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Microfiche
Series
(Monographs)**

**ICMH
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microfiches
(monographies)**



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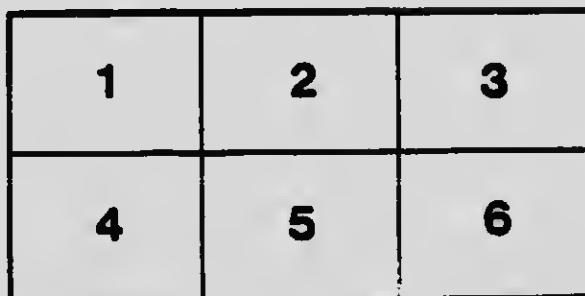
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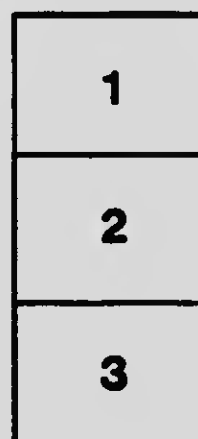
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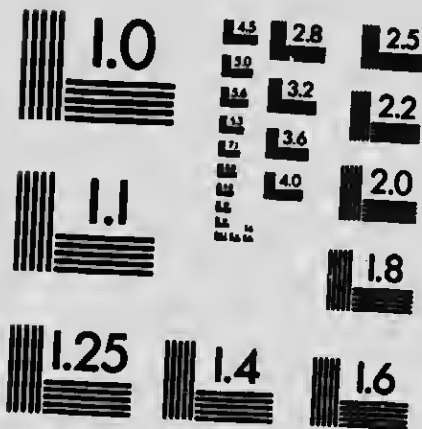
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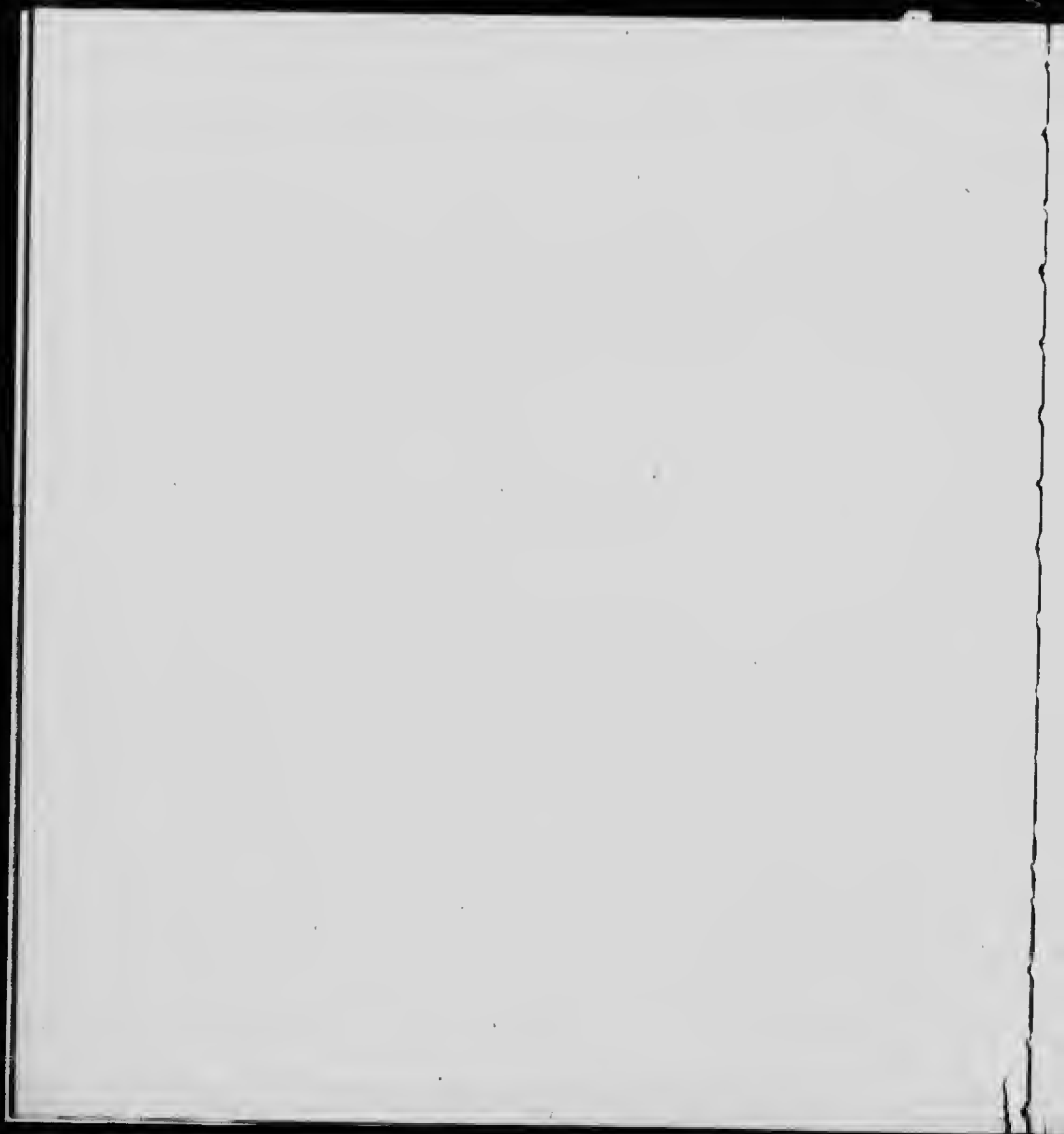
A. M. Campbell

