

Statement of the Work of the Special Committee on Library Fittings, etc., 1899.

In connection with the reorganization of the Library it was deemed advisable to appoint a special committee of Judge Harding, Rev. J. W. Macmillan and Mr. E. A. Hardy, to gather information on several important matters and to make recommendations to the Board thereon.

The committee corresponded with the Public Libraries in Toronto, Hamilton, Guelph and Kingston; also with the Boston Public Library, the University of the State of New York, and the American Library Association. The committee made four reports to the Board, covering a great many details. The more important items are here given:

—It was determined to adopt the "slip and tray" charging system for keeping records of the books issued. This is the system in general use in large libraries and is very simple and expeditious.

—The forms for applications for borrowers' tickets and guarantee by ratepayer, for borrowers' card, book call slips and book plates, were either copied directly from the Toronto and Hamilton Public Library forms, or modified to suit local needs.

—An A. L. A. accession book for the record of publisher, date, price, etc., of each new book, and a register of borrowers, were ordered.

—New shelving in the Library greatly increasing its capacity, a large issuing wicket, and bulletin boards and catalogue shelf in the Reading Room, were provided.

—A careful inventory was made of the books and all the other property of the Library.

—A motto and crest was adopted and suitable stationery procured.

—By-laws for the Board, regulations for the Librarian's duties and regulations regarding membership were drawn, based on local experience and on the by laws and regulations of the Toronto Public Library.

Grateful acknowledgement is here made of the kind response to inquiries of Mr. James Bain, Toronto Public Library, Mr. R. T. Lancefield, Hamilton Public Library, Mr. Wm. Tytler, Guelph Public Library, Mr. Herbert Putnam, Boston Public Library, Mr. Melvil Dewey, University of State of New York, Albany, N.Y., and Mr. Henry J. Carr, Secretary American Library Association, Scranton, Pa.

J. E. HARDING, Chairman.

E. A. HARDY, Secretary.