

Rochester N.Y. Public
Library
Apprentice Class 1936

IS

Rochester Public Library

Apprentice Class - 1936

General Schedule, Estimate, Feb. 6, 1936

Feb. 19th Entrance Examinations

Personality

Intelligence

History

Literature

Limit class to approximately twenty

March 2 to April 25 Class instruction and branch practice

Class: Mon., Wed., Thurs., and Sat., 9 a.m.-12M.

Practice: Tues., and Fri., 1 - 9 p. m.

At assigned branches, 2 weeks at

Central, 2 weeks at one branch,

4 weeks at another branch.

Three branch reports on student by
librarian or division head.

Practice branches, all except Arnett,
Lake and Charlotte

April 30 Final ratings

June 3 Appointments (Adjust with Civil Service)

Rochester Public Library
Apprentice Class - 1936
John Adams Lowe, Director

Instructors

Hilda D. Atterberg

Reference 18 periods

Branch Librarian, Goodman Branch
B.S. Library School, Simmons

Lois Fisher

Books - History and Travel 4 periods

Head, History Division
B.A. University of Rochester
B.S. Library School, Columbia

Rachel M. George

Work with children 2 periods

Childrens Librarian, Lincoln Branch
B.A. University of Rochester
B.S. Library School, Columbia

Edith B. Gurney

Books 2 periods

Head, Art Division
A.B. Elmira College
B.S. Library School, Columbia

Bernice E. Hodges

Personnel 3 periods

Assistant to Director
A.B. Mt. Holyoke College
Library School, Western Reserve

Gladys E. Love

Rochester Collection 1 period

Head, General Reference Division
Drexel Library School

Marion D. Mosher

City Libraries 1 period

Central Branch Librarian
B.A. University of Rochester
Drexel Library School

Eunice G. Mullan

Work with children 2 periods

Childrens Librarian, Hudson Branch
B.A. University of Rochester

Marian C. Ross

Binding and Mending 2 periods

Bindery Department
A.B. William Smith College

Emily Rowe

Loan Work 20 periods

Branch Librarian, Edgerton Branch
B.A. University of Rochester
B.S. Library School, Western Reserve

Julia L. Sauer

Library Work With Children 5 periods

Head, Department of Work With Children
B.A. University of Rochester
State Library School, Albany

J. Vernon Steinmann

Rochester Public Library History and Organization 1 period

B.S. Library School, Syracuse

Emma Swift

Reference 1 period

Acting Head, Science and Technology
Division
A.B. New York State College for Teachers, Albany
B.S. Library School, Columbia

A. Marjorie Taylor

Books - Literature 7 periods

Head, Literature Division
B.A. Smith College
Library School, Western Reserve

Lois M. Timmerman

Book Ordering 4 periods

Book Order Division
B.A. University of Rochester
B.S. Library School, Western Reserve

Marion H. Vedder

Classification and Catalogue 16 periods

Extension Department
A.B. N.Y. State College for Teachers, Albany
B.S. Library School, Syracuse

Ada J. White

Book Selection and Ordering 4 periods

Head, Book Order and Catalogue Department
B.A. University of Rochester
New York State Library School, Albany

April 16, 1936

Rochester Public Library

Apprentice Class - 1936

Schedule of Class Instruction

March	9 - 9:50	10 - 10:50	11 - 11:50
2	Loan Work Organization Miss Rowe	Classification General Principles Miss Vedder	Book Selection Book Reviewing Miss White
4	Loan Desk Miss Rowe	Mnemonic devices in 900's Cutter numbers Miss Vedder	Bibliographies Miss Timmerman
5	Registration Miss Rowe	Mnemonic devices in 400's and 600's Miss Vedder	Use of Bibliographies Miss White
7	Registration Miss Rowe	Application of Mnemonic features Miss Vedder	Selection of non- fiction Miss Timmerman
9	Registration Miss Rowe	Classification Review Miss Vedder	Book Ordering Miss Timmerman
11	Charging Miss Rowe	Cataloging Definition and purpose Miss Vedder	Professional Literature Miss White
12	Charging and discharging Miss Rowe	Cataloging fiction Miss Vedder	Selection of fiction Miss Timmerman
14	Discharging and fines Miss Rowe	Cataloging non-fiction Miss Vedder	Book Meeting Miss White
16	Slipping, Schedules, Pay-roll Miss Rowe	Added entries and tracings Miss Vedder	Book Selection Examination
18	Renewals Miss Rowe	Analytics and Series Miss Vedder	Rochester Public Library History and Organization Mr. Steinmann
19	Overdues Miss Rowe	Subject headings and References Miss Vedder	Rundel Memorial visit Mr. Lowe
21	Reserves Miss Rowe	Shelf list Catalog at Main Miss Vedder	Rochester Collection and local history Miss Love

Rochester Public Library

Apprentice Class - 1936 (continued)

Schedule of Class Instruction

March	9 - 9:50	10 - 10:50	11 - 11:50
23	Filled book slips and snags Miss Rowe	Cataloging Review Miss Vedder	Reference Miss Atterberg
25	Financial statistics Miss Rowe	Filing Miss Vedder	Encyclopedias Miss Atterberg
26	Circulation records Miss Rowe	Filing Miss Vedder	Indexes Miss Atterberg
28	Book records and inter-change Miss Rowe	Classification and Cataloging Examination	Indexes Miss Atterberg
30	Magazines Miss Rowe	History and theory of library work with children Miss Sauer	Annuals and Yearbooks Miss Atterberg
April 1	Exhibit collections Bulletin boards Miss Rowe	A Branch children's room and the scope of its work Miss Sauer	Literature Miss Atterberg
2	Loan desk, opening and closing Miss Rowe	The assistant in the children's room Miss Sauer	Quotations Miss Atterberg
4	Loan work Examination	Material on children's literature and reading Miss Sauer	Digests Miss Atterberg
6	Know your books Miss Fisher	Pre-school and primary reading Mrs. Mullan	Biographical dictionaries Miss Atterberg
8	Travel Miss Fisher	Traditional and imaginative literature Mrs. George	Histories, dates, atlases Miss Atterberg
9	Biography Miss Fisher	Recreational literature fiction and non- fiction Mrs. Mullan	Special subjects Miss Atterberg
11	History Miss Fisher	Reference work and reference material Mrs. George	Special subjects Miss Atterberg

Rochester Public Library

Apprentice Class - 1936 (continued)

Schedule of Class Instruction

April	9 - 9:50	10 - 10:50	11 - 11:50
13	Books about books Miss Taylor	Work with children Examination	Special subjects <i>Miss Swift</i> Miss Atterberg
15	Study club book talk Miss Taylor	Binding Miss Ross	Vertical file Miss Atterberg
16	Recent fiction Miss Taylor	Mending Miss Ross	Circulating reference books Miss Atterberg
18	Recent plays Miss Taylor	Staff relations Miss Hodges	Collections Miss Atterberg
20	Recent poetry Miss Taylor	Staff relations Miss Hodges	Collections Miss Atterberg
22	Magazine surveys Miss Taylor	History of the printed book Miss Gurney	Branch reference problems Miss Atterberg
23	Popular books on art Miss Gurney	N.Y.L.A. and A.L.A. Miss Hodges	Reference Examination
25	Books examination	City library facilities Miss Mosher	Closing

Rochester Public Library
Apprentice Class - 1936

Babin, Gregory

Becker, Kathryn Withdrew April 1, 1936, on account of illness

Bevan, Mildred Catherine

Burr, Elizabeth

Crawford, Doris

Doyle, Elizabeth

Glynn, Mary E.

Haven, Helen E.

Hoffman, Florence

Jamison, Hildegard P.

Le Clare, Elizabeth Jane

Long, Eleanor L.

McNamara, Joanne Ruth

Naas, Bernard G.

Paulson, Pauline M.

Pearlman, Dorothy

Polsinelli, Angelina

Rogers, (Mary) Alice

Rubenstein, Philip A. First appeared in class Mar. 14 th. Withdrew

Schreiber, Anna

Sullivan, Marion E. Withdrew April 11, 1936

Szinkunas, Julia

Toole, Dolores Bernice Withdrew March 25, 1936 Recd. Certificate

Van Graafeiland, Dorothy

Wilcox, Gretchen Dudley Withdrew March 4, 1936 To be married.

Rochester Public Library
Apprentice Class - 1936

Registration

Babin, Gregory
Becker, Kathryn Withdrew April 7, 1936 on account of illness
Bevan, Mildred C.
Burr, Elizabeth
Crawford, Doris
Doyle, Elizabeth
Glynn, Mary E.
Haven, Helen E.
Hoffman, Florence
Jamison, Hildegard P.
LeClare, Elizabeth J.
Long, Eleanor L.
McNamara, Joanna Ruth
Naas, Bernard G.
Paulson, Pauline M.
Pearlman, Dorothy
Polsinelli, Angelina
Rogers, (Mary) Alice
Rubenstein, Philip A. - Withdrew March 14, 1936
Schreiber, Anna
Sullivan, Marion E. Withdrew April 11, 1936
Szunkunas, Julia
Toole, Dolores B. Withdrew March 25, 1936 Granted Certificate #404
Van Graafeiland, Dorothy March 19, 1936
Wilcox, Gretchen D. Withdrew March 4, 1936 - To be married.

Applications

Ineligible, lacks B. A. degree, Feb. 19, 1936

Grahato, Julia

Ineligible, Age limit

Chadsey, Lois
Conklin, LeRoy B.
Keenan, Mary C.
Perotto, Paul
Smider, Freeda S.

Absent, Entrance Examinations, Feb. 19, 1936

Burke, Geraldine E.
Doscher, Clare
Fontana, Catherine
Hanks, Mrs. W. L.
Karasick, Marian
Rousos, Dorothy
Sherman, Rose

Failed, Entrance Examinations, Feb. 19, 1936

Bell, Gordon R.
Berman, David Z.
Guardia, Mary
Hurvitz, Helen D.
Kerstein, Bertha
Kneale, Elwin
Scheible, Alfred G.
Schifferli, Rosemary M.
Smith, Florence B.
Theil, Ethel M.
Voelker, Marguerite L. (Did not turn in her paper)
Wegman, Margaret

Rochester Public Library

Apprentice Class--1936

The Rochester Public Library will conduct an Apprentice Class in library economy for a period of eight weeks, March 2, 1936 to April 25th inclusive.

Admission to the course will be restricted to Rochesterians who hold a Bachelor of Arts degree from an approved college or university who are not less than twenty-one nor more than twenty-five years of age, and who pass satisfactorily a series of entrance examinations designed to select the best possible persons for library service. Choice of candidates will be made on the basis of intelligence, aptitude, personality, background of book knowledge, literary appreciation and broad interests. Only a limited number of applicants can be accepted.

The class will require about forty hours a week of the student's time. Something over half of this will be devoted to class-room instructions and practice work under actual working conditions.

There will be no charge for the instruction, no pay for the time spent, and no guarantee of a position after completing the course. Candidates for appointment in the professional group of the library staff are required to hold at least the Librarian's Professional Three-year Certificate issued by the University of the State of New York, and to be certified by the Municipal Civil Service Commission. The B.A. degree from an approved college or university and "eight weeks professional training in an approved library apprentice course" entitles the candidate to the three-year certificate. Graduates who are appointed may be assigned at Main or in a Branch wherever and whenever the vacancy exists. The beginning salary for these positions is \$1100. a year.

Application blanks furnished by the library must be filled out and filed in the Office of the Director Rochester Public Library Edgerton Park, on or before twelve o'clock noon, Saturday, February 15, 1936.

February 5, 1936

Copy of this notice sent by registered letter on February 6, 1936 to each person on the March 20, 1935 Civil Service List for Assistant Without Training.

Rochester Public Library

Apprentice Class--1936

The Rochester Public Library will conduct an Apprentice Class in library economy for a period of eight weeks, March 2, 1936 to April 25th inclusive.

Admission to the course will be restricted to Rochesterians who hold a Bachelor of Arts degree from an approved college or university who are not less than twenty-one nor more than twenty-five years of age, and who pass satisfactorily a series of entrance examinations designed to select the best possible persons for library service. Choice of candidates will be made on the basis of intelligence, aptitude, personality, background of book knowledge, literary appreciation and broad interests. Only a limited number of applicants can be accepted.

The class will require about forty hours a week of the student's time. Something over half of this will be devoted to class-room instructions and practice work under actual working conditions.

There will be no charge for the instruction, no pay for the time spent, and no guarantee of a position after completing the course. Candidates for appointment in the professional group of the library staff are required to hold at least the Librarian's Professional Three-year Certificate issued by the University of the State of New York, and to be certified by the Municipal Civil Service Commission. The B.A. degree from an approved college or university and "eight weeks professional training in an approved library apprentice course" entitles the candidate to the three-year certificate. Graduates who are appointed may be assigned at Main or in a Branch wherever and whenever the vacancy exists. The beginning salary for these positions is \$1100. a year

Application blanks furnished by the library must be filled out and filed in the Office of the Director Rochester Public Library Edgerton Park, on or before twelve o'clock noon, Saturday February 15, 1936.

February 5, 1936

ASSISTANT LIBRARIAN WITHOUT TRAINING

Examination held February 15, 1935.