*How shall I
Catalog my
Library?*





*HOW SHALL I CATALOG
MY LIBRARY?*



HOW SHALL I CATALOG MY LIBRARY?

BEING AN OUTLINE OF A
SIMPLE METHOD OF CLASSI-
FICATION AND CATALOGING
FOR SMALL OR PRIVATE
LIBRARIES, TOGETHER
WITH A DESCRIPTION
OF THE TOOLS NEEDED

Library Bureau of Canada, Ltd.

Ottawa **Sussex st. and Stanley av.**

Montreal, 296 St. James st.

Toronto

Library Bureau, Ltd.

London

Manchester

Birmingham

Newcastle-on-Tyne

Library Bureau

Boston

New York
Atlanta

Philadelphia
New Orleans

**Washington
Hartford**

**Pittsburg
Providence**

Baltimore

Library Bureau of Illinois

Chicago

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St. Louis

Cleveland

Minneapolis

Denver

San Francisco

Z 695

H6

144785

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I N T R O D U C T O R Y

THIS bookle aims merely to outline a simple method of classifying and cataloging the books of a small library.

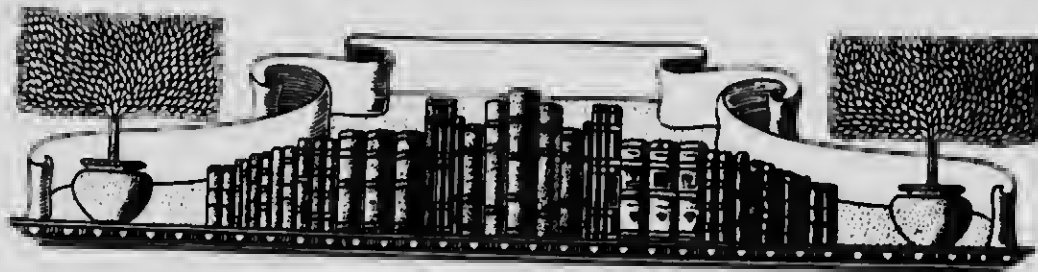
For further guidance the amateur librarian is referred to Mr. John Cotton Dana's "Library Primer," an invaluable handbook on establishing and handling a small library. Our own library department will gladly give advice and suggestions on any question involved in library work.

• • Library Bureau. •
of Canada, Ltd.

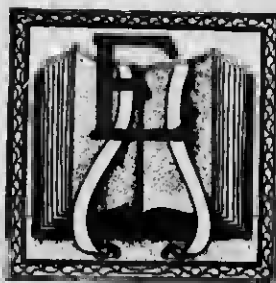
*Library
Primer, by
John Cotton
Dana. 12
pages. Bureau,
100, St. George
Street.*



Tray of Library Bureau card catalog
showing arrangement of written guides



HOW SHALL I CATALOG MY LIBRARY?



VEN the smallest library attains its full usefulness only when properly classified and cataloged, so that its resources on any subject may be learned at a glance and any desired book found instantly.

Classifying means grouping the books in logical order according to subject, and giving to each book a mark which will tell in which group or class it belongs, distinguish it from other books in the same class, and show its exact place on the shelves.

