legge, Dr. Thomas, a Latin piece on Richard III by, 63
 Leicester, Earl of, entertains Queen Elizabeth at Kenilworth, 17, 162; in the Low Countries, 30; his company of players, 33, 35

MACBETH

Luddington, 20
 Lydgate, 'Troy Book' of, 227
 Lyly, John, 61; influence on Shakespeare's comedies, 61, 62; his addresses to Cupid, 97 *; and *Midsummer Night's Dream*, 162
 Lyrics in Shakespeare's plays, 207, 250, 255 and * 2
 'M., I.,' 306. See also 'S., I. M.'
Macbeth: the references to the climate of Inverness, 41 (and quotation in * 3), 42; date of composition, 239; the story drawn from Holinshed, 239; not printed until 1623, 239; the shortest of the poet's plays, 239; points of difference from other plays of the same class, 240; Middleton's plagiarisms of, 240. For editions see Section xix. (Bibliography), 301-25

Note that in this index the first and last headings on each page are given at heads of columns, to aid in rapid scanning.

From R. W. Emerson's *Collected Works*. General Index. Houghton

NOTE. Titles of essays and poems are in small capitals.

Bradshaw, John, iii. 107; x. 411.
 Brag, v. 143-146; x. 170.
 BRAHMA, ix. 170 f.
 Brains, differences of, x. 47;
 male and female, iv. 105.
 Bramante, xii. 133, 139.
 Brandy, revenue from, vii. 34.
 Brant, Joseph, ii. 155.
 Brasidas, ii. 234; vii. 79.
 Bravery, xi. 200. See, also, Courage.
 Bread, not the aim, i. 276; ii. 211; xi. 331; heavenly, v. 243; viii. 64; history of, iii. 60; transubstantiation of, vi. 123; viii. 38.

Gravity, centre of, ii. 216; vii. 31, 282; x. 189.
 Gray, Thomas, quoted, viii. 58, 272.
 GREAT MEN, USES OF, iv. 7-38.
 — helped by adversity, ii. 113; vi. 222; viii. 219; of great affinities, iv. 43; age mischooses, ii. 204; iv. 193; no boasters, vi. 11; indifferent to circumstances, vii. 115; composite, iv. 98; not convulsible, ii. 299; mutual deference, x. 67; clear our minds of egotism, iv. 29; enrich us, viii. 215; equality in all ages, ii. 84.

Note that the modifications are alphabeted under heading by the significant word not necessarily by the word standing first. See also page 31.

From Geikie's *Textbook of Geology*. Macmillan

An asterisk attached to a number denotes that a figure of a subject will be found on the page indicated. Genera and species of fossils are printed in italics. A single reference only is given to each main division of the Geological Record in which a genus is mentioned.

- "Aa" form of lava-streams, 217
 Aachenian, 950
 Aar glacier, erosion by, 432
 — former size of, 1048
 Abies, 991
 Absorption-spectrum, 11, 12
 "Abtheilung" in stratigraphy, 678
 Abyssal deposits, 457, 648, 650
 Abyssinia, volcanic plateau of, 258
Acacia, 995
Acanthoceras, 927*
Acanthocladia, 844
Acanthodes, 795*, 796, 830, 845
Acanthophois, 931
Acanthospongia, 748
Acer, 922, 988, 995
Aceratherium, 1018
Acerocare, 731
Acerularia 742, 757*, 780
Achatina, 986
- Acheulian deposits, 1057
Achyrodon, 894
Acicularia, 976.
 Acid, uses of, in rock determination, 87
 — acetic, 87
 — apocrenic, 471
 — citric, 87; use of, in field-work, 81
 — crenic, 471
 — humic, 471
 — hydrochloric, 81
 — hydrofluoric, 87
 — hydrofluosilicic, 88
 — nitric, 88
 — organic, action of, 146, 343, 458, 471
 — ulmic, 471
 Acid series of massive works, 156;
 gradation of, into basic, 105, 225, 262, 269, 564, 576
Acidaspis, 741*, 743, 781

From Maria Parloa's *Home Economics*. Century

- Bedrooms, best kind of light for, 41
 best floor for, 41
 how to furnish, 41
 method of ventilating in cold weather, 56
 Beds, desirability of single, 41
 how to make, 44
 how they can be made absolutely comfortable, 42
 importance of well-made, 44
 kind of mattresses for, 42
 kind and size of coverings, 43
 length of, 43
 length of sheets, 43
 Bed-springs, 45
 Beef, See *Marketing*.
 Beets, 257
 Benzene, 293
- Care, of cellar, 90
 of dining-room, 90
 of dishes, 163
 of fats, 232
 of floors in kitchen and pantry, 80
 of furnace fires, 136
 of kitchen and pantries, 79
 of kitchen utensils, 82
 of lamps, 127
 of lighting appliances, 126
 of natural-wood finishes, 73
 of outside doors, 73
 of plumbing, 93
 of range, 140
 of refrigerator, 88
 of the tea-kettle, 87
 of window sashes, 74
 Carpet-cleaning, 64

Observe that under "Care" only the first "of" was necessary.

READING LIST ON INDEXING

- Bailey, Nancy.** Indexing; a Profession for Women. (*see* London, Victorian era exhibition, 1897. Progress in Women's Education in the British Empire. 1898. p. 196-203)
- Baker, Mrs Catherine.** Making an Index. (*see* Public Libraries, Mar. 1905, 10:132-35)
- Blair, E. H.** Indexing and Indexers. (*see* A. L. A. Bul. Jul. 1911, 5:234-38)
- Clarke, A. L.** Manual of practical Indexing. Lond. 1904. Library Supply Co. 5/n
- Reform in Indexing Methods. (*see* Library World, Mar. 1907, 9:317-20)
- Dewey, Melvil.** Exact Reference to Printed or Manuscript Pages. (*see* Bookman, Ap. 1897, 5:174-75)
- Explains method of citing divisions of page by ninths.
- Hetherington, E.** The Indexing of Periodicals. (*see* Index to the Periodical Literature of the World, 1892, 3:3-7)
- Kaiser, J.** Systematic Indexing. Lond. 1911. Pitman & Sons. (Card system ser. v. 2) 12/6n
- Has a somewhat general chapter applying principles to book indexing.
- Nichols, J. B.** Indexing; manual for librarians, authors and publishers. 14p.O. N.Y. 1892. Publishers' Weekly o.p.
- First published in *Library Journal*, Oct. 1892, 17:406.
- Perkins, F. B.** Book Indexes. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt I, p. 727-32)
- Petherbridge, Mary.** The Technique of Indexing. Lond. 1904. Secretarial Bureau 5/n
- Pollard, A. W.** Making of Early Indexes. (*see* Living Age, Apr. 4, 1908, 257:29-36) *Interesting historical sketch.*
- Robinson, O. H.** On Indexing Periodical and Miscellaneous Literature. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt I, p. 663-72)
- Shepardson, G. D.** Suggestions for an Index of Engineering Literature; with discussion. (*see* American Institute of Electrical Engineers, Transactions, Nov. 1894, 11:777-83, 835-59)
- Thomson, W. S.** Practical Guide to Indexing and Précis Writing. 289p. D. Aberdeen 1891. John Adam 1/ 6d
- Interesting and suggestive in connection with book indexing, though not directly concerned with it.
- Thring, Sir Henry.** Instructions for an Index to the Statute Law. (*see* Law Magazine, Aug. 1877, ser. 4, 2: 491)
- Wheatley, H: B.** What is an Index? 132p.O. Lond. 1879. Index Society. o. p.
- Contains rules of Index Society and much useful and entertaining matter.
- How to Make an Index. (Booklovers' Lib.) Armstrong \$1.25
- Embodies most of the matter in his *What is an Index?* with additions.
- Library Journal;** monthly . . . journal of the American Library Association Sep. 1876—date. v.1—date, 1-5 sq.Q; v.6—date, sq.O. N.Y. 1877—date. Publishers' Weekly \$5.
- Contains much matter of value on indexing and indexes. The following articles are of special interest:
- Improvement of Poole's Index; by W. S. Biscoe, Ap. 1877, 1:279-81
- Indexes to Periodicals, June 1877, 1:359-63
- Plan of the New Poole's Index; a Library Symposium, June 1878, 3:141-51
- The Index Symposium and its Morals; by W. F. Poole, July 1878, 3:178-85
- Some Points in Indexing, by W: I: Fletcher, July-Aug. 1879, 4:243-47
- Notes on Geographical Indexing, Oct. 1894, 19:330-31
- "Acid to Casks": a few remarks on indexing; by W. S. Burns, Sep. 1903, 28:664-65
- Some Rules to be observed in Making Indexes, Sep. 1903, 28:665
- What I Expect of an Index; by A. A. Brooks, Feb. 1910, 35:51-55

INDEX

The superior figures tell the exact place on the page in ninths; e. g. 52³ means page 52 beginning in the third ninth of the page, i. e. about one third of the way down.

- A. L. A. Catalog rules, 7²**
Abbreviations, use of, 39⁷
Accuracy, importance, 42²-43¹. *See also* Verification
Added entry, *see* Double entry
Adjective, as heading, 12²; separated from noun, 13⁴, 46²
Allusions and unimportant statements, 18¹, 18⁶
Alphabet, relative space for letters, 24²-25⁶
Alphabetic marginal tags, 24⁸
Alphabetic order of modifications, 31⁷; advantages, 33⁵
Alphabetic vs classified indexes, 7⁴; to periodicals, 43¹-44³
Alphabeting, of slips, 25⁶, 30²-31³; on final proof, 42⁸;
rules for: 57²-61⁵; compound names, 60⁴; compound words, 60⁸; elisions in titles, 61²; by heading primarily, 58⁷; identical first words, 59²; forenames identical with surnames, 59²; surnames identical, 59⁹; whole names identical, 60²; joint authors, 61¹; possessives, 61⁴; by significant word, 31⁷; surnames with prefixes, 59⁴; titles under authors, 61²; umlaut, 60⁹; word by word, 58⁶. *See also* Arrangement
Alternative titles, omit, 57⁶
Analysis under heading, 19⁶
Anonymous writings, 52²
Apostrophe, disregard in alphabeting, 61⁴
- Arrangement, of cross references, 34²-35¹;
of modifications: 31⁴-34⁹; alphabetic order, 31⁷, 33⁵; order of entry, 32², 33⁶; combination of alphabetic and order of entry, 33⁴; logical order, 33²; relative advantages of different methods, 33⁵. *See also* Alphabeting
Art galleries, entry under, 53³
Article, never index under, 11⁸; omission from title, 53⁶; transposition, 57⁴
Author, as indexer, 6²; of quoted statements, 13⁷
Author and title, rules for, 54⁶-57⁹
Author entry, in periodical indexes, 45⁴, 46⁵; for poetry, 48⁹-49⁵. *See also* Alphabeting; Biography; Headings; Names
Authors, joint, 50³; dash for repeated name, 55⁵; alphabeting, 61²
- Bays, names, 51²-52¹**
Bibliography, 70¹
Biography, anonymous, 52³; arrangement of modifications, 32²; biographees' works, 55³; curves for authors' names, 56²; entry under subject as well as author, 52³; titles, 57⁷
Blank book index, 24⁷
Blanket entry, 19⁷, 20¹
Body as author, 52⁴, 55⁸
Book lists, 55⁴-57⁹
Book reviews, indexing, 47⁷-48⁸

- Cancellations in editing**, 37²
- Capes, names, 51²-52¹
- Cards, *see* Slips
- Catalog rules, codes of, 6³-7¹; not always applicable to indexes, 49⁸
- Chronologic arrangement under biographic and historical headings, 32²; advantages, 33⁸
- Churches, entry of, 53³
- City, entry under, 52⁴, 53³
- Clarke, A. L., on choice of headings, 11¹
- Class and specific headings, choice between, 12⁴; cross references between, 21³, 36⁶-37²
- Classed lists of books, indexing, 55⁴-57⁹
- Classified indexes, 7⁶; to periodicals, 43¹-44³
- Cockatoo story, absurd entries, 14⁵
- Committees, 54¹
- Common terms, give preference to, 11⁸
- Compound names, 50⁷; alphabetizing, 60⁴
- Compound words, alphabetizing, 60⁶
- Conciseness, 17¹, 27⁹
- Consistency, importance, 6⁷, 27⁵; not chief aim, 27⁶, 33⁸
- Convention, entry under, 52⁵, 53⁸
- Copying rules, 39¹-40⁹
- Country, entry under, 52⁵. *See also* Place names
- Criticism, author's works in, 55³
- Cross references, 20⁷-22⁵; between allied headings, 21⁵, 36², 36⁶; arrangement, 34²-35¹; from changed name, 50⁵; between class and specific headings, 21³; for compound names, 50⁷; copying rules, 39³, 40⁷; definition, 8⁸; vs double entry, 20³, 22²; editing important, 21⁵-22²; changes in editing, 36², 36⁶; in entry a line index, 38², 39⁷; examples, 9¹, 15², 20⁸-21⁷; to forename, 51⁵; general, 36⁸; government departments, 52⁵; to heading only, 22⁴; on marked proof, 26⁹, 27⁴; misleading, 21⁴-22²; from different forms of names, 21¹, 49⁸; from names with preposition, 51¹; for noblemen, 51³; between officer and department, 53¹; in paragraphed index, 37⁶, 39⁸; from name of place, 53², 53⁴, 53⁸; from possible to chosen heading, 20⁹; principles, 21⁵-22²; from pseudonyms, 21¹, 50²; connecting subject and subdivisions, 21²; from synonymous headings, 14⁹, 20⁹, 27⁸, 35³, 36², 36⁵; type, 39⁴; verifying on final proof, 42⁸
- Curves for explanatory matter, 54³, 56²; for authors' names, 56³
- Cutter, C. A., Rules for a Dictionary Catalog, 7¹, 49⁶
- Cyclopedias, misleading cross references, 21⁹
- Dash**, for repetition of heading, 55⁵; for joint authors, 55⁷; examples of use, 63, 69
- Dates, form of citation, 24⁵; in italics, 39⁵
- Definition, of index, 7³; of terms, 8³
- Descriptive phrase often poor alphabetic key, 11⁹
- Dewey, Melvil, Library School Rules, 7¹
- Double entry or cross reference, 20³, 22³
- Ecclesiastical dignitaries**, 51⁷
- Editing, 35²; cooperative work, 35²; cross references, 22²; pasted copy, 42³; points to be corrected in, 35²-36⁴; final preparation for printer, 41³-42⁵
- Elisions in titles, 61²
- Emerson, R. W., illustration from, 11⁴
- Entries, number to subject, 13³-14⁸
- Entry, term defined, 8⁴; should not be digest, 17⁹, 18⁷. *See also* Headings; Modifications
- Entry a line index, rules for copying, 39¹, 40⁴; arrangement of cross

- references, 35¹; definition and example, 37²-38³; headings identical in form, 41⁵; modifications in, 20⁶; combined with paragraphed index, 38⁶
- Explanatory matter, curves for, 54³, 56². *See also* Notes, explanatory Expositions, 53⁸
- Figures**, inclusive, rules for copying, 39⁶
- Fletcher, W. I., definition of index, 7⁴; on choice of headings, 10⁸
- Foreign names, 51⁸
- Forename, as index word, 51⁵; separated from surname, 13³
- Forts, names, 51⁸-52¹
- Fulness of index, 6⁸, 9³, 14⁴. *See also* Headings; Modifications
- Geographic** books, indexing, 12⁸
- Geographic names, 51⁹-52¹
- Government publications, 52⁴
- Gulfs, names, 51⁹-52¹
- Hanging** indentation, 37⁴
- Heading, term defined, 8⁵
- Heading, secondary, *see* Subheads
- Headings, adjectives as, 12²; allied, cross reference between, 21⁵, 36², 36⁶; allied, comparison in editing, 36², 36⁵; cross reference vs scattered material, 14⁹, 35³; decide on and follow uniformly, 27⁷; rules for form of, 49⁶-54⁵; homonyms, 41⁵; inversion of, 13⁶, 52⁵; inversions under, 17⁵; linked subjects, 13¹; modification identical with, 20³; number to subject, 13³-14⁸; punctuation, 13⁶; synonymous, cross references from, 14⁹, 20⁹, 27³, 35³, 36², 36⁴; vague subjects require more entries, 14²;
choice of: 10⁵-15³; avoid unimportant words, 11⁸; brevity, 13⁵, 27⁹; prefer common terms, 11⁸; too comprehensive, 14⁹-15¹; ill chosen, 6⁸, 11⁹, 14⁵, 46¹; rarely choose main subject of book, 12⁴; choose obvious word, 10⁹; keep perspective in mind, 12⁷, 14¹, 28⁸; choose significant word in phrase, 13²; specific vs class, 12⁴, 21³, 36⁶-37²;
repetition: in modification, 19⁴; for words identical in spelling, 41⁵; for persons of same surname, 41⁴; if entries overrun column, 42⁷
See also Alphabeting; Author entry; Editing; Names
- Historical headings, arrangement of modifications under, 32²
- Homonyms, 41⁵
- Humor in indexer, 19³
- Hyphened words, alphabeting, 60⁴
- Ideas**, indexes of, 9⁹, 11⁴
- Indentation, hanging, 37⁴; in entry a line index, example, 38³; in paragraphed index manuscript, 40³; in printed paragraphed index, example, 37⁶; directions to printer, 41⁹
- Index defined, 7³
- Index sense, 5⁷
- Index Society, rules, 70⁷
- Indexer, qualifications, 5⁶, 42⁸-43¹; importance of training, 5⁹-6²; must first acquire idea of scope, 9⁶; must take searcher's point of view, 10⁵; tact and humor in, 19²
- Indexes, examples, 16², 62¹-69⁹; clerical methods of constructing, 24⁷-26¹; importance of good work, 5³; various types of index, 9⁸
- Institution, entry under, 52⁴, 53¹
- Inversion, in entry a line index, 20⁸; government departments, 52⁶; of heading, 13⁴; under heading, 17⁵; of modifications, 31⁷; of names, 13⁴; of names after titles, 17⁷, 56⁶; to bring subject word first, 13⁴, 45⁷; in title entry, 45⁵, 57⁴
- Italics, for dates, 39⁵; for "see" and "see also," 39³; for book titles in general index, 55¹; not used for titles in book lists, 56⁴

Joint authors, 50⁸; alphabeting, 61¹;
dash for repeated name, 55⁷
Judges, opinions of, 52⁹

Key words, *see* Headings

Lakes, names, 51²-52¹

Language of text often disregarded,
11¹, 27⁹

Leaders, use of, 56⁶; examples, 66,
67¹

Letters, space between, 39²-40¹; tags
on blank book margins, 24⁸. *See*
also Alphabet

Libraries, entry under, 53⁸

Line index, *see* Entry a line index

Literature of indexing, 70¹

Marker, 23⁶

Marking text, 26²-28⁹; advantages,
26²; methods, 26⁸; sample, 27⁴; end
of subject noted, 30⁷

Markland, J. H., on importance of
modifications, 15⁸

Married women, name references,
50⁶

Mechanical methods, blank book
plan, 24⁷; entries on sheets, 25⁶;
separate slips, 26¹

Modifications, 15⁴-20⁷; allusions and
unimportant statements, 17²-18⁸,
18⁸; analysis under heading, 19⁹;
clear but concise, 17¹, 27⁹; care in
condensing, 17⁴, 18⁹-19²; need not
be digest, 17⁹, 18⁷; in entry a line
index, 20⁶; too general, 16⁹-17¹,
18⁷; heading identical with, 20³;
inversion, 17⁵, 20⁶, 31⁷; index
entry a pointer, 18⁶; repetition of
heading in, 19⁴; for scattered refer-
ences, 19⁷, 20², 22⁸; must be
specific, 18⁸; term defined, 8⁸; need
not be used uniformly, 16⁶; value,
15⁶-16⁶. *See also* Arrangement of
modifications

Mountains, names, 51⁹-52¹

Name index, 9⁹

Names, alphabeting, 59²; as book
titles, 56³; changed, 50⁶; compound,

50⁷; alphabeting compound, 60⁴;
curves for, 56²; ecclesiastical digni-
taries, 51⁷; foreign, 51⁸; forename
as index word, 51⁵; full or short-
ened, 54⁶; geographic, 51⁹-52¹; in-
version, 13⁴; inversions after title,
17⁷, 56⁷; noblemen, 51³; person vs
officer, 52⁸; with prefixes, 59⁴; with
prepositions, 50⁹-51³; real name or
pseudonym, 50²; same surname for
different persons, 41⁴; text form
often best, 49⁹, 54⁷. *See also* Au-
thor entry; Biography; Cross
references

Nichols, J. B., on value of good in-
dexes, 5⁵; statements and illustra-
tions from, 7²; definition of index,
7⁴; suggestion on indexes to sets,
8¹; on indexing methods, 27⁴

Ninths, exact reference by, 22⁹-23⁷,
70²

Noblemen, 51³

Notes, on slips, 20⁸, 37⁸;

explanatory: abbreviations, 39⁸;
examples, 63⁴, 68⁹, 69¹; superior
figures, 23²

Novels, indexing titles, 56⁸

Official publications, entry of, 52⁴;
dash for repetition of heading, 55⁹

Omnibus entry, 19⁷, 20¹

Oriental, names, 51⁵

Page references, 22⁹-24⁶; beginning
of citation, 23⁷; exact references
by ninths, 22⁸-23⁸; inclusive or
scattering, 22⁸, 29⁸; inclusive for
matter overrunning page, 22⁸, 39⁶;
marker, 23⁸; citation of volumes,
23⁹-24⁶

Paragraphed index, defined with
example, 37⁶; rules for copying,
39¹, 40²; arrangement of cross
references, 34⁹-35¹; combined with
entry a line index, 38⁶

Pasted copy, 40⁹-41²; preparation for
printer, 42³

Period, omit at end of paragraph,
39⁶

- Periodicals, indexing, 43¹-49⁵; author entry, 45⁴, 46⁵; book reviews, 47¹-48³; classified and alphabetic indexes, 43¹-44³; cooperative work, 35²; cumulative index, 44⁴; curves for authors' names in title entry, 56⁵; entries for poetry, 47¹, 48³-49⁵; series of volumes index, 44⁴; series on one subject, 47³; striking titles, 46⁵-47³; subject entry most important, 46⁵; title entries, 45³-46⁵, 56⁵; titles of, treatment, 53⁶; three types of indexes, 44⁴; volume index, 44⁴
- Perkins, F. B., cited, 25³
- Persons, *see* Author entry; Biography; Names
- Perspective, consider in determining plan, 12⁷; in determining number of headings, 14¹; in choosing headings, 28⁶
- Petitions, 54²
- Phrases as headings, 11³, 13²
- Place names, entry under, 51⁸, 52⁴, 53⁴; references from, 53², 53⁴, 53⁸; alphabetizing, 59¹; alphabetizing compound names, 60⁴
- Plan of index, must be influenced by use, 6⁵, 10⁶; importance, 6⁷; keep perspective in mind, 12⁷
- Plurals, treatment, 58¹
- Poetry, indexing, 47¹, 48³-49⁵; author entry for, 48³-49⁵; subject entries rarely necessary, 49³
- Political parties, entry under, 53¹
- Popes, names, 51⁵
- Possessives, alphabetizing, 61⁴
- Prefixes, surnames with, 59⁴
- Prepositions, surnames with, 50²-51³
- Presidents, messages, 52²-53¹; personal writings, 53¹
- Princes, names, 51⁵
- Printer, preparation of copy for, 39¹-42⁵; directions to, 41⁷
- Printing, forms of, 37⁴-38³; examples, 63-69
- Proof, marking, *see* Text
- Proof reading, 42⁵
- Pseudonyms, entry under if better known, 50²; references from, 21¹, 50²
- Punctuation, of headings, 13⁶; of cross references, 39³; for paragraphed index, 39⁵, 40³; omit periods, 39⁵
- Qualifications of indexer, 5⁶, 19², 42²-43¹
- Quoted statements, 13⁷
- Readers, indexer must consider, 6⁶, 10⁶
- Reading list on indexing, 70¹
- References, *see* Cross references; Page references; Scattered references
- Reports, preservation of marked proof for, 26⁵; preservation of slips for, 41²
- Revision, *see* Editing; Verification
- Rules, must vary according to book, 6⁶. *See also* Catalog rules; Reading list on indexing; *also special subjects*
- Saints, names, 51⁵
- Scattered references, 19⁷, 20², 22⁸
- Schools, entry under, 53³
- Scientific books, plan, 12⁹
- Scientific terms, use of, 10⁶, 11²
- Searchers, indexer must consider, 6⁶, 10⁶
- "See" and "See also" references, *see* Cross references
- Series, citation, 24⁵
- Series of articles on one subject, 47³
- Sets, index should cover, 8¹
- Sheets, numbered, 40¹
- Ships, 54³
- Significant word, arrangement by, 31⁷
- Size, *see* Fulness
- Slips, alphabetizing, 30²-31³; best mechanical device, 26¹; notes on,

- 20², 37³; pasting, 40³-41²; preservation for consolidated indexes, 41¹; quality, 29²; rules and sample entries, 29⁵; size, 29²; trays for, 29⁵, 31²; verifying, 30⁶
- Societies, entry, 52⁴; local, 53³; national and nonlocal, 53¹; publications, 53⁷; dash for repeated heading, 55⁹
- Sovereigns, names, 51⁵
- Specific and class headings, choice between, 12⁴; cross references between, 21³, 36⁶-37²; editing, 36⁶-37¹
- Specific modifications, 18⁸
- Striking titles, 46⁶-47³, 52³, 57⁷
- Subheads, arrangement, 34³; rules for copying, 40³; editing, 37²; in entry a line index, example, 38³; indicate indention, 28⁹, 41⁹; need foreseen in marking proof, 28⁸; in paragraphed index, examples, 34⁵, 37³; term defined, 8⁷; use of, 34²
- Subject, term defined, 8³; vague, requires more entries, 14²; should not be scattered under several headings, 14⁹, 35³; new, how to treat, 27⁷. *See also* Headings
- Subject and word index combined, 40⁸
- Subject entry vs title entry, 45⁵-46⁵
- Subjects, index of, 9⁸
- Superior figures, 23²
- Surnames, *see* Names
- Synonymous headings, cross reference from, 14⁹, 20³, 27⁸, 35³; comparison in editing, 36², 36⁵
- Tact** in indexer, 19²
- Technical terms, use of, 10⁶, 11²
- Terms, definition, 8³
- Text, marking, 26²-28⁹; methods, 26²-27⁹; indicate end of subject, 30⁷; value for reports or tabular matter, 26⁵; value as work proceeds, 26³
- Text words, not always best key, 11¹, 27⁹
- Title entry, 45³-46⁵, 56⁶; alphabeting, 59², 60⁷; alternative titles, 57⁸; for anonymous writings, 52²; biography, 57⁷; elisions in, 61²; inversions, 17⁵, 45⁶, 46¹, 57³; first word, 56³; omit unnecessary words, 56⁸; shorten lengthy titles, 57¹; striking titles, 46⁶-47³, 52³, 57⁷; subject entry more important, 46⁵
- Titles, need not be followed, 27⁹; in text as modifications, 55¹; under authors, arrangement, 61². *See also* Title entry
- Titles of honor follow surname, 13⁶
- Titles of noblemen, 51³
- Training, importance, 5⁹-6²
- Transposition, *see* Inversion
- Trays for slips, 29⁵; for alphabetizing, 31²
- Type, for book titles, 55¹; for dates, 39⁵; directions to printer, 41⁸; for "see" and "see also," 39³; for title entry, 56³; examples of, 63-69
- Umlaut**, 60⁹
- Uniformity, *see* Consistency
- Universities, entry under, 53¹
- Use of index must influence plan, 6⁵, 10⁶
- Useless entries, 6⁴, 11⁹, 14⁴, 18¹
- Verification**, of slips, 30⁶; printer's copy, 41³; proof, 42⁶; cross references, 42⁸
- Vessels, 54³
- Volumes, citation of, 23⁹-24⁶; separately indexed, 8¹
- Wheatley**, H. B., against classified indexes, 7⁷; on importance of modifications, 15⁷-16⁶; on useless entries, 17⁹-18⁶; cited, 25¹
- Word and phrase index, 9⁸
- Word and subject index combined, 40⁸
- Writing slips, 29¹-30⁶

University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 548

ALBANY, N. Y.

AUGUST 1, 1913

New York State Library

Library School 34

LECTURE OUTLINES AND PROBLEMS 3

	PAGE		PAGE
Accession work.....	7	Proofreading.....	57
Directions.....	7	Typography and illustration...	59
Bibliography.....	13	Paper.....	65
Directions for original bibliog-		Reference.....	71
raphy.....	13	Points to consider in judging	
Points to observe in study of		dictionaries.....	71
general and national bibliog-		Points by which to judge a	
raphies.....	19	cyclopedia.....	71
Preparation of problem work...	19	Selection of books.....	73
Binding.....	21	Principles of book annotation..	73
Rules and specifications, New		Reference list on selection of	
York State Library.....	21	books and book annotation..	77
Binding routine, New York		Periodicals useful for book re-	
State Library.....	33	views.....	81
Binding routine for small library	36	Seminar.....	85
Book repairing and cleaning....	37	Arrangement of notes and	
Directions for use of gummed		samples.....	85
labels.....	39	Library and the community...	89
Lettering backs of books in ink.	41	Shelf work.....	93
Brief list of references on bind-		Shelflisting.....	93
ing for libraries.....	43	Reading list on care of pamph-	
Loan work.....	45	lets.....	105
Browne charging system.....	45	Suggestions for inventory.....	107
Newark charging system.....	47	"Cutter-Sanborn 3-figure alfa-	
Columbia University charging		betic-order tables": correc-	
system.....	51	tions and additions.....	111
Printing.....	53	Book numbers for special author	
Preparing and editing copy....	53	library.....	113

University of the State of New York
State Library, July 8, 1913

Hon. Pliny T. Sexton
Vice Chancellor of the University

DEAR SIR: I respectfully submit herewith and recommend for publication as Library School Bulletin 34, the accompanying manuscript entitled *Lecture Outlines and Problems 3*. The first two numbers of this series appeared as Library School Bulletins 12 and 20. This bulletin like its predecessors is made up of new and revised editions of lecture notes, problems and outlines used in class work by the students in the State Library School.

