For complete tables of decimal system, together with subject index, get "Abridged Decimal Classification and Relativ Index," by Melvil Dewey, M.A. (Library Bureau, Cloth, $1.50).

Fiction and biography exceptions

In a small library, fiction and biography are not classified by the decimal system. Fiction has a place on the shelves by itself and is arranged alphabetically by name of author. Individual biography, that is, biography of a single person, is arranged on the shelves alphabetically by name of *subject*. Thus Hapgood's *Life of Lincoln* is shelved under Lincoln, not under Hapgood.

Author mark

Having designated by the decimal system the group or class in which a book stands, it remains to distinguish one book from another in the same class. This is best done in a small library by adding to each book's class number the initial of its author's surname and arranging the books in the same class alphabetically by name of author.* Thus Motley's "Dutch Republic" would be 940 M

Putting numbers into books

Each book must bear its complete number and author mark in some conspicuous place. In a small library the be·lan is to have a "book-plate," i. e., an artistic label of some significant design, which is pasted on inside front cover of each book. On this the book's number and author mark are written. A plain label may be used instead of the book-plate, or the number and author mark may be written directly on inside of cover, or on back of title-page above copyright entry.

*For a more scientific method get "Cutter 2-figure decimal alfabetic order table" (Library Bureau, $1.25 postpaid).

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