Standings sent out--March 12, 1935/

List confirmed-- March 20, 1935

Expires--March 20, 1939

1.	Katherine A. Drum	272 Elmdorf Avenue	95
2.	Helen E. Haven	16 Riverside Street	93.5
3.	Selma K. Sims	257 Park Avenue	93
4.	Elizabeth Burr	33 Kenwood Avenue	92
5.	Anna Schreiber	52 Hoeltzer Street	90
6.	Kathryn M. O'Reilly	32 Alexander Street	85
7.	Helen R. Blank	50 Erion Crescent	84
8.	Lois E. Smith	132 Curtis Street	79
9.	Alma Louise Ginnity	142 Post Avenue	78.5
10.	Marion Shapero	129 Canterbury Road	77.5
11.	David Berman	34 Henry Street	77
12.	Walter Paris	47 Glendale Park	76.4
13.	Lois Chadsey	517 University Avenue	76.3
14.	Ethel M. Thiel	19 Conklin Avenue	76.2
15.	LeRoy B. Conklin	95 Warwick Avenue	76.1
16.	Michael M. Karline	14 Glasser Street	76
17.	Mary E. Dowling	18 Wellington Avenue	75.9
18.	C. Jane Viall	60 Warwick Avenue	75.8
19.	Mary M. Rae	50 Chestnut Street	75.7
20.	Rose Sherman	521 Clifford Avenue	75.6
21.	Jane S. Naylon	240 Augustine Street	75.5
22.	Mary E. Glynn	475 Hayward Avenue	75.4
23.	Paul Perrotto	9 Julia Street	75.3
24.	John E. Ralston	460 Melville Street	75.2
25.	Mary Guardia	404 Central Park	75.1
26.	Eleanor L. Long	158 Atkinson Street	75



ROCHESTER PUBLIC LIBRARY

EDGERTON PARK

ROCHESTER, N.Y.

JOHN A. LOWE
DIRECTOR

February 15, 1936

The Examinations for Admission to the
Apprentice Class of Library Economy
will be held at Monroe Branch Library
809 Monroe Avenue, on next Wednesday

February 19, 1936

9 a.m. to 12:30 p.m.

2 p.m. to 5 p.m.

Rochester Public Library

Apprentice Class -- 1936

Entrance Examinations, February 19, 1936

Literature and General Information	9 a.m. to 10:30 a.m.
History and Current Events	11 a.m. to 12:30 p.m.
Personality and Psychological	2 p.m. to 5:00 p.m.

INSTRUCTIONS -- READ CAREFULLY

Examinations in Literature and History are recorded by number, not by name of candidate. (Names will be used on the afternoon examinations.)

The number you are to use appears on the envelopes the Examiner has given to you. Within the small envelope is a card. Write your name on it, put it back in the small envelope, and seal the envelope. Do not write your name on any other paper during the morning examinations.

Copy your number at the top of every sheet of paper you use in answering the questions. Draw a circle around your number, to differentiate between it and the question numbers.

Place the question number at the top of each sheet.

Write on only one side of the paper.

Begin each answer on a new sheet.

When you have finished the first examination, place the following in the large envelope marked "Literature"--

- a. The examination question sheet,
- b. Your answers to the questions,
- c. The small envelope containing your name.

Hand the envelope to the Examiner-

Similarly, when you have finished the second examination, place in the large envelope marked "History"--

- a. The examination question sheet,
- b. Your answers to the questions,

and hand the envelope to the Examiner.

Rochester Public Library

Apprentice Class--1936

Entrance Examination in History and Current Events

February 19, 1936

Answer 1, 3, 4, 6, 7 and one other

1. What are some of the reasons that brought to pass
 - (a) The French and Indian War
 - (b) The War of 1812
 - (c) The Spanish-American WarGive the more important results of each.
2. Where in our governmental set-up, federal, state, or municipal, does the power lie to
 - Regulate speed on highways
 - Prescribe standards for High School libraries
 - Tax importations of Canadian lumber
 - Establish immigration quotas
 - Impose a sales tax
 - Adopt daylight saving time
 - Try violators of the Sherman Anti-trust law
 - Protect literary property by copyright.(Answer 5)
3. What conditions and tendencies on the continent of Europe appear to be making toward war, where are the danger spots, and what are the probable alignment of nations? Discuss the reasons why you think the United States might, or might not keep aloof in case of war.
4. What are some of the historic reasons for
 - (a) The influence of France over Poland
 - (b) The antagonism between Ulster and the rest of Ireland
 - (c) The friendship between France and the United States
 - (d) The tension between Japan and Soviet Russia
 - (e) The suspicions of the United States felt in Mexico and Central America.
5. Into the racial make-up of what European peoples have the following strains entered?

1. Arabic	2. Basque	3. Celtic	4. Danish	5. Etruscan
6. Greek	7. Germanic	8. Norse	9. Turanian or Ural-Altaic	
10. Roman				
6. With what great issues or events are the following names associated?

Victor Emmanuel	Charles George Gordon	Rasputin
William Pitt	Warren Hastings	Robespierre
Fabius Maximus	Charles Stewart Parnell	Robert Bruce
Constantine	John Knox	Maria Theresa
Pericles	(Answer 10)	
7. Write a page on the history of your own state, covering its early settlement, the chief elements of its population, the general character of its activities, industries and interests, its political alignment, and other salient features.

Rochester Public Library

Apprentice Class--1936

Entrance Examination in Literature and General Information
February 19, 1936

Answer 1, 2, 4, 6, 7 and one other

1. What are some of the characteristics that distinguish Greek literature from that of Rome? Why was Greek literature practically unknown in Western Europe for a thousand years? What were some of the results of its re-discovery?
2. The following titles were included in a recent list of the most influential books of the last 50 years. Give the probable reasons for their inclusion:
Psychology of the unconscious, by Jung. Ulysses, by James Joyce.
Jean Christophe, by Romain Rolland. The Golden Bough, by Frazer.
Plays, pleasant and unpleasant, by Shaw. Babbitt, by Sinclair Lewis.
Looking backward, by Edward Bellamy. Relativity, by Albert Einstein
All quiet on the Western Front, by Remarque. Capital, by Karl Marx
Decline of the West, by Spengler
The influence of sea power upon history, by Mahan.
The frontier in American history, by F.J. Turner. (Answer 10)
3. What books would you recommend to
(a) A girl of 16, to interest her in the French Revolution?
(b) A club woman for a paper on American fiction, 1830-1860?
(c) A convalescent who wants something light, but clever?
(d) Supplement a High School course in English drama of the 17th century.
(e) A college student studying the influence of the Arthurian legends on English literature, who wants examples?
(f) To a shut-in lover of out-of-doors, who wants to escape through books? (Answer 5)
4. Discuss the content and practical value for librarianship of a course you have taken in one of the following:
Psychology: Government: Economics: Education; or the Fine Arts.
5. Correct the following if they seem to you to need correction: give reasons.
Mary enjoys music like I do.
Rev. Harris is pastor of the Episcopalian church
The Shakespeare first folio is quite unique
All men do not speak correct English
There are so many they need not to be counted.
6. When and where in the history of literature do the following belong?
The cavalier poets. The Trouveres. The heroic couplet
Euphemism Naturalism Chansons de geste
Ottava Rima Celtic revival (Answer 5)

7. Book review. To be assigned.

Entrance Examination of Pratt Institute School of Library Science, May 31, 1935,
for candidates without college degrees.

Feb. 26, 1936

Rochester Public Library
Apprentice Class - 1936

NUMBER	PERSONALITY	HISTORY	LITER.	INTEL.	
19	✓ Burr	C -	C +	119	
12	✓ Haven	C -	C +	113	
10	✓ Paulson	C +	C +	122	
22	✓ Wilcox	D +	C	119	
26	✓ Babin	B -	C -	114	
11	✓ Becker	C -	C	109	
34	✓ Bevan	C +	C -	114	
21	✓ Crawford	A -	C +	122	
23	✓ Hoffman	C	C -	110	
9	✓ Jamison	C +	C -	108	
31	✓ Long	C -	C -	115	
28	✓ Naas	C -	D +	114	
32	✓ Polsinelli	C	D +	115	
30	✓ Sullivan	D +	C -	115	
17	✓ Szinkunas	D +	C -	118	
14	✓ Toole	C -	D +	110	
38	✓ Van Graafeiland	D +	C -	114	
2	o Bell	C -	D +	117	out
20	✓ Doyle	C +	C	121	
3	✓ Glynn	C +	C +	117	
36	o Guardia	D +	C -	107	out
8	✓ Le Clare	D +	C +	117	
25	✓ McNamara	C -	C +	120	
29	✓ Pearlman	B -	D +	117	
15	✓ Rogers	B -	B	118	

Pass all in
this "A" group

Pass all in this
"B" group

out
Pass those in this
"C" group who passed at least
one written test

Feb. 26, 1936

-2-

NUMBER	PERSONALITY	HISTORY	LITER.	INTEL.	
24	✓ Rubenstein	B+	C	123	
33	✓ Schreiber	C+	C+	120	
16	o Smith	C-	C-	115	out
4	o Wegman	C-	D	115	out
27	o Berman	B-	C-	117	out
18	o Hurvitz	D+	D+	114	out
6	o Kerstein	D	D	119	out
1	o Kneale	C-	C-	122	out
35	o Scheible	D	C-	117	out
5	o Schifferli	C+	C	116	out
7	o Thiel	C-	D+	105	out

Drop all
these in the "D" group

Rochester Public Library

Apprentice Class - 1936

Entrance Examination in Literature and General Information, Feb. 19, 1936

Serial Number	1	2	4	5	6	7	3	Final
1	C✓	C*	C✓	D✓	D✓	—		C-
2	D✓	D*	D✓	C✓	D✓	C-	Ⓐ	D+
3	—	A*	C-		B✓	C-	D✓	✓C+
4	—	—	D✓	D✓	—	D✓		D
5	C✓	C	D✓	D	D✓	C+	B✓	✓C
6	D✓	D*	D✓	D✓	—	D✓		D
7	D✓	C*	D✓		D✓	—	—	D+
8	B✓	D*	C✓	A✓	—	C-		✓C+
9	B✓	C*	D✓		D✓	D✓	D✓	C-
10	A✓	C*	B+	C✓	D✓	C✓		✓B+
11	B✓	D*	B✓	D✓	B✓	D✓		C
12	C✓	C*	D✓	C✓	B✓	A✓		✓C+
13	C✓	D*	D✓	D✓	—	C✓		✓D+
14	A✓	B*	B✓	C✓	A✓	C✓		✓B
15	C✓	D*	C✓	D✓	D✓	C		C-
16	C✓	C*	D✓		C✓	D✓	C✓	✓C-
17	D✓	C*	D✓	D✓	D✓	D✓		D+
18	C✓	C*	A✓	D✓	D✓	B✓		✓C+
19	D✓	B*	—		A✓	C-	—	C
20	A✓	C*	B+		D✓	C✓	B-✓	✓C+
21	—	D*	A✓	B✓	D✓	C✓		C
22	C✓	B*	D✓		—	—	D✓	C-
23	C✓	B*	—	D✓	B✓	C-		✓C
24	C✓	D*	D✓	A✓	A✓	C✓		✓C+
25	C✓	C*	D✓	B✓	—	D✓		C-
26	C✓	B*	—	D✓	—	—		C-
27	C✓	D*	D✓	C✓	D✓	D✓		D+
28	D✓	C*	D✓	D✓	—	C-		D+
29	—	D*	D✓	C✓	B✓	D✓		C-
30	C✓	D*	C-		B✓	C✓	—	✓C-
31	C✓	D*	D✓	D✓	D✓	—		D+
32	C✓	B*	C-	D✓	A✓	—		✓C+
33	D✓	B*	D✓		B	C✓	C-	C-
34	D✓	D*	D✓		D✓	C✓	B✓	C-
35	D✓	D*	C-	C✓	B✓	—		C-
36	D✓	D*	D✓	D✓	D✓	C-		D+

Rochester Public Library

Apprentice Class - 1936

Entrance Examination in History and Current Events

Exam number

	1	2	3	4	5	6	7	Final
1	C-	B-	D-	D-		D-	D-	C-
2	B-	D-	D-	C-		D-	C-	C-
3	D-	A-	D-	C-		C-	A-	C+
4	D-	A-	D+	—		D-	B-	C-
5	D-	A-	C-	C-		C-	C-	C+
6	D-	C-	D-	—	D-	D-	D-	D
7	D-	B-	D-	D-		D-	C-	C-
8	D-	C-	D-	D-		D-	D-	D+
9	D-	A-	C-	C-		D-	D-	C+
10	D-	A-	C-	C-		D-	D-	C+
11	D-	C-	D-	B-		D-	C-	C-
12	C-		C-	C-		C-	C-	C-
14	D-	A-	D-	D-		D-	C-	C-
15	B-	C-	C-	B+		A-	C-	B-
16	D-	A-	D-	D-		D-	D-	C-
17	D-	B-	D-	D-		D-	D-	D+
18	D-	B-	D-	D-		D-	D-	D+
19	D-	A-	D-	D-		D-	C-	C-
20	C-	C-	C-	B-		B-	C-	C+
21	A-	B+	A-	A-		A-	A-	A-
22	D-		D-	D-	D-	D-	C-	D+
23	B-	D-	C-	C-		C-	C-	C-
24	A-	C-	A-	A-	B-	B-	D-	B+
25	C-	C-	C-	B+		D-	D-	C-
26	B-		A-	A-		A-	D-	B-
27	A-		C-	A-		B-	B-	B-
28	C-	B-	C-	—		D-	D-	C-
29	B-	A-	C-	B-		B-	C-	B-
30	D-		D-	C-	C-	C-	D-	D+
31	D-	A-	D-	C-		D-	D-	C-
32	C-	C-	D-	C-		A-	D-	C
33	D-		C+	C-	A-	A-	D-	C+
34	C-	A-	D-	C-		D-	B-	C+
35	D-	D-	D-	D-		D-	D-	D
36	D-	B-	D-	D-		D-	D-	D+
38	D-	B+	D-	D-		D-	D-	D+
	Fisher	Swift	JAL	Bent	AMH	JVS	Love	

