

## INSTRUCTORS

*Gerhard R. Lomer, M.A., Ph.D.*

University Librarian and Director of the Library School.

*Mary M. Shaver, A.B., B.L.S.*

Cataloguer, Library of Vassar College, Poughkeepsie, N.Y.

*Blanche McCrum.*

Assistant Librarian, Washington and Lee University, Lexington, Kentucky.

*Jean Cameron.*

Assistant Librarian, McGill Medical Library.

*Laura A. Young, B.A.*

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*Doris A. Lomer.*

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*Elizabeth G. Hall, B.A.*

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*Margaret E. Hibbard.*

Cataloguing Department, McGill University Library.

*Charlotte Houston.*

Librarian, The High School, Montreal.

*Mary Dudley Muir.*

David Ross McCord National Museum, Montreal.

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## PLAN OF WORK

The course is intended to give a general introduction to library routine and to afford practice in elementary cataloguing and classification.

The work of the School is divided into morning and afternoon sessions. Most of the mornings throughout the course are devoted to cataloguing. After a lecture from nine to ten the students spend the rest of the time putting into practice what they have learned in the lecture. The afternoons are devoted in a similar way to lectures and problems dealing with other phases of library work. Particular attention is paid to the study of reference books and to practical aspects of work in a small library.

Students are expected to keep neat and accurate notes of all work and to attend regularly and do satisfactorily all the exercises required before receiving the Summer Library School Certificate at the end of the course.

The outline of the Course of Study which follows gives a fair idea of the main topics considered in the 150 hours devoted to lectures and practice work.