Very truly yours

J. I. WYER, JR

Director

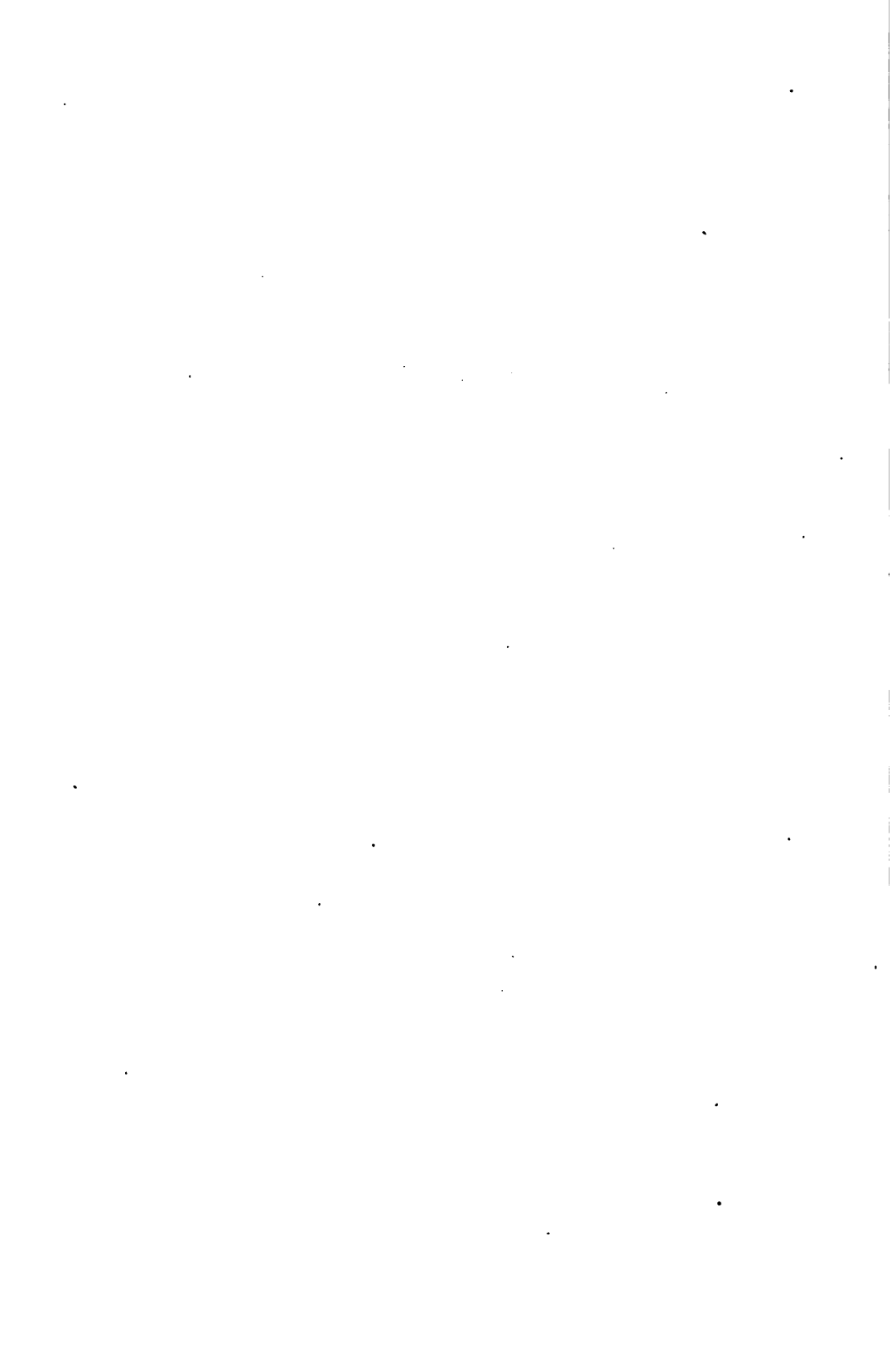
THE UNIVERSITY OF THE
STATE OF NEW YORK

Approved for publication this 12th day of August 1913



Vice Chancellor of the University

[3]



University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 548

ALBANY, N. Y.

AUGUST 1, 1913

New York State Library

Library School 34

LECTURE OUTLINES AND PROBLEMS 3

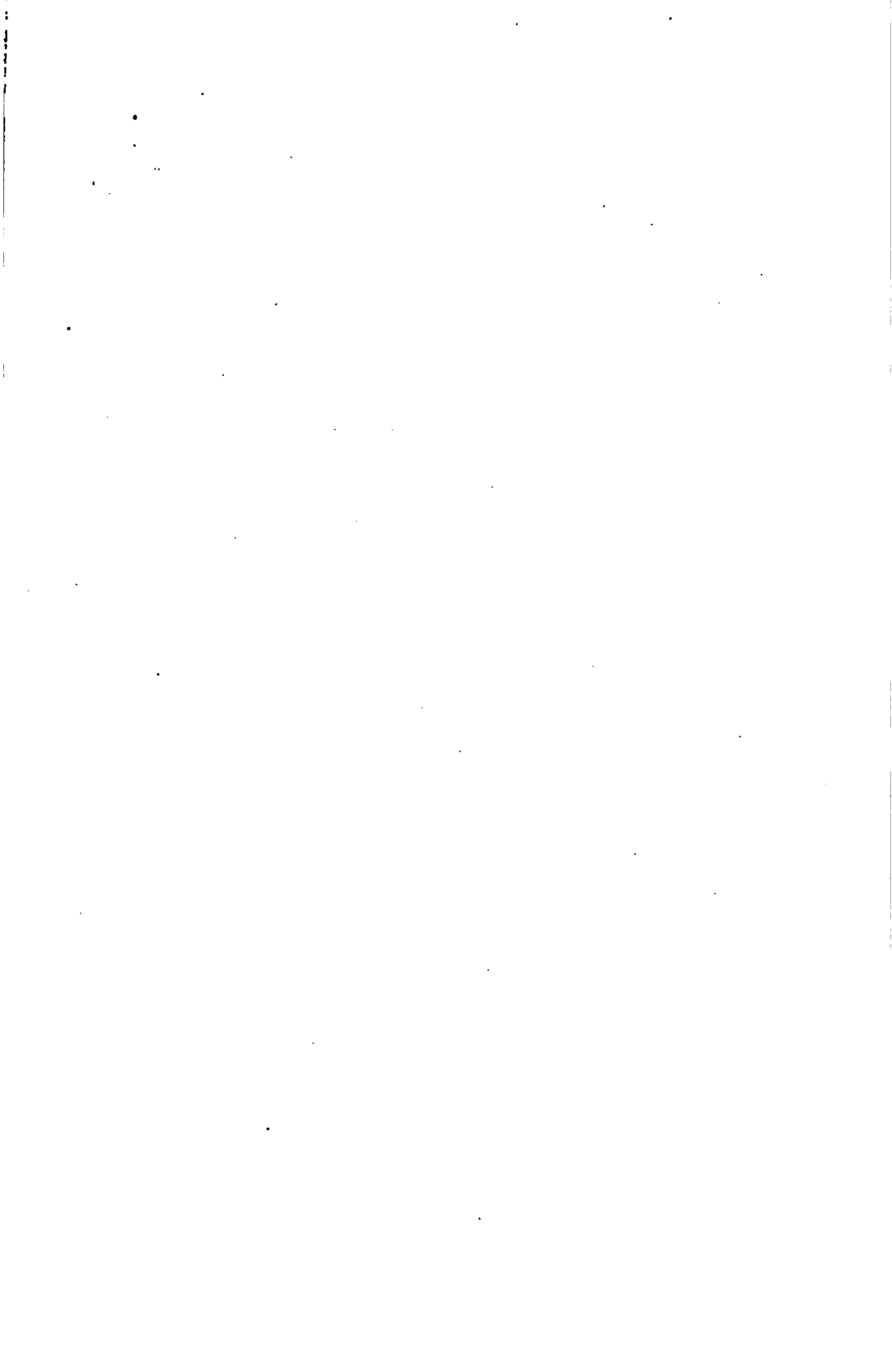
PREFACE

This bulletin, like *Lecture Outlines and Problems 1 and 2* (*Library School Bulletins 12 and 20*), is composed of lecture outlines, reading lists, and other material used in the regular work of the New York State Library School and is intended primarily for class use in the school. Inclusion has been limited to such material as experience has shown to remain fairly constant in form from year to year and which can be more economically printed than stenciled. For this reason there is little qualitative selection or logical sequence shown and the bulletin is in no sense representative of the school curriculum.

In several of the outlines the detail is minute. These outlines are intended to make easily accessible, full information on minor matters on which questions occasionally arise in study and instruction. By printing such material class work is more easily kept free from over elaboration of method and useless discussion of details which are of infrequent rather than general utility, while full data and description are at hand when, in actual work, it becomes necessary to modify or adapt them to varying conditions.

The name of the instructor in charge is given after the general heading of the course. Many of the outlines have been so frequently revised as to be no longer the work of any one person. When some one other than the instructor is clearly entitled to the credit, the name of the compiler is given in a footnote.

To permit the bulletin to be dissected and filed with notes on the different courses, the material relating to each individual course or specific lecture begins on a separate leaf.



025.2 ACCESSION WORK

JENNIE D. FELLOWS

DIRECTIONS FOR ACCESSIONING

1 **Definitions.** See Cutter's *Rules for a Dictionary Catalog*, 1904, page 13.

2 **Directions.** For further directions, see *Library School Rules*, pages 47-57; *Simplified Library School Rules*, pages 47-52; or introduction to the accession books furnished by the Library Bureau.

3 **Sample sheets.** For samples of accessioning, see *Library School Rules*, opposite page 58, or *Simplified Library School Rules*, opposite page 52, but, in case of variations from the following directions, for class work observe the latter. These are planned with a view to ready identification of editions, but in libraries where the accession book is not used for this purpose the record could be much simplified, retaining in extreme cases only the date, accession number, author's surname, catch title, publisher, source, cost, class, book, volume and copy numbers, and only the most important remarks, such as notes "lost" or "discarded." In some libraries the class and book numbers are omitted but these are often very useful. The feasibility of simplifying the accessioning depends upon the use to which it will be put in the individual library and on the fulness of other records.

4 **Abbreviations.** Common abbreviations should be used freely to economize time and space, and also the following special abbreviations:

Dates. Use Library Bureau dates (known as L.B. dates), the shortest abbreviations for the names of the months which can be used without ambiguity, namely

Ja F Mr Ap My Je Jl Ag S O N D, written, for example, 11N10 (for November 11, 1910)

Exception: As the accession book is a permanent record, to be preserved indefinitely, it is better to write the *year in full* at the *beginning of the page*.

Place abbreviations. Use the *short* abbreviations on the list furnished in connection with the cataloging course.

Binding terms

bds	boards	dk	duck	rox.	roxburgh
buck.	buckram	mor.	morocco	rus.	russia
cf	calf	pap.	paper	sh.	sheep
cl.	cloth	ro.	roan	vel.	vellum

What are called half roan, three-quarters calf, etc. are best designated as follows: ²ro. ³cf. etc.

5 **Brackets.** In class work brackets are to be used as on catalog cards for information *supplied* in author's name, the title proper, edition, place, publisher or date, or for paging when different from the final printed page number.

Brackets need not be used for series note (even though this does not appear on title page) or to indicate a modified arrangement of the editor statement.

6 **Punctuation.** Omit punctuation except for abbreviations and when necessary to separate crowded items or main headings and subheads, or to show the relation between terms, as "Taylor, tr."

7 **Ditto marks.** Instead of using ditto marks for each word of a repeated phrase, a single pair is sufficient for an entire item, a pair respectively for the author's name, the title proper, the statement of edition, the series note (or a single pair for the combination of title and edition, or title, edition and series, so far as the entries are identical), place and publisher when both are repeated, or place alone when the place is the same and the publisher is different, year, pages, size, binding and source, and for class and book numbers for different volumes or different copies of the *same work*, but ditto marks should not be used for a part of the title as

History of the U. S.
" Henry Esmond

or in the cost column, as they would make the footing of totals more difficult, or for class or book number when either happens to be the same for two consecutive *different* works, as there is danger that if the number for the first book were changed the use of the ditto marks for the second would be overlooked.

8 **Date.** Give at the top of each left-hand page the date of receipt of the first book entered on the page, using L.B. form of date, except that *year* should be written *in full*.

The date given at the top of the page covers all entries until a different date is indicated. When the date changes from that written at the top of the page, it is given at the left of the first accession number to which it applies, using the L.B. form for day and month, also for year when that changes. Except when the year changes it need be given only at the top of the page.

9 **Accession numbers.** For half numbered books, that is, those in which only the tens and units are printed, it is safest to go through the book at the beginning and complete the number at the top of each page and at the bottom of the page for each full hun-

dred, as there is much less danger of mistake if done in this way than if filled out from time to time as the pages are used.

10 **Author's name.** It is very desirable that the entry word for the author's name should be the same as that used on the catalog card but as the accessioning is often done by someone unfamiliar with the cataloging it is not always practicable to enforce the rule. In the case of personal authors the name given on the title page will *generally* answer the purpose, references in the catalog serving as a connecting link if a different heading is chosen, as for pseudonyms, noblemen etc. With a corporate heading there is more need of caution and if the author entry for this is doubtful, it should be written in pencil or omitted until the cataloging is done.

Forenames, even when only one, are to be represented by initials only. Only such names as are given on the title page need be thus represented unless the accession clerk *knows* the fuller form which will be used in cataloging. In such cases the information should be supplied in brackets.

The maiden name of a woman entered under her married name may be represented by the initial only, but it is better to inclose this in curves if it is known to represent the maiden name, as it will help in identifying the card in the catalog.

For noblemen entered under title, the family name should, if used, be written in full; for those entered under family name the title should be retained if valuable for identification.

Honorary and professional titles may generally be omitted, but "Mrs" should be retained when the initials used are or may be those of the husband, and titles of nobility should be retained sufficiently to justify the entry word; for example, Rosebery, A. P. Primrose, 5th earl of.

For joint authors give only surnames.

For editor or compiler as author the abbreviation "ed." or "comp." is preferably retained.

If, in spite of the short form for the author's name, this is too long for the author column, it may be carried across into the title column.

For anonymous books of which the author is unknown, and for periodicals, the author column should be left blank.

11 **Title.** The title of the book should begin with the *first words of the title proper* but it should be shortened freely, both by the omission of unimportant words and by the use of all common abbreviations, as the necessity of limiting the entry to one line

makes economy of space a matter of great importance. Omissions need not be indicated by . . .

For works which are likely to appear with different editors or translators, the editor's or translator's surname should be given, followed by the descriptive abbreviation, for example, Goethe, J. W. von Faust Taylor, tr. If, however, the book belongs to a series, the name of the series and the *series number*, when known, should be given in () and the editor's or translator's name may generally be omitted, as the series note and number will be a more definite identification of the edition. The series note should be written after the title or after the designation of editor or translator if that also is retained, as it should be when *specially important*.

If the items overrun the title column the additional words should be written above the main line of the title rather than below, to keep them within the field of their own accession number.

12 **Place.** Use *short* abbreviations given on cataloging list.

13 **Publisher.** Leave a distinct space between place and publisher. Give publisher's name in about the same fulness as on catalog cards.

14 **Year.** Give imprint date if on the title page. In condensed accession book do not give copyright date in addition to imprint date, as the column is too narrow; but if no imprint date is given, give copyright or prefatory date as in cataloging, bracketing the date if not on the title page.

15 **Pages.** Give main paging only, as in cataloging, noting two or more groups only when specially important.

16 **Size.** For the sake of familiarity with different forms of size notation, use in the class work in accessioning the size letters given on the size card, S, D, Q etc., although in an individual library the same method would naturally be used in cataloging and accessioning. *Print* this letter in the middle of its column, without period.

17 **Binding.** See abbreviations for binding terms under section 4, above.

18 **Source.** In source column indicate the agent or giver etc. of the books received. If received directly from the author or publisher, these terms may often be used instead of repeating the name, but if the publisher is also the regular agent the *name* should be used. The name of the library's regular agent may often be abbreviated. If the books are bought from a special fund, this may also be indicated in the source column.

19 **Cost.** Do not use dollars sign, but depend upon vertical rule to separate dollars and cents. Write dollars close to *right edge* of their own column.

If more than one volume or copy of a work are received at the same time and the total charge for these is given on the bill, do not distribute this charge among the volumes or copies, but write the number of volumes or copies received at that time at the right edge of the source column for the first of the entries and in the cost column for the first entry the total charge.

For convenience in compiling statistics, give cost in American money. If bills are rendered in foreign currency reduce the items to American terms for the accession record. If it seems desirable to retain the original statement in the accession book the foreign cost may be entered in *red* above the American.

To indicate gifts use the letter g, the most convenient position for statistics being *on the line* which separates the source and cost columns.

If a book is received by exchange the abbreviation "ex." may be used, in the place of the "g."

20 **Call number.** Write class and book numbers close to left edge of their respective columns, to allow for expanding the numbers. These numbers are taken from the catalog cards after the books are shelved.

21 **Volumes.** If a book is published in more than one volume, even if the library has only a single volume, the number of the specific volume should be given in the middle of the volume column (without "v"). If the work is published in only one volume, the volume column is left blank unless a copy number is given.

If two volumes are bound together, give in volume column the inclusive volume numbers, as, 1-2, 3-4. If a volume is bound in two parts, enter as 1¹, 1².

If there are two or more copies of a book in the library, enter in the volume column, cop.1, cop.2, etc. If there is also a volume number, enter the copy number above it.

22 **Remarks.** In the remarks column are given miscellaneous notes, for example, notes of rebinding, withdrawal, replacement etc.

23 **Pamphlets.** For a volume containing more than one independent publication, give accession record for the first only and account for the others by an addition after the title, for example, [& 9 other pam.]

If the volume is made by binding pamphlets previously in the library, give in the source column "pam. bd." and omit cost.

24 **Periodicals.** For the volume of a periodical, made by binding numbers currently received, give in source column "ser. bd." and omit price, as this will generally be kept on a separate serials list. For periodicals and other continuations, include the period covered, as a part of the title, whether given on title page or not. Remember that in the accession record each volume is treated by itself and therefore even for continuations and volumes of a set, should receive full imprint and collation.

1010 BIBLIOGRAPHY

DIRECTIONS FOR ORIGINAL BIBLIOGRAPHY¹

FRANK K. WALTER

For good reasons the vice director will give permission for variation from these rules, but the rules so amended must be followed consistently.

Subject. The original bibliography may be:

- 1 A complete bibliography of a subject or author
- 2 A select bibliography of a subject or author
- 3 A reading list with notes

A complete bibliography must indicate the best books from both scholarly and popular standpoints. A reading list must contain notes indicating scope and value of works.

A subject should be selected and approved before the end of the junior year. The bibliography must be submitted on or before June 1st of the senior year.

Choose a subject in which you are interested. If you have no decided preference, consult the vice director.

Submit the subject to the vice director who, with the lecturer on bibliography, will determine scope and suggest treatment.

Be thorough, be accurate, be consistent.

Material. Do not be satisfied with the resources of one library but, as far as feasible, work in other libraries. Be always on the alert for material. Help each other by reporting out of the way references.

If possible, examine all works included in your list. Indicate by *e* or other suitable symbol books personally examined, using *e* (underlined) if the edition examined is not the same as that entered in the list. Full call numbers of books in the New York State Library may be given even when editions differ from those described in the list; for example, C012 qF831. Cite libraries in which books not in the State Library were seen, thus: Vassar *e*.

Prefix lists of all but obvious abbreviations used and of principal bibliographic aids consulted.

In analytic work make a list of "Works cited," to include full entries of all books from which more than one or two analytics have been taken (*see* Analytics). To any of these that are analyzed add a note specifying edition analyzed if different from that in the list; for example, "Analyzed, Houghton, 1870."

¹ Revised from the original directions of Mrs Salome Cutler Fairchild.

State the scope and purpose of your bibliography clearly and concisely in a preface. For form of prefatory matter, see *New York State Library Bibliography* 32.

In all cases of doubt or lack of specific directions, give too much rather than too little information.

Form of citation

Use *A. L. A. Catalog Rules*, following general directions below.

Author and title. Give full names of author, preferably with dates and full titles. Consult not only the name (author) catalog, but also recent publications for later biographic data or fuller names. Be sure that an author's name is in the same form throughout the list. Subject fulness according to cataloging rules (see *New York State Library Bibliography* 32) may be used in title and in notes and indexes. In reading list and select bibliography, entry may be made under best known form of author's name. As a rule, give brief title, but always include alternative title, name of editor or translator, and any part of title that will add to value of citation or show reason (not otherwise plain) for its inclusion; for example, name of illustrator of children's books, author of prefatory or other additional matter, and even minor information if needed to distinguish editions.

Edition. In complete bibliography, arrange editions chronologically and distinguish with as complete information as possible. (See *New York State Library Bibliography* 17, page 544.) In reading list or select bibliography, choose one edition, except for unusual reasons, and put references to others in a note; for example, "Published without illustrations and index by Houghton \$1.25"; "Edition de luxe, Scribner \$10."

As a rule prefer American editions, unless a foreign edition is better or cheaper. When the same book is published by English and American firms, add note; for example, "Also published by Harper \$2"; or "Also published by Chapman 1s." If an English book is brought out with imprint of American importer, add note; for example, "Also issued by Scribner \$1"; or "Originally issued in London, Low 3s." When same publisher brings out an English and American edition, add note; for example, "American price \$1"; or "English price 1s."

Pages, illustrations, size etc. Give main paging only, except when minor paging represents a considerable proportion of book. Express 208p. with unpagged printed recto as 209p. Indicate sup-

plement pages in periodical references thus; 10: sup. 11-14. Use illus. for illustrations, portraits, plates, photographs, facsimiles and tables, but specify maps. Indicate size by letter (or centimeters if desired) if possible; use fold symbol only when unavoidable.

Place, date. In case of towns requiring addition of state, write, for example, Titusville Pa. (no comma). If name of state is given in title, or bibliography is confined to a single state, omit it in imprint. Omit copyright dates unless in unusual cases the information seems desirable.

Publisher, price. Use common abbreviations for publishers such as those given in the *Publishers' Weekly*, *American Catalog* and *U. S. Catalog*. For little known publishers usually give full firm name. For firms now dissolved use this form: Ticknor (now Houghton). In cases of changed publisher, cite publisher and price of copy examined in entry, adding present publisher and price in note if the book is still in print. Give price of books in reading list, select bibliography and of "best books" in complete bibliography, preferably stating it in money of country where book is published, but if found only in another denomination do not translate it. When the book is known to be out of print, indicate it by o.p. For out of print books give approximate second-hand or auction price if obtainable. In case of foreign books obtainable in the United States, add note giving American publisher or importer and price (*see* Edition). Add "net" invariably to all prices so designated. When single volume or part of a work is cited, state price if sold separately; for example, pt 1, 50c. Mention unusual binding; for example, paper 75c.

Series. Abbreviate consistently and be sure that the abbreviations are easily intelligible. In case of doubt, include abbreviations for series in the explanatory list of abbreviations prefixed to the bibliography. Note the following illustrations:

- (Eng. classics; star ser.)
- (Riverside lit. ser. no. 86)
- (Lib. of economics and politics, v.7)
- (Amer. sci. ser. advanced course)

Analytics in books. When but one analytic from a work is cited give in usual form, and place imprint information in note. When two or more from the same work, place complete entry in list of "Works cited" and analytics in usual form in their proper places. If two or more analytics with same author and from the same book are to be entered under same heading, make full entry

of book, or brief entry (as below) if full entry is made under "Works cited," and give titles and paging of analytics in note; for example,

Gladden, Washington. Social facts and forces. 1897. 304 G45

The corporation, p. 82-115

The railway, p. 116-54

If the edition analyzed differs from that cited, indicate edition. When the part of a book referred to has no definite title, supply an appropriate title and inclose it in brackets, or enter under book and give reason for inclusion in note.

Note the following illustrations:

(*In his Writings*. 1891. p.9-195)

(*In Reminiscences of the City of New York*. 1855. p.145-47)

(*In Shaler, N.S. The United States of America*. 1897. 2:191-213)

Be sensible as well as consistent in analytic entries and keep constantly in mind the convenience of the user.

Analytics in serials. Do not call a periodical article anonymous if the author's name appears in connection with the article anywhere in the periodical. Use abbreviations for periodicals given in *Poole's Index* or the *Readers' Guide*; for all others use full form. Use the following forms for months:

Jan.	Apr.	July	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sept.	Dec.

Contents, notes. Use the following order: notice of different edition, publisher or price; contents; compiler's critical or descriptive note; quoted note; origin or other forms of material (address, paper, argument, reprint, pamphlet, magazine article, etc.); references to reviews, criticisms or summaries.

For arrangement of contents see *New York State Library Bibliography* 24, 32 or 42.

Quoted notes may be condensed but great care should be taken not to alter meaning. Give exact references, using the following forms:

Nation, Feb. 27, 1868, 6:170-72 (that is, title, date, volume, pages)

N.Y. State Trav. Lib. Finding List 7, p. 3

Fiske. Beginnings of New England. 1889. p.280

If the same book is frequently quoted, enter it in the list of abbreviations and use short form at end of note; for example, Adams,

p.386, for Adams, C: K. *Manual of Historical Literature*.1891.
p.386. In citing periodicals as authority, use abbreviated forms in *Poole* or the *Readers' Guide*.

Final copy

Alphabet carefully, both by author and title.

Submit bibliography on $7\frac{1}{2} \times 12\frac{1}{2}$ cm slips or cards, or thesis paper according to the subject. Slips or cards must be perforated to permit filing in standard sized catalog drawers. A full and accurate title page or card must accompany the bibliography. For form of title, see *New York State Library Bibliography 32 or 42*.

Use either joined hand, disjoined hand or typewriter in preparing final copy. Typewritten copy is always easiest to consult. If written, the copy must be legible and neat in general appearance. No entries written on both sides of card or sheet will be accepted.



015 NATIONAL BIBLIOGRAPHY

FRANK K. WALTER

**POINTS TO OBSERVE IN THE STUDY OF GENERAL
AND NATIONAL BIBLIOGRAPHIES**

- 1 Scope (general or national)
- 2 Period covered
- 3 Size, number of volumes, price
- 4 Arrangement
 - Author
 - Author and title
 - Subject
 - Chronologic
- 5 Indexes
- 6 Inclusion
 - Number of entries
- 7 Fulness of entry
 - Author, editor, translator, title, date, place, publisher, price, size, pagination, illustrations, binding, series note
- 8 Miscellaneous special features

015 NATIONAL BIBLIOGRAPHY

FRANK K. WALTER

PREPARATION OF PROBLEM WORK

- 1 Hand in problems on stenciled sheets, not on separate sheets.
- 2 Hand in problems promptly at time and place appointed.
- 3 Use only books already indicated in lectures or class discussions.
- 4 Consider clues to probable sources; for example, language of title, subject, probable approximate date, etc.
- 5 Note all volumes consulted in *order of choice*.
- 6 Use abbreviations given in class for assigned books.
- 7 Cite volumes by dates covered, *not* by volume or date of publication; for example, Roorbach 1820-52, *not* Roorbach v.1, 1852.
- 8 Give initials, not full names, of authors; for example, Poe, E.A.
- 9 Unless full firm name is necessary for identification, give surname of publisher first mentioned; for example, Houghton, *not* Houghton, Mifflin & Co.
- 10 Give titles with sufficient fulness to be intelligible but do not ordinarily quote long titles in full.
- 11 Do not translate size symbols, 8°, 12° etc. into O, D, etc. or into size in centimeters.

- 12 In giving price, include "net," if given.
- 13 Always observe edition and note it if other than the first.
- 14 Give date of publication and copyright date if latter is different from date of publication; for example, 1879 ('74).
- 15 Indicate binding when not cloth; for example, paper, boards etc.
- 16 Give series note.
- 17 Give name of author, book title and series note and publisher in the language of the book. Translate other details into English.
- 18 Give prices in form found (see table of abbreviations, page 6, *Library School Bulletin* 26). Do not convert foreign prices into American equivalents.
- 19 Add any notes useful in identifying the book (for example, noted illustrator or editor) but omit useless items.
- 20 Keep the assigned books in order while using and handle carefully.
- 21 Sign all problems and other assigned work in upper right-hand corner.

025.7 BINDING

FRANK K. WALTER

RULES AND SPECIFICATIONS, NEW YORK STATE LIBRARY, 1913¹

Color

1 The following colors may be used for the several styles of binding:

<i>Morocco</i>	<i>Cloth</i>	<i>Duck</i>	<i>Buckram</i>
light brown	dark brown	light brown	light brown
dark brown	black		dark brown
black	dark blue		dark blue
dark blue	red		light green
red	maroon		
maroon	olive		
dark green	dark green		

2 When convenient, rebind in color resembling original binding.

3 For medical library, observe the following scheme based upon the languages in which the books are published:

	<i>Morocco</i>	<i>Cloth</i>	<i>Duck</i>	<i>Buckram</i>
English {	Am. light brown	dark green	light brown	dark brown
	Eng. dark brown	dark brown	for all	for Am.
German	black	black	languages	and Eng.
Dutch	dark blue	dark blue		dark blue for
French	red	red		German
Italian	maroon	maroon		light green for
Spanish		olive		all others

Repairing and recasing

1 Make few repairs. In general, repairing should be done in the bindery.

2 Occasionally, when covers are attractive and in good condition, resew and put back into old case.

3 Occasionally reback and reletter leather books with attractive covers and sound sewing.

Style

1 Bind ordinary pamphlets in special pamphlet binding.

2 Bind books infrequently used in cloth, unless too heavy.

3 Bind all others, except those noted in 4-6 in buckram or

½ Turkey morocco.

¹ Revised and enlarged by William H. Barker.

- 4 Bind extra heavy books in half duck.
- 5 Bind books for the blind in full art canvas.
- 6 Bind small books which will receive much use, especially traveling library books and fiction, in $\frac{1}{2}$ pigskin.
- 7 For law books use buckram in place of law sheep.
- 8 In general, put into morocco binding rare or valuable books or those falling into any of the following classes: American local history, especially if it refers to the thirteen original colonies; genealogy, early American travels; Civil War; Lincoln; Indians etc.
- 9 Books bound incomplete or with peculiarities of paging or arrangement of subject matter should have a note of explanation tipped on title page or first front cover.
- 10 Make rub-offs to take the place of patterns for all serials which bind as often as once a year.

Lettering

- 1 Lettering should be simple, but should not destroy individuality of the book.
- 2 Letter author's surname in top panel, preceded by initials where there is danger of confusing with another author of same surname.
- 3 Letter title in second panel, including title of periodical.
- 4 Letter editor's name if needed, in third panel.
- 5 Letter volume number in large arabic figures in fourth panel; for example, 12 not Vol. 12. Do not letter copy number, except on books for the blind.
- 6 Letter also in fourth panel, year, number of volume from beginning of set, number of series and volume of series in the following form:

1883	1880-84
298	5-9
SERIES 2	SERIES 3
14	1-5
- 7 Use the English form of the names of foreign countries and cities.
- 8 Use the English form of abbreviation of names of months on foreign periodicals.
- 9 When volumes are divided into parts, use pt for the abbreviation regardless of language.
- 10 For government departments and bureaus, with few exceptions, invert, if necessary, to place the distinctive word first; for example, Agriculture Dept.

11 In case of a university bearing the name of a city or state, use for author the form beginning with name of city or state; for example, Chicago University, California University, etc.

12 Letter dates or edition numbers on standard scientific and applied science textbooks when such information will be useful.

13 Letter call number, if any, in bottom broad panel. Omit call number for certain special collections; for example, Poole sets of periodicals, newspapers, Law library, Legislative reference library, Library for the blind, Library School class work collection, alumni collection, etc.

14 For books for Division of Educational Extension: (1) use only the class number, preceded by capital initial letter to indicate the language, if other than English; (2) for fiction in the English language, use no number; (3) for fiction in other languages, use only the language initial.

15 (1) Letter "N.Y.State Library" in narrow panel at bottom of State Library books including those for the Library for the blind and the Library School; (2) letter "N.Y.S.Trav. Libs." in narrow panel at bottom of traveling library books and "Ed. Ext. Div." on those for the administration section of the Division of Educational Extension; (3) leave panel blank for other divisions of the University.

16 Letter two books bound together, with author of first book in top panel and the title in second panel; in third panel, letter author and title of second book.

17 If volume is too thin to be lettered across the back, letter from top to bottom, placing call number at bottom of book; see sample binding slip 5.

18 Letter all oversize books to be shelved on their sides (that is, x books) from top to bottom; see sample binding slip 6.

Sample binding slips.

Binding slips ($7\frac{1}{2} \times 12\frac{1}{2}$ cm) are filled out by binding clerk, as in samples following. See foregoing directions and Binding routine (p. 33), no. 5. (r. o. "rub off," page 24).

1 Slip for set of which no more volumes are to be bound

Binding no. **9549**

No more

Volumes **2**

Follow exactly arrangement of lines, punctuation, lettering as on back of this slip, and general printed directions on separate sheet.

Color

Light brown

Dark blue

Olive

Dark brown

Red

Dark green

Black

Maroon

I. Dark green

Style

$\frac{1}{2}$ mor.

cloth

$\frac{1}{2}$ duck

buck.

$\frac{1}{2}$ pig

Size

Outside height in centimeters must not exceed

T S D O Q F F⁴ F⁵ F⁵ F⁶

15 17 $\frac{1}{2}$ 20 25 30 35 40 45 50 60

Pattern R. O. Special job Spring back

M. S.

Cloth joints

Vellum on edges

Do not trim

Trim to 25cm

Keep back covers

Plates together at end of vol.

