

C A T A L O G I N G

A catalog is as necessary to the usefulness of a library as classification. It is a short cut to all the information about the books that any reader requires. Has the library a book by a given title? What books has it by a given author? What books has it on a given subject? In what book does a given article, essay, or drama appear?

How shall I
Catalog my
Library?

To answer these questions by going to the shelves might require searching through all books in a class or several classes. A catalog answers them immediately, and at the same time indicates the exact place on the shelf of the book or books wanted.

The card catalog

In a card catalog, the title, author's name, and subjects are each written on a separate card, with any further data desired, and all the cards are filed alphabetically in a card tray or drawer.

All modern libraries now use card catalogs. A card catalog never needs rewriting. It is expansive and grows as the library grows. Cards for new books can be entered in their exact alphabetic order at any time, and new sub-divisions and classifications may be made without affecting the rest of the catalog.