

* * * LIBRARY SYSTEM * * *

1. Here is a simple method by which reference material at posts abroad can be made readily accessible. The departmental librarian has stressed simplicity in order to avoid the need for a specialist to initiate and operate such a system. It will ensure that all books can be easily returned to the same spot after use and that all the books on one subject are together in one place.

2. The arrangement of a book collection (*as distinct from periodicals*), can usefully be done by using the Trade Commissioner Service File Index as the numerical base for subject classification with a three-letter code after the number to distinguish between different books on the same subject. This distinction might be geographical:—

Exhibitions in Canada	135	CAN
Exhibitions in Italy	135	ITY

3. If, because of the number of books on one subject, a further distinction is necessary, (*so that no two books have the same number*), this could be achieved by using the first three letters of the author's name. If a further breakdown is needed, because of authors with similar names, a number could be added:—

Exhibitions in Canada by D. B. Snodgraff	135 Sno.	CAN
Exhibitions in Canada by A. X. Snodgraff	135 Sno. 1	CAN
Exhibitions in Canada by B. V. Snodven	135 Sno. 2	CAN

4. If it becomes necessary to introduce a card system to cross index the books in the library, the numbering system suggested here can be used without change.

5. With respect to periodicals, (*material published regularly more than once a year*), they might best be handled by:—

(a) Clipping material from periodicals and placing it on the appropriate subject file in the office and,

(b) Discarding older ones as soon as a more recent issue arrives and; discarding cumulative monthlies, e.g. Trade of Canada, when the annual aggregate is on hand.

N.B. In some territories there are organizations which are pleased to receive magazines, as new issues arrive.

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