Rush

Charge to

Remarks

a Slip for periodical

Binding no. **0144**Volumes **1**

Follow exactly arrangement of lines, punctuation, lettering as on back of this slip, and general printed directions on separate sheet.

Color

Light brown	Dark blue	Olive
Dark brown	Red	<u>Dark green</u>
Black	Maroon	I. dark green

Style

$\frac{1}{2}$ mor.	cloth	$\frac{1}{2}$ duck	<u>buck.</u>	$\frac{1}{2}$ pig
--------------------	-------	--------------------	--------------	-------------------

Size

Outside height in centimeters must not exceed

T	S	D	O	Q	F	F ⁴	F ⁵	F ⁵	F ⁶
15	17 $\frac{1}{2}$	20	25	<u>30</u>	35	40	45	50	60

Pattern	<u>R. O.</u>	Special job	Spring back
---------	--------------	-------------	-------------

M. S.	Clot joints	Vellum on edges
-------	-------------	-----------------

Do not trim	Trim to 25cm
-------------	--------------

<u>Keep back covers</u>	<u>Plates together at end of vol.</u>
-------------------------	---------------------------------------

Rush	Charge to
------	-----------

Remarks

3 Single slip for more than one volume of a work

Shows also editors and volume numbers with contents. When a book is so proportioned as to be improved by an extra panel, a blank panel is inserted below the fourth.

Smith	
Dictionary of the Bible	
Hackett and Abbot	
1 A to Gennesaret	2 Gennesaret to Market
220.3 S66	
N. Y. State Library	

4 Slip for official author heading with subhead

Shows also use of single slip for more than one volume, also volumes bound in parts.

Prussia Statistisches bureau		
Preussische statistik		
1898 151 ^{Pt1}	1902 176 ^{Pt3}	1903 177 ^{Pt1}
314.31 q P97		
N. Y. State Library		

5 Slip for thin book

To be lettered from top to bottom. Use diagonal lines (not indicated in specimen slip) to indicate spacing.

Allen
History
topics
1 907 A42
1 N. Y. State Library

¹ Lettered across or lengthwise on book according to binder's judgment. The same is true also of call number.

6 Slip for oversize book

To be shelved on its side. Very thin books are lettered in one line.

Buffalo
Express
1905 Jan.-Mar.
N. Y. State Library

Serials

1 In binding periodicals, discard all advertising pages and back covers, except for one of the following reasons: (1) pagination; (2) text or important matter printed on them.

2 Put title page and contents at beginning, and index at end, unless so printed as to make this impossible. (A table of contents arranges matter in order of occurrence in text; an index arranges it alphabetically.) Title page must go at front even if it takes index with it.

3 If one number makes a volume, leave title page and contents inside the covers and do not discard advertisements or covers.

4 Where two separate paginations are in the same covers, keep each pagination together, putting all front covers with the first.

5 If plates are scattered through text, leave them so. If they come grouped at the ends of the several numbers, arrange them in order at the end of volume.

6 If plates are bound separately, bind front covers with text.

7 Unless too thin, bind index volumes separately, if covering several volumes.

8 When convenient, bind separate reports by decades; for example, 1870-79, 1880-89, unless too thick, when bind together the reports for five years; for example, 1870-74, 1875-79, etc.

General instructions to binder

Materials and colors. Books shall be bound in materials and colors, as designated by the State Library. The materials for binding to be used are morocco, pigskin, duck, buckram and cloth. The materials used and their colors shall be satisfactory to the Library and approved by it.

Lettering. *Follow exactly* both spelling and punctuation and division of lettering in the different panels. An extra charge may be made for all lines of lettering in excess of five.

Sewing

1 After they are taken apart, collate all books carefully. Without special instructions, bind only perfect books.

2 Mend tears with tissue paper.

3 Use Hayes's Irish linen thread.

4 Do not saw backs deeply.

5 Sew on soft twine (or on tapes when so instructed).

6 Use four-ply for all books under 35 cm; for 35 cm and over, use five-ply.

7 Machine stitch first and last signatures.

8 Sew "all along" when possible without using too small thread. Regulate size of thread so as not to swell the back.

9 Mount thick or double plates and heavy covers on guards. Back or joint folding maps, etc. with muslin when so instructed.

Forwarding

1 Trim books as little as possible. Do not trim manuscripts, maps, old or valuable books, etc.

2 Without thinning or scraping, lace each band into boards, first cutting a groove for band in each board to prevent its cutting off in "knocking down."

3 Use medium tar board.

4 Use lithographic paper linings and washable cloth sides on half morocco and half pig. Use marbled paper sides and granite paper linings on half duck, granite paper linings on cloth, plain white paper linings on buckram.

5 On half-duck work use vellum corners covered by paper sides.

6 Morrocco and half-duck work shall be tight back unless otherwise specified. On books bound in half pig use cloth joints and glue leather directly to back of book without lining.

7 Make all buckram books spring back, line with muslin and use cloth joints.

This does not apply to books for the blind which are to have tight backs and flexible joints.

8 Put cloth joints in morocco and duck books when so instructed.

9 Put vellum on edges of duck books when so instructed.

10 When backs of signatures are badly worn or book is made up of single sheets, machine stitch into sections and sew in usual manner; if a pigskin book it should be overcasted.

11 Machine stitch newspapers and bind in half duck, paper sides and vellum corners.

12 Pamphlets. Muslin to go around back and extend far enough to form strong joints. Flat stitch through muslin, attach light boards and cover whole with book cloth.

Finishing

1 Use only most usual form of roman capitals and arabic numerals.

2 Never use roman numerals, German, old English or other fancy type.

- 3 Omit punctuation except when needed to avoid ambiguity.
- 4 Omit all tooling on backs except plain gilt cross lines.
- 5 Put plain gilt fillet at edge of morocco.
- 6 Do not sprinkle edges, except of pigskin books.
- 7 Do not use false, raised bands.
- 8 Use silk head bands in bright colors on leather work, plain head bands on cloth and duck.
- 9 Never letter on labels without special instructions.

025.7 BINDING

FRANK K. WALTER

BINDING ROUTINE, NEW YORK STATE LIBRARY, 1913

Books to be sent to bindery¹

1 See that volume is complete. Look up and claim, beg or order missing numbers of serials and record on 5 x 7½ cm slips.

2 See that each periodical has title page and index. List (on 5 x 7½ cm slips) of periodicals without indexes will show what periodicals do not print them. Send to foreign agent for title pages and indexes to complete foreign periodicals which are bought; send to publishers for all others.

3 Arrange pieces to be bound together and tie firmly.

4 Keep binding slips stamped ahead with consecutive numbers:

(1) Slips for serials on check list 01 — 0999

(2) Slips for other books 1 — 9999

5 Fill out binding slips according to binding rules (page 23) for all books except resews and repairs. If a book belongs to a set, consult old pattern file of binding slips to see if other volumes have been bound. If it is a serial volume, consult current pattern file.

a If no volume has been bound, decide on binding, lettering etc. for the set.

b If volumes have been bound, copy old slip, making necessary changes in date, volume number etc. and underline "Pattern." If size has so changed as to require change in shelving (necessitating change in call number), omit call number or give changed call number.

6 Resews are sent to the bindery without slips. For repairs fill out time slips.

¹ Revised and enlarged by William H. Barker.

Time slip

Clapper & Van Wely		191
Please		
for	and charge to	
Work done by	Time	hours
BINDING N. Y. STATE LIBRARY		

7 Make out charging slips for all books except:

a Law books, books for the blind and books for the Division of Educational Extension.

These books are charged in their own sections.

b Serials on check list, which are charged on back of check list sheets. When, however, serials are bound separately and under their own author and title, a charge is made at loan desk also.

c Books for other divisions of the University.

8 Put binding slips in books and send to bindery.

9 Send charging slips to loan desk, where they are dated and filed.

10 When binder calls for patterns, charge them on charging slips, and send slips to be filed at loan desk. Slips are marked "pat" to distinguish them from regular charges. When patterns are no longer needed they are returned direct to loan desk and discharged.

Books returned from bindery

1 Books are returned from bindery arranged on truck in order of binding numbers on accompanying invoice. Compare books with binding slips, noting whether directions have been accurately followed and whether size, lines of lettering and total cost

as given on invoice are correct. Also count and record number of volumes having cloth joints, or vellum on bottom edges, and the number of cloth, duck and buckram books of which rub-offs are to be made. Books needing corrections or rub-offs are returned to bindery. The invoices, when corrected and the corrections approved by binder, are held till binder's semimonthly bill is sent. This is compared with invoices, stamped, approved and sent to cashier. Invoices are kept in order section.

2 After removing binding slips from books, send Educational Extension books to room 335; others to be accessioned.

3 Books which have no binding slips, that is, resews and repairs, are counted and sent, law to Law library, blind to Blind library, Educational Extension to Educational Extension, and others to loan desk where they are discharged. Books and slips are returned to the order section.

4 Working from the binding slips instead of the books, discharge serials on check list. Date of return is stamped on check list.

5 Keep binding slips for Educational Extension books for a week or two, send slips for law books to Law library and the rest to loan desk.

6 *a* Loan clerk stamps date of return on charging slips and sends them to order section with the binding slips.

b For law books, charging slips in Law library are discharged and filed.

c For Educational Extension, book cards are replaced.

7 Binding slips are returned from loan desk with their charge slips, serials binding slips from check list.

a Those for current serials are put in current pattern file. Similar ones there found, if any, are destroyed unless for later volumes or differing in details other than date, volume number and call number, in which case they are put in old pattern file for use if old volumes need rebinding.

b Those for volumes of sets or old serials are put in old pattern file, similar ones there found, if any, being destroyed.

c Others are put in current file.

8 Charging slips are filed in order section by call number if any, otherwise by author.

9 At end of fiscal year current file of binding slips and file of charging slips are held for a year and then destroyed.

025.7 BINDING

FRANK K. WALTER

SUGGESTER BINDING ROUTINE FOR SMALL LIBRARY

- 1 Examine books for binding, noticing condition, completeness, plates, title pages, indexes etc.
- 2 Make out binding slips, giving number of volumes, color, style, size and exact lettering. Lay slips in books.
- 3 Make out charging slips for loan desk.
- 4 Send books to bindery.
- 5 When books are returned from bindery, check itemized bill with price schedule.
- 6 Discharge books at loan desk by comparing binding slips with charging slips.
- 7 File alphabetically such slips returned from bindery as will be needed as patterns.

025.7 BINDING

FRANK K. WALTER

BOOK REPAIRING AND CLEANING¹

Books should be taken from circulation when first signs of wear appear and put into one of the following groups:

For rebinding

Books with weakened sewing and broken backs

For recasing

Books that have become loosened in covers but where sewing is still firm

For mending, cleaning and general repairs

Books with loose leaves, torn papers, pencil marks, and unsightly spots

Wear outs

When a book has passed through the above stages and is not quite ready for the discard shelf, it becomes a "Wear out."

General directions

Books to be rebound should be gone over for finger marks, stains, missing pages, tears etc.

Cleaning and simple mending are all that is required before books are sent to the binder.

Clean with art gum or red rubber if practicable. If too soiled for this method, use Ivory soap and water, sometimes adding a little ammonia. Dissolve a small piece of soap in the water. Wring out a small piece of cheese cloth (about 12 inches square) very dry, and rub the page or spots on the page lightly and quickly. Care should be taken not to erase cataloger's check marks and book numbers on title and following pages. Mend torn pages and corners, and insert loose leaves (unless book is to be rebound, when binder mounts pages unless badly torn).

Sandpapering the edges of a book and adding fresh dating slip, book card and pocket often freshen up a most untidy looking book.

When a book has been cleaned, mended etc., put in book press until dry.

Recased books. If books to be recased need mending or cleaning, that should be done before they are taken out of covers as otherwise the sewing might be weakened. When cloth is worn out or not strong on back, new cloth should be used.

¹ Outline by Miss Jane H. Crissey.

Wear outs. "Wear out" books should be mended in the quickest and easiest manner, using paste, flexible glue or anything which will make the book hold together until discarded; then mark "W.O." in some designated place so that all library assistants may know the status of the book.

Cleaning covers. When books need cleaning on the outside, art gum, clear water, water with a little vinegar, or soap and water may be used. When dry, varnish with a thin varnish or shellac diluted with wood alcohol until it is very thin and runs from the brush like water.

Labels. Labels on backs of cloth bound books usually stick better if the space on which they are put has been brushed with ammonia.

Book plates. Book plates, if rubbed from center outward to corners, do not have air bubbles and fit smoothly.

Hinges. Hinges are used single and double. They may be cut various sizes and kept ready for use, Japanese paper being preferable.

Maps. For notes on repairing maps, see Library of Congress Report for 1901, pages 265-66.

Paste. As prepared paste often contains glue, the following bookbinder's recipe, free from anything injurious to paper or leather, is given:

- ¼ pound of flour (1 cup)
- 1 teaspoonful of alum, dissolved
- 1 generous fourth teaspoonful of oil of clove
- 4 cups of boiling water

Put water on to boil. Take two four-quart pans. Rinse one in cold water to prevent flour from sticking. Put flour in and mix well with a little cold water, beating with a fork until perfectly smooth. Add alum dissolved in a little cold water. Pour on two cups of the boiling water, strain through a wire sieve into the other pan. Add the remainder of the boiling water and cook, stirring constantly until partially clear. Add oil of clove and put into a perfectly clean covered crock. The hot paste thickens as it cools. Take out small quantities for use. The materials for paste cost about one cent for a hundred books.

025.7 BINDING

FRANK K. WALTER

DIRECTIONS FOR USE OF GUMMED LABELS ¹

Directions for using gummed labels are also given in Stearns's *Essentials in Library Administration*, 1905, pages 42-43.

In labeling books for call numbers two points are important: (1) to place the labels at a uniform height, so that the shelves will present a neat appearance; (2) to fasten the label so securely that it will not come off. These instructions should be carefully followed.

Wipe back of book where label is to go with flat one inch camel's hair brush dipped in ammonia. After wetting about 10 books wipe off the ammonia with cheese cloth. This removes the glaze from the binding and allows the label to stick.

When books are dry, add gummed label. Dip the label quickly in hot water with tweezers and press firmly into the back of the book with cheese cloth. Lower edge of label should be 5 cm from bottom of book. To secure this uniform height use a 5 x 7.5 cm slip to insure the distance on each book.

After label dries add the call number with india ink and a coarse stub pen. When dry add one coat of shellac with a very small round camel's hair brush. This first coat of shellac should be spread very thin. After drying about 12 hours add a second coat, using shellac liberally. Both coats of shellac should be applied very quickly, using as few strokes of the brush as possible, three strokes being sufficient.

If books are thin, trim edges of labels to avoid projections that will come loose. If very thin place label on front cover near back of book 5 cm from bottom.

Clean brushes with alcohol.

¹ Outline by Judson T. Jennings.



025.7 BINDING

FRANK K. WALTER

LETTERING BACKS OF BOOKS IN INK IN NEW YORK STATE LIBRARY¹

1 **Surface.** *a* If surface is so soft that ink soaks in, as in case of clothback binders, varnish first with a good quality spirit varnish. Thin the varnish with alcohol; if it is too thick it cracks when dry. Let books dry for several hours.

b If surface of book is glazed so that it will not hold ink, wipe off first with a damp cloth and polish with the palm of the hand.

2 **Ink.** Letter dark books with a good quality white lettering ink. Put on with a quill steel pen. Keep the pen perfectly clean, never allowing the ink to dry on it. Shake bottle of ink frequently and thin the ink with water when necessary.

Gold ink should be used with caution as some makes have been found to tarnish to such an extent as to become almost invisible.

3 **Varnish.** After half an hour, varnish white lettering with spirit varnish. In a few hours, the books are ready for use.

4 **Cleaning.** Very often, when books have become soiled and the lettering dim from use, the latter can be made clear again by wiping with a damp cloth.

5 **Lettering.** If the back of the book is not divided into panels by raised bands or tooling, imagine the space divided into five equal panels and letter as follows:

a Author. Letter author's surname in top panel, preceded by initials where there is danger of confusing with another author of same surname.

b Title. Letter title in second panel, including title of periodical.

In case of two books bound together, letter in top panel the author of first book and in second panel, the title; in third panel, letter author and title of second book.

c Editor. Letter editor's name, if needed, in third panel.

d Volume number. Letter volume number in fourth panel; for example, 12 not Vol. 12. Do not letter copy number, except on books for the blind.

In case there are no panels, place top of volume number 7.5 cm from bottom of book, or 2.5 cm (1 inch) above class and book number, using long side of a 5 x 7.5 cm slip for measuring. See 5f.

e Year, series etc. Letter year, number of volume from begin-

¹ Outline by Florence Woodworth.

025.7 BINDING

FRANK K. WALTER

BRIEF LIST OF REFERENCES ON BINDING FOR LIBRARIES

Abbreviations: A. L. A., American Library Association; L. J., Library Journal; P. L., Public Libraries.

- A. L. A. Committee on Bookbinding.** Binding for small libraries. Chic., A. L. A. 1909.
- Bailey, A. L.** Bookbinding. Chic., A. L. A. 1911.
- Bartlett, E. C.** Book leathers. (*In Hitchcock, F. H. Building of a book.* 1906. p. 234-36).
- Blackwell, Henry.** Special bindings. (*In Hitchcock, F. H. Building of a book.* 1906. p. 248-56).
- Brown, Margaret W.** Mending and repair of books. Chic., A. L. A. 1910.
- Chivers, Cedric.** Paper and binding of lending library books. (*In A. L. A. Proceedings.* 1909. p. 231-59).
- Materials and methods in bookbinding. (*In A. L. A. Proceedings.* 1911. p. 164-79).
- Cockerell, Douglas.** Bookbinding and the care of books. N. Y. Appleton, 1910.
- Coutts, H. T. & Stephen, G. A.** Manual of library bookbinding. Lond., Libraco, 1911.
- Crane, W. J. E.** Bookbinding for amateurs. Lond., Gill, n.d.
- Dana, J. C.** Notes on bookbinding for libraries. Chic., Library Bureau, 1910.
- Hulme, E. W. & others.** Leather for libraries. Lond., Library Supply Co. 1905.
- Johnston, D. V. R.** Binding and binderies. (*In L. J. Oct.* 1891. 16:c9-18. Also in A. L. A. Proceedings, 1891. p. 9-18).
- Elements of library binding. (*In A. L. A. Papers ... World's Library Congress.* 1896. p. 907-16). Papers also published under title *Papers prepared for the American Library Association for its annual meeting ... 1893.*
- Notes on binding. (*In L. J. Aug.* 1892. 17:c13-18. Also in A. L. A. Proceedings, 1892. p. 13-18).
- Kendall, H. P.** Book cloths. (*In Hitchcock, F. H. Building of a book.* 1906. p. 226-33).
- Nicholson, J. B.** Manual of the art of bookbinding. Phil., Baird, 1902.

- Philip, A. J.** Business of bookbinding. Lond., Stanley Paul & Co. 1912.
- Poole, R. B.** Elements of good binding. (*In L. J.* 17:c15-18. Also in *A. L. A. Proceedings.* 1892. p. 15-18).
- Sawyer, Harriet P.** How to care for books in a library. (*In Wis. lib. bul.* 5:6-8, Feb. '09).
- Smith, A. M.** Bookbinding. (*In her Printing and writing materials.* 1904. p. 181-223).
- Specifications for binding.** (*In Wis. lib. bul.* 3:66-67. Apr. 1907).
- Stephen, G. A.** Commercial bookbinding. Lond., Stonhill, 1910.
[Symposium on binding] (*In P. L.* 9:259-72. June 1904).
——— (*In P. L.* 11:287-303. June 1906).
- Tapley, J. F.** The binding. (*In Hitchcock, F. H.* Building of a book. 1906. p. 237-47).
- Wire, G. E.** Small binding plant in the building. Worcester, Mass. 1909.
- Worcester specifications.** (*In L. J.* 27:269. May 1902).
- Zaehnsdorf, J. W.** Art of bookbinding. Lond., Bell, 1903.

025.6 LOAN WORK

JEAN HAWKINS

BROWNE CHARGING SYSTEM¹

1 Single entry

Time account kept by book card in reader's pocket.

Filed by: (1) date; (2) call number.

2 Reader's pocket

Takes the place of a reader's card.

Contains name, address and registration number.

Kept in library filed by date book is due and call number of book card which is inserted in the pocket.

Kept in library filed by reader's name when no book is out.

3 Book pocket

4 Book card

Contains call number, author, title and accession number.

Loan desk assistant adds registration number.

Kept in pocket on inside of back cover of book when it is on the shelf, otherwise in reader's pocket filed by date and call number.

5 Process

Issue

Assistant takes book card from pocket, stamps on a slip in back of book the date book is due and finds reader's pocket in the reader's alphabetic file, if no book is returned. If a book is returned, finds reader's pocket in charging tray and discharges book. [See "Return," below] Writes registration number on book card, places it in reader's pocket and gives book to reader. At the end of the day assistant arranges book cards, in reader's pockets, by call number, counts them for statistics and files them by call number under date when book is due.

The Browne system does not require reader's registration number on book card. It is used in some libraries as an extra precaution.

Return

Assistant finds book card in reader's pocket from date slip and call number of book, returns book card to book,

¹ This is a typical application of the system. Details vary in different libraries.

and files reader's pocket by his name if no other book is to be drawn. If another book is to be drawn the process of issue is repeated [see "Issue" above].

Cost of supplies for Browne charging system

Pruyn Library, Albany, N. Y.

Reader's pockets, manila, not printed, special size.....	\$3	for M
Book cards, manila, cut 8.5 x 5 cm.....	1	2500
Application blanks, printed, with hole at bottom..	5	5M
Bookplates, gummed, printed in blue with addition "Gift of....." or "Gift of Anna Parker Pruyn".....	3	2M
Rules and regulations.....	10	2500
Recall postals, postals and printing.....	17.50	1500
Time slips, printed "Return on or before" in blue, gummed both ends.....	4	5M
Book card pockets, triangular, printed.....	7.50	5M

025.6 LOAN WORK

JEAN HAWKINS

NEWARK CHARGING SYSTEM¹

1 Single entry

Time account kept by book card.

Filed by: (1) date; (2) call number.

2 Registration

Applicant is given application blank which he fills out with his name. Registration clerk fills in address, occupation, name of boarding place, if any, date of expiration and place of business. If applicant's name is in directory, card is given at once; otherwise a postal is mailed to the applicant asking him to call at the library for his card, bringing the postal; on the return of the postal to the library, the reader's card is granted. Parent's, teacher's or guardian's signature is required if applicant is under 18. Clerk stamps on the application slip the registration number, stamps date and fills out the reader's card (*see* 3). Clerk then fills in the reader's name, inverted, on the application slip; on the next day he copies in registration book, name, address and place of business, and files application blank by reader's name.

3 Reader's card

One reader's card is used, and all books, including those in the pay duplicate collection, are charged on it.

Contains on the face name, address and registration number; on the back, name and registration number repeated and date of expiration.

Carried by reader.

Loan clerk adds dates of issue and return.

Kept in front of application slip when no book is out.

Renewal determined by date of expiration on card.

Held for fines.

4 Book pocket plain manila paper

Contains call number and copy number.

Loan clerk adds date of issue.

¹ For fuller description, see J. C. Dana's *Modern American Library Economy*, pt 1, sec. 2, Lending and receiving books: The charging system, 025.6 D16.

5 Book card

Contains call and copy number on face. These are added on back when face is filled.

Loan clerk adds registration number and date of issue.

Kept in pocket on inside of back cover of book, when it is on the shelf; otherwise in tray arranged by date and call number

6 Process

Issue

To charge a book the date on which the book is taken from the library is stamped (1) on the reader's card, (2) on the book pocket, and (3) on the book card which is in the pocket, and the number of the reader's card is written opposite the date on the book card.

The book card is then dropped into a box divided into compartments which stands on the desk. At the end of the day, the book cards are taken from the circulation box and arranged in a slip rack box (1) according to class, (2) alphabetically by author number, and the box is put on the slip rack table next the one containing yesterday's circulation.

Return

When the book is returned, the reader's card only is stamped with the return date, and the borrower may at once proceed to get another book. A fine is charged if the book is overdue — which fact is ascertained by the charging date on the left of the reader's card — and the book is laid aside to be discharged at the pleasure of the slip rack attendant.

To discharge ascertain from the book pocket the date the book was charged, then take the book card from the slip rack and put it in the pocket of its book, taking care that book and card correspond as to class, book and copy number.

Overdue books are indicated by the date slips, the trays being moved along each day.

Cost of supplies for Newark charging system

Cash account	\$6	for	3M
Daily circulation	6		3M
Rules and regulations.....	10		5M
Reserve postal	11.50		1M
Reserve pink slips.....	7.50		5M
Application blanks	18.50		10M

Pink slips (fine)	8.75	10M
(for registration file)	2.25	5M
Pockets	8	24M
Book cards	45	50M
Reader's cards	9	10M
Blue renewal slips	7.50	5M
Fine postal	11.50	1M
D.C. fine postal	11.50	1M
Children's book cards	12.50	10M

025.6 LOAN WORK

JEAN HAWKINS

COLUMBIA UNIVERSITY LIBRARY CHARGING SYSTEM

1 Triple entry

Book account kept by book card filed by call number.

Reader's account kept by reader's card filed by reader's name.

Time account kept by call slip filed by date.

2 Registration

Classes of persons who may draw books with process of registration: (a) officers of the university — are identified from the directory; (b) students — are identified by matriculation card presented at desk; (c) graduates — are identified from the lists of graduates.

Applicant, identified as above, fills out his own reader's card (*see* 5).

3 Number of books

Three books (three pieces) may be drawn at a time by students and graduates; an unlimited number by officers.

Books may be retained by students and graduates 14 days, subject to recall if needed by other readers. Officers' accounts must be adjusted annually.

4 Call slip is a manila slip

Reader adds call number, his own name and the number of the table in the reading room at which he is sitting if he wishes the book delivered there.

Loan clerk adds date of issue.

Filed by date for a time record.

5 Reader's card

Contains his initials, full name and address.

Kept in library filed by reader's name.

Loan clerk adds call number and dates of issue and return.

6 Book pocket is a blank white pocket, 7.5 x 12 cm in size

7 Book card

Contains call number, author and title.

Reader adds his name.

Loan clerk adds dates of issue and return.

Kept in pocket on inside of back cover of book when it is on the shelf, otherwise in tray filed by call number.

8 Overdue books and fines

Overdue books are detected by call slip. Every day clerk sends postal notice for all books overdue. On return of an overdue book the fine of 5 cents a day is collected. A book is sometimes loaned to a reader having a fine unpaid.

9 Process

Issue

Clerk takes book card from pocket, replacing it with a slip showing date of issue. Reader writes his name in second column of book card and receives book. Clerk finds reader's card in file from name on book card, writes call number in second column and stamps date of issue in first column, and in first column of book card, and on call slip. Takes statistics from book card and then files book card by call number, reader's card by name and call slip by date.

Return

Clerk removes date slip from pocket, finds book card from call number, reader's card from name on book card, and call slip from date, stamps date of return in third column of book card and reader's card, returns book card to book pocket, files reader's card by name, and returns to reader original call slip, stamped "returned" and with current date, thus providing the reader with a receipt for book returned.

10 Reserves

Reader writes his name in pencil in second column of book card. If more than one reserve on same book, names stand in order of request. When the book is returned the person for whom it is reserved is notified by postal and book is kept for him two days.

11 Renewals

Application for renewal may be made in person or in writing. Clerk discharges book and makes new charge exactly as if drawn for the first time.

025.12 PRINTING

FRANK K. WALTER

PREPARING AND EDITING COPY ¹**GENERAL**

Write legibly, or typewrite, on only *one* side of sheet, leaving space between lines.

Leave margin at left of 1½ or 2 inches and at top of 1 inch. Do not fold or roll manuscript.

Use good black ink. Copy can not be made too plain.

Use paper of uniform size, preferably about 8 x 10 inches, of medium weight and white or cream tinted.

Numbering. Number pages consecutively from beginning to end, with large, clear figures in upper, right-hand corner. If copy is partly sheets and partly cards, make sequence plain; for example, on last sheet write, "Copy on cards follows," and on first card, "Follows p. 170 of ms copy." Where much card copy is used an automatic numberer is a convenience. Inclose page numbers in circles to show printer that they are not final figures.

Insertions. If a phrase or sentence, write between lines of text when spacing permits, placing caret at point of insertion. If several sentences or a short paragraph, write on separate sheet, cut to required length, and paste edge on margin of copy opposite point of insertion, turning slip over face of sheet. If a third of a page or more, write on separate sheet or sheets, and number with figure of page on which matter is to be inserted, with letters added; for example, 7a, 7b, 7c. Write in margin opposite point of insertion, "Insert 7 a-c," or if addition comes at bottom of page, "p.7 a-c follow."

Canceled matter. If a letter, draw line through from right to left. If words, use heavy horizontal line. If several lines or a paragraph, draw heavy line through first and last line and connect with heavy diagonal line. If a sheet or sheets are withdrawn after pages are numbered, indicate omission on preceding page; for example, if two pages are thrown out following p. 170, mark it 170-72.

Footnotes. Two ways of placing: (1) directly after the reference, inclosed between lines drawn across sheet; (2) at foot of page, with line separating it from text. In either case "footnote" should be written in margin opposite and type indicated. Use

¹ Revised from outline by Elva L. Bascom.

letters instead of star, dagger etc. in referring to footnotes. Printers usually consider the first method preferable. (1) is better than (2) unless tracing is very carefully done.

EDITING

Two distinct processes: (1) correction of subject matter; (2) technical preparation of copy.

Subject matter

The author's responsibility, the editor's opportunity to be useful. Editor should not rewrite without author's consent, but must correct obvious mistakes.

Accuracy. Question any statements which you are reasonably sure are incorrect or are not clear, but do not correct them until author has been consulted.

Verbosity. "I learnt to think that the whole art of writing consists in making one word suffice where ordinary men use two" (Sir Leslie Stephen). "Use the shortest expressions consistent with clearness." Avoid circumlocutions. Editor is justified in cutting down when author is too verbose to permit inclusion of entire copy within available limits of printed space.

Ambiguity. Largely the result of bad phraseology, sometimes of inexact knowledge. Imagine yourself wholly ignorant of the matter under consideration and try to foresee any possible misinterpretation of language used.

Diction. Use simple words instead of long, unwieldy ones. Do not use unexplained library or other technical terms unfamiliar to intelligent laymen except in material intended chiefly for experts.

Paragraphing. Avoid very short or very long paragraphs by remodeling sentences so as to make connection closer or more remote as the case demands.

Spelling, capitalization, punctuation, compounding, hyphening. No authority beyond appeal. "Follow best usage" means little, especially for library lists and bulletins. Adopt definite rules and be as consistent as possible. Temper consistency with common sense and do not be obstinate or freakish.

Spelling. Prefer simpler forms; for example, traveled, program, medieval. Do not use English forms; for example, honour, centre, waggon.

Capitalization. "A lavish use of capitals defeats the very purpose for which the letters were distinguished in rank" (Goold

Brown). *Do not gain consistency at the cost of common sense.* Capitals are usually unnecessary in a list of book titles, but when used, should be used consistently.

Punctuation. Know the exact value of each mark and use only such as are necessary to make the meaning clear. Avoid the dash and too profuse use of commas. Never set off a restrictive clause from its antecedent. Do not hesitate to insert a comma between nominative and verb when it makes the sense clearer.

Compounding. Do not join two words when they can sensibly be written separately.

Hyphening. Do not use hyphen when there is good authority for joining the words or writing them as two.

Technical preparation

Center and side heads. Usually furnished by author, but often irregularly supplied or inconsistently used. When more than one grade of heads, choice of type should clearly show relation. Not more than two grades of side heads can be used without risk of confusion. Center heads for most important divisions, side heads for minor divisions.