Rochester Public Library

Apprentice Class - 1936

Personality Rating, February 19, 1936

<u>Name</u>	<u>Lowe</u>	<u>Hodges</u>	<u>Sauer</u>	<u>Rowe</u>
Babin, Gregory	B	B	B+	C
Becker, Kathryn	A	B-	A	B+
Bell, Gordon Roy	C	C	C+	D
Berman, David Z.	D	D	D	D
Bevan, Mildred Catherine	B	C+	B	B
Burr, Elizabeth	A	A	A	A
Crawford, Doris	B	B	B	C
Doyle, Elizabeth	C-	B	C	-
Glynn, Mary E.	C	C-	C	-
Guardia, Mary	C+	B	C	C
Haven, Helen E.	A	A	A	A+
Hoffman, Florence	A-	B+	B+	B
Hurvitz, Helen Dorothy	D	-	C	D
Jamison, Hildegard P.	B+	B	A	A
Kerstein, Bertha	D	D	D	C-
Kneale, Elwin	D	D	D	D
Le Clare, Elizabeth Jane	B-	C+	C+	C
Long, Eleanor L.	B-	B	B	C
McNamara, Joanne Ruth	C	C	C	C+
Naas, Bernard G.	B+	B+	B+	B
Paulson, Pauline M.	A	A	A	A+
Pearlman, Dorothy	C+	B-	C+	C
Polisinelli, Angelina	C+	B	C+	B

-2-

<u>Name</u>	<u>Lowe</u>	<u>Hodges</u>	<u>Sauer</u>	<u>Rowe</u>
Rogers, (Mary) Alice	C+	C	C	C
Rubenstein, Philip A.	D	B-	D	C
Scheible, Alfred	D	D	D	D
Schifferli, Rosemary Margaret	D	D	D	C
Schreiber, Anna	C	C	C	C-
Smith, Florence Beatrice	C+	D	D	C
Sullivan, Marion E.	B-	B	C+	B
Szinkunas, Julia	A-	C+	B+	B
Thiel, Ethel M.	D	D	D	D
Toole, Dolores Bernice	C+	C+	B	B
Van Graafeiland, Dorothy	B+	B	A	B
Wegman, Margaret	C-	C	C	C
Wilcox, Gretchen Dudley	B+	A	A	B

Rochester Public Library

Apprentice Class - 1936

Personality Rating

Excellent	Good	Average	Failure
Burr	Babin	Bell	Berman
Haven	Becker	Doyle	Hurvitz
Paulson	Bevan	Glynn	Kerstein
Wilcox	Crawford	Guardia	Kneale
	Hoffman	Le Clare	Scheible
	Jamison	McNamara	Schifferli
	Long	Pearlman	Thiel
	Naas	Rogers	
	Polisinelli	Rubenstein	
	Sullivan	Schreiber	
	Szinkunas	Smith	
	Toole	Wegman	
	Van Graafeiland		

Rochester Public Library

Apprentice Class - 1936

Entrance Examinations

	History	Literature	Personality	Psychological
Babin	B	C	B	C
Bevan	C	C	B	B
Burr	C	C	A	B
Crawford	A	C	B	A
Doyle	C	C	C	A
Glynn	C	C	C	B
Haven	C	C	A	B
Hoffman	C	C	B	B
Jamison	C	C	B	C
LeClare	D	C	C	B
Long	C	C	B	B
McNamara	C	C	C	A
Naas	C	D	B	B
Paulson	C	C	A	A
Pearlman	B	D	C	B
Polsinelli	C	D	B	B
Rogers	B	B	C	B
Schreiber	C	C	C	A
Szinkunas	D	C	B	B
VanGraafieland	D	C	B	B

#Otis

A - 120 and above

B - 110 - 119

C - 90 - 110

Rochester Public Library

Apprentice Class - 1936

Final Marks

Class Work & Examinations

	Book Selection	Classification & Catalogue	Loan Work	Children	Reference	Bolus	Practical
Babin	B	C	C	D	B	D	B ✓
Bevan	A	A	B	C	B	B	B ✓
Burr	A	A	A	A	B	B	B
Crawford	A	A	B	B	B	A	C ✓
Doyle	B	B	B	C	B	C	B
Glynn	A	C	D	A	B	D	C ✓
Haven	B	A	A	B	A	A	B
Hoffman	B	B	B	C	B	D	B
Jarvis	B	A	A	B	B	A	B
Le Clare	A	C	C	B	B	D	C
Loug	B	B	C	C	B	D	B
McNamara	A	B	C	C	A	C	C
Naas	B	B	C	C	B	B	C
Paulson	A	A	A	A	B	C	B
Pearlman	A	A	C	D	A	C	C
Polsinelli	B	B	C	D	B	D	B ✓
Rogers	B	C	D	C	B	D	C ✓
Schreiber	B	A	A	B	B	A	B
Szinkunas	A	B	B	C	B	D	B
Van Graafiland	A	A	A	B	B	D	C

Rochester Public Library

Apprentice Class - 1936

Final Marks

May 1, 1936

	Examinations & Class							Practice Work Final			
	Book Selection	Class. + Cat.	Loan	Children	Reference	Books		2 weeks	2 weeks	4 weeks	
Babin	81	75	75	67	B-	40		C	C	B	B
Bevan	91	91	84	76	B+	80		C	B	B-	B
Burn	98	92	95	95	B	85					B
Crawford	91	91	82	85	B	95		B+	C+	C	D "med"
Doyle	81	83	80	79	B	75		C	C-	B+	B
Elynn	97	77	70	94	B	70		C-	D	C-	C
Haven	87	96	95	86	A	90					B-
Hoffman	87	88	85	75	B+	65		A-	C+	B-	B
Jamison	84	91	92	87	B	95					B
Le Clare	92	78	79	80	B-	70		C	C	C+	C
Loug	87	86	79	75	B+	65		C	C	B	B
Mc Namara	94	88	78	76	A	75		C+	C+	C	C
Naas	84	80	75	76	B-	80		C	B	C+	C
Paulson	94	92	93	97	B	75		C	B	B	B
Pearlman	97	91	73	65	A-	75		C	C	C	C
Polzinelli	88	81	75	62	B	50		C+	C+	B+	B
Rogus	84	78	67	78	B	65		C	C+	C	C
Schreiber	82	96	93	80	B	90		B+	C-	A-	B
Sullivan	64	67	69						D	D	
Szinkunas	92	87	87	75	B+	65		C	B	A-	B
Van Graafeiland	92	91	92	85	B	50		A-	C	C	C

Rochester Public Library

Apprentice Class--1936

Final Ranking

	A	B	C	D
1 Burr	4	3		
2 Haven	4	3		
3 Paulson	4	2	1	
4 Jamison	3	4		
5 Schreiber	3	4		
6 Crawford	3	3	1	
7 Van Graafeiland	3	2	1	1
8 Bevan	2	4	1	
9 Pearlman	3		3	1
10 McNamara	2	1	4	
11 Glynn	2	1	2	2
12 Szinkunas	1	4	1	1
13 Le Clare	1	2	3	1
14 Doyle		5	2	
15 Hoffman		5	1	1
16 Naas		4	3	
17 Long		4	2	1
18 Polsinelli		4	1	2
19 Babin		3	2	2
20 Rogers		2	3	2

Rochester Public Library
Apprentice Class

Graduates of University of Rochester
College for Men

Babin, Gregory

Berman, David Z.

Kneale, Elwin

Rubenstein, Philip A.

Scheible, Alfred

Each of the above holds the degree Bachelor
of Arts from the University of Rochester.

Marion Lucas
Assistant to the Registrar

February 15, 1936

THE UNIVERSITY OF ROCHESTER
COLLEGE OF ARTS AND SCIENCE
ROCHESTER, NEW YORK

OFFICE OF THE REGISTRAR
COLLEGE FOR WOMEN

February 19, 1936

UNIVERSITY AVENUE

Mr. John A. Lowe, Director
Rochester Public Libraries
Edgerton Park
Rochester, New York

Dear Mr. Lowe:

I have your letter and I am glad to provide the information you desire in regard to degrees of our alumnae. Everyone on the enclosed list received her A.B. degree from the University of Rochester except Hildegarde Jamison, who, I think, attended another college.

If you need further information in regard to any one of them, we shall be glad to help you.

Sincerely yours,



Katharine Bowen
Registrar.

KB:D.

Rochester Public Library
Apprentice Class

Graduates of University of Rochester
College for Women

	<u>Date of B.A. degree</u>
Becker, Katharyn	1935
Bevan, Mildred Catharine	1932
Burke, Geraldine E.	1934
Burr, Elizabeth	1932
Crawford, Doris	1933
Doscher, Clare	1935
Guardia, Mary	1932
Haven, Helen E.	1934
Hoffman, Florence	1935
Hanks, Mrs. Wilbur L. (Tuttle, Grace M.)	1934
Hurvitz, Helen Dorothy	1935
Jamison, Hildegard P.	Not known
Karasick, Marian	1935
Kerstein, Bertha	1935
Long, Eleanor L.	1933
Paulson, Pauline M.	1935
Pearlman, Dorothy	1934
Polsinelli, Angelina	1935
Rousos, Dorothy	1934
Schreiber, Anna	1934
Sherman, Rose	1934
Sullivan, Marion E.	1935
Szinkunas, Julia	1932
Thiel, Ethel M.	1934
Van Graafeiland, Dorothy	1934
Voelker, Marguerite Lois	1932
Wilcox, Gretchen Dudley	1935

Rochester Public Library
Apprentice Class

Graduates of Nazareth College

Doyle, Elizabeth

Fontann, Catherine

McNamara, Joanne Ruth

Rogers, (Mary) Alice

Schifferli, Rosemary, Margaret

Smith, Florence Beatrice

Toole, Dolores Bernice

Wegman, Margaret

*These eight girls received the
Bachelor of Arts degree from Nazareth
College*

*Sister Lusa Marie
(Dean)*

February 15, 1936

UNION COLLEGE
SCHENECTADY
NEW YORK

This is to certify that GORDON ROY BELL
was graduated from Union College on June 12, 1933
with the degree of Bachelor of Arts.

C. F. Garis
.....
Dean

February 17, 1936

KEUKA COLLEGE

KEUKA PARK, N. Y.

February 18, 1936

Mr. John Adams Lowe, Director
Rochester Public Library
Rochester, N. Y.

My dear Mr. Lowe:

In reply to your letter of February 15, I am
pleased to report that Miss Elizabeth Jane LeClare
was graduated from Keuka College June 4, 1935 with
the degree of Bachelor of Arts.

Very truly yours,

Helen M. Space

Registrar

CERTIFICATE OF GRADUATION

THIS IS TO CERTIFY that Mary Elizabeth Glynn
was in residence at CORNELL UNIVERSITY from September 1927
to June 1931 and received the degree of A.B. on June 15, 1931

Date February 20, 1936
ITHACA, N. Y.

J. B. Hays Registrar

UNIVERSITY OF WESTERN ONTARIO
LONDON, CANADA

REGISTRAR'S DEPARTMENT
K. P. R. NEVILLE, PH. D.
HELEN M. ALLISON, B. A.
OLGA A. MILLER, B. A.

February 19, 1936

This certifies that

BERNARD G. NAAS

graduated from the University of
Western Ontario through its affili-
ated Assumption College, Sandwich,
Ontario, with the degree of Bachelor
of Arts, General Course, on June 5th,
1935.



K.P.R. Neville
Registrar



ROCHESTER PUBLIC LIBRARY

EDGERTON PARK

ROCHESTER, N.Y.


JOHN A. LOWE
DIRECTOR

February 26, 1936

I regret that I must inform you that you failed to pass the examinations for the Apprentice Class held at the Monroe Branch of this Library on February 19th.

We hope you may have better luck next time.

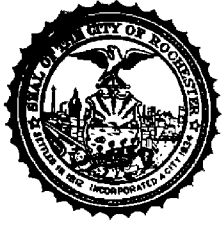
Very truly yours

JAL'EGS

John A. Lowe
Director of Libraries

Sent to:

Bell, Gordon Roy
Berman, David Z.
Guardia, Mary
Hurvitz, Helen Dorothy
Kerstein, Bertha
Kneale, Elwin
Scheible, Alfred G.
Schifferli, Rosemary Margaret
Smith, Florence Beatrice
Thiel, Ethel M.
Wegman, Margaret



ROCHESTER PUBLIC LIBRARY

EDGERTON PARK

ROCHESTER, N.Y.

JOHN A. LOWE
DIRECTOR

February 26, 1936

You will be glad to know that you passed successfully the entrance examinations for the Apprentice Class which were held on February 19th.

Classes begin at 9 o'clock on Monday, March 2, 1936, at the Monroe Branch of this Library.

