



## HOW SHALL I CATALOG MY LIBRARY?



**EV**N the smallest library attains its full usefulness only when properly classified and cataloged, so that its resources on any subject may be learned at a glance and any desired book found instantly.

Classifying means grouping the books in logical order according to subject, and giving to each book a mark which will tell in which group or class it belongs, distinguish it from other books in the same class, and show its exact place on the shelves.

For the librarian or owner of a library which is likely to grow to large size, or which needs to be classified minutely, the best advice is—engage a trained classifier for a few days to do the preliminary work. His knowledge and experience will be worth many times the amount of his charge.

Most small libraries, however, may be classified by the amateur with sufficient accuracy to meet every practical need, providing the work is carefully done according to an accepted system. Don't try to devise a system of your own!