Marginal and cut-in notes. Seldom used in library work. Useful in textbooks; expensive. Marginal notes often added on first proofs; cut-in notes must be furnished with copy.

Quoted matter. Four methods of indicating: quotation marks; setting solid; indenting at each margin; setting in smaller type. The first most common for brief quotations, the last or combinations of the last three for long ones.

Illustrations. If full width of page, they can be supplied with first proofs; if any are to be cut in (with type on either side) they should be supplied with copy, including legends and place of insertion. Interior or exterior views should usually be half tones; plans, diagrams and reproductions of printed matter should be zinc etchings. Indicate size of all illustrations to be used.

Indicating type. Type for body of text is included in general directions to printer, also any arbitrary method of marking for other types; for example, blue underline for antique, red side line for small type. Ordinary symbols for italic (1 underline), small capitals (2 underlines), and capitals (3 underlines) need no explanation. Directions for other kinds of type should be written in margin of text, inclosed in circles. Ordinarily proofs of title page and at least one page of text should be examined before final choice of type is made.

Indention. Indention deserves careful attention. One em is usually sufficient for paragraphs, book lists, index entries, etc. Paragraph versus hanging indention. Good library usage varies widely. Largely question of economy, taste, space or type. Be consistent. Ragged page margins should be avoided.

Directions to printer. Six essentials: type (size and face), size of type page, leading, paper, page measure, number of copies, time work is required. These directions should be sent with copy, on separate sheet for work of any length. Any instructions written on copy should be inclosed in circles or curved lines, to show that they are not to be set.

Corrections. Make corrections in text itself. Do not correct with proof marks. Margin should be used only for directions to printer or brief additions to text.

The most common editing marks

¢ = use lower case letter (small c).

≡ = " capital letter

≡ = " small capital letter

(U.S.) ③ = write out; do not abbreviate or use figure

(forty) = use figures

hand work = make one word

halfway = " two words

tendency tendendency judgment = correct spelling

cents
A a copy = strike out superfluous characters

for local purposes (See p.59). = less space

to indefinitely postpone = transpose

1 3 2 4 5
to indefinitely postpone an engagement which is important
= rearrange in order of numbering

connecting 2 paragraphs = no ¶

this → from end of sentence to margin = no break

in state = insert missing word or character

025.12 PRINTING

FRANK K. WALTER

PROOFREADING¹

Routine. First or "galley" proofs read with copyholder, corrected, and corrected proofs sent to author with manuscript and reader's queries; original proofs sent if errors few. Author's corrections made and "revises" sent to him if he wishes them. Corrections made, type made into pages and page proofs sent to author. Corrections again made, revised page proofs taken if necessary; if not, type locked up for electrotyping and "foundry" proofs taken; these seldom seen by author. Press or "plate" proofs are sometimes submitted to author. This routine is for book work and hand-set or monotype work; in linotype work page proofs are the last usually sent. Extra charges are made for an unusual number of proofs.

Proofs. Proofs should be evenly printed, but light rather than heavy, to show up imperfect type. If type is indistinct or blurred, or margins too narrow for corrections, ask for better proofs. Paper should be hard enough to take good impression.

Reading copy. Copyholder should read manuscript to proofreader, who follows on proof. Special care should be taken with proper names, foreign phrases, scientific terms, figures, library call numbers and any unusual forms or combinations. Composition in foreign languages is particularly liable to errors and bilingual work is even worse. Few American printers are able to handle foreign work with their regular proofreaders.

Corrections. Corrections may be made in ink, each reader using a different color. If paper is so spongy as to make ink spread, use a sharp, medium pencil. In actual work, pencil marking is far more common.

Place mark of correction in *margin* beside line containing error. Make marks large enough to be distinct. If few errors in line, place marks in order of errors from left to right. Proofreaders usually draw imaginary line down the center, placing marks for left half in left margin, and for right half in right margin. Do not use tracers unless necessary to connect an error with a mark or correction crowded out of its proper position, or unless the corrections are so few that the tracing lines do not become confused. Be careful that the tracers lead to the exact point of correction. In case of

¹ Revised and enlarged from the original outline by Elva L. Bascom.

doubt, write out corrections or directions. Inclose in circles all *directions* to compositor.

Try to make all corrections on first proofs since time and cost of making corrections increase as type is more nearly ready for printing; that is, changes in page proofs are more expensive than in galleys, etc. All corrections that vary from copy are charged to the author, as well as any corrections made after a corrected proof has been returned to the printer.

Avoid so far as possible making changes that cause "overrunning" of type. The insertion of a word may mean running over every line to end of paragraph unless another word can be cut out to make room for it. In case of lengthy insertions or excisions, try to make them equal full lines. This may be more easily done by making minor changes in the text near the point of insertion or excision. It is sometimes better to ignore very minor errors on account of the probability of making new errors while correcting old ones.

Reading proof. Read twice, that is, first proofs once with copy, for typographic errors, and a second time for consistency, sense etc. If not responsible for consistency, query all deviations in margin for author to settle. Query also any statements, figures, proper names, etc. about which there is cause for doubt. Do not use query mark only, but note what question is, suggesting correct fact or form. If possible, have proof examined by more than one person and avoid haste in correcting.

Comparing proofs. Revised proofs should be compared with corrected proofs very carefully, the whole line being compared where an error has been corrected, and all the lines involved being read where overrunning has been necessary. In linotype work lines above and below a line containing a correction should be compared, since linotype slugs are easily misplaced, and if proof is not to be read again ends of lines throughout the text should be compared to make sure none have been misplaced.

025.12 PRINTING

FRANK K. WALTER

TYPOGRAPHY AND ILLUSTRATION

(Subject to revision.)

Paper, type and illustration must harmonize to produce good printing.

Type. One of the movable blocks of metal or wood used in print letters or characters. "Such blocks, or the letters or characters impressed, used collectively" (Webster). At least 13 separate terms are applied to parts of a type (*See De Vinne, Plain Printing Types, pages 29-31*). The most important to remember are "face" and "body."

1 *Face.* "The letter or character on the upper end of the type which receives impression" (De Vinne). The part which prints the letter or character.

Important features of the face are (a) *stem*: the thick stroke or strokes of the letter or character of the face; (b) *hair line*: thin line or lines of the face; (c) *serif*: short cross line or lines of the face; (d) *kern*: projecting "end" or "beak" of lower-case letters like f, j, and many italic letters.

2 *Body.* (a) Type block on which face is cast or (b) width of type block measured at right angles to direction of the printed line. The second meaning is the one used here. Formerly arbitrary names (for example, pica, long primer, etc.) given to type of about the same body. At present, type bodies usually named by "point system," especially in the United States and to a large degree in England.

Point system. Introduced by Marder, Luse & Co. in 1878. Pica type of MacKellar, Smiths & Jordan Co. taken as standard. Body of this type (.166 inch or about 1/6 inch) divided into 12 equal divisions or "points" each about 1/72 inch high.

This point taken as standard of measurement, type being named from number of points in its face, for example, 6 point, 8 point, 10 point, 12 point.

Metal types vary from 3 point (about 3/72 or 1/24 inch) to 72 point (about 1 inch). Above 72 point they are usually made of wood. Six point, 8 point, 10 point, and 12 point are the most commonly used sizes. Nine point and 11 point are frequently used also.

"Leads," "furniture," ornaments and electrotype and stereotype plates are made on the point system to allow perfect justification

of entire page. Leads are usually from 1 point to 6 point. The most common sizes are 2, 3 or 4 point.

Practice is required to judge the size of type. The best plan for the beginner is to compare with specimen of known size.

Give dimensions of printed page either in inches or picas, for example, "Set 4 x 5 inches" or, "Set 24 x 30 picas" giving width of page first and length second.

"*Ems*" (area of square body of font used, or size of "M", which is cast on a square body). Number of ems estimated on entire size of type page, regardless of blank spaces. Separate charge made for different sizes or styles used in same piece of work.

Style. Form or style of face. No definite standard of style.

De Vinne's classification

Bullen's classification

(Graphic arts, 1:201 Mar. 1911)

1 Roman and italic	1 Italic
2 Script	2 Script
3 Text or black letter	3 Text or black letter
	4 Roman
	a Body or book type
	b Display types
	c Publicity types

Roman (usually printed "roman"). Most used in books and periodicals. Two general classes: *modern* and *old style*. (See De Vinne, Plain Printing Types, pages 188-89). Old style most popular at present because more legible and dignified. It is hard to distinguish differences in small sizes. Caslon (old style), Cheltenham, Kenilworth and Scotch roman are common styles of roman types in present-day use.

Modern roman is better for coated or glazed papers; old style for soft and rough surfaced papers and in the larger sizes of type. Modern roman better for tabulated work and in very small sizes.

Roman is understood when no other style is mentioned; for example, 8 pt. old style = 8 pt. old style roman.

Antique. Bold type with heavy lines and stubby serifs. Not a good body type.

Italic. Roman with a slant. Every roman face may have corresponding italic.

Script. Facsimiles or imitations of handwriting, now used primarily for social stationery and advertising.

Text (black letter). Used by early printers for "text." Still common in Germany (Fraktur). Good only for ornamental or ecclesiastical work. Called "Gothic" by bibliographers.

"*Gothic*" (better "*block letter*"). Sturdy type with lines of uniform width (that is no hair lines) and no serifs. Used mainly for display work (covers, headings, advertisements etc.). Has absolutely no claim to name "Gothic."

Bold face. Heavy lined type of any general style; for example, Cheltenham bold.

Ornament. Not classified. Each type founder names his own. Includes "borders."

Width. Various indicated, but usually by ems in entire alphabet; for example, 120 ems = entire alphabet is 120 ems in length). Type narrower than ordinary styles, called lean, condensed, extra condensed; wider than standard is called fat, broad faced, broad, extended, heavy.

Choice of type. Fashions and fads in type. Modern roman popular in middle of 19th century, old style or modern roman with old style characteristics more popular now. Present tendency toward simplicity.

Legibility is the prime requisite of all printing. Use plain faced type of as few styles as possible. A good plan is to use different sizes or modifications of same general style or face.

Font. "A complete assortment of all the characters that will be required in the composition of an ordinary text" (De Vinne). Implies same style and size; for example, all 10 point roman. Letter or character of another size or style is "w.f." or "wrong font"; for example, italic in a word printed in roman or a 10 point letter in an 8 point line.

Sorts. The extra characters needed for a piece of printing, but which are regularly or temporarily lacking in the regular font.

Harmony. If more than one face used, make one dominant and let subordinate face or faces be smaller. Have styles harmonize; for example, italic with corresponding roman, bold face with lighter face of same style. Never use in combination, old style and modern roman, plain and heavily ornamented type, plain type and block letter. Rarely use roman and text together.

Page tone. Named from general color effect of page. Two general color tones in black and white printing: (1) black, where a page has a black heavy appearance; (2) gray, where page has a

grayish look. Latter the better in most work. Excessive blackness diminishes legibility.

Avoid combination of black-toned illustrations and gray-toned pages. Page tone affected by white spaces, by face of type and by leading.

Page proportion. No uniform agreement on standard but most favored standard is "golden" or "ideal oblong," that is, oblong with sides in extreme and mean ratio ($AB : BC = BC : AC$) or, roughly, one whose sides are in the ratios of 5 : 8 or of 2 : 3. Diagonals of type page and printed page should be in same ratio. Place type page so that inner margin is narrowest and bottom margin widest to allow for cutting in binding. (See French, G. *Printing in Relation to Graphic Art.* 1903, pages 43-50; Koopman, H. L. *Printing Page Problems with Geometric Solutions.* *Printing Art*, 16:353-56. Jan. 1911).

Emphasis. Put emphatic line or lines in optical center of page, that is, a little above mathematical center. Emphasize by (1) breaking into lines of different lengths and positions; (2) using varying styles and sizes of type; (3) use of different colors, or of rules and underlining; (4) variation of size and position of white space.

Ornament. All ornaments, borders, heading, rules, tailpieces or illustrations should be used sparingly and should harmonize with general subject.

Illustration

Illustration in modern library publications is usually limited to (1) zinc etchings or "line cuts"; (2) "half tones"; (3) photo-gravures for fine work. Wood engraving has been practically a lost art though now being revived both for book and magazine illustrations and for fine commercial work, and etching and steel engraving are too expensive. Color work is rarely used by libraries on account of cost.

Zinc etching ("line cut"). Drawing photographed to size of illustration required. Negative laid on sensitized piece of zinc and exposed to light which hardens film below transparent lines of negative. Plate then placed in bath which dissolves unaffected parts of film, then in acid bath which eats away exposed metal leaving in relief parts covered by hardened film. This is mounted type high and printed from like type. It can usually be recognized by the fact that the illustration is composed of lines and more or less irregular dots. Best for reproductions of type and any drawing composed

of lines; for example, plans of buildings or pen or pencil sketches. It has only sharply contrasting tones. Costs 5-20 cents a square inch.

Special processes are sometimes used to give line cuts the effect of half tones. These usually depend on some breaking up of the lines into short lines or dots.

Half tones. So named because they show in white and black, gradation of color values.

Illustration photographed through a glass "screen" on surface of sensitized plate of zinc or copper. "Screen" is sheet of glass ruled with intersecting lines. Screen named from number of these lines to the inch; for example, "Screen 150" or "150 screen" or "150 line." Screens vary from 60 to 450 lines to the inch. Coarser used for newspaper work and for rough paper; finer (125 to 250 line) for smooth paper.

Negative unequally affected by light as in zinc etching and covered with mass of hardened dots in the film where light has passed through screen. Negative put into bath which washes away portions not hardened. Plate finally put into acid bath which eats away unprotected parts leaving illustration in relief in form of numerous points of metal. Printing done from this plate.

Half tones are best for interiors and for reproductions of wash drawings, water colors and illustrations generally which do not depend primarily on line. Costs 10-30 cents a square inch. Can usually be distinguished by regular pattern of dots in the lighter portions of the picture, and the absence of clear whites. In darker portions dots become practically inseparable from each other forming lines and even solid black patches. Very fine screens give best detail but require special paper, ink and presswork and hence are seldom used.

Half-tone plates often "touched up" and engraved so as closely to resemble wood engravings (*see* recent numbers of Century Magazine). Half tones printed in "sepia" look very much like photogravures. Different rulings or "texture" of screens give different backgrounds, some of which are well adapted to color work; for example, Ben Day screens.

Common kinds of half tones: (1) solid; (2) vignettted; (3) silhouetted.

Photogravure. (Also called *heliogravure*). An intaglio process, that is, printed from sunken surface. Copper plate slightly roughened by bitumen powder or other means and sensitized. Picture

printed on sensitive film through glass "positive." Unaffected parts of film washed out and plate etched in chemical bath resulting in plate with sunken (not raised) lines. Printed like copper plate or etching. Can usually be distinguished by roughened printed surface. Resembles fine hand engraving or etching. Plate often roughened or engraved to make resemblance still closer. Suitable for any kind of work but too expensive for ordinary use. Usually printed in brown or bluish tone though use not confined to these colors. Closely imitated by fine-screen half tone. Look at light places for presence or absence of regular series of half-tone dots. Very difficult to distinguish fine half tones and photogravures when printed on japan or vellum paper.

Color work. Complicated processes. Most modern color printing done by half-tone process. Series of negatives made through screens and colored glass "filters," usually of the three primary colors, yellow, blue and red, which affect different parts of plate differently. Plates are made as for half tones.

Picture is made by printing from these plates successive impressions over each other on the same paper. Each plate uses ink of the same or of a color similar to that of the filter used with the negative from which plate was made. These successive printings cause the paper to be covered with successive layers of different colored inks which when printed over each other produce the different tints and tones of the original object or illustration. "Three color" work uses yellow, red and blue plates. "Four color" process uses a lighter blue plate and a fourth plate of black or dark gray to "strengthen" the picture. (*See Jacobi, Printing, pages 250-53*).

A colored print made by this process will usually have the characteristic dotted effect of the ordinary half tone. A common fault is the blurring of outlines due to imperfect "register."

Never combine illustrations in brown, blue or other single color, with black text. Such combination requires expert treatment to be even moderately successful.

Remember that every bit of color printing, even if only a single letter, requires an extra printing of entire sheet and increases cost of press work.

025.12 PRINTING

FRANK K. WALTER

PAPER

Printing and writing papers. These papers made chiefly from (1) linen and cotton rags, (2) wood pulp, (3) esparto and straw. Last class is used extensively in England and the continent but rarely in the United States. Can be made from practically any plant with prominent fiber, but cost of manufacture is usually too high to be practical.

Rag papers most expensive and durable. Best for writing and record papers and for best book papers. "Linen paper" made from linen or cotton rags or mixture of the two. Most book papers made from (1) rag and chemical wood pulp, (2) chemical wood pulp, (3) chemical and mechanical wood pulp. Third class very poor.

Process of manufacture. (1) *Handmade*, (2) *machine made*. Handmade practically always rag paper. Expensive and used only for fine writing paper and special editions. Best machine-made paper practically as good as handmade.

Handmade paper. Rags sorted, cut into bits, washed, bleached, fibers separated from dirt and organic matter by chlorid of lime or other chemicals, then boiled or "digested" into pulp. Pulp also called "*stock*" and is foundation of paper. Stock thoroughly beaten and poured on fine screen or mold with shallow frame or "*deckle*." Mold shaken backward and forward to mat or "felt" fibers of pulp and drain out water.

General patterns of paper. (1) "*wove*": wire screen closely woven with no special pattern; (2) "*laid*": screen of small parallel wires crossed by larger wires, producing lined or ribbed effect.

Watermark. Small, semitransparent pattern identifying maker. Pulp removed from mold, placed between dryers, pressed. Process repeated, then sheets hung up to dry. When dry, "sized" to give smooth surface, again pressed and dried.

Handmade paper strong because little or no breaking of fiber in process. Bank note made from handmade paper. "Deckle edges": rough edges caused by overflowing deckle.

Machine-made paper. General processes practically same as for handmade paper except that mechanical means are used from time rags are sorted and cut. Stock thoroughly washed in clear soft water, drained and thoroughly beaten in "beaters." This very

important process determines many future characteristics of the paper. Pumped from "*beaters*" into vat from which it passes to paper machine (Fourdrinier). Deposited upon belt of wire cloth which moves pulp so as to interlace fibers and drain out water. The resulting soft pulpy web passes to "dandyroll" which forces fibers still closer together. Wire patterns on dandy-roll make watermark and "wove," "laid" or other "texture." Paper next passes through felt rollers to felt band to other rollers which compress, smooth and dry it. Last set of rolls is *calender rolls* which smooth paper to desired finish.

Process may be stopped at any point according to finish desired or other steps, such as mechanical sizing or coating, may be added.

Wood pulp paper. Most cheaper papers are wood pulp, the best coming from spruce or other coniferous trees though nearly any soft wood can be used. Hard woods (birch, oak etc.) are not suitable.

Two general kinds of wood pulp: (1) chemical, (2) mechanical.

Chemical wood pulp. Fiber separated from albuminous and other organic matter by chemical means and fiber left practically in original form and length. "Sulphite pulp" and "soda pulp" so named from general character of chemical solution used. Good "chemical pulp" papers fairly durable and chemical pulp often mixed with rag stock. Basis of most modern book papers. Thorough washing an essential.

Mechanical pulp ("ground wood pulp"). Wood ground, boiled, bleached and pressed into sheets. Fibers are so shortened in process that "felting" is practically out of the question and some "chemical pulp" must be mixed with it to hold it together (usually about 10 per cent chemical pulp in ordinary "news" paper). Other organic portions of wood not well separated from fiber and hasten discoloration and decay.

After pulp is prepared, process of making pulp paper same as that for rag.

Paper with any mixture of mechanical wood pulp excusable only for publications of merely temporary value.

Paper is essentially a felt and depends for its strength on thorough interlacing of its fibers. Paper from short fibers (for example, mechanical pulp) or with fibers not thoroughly tangled by motion in all directions is weak. Latter kind weaker one way of grain than the other.

Paper (by use)

1 *Printing or book papers.* Finest grade, rag paper (either linen, cotton, or mixture of the two). Good grades may contain small proportion of chemical pulp. Cheapest contain considerable mechanical pulp. No books of mechanical pulp paper should ever be bought for library unless absolutely necessary.

Principal finishes (apply to any class of paper):

- 1 *Wove.* No special pattern. No cross wire marks.
- 2 *Laid.* Show parallel wire marks with larger cross lines.
- 3 *Antique.* Unfinished surface, usually soft and bulky.
- 4 *Machine finish.* Smooth but unglazed. Passed through one set of calender rolls direct from drying cylinder.
- 5 *Calendered.* Higher polish than machine finish. Through more calender rolls.
- 6 *Supercalendered.* Still higher finish. Passed through still more rolls usually after paper has been dipped in sizing.
- 7 *Coated* (or "loaded"). Highly glazed surface coated with mixture of clay or casein and some gelatinous substance, usually before calendering.
- 8 *Plate.* Paper used primarily for illustrations. Applied to:
 - (a) heavy highly glazed paper for half tones; (b) "vellum" or "Japan paper"; (c) stout paper with antique surface for etchings and engravings.

2 *Writing papers* (record papers). Best grades made from rags; cheaper from wood or mixture of wood and rags. Mechanical pulp unsuited for notes in ink. Sizing usually mixed with pulp to prevent ink from spreading. Usually made from same stock as book papers but put through more rolls and have finer texture. Most common kinds are:

- 1 *Bond.* Thin, strong wove rag paper with slightly rough surface. ("Onion skin" is a bond).
- 2 *Linen.* Made from same stock as bond, but usually heavier, rougher, and "laid," instead of "wove." Usually all or large part cotton. Rarely pure linen in modern papers.
- 3 *Ledger.* Generally from same stock as best bond but heavier and with smooth surface, generally wove.
- 4 *"Flats"* ("flat writings"). Cheaper grades often with chemical pulp mixture or entirely chemical pulp. Machine finish or calendered.

3 *Special papers.* Blotting, marbled, tissue, covers etc. "Covers" only ones that require mention here. Chief points to note in

these: (1) durability, (2) permanence of color, (3) liability to soil, (4) harmony in color, texture and weight with body of pamphlet.

Bristol board. Used in card records. Heavy paper or light board formed, by pressure, from two or more sheets of heavy paper (2 ply, 3 ply, etc.)

Paper measurement. Measured for quantity either by weight or ream (480 sheets of writing, usually 500 of printing to the ream). Weight also based on ream, for example, 40 pound paper equals paper weighing 40 pounds to the indicated ream. 16, 18, 20, 24 pounds common weights for book work. Printers estimate press work by quire, seldom considering less than one-half quire in bill.

Size of single sheet usually indicated in sample book or price list. Special names (antiquarian, fools cap, royal etc.) given to special sizes (*see* Webster's New International Dictionary, under *Paper*).

Some common American sizes: 22 x 28; 24 x 38; 25 x 38; 26 x 40; 28 x 42.

Printing must be done right way of grain to ensure durable binding and correct register. Size of sheet and direction of fold affect cost of printing considerably because of waste. Papers usually made to fold into signatures of standard sizes.

Paper and type. Harmony of paper and type necessary. Small, light-faced types require smooth-surfaced paper; large, bold-faced type looks better on soft, rough surface.

Wood cuts and line cuts go best on antique or machine-finished paper; fine-screen half tones need smooth, hard surface to bring out detail.

Do not use large antique old style or text type on paper with high finish, nor block letter or modern roman or other thin-faced type on handmade or rough-surfaced paper.

Generally, the smaller the type and the greater the required detail, the smoother must be the surface of the paper. Present preference for most work is old style or modified roman (like Cheltenham or Scotch roman) type on antique or machine finish of cream tint.

Offset process gives wider range of papers for half-tone work but is practicable only in large orders.

Paper tests. Most important characteristics of ideal printing paper are durability, strength, lightness and opaqueness. These are hard to obtain in combination. "Any paper must be a compromise among opposing characteristics and the nature of this compromise is determined by the purpose for which the paper is to be employed."

Analysis should always precede any large purchase or the issue of

any large edition. Thorough analysis requires chemical knowledge and equipment and is best obtained from some reliable laboratory.

For small orders it is usually enough to have the printer guarantee the paper. Insist on seeing a sample in advance and if rough tests show suspicious qualities make the printer prove his assertions.

The following tests are rough but will often reveal particularly bad qualities:

Durability. Expose to direct sunlight and to weather for two or three weeks. Compare with strip of same paper kept in the dark. Poor paper will become brittle and yellow under sunlight and will lose its "body" when exposed to outside moisture. Another common test is to crumple into a tight ball a piece of the paper to be tested. A durable paper can usually be unfolded and smoothed out with little injury. A poor paper will show cracks and thin places along the folds.

Sizing. Touch tip of finger or tongue to paper. If paper feels sticky, sizing is probably poor. Make broad ink mark on paper; it will spread if paper is not well sized.

"Loading" in coated paper. Burn a strip of the paper. Rub ashes between fingers. If gritty there is excess of clay and paper will break and be hard to rebind.

Evenness of texture. Hold to light and note whether fibers are evenly distributed or collected in spots or blotches. Tear in several directions and notice whether paper tears evenly. Uneven texture does not necessarily imply poor quality but does affect presswork and binding.

Clearness of impression. Write with ink and note whether ink spreads evenly. Rub with sleeve or rub two sheets together till the paper gets warm. Hold on level with eye and note any "fuzzy" appearance on surface, which might cause presswork to be bad.

Opacity. Draw heavy ink lines on one side or place over a printed page and note whether the marks or the print show through.

Tensile and folding strength. Try to pull sheet apart by pulling on edges. Tear lengthwise and crosswise. Fold several times backward and forward along same line and note whether paper tears easily along the fold.

Direction of grain. Cut strip lengthwise and another crosswise of sheet. Lay on each other and hold by one end. If under one bends away decidedly from upper, it is cut across the grain. Cross-grained strip also folds more readily.

Weight. Important consideration in matter to be mailed. Addi-

tional cost of lighter, tougher paper more than saved in postage. Beware of ordinary coated and loaded paper. It adds greatly to weight, has bad odor, pages stick together, soon loosens from binding and defies ordinary processes of rebinding.

Inks. Choice of ink a matter for printer, not for user of printing except in as far as color is concerned. Demand a clear, black (not gray) impression. If red is used, get clear red, not muddy or pale shades. Avoid color work in body of publication and stick generally to black unless your printer is very skilful in color harmony, or you are.

025.5 ELEMENTARY REFERENCE

FRANK K. WALTER

SOME POINTS TO CONSIDER IN JUDGING
DICTIONARIES

- 1 Scholarship
 - a Editors
 - b Original work or adaptation or revision of older work
- 2 Vocabulary

Number and kind of words included: colloquialisms, obsolete words, technical terms, proper names, phrases, abbreviations
- 3 Spelling

Conservative or reformed, alternatives
- 4 Pronunciation

Accents and diacritical marks, alternatives
- 5 Definitions
 - a Accuracy
 - b Simplicity
 - c Fulness

Brief or encyclopedic, alternative meanings, illustrative quotations, synonyms
- 6 Etymology

Immediate or primary source, original characters or transliteration
- 7 Date of publication

When important. Copyright and title-page date
- 8 Supplementary features
 - a Illustrations and plates

Of real value or simply "padding"
 - b Appendixes

Number and character
- 9 Physical make-up
 - a Proofreading
 - b Type: size and style
 - c Paper and presswork
 - d Binding

POINTS BY WHICH TO JUDGE A CYCLOPEDIA

Scholarship

- a Who are the editors? Are they real or nominal editors? Are they authorities in their special fields?
- b Is the work independent or borrowed? Are obligations to other works acknowledged?

- c* Spellings, transliteration, accents or other aids to pronunciation
- d* Is the point of view ostensibly popular or technical?
- e* Are the opinions expressed unbiased and the statements accurate?

Proportion

Are important and unimportant topics properly subordinated? Is undue space given to subjects of local or national rather than international importance?

Origin and source

Is the work the exponent of any particular school of thought or the organ of any learned society or institution?

Date

Are the subject matter and treatment modern or must the work be extensively supplemented by other works?

Plan of arrangement; dictionary or alphabetic-classed?

Are the articles under specific or broad general heads? Is an index or table of contents necessary?

Are the articles signed or unsigned?

Typography

Illustrations, maps, proofreading, suitable sized contrasting types, paper, binding.

Bibliography

Number and character of entries. Are the references cited easily obtainable and suitable for the average reader?

Choice of headings

Are nouns or adjectives preferred; for example, *Athanasian creed* or *Creed, Athanasian*? Are the headings popular or scientific; for example, *Caryophyllaceae* or *Pink family*?

Cross references

Are they sufficient in number and consistent?

Alphabiting

What details of alphabetic arrangement are followed; for example, does *New York* precede or follow *Newark*?

028 SELECTION OF BOOKS

MARY E. EASTWOOD

028.2 PRINCIPLES OF BOOK ANNOTATION ¹

A book note is a characterization of a book for purposes of selection on the part of readers or librarian.

The object of a reader's note is to help each reader who may meet the book in the library to decide whether he wishes to read it.

The object of a librarian's note is to help the librarian to decide whether it is wise to add a certain book to his collection, and also to what groups of people or particular individuals the book will appeal.

The reader's book note, therefore, must be written from the standpoint of the reader, the librarian's book note from the standpoint of the librarian. The two notes for the same book will consequently often be different in form, in spirit and in substance.

The reader's book note should be descriptive, appealing and sometimes critical. The critical element should always be subordinated.

The librarian's book note should be descriptive and critical. An attempt to combine the objects sought in a reader's book note and a librarian's book note is likely to result in a note which is appropriate to neither. Both, however, should be fair and discriminating and based on definite knowledge of the book.

The following statement of a few principles that should guide the writer of reader's book notes assumes that all the books for which notes are written are both *of interest* and *of value* to at least part of the readers.

The writer of a reader's book note must grasp what is vital in the book discriminating between the essential and the immaterial; he must decide not only intellectually but sympathetically to what people the book will appeal; finally he must describe the book so as to reproduce its atmosphere and spirit and make the people to whom it belongs, that is, to whom it naturally appeals, want to read it. This come-and-read-me air will at the same time attract those to whom the book belongs and save the people who do not like that kind of a book from reading it. The note should as a rule be written for the people to whom the book will appeal, not primarily to discourage those who ought to be warned against it. In other words the quality of the note should be positive, not negative.

The following note on Mrs Oliphant's *Jean D'Arc* is strictly

¹ By Salome Cutler Fairchild.

truthful and suits the readers who would find Francis Lowell's *Joan of Arc* useful, but it ought to be made to suit the class who would not care for Lowell and who would find Oliphant much more to their purpose. "A gracefully written, but somewhat hysterical biography of the Maid of Orleans. Strives to combine fact with picturesqueness, but does not succeed in giving an accurate or well-balanced account of the period or of the character. Sympathetic in the main, it is a much slighter and less profitable work than Lowell's." A more satisfactory note would be "A life of Joan of Arc from the standpoint of the enthusiastic admirer; not so reliable or scholarly as the life by Lowell but charmingly written and perhaps more interesting to most readers."

It is unbecoming and quite apart from his function for the writer of a book note to take sides in any mooted question. Compare the following note on Kropotkin's *Fields, Factories and Workshops* "Contains some interesting chapters on agriculture, and, one on education; but his ideal, that each nation should be her own agriculturist and manufacturer, and sufficient unto herself *seems both impracticable and undesirable*" with "A plea for the decentralization of industries, the combination of trades with agriculture, of brain work with handiwork. Fortified by practical examples from personal investigation, those drawn from agriculture being especially strong. Its genuine enthusiasm and temperate statements will win the interest of the most skeptical."

Reader's book notes fail of their purpose if run in a mold. Set phrases are very undesirable. With them it is impossible to give the spirit of a variety of books. Originality and diversity are important characteristics.