Very truly yours

JAL'EGS

John A. Lowe
Director of Libraries

Sent to:

Babin, Gregory
Becker, Kathryn
Bevan, Mildred Catharine
Burr, Elizabeth
Crawford, Doris
Doyle, Elizabeth
Glynn, Mary E.
Haven, Helen E.
Hoffman, Florence
Jamison, Hildegard P.
LeClare, Elizabeth Jane
Long, Eleanor
McNamara, Joanna Ruth
Naas, Bernard G.
Paulson, Pauline M.
Pearlman, Dorothy
Polsinelli, Angelina
Rogers, (Mary) Alice
Rubenstein, Philip A.
Schreiber, Anna
Sullivan, Marion E.
Szinkunas, Julia
Toole, Dolores Bernice
Van Graafeiland, Dorothy
Wilcox, Gretchen Dudley

R hester Public Library
A rentice Class-1936

Schedules for Practice Work & Branches
(Tuesdays and Fridays 1-9 p.m.
except where otherwise noted)

	March 2 - 7	March 8 - 14	March 15 - 21	March 22 - 28	March 29- April 4	April 5 - 11	April 12 - 18	April 19 - 25
Lincoln	Polsinelli, Tues.1-9, Fri. 9-1, Fri. 6-9. Pearlman	Polsinelli, Tues.1-9, Fri. 9-1, Fri. 6-9. Pearlman	McNamara Rubenstein	McNamara Rubenstein	Bevan Crawford	Bevan Crawford	Bevan Crawford	Bevan Crawford
Portland	Glynn LeClare	Glynn LeClare	Rogers Wilcox	Rogers Wilcox	Rogers Wilcox	Rogers Wilcox	Doyle Schreiber	Doyle Schreiber
Hudson	Szinkunas Naas	Szinkunas Naas	Szinkunas Naas	Szinkunas Naas	Becker Hoffman	Becker Hoffman	Long Paulson	Long Paulson
Monroe	Long Paulson	Long Paulson	Long Paulson	Long Paulson	Polsinelli* Pearlman	Polsinelli* Pearlman	Polsinelli* Pearlman	Polsinelli* Pearlman
Brighton	Doyle, Mon.2-5, Tues.1-5, Fri.1-9. Schreiber	Doyle, Mon.2-5, Tues.1-5, Fri.1-9. Schreiber	Doyle, Mon.2-5, Tues.1-5, Fri.1-9. Schreiber	Doyle, Mon.2-5, Tues.1-5, Fri.1-9. Schreiber	Glynn LeClare	Glynn LeClare	Glynn LeClare	Glynn LeClare
Edgerton	Toole, Tues.9-5, Fri.1-9. Van Graaf- eiland Tues.1-9, Fri.9-5.	Toole, Tues.9-5, Fri.1-9. Van Graaf- eiland Tues.1-9, Fri.9-5.	Toole, Tues.9-5, Fri.1-9. Van Graaf- eiland Tues.1-9, Fri.9-5.	Toole, Tues.9-5, Fri.1-9, Van Graaf- eiland Tues.1-9, Fri.9-5.	Babin Sullivan	Babin Sullivan	Naas Szinkunas	Naas Szinkunas
Goodman	Becker Hoffman	Becker Hoffman	Becker Hoffman	Becker Hoffman	Toole	Toole	Wilcox	Wilcox
Genesee	Crawford Tues.6-9, Wed.1-5, Fri.9-1, Fri.6-9.	Crawford Tues.6-9, Wed.1-5, Thurs.1-5, Fri.6-9.	Bevan	Bevan	Van Graaf- eiland	Van Graaf- eiland	Rogers	Rogers
South	Babin Sullivan	Babin Sullivan	Babin Sullivan	Babin Sullivan	McNamara Rubenstein	McNamara Rubenstein	McNamara Rubenstein	McNamara Rubenstein

*Tuesdays and Thursdays, 1-9 p.m.

March 10, 1936

Rochester Public Library
Apprentice Class--1936

Detailed Schedule for Practice
Work at Central Library

March 2 - 7

Mildred C. Bevan - Art Division

Tuesday 1-9

Friday 1-9

Joanna Ruth McNamara - Literature & History Division

Tuesday 1-9

Friday 1-9

(Mary) Alice Rogers - General Reference Division

Tuesday 1-9

Friday 1-9

Gretchen Dudley Wilcox - Popular Division

Tuesday 1-9

Friday - Discontinued class

March 9 - 14

Mildred C. Bevan - Art Division

Tuesday 9-5

Friday 9-5

Joanna Ruth McNamara - Literature & History Division

Tuesday 1-9

Friday 1-9

(Mary) Alice Rogers - General Reference Division

Tuesday 9-5

Friday 9-5

March 16 - 21

Doris Crawford - Art Division

Tuesday 9-12

Wednesday 1-5

Thursday 1-5

Friday 6-9

Mary E. Glynn - General Reference Division

Tuesday 9-5

Friday 9-5

Elizabeth Jane LeClare - Literature & History Division

Tuesday 1-9

Friday 9-5

Dorothy Pearlman - Industry & Science Division

Tuesday 1-9

Friday 9-5

Rochester Public Library
Apprentice Class--1936Detailed Schedule for Practice
Work at Central Library

#2

March 16 - 21 (continued)

Angelina Polsinelli - Popular Division
 Tuesday 1-9
 Friday 9-1-5
 Friday 6-9

March 23 - 28

Doris Crawford - Art Division
 Tuesday 9-12
 Wednesday 1-5
 Thursday 1-5
 Friday 9-12

Mary E. Glynn - General Reference Division
 Tuesday 9-5
 Friday 9-5

Elizabeth Jane LeClare - Literature & History Division
 Tuesday 1-9
 Friday 1-9

Dorothy Pearlman - Industry & Science Division
 Tuesday 1-9
 Friday 1-9

Angelina Polsinelli - Popular Division
 Tuesday 1-9
 Friday 9-1-5
 Saturday 2-6

March 30 - April 4

Elizabeth Doyle - Circulation
 Tuesday 1-9
 Friday 1-9

Eleanor L. Long - Art Division
 Tuesday 9-5
 Friday 1-9

Bernard Naas - Literature and History Division
 Tuesday 1-9
 Friday 9-5

Pauline Paulson - Industry and Science Division
 Tuesday 1-9
 Friday 9-5

Anna Schreiber - General Reference
 Tuesday 9-5
 Friday 9-5

Julia Szinkunas - Literature and History Division
 Tuesday 9-5
 Friday 1-9

Rochester Public Library
Apprentice Class--1936Detailed Schedule for Practice
Work at Central Library

#3

April 6 - 11

Elizabeth Doyle - Circulation
Tuesday 1-9
Friday 9-5

Eleanor L. Long - Art Division
Tuesday 9-5
Friday 9-5

Bernard Naas - Literature and History Division
Tuesday 1-9
Friday 9-5

Pauline Paulson - Industry and Science Division
Tuesday 1-9
Friday 1-9

Anna Schreiber - Literature and History Division
Tuesday 9-5
Friday 9-5

Julia Szinkunas - General Reference Division
Tuesday 9-5
Friday 9-5

April 13 - 18

Gregory Babin - Industry and Science
Tuesday 1-9

Kathryn Becker - Literature and History
Tuesday 1-9

Florence Hoffman -- General Reference
Tuesday 9-5

Marion E. Sullivan - Popular Division
Tuesday 1-9

Dorothy Van Graafeiland - Art Division
Tuesday 9-5

April 20 - 25

Gregory Babin - Industry and Science
Tuesday 1-9
Friday 1-9

~~Kathryn Becker - Literature and History~~
~~Tuesday 1-9~~
~~Friday 1-9~~

Rochester Public Library
Apprentice Class--1936

Detailed Schedule for Practice
Work at Central Library

#4

April 20 - 25 (continued)

Florence Hoffman - General Reference
Tuesday 9-5
Friday 9-5

Marion E. Sullivan - Literature and History
Tuesday 1-9
Friday 9-5

Dorothy Van Graafeiland - Art Division
Tuesday 9-5
Friday 9-5

Rochester Public Library
Apprentice Class - March 2 - April 25, 1936

Report on Practice Time
(Required time - 105 hours)

Babin, Gregory	104:55
Bevan, Mildred C.	104:40
Crawford, Doris (Ill in two different weeks)	88:25
Doyle, Elizabeth	106:35
Glynn, Mary E.	105:25
Hoffman, Florence	105:05
Le Clare, Elizabeth Janel	104:40
Long, Eleanor L.	98:30
McNamara, Joanna Ruth	105:00
Naas, Bernard	105:35
Paulson, Pauline (Ill one day, absent one day because of death of grandfather)	90:50
Pearlman, Dorothy	105:15
Polsinelli, Angelina	102:00
Rogers, Mary Alice (Absent one day because of death of grandmother)	98:00
Schreiber, Anna (Ill one day)	97:30
Szinkunas, Julia	105:45
Van Graafeiland, Dorothy	105:35

3811

May 4, 1936

Rochester Public Library
Apprentice Class - 1936

Loan Work
Miss Rowe

Outline of Course

March 4	Loan Desk
March 5	Registration
March 7	Registration
March 9	Registration
March 11	Charging
March 12	Charging and Discharging
March 14	Discharging and Fines
March 16	Slipping, Schedules, Payroll
March 18	Renewals
March 19	Overdues
March 21	Reserves
March 23	Filled book slip and snags
March 25	Financial statistics
March 26	Circulation records
March 28	Book records and Interchange
March 30	Magazines
April 1	Exhibit Collections and Bulletin Boards
April 2	Loan Desk - Opening and closing procedure
April 4	Examination

Rochester Public Library
Apprentice Class--1936

Loan Work
Miss Rowe

REGISTRATION

A Records

1. At Main

a-Registration card file arranged alphabetically

- (1) Expired cards of delinquents only, which contain note, "Delinquent." (Weeding the registration file is continuous. E.g. The process of discarding cards with clear records, which have expired through December 31, 1934 is begun in January 1936).
- (2) All cards in force

b-Numerical record book

c-Readers' card file of:

- (1) New readers' cards
- (2) Readers' cards with fines
- (3) Lost card notices

2. At Branches

a-No alphabetical registration file

b-Numerical file

- (1) Numerical file book
- (2) Numerical file on cards for those who originally registered elsewhere

c-Readers' card file of:

- (1) New readers' cards
- (2) Readers' cards with fines
- (3) Lost card notices

B Routine

1. For adult registrations taken at Main

a-Ask applicant if he is a permanent or temporary resident

b-Ask him if he has ever had a card anywhere in the R.P.L.

c-If he says he is a permanent resident and has never had a card, have him fill out application card.

d-Look in application file to make sure that there is no previous application on file for him

If there is no record of previous registration

e-Look up patron's name in directory and verify address.

If name is in directory check (✓); if not in directory, put a minus (-) after name. If his name is not in directory, check street number in back of directory and also check name of person with whom he boards or rooms.

f-Put O.K. and initials on registration card.

REGISTRATION--Cont.

- g-For references suggest (1) relative at different address, (2) property owner. Verify references in directory. If they are found neither in telephone or house directory, ask for other references. Do not accept employers nor landlords.
- h-Select reader's card with next number and type in patron's name and address.
- i-Ask him if you have copied his name and address correctly.
- j-Type heading of registration card in presence of patron. Do not use Mr nor Miss. If applicant is a married woman, head her card with her married name. Use professional titles as Dr, Rev., Sister. Examples of correct headings
 - (1) For a man
Smith, John
 - (2) For a married woman, say Jane Smith whose husband is John Smith
Smith, Mrs John
 - (3) For an unmarried woman
Smith, Mary
 - (4) For a minister
Smith, Rev. John A.
 - (5) For a nun
Sister M. Angela
- k-Type number of reader's card on registration card
- l-Type address below written one on registration card
- m-Stamp expiration date on both cards and compare name, address, and number on two cards to be sure that they are exactly alike and give patron his card with copy of rules of the library.
- n-Tell patron that if books are to be borrowed, returned or renewed, reader's card must accompany books; and that registrant is responsible for all books drawn on his number.

Notes:

If patron is a permanent resident but has not lived here long enough to give references he may be treated as a temporary resident until he can give references. When he can, have him fill in references and return his deposit to him.

If patron has registered before call branch at which he registered and other branches where he has used his card and ask if his record is clear and if reader's card is there. If so, ask branch to destroy reader's card and make out new one. If record is clear but reader's card is not there, explain to applicant that if his card is lost it will be necessary to wait two weeks before it can be replaced and urge that he search for it at home. Fill out lost card form. If card has metal number plate, collect 10¢ at time of making out lost card form.

REGISTRATION--cont.

If card is not clear ask amount of delinquency, tell patron he owes library \$.....and that he may have card if he will pay this amount. If he questions charge suggest that he call at branch and straighten out the difficulty.

Each day, before filing registration cards make numerical record.

2. For adult registrations taken at Branches

a-At Branches

- (1) Ask applicant if he is a permanent or temporary resident
- (2) Ask him if he has ever had a card anywhere in the Rochester Public Library
- (3) If he says he is a permanent resident and has never had a card, have him fill out application card.
- (4) Look up patron's name in directory and verify address. If name is in directory check (✓); if not in directory put a minus (-) after name. If his name is not in directory, check street number in back of directory and also check name of person with whom he boards or rooms.
- (5) Put O.K. and initials on registration card.
- (6) For references suggest (a) relative at different address. (b) property owner. Verify references in directory. If they are found neither in telephone nor house directory, ask for other references. Do not accept employers nor landlords.
- (7) If possible, type in presence of patron, heading on registration card including address, below address as written by patron. Ask him if you have copied his name and address correctly. Do not use Mr nor Miss. If applicant is a married woman, head her card with her married name. Use professional titles as Dr, Rev., Sister For examples of correct see B-1-j above.
- (8) Permit registrant to borrow one book, pending receipt of card at branch (in about one week)
- (9) Charge book to borrower's name and address on book slip. On dating slip of book, put "N" for name, under date book is due.
- (10) If patron is re-registering rather than registering for the first time, have him fill out application card, stamp it "Re-register", copy old number in lower left corner of face of card, tell him to ask for his new reader's card the next time he comes in and allow him to take out the usual number of books.

