

B 3. Book Selection and Subject Bibliography :

Miss McCrum

Instruction is given upon the principles of book evaluation with practical use of the standard lists of selected books and periodical reviews. Students are taught correct bibliographical form and are required to make lists of books and periodical articles on selected subjects.

B 4. History of Books and Printing :

Dr. Lomer

Lectures will be given upon the fundamental processes underlying the history of the graphic arts, with a brief sketch of the history of printing. Students are expected to study a specially arranged exhibit of manuscripts and books and are shown how to make a personal collection illustrating the details of modern book-making. The lectures will be illustrated by lantern slides and plates.

B 5. Periodicals and Serials :

Miss McCrum

Students are taught how to order, record, display, and prepare for binding periodicals and serials. Lists of periodicals suitable for public libraries are supplied.

C—Administrative Courses.

C 1. Summary of Library Routine :

Dr. Lomer

The course of a book from publisher to public through the library is traced in such a way as to give the student an organized view of the relation of different branches of library work. This lecture is in the nature of a review after students have become familiar with technical processes. A study of the arrangement of the books on the shelves in the stack is also included.

C 2. Library Administration :

Dr. Lomer

Instruction is given on the management of a small library, the sources and distribution of library funds, expenditures and accounts, statistics and reports.

C 3. Library Buildings, Equipment and Supplies :

Dr. Lomer

A brief consideration of the best plans for small buildings, including details of shelving, heating, lighting, supplies, etc.

C 4. Printed Forms and Printing :

Dr. Lomer

An introduction to standard library forms and to the preparation of copy for the printer, including correction of proof, and an examination of typical printed library reports and catalogues.

C 5. Loan Administration :

Miss Young

Lectures are given on the principal charging systems, registration of readers, rules governing the use of books and magazines, fines, etc., with statistics and records of the loan department. Practical work is assigned to each student.

D—Special Lectures

D 1. The Public Library, Publicity and Extension Work : *Miss McCrum*

A general examination of the functions of the public library, with an explanation of means for arousing public interest in the library and extending its work; the use of posters, exhibitions, bulletins, reading lists, etc.

D 2. Traveling Libraries :

Miss Hall

An explanation and practical demonstration is given of the McGill University system of Traveling Libraries and of methods of inter-library loans.

D 3. The School Library :

Miss Houston

A visit to the Montreal High School, with suggestions regarding work with teachers and school children.

D 4. Museums and their Use :

Miss Muir

The arrangement and cataloguing of museum material will be explained, together with the preparation of educational exhibits, and opportunities for co-operation between schools, museums and libraries. Students are taken to visit on Saturday afternoons the following libraries: McGill Medical Library and Museum, Montreal Civic Library, Fraser Institute, St. Sulpice, the Mechanics' Institute, the Art Association, and the Chateau de Ramezay.

D 5. Special Lecture :

George Iles

A lecture on "Books in the Balances," by the author of "Flame, Electricity, and the Camera," etc.