The style and language of the note should fit the character of the book. "An elementary investigation of the structure and habits of the bee" is a perfectly truthful statement regarding Morley's *Bee People*, but the statement is so inappropriately worded that it gives an entirely false idea of the book. Contrast it with the following, intended for the use of children: "All about the bees—queen bee, workers and drones. Tells about their 12,603 eyes, the way they get the honey from the deep flowers, the way they comb their hair and the way they feed the baby bees." Simple Anglo-Saxon words seem to fit best a book written in a simple style. "The formation, characteristics and habits of the honeybee" is not so suitable a description of *Bee People* for an adult as "A book telling about bees, how they are made, what they do and how they should be treated."

In writing a note for a book which is hazy and dreamy, and poetic in style, make sure that in trying to give the atmosphere of the book you do not make your note itself hazy and dreamy. A note for this style of book, as for every other, should give the reader a *clear* idea of the book. One is likely to fall into this mistake in writing a note for a book like Maeterlinck's *Wisdom and Destiny*.

In writing a reader's book note for a public library, make sure that it not only gives a clear and appropriate idea of the book, but also that it is likely to strike the ordinary everyday reader favorably. Avoid such a note as the following for *Wisdom and Destiny*: "An individual philosophy of life which is rare, delicate and fragile, beautiful as a floating mist." It is a very pretty note, and perhaps gives a fair idea of the book and might not be an unsatisfactory note for a select body of readers, but it would surely strike the average reader in a public library as lacking in good sense. Prefer, for example, "A philosophy of life essentially happy in its conception, centering in the thought that destiny can not utterly destroy the wise. Somewhat mystical and elusive but always healthy and lofty in tone and full of poetic beauty."

It is very important to begin a note in such a way as to attract the reader. Hyde's *God's Education of Man* is a book that appeals to many readers. A majority of those who read the first words of the following note would scarcely go any further. "Sin, redemption and sanctification are the subjects of the three main chapters in which vital principles in the old theology are made the basis of the reorganized faith in harmony with scientific thought." Those who would care for the book would be more likely to read it if it were introduced to them by such a note as "A practical book stating the commanding doctrines of religious life and thought in forms that appeal to the experience of men of today. Not at all controversial in spirit, deeply religious in tone and stimulating in its effect on thought and action, it will appeal to readers of widely differing views."

In issuing a book there are three ways in which an author uses his material which has been previously printed in magazines:

- 1 A direct reprint; for example, Eliot's *Educational Reform*
- 2 Rewritten matter, using material of the article
- 3 Issuing in book form matter printed in part in a magazine

The first should be mentioned in the book note; for 2 and 3 it is not necessary. The reader has a right to expect to find a subject treated with the unity of a book unless told that he will find the

disconnected treatment of a collection of addresses on the same general subject. Some readers would prefer the disconnected treatment of magazine articles.

Do not repeat what is expressed in the title unless for clearness or emphasis.

A note for fiction should not give the plot or story.

For a book suited to the general reader, avoid unusual words. Do not use such an expression as "his knavery being extrinsic rather than intrinsic" or "details his life history, dwelling particularly on causative facts."

Avoid unusual and doubtful expressions in making quotations even though the author of the review is a good authority. For example, Lyman Abbott, in reviewing the *Life of Henry Drummond* by Smith says, "So vital a man," meaning apparently virile, or a man with so much vitality. It is an uncommon use of the word "vital" and might strike the reader unpleasantly. Avoid for the same reason, "weaved a web," taken from one of the best reviews.

When good critics disagree, do not decide. Some critics say that Cable's *Strong Hearts* is equal to his earlier stories; others that it is inferior. It is inappropriate to attempt to settle this question in a book note.

Reread your own notes to make sure that the participles fit the nouns to which they refer. It is easy if the participle and noun are in different parts of the sentence not to notice that they do not belong together; for example, "A strong romance of the second crusade, excellently told"; we tell a tale, but we do not tell a romance: or, "Voyage of a whaling vessel in the south seas told by one of the seamen"; we do not tell a voyage, but the story of a voyage.

028 SELECTION OF BOOKS

MARY E. EASTWOOD

SHORT REFERENCE LIST FOR THE STUDY OF SELECTION OF BOOKS AND BOOK ANNOTATION ¹

Savage, Ernest Albert. Manual of descriptive annotation for library catalogues, by E. A. Savage; with chapter on evaluation and historical note by E. A. Baker. . . . 5+2+155p. D. Lond. 1906. Library Supply Co. 5s n

Sonnenschein, William Swan, comp. Best books; a reader's guide to the choice of the best available books (about 100,000) 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 (both English and American) of each book: a contribution towards systematic bibliography, with complete authors and subjects index; 3d ed. entirely rewritten. . . . v.1-2, sq. O. Lond. 1910-12. Routledge 14s n each (Putnam \$3.50 n each)

To be complete in 3v.; the entire work also to be issued as a single volume. Supersedes the 2d edition, 1891, and its supplement, the *Reader's guide to contemporary literature*, 1895.

American Library Association. Catalog of "A. L. A." library, 5000 volumes for a popular library selected by the American Library Association and shown at the World's Columbian Exposition. 20+592p. O. Wash. 1893. U. S. Bureau of Education, o.p.

——— A. L. A. catalog; 8000 volumes for a popular library, with notes, 1904, prepared by the New York State Library and the Library of Congress, under the auspices of the American Library Association Publishing Board; editor, Melvil Dewey; associate editors, May Seymour, Mrs H. L. Elmendorf; part 1, classed; part 2, dictionary. 2 v. in 1, O. Wash. 1904. Sup't of Documents, paper \$1

——— A. L. A. catalog, 1904-1911; class list: 3000 titles for a popular library with notes and indexes; ed. by Elva L. Bascom. 350p. Q. Chic. 1912. Amer. Lib. Ass'n Pub. Bd \$1.50

A. L. A. Booklist: a guide to the best new books, 1905-date. v.1-date, D. Chic. Amer. Lib. Ass'n Pub. Bd \$1 a year

Monthly except July-August. Subject index to v. 1-6, Jan. 1905-June 1910, 40c; v. 7, Sept. 1910-June 1911, 10c

¹ Compiled by Martha Thorne Wheeler.

New York (state). State Library. Selection from the best books, 1897–date. O. Alb. 1898–date. (Bibliography bulletin) Single copies of current number free

Published annually.

Leypoldt, Mrs Augusta H. & Iles, George, comp. List of books for girls and women and their clubs, with descriptive and critical notes and a list of periodicals, and hints for girls' and women's clubs. 6+1+161p. Q. Bost. 1895. Library Bureau

To be obtained from the American Library Association, 78 E. Washington st., Chicago, paper 25c (postage 10c). Also issued in the small series, 5 parts, 5c each.

Pittsburgh Carnegie Library. Classified catalogue, 1895–1902. 3v. O. Pittsburgh 1907. Carnegie Library \$12

————— 1902–1906. 2v. O. Pittsburgh 1908. Carnegie Library \$5

————— 1907–1911. Parts 1–3. Pittsburgh 1912–date. Carnegie Library

Pt 1, General works, philosophy, religion. 1912. 327p. paper, 40c, postpaid 50c.

Pt 2, Sociology, philology. 1912. 712p. paper, 45c, postpaid 60c.

Pt 3, Natural science, useful arts. 1913. 623p. paper, 60c, postpaid 75c.

———— Monthly bulletin, 1896–date. v. 1–date, O. Pittsburgh 1896–date. Carnegie Library 25c a year

Not published August–September.

Pratt Institute, Brooklyn, N. Y. Free Library. Technical books, 1908–date: a selection. D. Brooklyn 1909–date. Free.

Published annually.

Harvard University. Guide to reading in social ethics and allied subjects. 10+265p. O. Cambridge 1910. (Publications of the department of social ethics in Harvard Univ. no. 3) \$1.25

Bascom, Elva Lucile, comp. Selected books on nature study for schools and libraries... 42p. O. Alb. 1910. Univ. of the State of N. Y. (N. Y. State Education Dep't Bulletin 467) Single copies free

Arbor Day annual for 1910.

Sturgis, Russell & Krehbiel, Henry Edward, comp. Annotated bibliography of fine art: Painting, sculpture, architecture, arts of decoration and illustration, by Russell Sturgis; Music, by H. E.

Krehbiel; ed. by George Iles. 5+89p. Q. Bost. 1897. Library Bureau. (American Library Association. Annotated lists) o.p.

Original price: cloth \$1 n, paper 50c n.

Larned, Josephus Nelson, ed. Literature of American history: a bibliographical guide, in which the scope, character and comparative worth of books in selected lists are set forth in brief notes by critics of authority... 9+588p. O. Bost. 1902. Houghton. (American Library Association. Annotated lists)

To be obtained from the American Library Association, 78 E. Washington st., Chicago, \$6 n (postage 30c).

———— supplement for 1900 and 1901; ed. by P. P. Wells. 3-37p. O. Bost. 1902. Houghton. (American Library Association. Annotated lists) o.p.

Originally published at \$1 n. Supplementary titles for 1902 and 1903 were included in the *Annotated titles of books on English and American history*, obtainable from the American Library Association, 78 E. Washington st., Chicago, in pamphlet form at \$1 a year, in card form at \$2. The supplement for 1904 appeared in the *A. L. A. Booklist*, Feb. 1906, and was also published, together with the titles on English history, in a pamphlet which may be obtained from the American Library Association for 25c.

Adams, Charles Kendall. Manual of historical literature; comprising brief descriptions of the most important histories in English, French and German... 3d ed. revised and enlarged. 38+1+720p. O. N. Y. 1889, '82-88. Harper \$2.50

The author, an historian and a professor of history, is a competent judge of historical literature. He covers the whole field, describing quite fully, criticizing and comparing 974 works selected as of value to the student and scholar. A very few books have been included to be condemned. Books more recent than 1888 are not included. Works are classified under country and period. Each chapter is followed by suggestions to students, which cover very brief, practical, pungent characterizations and comparisons of a much larger number of books. Both the full and the brief book notes are trustworthy and well written.

Andrews, Charles McLean, Gambrill, John Montgomery, & Tall, Lida Lee. Bibliography of history for schools and libraries, with descriptive and critical annotations; published under the auspices of the Association of History Teachers of the Middle States and Maryland. 12+224p. D. N. Y. 1910. Longmans 60c n

Johnston, William Dawson, comp. Annotated titles of books on English history, published in 1897-1904. O. Bost. 1898-1906

Issued by the American Library Association; lists for 1897-1903 in pamphlet form \$1 a year, in card form \$2 a year; list for 1904 (reprinted

from the *A. L. A. Booklist* for March 1906) in pamphlet form only, 25c. For 1902-4 American history titles are included.

Baker, Ernest Albert, comp. History in fiction; a guide to the best historical romances, sagas, novels and tales... 2 v. S. Lond. 1907. Routledge 2s 6d each (Dutton (English library) 75c n each)

Contents: v. 1, English fiction; v. 2, American and foreign fiction.

——— Guide to the best fiction in English; new revised and enlarged edition. 12+813p. sq. O. N. Y. 1913. Macmillan \$6 n (Routledge 21s n)

Revision and expansion of Baker's *Descriptive guide to the best fiction, British and American, including translations from foreign languages.* 1903.

028 SELECTION OF BOOKS

MARY E. EASTWOOD

PERIODICALS USEFUL FOR BOOK REVIEWS

General and literary

Academy and Literature. 1869–date. v. 1–date: v. 1–3, sq. Q; v. 4–date, sq. F. Lond. 1870–date. Odhams: inland 15s, foreign 17s 6d

Weekly.

Athenaeum. Journal of English and foreign literature, science, the fine arts, music and the drama. v. 1–date: v. 1–90, Q; v. 91–date, sq. F. Lond. 1828–date. Athenaeum: inland 15s 3d, foreign 18s

Weekly.

Atlantic Monthly. A magazine of literature, science, art and politics. v. 1–date, O. Bost. ©1858–date. Atlantic Monthly Co. \$4
Separate index volumes covering v. 1–62 (1857–88) and v. 63–88 (1889–1901).

Bookman. An illustrated magazine of literature and life, 1895–date. v. 1–date, illus. Q. N. Y. ©1895–date. Dodd \$2.50

Monthly.

Dial. A semimonthly journal of literary criticism, discussion and information, 1880–date. v. 1–date, Q. Chic. 1881–date. Dial Co. \$2

Independent. 1848–date. v. 1–date: v. 1?–19, F⁷; v. 20–24, F⁸; v. 25–50, pt 1, F⁸; v. 50, pt 2–date, O. N. Y. 1848–date. Independent \$3

Weekly.

Nation. A weekly journal devoted to politics, literature, science, drama, music, art and finance. v. 1–date, sq. F. N. Y. 1865–date. N. Y. Evening Post Co. \$3

New York Times, Review of Books. Jan. 2, 1897–date. F⁸. N. Y. 1897–date. N. Y. Times \$1

Issued as a supplement to the Sunday issue of the *New York Times*. Previous to Jan. 29, 1911, published on Saturday as the *New York Times, Saturday Review of Books*.

North American Review. 1815–date. v. 1–date, O. Bost. 1815–77; N. Y. 1878–date. North Amer. Rev. Pub. Co. \$4

Monthly. Separate index to v. 1–25.

Outlook. A weekly newspaper, July 1893–date. v. 48–date, illus. v. 48–54, F; v. 55–date, O. N. Y. 1893–date. Outlook Co. \$3

Continuation of the *Christian Union*.

Outlook [English]. A weekly review of politics, art, literature and finance, Feb. 1898–date. v. 1–date, F. Lond. 1898–date. Outlook: inland £1 8s, foreign £1 10s

Saturday Review of politics, literature, science and art. v. 1–date, F. Lond. 1856–date. Saturday Review: United Kingdom £1 8s 2d, abroad £1 10s 4d

Weekly.

Spectator. A weekly review of politics, literature, theology and art, July 1828–date. v. 1–date, F. Lond. 1828–date. Spectator: United Kingdom £1 8s 6d, abroad £1 12s 6d

Yale Review. A quarterly magazine devoted to literature, science, history and public affairs; May 1892–date. v. 1–19, O. New series, Oct. 1911–date, v. 1–date, O. New Haven, 1893–date. Yale Pub. Ass'n, \$3

Succeeds the *New Englander and Yale Review*. First 19 volumes were devoted to the scientific discussion of economic and social questions.

Philosophy

American Journal of Psychology. v. 1–date, O. Worcester, Mass. 1888–date. Florence Chandler, Clark Univ. \$5

Quarterly.

Hibbert Journal. A quarterly review of religion, theology and philosophy, Oct. 1902–date. v. 1–date, O. Lond. 1903–date. Williams & Norgate 10s (Bost. Sherman, French & Co. \$2.50)

International Journal of Ethics. A quarterly devoted to the advancement of ethical knowledge and practice, Oct. 1890–date. v. 1–date, O. Phil. 1891–date. Internat. Jour. of Ethics \$2.50

Succeeds the *Ethical Record*.

Religion

American Catholic Quarterly Review. 1876–date. v. 1–date, O. Phil. 1876–date. Amer. Cath. Quar. Rev. \$4

General index to v. 1–25, Jan. 1876–Oct. 1900, 25c.

American Journal of Theology. Edited by the divinity faculty of the University of Chicago, 1897–date. v. 1–date, O. Chic. 1897–date. Univ. of Chicago Press \$3

Quarterly.

Biblical World. 1882–date. v. 1–date, O. Chic. 1882–date. Univ. of Chicago Press \$2

Monthly. v. 43 (new ser. v. 28) contains index to v. 16–43 (new ser. v. 1–28), 1893–1906; index of books reviewed on p. 506–20.

Titles of earlier volumes: v. 1–2, *Hebrew Student*; v. 3–8, *Old Testament Student*; v. 9–15, *Old and New Testament Student*.

Catholic World. A monthly magazine of general literature and science, published by the Paulist fathers, 1865–date. v. 1–date, O. N. Y. 1865–date. Catholic World \$3

Dublin Review. Quarterly, 1836–date. v. 1–date, O. Lond. 1836–date. Burns & Oates 21s

Expository Times. 1889–date. v. 1?–date, Q. Edin. 1890–date. T. & T. Clark 6s

Monthly.

Jewish Quarterly Review. v. 1–date, O. Phil. 1889–date. Dropsie College \$3

The first series, 20v. 1888–1908, was edited by Israel Abrahams and C. G. Montefiore, and published in London; new series, v. 1, began in July 1910.

Princeton Theological Review. 1903–date. v. 1–date: v. 1–4, Q; v. 5–date, O. Princeton 1903–date. Princeton Theol. Rev. Ass'n \$3

Quarterly. Edited by the faculty of Princeton Theological Seminary. Succeeds the *Presbyterian and Reformed Review*.

Sociology

American Academy of Political and Social Science. Annals. Bimonthly, 1890–date. v. 1–date, O. Phil. 1890–date. Amer. Acad. of Pol. and Soc. Sci. \$6

American Economic Review. March 1911–date. v. 1–date, O. Cambridge 1911–date. Amer. Economic Ass'n \$4

Quarterly. Constituting four out of the six numbers yearly of series 4 of the *Bulletin* of the American Economic Association. To members of the association, annual membership fee \$3, are sent the *American Economic Review*, the *Proceedings* of the annual meeting, and the *Handbook*. To persons not members the subscription price of the *Review*, including the *Proceedings*, is \$4.

American Journal of Sociology. Bimonthly, July 1895–date. v. 1–date, O. Chic. 1896–date. Univ. of Chicago Press \$2

Economic Journal. The journal of the Royal Economic Society. v. 1–date, Q. Lond. 1891–date. Macmillan 5s per no.

Quarterly. Index to v. 1–10, 1891–1900, published separately.

Economic Review. Published quarterly for the Oxford University branch of the Christian Social Union. v. 1–date, O. Lond. 1891–date. Rivingtons 10s

Journal of Political Economy. v. 1–date, O. Chic. 1893–date. Univ. of Chicago Press \$3

Monthly except August–September. Edited by the faculty of political economy of the University of Chicago.

Political Science Quarterly. A review devoted to the historical, statistical and comparative study of politics, economics and public law; ed. for the Academy of Political Science in the city of New York by the faculty of political science of Columbia University. v. 1–date, O. Bost. 1886–date. Ginn \$3

Index to v. 1–15, 1886–1900, published separately.

Survey. 1897–date. v. 1–date, O. N. Y. 1897–date. Survey Associates, Inc. \$2

Weekly. Titles of the earlier volumes: for v. 1–14, Dec. 1897–Sept. 1905, *Charities*; for v. 15–21, Oct. 1905–Mar. 1909, *Charities and the Commons*.

Education

Classical Journal. Published by the Classical Association of the Middle West and South, with the cooperation of the Classical Association of New England, and devoted to the interests of classical teachers in schools and colleges, 1905–date. v. 1–date, O. Chic. 1905–date. Univ. of Chicago Press \$1.50

Monthly except July–September.

Educational Review. Monthly (except July and August), 1891–date. v. 1–date, O. N. Y. 1891–date. Educ. Review \$3

Index to v. 1–25, Jan. 1891–May 1903, published separately.

Elementary School Teacher. Edited by the faculty of education of the University of Chicago, with the cooperation of the faculty of the Francis W. Parker School, 1901–date. v. 1–date, O. Chic. 1901–date. Univ. of Chicago Press \$1.50

Monthly, except July–August.

School Review. A journal of secondary education, edited by the faculty of the school of education of the University of Chicago, 1893–date. v. 1–date, O. Chic. 1893–date. Univ. of Chicago Press \$1.50

Monthly, except July–August.

Science

Knowledge. A monthly record of science. v. 1–date, illus. Q. Lond. 1882–date. Knowledge 15s

Incorporated with which are *Hardwicke's Science Gossip* and the *Illustrated Scientific News*.

Nature. A weekly illustrated journal of science, 1869–date. v. 1–date, illus. Q. Lond. 1870–date. Macmillan: United Kingdom £1 8s, abroad £1 10s 6d

Science. 1883–date. v. 1–date: v. 1–9, O; v. 10–23, F; v. 24–date, Q. Lancaster, Pa. 1883–date. Science \$5

Weekly. A journal devoted to the advancement of science, publishing the official notices and proceedings of the American Association for the Advancement of Science.

Engineering

Engineering News. 1874–date. v. 1–date, illus. F⁴. N. Y. 1874–date. Hill Pub. Co. \$5

Weekly. A journal of civil, mechanical, mining and electrical engineering.

Engineering Record. A weekly journal devoted to civil engineering and contracting, 1877–date. v. 1–date, illus. v. 1?–23, F; v. 24–date, F⁴. N. Y. 1877–date. McGraw \$3

Titles of the earlier numbers: for Dec. 1877–Nov. 1880, *Plumber and Sanitary Engineer*; for Dec. 1880–Oct. 1886, *Sanitary Engineer*; for Nov. 1886–Oct. 1, 1887, *Sanitary Engineer and Construction Record*; Oct. 8, 1887–Nov. 1889, *Engineering and Building Record and the Sanitary Engineer*.

Fine arts

International Studio. An illustrated magazine of fine and applied art. v. 1–date, Q. N. Y. 1897–date. Lane \$5

Monthly.

History

American Historical Review. Oct. 1895–date. v. 1–date, Q. N. Y. 1896–date. Macmillan \$4

Quarterly. General index to v. 1–10, 1895–1905, published separately.

English Historical Review. 1886–date. v. 1–date: v. 1–2, O; v. 3–date, Q. Lond. 1886–date. Longmans 22s

Quarterly. Index to v. 1–20, 1886–1905, published separately, 3s 6d net.

020 SEMINAR

ARRANGEMENT OF NOTES AND SAMPLES

This is not a classification but simply supplementary notes to the *Decimal Classification* to aid in placing specific kinds of material usually found in the *Notes and Samples* collections.

The card index to minor collections (that is, blanks and forms, clippings, leaflets etc.) which follows the special catalog of bibliography and library economy in room 314 may be used as a guide if closer classification of notes and samples is desired.

- 010 Bibliographical societies. Pure bibliography. Bibliographical handbooks
- 012 Bibliographies of individuals (Arranged alphabetically)
- 015 Publishers' Weekly and other bibliographical periodicals.
Special numbers or complete file. Special numbers may be put in the appropriate 016 section, for example, *Educational number* in 016.37
National bibliography notes and outlines
Samples of trade bibliographies
- 016 Subject bibliography notes. Problems may be included or kept in P file
Directions for original bibliography
A. L. A. Catalog. A. L. A. Booklist
Subject bibliographies arranged in class order. Every student should specialize here. Put here also the index to the bibliographies in the collection
- 017 Finding lists. May be included in 016 if so desired
- 020 Books and pamphlets on librarianship
General treatises on library economy
Library notes
- 020.5 Library Journal, Public Libraries and other library periodicals, for example, *New York Libraries*. See also 021.82
- 020.6 A. L. A. papers and proceedings, A. L. A. Bulletin
Convention handbooks, etc.
State Library Associations proceedings, programs etc.
Local library clubs
- 020.7 Library school handbooks, reports etc.
- 020.85 Library furniture and equipment *or better* 029.2
- 021 etc. Scope and founding. Lectures on "Founding and government"

- 021.82 Commissions. Commission bulletins may go here or in 020.5
- 022 Library buildings. Lecture notes, pictures and plans arranged by locality or alphabetically
- 024 Rules for readers are generally better put in 025 or 025.6
- 025 Library administration — General works, outlines or syllabuses
- 025.1 Executive. Library blanks
- 025.2 Order and accession work, including auction work and blanks. Arrange here perhaps by libraries
- 025.3 Elementary cataloging. Advanced cataloging
Cataloging rules. A. L. A., L. S., Cutter, L. A. U. K. etc.
Reference books for catalogers
List of subject headings
Practice cataloging. Classed and dictionary, including notes
- 025.4 Elementary classification. Advanced classification
Decimal classification and extensions
Expansive classification, Edmands, Smith, Perkins, Belgian etc.
Practice class slips and notes
- 025.5 Reference notes and problems
Lists of reference books, Kroeger etc.
- 025.6 Loan department work, including model systems
Library blanks. Arrange by forms, or by libraries
- 025.7 Binding and binding blanks
- 025.8 Shelf work notes, blanks etc.
- 027 History of libraries. Library reports, alphabetically
U. S. Bureau of Education. Statistics
New York State Education Department organization handbook
- 027.66 Work with children. (Descriptive *not* bibliographies)
See also 028.5
- 028 Selection of books
Books and reading — best books
Book notes (librarians' and readers')
- 028.5 Reading for young, *not* work with children if distinction is made between this and 027.66 the better general number
- 029.2 Library furniture and equipment. Cleaning, fumigating etc. *See also* 020.85 and 022
- 097 Bookplates (If only a few, put in 025.2)

020 SEMINAR

FRANK K. WALTER

LIBRARY AND THE COMMUNITY ¹

This outline is necessarily general and suggestive. It must be modified to meet conditions in the individual communities selected for study. In all cases the library should be made the center of the study and relevance to the library situation be made the basis for inclusion and exclusion of data.

Topography. Hilly or level. Is growth in any direction restricted by natural features? Area of city limits. Is the population scattered or compact? Streets; condition and character of paving. Parks, amusement resorts. Other cities or towns in vicinity. Climate.

Transportation and communication. Steam, electric, hack, cab lines, viaducts, bridges. Telephone systems. Post office and substations. Express companies, interstate and local. Truckmen and parcel deliveries.

Population. Number at last census. Percentages of increase. American or foreign. Nationalities represented. Are the different nationalities segregated or diffused among each other? Do the people usually rent or own their homes? Are dwellings usually modern and sanitary, houses, flats, or large tenements? Savings bank deposits per capita. Is the population shifting or stable? Are social lines or localities sharply defined?

Industries. Number, kind, size. Are they local or national in scope? Do they require skilled labor? Are the factories modern in construction? Do they have welfare institutions? Are the shops union or open? Are there manufacturers associations, a chamber of commerce, commercial exchange and the like? Are children or women largely employed? Have disputes between labor and capital been frequent?

Financial. Number and character of banks (national, state, savings, trust companies). Local building and loan associations. Amount of deposits. Wealth per capita. Rate and distribution of taxation (local and state). Maximum and minimum tax rates provided by state law or local ordinances. Statute limits of indebtedness. Size and apportionment of city budget. Are increases of taxation easily secured?

¹ A study of some definite locality from the standpoint of the library will be accepted as an alternative for an original bibliography required in the senior year.

Political conditions. Is the city "close," or safe for either party? Is there a local "machine"? Character of the political leaders and city officials. Minor political parties. Does politics affect the schools or other institutions for public welfare or the library? Do the city departments use the library? Is there a nonpartisan citizens union or similar organization? To what extent does the city have "home rule"? How are the public service corporations controlled (gas, water, trolley lines, electric lights, etc.)? If the city has commission government how are the various city activities apportioned to the different commissioners?

Social institutions.

1 Public health. Hospitals. Water supply. Board of health. Sewage and ash disposal. Quarantine regulations.

2 Schools. Public, parochial, private, colleges, special and technical schools. Amount appropriated for school purposes. Are "classroom" or school libraries provided by the board of education? What is their character?

3 Churches. Denominations represented. Number and influence of each. Is there strong sectarian feeling? Interdenominational activities. Religious societies (Y. M. C. A., Y. W. C. A., Holy Name, Y. P. S. C. E., Sodalities.)

4 Clubs and societies (social, educational etc.) Number, size and purpose.

5 Bookstores and news stands. Number. Character of publications handled.

6 Theaters, amusement resorts, moving picture shows, athletic clubs, pool rooms.

7 Charitable and penal institutions. Juvenile courts.

8 Newspapers and other periodicals: number, language, frequency of issue, political or social affiliations.

9 Saloons: number, location. Restrictive liquor laws. What is their relation to loafing in the library?

Library. Free or subscription. Supported by private sources or public tax. Amount of library income from all sources. Library budget. Is the appropriation apportioned by the trustees or by the city officers? Who audits the library's accounts? Required or permissive maximum and minimum for library tax.

Trustees. Number and method of appointment. Are they representative citizens? Term of office.

Staff. Number; method of appointment; educational or professional requirements; organization; salaries, hours, vacations. Social activities within the staff.

Buildings. Location, source (public appropriation or private donation). Size and plan. Adaptability to community and special work. Special features and departments.

Number, size, location, and special features of branches. In separate buildings or in rented or donated quarters?

Books. Number and character of volumes in main library and branches. Number of borrowers or users (percentage of population reached by the library). Circulation: size and character. Special collections, foreign books, traveling libraries.

Library cooperation. How does the library cooperate with (a) neighboring libraries, (b) social institutions of the city: schools, clubs, churches, fire stations, etc.

Lines of extension work: traveling libraries, pictures, lectures, clubs etc.

Is any attempt made to serve near-by rural communities? What further lines of extension or cooperation seem possible or advisable?

General sources of information

- 1 Reports of city and state departments
- 2 State laws and local ordinances
- 3 Reports of city, state or United States census
- 4 Reports and publications of local board of trade, manufacturers associations, etc.
- 5 Reports of local clubs and associations, church yearbooks, hospitals, charitable institutions, etc.
- 6 Reports of city schools
- 7 Local newspapers, trade journals, etc.
- 8 Library reports and items in library periodicals
- 9 Special "surveys" or reports on the community



025.8 SHELF WORK

JENNIE D. FELLOWS

SHELFLISTING

General directions

Directions common to both card and sheet shelflists are as follows:

1 Items included. The items included generally consist of call number, author's name, title (with such additional information as is necessary to distinguish editions), accession number, and volume and copy numbers. Do not use . . . to indicate omissions and use [] for matter supplied only in *title*.

2 Samples. Examples of shelflisting on both 25 x 20 cm and 10 x 25 cm sheets are given in *Library School Rules* (5th ed.) after page 61; examples of shelflisting on 10 x 25 cm sheets and on cards are given in *Simplified Library School Rules*, page 66-67, but in case of variations from the following directions, observe the latter.

3 Call number. Make all characters very clear, printing all letters except lower case k, l and q, which should be *written* to distinguish from capital K and figures 1 and 9, with which the hand-printed characters are liable to be confused.

4 Title. Give short but clear and comprehensive title, corresponding to the form on the title page and beginning with the *first words* of the title proper.

For convenience in taking inventory the cover or binder's title is sometimes preferred, but this is liable to change in rebinding and for the several uses of the shelflist the entry corresponding to the catalog cards is on the whole more satisfactory.

Card shelflist

The forms recommended for the card shelflist are fuller than those suggested later for the sheet shelflist but in most cases may be abbreviated to correspond to the latter if economy of time requires.

1 Number of entries. Enter only one work on a card, regarding different editions as different works.

2 Call number. Give both class and book number close to left edge of card, class number on top line, book number on second line. If a change of size necessitates a change in call number, give the changed form under the original form, leaving one blank line. If the size mark is incorporated in the book number, only the new book number need be given; if in the class number, the entire call number must be given. Add below the changed number the number

of the volume with which the change occurs. Give the changed number, whether book number alone or entire call number (according to the position of the size mark), *in red*, in the list of volumes, above the volume with which the change occurs; for example:

Reduced from 7.5 x 12.5 cm.

913.38	Journal of Hellenic studies 1880-					
J86						
	8435	v. I	1880	8443	v. II	1890
qJ86	6	2		4	12	
v. 9-	7	3		5	13	'92-93
	8	4		6	14	1894
	9	5	1884	7	15	
				8	16	1896
				9	17	
	8440	8	1887	50	18	
	1	qJ86		1	19	1899
	2	10	1889			



3 Author's name. Give on top line, outer indentation, secondary fulness.

4 Title. Follow cataloging rules for position and indentation, including rules for anonymous books and periodicals. After the title, give for the classics and for other works when the fact is important the *surname* of the editor or translator, separating this from the title proper by a space instead of by a mark of punctuation, except that when the editor's or translator's name comes at the beginning of a line a comma should be used after the previous phrase, for the sake of clearness. Give in () the series note in short form, but omit series number. If the library has more than one edition of a book, the distinguishing feature should be given, for example, the imprint date or place of publication, unless the editions are already distinguished by variation in title, by editor, translator etc. or by series note. Since *imprint dates* etc. are used only to *distinguish* editions, they should be placed at the end of the items noted above even though, contrary to cataloging rules, they are thus placed after a series note.