REGISTRATION--Cont.

Deface old reader's card with word "Re-registered." Borrower may use this card as usual but must leave it at desk when books are charged.

When new reader's card is received, destroy old adult reader's card. (Clip old juvenile reader's card to new card until books are returned).

- (11) If patron wishes to re-register but does not have reader's card with him, and he is sure that it has expired, treat as new registrant.
- (12) Branches must notify Main immediately of all changes of address. Form must be fully filled out and must include old address. Record in branch numerical file file book must be changed.
- (13) Registrations sent to Main:
 - (a) Revise typed headings, O.K. and initial registration card
 - (b) Alphabetize registration cards and place with them lost card notices and change of address cards
 - (c) Send to Main by first class mail
- (14) Registration records received from Main:
 - (a) Type entries on numerical file sheets. A new reader's card is never given to a borrower until numerical file record has been made.
 - (b) File readers' cards and return lost card forms
 - (c) In case old card had not expired, clip old registration card, which has been returned from Main, to lost card notice, date one week ahead and treat as lost card notice.

b-At Main

REGISTRATION--Cont.

3. For registrations of children taken at branches

a-Eligibility

A child in the Third Grade may become a borrower in his own right.

No child below the Third Grade may become a borrower in his own right.

A child who has been promoted in June to the Third Grade is considered a Third Grade pupil as soon as school closes in June.

A child who has been promoted from the Eighth Grade is considered an adult.

b-Where children are to be registered

Filling out of the application blank is to be done in the children's room.

Exception

Children may be registered en masse in a class room, at the discretion of the children's librarian. She herself must be present to distribute the application blanks, make the necessary explanations and witness the signing of the children's names.

When registrations are so taken, the application blanks after they have been properly filled out, are to be returned to the library by the individual children.

Application blanks must never be left with the teacher, in the school office, or sent to a teacher at her request.

c-Routine

The child signs his own name in ink in the presence of the children's librarian or person assigned by the children's library to take registrations.

He is instructed:

- (1) That he is to take the application blank home for his parent's signature
- (2) That the name for reference may be written in at his convenience at home or at the library
- (3) That the card must be taken to the teacher for her signature.

REGISTRATION--Cont.

Exception 1-

In the case of registrations during summer vacations, the name of the teacher (preferably the next term's teacher) may be filled in by the librarian, followed by her initials.

Exception 2-

Parochial school teachers who do not wish to sign cards are not required to do so. The librarian fills in the teacher's name in these cases, followed by her own initials.

When the application blank, properly filled out, is returned to the library, the procedure is the same as in adult registration.

REGISTRATION--Cont.

Registration of Temporary Residents & Non-residents

1. Temporary resident: Person who is staying in Rochester for indefinite period but whose home is not here.

- a-Person may have library card by filling out regular application blank and making deposit of \$2.00 in place of references. Receipt must be given and it must be explained to person that refund is possible when he wishes to cease using the library. Any reasonable number of books may be borrowed.
- b-If person objects to \$2.00 deposit he may be treated as a non-resident and sign a blue card which requires signature of guarantor.
- c-Students coming from outside the city to attend an institution in Rochester must sign a blue card with the institution which he is attending as a guarantor. If school authorities refuse to sign as guarantor, an owner of real estate may be accepted as guarantor or applicant may leave a \$2.00 deposit.

2. Non-resident: Person who is living outside of Rochester

- a-This does not include
 - (1) Persons who come in daily for business or public school.
 - (2) Persons living just outside city in Brighton or Greece.
- b-Procedure
 - (1) Person must sign blue application card which requires signature of guarantor.
 - (2) The exceptions noted above are treated as permanent residents.

Notes:

1. All registration cards including those above mentioned go through Main registration file and receive regular numbers.
2. When deposit has been made, deposit money should be kept in safe against the time when it is to be returned, not sent in to office with fines and other receipts.
3. When deposit is returned, have borrower sign receipt and make the following note on his registration card "Deposit refunded

REGISTRATION--Cont.

and reader's card destroyed (date)", keep his application card in file and destroy reader's card. If in branch destroy reader's card and send note to that effect to Central on registration record sheet.

4. If same applicant returns again and registration has not expired, receive deposit, make usual deposit record, give him new receipt, issue new reader's card with old number and note on application card "2nd deposit (date)".

REGISTRATION--Cont.

Lost Card

A lost card notice may be taken only if patron is sure that card is lost. If not certain, ask for further search.

If a patron has lost his borrower's card, ask him whether his card was equipped with a metal number plate. If so, the assistant should collect 10¢ at the time the lost card notice is made out and the notice marked "Paid." This money should be put with the fines. No record other than the usual fine record is necessary.

If a patron does not remember what kind of card he possessed, the notice should be treated as a Branch notice. Then, if instead of the lost card notice, a duplicate metal number plate card is received from Registration at Main, the borrower must pay 10¢ before receiving the card.

PROCEDURE

1. A lost card notice is marked in the upper right corner "Ad" or "J" or with the words in full "Adult" or "Juvenile" to indicate which department of a Branch should receive the notice for its file.
2. When filling out notice for lost card
 - a- Print or type last name first, followed by comma and first name in full
 - b- Fill in present address and former address if he has moved recently
 - c- Place check before "Lost card, due" and stamp date with 2 weeks date due stamp, telling patron he may have his card on that date.
 - d- Send notices with other registration records to Main
3. If reader's card has expired, Main will notify the borrower
4. When notices are received from Main file in Readers' card file
5. If notice is returned with query "Formerly at (address), if (... number and expiration date), question borrower. If he is this person, record fact on the same notice, place it with registrations going to Main, and correct numerical file record. If not, take new registration and destroy lost card notice.
6. When borrower comes for card, type duplicate reader's card. Stamp card "Duplicate" in upper right corner.
7. Destroy lost card notice.
8. If original reader's card is returned, destroy duplicate.

REGISTRATION--Cont.

Juvenile Transfer

A borrower may transfer from the juvenile to the adult department when he has completed the eighth grade in school.

PROCEDURE

1. The borrower must present his juvenile reader's card and proof of completion of the eighth grade in school.
2. Borrower fills out new adult registration card.
3. New adult reader's card is made out with same number and expiration date.
4. Juvenile borrower's card is destroyed.
5. Number and expiration date is added to registration card.
6. Registration card is stamped "Trans. from Juv." under "Remarks"
7. New registration card is sent to Main after usual checking etc. has been completed.
8. In Branch numerical file book, stamp, after borrower's name, "Trans. from Juv."
9. At Main, new adult registration card is substituted for Juvenile registration card.

March 5, 1936.

11

REGISTRATION--Cont.

Change Of Name Or Address

When a change of the name and/or address of a patron is made on a borrower's card, Form 52 should also be fully filled out, including old name and/or address. Before a Branch sends this form to Main, the necessary changes must be made in the numerical file book.

Removal From City Or Death Of Borrower

When a borrower leaves the city permanently, his card should be defaced with this statement. After record of the change has been entered in the numerical registration file books at the place of registration and and at Main the borrower's card is destroyed.

If after his death, a borrower's card is returned to the library by a friend or relative the assistant writes on the card the word "Deceased." The card is then treated as above. .

March 6, 1936.

LOAN WORK

Borrower's Card

1. A borrower is entitled to but one borrower's card which must be presented when a book or other material is borrowed, returned or renewed. A borrower's card is issued for a period of three years. The card may be used interchangeably at the Main Library and all branches, but borrowed material must be returned to the place from which it is borrowed.

2. Each borrower is responsible for the use of his card, for all fines incurred, and for lost and damaged books charged upon it. The attention of each applicant should be called to these conditions, printed upon his card, when he registers.

3. A borrower's card may be given only to the owner, except on written notice to the Library from the owner.

4. A child may draw adult books for adult members of his family on the adult's card. Where this is done persistently the librarian should satisfy herself that the child is using the card with the authority of the parent and is actually drawing books for him.

5. In order to draw juvenile books a child must have his own juvenile card.

6. When adult books are needed for a child's school work or when for some reason satisfactory to the librarian in charge of the children's room, a child wishes to draw adult books, he may do so on his juvenile card.

7. Borrowers' cards are not kept on file at the library unless a fine has been incurred or books have been drawn on vacation privilege.

Number of Items Lent

8. Adult card

a. At branches, any reasonable number of books, at Main, 5 books only may be borrowed at one time or may be outstanding.

b. In addition, any reasonable amount of miscellaneous material

(1) Pamphlets and maps--at Main subject to the discretion of Division Head.

(2) Magazines--at branches, not more than three upon a card at one time; at Main, no magazines may be taken.

(2)

(3) Pictures and post cards--not more than twenty mounted pictures or post cards may be charged or may be outstanding on a card at any one time.

(4) Clippings--any reasonable number subject to the discretion of the Division Head. They are enclosed in an envelope and charged as one item.

9. Children's card

a. Only one book may be taken at a time by children below the Fifth grade. Children in the Fifth grade and above may borrow any two books at a time and one magazine.

b. Bird pamphlets. During the season in which bird pamphlets are in use, one pamphlet may be lent in addition to regular quota allowed to each child.

Length of Loan

10. Books, periodicals and miscellaneous material are lent for:

a. 14 days--all circulating books, pamphlets, pictures

b. 7 days--magazines (exception, issues six months old and not in demand)

c. Less than 7 days-- material in special demand may be more closely limited at the discretion of the librarian in charge of a branch or of a division at Main

Charging System (Modified Newark)

11. Blue borrowers' cards are used for adults and salmon for children.

Date slips (Date cards at Main)

12. Date slips and cards vary in color in accordance with the period of loan:

a. 14-day renewable is white

b. 14-day non-renewable is pink

c. 7-day magazine is pink

Book Cards

13. Book cards vary in color as follows in accordance with class of book concerned:

- a. 000-salmon
- b. 100-salmon
- c. 200-blue
- d. 300-pink
- e. 400-brown
- f. 500-lilac
- g. 600-buff
- h. 700-cherry
- i. 800-green
- j. 900-yellow
- k. Pictures-light blue
- l. Pamphlets-golden rod
- m. Fiction-white, ruled
- n. Duplicate (for all classes)-white, unruled

Ink Pads

14. The charges from various points are distinguished by color of the ink on the pad. Adjacent branches use different colors.

Loan Desk Routine

15. When a borrower brings books to desk to have them charged, assistant receives books and borrower's card, examines card on both front and back (where dates are stamped on borrower's card) for:

- a. Expiration date
- b. Overdue books
- c. Number of books charged on his card, to see if he is entitled to the number of books selected
- d. Open dates--If borrower presents, at the point from which book was borrowed, his card with an "open date" the procedure is as follows:

(1) Refer to readers' card file for receipt

(2) If no record is found, the date is questioned by stamping "Question" after open date and borrower is asked to bring in his card again if he receives an overdue notice. In the meantime the usual number of books may be borrowed.

16. No "open date" is ever stamped off a borrower's card unless the book borrowed or the receipt for it is on hand.

17. Each book is examined for physical condition. If unsatisfactory, the assistant asks the borrower to get another book. If borrower needs that book and no other copy is in, assistant notes condition of book on date slip or date slip page and lends book to borrower, calling attention to its condition.

18. If a book is presented with its book card missing from pocket, or with wrong card, search thoroughly in slipping trays, snags, overdues and about room, for the missing book card. If it cannot be found, ask person to get another book and put the book with snags. Refer exception to person in charge.

Charging Procedure at Main

19. The Gaylord electric charging machine is used at Main

Charging Procedure at Branches

20. Equipment

a. The book containing:

- (1) Book pocket
- (2) Book card (in pocket)
- (3) Date slip

b. The reader's card containing:

- (1) Borrower's number
- (2) Expiration date of card
- (3) Name of borrower, directory style
- (4) Address of borrower

c. Pencil date holder with rubber renewable dates set for date 14 days ahead

d. Pencil date holder with rubber renewable dates set for date 7 days ahead

e. Stamp pad

f. Circulation box or drawer

21. Procedure in charging adult books

a. The borrower writes his number, which is on his borrower's card, on the book card on the right side under the last number written on it. (At Lincoln and Charlotte, desk assistant or attendant writes this number)

b. He places the book card back in the book pocket and takes the book and his borrower's card to the charging desk

c. At the charging desk the assistant:

(1) Verifies the written number on the book card; revises number for clearness and legibility as well as for correct position on the right side of the book card and below the last written number

(2) Compares the book card with the book pocket

(3) Stamps the date on which the book will be due on the date slip in the book. Stamping must be straight and directly below the last date stamped. Since the borrower has no other means of knowing when that book will be due, this date due must be clear.

