

PERIODICALS.—In addition to the list of periodicals, as printed in alphabetical order, the titles of many articles and stories therein will be found under the author's name: as, Knight, Edward H., Crude and curious inventions. [*The Atlantic monthly.*] K 1166. These articles and stories frequently run through more than one volume: but, as only one volume can be drawn at a time, only the number of the volume in which the article or story begins is given.

CLASSIFICATION.—The books in the Circulating department have been grouped in classes as follows:

- A Natural sciences and mathematics.
- B Biography.
- C Theology.
- D Mental, moral and social sciences.
- E Useful and fine arts.
- F Travels, geography and description.
- G History.
- H Language and literature; including essays, collective works, etc.
- I Poetry and dramatic literature.
- K Periodicals, (bound.)
- L English prose fiction.
- M Books for young people
- N Books in German.
- P Books in French.

Cards, containing the titles of the books arranged under above classes, also a second set arranged alphabetically by authors, will be found in the Card Catalogue case, standing in the Reference reading room.

REFERENCE BOOKS.—The dictionaries and encyclopedias have been placed on shelves in the Reference reading room, so that they may be consulted readily, without the formality of asking for them. Every person consulting any of these books is, however, asked to record the fact on one of the slips to be found on the shelves, and deposit it in the box provided; so that some idea may be formed of the use made of these special books. The titles of the other books in the Reference department are now being copied on cards which, when completed, will be placed in the Card Catalogue case standing in the Reference reading room.

HOW TO DRAW BOOKS.—Consult the Indicator and ascertain if the book wanted is in. [Blue is in, Red is out]. If in, write the class letter and number of book, with the number on the borrower's card, on a slip to be procured from the attendant at the Receiving desk. Hand this slip, with the borrower's card, to the attendant at the Delivery desk, and wait till book is delivered. In calling for books, be particular to give the class letter as well as the number of the book; and see that letters and figures are written plainly and distinctly. For Reference books, to be consulted in the building, apply to the attendant at the Delivery desk.

SUGGESTIONS.—Read the rules and regulations of the Library carefully; this may save possible annoyance and expense. Watch the city papers for notices affecting the Library. Do not turn down the leaves of books; use a piece of paper as a book-marker. Readers searching for information on special topics should consult the Librarian, who will render assistance if possible. Recommend books for the Library by entering titles in the Suggestion book in charge of attendant at the Delivery desk. Three things to remember—your card number; that young children are not permitted on the Library premises; that perfect quiet must be maintained while in the Library and reading-room.

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