5 Accession, volume and copy numbers. Omitting one line

after the title and accompanying items, write in columns, beginning between the vertical lines, the accession numbers, followed by the corresponding volume and copy numbers, as

421	v.1	cop.1
611	"	" 2
443	v.2	cop.1
776	"	" 2

When accession numbers are not consecutive, a line must be given to each. When they are consecutive and volume numbers are also consecutive they may be given as a group; for example, 3422-5 4v., or 745-7 3 cop., but when changes must be made in a record, as when a volume or copy is lost, it is more convenient to have them on *separate* lines. In the case of a long set with consecutive accession numbers these may be given in groups of, for example, five or ten volumes each; for works of reference, as cyclopedias, where the danger of loss is minimized, this may sometimes be found desirable, but for class work each accession number is to be given separately.

Leave space for missing volumes.

When accession numbers are short or when only volume numbers or copy numbers are to be added, two columns of accession numbers may be given on a card.

If a library expects to add copies to a work in more than one volume, space may be left after the entries for each volume or if a large but indefinite number of copies will probably be added a card may be used for each volume, but these possibilities need not be considered for class work.

6 Special classes. In individual biography, individual bibliography, and family genealogies, the shelf record as described above will best be dropped one line and the name of the biographee, bibliographee or family written on the top line, inner indention. For the subjects of biography and bibliography, use secondary fullness, *without subheads*. For genealogy, use for example, the form, Grant family, or for the particular branch of a family, if the distinction is made in cataloging, Grant, T. F., family. In class work this distinction is to be made.

The subject heading in these classes in the shelflist may be written in either black or red, but one or the other should be used consistently. It is very doubtful whether the color distinction between author and subject headings is of sufficient value on the shelflist to justify the extra expenditure of time.

7 **Continuations.** *a Title.* For periodicals give title on top line, inner indention, with the date of beginning of the periodical, followed by a dash, *if the library has the first numbers*; otherwise omit date.

b Volumes. Give a line to each accession number, arranging in order of volume numbers, and leaving space for missing volumes. If more than enough volumes to fill a card are missing at the beginning of a set, do not leave space for these but, considering the card in hand as a second or third card, consider where the first volume now in the library would come if the set were complete and write the volume number on that line. When the first volumes of the set come in, write another card and insert before the original card.

c Indexes. If consolidated indexes covering several volumes are published separately they should (unless numbered in consecutively with the rest of the set) be given on a separate card, numbered as zero volumes and inserted before the cards for the regular volumes. Inclusive numbers of volumes covered (or inclusive dates) should, on typewritten cards, be given in curves after the volume number for the index, as v. ^o1 (v. 1-20). On manuscript cards this fact is best given without the curves, above the volume number for the index.

d Dates covered. It is very convenient to have the periods covered by volumes given at short intervals when the set is continuous, and always at the top of a column or after a gap of any considerable extent. On typewritten cards the date is best given after the volume number, as 4787 v. 44 N98-Ap99. On manuscript cards the dates are to be given above the volume number. For continuations issued irregularly or at long intervals, it is better to give the dates with each volume.

e Consecutive numbers. When consecutive volumes of a continuation have consecutive accession numbers, the first of these accession numbers should be given in full and for the remaining numbers only the last figure need be given unless tens or hundreds etc. change, when as much of the number must be written as is changed; also at the head of every column the accession number should be written in full.

These shortened accession numbers should be used *only* in shelving *continuations*.

f Unbound volumes. Current unbound numbers are not *generally* recorded on the shelflist but unbound volumes occurring in the

midst of bound volumes should be noted in their regular place in pencil. In the accession number column a note should be made of their condition, as "unb. & incomplete," or exact numbers may be mentioned after the volume number and only the statement "unb." made in the accession number column. If several consecutive volumes are unbound they may, if preferred, be entered as a group instead of on separate lines but sufficient space should be left to allow for separate lines after binding.

g Volume numbers. Generally on a shelflist, "v." should be given with each volume number or group of numbers but with *continuations* it may be omitted *except* for the first volume entered in a column. When no volume number is given, use in its place the year covered, for example, 6724 1898.

h New series. When a new series is introduced, note this point in connection with the continuous voluming, for example, on typewritten cards 1223 v.15 (ser.2 v.1); on manuscript cards omit the curves and write the new series and volume over the old volume number.

i Extension cards. On second and third cards etc. repeat the call number and title (without the date) omitting on each card one line before the record of volumes, allowing extra space for missing volumes.

j Transactions, reports etc. For continuations other than periodicals, as society transactions, department reports etc., use similar treatment except for the addition of the author heading.

8 Supplements. Supplements are to be treated as additional volumes, but the exact state of the case is to be shown on the shelflist, on typewritten cards "sup." being added in curves after the supplied volume number, as 2434 v. 2 (sup.). On manuscript cards it is to be added without curves above the volume number. If the supplement covers a certain period or has a title date, the inclusive dates or title date should be given after "sup." On typewritten cards this detail should be given outside the curves, and the first of inclusive dates written in full, only the last two figures of the second date being given unless the century changes. On manuscript cards use only the last two figures of either date, prefixing to the first the apostrophe.

An alternative method, simpler in treatment but resulting in a longer volume number, is the substitution of the title date or the inclusive dates for the supplied volume number and explanatory "sup.," as 2434 1891-95.

9 **Special location.** If a book is taken from its regular location for the reference or other special collection, write or stamp the designation of this collection at the upper right corner of the call number.

10 **Changed numbers.** If any part of the call number is changed, draw a red line through the old number, insert the new number in black and either change the position of the card, or, better, having altered the old card write a new card with the new number, to be filed in its regular place, and keep the old card for reference filed by its original number, either in the shelflist or in a separate file.

Sheet shelflist

For points not specifically covered by the following rules, shelflist according to the directions given for cards.

1 **Contents of sheet.** In a shelflist on 10 x 25 cm sheets (which allow for 10 entries on a page) not more than one subject should be given on a sheet; in large classes, as in fiction and individual biography, only one letter; and in exceptional cases, only one author (as in the case of a writer to whose works the library is likely to make many additions) or only one personal subject (as in biography, for a person about whom the library is likely to have many books). For continuations a separate sheet is often used for an individual work.

2 **Date.** The date when the sheet is begun is sometimes useful and for the class work is to be written on the double ruling over the author column of the recto.

3 **Class number.** Give the class number in large, distinct figures after the word "Class" on *both* sides of the sheet.

4 **Book number.** Give the book number in large, distinct figures in its own column, placing the capital letter of the book number under the letter "B" of the printed column heading.

5 **Accession number.** Write accession numbers in their own column, units under units, tens under tens, etc. Plan the accession numbers so that a six-figure number will stand out distinctly near the left edge of the column. In class work, give a separate line to each accession number; although in exceptional cases the group arrangement may be desirable when *both* accession and volume numbers are consecutive, as suggested under Card shelflist, section 5.

6 **Volumes.** If consecutive accession numbers are given as a group for an *entire* set, write the total number of volumes (with-

out "v.") in the volume column; if they are given as a group for a *part* of a set, give in the volume column the inclusive volumes (preceded by "v.") for example, v. 1-3; when a *single volume of a set* is given write its number preceded by "v.," for example, v. 1. For a complete work in two volumes bound as one, write 2 in 1, but for part of a set similarly bound write v. 1-2, the single accession number showing that they are bound together. Use also, for volumes bound in more than one part, such forms as v. 3¹, v. 3².

When a set requires more than two groups of numbers, the first group may be given in the accession and volume columns, opposite the author entry, and the remaining groups may be arranged on the following lines in four columns across the page. (See sample sheets bulletined.) If the library set is incomplete, space may be allowed for the missing volumes, or in the case of a long set in process of publication, the entry may, if it seems best, be made on a separate sheet.

This arrangement of the volume column after the accession number column corresponds to the printed sheets kept in stock, but a more convenient arrangement can be obtained by having the sheets printed to order and the volume column placed between book number and accession number.

7 Copies. Different copies are treated like different volumes except that, to distinguish them from volumes, they must always be designated, for example, 3 cop. meaning 3 copies; or cop. 3, meaning the 3d copy. If both volumes and copies are to be designated, the designation for the copies is written above that for volumes.

8 Author. Write author's name in author column, generally in secondary fulness, but if the name is so long that this will necessitate running into the title column, forenames and the maiden names of married women may be represented by initials only, except when a fuller form is needed to distinguish writers with the same initials. For the *second* of two joint authors, forenames may be omitted; for more than two joint authors, give the name of the first only, "& others." Titles may generally be omitted but "Mrs" must be retained when the author is entered under her husband's forenames instead of her own. For noblemen cataloged under title, the title should be given in full as the means of identification but the personal names may be omitted altogether, for example, Argyll, 1st duke of. In classes where the book number is assigned from the subject, the author's forenames might generally be omitted unless the shelflist was used as a basis for printed lists, or unless sur-



names of author and subject were the same. The author's forenames might also be omitted when both the author and the special title shelved were sufficiently well known to insure identification. In cases of editor or compiler as author, the designation "ed." or "comp." need not be used.

9 **Title.** In the title column give the title of the book (including titles for anonymous books and periodicals). For fulness of information follow directions given for the card shelflist but use freely common and special library abbreviations.

10 **Special classes.** For individual biography and bibliography or family genealogy, the word "Biographee," "Bibliographee," or "Family" should be inserted as a heading at the beginning of the title column and the name of the subject written under it, using secondary fulness (or initials only for the forenames) for the individuals as subjects, and the name of the family without the word "family" for the genealogies. For such books the titles may be omitted unless distinctive.

11 **Separate sheets for continuations and individual authors and biographees.** *a Continuations.* In classes consisting almost entirely of periodicals or society transactions, for example, 505 or 506, assign a separate sheet to each work, but in classes where the continuations occur only incidentally, generally for current continuations enter the book number, author and title in their regular places, but in the accession number column write in *red* "See following sheets" and make the regular shelflist record on a separate sheet to be filed at the end of the series of entries from which the reference is made.

When volumes are added to a set very slowly, as in the case of an annual report bound only once in five or ten years, it is often preferable to allow a few lines on the general sheet unless the set already requires considerable space.

b Individuals. When a separate sheet is used for a single author or a single biographee, the treatment is similar to that for continuations, the Cutter number for the *person* (without considering any single book) being given in the book number column, with the name of the special author or personal subject in its regular place and the reference "See following sheets" in red in the accession number column.

On the separate sheet the personal name may be given in its regular author or subject place and ditto marks used to indicate

its repetition, or it may be made more conspicuous by writing it at the head of the sheet on the double ruling, at the beginning of the title column, in which case no further notice need be taken of it below, and no blank space need be left for it in the title column for biography.

c Book numbers on verso. When a sheet is assigned to a separate work the book number as well as the class number is given on the verso of the sheet, in its regular place; when a sheet is assigned to a separate letter or to an individual the initial letter or the Cutter number used for the individual should be given on the verso and filled out as a full book number when the entry is made on the first line of the verso. The number is convenient for reference in turning the leaves and is also a guard against entering on the verso of the wrong sheet.

d Indexes. If at the time of writing the sheet for a periodical, there are no separate index volumes, no space need be left. If any such volumes are published later they may be entered in the top margin of the sheet. If at the time of writing the sheet, separate index volumes have been published, the first column is assigned to these and the regular volumes begin on the *second* line in the author column. If separate indexes are very numerous, as with *Notes and queries*, more than one column may be devoted to them.

e Arrangement in periodicals. In arranging entries for periodicals the top line in the accession number column on the recto is used for the entry of the volume, but in the author and title columns the entries for individual volumes begin on the second line. In the title column two columns of accession numbers with corresponding volume numbers are given, beginning on the line below the title of the periodical. On the verso the top line is used throughout for the four columns of volume entries. Similar arrangement respectively for recto and verso would be used on additional sheets.

12 Arrangement of entries. *a Order of entries.* Sheets are arranged in order of class numbers, entries on a sheet in order of book numbers. If size marks are incorporated in the book number, the larger size precedes a book number otherwise the same, for example, fM14 before qM14 and finally M14.

On a separate sheet for a continuation the arrangement of the book numbers is chronologic. On a sheet shelflist it is, owing to the space between the lines, unnecessary to leave a blank line between different book numbers for the same work, resulting from a change of size.

b Additional entries. While it is impossible to foresee just where new entries will be needed, the rewriting of sheets may be greatly postponed by good judgment in distributing entries, as originally made, over one or both sides of a sheet or over several sheets. When a new book number is to be inserted where no room is left for the entry, *pencil* the book number in its place and make the full entry after the straight series of book numbers. If, for example, in the case of a small, slowly growing class, only one side of the sheet is planned for the straight series, enter on the verso the additions for which there is no room in their regular place. If it is planned to use more than one side of a sheet for the straight series, enter such additions on a new sheet. For the second series of entries write conspicuously in red above or below the words "Book no." the word "Mixed." Make the entries in this series as they come to hand, without attempt at alphabetic arrangement.

The penciling of the inserted book numbers in the regular series is an important point, as it makes it possible to see at once whether a book number has been assigned, without looking through the mixed series.

13 Ditto marks. For different volumes or copies of the same work, the book number, author and title are neither repeated nor represented by ditto marks, the space for these items in the case of the additional volumes or copies being left blank, or the author and title columns being used for the record of the additional volumes or copies.

For a different work or edition (indicated by a changed book number) ditto marks are used for the repetition of the name of the author, biographee, bibliographee, or family, or for the whole title but not for *part* of a title.

Ditto marks may also be used for the *same surname* for different authors, biographees, bibliographees or families.

14 Changed numbers. If the class number is changed after the book is shelved draw a red line through the entry and refer in red ink in the author column to the new class and book number, entering the book anew under its new class number. When the book number but not the class number is changed, if the new book number would stand on the same page with the old, cancel the old book number in red ink, write above it the new book number and track the entry into its regular place. If the old and new book numbers would not be on the same page, cancel the entry as

for a changed class number, referring in red in the author column to the new book number and making a fresh entry for the book.

When any part of a call number is changed, care must be taken to make the change wherever called for, that is, on book plate, catalog cards, accession book, etc.

15 **Rewriting.** When the penciled book numbers have become so numerous as to make the record confusing, the sheets should be rewritten, canceled entries being omitted and the entries in the mixed series inserted in their regular place, as indicated by the penciled book numbers. The date of beginning the old sheet should be followed by a short dash and the date of rewriting, and the sheet kept in a separate file by class number, for reference.



025.8 SHELF WORK

JENNIE D. FELLOWS

READING LIST ON CARE OF PAMPHLETS

1876 **Cutter, C. A.** Preservation of pamphlets. L. J. Nov. 1876,
1:51-54

For discussion of the paper, *see* pages 101-6.

1885 **Mann, B. P.** Care of pamphlets. L. J. Dec. 1885, 10:399-
400

1886 **Homes, H. A.** Unbound volumes on library shelves. L. J.
Aug.-Sept. 1886, 11:214-16

1887 **Swift, Lindsay.** Pamphlets and continuations of serials.
L. J. Sept.-Oct. 1887, 12:350-54

1893 **Biscoe, W. S.** Pamphlets. L. J. July 1893, 18:236-38

Practically a condensation of the article printed in American Library Association, Papers prepared for its annual meeting, 1893 (also published under the title "Papers prepared for the World's library congress") pages 826-35.

For a discussion of the paper, *see* L. J. Sept. 1893, 18:C66-67.

1897 **Thwaites, R. G.** Gathering of local history materials by
public libraries. L. J. Feb. 1897, 22:82

1899 **Foye, C. H.** Care of pamphlets. L. J. Jan. 1899, 24:13-14

1903 **White, W. F.** New Paltz system of treating pamphlets and
art material. P. L. July 1903, 8:301-6

1906 **Merrill, W. S.** Taking care of pamphlets. P. L. Nov. 1906,
11:502

1907 **Brown, Zaidee.** What to do with pamphlets. L. J. Aug.
1907, 32:358-60

1909 **Cochrane, J. M.** Arranging pamphlets. P. L. July 1909,
14:254-55

American Library Association. Papers and proceedings,
1909, 31:400-8

Tillinghast, W. H. Treatment of pamphlets in Harvard College Library,
p. 400-3

Josephson, A. G. S. Treatment of pamphlets in John Crerar Library,
p. 403-4

Hiss, S. K. Treatment of ephemeral material in the public library, p. 404-8

Spofford, A. R. Book for all readers. 1909. p. 145-56,
Pamphlet literature

- 1910 **Drury, F. K. W.** On protecting pamphlets. L. J. Mar.
1910, 35:118-19
- Bowerman, G. F.** Some notes on binding. L. J. June 1910,
35:258-59
- Wilson, L. R.** A satisfactory method of arranging pam-
phlets. P. L. July 1910, 15:278-79
- 1912 **Brigham, H. O.** Indexing and care of pamphlets. L. J.
Dec. 1912, 37:668-71
- Broadsides*
- 1901 **Fletcher, W. Y.** Collector of broadsides. Library, Jan.
1901, 12 (ser. 2, v. 2) :12-19

025.8 SHELF WORK

JENNIE D. FELLOWS

SUGGESTIONS FOR INVENTORY

1 Uses. The inventory not only is of service in finding lost books and drawing attention to those missing, but brings to light errors in the shelflist and in the lettering of the books, misplaced books, books needing rebinding, overcrowded shelves, etc.

2 Frequency. The general practice among libraries is to take an inventory of shelflisted material at regular intervals. For statistics and comments, see *A. L. A. Papers and Proceedings for 1909*, pages 207-8.

3 Two readers. It is convenient, and almost necessary, to have two persons for inventory, one to read the shelflist and the other to see that the books on the shelves correspond. Both should be familiar with the classification, book numbers, and shelflist, and be quick to detect errors.

4 Comparison of list with shelves. Shelflist reader should read aloud class, book, volume and copy numbers. It is unnecessary to give class number except when it changes, but time should be allowed for the shelf reader to see that the class number is right.

5 Books arranged by size. Shelves for octavos, quartos, folios etc. should be read separately.

6 Oversize books. When reading the octavos, the shelflist reader should note the oversize books. This may be done by inserting slips where entries for oversize books occur or by making a rough list of the call numbers.

7 Missing books. Shelflist reader should make rough list of missing books, giving call numbers, with any other details needed for locating books charged out. It is well to head sheets with class numbers covered, date of inventory, and names of those taking the inventory.

With a card shelflist the record for oversize and missing books is sometimes made by tipping on end the cards for the corresponding entries, but cards thus tipped up are liable to be jostled back into place and the corresponding record lost.

8 Periodicals. In sets of periodicals, the shelf reader should read each volume on the shelves either by volume number or year, according to entry in shelflist, the shelflist reader noting any piece which is not on the shelves but is called for on the shelflist.

If, in the case of consecutive accession numbers, a group of

volumes is entered on one line, the volumes on the shelves should not only be read to insure consecutive order, but if there is any irregularity in numbering they should also be counted to see that the total number of pieces in the group corresponds to the total of the accession numbers (thus providing for one volume bound in two parts or two volumes bound in one).

Great care should be taken in comparing number of pieces and accession numbers; for example, inclusive numbers 411-46 call for 36 pieces not 35.

9 **Discrepancies.** Shelf reader should:

a Report any volume not on shelves so that shelflist reader may enter it on rough list of missing books as in 7.

b Be very careful to note all books not called for by the shelflist reader. As the eye is constantly looking for the number pronounced by the reader, an entirely different number is quite likely to escape notice.

c When using a shelflist on cards, remove at once from the shelves all books omitted by the shelflist reader, inserting note, etc. as in 9e.

d When using a shelflist on sheets, indicate books omitted by the shelflist reader by drawing them out conspicuously on the shelves. When the mixed alphabet, etc. for a special section or subdivision are finished, any volumes remaining drawn out indicate errors, books out of place, etc. Remove books and insert notes as in 9e before stopping work in that special section or subdivision.

e Make pencil note of any corrections needed on shelflist, books or dummies and take with the books or dummies to the proper person for prompt attention.

f Make notes on slips, in regard to repairs, labeling, lettering etc., to be attended to as time permits.

g Remember the importance of the accession number for the identification of volumes. This number will identify books when the call number fails or is missing entirely and when title tells no story of difference of edition.

10 **Comparison of missing list with other records.** *a* The rough list of missing books should be compared with all loan desk files, reserve shelves, return shelves, etc. and note made of books thus accounted for.

b In order to avoid a useless extended search, comparison should be made with previous inventory to check books missing for a considerable time.

c A comparison should also be made with shelves, for books returned since shelves were read.

11 **Revised missing list.** A final copy of missing list arranged in exact class order should be made on cards or sheets.

Give class, book, volume, copy and accession numbers, author, title and necessary notes, including the length of time the books have been missing if for more than one inventory, for example, Missing 29 Mr 06-

12 **Books found or replaced.** When a book is found or replaced, entry should be crossed off missing list and note made of where and when it was found, or date when it was replaced.

13 **Books permanently missing.** Cards should be removed from catalog for books which seem to be permanently missing, for example, for five years, and "Missing" and date added to entry in shelflist and accession book.

In this case a line should be drawn through entry in shelflist and missing list, or card removed.



025.8 BOOK NUMBERS

JEAN HAWKINS

"CUTTER-SANBORN 3-FIGURE ALFABETIC-ORDER TABLES" CORRECTIONS AND ADDITIONS

Corrections

Typographic errors to be corrected in Cutter-Sanborn table, 1895:

<i>Original form</i>		<i>Corrected form</i>
Bache	110	119
Bartl	280	289
Cnm	969	Cum
Famer, M.	234	Farmer, M.
Fere	382	Ferre
Desel	447	Descl
Hale	168	Haley
Hobr	724	Holbr
Hoy	867	Hox
Hoyt	868	Hoy
Hoyt, M.	869	Hoyt
Hox	871	Hoyt, M.
Naudal	133	Nadaul
Nawr	9	329
Nouz	815	Nonz
Nuce	964	963
Paacu	113	Pacan
Pemerton	395	Pemberton, H.
Tennev	415	Rennev
Rdo	547	Rido
Riiedes	549	Riedes
Rosemn	815	Rosenn
Taru	196	Tartu
Thompson, T.	477	Thompson, T.
Thorp, S.	522	Thorpe, S.
Rof	644	Tof
Townsend, M.	754	Townshend, M.
Taldr	148	Valdr
Vase	338	Vasse
Veco	413	Vecon
Wa:ren	293	Warren, S.
Watk	335	Watkins
Wessen	512	Wesen
Williamsom	731	Williamson
Wing	76	769
Wolt	867	Wols
Wols	868	Wolt
Yonge	59	Yonge, W.

Additions

In view of the many headings which are likely to occur under the word "New" and under "United States," the following numbers are generally assigned in the New York State Library in place of those given in the Cutter-Sanborn table.

Book numbers for "New"

New	532	New York m	551
New B	533	New York n-p	552
New C	534	New York q-statd	553
New E	535	New York state a-k	554
New H	536	New York state l	555
New J	537	New York state m-z	556
New L	538	New York statf-z	557
New M	539	Newa	558
New O	541	Newb	559
New P	542	Newc	561
New S	543	Newe	562
New T	544	Newh	563
New York a-b	545	Newm	564
New York c-city	546	Newn	565
New York city	547	Newp	566
New York citz-f	548	News	567
New York g-l	549	Newt	568

Book numbers for "U"

11 U	31 Ullr	51 U. S. Congress Senate
12 Uc	32 Ulm	52 " Cons
13 Ud	33 Ulr	53 " D
14 Udi	34 Ulrici	54 " F
15 Ue	35 Uls	55 " G
16 Uej	36 Um	56 " I
17 Ues	37 Uml	57 " Internal
18 Uf	38 Un	58 " J
19 Ug	39 Und	59 " L
21 Uh	41 Underh	61 " M
22 Uhd	42 Underw	62 " N
23 Uhl	43 Ung	63 " O
24 Uhli	44 Uni	64 " P
25 Uhr	45 Unit	65 " Pl
26 Ui	46 U. S.	66 " S
27 Ul	47 U. S. A1	67 " T
28 Ule	48 " C	68 " W
29 Ull	49 " Congress	69 Univ.

71 Up	81 Ure	91 Usi
72 Upd	82 Uri	92 Usp
73 Uph	83 Url	93 Uss
74 Upj	84 Urq	94 Ust
75 Ups	85 Urs	95 Ut
76 Upt	86 Uru	96 Uti
77 Ur	87 Urw	97 Uv
78 Urbi	88 Us	98 Uz
79 Urc	89 Ush	99 Uzi

BOOK NUMBERS FOR SPECIAL AUTHOR LIBRARY

For all authors having special numbers in the classification D-N are used, and O-Z as far as special schemes have been worked out, A-C being used only for authors for whom the library wishes to keep all its material together; for example, Shakspere, Goethe, Dante.

- A Bibliography. Authorship controversies
- B Biography
- C Biographical collateral
- D Higher criticism
- E Minor criticism (textual)
- F Sources; allusions; learning
- G Miscellany; concordances; societies etc.
- H Quotations, tales and plays from, adaptations, condensations etc.
- I Complete works without notes
- J Complete works with notes
- K Complete works in translations
For living authors put works complete to date with the I, J and K.
- L Partial collections without notes
- M Partial collections with notes
- N Partial collections in translations
- O-Z Individual works

Shakspere scheme

A to N are assigned as above

O Comedies

- O1 All's Well that Ends Well
- O3 As You Like It
- O5 Comedy of Errors
- O7 Love's Labor Lost
- P1 Measure for Measure
- P3 Merchant of Venice

P5 Merry Wives of Windsor

- P7 Midsummer Night's Dream
- Q1 Much Ado about Nothing
- Q3 Taming of the Shrew
- Q5 Tempest
- Q7 Twelfth Night
- R1 Two Gentlemen of Verona

- | | |
|-------------------------|-------------------------|
| R3 Winter's Tale | V1 Troilus and Cressida |
| S Tragedies | W Histories |
| S1 Antony and Cleopatra | W1 Henry 4 |
| S3 Coriolanus | W3 Henry 5 |
| S5 Cymbeline | W5 Henry 6 |
| S7 Hamlet | W7 Henry 8 |
| T1 Julius Caesar | X1 King John |
| T3 King Lear | X3 Richard 2 |
| T5 Macbeth | X5 Richard 3 |
| T7 Othello | Y1 Poems |
| U1 Pericles | Y3 Venus and Adonis |
| U3 Romeo and Juliet | Y5 Lucrece |
| U5 Timon of Athens | Y7 Sonnets |
| U7 Titus Andronicus | Z Spurious works |

University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 556

ALBANY, N. Y.

DECEMBER 1, 1913

New York State Library

Library School 35

27th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1913

	PAGE		PAGE
Work of the year.....	5	Alumni.....	22
Faculty.....	5	Positions filled in 1912-13.....	23
Lecturers.....	7	New York State Library School	
Attendance.....	10	Association.....	25
List of students 1912-13.....	11	Necrology.....	27
Staff instruction and special stu-		Notes and comments.....	28
dents.....	14	Dedication of the State Educa-	
Notes on the curriculum.....	14	tion Building.....	28
Original bibliographies and com-		Library meetings.....	29
munity studies.....	17	Visitors.....	29
Annual library visit.....	18	Service to the State.....	30
Practice work.....	19	Publications.....	35
Summer session.....	21	Index.....	37



New York State Library
Albany, October 30, 1913

Hon. Pliny T. Sexton
Vice Chancellor of the University

DEAR SIR:

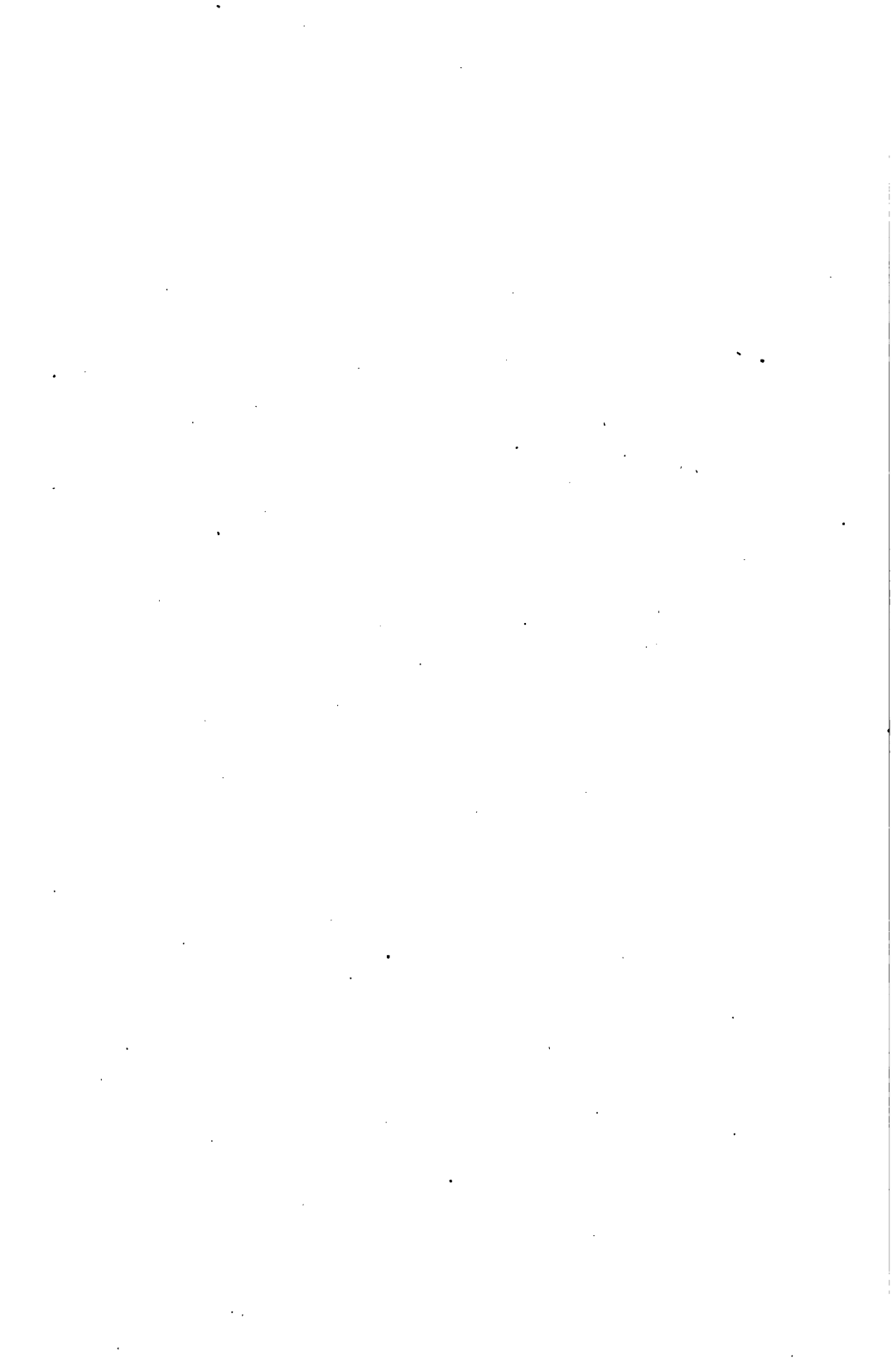
I respectfully submit herewith and recommend for publication as Library School Bulletin 35, the accompanying manuscript entitled *27th Annual Report of the New York State Library School*, for the year ending September 30, 1913.

Very truly yours
J. I. WYER, JR
Director

THE UNIVERSITY OF THE
STATE OF NEW YORK

Approved for publication this 3d day of November 1913

PLINY T. SEXTON
Vice Chancellor of the University



University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 556

ALBANY, N. Y.