(4) Places the borrower's card in the book pocket

(5) Closes the book and hands it to the borrower

(6) Places the book card in the circulation box or drawer

d. When a reader is taking out several books, assistant verifies the number on the book cards and places the borrower's card in the pocket of the last book

e. When a book is being taken on a borrower's name, the assistant at the revising desk writes the borrower's name and address after the last number on the book card, stamps the date on which the book will be due on the date slip, writes the letter "n" under the date due, hands the book to the reader and puts the book card with the others

22. Procedure in charging children's books

a. At branches using self-charging in the Children's room the borrower writes, on the book card, the number which is on his borrower's card and replaces book card in its pocket

b. At the charging desk, the assistant:

(1) Stamps the date due for each item on the borrower's card

(6)

- (2) Stamps the date on which the book will be due on the date slip in each book
- (3) Verifies the written number on the book cards; or, if self-charging is not in use, writes the number on the book cards
- (4) Places the borrower's card in the book pocket
- (5) Closes the book and hands it to the borrower
- (6) Places the book card in the circulation box or drawer

Discharging Procedure at Main, Lincoln, Charlotte and for children's books in all other branches

23. Equipment

- a. Pencil date holder with current date
- b. Stamp pad
- c. Rubber stamps

(1) Question

(2) Fine due

24. In carrying out procedure of discharging, the assistant at the discharging desk:

- a. Opens each book or magazine
- b. Notes last date due stamped on date slip or date card
- c. Slips book or magazine immediately if it is one week or more overdue
- d. Slips borrower's card from book pocket
- e. Stamps current date in column at right of date due on borrower's card
- f. Collects fine if book or magazine is overdue. If fine is not paid, assistant stamps "Fine due", followed by amount of fine written in ink.
- g. Returns borrower's card to the borrower if no fine is unpaid
- h. Keeps borrower's card at library if fine is unpaid

1. Slips immediately all miscellaneous material and returns it with book cards to its assigned place. (Book cards are then cancelled or destroyed, at return desk in branches and in division at Main)

Discharging Procedure for adult material at all other branches

25. Discharging procedure is the same as in "24", above, except that the date of return is not stamped on the borrower's card which is here used as an identification card only.

Book Card

26. When a book card is filled, a new one is typed and numbered "2", "3", "4", as the case may be, and the old card is destroyed immediately after verification

Snags

27. Books whose book cards cannot be found. The assistant in charge of snags makes a thorough search in slipping trays under all dates and special classifications as overdues, bindery, etc. and consults shelf list to see if book has been recorded "Lost". If book is still a "snag", assistant types two duplicate book cards in red, one for the book pocket, one for the duplicate snag file. On each card is typed call number, author, title and accession number of book and current date. If the original book card is ever found both red duplicates are destroyed. If, on shelf list, book is recorded "Lost", librarian in charge makes new book card, changes shelf list record, and makes notation to send to Book Order and Catalog Department. In absence of Branch Librarian, notation should be made for her also.

28. Book cards whose books cannot be found. The assistant searches the shelves consistently, verifies the shelf list as above; and looks for a red duplicate book card in the duplicate snag file. If shelf list shows book "Lost" or "Worn", book card is given to Branch Librarian to be destroyed or, in her absence, kept for her with explanatory note. If red duplicate book card is found, search all circulating records for second red duplicate book card, destroy red duplicate snag file book card and clip original book card to red duplicate book card in circulation file. When book is returned destroy red duplicate book card and return original book card to its book pocket. If neither book nor red duplicate book card can be found, file snag book card under "Attention."

March 10, 1936

INTER-BRANCH LOANS

1. All books in all branches are for the use of all the people and, instead of borrowing a book from another branch for a reader, he may be sent to draw the book from that branch. On notice a book may be reserved for such a borrower. The borrowing of books from other branches, is a commendable service on the part of branch librarians, but the object should be the greatest usefulness of the books.

2. No book may be loaned to another branch without the permission of the librarian in charge of the branch.

3. A book apparently not in demand in its own branch may be temporarily loaned to another branch without time limit but subject to recall at any time.

4. A book used only occasionally in its own branch may be loaned to another branch with time limit.

5. A book in great demand in its own branch should not be loaned to another branch except for use in the building and with the understanding that it must be returned at once.

6. When Central or a branch lends a book to another branch, that should not be counted as a circulation. A circulation is counted when the book is issued to the public by the branch so issuing the book.

March 5, 1936.

CHILDREN'S ROOMS HOURS OF OPENING

The Children's room in each branch library is open to children from 2 until 6 o'clock library days. During these regular hours the children's librarian is on duty.

* The entire collection of each branch library including the books in the Children's room should be made available to adults whenever the branch library is open. Parents are permitted to bring their children to the library and draw juvenile books after the children's room is closed to children for the day. It should be courteously explained however that if they wish assistance in making their selection it will be necessary to come during the hours in which the children's librarian is on duty.

Children unaccompanied by adults are not permitted to use the library after 6 o'clock.

March 5, 1936.

REQUISITIONS

1. All materials, supplies, equipment, and repairs to buildings and equipment shall be requisitioned from headquarters. Requisitions shall be submitted once a week, and shall be addressed to Mr. Steinmann, Assistant to the Director. They may be enclosed in envelopes containing other matter, but if so, they shall be marked for Mr. Steinmann's attention.
2. Except in cases of emergency, hereinafter defined, all requisitions shall be typewritten, in duplicate, on the revised Form 18b. Items shall appear in the following sequence: (a) materials and supplies, (b) equipment, and (c) repairs to buildings and equipment.
3. Authority to requisition is vested only in the following persons: Head of Book Order and Catalog Department, Head of Children's and Extension Department, City Historian, Central Librarian, and Branch Librarians. In cases of emergency during the absence of one of these persons, the person next in charge in that department or branch may act for her superior.
4. All requisitions shall be sent so as to reach Mr. Steinmann no later than Tuesday of the week in which delivery is desired. Items carried in stock will be delivered on Thursday. Requisitions received later than Tuesday may not be filled until the following week.
5. Emergency calls, as well as written requisitions, shall be made to Mr. Steinmann. If he cannot be located at once, a message shall be left for him.
6. Emergency calls shall be made only for: (a) repairs to buildings or equipment which require immediate attention, and (b) materials and supplies which, due to extraordinary circumstances, are needed at once. As far as possible, materials and supplies are to be requisitioned on Form 18b, once a week.

March 5, 1936.

BOOKS CHARGED TO STAFF MEMBERS

As stated in the introduction, all library rules are made for the benefit of readers. In line with this principle are the regulations regarding book borrowing by staff members. In general they are applications of the fundamental one that all rules regarding the borrowing of books apply to staff members in the same way that they do to the public. The staff, except as noted below, is to receive no favors not granted to the public. Any infringement of a rule by a staff member weakens its enforcement with the public.

1. All full time staff members may have books charged on their names without going through the formality of securing reader's cards but part time members of the staff may have this privilege only in the branch where they regularly work. When borrowing books from any other branch a card should be used exactly as by any other member of the public.

When a member of the staff leaves the employ of the Library he must register and may borrow books only on the presentation of his reader's card.

2. Renewable books may be renewed once automatically by the branch from which the book has been borrowed.

3. Overdue notices should be sent to staff members just as to other borrowers.

4. No book on which there is a reserve may be drawn by a member of the staff. Staff members may also put in reserves and take their turn with the public.

5. New books in great demand should be drawn by staff members only for short periods as over night, over the week end, etc. They should never be passed about among personal friends, and thus withdrawn from use by the general public.

March 6, 1936.

COMPANY CARDS

A borrower's card may be issued to a business concern as well as to an individual. The method for registering a company, however, differs from that for an individual.

A request received at a Branch for a company card should be sent to the Central Registration Department. The Registration Department will send a form letter to the company, and when it is returned with the necessary information a card will be issued. The card will be sent to the Branch, where it must be kept at all times.

Only designated members of the company may draw books on a company card, and such books are for the use of the company only.

When books are charged against a company card, the name of the person drawing them should be recorded on the book card under the borrower's card number and the letter "f.c.," for firm card put in front of date due on date slip or date card.

Otherwise, company cards are subject to the same rules that govern the use of individual cards.

March 5, 1936.

Rochester Public Library
Apprentice Class--1936

Loan Work
Miss Rowe

RENEWAL OF BOOKS

Books, pictures and other non-fiction circulating material lent for 14 days may be renewed for an additional 14 days by presenting borrower's card and book at the library. A renewal may be made only at the point in the system from which it was borrowed. Items in great demand may not be renewed. These include material labeled "Non-renewable" and material on reserve.

Books long overdue, with records in the hands of the messenger may not be renewed.

In exceptional cases, books not in demand may be renewed a second time, at the discretion of the librarian in charge of the branch or division.

In refusing a second renewal, a patron is told that he may borrow the book again if it is on the shelf the next library day.

Books may not be renewed by mail or telephone.

Procedure

1. The book is slipped
2. "R" is written in front of the borrower's card number on the book card.
3. The book is recharged

March 13, 1936

RESERVES

Any circulating non-fiction book may be reserved. Magazines may not be reserved. A reserve card for a book in the Main collection may be taken at a branch and forwarded to Main. It is to be made clear to the patron that he is to call for the book at Main.

In response to a telephone request, any circulating non-fiction book, may be "temporarily reserved" until 9 p.m. of the day on which the request is made.

Procedure

1. The patron fills out reserve card, Form 122, with author title and call number of the book, and his own name and address.
2. When the reserve is taken, the assistant
 - a. Makes sure that reserve card is correctly filled out;
 - b. Collects the 5-cent charge, in advance;
 - c. Writes initials after "Paid" or "Due" as the case may be.
3. At earliest convenience, the assistant
 - a. Looks to see if book has come in;
 - b. If book is not in, attaches "Eureka" clip (which is used exclusively for reserves) to book card in charging tray. If there is more than one copy of the book in the library, all cards must be clipped.
 - c. Below "Clipped" on reserve card, writes date first copy of book is due;
 - d. Files reserve cards alphabetically by author, and in order of application if there is more than one reserve for the book.
4. When a reserved book comes in, the assistant
 - a. Slips book;
 - b. Fills out reserve postal, Form 33; Date to which book will be held is two library days in advance of the date on which the card is mailed.
 - c. In space "Hold until", on Reserve card, Form 122, notes date to which book will be held;

-2-

- d. Places Reserve card with book card in book pocket;
 - e. Puts the book, in shelf list order, on Reserve shelf; from which it must not be removed, by anyone, except as noted below "5" or "6";
 - f. Mails reserve postal in time for evening mail collection;
 - g. Records in monthly statistics book the number of reserves sent each day;
5. When the patron comes for book held for him, the assistant
- a. Finds book on reserve shelf;
 - b. If borrower's name agrees with the name on the Reserve Card, Form 122, and the charge has been paid, charges the book to patron as usual.
6. If book is unclaimed on the expiration date of the Reserve, the assistant
- a. Removes book from reserve shelf;
 - b. Stamps current date in space "Unclaimed" on reserve card, Form 122;
 - c. Files reserve card under "Reserves not called for" for use in case of complaint;
 - d. Removes clip if no other reserves for that book are on file;
 - e. If 5-cent charge has not been paid, heads reserve card with borrower's name and address and files it in borrower's card file.
7. When, in slipping books, a reserve clip is found on a book card, and investigation shows that there are no longer any reserves on that book, the clip is removed.

March 18, 1936.

CHARGES

1. Fines for overdues

- a. 2 cents each library day for each overdue book, pamphlet, or magazine
- b. 2 cents each library day for each ten items or fraction thereof vertical and picture files, as pictures, clippings, maps, etc.
- c. The maximum fine for a book returned overdue is the list price of the book minus 20% for adult books, minus 50% for juvenile books, plus messenger fee if a messenger has been necessary
- d. The maximum fine for a lost overdue book, which is paid for, is 50% plus any messenger fee. This procedure is a compromise in the interest of good will and of simplification
- e. Messenger fee--25¢

2. Charges for lost material

- a. For books that are now being bought in reprint editions, the discount should be deducted from the reprint price rather than from the original publisher's price
- b. For lost magazines--the single copy price of that magazine
- c. Payment for lost material cancels any fine obligation over 50¢ but does not cancel a messenger fee (See 1, d above)
- d. For pictures--25¢ for each mounted picture and 25¢ for any unmounted group

3. Charges for mutilation

- a. Dating slip removed or mutilated--2¢
- b. Book pocket removed or mutilated--5¢
- c. Books, new or rebound, or magazines mutilated beyond repair, same as for lost books (See 2, a and b above)
- d. For books mutilated so that they need rebinding--60¢
- e. For other mutilated books the amount to be charged must depend upon the extent of the damage. Occasionally the ability of the borrower to pay should be taken into consideration, especially in the case of a child

(2)

4. Charges for services

a. For reserve postal--5¢

b. When borrowers wish to have books mailed to them, the request should be accompanied by a mailing fee of 5¢ per volume. If the postage has not been paid in advance the postage charge should be placed on the reader's card, and marked "Postage"

NOTICES FOR OVERDUE MATERIAL

Accuracy, insured by constant revision, is essential in all work with overdues. A mistake in an overdue arouses a patron's ire more quickly than anything else. Here accuracy is much more important than speed.

All material which is one week or more overdue should be slipped while the patron is still at the desk, in case requests for information have been noted on the book cards.