For the librarian or owner of a library which is likely to grow to large size, or which needs to be classified minutely, the best advice is—engage a trained classifier for a few days to do the preliminary work. His knowledge and experience will be worth many times the amount of his charge.

Most small libraries, however, may be classified by the amateur with sufficient accuracy to meet every practical need, providing the work is carefully done according to an accepted system. Don't try to devise a system of your own!

How shall I The Dewey decimal system is one of the simplest and most
Catalog my practical.

Library? The decimal system divides the field of knowledge into nine
main Classes, which are numbered 100 to 900. Cyclopedias, peri-
odicals, etc., so general in character as to belong to no one of these
classes, form a tenth class, 000.

CLASSES

000	GENERAL WORKS	500	NATURAL SCIENCE
100	PHILOSOPHY	600	USEFUL ARTS
200	RELIGION	700	FINE ARTS
300	SOCIOLOGY	800	LITERATURE
400	PHILOLOGY	900	HISTORY

Each of these ten classes is sub-divided into ten Divisions, as follows:

DIVISIONS

000	GENERAL WORKS	100	PHILOSOPHY
010	Bibliography	110	Metaphysics
020	Library economy	120	Special metaphysical topics
030	General cyclopedias	130	Mind and body
040	General collections	140	Philosophical systems
050	General periodicals	150	Mental faculties. Psychology
060	General societies	160	Logic. Dialectics
070	Newspapers	170	Ethics
080	Special libraries. Polygraphy	180	Ancient philosophers
090	Book rarities	190	Modern philosophers

Divisions — continued

200	RELIGION	500	NATURAL SCIENCE
210	Natural theology	510	Mathematics
220	Bible	520	Astronomy
230	Doctrinal theology. Dogmatics	530	Physics
240	Devotional. Practical	540	Chemistry
250	Homiletic. Pastoral. Parochial	550	Geology
260	Church. Institutions. Work	560	Paleontology
270	Religious history	570	Biology
280	Christian churches and sects	580	Botany
290	Ethnic. Non-Christian	590	Zoölogy
300	SOCIOLOGY	600	USEFUL ARTS
310	Statistics	610	Medicine
320	Political science	620	Engineering
330	Political economy	630	Agriculture
340	Law	640	Domestic economy
350	Administration	650	Communication. Commerce
360	Associations and institutions	660	Chemical technology
370	Education	670	Manufactures
380	Commerce. Communication	680	Mechanic trades
390	Customs. Costumes. Folk-lore	690	Building
400	PHILOLOGY	700	FINE ARTS
410	Comparative	710	Landscape gardening
420	English	720	Architecture
430	German	730	Sculpture
440	French	740	Drawing. Decoration. Design
450	Italian	750	Painting
460	Spanish	760	Engraving
470	Latin	770	Photography
480	Greek	780	Music
490	Minor languages	790	Amusements

How shall I
Catalog my
Library?

Divisions — continued

How shall I Catalog my Library?	800	LITERATURE	900	HISTORY
	810	American	910	Geography and travels
	820	English	920	Biography
	830	German	930	Ancient history
	840	French	940	Europe
	850	Italian	950	Asia
	860	Spanish	960	Africa
	870	Latin	970	North America
	880	Greek	980	South America
	890	Minor languages	990	Oceanica and Polar Regions

This classification will cover most of the books in any library up to a few thousand volumes. Where a closer classification is needed, each of these 100 Divisions is again divided into ten sections, and the process is repeated as often as necessary.

Each book is numbered according to the group in which it falls, and all the books are arranged on the shelves in simple numerical order. Since each group or subject has a definite number, the books on any subject must stand together. Thus 510 means Class 5 (Natural Science), Division 10 (Mathematics), and every book on Mathematics is numbered 510. The tables show the logical order in which subjects follow one another.

One great advantage of this plan is that each class may be subdivided to any degree desired without reference to the others. A library that has made a specialty of Botany, for instance, may classify its books on that subject with the greatest minuteness, and yet carry the rest of its classification no further than the first subdivision.

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

How shall I
Catalog my
Library?

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

Putting numbers into books

M

Each book must bear its complete number and author mark in some conspicuous place. In a small library the best plan 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 alphabetic order table" (Library Bureau, \$1.25 postpaid).

Practical hints

How shall I
Catalog my
Library?

