

a regular printed title-a-bar list as index. The photostat process was used also with considerable success in cataloguing the Brünnow collection by reducing the large cards of Professor Brünnow's own catalogue by photostat to standard size, at one-third the cost of typewritten cards and in one-eighth the time.

The other distinctive aspects of the year's operations lie in the fact, first, that, broadly speaking, every book received during the year at least provided with a location number and an author card, and, in general, with three or four cards in spite of the increase of accessions and decrease in the amount of assistance.

The second feature is the fact that all regular accessions, i.e., all accessions except the gifts received in bulk, like the Magie, Brünnow and Paton libraries, were short-title catalogued, labelled and placed on shelves, with at least a card in the author catalogue, *each day*, i.e., *within twenty-four hours* of its receipt from the Purchase Department.

The Printing Department:

	1918-19	1917-18	1916-17
Printed from forms	331,706	115,762	131,261

It also printed 250 copies of the information pamphlet and 4 special catalogues in editions of from 70 to 100 copies, i.e., European War list, 95 pages, War Posters, 23 pages, Goertz Collection, 52 pages, and Mathematical Seminary, 81 pages.

The distinctive work of this department was its progress with the title-a-bar catalogue of the whole library. The matter of completing this catalogue was taken up vigorously. The result is that the composition on the bulk of the library, including all the bound volumes in the classified portion, was completed. There are 340,000 bars in type. The bars have been mostly arranged in their shelf order. That this could be done was chiefly the result of furnishing a large amount of student help in the spring through an appropriation for student help by the Graduate Council, acting through Mr. Collins.

The Binding Department:

	1918-19	1917-18	1916-17
Bound Books	4,721	4,563	5,833
Bound in Manila Folders	2,564	6,329	6,667
(Reduction here due to preparation for change of method.)			
Volumes Numbered in Gilt.....	2,950	7,283	15,221
(Reduction due to economy in money and labor.)			
Cost of Binding	\$2,248.13	\$2,465.95	\$3,286.97