DECEMBER 1, 1913

New York State Library

Library School 35

27TH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM OCTOBER 1, 1912 TO SEPTEMBER 30, 1913

In respect to physical conditions, the past school year has been a marked contrast to its immediate predecessor. Housed in commodious, comfortable quarters with adequate supplies of all kinds necessary to carry on its work conveniently as well as efficiently, instead of hastily improvised rooms furnished with little but the barest essentials in the way either of furniture or books, the school has been able easily to meet all the increased demands made upon it. The enrolment for the past year was the largest in the history of the school, despite a rigid adherence to high standards in the admission of students and the requests for information regarding the school and its work increased so much that the edition of the *Circular of Information* was exhausted several months earlier than was anticipated.

The summer session, resumed after two years' interruption, once more gave an opportunity to be of direct service to the smaller libraries of the State. The position of the school in the educational work of the State has been recognized in several official actions during the year and the cordiality and interest with which its work is considered by other divisions of the University of the State of New York seem to be perceptibly growing. Opportunities for greater services to the State through the cooperation of the other divisions are increasing, particularly in the work of the Educational Extension and School Libraries Divisions.

More detailed comment on important features of the year's work follows.

FACULTY

James Ingersoll Wyer, Jr, M. L. S. (N. Y. S. L. S.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries and library administration, 1906-

Frank Keller Walter M. A. (Haverford) M. L. S. (N. Y. S. L. S.)
Vice Director. Instructor in elementary reference work, book-binding, printing, expansive classification, elementary bibliography, in charge of library seminar, 1908-

Florence Woodworth B. L. S. (N. Y. S. L. S.) *Director's assistant.*
 In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M. A. (Amherst) Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley) *Secretary of the faculty*, 1891-

William Reed Eastman M. A. (Yale) M. L. S. (N. Y. S. L. S.)
 Instructor in library administration, library buildings, 1895-1912

Martha Thorne Wheeler, Graduate (N. Y. S. L. S.) Instructor in selection of books, indexing, 1895-1913

Edna M. Sanderson B. A. (Wellesley) B. L. S. (N. Y. S. L. S.)
Registrar, 1905-

Katharine Dame B. A. (Boston Univ.) Graduate of Pratt Institute Library School, Instructor in advanced cataloging, 1910-

Jean Hawkins B. M. (Smith) B. L. S. (N. Y. S. L. S.) Instructor in classification, subject headings, 1910-

Jennie Dorcas Fellows, Graduate (N. Y. S. L. S.) Instructor in cataloging, accession and shelf work, 1911-

Two important changes in the faculty occurred during the year. Mr William R. Eastman retired from the service of the State Library and the Library School after more than 20 years of faithful and successful service. His work as instructor in Library buildings combined with his long and varied experience in criticising library buildings and plans throughout the State have won him a national reputation as an authority on the subject. Arrangements have been made by which Mr Eastman will give his elementary course in Library buildings during the coming year as a visiting lecturer.

Miss Martha Thorne Wheeler, whose experience as an instructor in the school was coextensive with that of Mr Eastman and whose service to the State Library was of even longer duration, was obliged during the year, on account of ill health, to resign her place in the faculty and on the library staff. Miss Wheeler was eminently successful in teaching two very difficult subjects—Indexing and Selection of books—and her unflagging enthusiasm in her work and her unsparing toil in perfecting its detail led her to greater self-sacrifice of energy and effort than would have been possible to one not so unselfishly devoted to her task.

The loss to the school from these resignations is heavy. It is its good fortune that other competent help is at hand. Miss Mary E. Eastwood ('03), for a number of years Miss Wheeler's assistant in the book selection section of the State Library, and who was in general charge of the course during part of the past year, will again be in charge. She will be assisted by Mr Charles F. Porter ('08) who, since 1908, has been to a considerable extent engaged in selecting books for the traveling libraries sent out by the Educational Extension Division. Miss Mary Ellis ('92), indexer for the University of the State of New York, conducted the course in Indexing during Miss Wheeler's illness and will again assume charge of it. Mr William R. Watson ('95), Chief of the Educational Extension Division and Assistant Director of the State Library, will give the lectures on Library administration formerly given by Mr Eastman.

Miss Clara W. Hunt ('98), superintendent of children's work in the Brooklyn Public Library, was for the second time in general charge of the course in Library work with children, and Miss Elizabeth M. Smith ('08), head of the order section of the State Library, conducted the course in Order work.

The new course in Law and Legislative reference work was conducted by Mr Frederick D. Colson, law librarian, and Mr Clarence B. Lester, legislative reference librarian, while the course in Loan work was again given by Mr Carl P. P. Vitz ('08), second vice librarian of the Cleveland Public Library.

LECTURERS

Forty persons, other than the regular faculty members, gave 139 lectures before the school. These include several of the shorter regular courses, supplementary lectures in regular courses, and lectures of a miscellaneous character on subjects of importance not treated in the regular courses.

The list of lecturers, with their subjects, follows:

- ^b Abrams, Alfred W. *Chief, Visual Instruction Division, University of the State of New York*: Visual instruction.
- Anderson, Edwin H. *Director, New York Public Library*: Administration of a large library with special emphasis on the human side; New York public library system.
- Askew, Sarah B. *Assistant librarian and organizer, New Jersey State Library*: Point of contact; Work of a library organizer.
- ^b Bailey, Arthur L. *Librarian, Wilmington (Del.) Institute Free Library*: Bookbinding for popular circulating books.

^b To both summer and regular schools.

- Betteridge, Grace L. *Head of traveling libraries and study clubs section, Educational Extension Division, University of the State of New York*: New York State traveling libraries and study clubs (2)^b, Study club programs (2).
- Brett, William H. *Librarian, Cleveland Public Library*: The Cleveland branch libraries.
- Chamberlain, Mary C. *Librarian for the blind, New York State Library*: Work for the blind.
- Champlin, George G. *Sublibrarian (reference), New York State Library*: Patents.
- Colson, Frederick D. *Law librarian, New York State Library*: Arrangement and use of law libraries; Law books for a popular library; Law library work (5).
- Crissey, Jane H. *Assistant, Troy (N. Y.) Public Library*: Book mending and repairing (2), (1).^a
- Davis, Mary L. *Librarian, Troy (N. Y.) Public Library*: Library administration, supplies (2).
- Eastwood, Mary E. *Head, Book selection and annotation section, New York State Library*: Selection of books (22), (7).^a
- Ellis, Mary. *Indexer, University of the State of New York*: Indexing (7).
- Farnum, Royal B. *Specialist in drawing, University of the State of New York*: Artistic bulletin work.
- ^a Hall, Mary E. *Librarian, Girls High School, Brooklyn (N. Y.)*: High school libraries (2).
- Harron, Mrs Julia S. *Editor of publications, Cleveland Public Library*: Selection of books (8).
- ^b Hunt, Clara W. *Superintendent, Children's department, Brooklyn Public Library*: Boys and girls and the public library; Personal relations of the staff with the children; Planning and furnishing the children's room; Story-telling as a public library method; Picture books for children.
- Iles, George. Appraisal of literature.
- Legler, Henry E. *Librarian, Chicago Public Library*: Administration of the Chicago Public Library (2).
- Lester, Clarence B. *Assistant legislative reference librarian, Wisconsin Library Commission*: Legislative reference work (5).
- ^a Mendenhall, Ida M. Normal school libraries (2).
- Nelson, Peter. *Assistant archivist, New York State Library*: New York State Library manuscripts; Care of manuscripts.

^a To summer school only.

^b To both summer and regular schools.

- ^a Peters, Mary G. *Librarian, Bayonne (N. J.) Free Public Library*: A library in an industrial town.
- Porter, Charles F. *Assistant, Traveling libraries and study clubs section, Educational Extension Division, University of the State of New York*: Selection of books (4).
- Rathbone, Josephine A. *Vice director, Pratt Institute School of Library Science*: The selection of fiction.
- Root, Azariah S. *Librarian, Oberlin College*: Oberlin College Library; Administration of European libraries.
- Salmon, Lucy M. *Professor of history, Vassar College*: The college library from the faculty point of view; Selection of historical works.
- ^b Scott, Mrs Edna Lyman. *Lecturer and story-teller*: Story interests of the child at different ages; Hero stories and epic tales; Books to cultivate the imagination, poetry, fairy tales, myths; Stories for children under ten, Bible stories, humorous stories.
- Smith, Bessie Sargeant. *Supervisor of smaller branches, Cleveland Public Library*: The administration of branch libraries.
- Smith, Elizabeth M. *Head of order section, New York State Library*: Order work (7); Book buying.^a
- Stevens, Edward F. *Librarian, Pratt Institute Free Library*: Technological books for the public library.
- Tyler, Alice S. *Secretary, Iowa Library Commission*: Commission work (2).
- ^b Underhill, Ethel P. *Children's librarian, Worcester Free Public Library*: Boys' stories; Girls' stories; Information books for children (2).
- Utley, George B. *Secretary, American Library Association*: Purposes and achievements of the American Library Association.
- Vitz, Carl P. P. *Second vice librarian, Cleveland Public Library*: Loan work (8).
- Vrooman, Mrs I. H. *Local history and genealogy* (3).
- ^a Watson, William R. *Chief, Educational Extension Division, University of the State of New York*: Work of the New York State Educational Extension Division.
- Webster, Caroline. *Library organizer, Educational Extension Division, University of the State of New York*: Organization of small libraries; Making the library count in the community;^a Local history for the small library.^a
- Welles, Jessie. *Superintendent of circulation, Carnegie Library, Pittsburgh*: Loan department of a large library (4).

^a To summer school only.

^b To both summer and regular schools.

Williams, Sherman. *Chief, School Libraries Division, University of the State of New York: Library work with schools; School libraries.*^a

ATTENDANCE

Fifty-one students were enrolled during the year: 19 seniors and 32 juniors including 2 special students. Twenty-three of these were residents of New York State, the others coming from 16 other states, the District of Columbia, Denmark and Norway. All sections of the country were represented, 25 of the students coming from the Middle Atlantic States, 12 from the Central States, 6 from New England, 3 from the Pacific slope, 1 from states south of the Ohio, and 4 from foreign countries.

The bachelors' degrees were from 36 different colleges and universities. The wide range is shown by the fact that while 7 were Vassar graduates, the next highest number from any one college was 3 (from Mount Holyoke), while only 5 others (Brown, Colgate, Elmira, Smith, and Wesleyan) sent as many as 2 each.

One of the students held the degree Ph.D., 5 the degree M.A. or M.S., while 7 others had done more or less graduate work. Twenty-eight — more than one-half of the total number — had held paid library positions before coming to the school, 6 held summer positions in libraries between the two years of their course, and 6 others gained experience as members of the staff of the New York State Library while completing their senior work. Four had attended summer library schools. Three were admitted to advanced standing — one on the basis of a year's work in the University of Illinois Library School and the other two on account of a considerable amount of successful library experience.

Four of the students listed below who were also members of the State Library staff were able, on account of their staff work, to take only a part of the work of their respective years. Only those who took two or more of the regular courses are listed. Two special students, both with the equivalent of a college education but without the degree, were admitted for the purpose of training for definite positions to which they were already appointed. Two members of the senior class left before the end of the school year — one to take a library position, the other for personal business reasons.

To supplement the Register of the New York State Library School (Albany 1912), the library positions held by the students up to the end of the present school session as well as their educa-

^a To summer school only.

tional equipment are given in the following list. Positions held between July 1st and September 30th are listed on pages 23-25.

Seniors. Class of 1913

- Benedict, Georgia. Saratoga Springs, N. Y. B.A. Wells College, 1899; Ph.D. Cornell University, 1903; assistant, New York State Library, September 1911-date.
- Bliss, Leslie Edgar. Newport, N. Y. B.A. Colgate University, 1911; temporary assistant, Newark (N. J.) Free Public Library, July-September 1912.
- Clement, Edith M. Albany, N. Y. B.A. Cornell University, 1910; assistant, traveling libraries and study clubs section, Educational Extension Division, University of the State of New York, February 1913-date.
- Conant, Genevieve. Albany, N. Y. B.A. Vassar College, 1907; Chautauqua Summer Library School, 1911; assistant, New York State Library, October 1912-July 1913.
- Daniells, William Nathaniel. Toledo, O. B.A. University of Wisconsin, 1909; assistant, Buffalo (N. Y.) Public Library, July-September 1912.
- Davis, Mary Herbert. New London, Conn. B.A. Mount Holyoke College, 1907; New York State Library School, 1907-08; librarian, West End Library, Chester, Pa., 1909-12.
- Dice, Justus Howard. Pittsburgh, Pa. B.A. University of Pittsburgh, 1911; assistant, Carnegie Library, Pittsburgh, 1907-08; temporary cataloger and classifier, Pittsburgh Testing Laboratory, July 1912.
- Graves, Charles Edward. Albany, N. Y. B.A. Wesleyan University, 1908; University of Paris, 1908-09 (5 mos.); assistant, Forbes Library, Northampton, Mass., September 1911.
- Graves, Eva Wing. Albany, N. Y. B.A. Smith College, 1908.
- Grout, Edith N. East Arlington, Vt. B.A. Middlebury College, 1910; assistant, Middleburg College Library, September 1908-June 1910.
- Keator, Alfred Decker. Accord, N. Y. B.A. Amherst College, 1910; assistant, Amherst College Library, September 1906-June 1910; assistant, Newark (N. J.) Free Public Library, July-September 1911; librarian, Williamsburgh branch, Brooklyn Public Library, March 1912-March 1913.
- Lewis, Willard Potter. Albany, N. Y. B.A. Wesleyan University, 1911; M.A. 1912; student assistant, Wesleyan University Library, Middletown, Conn., June 1909-11; assistant, Princeton University Library, July 1911; temporary assistant, Springfield (Mass.) City Library Association, July-September 1912; assistant, New York State Library, October 1912-August 1913.
- McCombs, Charles Flowers. Columbus, O. B.A. Ohio State University, 1909, graduate student, 1909-10; University of Michigan, summer course in library methods, 1909; Johns Hopkins University, graduate student, 1911-12; student assistant, Ohio State University Library, November 1905-June 1909, regular assistant, July 1909-July 1910; assistant in reading room, Library of Congress, August 1910-September 1912.
- Parsons, Mary Prescott. Albany, N. Y. B.A. Smith College, 1908; student assistant, Smith College Library, April-June 1908; librarian, Mount Hermon (Mass.) School Library, September 1909-August 1911; assistant, Bay

- City (Mich.) Public Library, summer, 1911, 1912; assistant, New York State Library, October 1912-date.
- Sackett, Josephine Thomson. Providence, R. I. B.A. Brown University, 1911; University of Illinois Library School, 1911-12; student assistant, Brown University Library, 1905-11.
- Sanborn, Henry Nichols. Albany, N. Y. Harvard College, 1897-99, graduate student, 1906-07; B.A. Dartmouth College, 1902; M.A. Yale University, 1903; assistant Dartmouth College Library, June-September 1911; librarian, University Club, Chicago, Ill. December 1912-date.
- Vasbinder, Lida C. Lestershire, N. Y. B.A. Elmira College, 1901; apprentice assistant, Binghamton (N. Y.) Public Library, March-May 1909; cataloger, Waterloo (N. Y.) Public Library, July 1910; assistant, New York State Library, February 1912-date.
- Walkley, Raymond Lowrey. Albany, N. Y. B.A. Yale University, 1909, M.A. 1910; assistant, Yale University Library, July-September 1911; temporary assistant, Newark (N. J.) Free Public Library, July-September 1912.
- Wheeler, Harold Leslie. Bridgewater, Mass. B.A. Brown University, 1910; evening custodian, special libraries department, Providence Public Library, September 1906-June 1910; assistant in reading room, Library of Congress, October 1910-September 1912.

Juniors. Class of 1914

- Adkins, Venice Amanda. Ticonderoga, N. Y. B.A. Vassar College, 1911.
- Barber, Clara Velma. Washington, D. C. B.A. George Washington University, 1906; University of Wisconsin, summer session, 1908; librarian, Lancaster (Wis.) High School Library, 1908-09; assistant, Library of Congress, 1910-12.
- Bowles, Verne. Albany, N. Y. B.A. Washington University, 1910; assistant, St Louis Public Library, 1909-12.
- Burnham, Adele. Ann Arbor, Mich. B.A. University of Michigan, 1911; desk assistant, University of Michigan Library, 1910-12.
- Burwell, Ethel Irene. Bristol, Conn. B.A. Vassar College, 1899; Columbia University, summer session, library economy, 1911; librarian, Normal Training School Library, Cleveland, O. 1908-11.
- Christiansen, Bolette Laura. Kongsvinger, Norway. B.A. Vestheim School, Christiania, 1909.
- Clark, Mabel. Salem, O. B.A. Vassar College, 1911.
- Cobb, Mary Elizabeth. Albany, N. Y. B.A. Syracuse University, 1912.
- Cowley, Amy. Albany, N. Y. B.S. Northwestern University, Evanston, Ill., 1910; assistant, Northwestern University Library, 1910-12.
- Dick, Margaret S. Crete, Neb. B.A. Doane College, 1907; assistant, Doane College Library, 1907-11, librarian, 1911-12.
- Gilbert, Grace Winifred. Elmira, N. Y. B.A. Elmira College, 1904; assistant, children's department, Steele Memorial Library, Elmira (N. Y.) 1909-12.
- Hvistendahl, Hans Georg. Holmestrand, Norway. B.A. Otto Anderssens School, 1906; University of Christiania, 1906-09.
- Ingalls, Florence Lillian. Castleton-on-Hudson, N. Y. B.A. Mount Holyoke College, 1912; student assistant, Mount Holyoke College Library, 1911-12.

- Jewett, Alice Louise. Catskill, N. Y. B.A. Mount Holyoke College, 1909; student assistant, Mount Holyoke College Library, 1905-09; assistant, binding division, Carnegie Library, Pittsburgh, 1909-12; assistant, New York State Library, October 1912-date.
- Kessel, Martha Catherine. Cresco, Iowa. Carleton College, 1905-06; University of Minnesota, 1906-09; B.A. Grinnell College, 1911; assistant, Grinnell College Library, 1911-12.
- Kostomlatsky, Zulema. Des Moines, Iowa. Ph.B. State University of Iowa, 1895; University of Chicago, summer session, 1900, 1907; University of California, summer session, 1911.
- Lowry, Elizabeth. Oakland, Cal. University of Illinois, 1906-07; Litt.B. University of California, 1912; summer assistant, Oakland (Cal.) Free Library, 1910, 1911.
- McCoy, Helen R. Mound City, Mo. Central College, Fayette, Mo. 1898-99, 1900-01; Wellesley College, 1901-03; Ph.B. University of Chicago, 1912.
- Pidgeon, Marie Kiersted. Saugerties, N. Y. B.A. Vassar College, 1912; student assistant, Vassar College Library, 1912.
- Proudfoot, Helen. Des Moines, Iowa. B.A. Vassar College, 1911; Drake University, 1908-10, 1911-12; student assistant, Drake University Library, 1911-12.
- Rothrock, Mary Utopia. Albany, N. Y. B.S. Vanderbilt University, 1911, M.S. 1912.
- Savage, Elta Virginia. Maysville, Mo. B.A. University of Missouri, 1911; assistant, University of Missouri Library, 1910-12.
- Sawyer, Rollin Alger, jr. Albany, N. Y. Dickinson College, 1905-07; B.A. Lafayette College, 1909.
- Schaanning, Maja. (*Special*). Trondhjem, Norway. Graduate Municipal Commercial School for Women, Christiania; University of Oxford, summer 1910; assistant, Trondhjems (Norway) folkebibliotek, September 1910-12.
- Schneider, Rebecca. Seattle, Wash. Washington State College, 1906-07; B.A. University of Washington, 1912; student assistant, University of Washington Library, 1910-11; cataloger, Ellensburg (Wash.) Public Library, July-September 1912.
- Scripture, Bessie B. Minneapolis, Minn. B.A. University of Minnesota, 1904.
- See, Alice. Des Moines, Iowa. B.A. Drake University, 1895, graduate student, 1896-97, 1899-1901; assistant, Drake University Library, 1909-12.
- Slomann, Povl Fritz Vilhelm. Copenhagen, Denmark. Ph.B. University of Copenhagen, 1905; M.A. 1912.
- Thomas, Arthur Newlon. Adams, N. Y. B.A. Colgate University, 1910.
- Vaile, Lucretia. Denver, Colo. B.A. Vassar College, 1906; University of Denver, 1902-03.
- Wigginton May Wood. (*Special*). Louisville, Ky. University of Louisville, 1908-12; assistant, catalog department, Louisville Free Public Library, November 1904-date.
- Wilcox, Ruth Stevens. Orwell, Vt. B.A. Wellesley College, 1910.

Staff instruction and special students. Six members of the staff of the New York State Library, including four not regularly eligible for admission to the regular school, attended one or two courses each in the school. This privilege is granted because of the increased value to the State Library of staff members so trained. The subjects taken were: Accession work, American libraries, Cataloging, Children's work, Junior and senior classification, Senior selection of books. These students are not counted in the general statistics. In addition, 5 other members of the staff (including one graduate of the school) were regularly matriculated for a considerable part of the work.

Miss Mary McCann of the Pruyn Library completed the courses in Cataloging and Subject headings and Miss Anna B. Davidson of the Young Men's Association Library that in Elementary reference. Both of these Albany libraries are closely associated with the school in furnishing practical practice work during the junior year.

Degrees. During the year ending September 30, 1913, the degree of bachelor of library science was granted to the following 19 graduates:

George E. Wire of the class of 1889; Sara Gardner Hyde of the class of 1901; Annie Elizabeth Draper of the class of 1903; Corinne Ann Metz of the class of 1907; Mary Herbert Davis of the class of 1909; Martha Winkley Suter of the class of 1910; Georgia Benedict, Alfred Decker Keator and Mrs Elizabeth Gray Potter of the class of 1912; and Leslie Edgar Bliss, William Nathaniel Daniells, Justus Howard Dice, Eva Wing Graves, Edith Nellie Grout, Willard Potter Lewis, Charles Flowers McCombs, Mary Prescott Parsons, Raymond Lowrey Walkley and Harold Leslie Wheeler, all of the class of 1913.

The degree of master of library science was conferred on Frank Keller Walter of the class of 1906, since 1908 the vice director of the New York State Library School.

The total number of degrees conferred by the school up to October 1, 1913 is: bachelor of library science, 176; master of library science, 5.

NOTES ON THE CURRICULUM

Though very extensive changes in the books available made improvements in specific problems easy as well as desirable, the changes in general plan in the courses were minor. The more important are noted below.

Administration. There was very little change in the elementary course, Miss Mary L. Davis, of the Troy Public Library, again aiding Mr Wyer in the work. Miss Caroline Webster, library organizer, also gave one lecture in the course.

The advanced course covered much the same general ground as before, though the lecturers were mostly different. The work was roughly divided as follows. (For specific subjects, see pages 7-10).

General

Miss Sarah B. Askew (2)
 Mr William R. Eastman (5)
 Miss Alice S. Tyler (2)
 Mr James I. Wyer, Jr (1)

College and university libraries

Prof. Azariah S. Root (2)
 Prof. Lucy M. Salmon (1)
 Mr James I. Wyer, Jr (3)

Public libraries

Mr Edwin H. Anderson (2)
 Mr William H. Brett (1)
 Mr Henry E. Legler (2)
 Miss Bessie Sargeant Smith (1)
 Miss Jessie Welles (4)

Cataloging. With the intention of improving the course in Elementary cataloging, the collection of books maintained distinctly for Library School work was considerably enlarged. Topics calling for special attention in cataloging were carefully selected and about 250 works illustrating them were ordered, duplicating to the extent of from three to five copies for each title. This heavy duplication resulted from the conviction that a small number of thoroughly good examples, with sufficient copies to furnish working material for a class, was better than a larger number of less desirable illustrations; first, because the smaller number would insure the use, by all the class, of only the best; and second, because concentrating the attention of the class on a number small enough to be discussed in a class period would greatly increase the value of such discussion. An incidental advantage also appears from the administrative standpoint in that the smaller number of titles will so greatly facilitate the work of revision as to offset in a short time the cost of the

special collection. While the treatment of technical difficulties was the basis of the selection, special care was taken to provide as far as possible books having other intrinsic value and also to select attractive editions, in the belief that such a collection would be of greater general value to the students and add to their interest in the course. As far as practicable also such books were chosen as would be useful in other courses.

As an alternative to the advanced course in Dictionary cataloging, there was offered this year a course in Comparative cataloging, with the special purpose of giving the students a broad general view of the subject. Attention was paid to the resemblances and differences between dictionary, systematic classed and alphabetic-classed catalogs, and some notice was also taken of foreign systems, of the cataloging of incunabula and of various methods of dealing with minor details. The two advanced courses in this way fit the needs both of the student preparing to be an expert cataloger and of the student who, in administrative and reference positions, needs to know more of the possible uses of the various kinds of catalogs than of their actual making.

Classification and subject headings. The lists of books used in both these courses were revised as new books became available and it became easier to select just the books needed to illustrate typical points. The work in these subjects in the summer school was much helped by the books purchased for the course in cataloging. This collection will be of the same advantage to the work in the regular courses in classification and subject headings as it is in the class work in cataloging.

Law library and legislative reference work. This course, given for the first time this year, was elected by 9 students, including 2 members of the legislative reference staff. Two were unable through stress of other work to complete the course. Two of the remaining 4 have obtained positions having chiefly to do with work of this kind. The course this year was rather tentative and will be more closely organized in 1913-14, in the light of the past year's experience. Mr John T. Fitzpatrick, acting legislative reference librarian, will give the instruction in this subject.

Library buildings. Owing to the small number electing the advanced course in Library buildings, the course was not given this year.

Library work with children. This course was open to both regular and summer schools and despite the obvious difficulties of such an arrangement, proved of great benefit to both classes of

students. The school is under much obligation to Miss Clara W. Hunt of the Brooklyn Public Library for taking general charge of the course. She was aided by Miss Ethel P. Underhill of the Worcester (Mass.) Free Public Library and Mrs Edna Lyman Scott.

Reference work. The growth of the State Library during the past year and the opening of its various reading rooms has made the task of providing suitable reference material and of illustrating special methods of reference research much easier than in 1911-12 with the fragmentary collections and the scattered quarters of the library. An excellent collection of general reference books and very fair collections for numerous lines of special work are now available and are improving daily. An opportunity for actual reading room service from the students as part of their regular practice work is provided by the general reading room and the periodical reference room. Except in the case of those bound periodicals of which it is difficult to obtain complete sets, and in general literature, the material at hand is already better than can be found in any but the largest general libraries.

Selection of books. On account of the long illness of Miss Wheeler, this course was largely conducted by Miss Mary E. Eastwood, of the book selection section of the State Library, assisted in part by Mrs Julia S. Harron of the Cleveland Public Library and Mr Charles F. Porter of the Educational Extension Division. A number of minor changes in the plan as well as the content of the course were made after careful consideration. These modifications will be further extended along the lines agreed upon by the several instructors and lecturers taking part in the course.

Subject bibliography. The growth of the new State Library was very practically demonstrated by the fact that the subject bibliographies needed in this course, which in 1911-12 were available only through the liberal interlibrary loan policies of several of the best American libraries, in 1912-13 were at hand in our own library collection, with a few unimportant exceptions which were more than offset by others not formerly available.

Original bibliographies and community studies. The facilities for original bibliographic work in the New York State Library were so greatly improved that a much larger proportion of the work necessary to complete the bibliographies was done in the library. In fact, only three of the students found it necessary to devote the entire practice work period in outside libraries to bibliographic work. The almost complete absence of any adequate

collection of general literature in the State Library will naturally limit for some time the possibilities of bibliographical research along these lines.

Several of the bibliographies were prepared on request, and requests from outside sources for such work are increasing.

The community studies presented showed evidences of careful work and while somewhat lacking in the correlation of material which comes with more practice in social research, they are nevertheless quite good enough to justify the inclusion of this subject in the course.

The bibliographies submitted were as follows:

Bliss, Leslie E. A contribution to the bibliography of the industrial phases of the prison problem.

Prepared at the request of the National Committee on Prison Labor.

Daniells, William N. Select list of books and articles on animals in fiction and folklore.

Dice, Justus H. Bibliography of modern opera: Humperdinck, Leoncavallo, Mascagni, Massenet, and Saint-Saëns.

To be published by the Boston Book Co. in "Modern Drama and Opera," v. 2.

Graves, Eva W. Reading list on popular botany.

Grout, Edith N. Selected bibliography on eugenics and related subjects.

Prepared at the request of the New York State Health Department and to be published by that Department.

McCombs, Charles F. The "Genie du Christianisme" of Chateaubriand and Madam de Staël's "De l'Allemagne" with special reference to the beginnings of the French romantic movement.

Parsons, Mary P. Select list of references on further restriction of immigration to the United States by means of an illiteracy test.

Suter, Martha W. Draft riots in New York City.

Walkley, Raymond L. A bibliography on the relation of secondary schools to colleges and higher education in the United States.

To be published as a bulletin of the U. S. Bureau of Education.

Wheeler, Harold L. A bibliography of stories of English and American schools and colleges.

"Library and community" studies were presented by the following:

Davis, Mary H., Chester, Pennsylvania.

Keator, Alfred D., Williamsburgh, Brooklyn, N. Y.

Lewis, Willard P., Springfield, Mass.

Annual library visit. As in 1911-12, the annual library visit (April 1-9) followed directly the month of outside practice work.

As the schedule was considerably shortened because of several

unusual demands in other directions for time, a few libraries visited in former years were necessarily omitted from this year's schedule.

New York, Philadelphia, Washington and their vicinities were visited. Among the social features of the trip were teas at the Chatham Square branch of the New York Public Library, the Library School of the New York Public Library, and the Drexel Institute Library School and an informal reception following a meeting of the District of Columbia Library Association on the evening of April 10th.

For the past three years a systematized attempt has been made to conserve the results of these visits in the shape of more accurate and detailed committee reports. The heads of the different sections of the State Library have aided in keeping to date the outlines given to the different members of the committees appointed to investigate special phases of the work. The result has been a series of committee reports which furnish excellent detailed material for a comparative study of library practice in some of the best libraries of the country, embodying as they do many minor changes in administrative minutiae which do not regularly appear in library reports. These reports are filed in the library economy collection of the State Library.

A summary of the schedule follows:

- April 1 Newark Free Public Library; Seward Park and Chatham Square branches, New York Public Library.
- April 2 New York Public Library; Columbia University Library.
- April 3 Brooklyn Public Library; Pratt Institute Free Library and Library School; Library School of the New York Public Library.
- April 4 Free Library of Philadelphia and Spring Garden branch; University of Pennsylvania Library; Drexel Institute Library and Library School.
- April 5 Bryn Mawr College Library.
- April 7 Library of Congress.
- April 8 Library of the United States Department of Agriculture; Office of the Superintendent of Documents.
- April 9 District of Columbia Public Library.

Practice work. With the rebuilding and reorganization of the State Library, conditions for practice work are again much what they were when the school was first moved to Albany. Instead of mere odds and ends of routine or mere clerical work, there is now much to be done in all sections of the library which will not only be of direct value to the library itself but will be real problems quite worthy the attention of any student. Mention has already been

made of the students' service as extra reading room assistants. This will probably be continued in even greater degree during the coming year.

The practice work in outside libraries was continued with very satisfactory results. School exercises were suspended during the month of March while the students were at the various libraries assisting in the work. Twenty-one were in libraries in New York State. The careful supervision of student work on the part of the libraries cooperating was the chief reason for the success of the work. Even in the few cases in which the results were not so successful as could be wished, the sympathetic attitude toward student inexperience was marked and the reports on student work were an excellent indication of the greater cordiality and candor which are beginning to mark the relations between library and library school. A notable innovation on this side of the work was the organization by three of the students under the direction of Miss Caroline Webster, library organizer, of two of the smaller public libraries in the western part of the State. The experiment was so successful that it is planned to do even more of this kind of practice next year. The benefits are twofold: the State will receive the benefit of the services of organizers with technical training who often have had some actual library experience as well; the students doing this work will have their theories put to a practical test and, in the smaller libraries will receive an all-around experience and be thrown on their own resources to an extent which is often impracticable in larger, highly organized libraries. So important is this side of the work considered that only senior students or juniors with considerable previous library experience will be assigned to it.