Group your books roughly into classes before you begin to classify. This is much easier than classifying each book as you come to it in the midst of books of other classes.

In determining the classification of a book, examine first the table of contents, then the preface. If these fail to enlighten you as to the exact subject, read a few pages here and there.*

Get the real subject. Do not depend on the title. "History of Mathematics" is classified under Mathematics, not under History.

If a book treats of two or more subjects, classify it under the most prominent, but make a catalog card for each subject.

Keep your classification consistent.

Remember that classification is not an exact science, but a continual compromise. Few books belong absolutely in any one class. Any classification that gets the books on any one subject side by side, and those on kindred subjects near one another, is a good one.

*The "Catalog of A. L. A. Library" published by the Bureau of Education at Washington gives the classification by the decimal system of an ideal popular library of 5,000 volumes, and will be found of great assistance by the amateur classifier. It is sent free on application to the Bureau of Education.

C A T A L O G I N G

A catalog is as necessary to the usefulness of a library as classification. It is a short cut to all the information about the books that any reader requires. Has the library a book by a given title? What books has it by a given author? What books has it on a given subject? In what book does a given article, essay, or drama appear?

How shall I
Catalog my
Library?

To answer these questions by going to the shelves might require searching through all books in a class or several classes. A catalog answers them immediately, and at the same time indicates the exact place on the shelf of the book or books wanted.

The card catalog


In a card catalog, the title, author's name, and subjects are each written on a separate card, with any further data desired, and all the cards are filed alphabetically in a card tray or drawer.

All modern libraries now use card catalogs. A card catalog never needs rewriting. It is expansive and grows as the library grows. Cards for new books can be entered in their exact alphabetic order at any time, and new sub-divisions and classifications may be made without affecting the rest of the catalog.

How shall I
Catalog my
Library?

As a rule, author card, title card, and one or more subject cards should be written for each work.

Author card

970 F	Flint, Grover
	Marching with Gomez, a war correspondent's field note-book kept during four months with the Cuban army, illustrated by the author; with an historical introduction by John Fiske 319 p. ill. O B. 1898
	 Samson. Wolfe

On the first line write author's surname, followed by his given name or names; on the next line, the title; below, any data that you consider worth while,—size of volume, number of pages, publisher, date and place of publication, etc. In the upper left corner write the class number with author letter below it.

Title card

970 F	Marching with Gomez.
	Flint, Grover

Make out in same way as author card, but enter title on first line, author's name on second.

How shall I
Catalog my
Library?

In writing title put the "catch" word first, i. e., the first word after the words "a," "an," "the." Enter class number and author letter in upper left corner, as on author card.

On all catalog cards begin author's name to right of first vertical line, title or subject to right of second vertical line.

Subject card

970 F.	Cuba
	Flint, Grover
	Marching with Gomez, a war correspondent's field notebook kept during four months with the Cuban army, illustrated by the author, with an historical introduction by John Fiske. 319 p. ill O B 1898
	Samson, Wolfe

How shall I
Catalog my
Library?

Enter subject on first line, author on second, title on third.
Write class number and author letter in upper left corner.

Many books require several subject cards. For a volume of essays, plays, stories, or biographical sketches, it is desirable to write a subject card for each essay, play, etc., of importance.

Frequently the book's subject and its title are identical, as "Botany," by Gray.

Fiction requires no subject card.

Arrangement

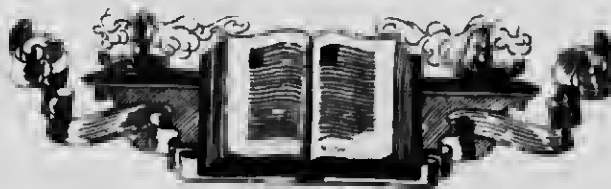
Arrange all cards—author, title, and subject—in one alphabetic sequence in the catalog trays or drawers. About every twenty cards insert a guide card, i. e., a card with a projecting tab, and on the projection write the first word of card that follows (see page 6).

Another use for a card catalog

A card catalog need not be confined to the books in its own library. Every reader sees magazine articles, published reports, books, or reviews of books which he is unable to read at the time, but to which he would like to refer again. "I will remember that and look it up," the busy man says, but in the pressure of other things it is forgotten.

Subject cards inserted in a card catalog with reference to the volume and page of the periodical, and to the title and publisher of the book or report, will make all such matter available when wanted.

