

Cutter, has efficiently pursued his labours in the cataloguing department, besides acting personally as an expositor of the resources of the library to many of its consulters.

The new catalogue on cards has been making such progress, and has been so constantly in use during the past year, that experience has dissipated all doubts as to its intrinsic practical value. The theoretical soundness and the beauty of its method have never been questioned, and it would seem that the librarians and the frequenters of the library must now be congratulated on the possession of the best mode yet devised of summarily answering the questions:—1. Is the book I want in the library? 2. What books in the library treat of the subject on which I am seeking information? At the request of the Committee, Mr. Abbot has prepared a written statement of his plan, now in full operation. It accompanies this report, and forms a part of it. It is proper to say, that expert librarians of large libraries in different parts of the country, have pronounced most favourably upon it; the younger as well as the older members of the university use its guidance with ease and pleasure; and it lightens the labour and saves the time of the officers of the library in a very appreciable degree.

NEW CATALOGUES OF THE HARVARD COLLEGE LIBRARY.

The object of the first of these catalogues, which is called by way of distinction the "Index of Authors," is to enable a person to determine readily whether any particular work belongs to the library, and if it does, where it is placed. The object of the second—the "Index of Subjects," is to serve as a guide to all the separate works in the library on any particular subject. These catalogues also include the treatises which are contained in collections and in the transactions of learned societies; and they are likewise intended to embrace, as far as practicable, articles in the more important periodical publications. To prevent misapprehension, it should be observed that these new catalogues do not supersede the alphabetical manuscript catalogue of additions to the library, with full titles, which has for many years been kept on cards.

NEW ALPHABETICAL CATALOGUE, OR "INDEX OF AUTHORS."

In a catalogue designed to answer the question whether a particular work belongs to a library, the entries of titles should be under the names of the authors, given in full, with great care to avoid confusion of persons. Anonymous and pseudonymous works, periodicals, and publications of governments and societies, require to be entered according to special rules, which need not be stated here. Numerous cross-references of various kinds are also absolutely necessary to secure the object of a good alphabetical catalogue; for the number of works which one cataloguer would place under one heading, and another cataloguer under a different one, is very large.

If the library is one of considerable magnitude, fulness in regard to the names of authors is of great importance; but for the particular purpose mentioned, fulness of title is not important. Each title is written on a separate card, five inches long and two inches wide, ruled lengthwise with seven blue lines, one quarter of an inch apart, and crosswise with three red lines, three-eighths of an inch apart—the first of them being seven-eighths of an inch from the left-hand margin of the card. The space thus marked off on the left contains a note of the alcove and shelf or other place in the library where the book or pamphlet is to be found, and of the class or classes under which it stands in the Index of Subjects.

FORM OF THE CARD, ON A REDUCED SCALE.

	Edwards, Edward.
3.36	Memoirs of Libraries: including a Hand-book of Library Economy. 2 vols. L. 1859. 8vo.
Libr.	

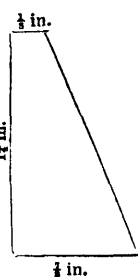
( $\frac{7}{8}$  in.) (5 in.)

The cards composing this catalogue are kept in drawers, twenty-eight of which occupy the upper part of a case, and are arranged in seven tiers, being placed at such an altitude that the highest drawer is not too high, nor the lowest too low, to admit of a convenient examination of its contents. Each drawer is about 15½ inches long, 10½ inches wide, and 2½ inches deep, inside measure, and being divided by a thin partition running lengthwise through the middle, contains two rows of cards. It is prevented from being pulled out

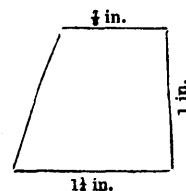
accidentally by a wooden button screwed on the inside of the back of each half-drawer, and, when turned up, projecting a little above it. The drawer on being pulled out, is therefore stopped by the buttons when they reach the horizontal partition in front on which the drawer above it rests. If the buttons are turned down, the drawer may be taken out.

The cases of which these drawers form the upper part, are each about 4 feet 3 inches long, and 19½ inches wide, and stand on castors. Their height is such that the bottom of the lowest drawer is about 32 inches from the floor, and the top of the highest 54 inches. They are closed at the back; and the space in front below the drawers is left open, to be occupied with books, so that no room is lost. Four of these cases have thus far been made for the use of the library. Being placed in pairs, back to back, near the middle of the hall, they together form a structure about 8 feet 6 inches long by 3 feet 3 inches wide, the upper part of which is occupied on one side by the drawers for the Index of Authors, and on the other by those containing the Index of Subjects. Strips of tinned iron are screwed to the margins in front of each drawer, the upper edge of one strip and the lower edge of the other being folded over, so as to form a sort of frame for the buff-coloured pasteboard labels which describe the contents of the two divisions of the drawer, and which cover its whole front, except the portion directly above and below the handle in the middle. The labels, being slipped under the overlapping part of these strips or cleats, are firmly held, but can be withdrawn without difficulty when it is necessary to change them.

Suppose a drawer half full of cards; how shall these be retained in their proper position, so that they shall not fall down, and so that they may be easily manipulated,—always presenting their titles fairly to the eye? This object is effected by two wooden blocks. The first of these is an inch and three-quarters high, seven-eighths of an inch wide at the base, one-eighth of an inch wide at the top, and in length just equal to the width of the half-drawer, in the front of which it is fixed, with its sloping side facing the cards. The second block, an inch and a quarter wide at the bottom, seven-eighths of an inch wide at the top, one inch high, and in length about one-fifth of an inch less than the width of the half-drawer, is placed directly behind the cards, in contact with them, and is prevented from sliding back by a thumb-wedge, easily movable, interposed between the right end of the block and the side of the drawer; so that although the drawer may contain only a very few cards, they are kept in their proper place between the two blocks.\* This block, presenting its oblique side to the cards, gives them a tendency to incline backward in that position, which is found to be most convenient when one wishes to examine them in search of a name. Those which have been passed by in the manipulation lean forward, resting on the block in the front of the drawer, so that a wide opening is left at the place of examination, and one can read the title with facility, without raising the card from the drawer.



No. 1.—Fixed block in the front of the drawer.



No. 2.—Movable block behind the cards.

The cards are supposed to stand on their edges between the two blocks, in their normal position leaning against No. 2.

But there is another difficulty to be overcome. We have a drawer containing perhaps five hundred cards, forming a mass about seven inches in length, and embracing the titles and references under the names of authors from *Abarbanel* to *Apuleius*. Suppose that I wish to find *Aikin* or *Ames*, into what part of that mass shall I plunge? This difficulty is relieved by the use of wooden blocks about one-eighth of an inch thick, of the same length as the cards, but a little higher, with the top bevelled at such an angle that when placed among the cards as they stand in their normal position, leaning against the block behind them, it shall present to the eye a level surface. The upper part of each of these blocks is covered with buff-coloured envelope paper, smoothly pasted on. On their bevelled edges thus covered, we write or print Ac, Ad, Ae, Af, Ag, Ai, Ak, Al, Ale, Alm, &c. The blocks so labelled being inserted in their proper places among the cards, perform the same office as the head-lines in a dictionary, enabling a person to find a title in one quarter of the time which would be required without them, and facilitating in an equal degree the distribution of new cards in