Student practice was given by the following libraries:

Public libraries

Bolivar (N. Y.) Public Library; Brookline (Mass.) Public Library; Brooklyn Public Library; Chicago Public Library; Cleveland Public Library; District of Columbia Public Library; Fairhaven (Mass.) Public Library; New York Public Library; Carnegie Library of Pittsburgh; Queens Borough Public Library; Rochester Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Springville (N. Y.) Public Library; Utica Public Library; Worcester (Mass.) Public Library.

College and university libraries

Columbia University; Cornell University; University of Michigan; Princeton University; Wellesley College.

SUMMER SESSION

After an interval of two years, caused by the Capitol fire of 1911, the summer session was resumed this year. As the preliminary arrangements were necessarily made shortly after the removal of the school into the new building and before the possibilities in the way of accommodation and instruction could be definitely foreseen, no extensive advertising was indulged in and no special attempt made to attract a large number of students.

The course was a general one, extending from June 4th to July 18th and covering the essentials of the principal subjects met with in library work. The chief innovation was an arrangement by which the course in Library work with children, given to the regular school, was open also to students in the summer school. Several special lecturers were engaged expressly for the summer school. (*See also Lecturers, pages 7-10*). Eighty-eight lectures and class appointments were given.

A summary of the course with the number of lectures in each subject follows:

- Classification (11) Miss Hawkins
- Subject headings (7) Miss Hawkins
- Cataloging (12) Miss Fellows
- Reference (8) Mr Walter
- Public documents (3) Mr Wyer
- Bibliography (6) Mr Biscoe, Mr Walter
- Work with schools (5) Miss Hall, Miss Mendenhall, Dr Williams
- Selection of books (11) Miss Eastwood, Mr Walter
- Work with children (13) Miss Hunt, Mrs Scott, Miss Underhill
- Miscellaneous subjects (1 lecture each): Accession work (Miss Fellows); Loan work (Miss Hawkins); Shelf work (Miss Fellows); Bookbuying (Miss E. M. Smith); Bookbinding (Mr Bailey); Book repairing (Miss Crissey); The library in an industrial town (Miss Peters); Making the library count in the community, Local history for the small library (Miss Webster); Visual instruction (Mr Abrams); The Educational Extension Division (Mr Watson); Study clubs and traveling libraries (Miss Betteridge).

In view of the fact that the summer session particularly meets the needs of the smaller libraries of the State and in this way should reach by far the greater number of the libraries of the State, plans are already under way to make it even more helpful than heretofore. The Educational Extension Division and the School Libraries

Division are cordially cooperating both with suggestions for the improvement of the course and in calling the attention of librarians and assistants in the smaller libraries to the value of such a course.

The course was attended by 20 students, 10 of them coming from New York, 4 from Texas, 3 from New Jersey and 1 each from Connecticut, Maine and Michigan. Three hundred twenty-one different students have attended the 14 different summer sessions, 11 of them having attended more than one session.

The names of those in attendance this year, with their libraries, follow:

List of students (14th summer session, 1913)

- Benham, Mrs Margaret E. Niagara Falls, N. Y.; assistant, Niagara Falls Public Library.
- Darrow, Helen W. Greenfield Center, N. Y.; assistant librarian, Skidmore School, Saratoga Springs, N. Y.
- Dean, Florence M. Brooklyn, N. Y.; assistant, Brooklyn Public Library.
- Dwyer, Winifred G. Bayonne, N. J.; assistant, Bayonne Free Public Library.
- Franke, Helena C. Bound Brook, N. J.; librarian, Bound Brook Free Public Library.
- Goepfinger, Eva C. South Norwalk, Conn.; assistant, South Norwalk Public Library.
- Grant, Agnes M. Detroit, Mich.; assistant, Detroit Public Library.
- Gunter, Lillian. Gainesville, Tex.; librarian, Gainesville Public Library.
- Hatfield, Addie E. Oneonta, N. Y.; principal and librarian, Center street training department of the State Normal School, Oneonta.
- Herber, Elizabeth R. Bayonne, N. J.; chief, children's and bindery departments, Bayonne Free Public Library.
- Hutchenrider, Rose. Waco, Tex.; assistant, Waco Public Library.
- Knodel, Emma. Irvington-on-Hudson, N. Y.; librarian (elect), Guiteau Library, Irvington-on-Hudson.
- Loring, Nano G. Owego, N. Y.; assistant librarian, Coburn Free Library, Owego.
- Lowenstein, Nina H. Brooklyn, N. Y.; assistant, Brooklyn Public Library.
- Masterson, F. Adele. Goshen, N. Y.; librarian, Goshen Library and Historical Society.
- Miller, Louise V. Dobbs Ferry, N. Y.; librarian, Dobbs Ferry Free Library.
- * Robinson, Louisa A. Naples, Me.; librarian, Naples Public Library.
- Royall, Rebecca. Cleburne, Tex.; librarian, Carnegie Library, Cleburne.
- Sill, Mary G. Cohoes, N. Y.; substitute, Troy (N. Y.) Public Library.
- Wood, Grace I. Cleburne, Tex.; first assistant, Carnegie Library, Cleburne.

THE ALUMNI

During the past school year 91 positions (including promotions) to which former students have been appointed have been reported to the school. The total number (excluding some brief temporary

* Partial work only.

positions) to October 1, 1913 is 2111. Up to that time 796 had been filled in New York State; 1315 others were filled in 36 other states and the District of Columbia and 21 in foreign countries.

Positions filled October 1, 1912 - September 30, 1913

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1892		
Anderson, Edwin H.....	Director.....	New York Public Library
Jones, Mary L.....	Assistant to librarian....	Los Angeles County Library
1895		
Cone, Jessica G.....	Cataloger.....	Cleveland Public Library
Watson, William R.....	Chief, Educational Extension Division.....	University of the State of New York
1897		
Flagg, Charles A.....	Librarian.....	Bangor (Me.) Public Library
1898		
Imhoff, Ono M.....	Assistant director, legislative reference bureau..	National Progressive Service, New York City
1900		
Ray, Frances K.....	Medical librarian.....	New York State Library
1901		
Bascom, Elva L.....	Head, book selection and study club dep't.....	Wisconsin Library Commission, Madison
Keller, H. Rex.....	Librarian.....	School of Journalism, Columbia University, New York City
1902		
Avery, Jessie R.....	Librarian.....	Exposition Park branch, Rochester Public Library
Fuller, Frances H.....	Secretary, surveys and exhibits committee.....	Russell Sage Foundation, New York City
Lamb, Eliza.....	Assistant, catalog department.....	University of Chicago Library
1903		
Donnelly, June R.....	Associate professor of library science, librarian, and director of library school.....	Simmons College, Boston
Eastwood, Mary E.....	Head, book selection section.....	New York State Library
Wyer, Malcolm G.....	Librarian.....	University of Nebraska, Lincoln
1904		
Dunham, Mary E.....	Reference librarian.....	Indiana University, Bloomington
Reed, Lois A.....	Librarian.....	Bryn Mawr College
Spafford, Martha E.....	Librarian.....	Pacific University, Forest Grove, Ore
1905		
Blanchard, Alice A.....	First assistant.....	Carnegie Training School for Children's Librarians, Pittsburgh
Harron, Mrs Julia S.....	Library editor.....	Cleveland Public Library
McKee, Alice D.....	Assistant cataloger.....	Ohio State University Library, Columbus
1906		
Boswell, Jessie P.....	Assistant.....	Cincinnati Municipal Reference Bureau
1907		
Holding, Anna L.....	Librarian.....	Brumbach Library, Van Wert, O.
Metz, Corinne A.....	Librarian.....	The Dalles Public and Wasco County Library, The Dalles, Ore.
1908		
Cooper, Isabella M.....	In charge, sociological department.....	Brooklyn Public Library
Hooker, D. Ashley.....	Assistant reference librarian.....	John Crerar Library, Chicago
Hulburd, Annabel A.....	Assistant.....	University of North Dakota Library
Marquand, Fanny E.....	Assistant librarian.....	University of Rochester
Strange, Joanna G.....	Reference librarian.....	Detroit Public Library
1909		
Davis, Mary H.....	Librarian.....	Owensboro (Ky.) Public Library
Wheeler, Joseph L.....	Assistant librarian.....	Los Angeles Public Library

Positions filled October 1, 1912 - September 30, 1913 (Continued)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1910		
Bucher, Mrs Paul.....	Assistant, order section...	New York State Library
Callahan, Lilian J.....	Librarian.....	Levi Heywood Memorial Library, Gardner, Mass.
Colegrove, Mrs Mabel E.....	Reference assistant.....	Newark (N. J.) Free Public Library
George, Lillian M.....	Cataloger.....	Oregon Agricultural College, Corvallis
Holdridge, Kathreen.....	Head cataloger.....	Iowa State College Library, Ames
Swartwout, Jessamine E.....	Librarian.....	Heernance Memorial Library, Coxsackie, N. Y.
1911		
Baker, Mary N.....	First assistant superintendent of circulation..	Seattle Public Library
Scranton, Henriette I.....	Librarian.....	Elwood (Ind.) Public Library
1912		
Allen, Amy.....	Head cataloger.....	West Virginia University Library, Morgantown
Carnegie, Elza K.....	Second assistant, central lending division.....	Carnegie Library, Pittsburgh
Dougan, Alice M.....	Head cataloger.....	Purdue University Library, Lafayette, Ind.
McCauley, Pauline M.....	Librarian.....	Waco (Tex.) Public Library
Rosholt, Ruth.....	Head cataloger.....	Minneapolis Public Library
1913		
Chambers, Alta A.....	Assistant.....	Walla Walla (Wash.) Public Library
Clement, Edith M.....	Assistant, Educational Extension Division.....	University of the State of New York
Conant, Genevieve.....	Assistant.....	New York State Library School
Daniells, William N.....	Head cataloger.....	Brookline (Mass.) Public Library
	Assistant, documents department.....	New York Public Library
Flynn, Marcella.....	Assistant, children's room, Exposition Park branch.....	Rochester Public Library
Grout, Edith N.....	Desk assistant.....	Vassar College Library
Keator, Alfred D.....	Head, useful arts department.....	Minneapolis Public Library
Lewis, Willard P.....	Assistant.....	New York State Law Library
MacNair, Rebecca S.....	Librarian.....	Central Y. M. C. A. Library, Albany
Parsons, Mary P.....	Assistant librarian.....	Pasadena (Cal.) High School
Sackett, Josephine T.....	Assistant reference section.....	New York State Library
Sanborn, Henry N.....	Reference assistant.....	Carnegie Library, Pittsburgh
*Wigginton, May W.....	Librarian.....	University Club, Chicago
Willard, Ruth M.....	Head cataloger.....	Free Public Library, Louisville, Ky.
Wood, Bertha E.....	Cataloger.....	Iowa State Library Commission
	Cataloger.....	Middlebury College Library, Middlebury, Vt.
1914		
Adkins, Venice A.....	Assistant.....	New York Public Library
Barber, Clara V.....	General executive assistant.....	Utica Public Library
Burwell, Ethel I.....	Assistant.....	Clark University Library, Worcester, Mass.
Cobb, Mary E.....	Assistant.....	New York State Library School
Gilbert, G. Winifred.....	Assistant.....	Steele Memorial Library, Elmira, N. Y.
Hvistendahl, Hans G.....	Assistant.....	Bergens (Norway) Offentlige Bibliotek
Kessel, Martha C.....	Assistant librarian.....	Grinnell College Library, Grinnell, Ia.
Kostomlatsky, Zulema.....	Librarian, Hazelwood branch.....	Carnegie Library, Pittsburgh
Pidgeon, Marie K.....	Assistant.....	New York State Library
Proudfoot, Helen.....	Assistant.....	Des Moines (Ia.) Public Library
Savage, Elta V.....	Assistant reference librarian.....	Kansas State Agricultural College, Manhattan
Scripture, Bessie B.....	Cataloging assistant.....	Columbia University Library, New York City
See, Alice.....	Cataloger and reference assistant.....	Drake University Library, Des Moines, Ia.

* Special.

Temporary positions reported, October 1, 1912 - September 30, 1913

CLASS AND NAME	POSITION	LIBRARY AND LOCATION (UNLESS IMPLIED)
1891 Dexter, Lydia A.	Temporary assistant.	A. L. A. Headquarters, Chicago
1894 Hawes, Clara S.	Cataloger. Organizer.	Social Service Library, Boston East Haddam and Moodus Library Association, East Haddam, Conn.
1901 Goetzman, Charlotte E. Vought, Sabra W.	Temporary assistant. Instructor. Acting librarian.	Iowa Library Commission, Des Moines, Ia. Chautauqua Summer Library School Allegheny College, Meadville, Pa.
1902 Crampton, Susan C.	Assistant.	Social Service Library, Boston
1905 Blanchard, Alice A.	Assistant.	Newark (N. J.) Free Public Library
1906 Harron, Mrs Julia S.	Assistant, book selection section, and instructor in Library School.	New York State Library
Boswell, Jessie P.	Cataloger.	Indiana University Library
1908 Hulburd, Annabel A. Cooper, Isabella M.	Cataloger. Instructor in charge summer library course	University of Illinois Library, Urbana Simmons College, Boston
Marquand, Fanny E.	Principal instructor.	McGill University Summer Library School, Montreal
1913 Dye, Eleanor M.	Cataloger.	Sandusky (O.) Public Library
1914 Bowles, Verne. Clark, Mabel. Cowley, Amy. Kostomlatsky, Zulema.	Summer assistant. Summer assistant. Summer assistant. Acting librarian, Wylie Av. branch.	New York Public Library New York Public Library Newark (N. J.) Free Public Library Carnegie Library, Pittsburgh
Lowry, Elizabeth. Rothrock, Mary U.	Summer assistant. Summer assistant. Cataloger.	Carnegie Library, Pittsburgh Cossitt Library, Memphis, Tenn. Port Orange Club Library, Albany
Sawyer, Rollin A., jr. Schaanning, Maja. Slomann, P. F. Vilhelm. Vaile, Lucretia.	Summer assistant. Acting librarian. Summer assistant. Summer assistant.	New York Public Library Polkebibliotek, Trondhjem, Norway Newark (N. J.) Free Public Library New York Public Library

New York State Library School Association. At a meeting held at the Hotel Kaaterskill, June 26, 1913, during the conference of the American Library Association, the following officers for 1913-14 were elected:

President, Bessie Sargeant Smith '97, supervisor of smaller branches, Cleveland Public Library

1st vice president, Lois Antoinette Reed '04, librarian, Bryn Mawr College, Bryn Mawr, Pa.

2d vice president, George Franklin Strong '09, librarian, Adelbert College, Western Reserve University, Cleveland, O.

Secretary-treasurer, Harriet Rosa Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y.

Executive committee, Margaret A. McVety '08, chief, lending department, Newark (N. J.) Free Public Library; William Frederick Yust '01, librarian, Rochester (N. Y.) Public Li-

brary; Jesse Cunningham '10, librarian, School of Mines and Metallurgy, Rolla, Mo.

Member of advisory committee, 1913-16, Robert Kendall Shaw '99, librarian, Worcester (Mass.) Free Public Library.

A word of special acknowledgment from the school is due to Miss Bessie Sargeant Smith, who was secretary-treasurer of the association from 1906 to 1913, and to Mr Arthur L. Bailey '98, who served on the advisory board, much of the time as its chairman, from 1907 to 1913. Both Miss Smith and Mr Bailey gave much time to the interests of the school and in many ways aided in keeping interest in it and its work active among the former students.

The annual dinner, held on the evening of June 26th, was the largest ever held at an A. L. A. meeting by a library school. One hundred thirty-eight, including only a few specially invited guests, attended it and every class since the beginning of the school was represented. At the various sessions of the conference 148 present and former students were present.

Second only in size to the dinner at the Hotel Kaaterskill and not second even to it in interest was the reception given by the faculty to present and former students and visiting librarians on October 14, 1912 just before the formal dedication exercises of the State Education Building. One hundred twenty-three past and present students representing every class from 1888 to 1914 were present. (For detailed account, *see* Library Journal, 37:607-9. Nov. '12.)

Alumni gifts. The anniversary of the completion of the school's first quarter century which was celebrated at the dedication of the new State Education Building was the occasion of a number of gifts from the alumni to the school. These gifts, which aid very materially in making the rooms of the school more attractive and in promoting a pleasant social atmosphere among the students, are listed below:

From the New York State Library School Association:

Framed portraits of E. H. Anderson, F. M. Crunden, C. A. Cutter, Melvil Dewey, Mrs Salome Cutler Fairchild, W. F. Poole, Ainsworth R. Spofford, Justin Winsor.

From the class of 1898:

Guest book bound in full crushed levant.

From the class of 1901:

Framed wall pictures of the New York Public Library, Columbia University Library, the Library of Congress and the Utica Public Library.

From the class of 1910:

Tea service, punch bowl and glasses.

From the class of 1912:

Pewter tea set of seven pieces.

From Florence Woodworth '88:

Electric heaters, enamel kitchen ware, jardinières, plants, etc.

From Henrietta Church '93:

Silver sugar tongs and lemon forks (four pieces).

From Robert K. Shaw '99:

Portrait of Sir Anthony Panizzi.

The New York State Library School Association also appropriated \$50 to be spent by the school for entertainment purposes. A number of informal receptions to visiting lecturers and other similar social affairs have been given as a result of the fund and have greatly aided in maintaining and promoting the cordiality between students and staff which has come to be one of the traditions of the school. These have been all the more pleasant since they have not involved any expenditure whatever either of State time or money, but have been a very substantial evidence to the present students of the interest and loyalty of their predecessors. This fund has been further increased by personal contributions of a number of former students to an "incidental fund" which is at the disposal of the school for such purposes as are not strictly covered by a regular State appropriation.

Necrology. Four deaths of former students have been reported during the year.

Mrs Martha H. G. Banks of the class of 1889 died in New York City, September 23, 1913. Mrs Banks had served on the staffs of the Springfield (Mass.) City Library Association, the New York Public Library, the Dyer Library of Saco, Me., the Brooklyn Public Library and in temporary positions elsewhere.

Helen Griswold Sheldon B.L.S., of the class of 1893, of Berkeley, Cal., died June 19, 1913. Miss Sheldon's experience included the libraries of Tome Institute, Drexel Institute and the University of California (Sept. 1907-May 1911).

Walter L. Barnes of the class of 1903, former librarian of the Albany Y.M.C.A. Library and of the University of Colorado, died June 4, 1913.

Walter K. Jewett M.D. B.L.S., librarian of the University of Nebraska from 1906, died at Lincoln, Neb., March 3, 1913. Doctor Jewett was a member of the class of 1905 and, with the exception of a few temporary positions in 1905 and 1906, his entire service as a librarian was given to the University of Nebraska.

NOTES AND COMMENTS

New school quarters. In a letter written in 1911 just after the school had moved into its temporary home in the Guild House of the Cathedral of All Saints, the late Commissioner of Education Andrew S. Draper said:

“ I am very glad to know that you will be able to get on for a few months, and then I hope you will have the finest quarters and the largest opportunities that can be held out to such a school in America.”

The first part of Doctor Draper's desires has materialized in the suite of rooms assigned to the school in the new State Education Building. This consists of a large study room, two large lecture rooms, a small reading room, a typewriting room and office. These have been noted in some detail in the report of the school for 1912. The anticipations aroused on first occupying them have been very largely realized by continued use of the rooms. The study room with its plentiful floor space and abundant illumination has by its dignified simplicity become one of the “ show rooms ” of the building and has proved quite satisfactory. The acoustics of the lecture rooms on the other hand, left so much to be desired that most of the class appointments for the year were held in a mezzanine room (250 M) over the director's office. The ceiling of one of the larger lecture rooms (323) is now being changed so as to overcome practically all the former difficulty.

Dedication of the State Education Building. The school was represented at the dedication of the State Education Building, October 15-17, 1912, by ten of its former students who were duly accredited delegates from libraries and universities. In addition, every former student resident in Albany and all engaged in actual library work elsewhere received a special invitation from the State Education Department. The reception given by the faculty of the school to its alumni, students and visiting librarians was attended by about 170 (see also page 26). School exercises were partially suspended to permit the students to attend the dedication exercises. In the responses which were a part of the official roll call on Thursday morning, October 17th, several definite tributes to the work of the school were paid by delegates. Dr J. C. Schwab, of Yale University, who was the official speaker for library interests, in his address said: “ The Library School of this State, whose twenty-five years of service we are commemorating today, has the

proud record of leading the world in effectively training the leaders in the library world of America. I venture to say that no institution has ever made so relatively large a contribution toward uplifting and ennobling a learned profession."

In the responses to the official roll call of delegates, the work of the Library School was frequently commended. Among the institutions from which such mention was made were the State Historical Society and the State Library Commission of Wisconsin, the Chicago Public Library, the Carnegie Library of Pittsburgh, the John Crerar Library and the Library of Congress. The Librarian of Congress said:

"We are glad that this building assures also the continuance of the Library School which, though a by-product of the library proper, has done a notable service in advancing the standards of training for library work: and I express this not for one library alone but for the many which have profited by its graduates."

Visitors. An illustration of the interest in the school felt by its former students and by librarians in general is shown by an examination of the "Guest book" presented by the class of 1898. From October 14, 1912, the opening date of the dedication exercises of the State Education Building, to September 30, 1913 nearly 600 librarians have paid at least a brief visit to the school. In this number are included 196 of the 675 students who have matriculated since its beginning in 1887 and 12 of the 20 living presidents and ex-presidents of the American Library Association.

March 29th the students of the Pratt Institute Library School visited the State Library and the Library School. In the absence of the students on outside practice work, the visitors were entertained by the faculty and the former students on the staff of the State Library.

Library meetings. Twenty-nine students attended the conference of the American Library Association at the Hotel Kaaterskill. Regular school exercises were terminated on Saturday, June 21st, to permit attendance at the conference. Eighteen of the summer session students also attended, June 26-27, school exercises being suspended for that purpose.

The library institute of the Albany district, conducted by the New York State Library Association, was held in one of the school's classrooms, May 20th. The small size of the room prevented the regular attendance of many of the students but as many as could find room were present at one or more sessions. Members of the

senior class acted as guides through the building to small groups of the visiting librarians.

Service to the State. Although in its particular field the school has an international reputation, it frequently happens that within its own State and even within its own city, its work is comparatively little known. This anomalous condition is due chiefly to the general ignorance of libraries and their work on the part of the general public and not to any neglect on the part of the school of the fact that as a State school its first duty is to the State of New York. The recognition of this duty is shown in smaller tuition charges to residents, in preference given them in the matter of admission to the school and in other ways, some of which are noted in more detail below. As this report begins with a new period in the organization of the State's educational system as well as with the school's own second quarter century of service, such a summary of what it has done seems not inappropriate, particularly since no similar summary has previously appeared in print.

Even in the most direct service, that of filling positions in the libraries of the State, the school has not been lacking. Of the 2111 positions held by students from the school, 796, or about 38 per cent, have been in New York State. When the pioneer position of the school, its reputation outside the State, and the general demand for its students are considered, this is a remarkable showing. Two directors of the State Library, both chiefs of the Educational Extension Division since its formation in 1906, 130 assistants in the State Library (including a large number of section heads), two of the three vice directors of the State Library School and librarians and assistants in other State departments have received their professional training here. Credit is also due the school for the scores of clerks who, while in the State Library service, have taken partial courses in the school and who have later, because of such training, been transferred to positions in other departments requiring expert service. Outside of the city we may instance as former students in important present and past positions, the director of the New York Public Library, 44 other positions (including branch librarians and department heads) in the same library; 30 former students (including an assistant librarian, 3 department superintendents and several branch librarians) in the Brooklyn Public Library, and a department head in the Queens Borough Public Library; the librarians of the public libraries of Rochester, Troy, and Utica, of the two leading public libraries of Albany, the heads of two other library schools of the State and 14 instructors in the 3 schools

outside Albany. Nor has service been confined to the larger cities. In professional services ranging from temporary organization to the chief librarianship, city and hamlet, college and school in all parts of the State have been aided.

Through the cordial cooperation of the Educational Extension Division and the School Libraries Division, opportunities for further service seem increasing and the school stands ready, through practice work or through regular position, to meet these opportunities to the best of its ability.

The following list of localities and libraries in which students of the school hold or have held library positions up to September 30, 1913, shows without comment how widespread its influence has been in all lines of library work throughout the State. In the case of public or society libraries, the location only is given; in the case of school or college libraries the name of the institution is given. When three or more different students have served in the same library or locality, the total number is given in parentheses.

A State and city departments and institutions

New York State Library (130), State Bureau of Labor Statistics, State Comptroller, State Health Department, State Lunacy Commission, State Railroad Commission, State Hospital (Binghamton), Hudson River State Hospital (Poughkeepsie), Western New York Institution for Deaf Mutes (Rochester), State Hospital (Utica), New York City Board of Water Supply, New York City Department of Education.

B Public and society libraries

Addison; Albany (189), including Diocesan Library (7), Y. M. A. Library (3), Y. M. C. A. (10), Y. W. C. A. (8); Albion; Andover; Attica; Ballston Spa; Binghamton; Boonville; Brewster; Bronxville; Brooklyn (56), including Pratt Institute and Library School (13), Brooklyn Public Library (30), Union for Christian Work (6); Buffalo, including Buffalo Public Library (8); Canandaigua; Canisteo; Catskill; Claverack; Cooperstown; Corning; Coxsackie; Dansville; Delhi; Dunkirk; East Aurora; Elizabethtown; Ellenville; Fredonia; Ghent; Glens Falls; Gloversville; Greenwich; Greene; Griffin Corners; Herkimer; Hoosick Falls; Hudson; Ilion; Jamestown; Johnstown; Kingston; Lake George; Madalin; Mayville; Millbrook; Morristown; Moravia; Mount Vernon; New Rochelle; New York City (87), including Association of the Bar (3), New York Public Library (45), Y. M. C. A. (5) and 16 other public or society libraries; Newark; Niagara Falls; North Tonawanda; Nyack; Oxford; Pine Hill; Pleasant Valley; Port Chester;

Port Henry; Port Jervis; Potsdam (3); Queens Borough; Rensselaerville; Rochester (7), including Rochester Public Library (4); Rome; Roxbury; St Johnsville; Saratoga; Saugerties; Schenectady; Sherburne; Sidney; Springville; Syracuse (4); Troy (11), including Troy Public Library (4); Tarrytown; Utica (14); Valley Falls; Waterford; Waterloo; Watertown (4); Waverly; West Chazy; Westfield; White Plains.

C College and professional school libraries

Alfred University, Brooklyn Training School for Teachers, Chautauqua Library School (11), Colgate University (12), Columbia University (27); Columbia University (Teachers College), Cornell University, General Theological Seminary (N. Y.), Geneseo State Normal School, Institute of Musical Art (N. Y.), Library School of the New York Public Library (3), New York City Normal College, New York Law School, Oswego State Normal School, Pratt Institute Library School (6), Rensselaer Polytechnic Institute, Rochester Theological Seminary (6), Rochester University, St Agnes School (Albany) (6), St Stephen's College, Syracuse University (4), Syracuse University Library School (5), United States Military Academy (3), Union College, Vassar College (10), Wells College (3), Woman's Medical College (N. Y.).

D School libraries

Albany Public School, Canajoharie Union High School, Cohoes Public School, Emma Willard School (Troy), Flushing High School, Hoosac School, Jamaica High School, Lyons High School, Malone District School Library, The Misses Masters School (Dobbs Ferry), Naples High School, New York High School of Commerce, Oneida High School, Palmyra Union School, Rochester East High School, Sandy Hill (Hudson Falls) Union School, St Faith's School (Saratoga), Saratoga Union School, Stamford Seminary, Washington Irving High School (N. Y.), Watervliet Public School, Westfield Academy.

In addition to the localities and libraries in which students in regular school standing have seen service, the following have sent staff members to the summer school. Many of the localities and libraries in the former list have also been represented in the summer school.

A Public and society libraries

Albany (Free Library), Amsterdam, Aurora, Canton, Chatham, Corning, Dobbs Ferry, Dunkirk, Fulton, Fultonville, Goshen, Haines

Falls, Herkimer, Ilion, Katonah, Millbrook, Mt Kisco, New York (Young Men's Hebrew Association), Newburgh, Olean, Owego, Palisades, Poughkeepsie, Sackett Harbor, Schuylerville, Warrensburg, Yonkers.

B School and college libraries

Sacred Heart Academy (Albany), Brooklyn Polytechnic Preparatory School, Cornell Veterinary College, Canandaigua Academy, Hobart College, Jamestown High School, Mechanicsville Public School Library, New York University, New York Normal College (College of the City of New York), Oneonta State Normal School, Skidmore School (Saratoga), Troy High School.

C State institutions

State Pathological Institution, New York City.

In several other lines the school is of service to the State.

a In supplementing the work of the State Library. Through the presence of an educated student body it has been possible to save thousands of dollars which would otherwise have been needed to secure expert services in all sections of the library. In many lines of the work, such as service in the reading rooms, the preparation of short reading lists, and odds and ends of research work, the services of the students release the regular staff members for more direct work with the public. In case of vacancies, the knowledge gained of the aptitudes of present and former students during their stay in the school has made it possible to select from the list of eligible candidates those who are most likely to prove satisfactory in positions requiring special qualifications.

b In supplementing the work of the Educational Extension Division. For some years past the students have given material aid in selecting books suitable for traveling libraries and in preparing programs for study clubs. This year a beginning was made in a new line by the organization of two of the smaller libraries in the western part of the State under the direction of one of the State's library organizers. The experiment proved the possibility of helping greatly in this work which, while giving the student first-hand experience in library problems, will also help in some measure to relieve the already overburdened organizers.

c In promoting the work of the school libraries. As a State school connected with the University of the State of New York, the New York State Library School has a unique chance to do work that counts in a field as yet nearly untouched by ordinary library school

courses. Plans are already under way, through the cordial help of the School Libraries Division, to meet this need in a practical way from the teacher's point of view. Perhaps in no other part of the State's educational system is the need of improvement so great as in the selection and use of books in school libraries.

d **In bibliographic work for other divisions and departments.** Several conditions limit the amount of time which can be spent in preparing lists of references for outside persons. Nevertheless, during the past year several bibliographies of considerable extent have been prepared at the request of other State officers.

e **In raising the standard of librarianship.** Perhaps the most valuable, though somewhat intangible service, is in the insistence which has always been laid by the school on a high standard of service no matter what the size or the character of the library. By demanding of its students that they set a pattern for devoted, intelligent service, wherever their work lay, the school has measurably aided in making of librarianship a calling of recognized standing. The public and school libraries are public institutions, supported by public funds, and any institution which aids in making the public money be spent honestly and efficiently is doing no small service. New movements in education, such as vocational training, a greater emphasis on individual social responsibility and the need of a keener moral sense in home and state are changing the whole aspect of formal education. The school is becoming more than ever merely a preparatory step in a development in which the library, too, is an important part.

Good schools imply good teachers; good libraries require good librarians. If the State finds it profitable to spend lavishly to train better teachers, it is surely worth its while to spend at least sparingly to train better librarians.

The presence of students from outside the State has helped, not hindered, the service to the State. Their tuition fees have lessened the expense of the school, small though it has always been. In company with other State-supported institutions, it has been found by the school that the presence of students from different parts of the country brings fresh viewpoints and keeps down provincialism. In many cases these students have become permanent residents of the State. In more cases they have returned to their homes, enthusiastic friends of the State because of its advanced attitude toward educational matters. Such a feeling is no small asset to the State. If it is worth while to spend hundreds of thousands of