A student's small library fully indexed on cards is often of more practical working value than many a large library.



C A T A L O G C A R D S

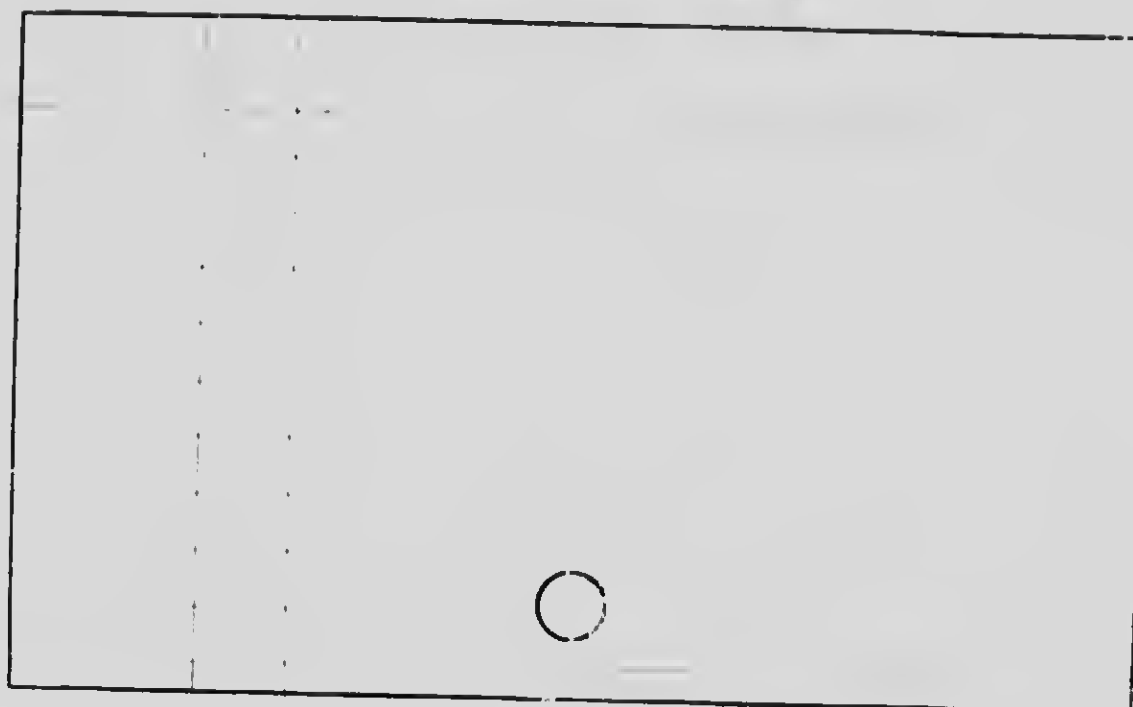
How shall I
Catalog my
Library?

The cost of catalog cards is a small item compared with the labor of writing them. The best quality of cards obtainable should therefore be used. Cheap cards soon wear out. This means not only new cards, but the whole work of rewriting. Catalog cards should also be exact in size, as the slightest variation destroys facility in handling.

Library Bureau 33-size, Library Standard cards (7.5 x 12.5 cm.; approximately 3 x 5 inches) are the acknowledged standard for catalog work.* They are made of a special grade of stock, which cannot be duplicated outside the Library Bureau, and will last a lifetime. Cut with special patent machines which insure absolute accuracy and perfect edge.

* Adopted by the American Library Association, the United States Government, the Institut International de Bibliographie, Brussels, and Consilium Bibliographicum, Zurich.

