

COURSE OF STUDY

A.—Technical Courses.

A 1. Elementary Cataloguing : *Miss Shaver*

Lectures and problems in making the principal forms of catalogue cards. Lectures on the ordinary points of form and entry including author, title, imprint, etc., and added entries, series, and continuations, anonymous and pseudonymous books, and author, title, and subject analytics. The use of subject headings is also taught. Students are made familiar with the Library of Congress cards. Practical work consists of making the necessary cards for about 200 books.

A 2. Classification : *Dr. Lomer and Miss Shaver*

Lectures are given on the fundamental principles of classification, and the Dewey Decimal and the Cutter Expansive systems are explained. Practical problems are set in classifying books according to the Cutter system, which is used in the later practice in cataloguing.

Book Numbers : *Miss Shaver*

The use of the Cutter Alphabetic Order Table for assigning author numbers and the use of the local list are explained in connection with the lectures on classification.

A 3. Accessioning : *Miss Hibbard*

Instruction is given upon the mechanical preparation of books for the shelves, e.g., collating, book-plate, pocketing, labeling, etc., upon the details of the accession book, and upon records for withdrawals, donations, etc.

A 4. Shelf-Listing : *Miss Shaver*

Students are instructed in the details of shelf-listing and in its relation to other branches of library work.

A 5. Binding and Repairs : *Miss Cameron*

Students receive a general idea of the processes involved in binding by hand and by machinery. They are expected to become familiar with the chief materials used and are taught the necessary technical routine for the preparation of books, periodicals, and pamphlets for binding. Classroom instruction is supplemented by a visit to the University repair shop and to a typical bindery. Student are shown how to make simple repairs and to give first aid to damaged books.

A 6. Alphabeting, Filing, and Indexing : *Dr. Lomer and Miss McCrum*

Instruction is given in the different methods of filing cards, papers, pamphlets, etc., with practice in alphabeting cards. All students' cards, after revision, must be filed in the form of a dictionary catalogue.

Library Handwriting and Typewriting :

All students are expected to use the library style of handwriting or printing by hand in their practical work. Students who can use the typewriter are shown how to type cards. No special instruction is given in these processes.

B—Bibliographic Courses

B 1. Reference Work : *Dr. Lomer*

Lectures are given upon the use of reference books with particular attention to a selected list of encyclopaedias, dictionaries, handbooks, periodical indexes, and reference books on special subjects. The purpose of the course is to give the student practice in looking up information generally asked for in public libraries and to encourage discrimination in the use of reference books. The lectures are supplemented by problems demanding independent work and arranged in such a way as to involve a use of all the resources of the library.

B 2. Trade Bibliography and Ordering : *Dr. Lomer*

Lectures are given upon the use of publishers' lists, *The United States Catalogue*, *Publishers' Trade List Annual*, and the *English Catalogue of Books*. The making of order cards and the routine of ordering are explained, and students are required to go through all the steps necessary in ordering and receiving thirty books in three different shipments.