Procedure

1. Before using, overdue supplies are stamped as follows:

a. Form 30A

(1) On face of card, in upper left corner, name and address of branch or other agency

(2) On message side of card in upper left corner, days and hours agency is open

(3) Below Rochester Public Library, name of agency

(4) Below name of Director, following "Per", name of branch librarian or librarian in charge of agency

b. Form 113

(1) At right of City seal, to balance address of central offices at left, the name and address of the branch or other agency

(2) Days and hours of library opening

(3) Below "Director of Libraries" Per (name of branch librarian or librarian in charge of agency)

c. Envelopes, in upper left corner, name and address of branch or other agency

(3)

2. First Notices. The assistant in charge of overdues

- a. Takes, each library day, from the slipping tray, all book cards for books which are one week overdue
- b. Stamps or writes date due on book card opposite the last borrower's card number
- c. Searches on shelves, including snag shelf, to make sure that books have not been returned
- d. Fills out the overdue postal, Form 30A, placing borrower's card number in lower left corner and own initials below "Per" in lower right corner
- e. Stamps on the book card, with band date stamp, "1st notice" and current date on the line below borrower's card number
- f. Files the book cards under "OVER DUES" in circulation trays
- g. Addresses overdue postals from numerical registration book, or transfer file; or, if borrower's card number appears in neither place, secures name and address of borrower from Main, and makes out card with borrower's number name and address and the expiration date of his card, for transfer file
- h. At closing time, looks to see if books for which overdues have been written are still unreturned
- i. Mails cards for books still unreturned
- j. Saves postals, for books which have been returned. (Cumulations of filled out, uncanceled postals are returned to Library Office for redemption.)

3. Final notice letter. The assistant in charge of overdues

- a. Takes, each library day, from "OVER DUES", book cards for books which have not been returned one week after first notice was mailed
- b. Searches, in every possible place for these books before sending this letter quoting the law
- c. Stamps each book card with band dater "Letter" and current date, below "1st notice"
- d. Fills out final letter notice, Form 113, placing own initials below "Per"
- e. Files book cards after "2 NOTICES" in circulation tray

(4)

- f. Addresses envelopes from numerical registration book or transfer file and writes borrower's card number on envelope where it will later be covered by stamp
- g. At closing time, if books are still unreturned, inserts letter, making sure borrower's number on letter matches that on envelope in which it is inserted.
- h. Affixes postage stamps to letters for books which are still unreturned and mails them

4. Messenger notices. The assistant in charge of overdues

- a. At least once each month, takes out cards of overdue books for which final notice letter was sent not less than two weeks before
- b. Sends list of books not found to Book Order and Catalog Department for publishers' prices
- c. Enters price, minus discount, as per "Charges, 2" (page 36--), on book card
- d. Searches again in every possible place for books
- e. Fills out, on typewriter, messenger notice, Form 32, in duplicate
 - (1) Above line: current date, *author, title, date due, cost as "4, c" above
 - (2) Below the line; name of borrower, date due and charges, as indicated on form and in accordance with "Charges, 1 and 2" (page 36--)
 - (3) Folds messenger notice
 - (4) Types, at top, with fold at right as per sample below:

Deimar, 23	Adult
Green, Mrs. Harry	Y11507
Edgerton	Feb. 4, 1936

Letter sent Apr. 1, 1936
 (Notes for messenger, as
 "Moved, cannot locate")

- (5) Sends original messenger notice to Main

(5)

(6) Attaches duplicate Messenger notice to borrower's card (or to lost card notice filed in its place)

(7) Files book cards in circulation tray following guide "MESSENGER"

(8) When book is returned by borrower:

(a) Slips book

(b) Removes duplicate messenger notice from borrower's card

(c) Collects charges and returns borrower's card to its owner; or, notes unpaid charges on borrower's card and returns it to file

(d) Notes on duplicate messenger notice that material has been returned and sends it to Main for Messenger

(9) When book is returned by messenger:

(a) Slips book

(b) Takes borrower's card and duplicate messenger notice from borrower's card file

(c) Notes on borrower's card (or lost card notice) any unpaid charges and refiles it

(d) Destroys original messenger notice (received with book) and its duplicate

(e) Adds "charges" received from messenger to fines for that day

March 18, 1936

VACATION PRIVILEGE

During June, July, August and September any borrower who is leaving the city temporarily may take a number of books in addition to those usually allowed. The choice of books must be approved by the librarian in charge. New books or books in great demand may not be drawn under this privilege. Any book borrowed, if urgently needed, will be sent for and must be returned at once at the borrower's expense. All books drawn on this privilege must be returned by October 1.

Borrowers should notify the library promptly of any change in address.

Vacation privilege is for adults only, children's books may be drawn on adult cards but not on juvenile cards.

PROCEDURE FOR CHARGING

1. Use the special rubber stamp with permanent expiration date, "Oct 1", for charging books for the vacation period.

2. Stamp the date slip in the book and the book card opposite the borrower's number.

3. Clip vacation address (on form 130) to borrower's card.

4. File cards of books taken on Vacation privilege and the borrowers' cards, in a separate place until a daily record of the number of borrowers using Vacation privilege and the number of books drawn has been made in the monthly statistics book.

5. The number of books drawn is included in the daily circulation record, but the book cards are filed behind the guide labeled "Vacation."

6. When a borrower wishes to take books on Vacation privilege from more than one place:

a. Others must call the first place, where the borrower's card is on file.

b. The first place notes and borrower's card the place of additional borrowing and number of books drawn there.

c. To take the place of the borrower's card, the other place fills out Form 52 with name and number of borrower and his city and vacation addresses (so marked).

d. On this Form 52 are entered the number of books borrowed there and the place where borrower's card is on file.

(2)

PROCEDURE FOR DISCHARGING

1. If books are taken on Vacation privilege from one place only:
 - a. Take borrower's card from file, and check off number of books returned.
 - b. Slip each book while borrower is at desk.
 - c. Return borrower's card to owner when all books have been returned.
2. If books have been borrowed from more than one place:
 - a. First place:
 - (1) Discharges books borrowed there as in "1" above
 - (2) Checks off books borrowed elsewhere when notified that they have been returned
 - (3) Keeps borrower's card until all books borrowed on Vacation privilege from all places have been returned
 - b. Other place:
 - (1) Discharges books borrowed there, as in "1" above except for use of Form 52 in place of borrower's card
 - (2) Notifies place where borrower's card is on file of number of books returned
 - (3) Destroys Form 52 when all books borrowed from that place have been returned

March 12, 1936

FINAL EXAMINATION

Complete the following:

1. A child in the sixth grade may take _____
on his borrower's card.
2. The records basis of the Rochester Public Library registration
system is _____
3. A borrower who has an adult card may take _____ number of
books, _____ magazines from a branch. At Central, he may
borrow _____ books and _____ magazines.
4. The following information is given on a borrower's card _____

5. If a new resident wishes to borrow books and he can give no
references, he may _____

For the following 25 questions record the number or numbers which
make a complete and correct statement according to the Rochester
Public Library rules and procedures.

1. A book may be reserved (1) by mail (2) by telephone (3) in
person.
2. A book may be renewed (1) by mail (2) by telephone (3) in
person.
3. The purpose of charging a fine for an overdue book is (1)
to make money to buy books for the library (2) to insure
the return of the book (3) to punish the borrower.
4. When a borrower loses an adult book he is charged (1) the
list price of the book (2) the list price of the book minus
50% (3) the list price of the book minus 20% (4) the over-
due fine (5) the overdue fine up to fifty cents.
5. When a borrower loses his card a lost card notice is filled
out by the (1) library assistant (2) borrower.
6. (1) Three (2) Two overdue notices are sent a borrower before
sending a messenger for an overdue book.
7. The charge for messenger service for an overdue book is
(1) 25 cents (2) 50 cents (3) the overdue fine.
8. (1) The branch librarian (2) the director (3) each assistant
(4) the Board of Trustees represents the library to the
public.

-2-

9. When an address of a borrower is changed the library record must be changed (1) on the reader's card (2) in the branch numerical file book (3) in the Central numerical file book (4) on the registration card in the file of registrations at Central.
10. (1) Any adult who is a resident of the city of Rochester (2) Any adult in the city of Rochester may borrow books from the Rochester Public Library if he registers at a branch or at Central.
11. (1) At Central (2) at branches new borrowers' cards are issued immediately.
12. The loan period of a book is (1) 7 days non-renewable (2) 14 days non-renewable (3) 14 days renewable.
13. A book receipt is (1) a card recording the return of a borrowed book (2) a card indicating that a book which is lost has been paid for.
14. Uncataloged pamphlets circulate on a (1) magazine book card (2) pamphlet book card (3) fiction book card (4) book card for the class to which it would belong if cataloged.
15. Reference books (1) seldom circulate (2) never circulate.
16. Books are thoroughly looked over for needed repairs (1) after they have been slipped (2) when a borrower brings his books to the charging desk to be charged.
17. When a book is loaned to another branch (1) the book is charged to the branch (2) its book card is filed with the day's circulation (3) its book card is filed in an inter-library loan file (4) it is recorded with the circulation for that day.
18. When a foreign book is loaned to another branch by the home branch the procedure is (1) the same (2) not the same as that above in (17).
19. When a book is worn (1) it is discarded at its branch (2) it is sent to the bindery division (3) it is recorded as "worn" on the shelf list at the branch as soon as it is discarded (4) it is recorded as "worn" on the branch shelf list when notified to do so by the Book Order and Catalog Department.....
20. If a patron at a branch inquires whether Central subscribes to the Christian Century Magazine (1) the assistant must phone Central for the information (2) the assistant refers to a record which is in the branch.

-3-

21. When a borrower with an unexpired juvenile card finishes the eighth grade in school and wishes to have an adult card (1) he brings his borrower's card to the library (2) he registers for an adult borrower's card (3) he must wait a week for his new card from Central (4) he is immediately given an adult borrower's card with the same number which he had in the juvenile room.
22. If a borrower has lost a Central metal disk borrower's card he must pay ten cents for it (1) when he receives the new card (2) when the lost card notice is made out for him.
23. An unexpired registration card returned from Central with new borrowers' cards indicates that (1) a new registration card has been kept at Central (2) a borrower's card should be typed for him immediately (3) there must be a borrower's card for him at the branch (4) this registration card should be treated as a lost card until the borrower comes in and recognizes the registration card as his own. (5) the borrower must wait two weeks from the time he registered for a duplicate card.
24. Material which may be reserved includes (1) fiction (2) circulating non-fiction (3) magazines
25. When the messenger returns an adult book one year overdue, the borrower is charged (1) the list price of the book (2) a messenger fee (3) a fifty cents fine (4) the list price of the book minus 20%

Answer 1 and 2.

1. Up-to-date you have worked in two branches of the Rochester Public library. Compare the loan work at the two branches by showing the differences and by giving what you believe to be the reasons for these differences. Name the two branches which you are comparing.
2. Describe an ideal loan desk assistant.

Rochester Public Library
Apprentice Class 1936

Loan Work
Miss Rowe

	Class 75	Exam 72	Course 74 ✓
Babin			
Becker			
Bevan	85	84	84
Burr	95	94	95
Crawford	80	87	82
Doyle	78	85	80
Glynn	65	80	70 ✓
Haven	95	92	95
Hoffman	85	87	85
Jamison	95	85	92
LeClare	79	78	79
Long	78	82	79
McNamara	80	76	78
Naas	75	76	75
Paulson	95	88	93
Pearlman	70	79	73 ✓
Polisinelli	75	74	75
Rogers	65	72	67 ✓
Schreiber	95	90	93
Sullivan	65	78	69 ✓
Szinkunas	93	75	87
Toole			
VanGraafeiland	95	86	92

Loan Work Exam

- 2% for legibility, neatness, general ability shown.
- 20% Completethe following
- 43% The 25 questions
- 10% Question 1
- 15% Question 2

Rochester Public Library
Apprentice Class - 1936

Book Selection
8 lessons
Miss Timmerman
Miss White

March 2 Lesson 1.
Purpose of course
Book reviewing weeklies

March 4 Lesson 2.
Bibliographies

March 5 Lesson 3.
Use of bibliographies

March 7 Lesson 4.
Selection of non-fiction

March 9 Lesson 5.
Book ordering

March 11 Lesson 6.
Professional literature

March 12 Lesson 7.
Selection of fiction

March 14 Lesson 8.
Book meeting

March 16 Examination

Rochester Public Library
Apprentice Class--1936

Book Selection
Miss White
Lesson 1
March 2, 1936

Assignment: Comparison of three book reviewing weeklies
Books (New York Herald-Tribune)
New York Times Book Review
Saturday Review of Literature

Examine Several numbers of each periodical and make comparisons, considering the following topics.

	Books	N.Y. Times	Saturday Review
Editor			
Number of books reviewed			
Subjects covered			
Proportion of reviews signed			
Promptness of reviews			
Regular contributors			
Kind of reviews			

	Books	N.Y. Times	Saturday Review
Special features			
Illustrations			
Foreign books			
Children's books			
Advertising			
Rare books Book collecting			
Valuable as aid in buying or in selecting book for individual			

Rochester Public Library
 Apprentice Class—1936

Book—Section
 Miss: Timmerman
 Lesson 2,
 March 4, 1936

Assignment: Examine the bibliographies listed and fill in the blanks in the outline.

	Standard catalog for public libraries: Fiction and non-fiction	Standard catalog for high school libraries	Standard catalog supplement	Standard catalog monthly (in Wilson bulletin)	Book review digest
Editor					
Publisher					
Date or frequency					
Scope Limitations of language, form (books, pamphlets, etc.) period, sub- ject? Limited to books in print? Approximate number of titles?					
Arrangement, i.e., classified or alphabetical					
Annotations? Descriptive or critical?					
Bibliographical information					
Indexes					
Special features					
Relation to other bibliographies listed here					
Uses					

Assignment: Examine the bibliographies listed and fill in the blanks in the outline.