For hand-written catalog

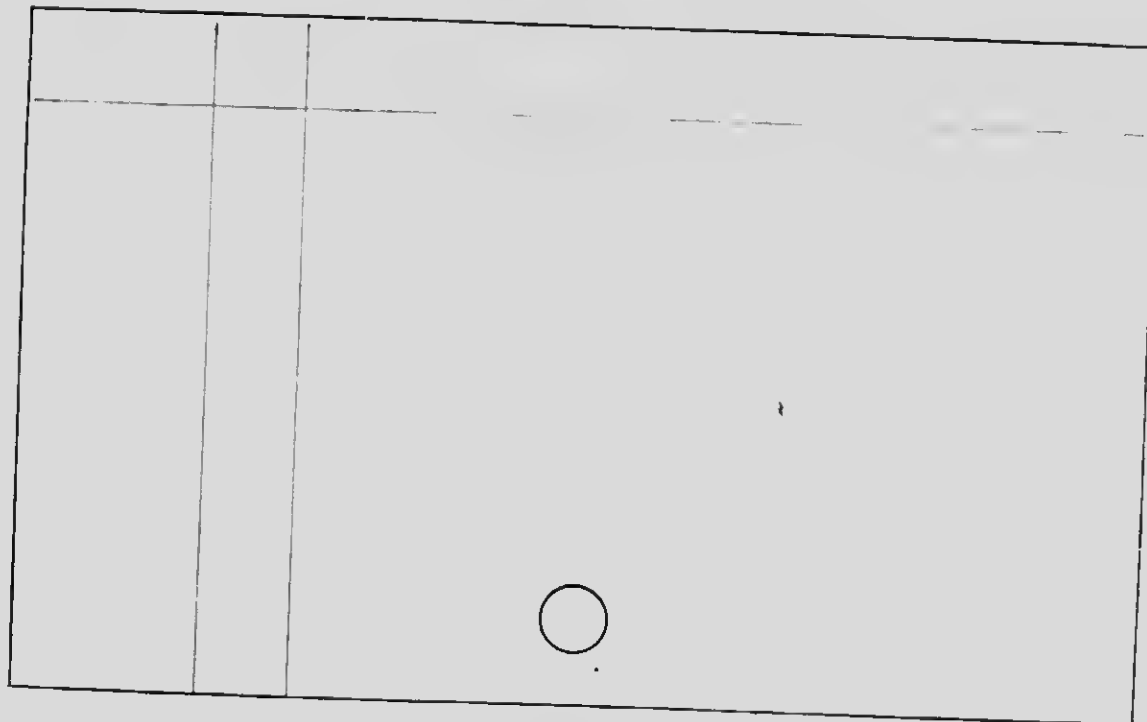


Exact size

Light weight, white.	Per 1,000,	\$2.25
Medium weight, white.	Per 1,000,	3.00
Also in colors. Cheaper grades if desired.		

How shall I
Catalog my
Library?

For type-written catalog



Exact size

How shall I
Catalog my
Library?

Light weight, white,	Per 1,000,	\$2.25
Medium weight, white,	Per 1,000,	3.00
Also in colors. Cheaper grades if desired.		

Guides

Every guide judiciously inserted in a card catalog increases its value and saves unnecessary handling. The rule is one guide for about every twenty cards. Each guide has a projection 8 millimetres high and one-fifth, one-third, or one-half the width of the card. These projections are in different positions across the top of the guide, so that in a series of guides one will not obscure another. (See frontispiece.) On each projection is written the first word of the card that follows. In very small card catalogs simple A-Z guides are sufficient.

How shall I
Catalog my
Library?



Buff, blue, or salmon. Per 100,
Projections printed A to Z. Per set (25 cards),

60c

25c

CARD CATALOG OUTFITS

How shall I
Catalog my
Library?

These consist of cabinets, with complement of cards and guides. Outfits range from a pasteboard box of one hundred cards, upwards.

It will be seen from the following prices that complete outfits can be bought cheaper than cards and cabinets separately.

In ordering, specify what ruling of cards is desired, as shown on pages 19 and 20. Also whether guides should be half-, third-, or fifth-cut projections.



Japanned tin tray with folding cover. Equipped with Library Bureau patent adjustable angle block and screw-front rod. Solid bronze rod front. Tray is $5\frac{1}{8}$ in. wide, $10\frac{1}{8}$ in. long, $3\frac{1}{8}$ in. high.

Japanned tin tray, with folding cover,	\$1.00
800 light-weight cards,	1.80
Set of A-Z guides,	.25
Complete outfit,	2.75

Card catalog outfits



Tray of quartered oak or mahogany with shut-over cover. Equipped with Library Bureau patent adjustable angle block and screw-front rod. Solid bronze rod front. Tray $6\frac{1}{4}$ in. wide, $4\frac{1}{2}$ in. high, 15 in. deep. How shall I Catalog my Library?

