

COURSE OF STUDY

A. LIBRARY TECHNIQUE

I. LIBRARY ADMINISTRATION *Dr. Lomer*

An elementary consideration of administration from the point of view of the small library, including such topics as: 1. The organisation of a library. 2. Trustees and Committees. 3. Business and ethics of librarianship. 4. Library funds and budget. 5. Statistics and reports. 6. Trade Bibliography. 7. Order routine. 8. Buildings and equipment. 9. Library staff. 10. Library exhibits. 11. Loans. 12. Stack arrangement. 13. Library repairs and binding. 14. Periodicals.

II. CLASSIFICATION AND CATALOGUING *Miss Bateson*

A simplified course planned to meet the needs of small public libraries and schools. Instruction by means of lectures and supervised practical work includes the principles of a dictionary catalogue based on the Dewey Decimal Classification, book numbers from the Cutter-Sanborn Author Tables, shelf-listing, and the alphabeting and filing of cards. Two fifty-minute practice periods are required after each lecture.

III. REFERENCE WORK, BOOK SELECTION, AND BIBLIOGRAPHY *Mrs. Carter and Miss Higgins*

Lectures on the use of the outstanding reference books, with problems, in such classes as dictionaries, encyclopedias, periodical indexes, biography, history, geography, literature, science, etc. The underlying principles of Book Selection are explained and applied to the various classes of books and the student is introduced to the subject bibliography of the more important Canadian, English, French, and American publications used in the average small public library. Problems are assigned.

IV. WORK WITH CHILDREN AND ADULTS *Mrs. Carter and Miss Higgins*

The lectures include such topics as: 1. Book selection for children. 2. Story telling. 3. Administration of the children's room. 4. The school library in relation to the course of study. 5. The high school library and how to use it. 6. Extension work and adult education. 7. Library publicity.