

scientific or law periodicals, at discretion. In the reading room of the British Museum there is practically no difficulty in having even more than fifty works at a time, and unbound works, or parts of works, are frequently delivered in reasonable cases.

It is very rational to lay down rules that books of folio or quarto size should be laid flat on the desk or table, so that the backs may not be broken; that no book should be weighted by another to keep it open; and that no books should be held upon the knees. Almost all libraries provide pens, ink, and blotting paper (the Berlin Royal Library does not allow pen and ink; notes must be taken in pencil only), and some add paper weights and paper knives; it is curious to observe that a French regulation states that if a penknife be wanted, it must be asked of an attendant and returned to him. In some cases half a sheet of letter-paper is given to the reader: of course it should not be placed on the books, which are not to be put between the paper and inkstand. It is a matter of discretion with the committee or librarian, whether any tracing should be allowed; artists accustomed to that practice might be permitted to use tracing paper that was not greasy or oiled, during good behaviour, as in some continental libraries, where *papier végétal*, or *à la gelatine*, or *de glace* is stipulated; in others, especially when manuscripts are being read, tracing, bread crumbs, the use of compasses and colours, are absolutely prohibited: colours are allowed in the British Museum. There can be no question that blotting, underlining, writing, sketching, or folding leaves in a book, are instances of bad behaviour, deserving immediate expulsion, but these are sometimes observed; it is found to be a good plan to insert in the registry of admission an engagement to replace precisely, such books, binding included, or even to pay double the price of the entire work, at the option of the librarian; such spoilt books, although replaced, to remain the property of the library.

If many persons require the same book at a time, it should be given to the applicant whose study is nearest the subject of the book; if this does not apply, then it must be bestowed at the pleasure of the librarian.

In England, where comfort is so much studied, it is hardly necessary to announce, as is the practice abroad, the days on which warming the rooms will commence and cease: at all events if the times are fixed, it will prevent many complaints. Where stoves or open fires are used, it is customary in France to forbid the approach of readers to the fire; and this is even the case in the hall of the reading room at the British Museum. Sometimes it is ordered that no fire, nor any light except in a closed lantern, be taken into a library.

Although scarcely 50 libraries out of 350 public ones abroad and at home lend on any condition, there can be no doubt that, in general, the books of public libraries in England will, to a great extent, be lent, as is the case in numerous instances abroad: it may be said that all the public libraries in France, Belgium, and America are lending libraries (nearly all those in the United States lend their books); and in Denmark, where the loan of books is considered to be the principal utility of public libraries, even the University library is open on liberal arrangements. This University library of Copenhagen, with 150,000 volumes including pamphlets, and increasing at the rate of 600 volumes per annum, lends about 15,000 volumes a year to the students whether resident or not in the college; each work is lent for six weeks, but to no one out of the city unless the borrower be actually engaged on a literary work. At Ypres, a library containing from 9,000 to 9,500 volumes, representing about 3,400 works (without counting pamphlets), is divided into two parts, viz.: *a.* the true "library" books, which are only lent to the class of important personages, and *b.* about 1,500 or 2,000 volumes of less value, are lent indiscriminately. At Stockholm, a library of 80,000 bound books, growing at the rate of 8,500 volumes a year, and open daily from eleven till two, lends about 6,000 annually.

In university and other corporation libraries, books are sometimes lent upon the introduction given by a particular professor or curator, who becomes responsible; and most libraries of societies are lending libraries for the members. In the Edinburgh University library, twenty-five volumes are lent at a time to any individual member.

It is true that the experience of some libraries shews that the loan of books, if not prejudicial, is at least inconvenient, from the necessity of careful applications for their return, yet in the university city of Ghent, between 5,000 and 6,000 volumes are lent in a year without any damage or loss. It has been calculated that a loss of about five per cent. on the books annually added, may be stated as the average reasonable depreciation of a lending library; and this loss and disadvantage may be chiefly ascribed to the want of good regulations, especially as to period of loan and vouchers of respectability, which would secure the library from any loss, except that of fair wear and tear, which must always be attendant upon the system, and forms the most considerable objection to it; Stion College library has not, in twenty years, lost twenty-five pounds worth of books out of a collection of more than 35,000 volumes. In Paris, great loss has resulted from the insufficiency of the regulations respecting the return of books, and it is reported to be notorious, that a considerable number of books upon one subject have been absent for years without being returned. In

the New York Mercantile library, from ten to twenty copies of many books are worn out in the first five years of their circulation; in fact, more are damaged than lost.