Oak tray,	\$2.75
Mahogany tray,	3.00
1,000 light-weight cards,	2.25
Set of A-Z guides,	.25
Complete outfit, with oak tray,	5.00
Complete outfit, with mahogany tray,	5.25

Card catalog outfits



One-tray cabinet

How shall I
Catalog my
Library? Cabinet of quartered oak (antique finish). Equipped with Li-
brary Bureau patent adjustable angle block and screw-front rod.
Solid bronze label-holder and rod front. Cabinet is 6 $\frac{1}{2}$ in. wide,
4 $\frac{1}{2}$ in. high, 13 $\frac{1}{2}$ in. deep.

Oak cabinet,	\$4.00
1,000 light-weight, 750 medium-weight,	2.25
50 blank guides,	.30
Complete outfit,	6.25

Card catalog outfits



Two-tray cabinet

Cabinet of quartered oak (antique finish) or mahogany. Equipped with Library Bureau patent adjustable angle blocks and screw-front rods. Solid bronze label-holders and rod fronts. Cabinet is $12\frac{1}{4}$ in. wide, $4\frac{1}{4}$ in. high, $13\frac{1}{4}$ in. deep.

Oak cabinet,	\$5.00
Mahogany cabinet,	5.50
2,000 light-weight or 1,500 medium-weight cards,	4.50
100 guides,	.60
Complete outfit, with oak cabinet,	9.00
Complete outfit, with mahogany cabinet,	9.50

Card catalog outfits



Four-tray cabinet

How shall I
Catalog my
Library? Cabinet of quartered oak (antique finish) or mahogany.
Equipped with Library Bureau patent adjustable angle blocks
and screw-front rods. Solid bronze label-holders and rod fronts.
Cabinet is 12 $\frac{7}{8}$ in. wide, 8 $\frac{1}{2}$ in. high, 13 $\frac{1}{4}$ in. deep.

Oak cabinet,	\$8.00
Mahogany cabinet,	9.00
4,000 light-weight or 3,000 medium-weight cards,	9.00
200 guides,	1.20
Complete outfit, with oak cabinet,	15.00
Complete outfit, with mahogany cabinet,	16.00

Card catalog outfits



Six-tray cabinet

Same material, construction, and fittings as two-tray cabinet. How shall I
 12 $\frac{1}{2}$ in. wide, 12 $\frac{1}{2}$ in. high, 13 $\frac{1}{2}$ in. deep. Catalog my
 Library?

Oak cabinet,	\$12.00
Mahogany cabinet,	13.50
6,000 light-weight or 4,500 medium-weight cards,	13.50
300 guides,	1.80
Complete outfit, with oak cabinet,	22.00
Complete outfit, with mahogany cabinet,	23.50

Card catalog outfits



Nine-tray cabinet

How shall I
Catalog my
Library? Same material, construction, and fittings as two-tray cabinet.
18 $\frac{7}{8}$ in. wide, 11 $\frac{1}{8}$ in. high, 13 $\frac{1}{8}$ in. deep.

Oak cabinet,	\$18.00
Mahogany cabinet,	20.25
9,000 light-weight cards,	20.25
6,800 medium-weight cards,	20.40
500 guides,	3.00
Complete outfit, with oak cabinet,	34.00
Complete outfit, with mahogany cabinet,	36.25

Card catalog outfits



Twelve-tray cabinet

Same material, construction, and fittings as two-tray cabinet.
 19½ in. wide, 15½ in. high, 15½ in. deep.

Oak cabinet, \$27.50; mahogany cabinet, \$30.50.
 15,000 light-weight cards, \$33.75; 11,000 medium-weight, \$33.00

800 guides, 4.80

Complete outfit, with oak cabinet, 55.00

Complete outfit, with mahogany cabinet, 58.00

How shall I
 Catalog my
 Library?

F O R P R I V A T E L I B R A R I E S

How shall I
Catalog my
Library?

We have unmatched facilities for designing and furnishing private libraries. The best results are obtained when we take the bare room and work out every detail of woodwork and furniture.

In many private libraries, admirably treated artistically, the practical side is largely ignored. Our services insure the best artistic treatment combined with technical correctness. This means not only the greater usefulness of the library but a far more interesting room.

Designs and estimates will be submitted on request.

C A T A L O G S

Full information concerning correct library equipment of every description may be had from our illustrated library catalog parts, any or all of which will be sent free on application, as follows :

Card Catalogs, 56 pages.

Library Manuals and Administrative Records, 48 pages.

Furniture for Libraries, Schools, and Offices, 56 pages.

Library and Office Supplies, 31 pages.

Estimates and plans for special woodwork, fittings and furniture may be had on application.



