

McGILL UNIVERSITY LIBRARY SCHOOL

3459 McTavish Street,

Montreal.

Oct. 21, 1929

To Canadian Librarians

and Library Assistants.

This circular letter refers to a project that may prove of distinct advantage to the Librarians in your neighborhood. It is taken for granted that Librarians have an interest in their own professional training and a desire to see the development of more and better libraries and increased effective library service. I would therefore like to bring to your attention and to ask for your opinion upon a proposal that the McGill University Library School provide the approximate equivalent of its Summer Course in alternate years in the Western and the Eastern parts of Canada.

One of the great difficulties in training Library Assistants has been the prohibitive expense of the long railway journey to Montreal. This difficulty might be overcome and more Library Assistants might be reached by providing a few weeks of training at some convenient centre in Western Canada for the first year, and in Eastern Canada for the second year.

The course would cover the basic subjects of Cataloguing and Classification, Book Selection and Bibliography, Trade Bibliography and Orders, Reference Work, and the Organization and Administration of Libraries. The teaching staff would be provided partly by the School at McGill University and partly by local Librarians of teaching ability who might wish to co-operate. The length of the course would be six weeks and the cost \$75.00.

If you are interested in this opportunity for the training of Library Assistants in your neighborhood, will you be so good as to return to me at your early convenience the enclosed questionnaire, adding any comments that may seem to you necessary.

This is only a preliminary inquiry and full details of the course, if established, will be sent to you later.

*P. L. Lomer*

Director.