It is recorded that in the United States, a library, once a lending library, has hardly ever ceased to be so; though some libraries, once public, have nearly ceased to be so. Complaints have been made in some cities about abuses in lending libraries, but they may be supposed to arise in consequence of inadequate regulations, and might have been obviated by better management; there should certainly be an assurance of responsibility equal to double the value of the book lent out; the Philadelphia library lends to any one depositing three times the value of the work, and paying sixpence for its use; and University College in London, lends to its students on a deposit.

The experience of the Mechanics' Institutes in the midland counties shews, that the circulation of each volume in their libraries amounted to six issues annually: at Leicester, a library of 3,000 volumes showed 13,000 issues, and, subtracting books that do not go out, the average was perhaps thirteen or fourteen issues per volume a year; but at least three times the number of volumes may be taken safely, as the average of the total issues.

Some libraries refuse to issue works in folio, or such as are too heavy to be easily carried; others restrict the borrower to the use of two works, and of those only five volumes altogether, and of works in several parts only one part at a time.

If the lending library be small, a register by catalogue titles, and if it be large, two registers (one by catalogue title, the other by the borrowers' names) must be kept of books lent; and it seems good to follow nearly the course adopted abroad, of filing duplicates of a ticket containing some, if not all, of the following particulars, viz.: the name of the library, the date, the number of the ticket, the press mark, &c., as given above in the form for daily use, the state of the book, the value, the penalties hereafter named, the date till which it is borrowed, the signature and address of the borrower, his authorization of delivery, and the signature of the librarian acknowledging its return; the book must be supposed to be in good condition if not otherwise expressed upon the ticket when it leaves the library, and must be returnable upon demand, even before the expiration of the time stated, however short a time it may have been out of the library; so that, in fact, the borrower gives a bond to the library, and is only to be acquitted of the possession of the book, by receiving the librarian's dated signature to the ticket, to which he is not entitled until the book has been examined upon its return.

The general duration of the loan varies from fifteen days for an octavo and less sizes, and thirty days for all above; to terms of one month for all sizes, but in some libraries three months is allowed; and if the works are not returned upon the first demand, the librarian, or the committee, should refuse another loan to the offender for at least three, and not more than twelve months. Books may perhaps be safely lent for two months, but if asked for by another person after the first fortnight, they should be, as a matter of course, demanded by the librarian; even persons employed in the library should not be allowed to borrow without passing through these forms; the borrower must be a known person, an inhabitant in the town, and able, if the books be lost, to replace them; strangers and foreigners wishing to borrow, may be expected to produce a recommendation from a person who will become responsible. No book should be redelivered to the same person, until the expiration of a week from its return; at the very least it must go back to the library and be taken out by a fresh ticket, and the last person using it should be postponed to any fresh applicant. Also no book should be out during the holidays, when the registers should be cleared, a survey of the library made, and a report prepared by the committee. It would be very useful also to arrange, that all subjects of dispute as to peculation or damage should be arbitrated by some fixed person.

The duties generally imposed upon the librarian of a public museum are, to keep the library in order; to see that books are forthcoming when asked for; to have them bound by leave of the committee, and well preserved as far as the funds allotted for the purpose will allow; to class the works according to the arrangement adopted by the owner or committee; to keep the registers of accession and loan, the inventory of objects and catalogues; to recommend and advise the committee as to works for purchase; to buy the books that may be ordered; and to report from time to time on the collection. Whoever is entrusted with the direction of a large library, should particularly apply himself to the recommendation of works which sooner or later will be asked for, and consulted with profit, by men who desire to examine things thoroughly. He is also sometimes, and should perhaps invariably, be made responsible for losses which he does not trace to the offender. In some foreign libraries, it is expressly counted amongst the regulations that the librarian is to be polite, and that he is not to be absent, except from illness, for more than one space of service at a time. All orders to his subordinates should pass through his hands.

The possession of a good catalogue is of more importance to the readers and consultors of a library than to the librarian himself, be-