	A.L.A. catalog	A.L.A. catalog supplement *	Booklist	Booklist books	Subscription books bulletin
Editor					
Publisher					
Date or frequency					
Scope Limitations of language, form (books, pamphlets, etc.) period, sub- ject? Limited to books in print? Approximate number of titles?					
Arrangement, i.e., classified or alphabetical					
Annotations? Descriptive or critical?					
Bibliographical information					
Indexes					
Special features					
Relation to other bibliographies listed here					
Uses					

Rochester Public Library
 Apprentice Class—1936

Book Lesson
 Miss Zimmerman
 Lesson 2
 March 4, 1936

	United States catalog *	Cumulative book index*	Publishers' weekly	Publishers' trade list * annual	Vertical file service catalog *
Editor					
Publisher					
Date or frequency					
Scope Limitations of language, place, form? Limited to books in print?					
Arrangement					
Bibliographical information					
Indexes					
Special features					
Relation to other bibliographies listed here					
Use					

For notices of forthcoming publications examine "Advance book information" in Library Journal, quarterly indexes in Publishers' weekly, and American news.

* at Main Library

Assignment: Using the bibliographies studied in the last lesson, answer these questions.

1. A branch library needs an up-to-date, not too technical, book on electricity. What would you buy?
2. Your branch library needs a book on the care and repair of the motorcycle. What would you buy?
3. The branch where you are working has requests for something new on knitting, suits, sweaters, etc. Would you buy books or pamphlets? Where would you look for pamphlet material?
4. The Italian collection needs new titles. Where would you look for a recommended list?
5. Suppose the branch library where you are working has no book about the misuse of our economic resources. What would you suggest buying?
6. If you were planning to give a book talk on "It can't happen here" by Sinclair Lewis, where would you look for descriptions of the book?
7. If you were working in a branch library and a patron asked for the address of Cokesbury Press, where would you look?
8. A patron requested this book which she thinks is to be published this spring. Who will publish it?
Sherlock, Chelsea C. - The utility gardner's how book
9. You are replacing in a branch library worn copies of Joseph Conrad's fiction. Which titles would you plan to keep in the collection?
10. A patron, one of a group, studying the care and repair of the automobile, and having about \$25.00 to spend, asks your advice about buying "Automobile engineering." What would you recommend?
11. Where would you look for the essential technical books published in 1934?

Assignment: Assume that you are in charge of this branch and that one of the following biographies is worn out.

Herzog, Emil (André Maurois) Byron

Russell, Phillips. Emerson, the wisest American

Franklin, Benjamin. Autobiography

Boswell, James. Everybody's Boswell

Krutch, J.W. Edgar Allan Poe

Decide whether you would order another copy to replace the one which is worn out, basing your decision on the following factors.

1. Demand, as indicated by
 - a. Circulation record of this book.
 - b. Circulation record of other books on the subject
2. Has the library enough other material on this subject to satisfy the demand? Compare this book with the other books on this subject in the library to determine whether in content or treatment it is sufficiently different from or better than the others to warrant keeping it in the collection.
3. Value of book under consideration. Your judgment will be based on
 - a. Careful personal examination of the book.
 - b. Its rating in standard bibliographies, such as the Standard catalog and its supplements, the A.L.A. catalog and its supplements, Book review digest, etc.
4. Are there newer and better books on the subject which this library has not purchased? This question will be answered by referring to the bibliographies and by examination of recommended books at the Main Library.

Read Chapter XII of Haines, Helen E. Living with books.

Rochester Public Library
Apprentice Class—1936

Book Selection
Lesson 5
Miss Timmerman
March 9, 1936

Satisfactory Reprint Editions for Library Use

	Publisher	Price
Blue Ribbon Books Reprints of best-selling recent non-fiction.	Blue ribbon books	1.00
Dollar Books of Distinction Reprints of important recent fiction and some light non-fiction	Grosset	1.00
International classics Attractively illustrated, well-made editions of classics.	Dodd	2.00
Star dollar books Reprints of recent best-selling non-fiction and a few fiction titles.	Garden City	1.00
Universal library Good editions of classics, principally fiction.	Grosset	1.00

The cheap reprints of popular fiction published by Burt and Grosset are used for replacement although they are not entirely satisfactory editions.

Assignment: Assuming that you are in charge of the Monroe Branch Library, write an order card for one copy of each of the following:

1. A reprint edition of Francis Hackett's Henry The Eighth.
2. A good library edition of Emily Brontë's Wuthering Heights.
3. Can Europe keep the peace? (with new concluding chapters) by Frank H. Simonds.
4. A duplicate copy of the biography you read for Assignment 4.
5. Jalna, by Mazo DeLaRoche.

Each card should give the following information:

1. Branch for which book is ordered.
2. Number of copies.
3. Call number for non-fiction.
4. Author's full name if obtainable; if you find only initials of given names leave eight typewriter spaces after each initial, to allow space for name to be written in if found later.
5. Title, sufficiently complete to identify revised or other special edition.
6. Date.
7. Publisher.
8. Price.
9. Indication if this order is for a duplicate copy.
10. Signature of branch librarian or division head.

Rochester Public Library
Apprentice Class--1936

Book Selection
Miss White
Lesson 6
March 11, 1936

Assignment: Examination of Library Periodicals
Examine several numbers of each periodical
considering the following topics

	Library Journal	Library Quarterly	Wilson Bulletin
Editor			
Publisher			
Place of publication			
Frequency			
Scope			
Contributors			
Special departments or sections			
To whom will it appeal?			
Index			
Indexed in magazine index			
Illustrations			

Rochester Public Library
Apprentice Class--1936

Book Selection
Lesson 6

	New York Libraries	Publishers' Weekly	American News
Editor			
Publisher			
Place of publication			
Frequency			
Scope			
Contributors			
Special departments or sections			
To whom will it appeal?			
Index			
Indexed in magazine index			
Illustrations			

Rochester Public Library
Apprentice Class--1936

Book Selection
Miss White
Lesson 8
March 14, 1936

Non-Fiction

Austin, Henry Wilfred	Lawn tennis made easy	35	Macm	1.50
Beasley, Mercer	How to play tennis	33-35	Doub	2.00
Born, Max	The restless universe	36	Harper	2.50
Bowman, Heath & Dickinson, Stirling	Mexican odyssey	35	Willet	2.50
Brown, Clara M. and others	Clothing construction	34	Ginn	1.80
Canby, Henry Seidel	Alma mater	36	Farrar	2.50
Childs, Marquis William	Sweden: the middle way	36	Yale	2.50
Cranston, Claudie	Sky gypsy	35,36	Lipp	2.50
Erskine, John	The influence of women-- and its cure	36	Bobbs	1.50
Gibbons, John	Roll on, next war	36	Dutton	1.75
Gunther, John	Inside Europe	33-36	Harper	3.50
Jutte, Max Ernest	You must eat meat	36	Putnam	2.00
Kent, Frank Richardson	Without grease	34-36	Morrow	2.50
Lamb, Ruth deForest	American chamber of horrors	36	Farrar	2.50
Roosevelt, Nicholas	The Townsend plan	36	Doub	.50
Verrill, Alpheus Hyatt	They found gold	36	Putnam	2.50
Werfel, Franz	The eternal road	36	Vik	2.25

Fiction

Burke, Thomas	Night-pieces	36	Apple	2.50
Dunsany, Edward John M.D.P.	Up in the hills	36	Putnam	2.00
McNickle, D'Arcy	The surrounded	36	Dodd	2.00
Miller, Alice (Duer)	Five little heiresses	35,36	Dodd	2.00
Raine, William MacLeod	Run of the brush	36	Hough	2.00
Saroyan, William	Inhale and exhale	36	Random	2.50
Steinbeck, John	In dubious battle	36	Covici	2.50

Rochester Public Library
Apprentice Class--1936

Book Selection
Examination
March 16, 1936

For the first 25 questions record the number to the best answer on the dotted line.

1. Henry Seidel Canby edits (1) N.Y. times book review (2) N.Y. herald tribune books (3) Saturday review of literature ...
2. Useful lists of pamphlets, new editions, books for small libraries, etc. are to be found in (1) Booklist (2) Book review digest (3) Standard catalog monthly ...
3. Bowling Green is a special feature of (1) Saturday review of literature (2) N.Y. times book review (3) N.Y. herald tribune books
4. Both the A.L.A. catalog and the Standard catalog series represent (1) opinion of librarians (2) judgment of the editor (3) cooperative selection by librarians and specialists
5. One should expect to find the most critical book review in (1) N.Y. herald tribune books (2) Saturday review of literature (3) N.Y. times book review
6. For reliable appraisal of a set of books on electrical engineering you would consult (1) A.L.A. catalog (2) Subscription Book Bulletin (3) Book review digest ..
7. The attitude of a book reviewer is not likely to be influenced by the publishers advertising in (1) Saturday review of literature (2) N.Y. herald tribune books (3) N.Y. times book review
8. The most useful source for information about pamphlet material is the (1) Book review digest (2) Vertical file service catalog (3) Publishers' weekly ..
9. The scholarly library periodical published in this country is (1) Library journal (2) Library quarterly (3) American news of books
10. Books recommended for first purchase are marked with asterisks in (1) Book review digest (2) A.L.A. catalog (3) Standard catalog . . .
11. The library periodical published for New York State librarians is (1) Library journal (2) New York Libraries (3) American news of books
12. An analytical index is a feature of (1) A.L.A. catalog (2) Book review digest (3) Standard catalog
13. Rochester Public Library should be expected to have a fairly comprehensive collection of books on (1) optics (2) steel manufacturing (3) gold mining

(2)

For the first 25 questions record the number to the best answer on the dotted line.

14. A directory of book publishers may be found in (1) Booklist (2) Standard catalog (3) Booklist books
15. One should expect to find an evaluation of the book "Atomic physics" by Max Bohn, published in London in 1935, in (1) Saturday review of literature (2) Technical book review index (3) Library quarterly
16. Announcements of forthcoming publications may be found in certain issues of (1) Book review digest (2) Publishers' weekly (3) Booklist
17. William Rose Benet writes the Phoenix Nest for (1) Saturday review of literature (2) Wilson bulletin (3) N.Y. times book review ..
18. Lists of recommended books in foreign languages appear occasionally in (1) U.S. catalog (2) Booklist (3) Book review digest ..
19. Librarians are likely to enjoy and profit by reading the book trade Journal (1) New York libraries (2) American news of books (3) Wilson bulletin ..
20. To find the name of a novel about the steel industry one would look in (1) U.S. catalog (2) Book review digest (3) Publishers' weekly ..
21. Will Cuppy edits the column (1) Mystery and adventure (2) Old wine in new bottles (3) What's new in popular novels for the N.Y. herald tribune ..
22. One may expect to find a review of Sinclair Lewis' It can't happen here in (1) A.L.A. catalog (2) Book review digest (3) Standard catalog: Fiction Section
23. Which of the following persons edits a page devoted to Young peoples' book? (1) Isabel M. Paterson (2) May Lamberton Becker (3) Irita Van Doren?
24. The book output of the week is listed in (1) Publishers' weekly (2) American news of books (3) Library journal
25. The official publication of the national library association is (1) Library journal (2) A.L.A. bulletin (3) Library quarterly ..
26. Name three non-library periodicals which print able book reviews
27. Outline the procedure you would follow in deciding on the purchase for a branch library of Gibbon's "Roll on next war".

(3)

28. List five physical characteristics you would consider in selecting an edition suitable for library use.
29. In certain fields of knowledge the Rochester Public Library does not attempt to supply books for the specialist. Name three fields in which we buy books of a general nature only.
30. Outline the points you would include in a library annotation for a book of (a) fiction (b) non-fiction.

Book Selection
Miss WhiteRochester Public Library
Apprentice Class -- 1936Final Examination
March 16, 1936

Babin, Gregory	81	
Becker, Kathryn	74	
Bevan, Mildred Catherine	91	
Burr, Elizabeth	98	
Crawford, Doris	91	
Doyle, Elizabeth	81	
Glynn, Mary E.	97	
Haven, Helen E.	87	
Hoffman, Florence	87	
Jamison, Hildegard P.	84	
Le Clare, Elizabeth Jane	92	
Long, Eleanor L.	87	
McNamara, Joanne Ruth	94	
Naas, Bernard G.	84	
Paulson, Pauline M.	94	
Pearlman, Dorothy	97	
Polsinelli, Angelina	88	
Rogers, (Mary) Alice	84	
Rubenstein, Philip		
Schreiber, Anna	82	
Sullivan, Marion E.	64	Failure
Szinkunas, Julia	92	
Toole, Dolores Bernice	89	
Van Graafeiland, Dorothy	92	
Wilson, Gretchen Dudley		

Average 87.3

February 28, 1936

Rochester Public Library
Apprentice Class - 1936

Cataloging - Classification
Miss Vedder

Outline of Course

- March 2 Classification
Introductory talk on general principles
of classification 10 main classification
divisions of D.C.
- March 4 Classification
Mnemonic devices in the 900's
Cutter numbers
- March 5 Classification
Mnemonic devices in the 400's and 800's
- March 7 Classification
General application of mnemonic features
throughout classification system
- March 9 Classification
Review
- March 11 Cataloging
Definition and purpose
Terminology of parts of book
- March 12 Cataloging
Cataloging of fiction
- March 14 Cataloging
Cataloging of non-fiction
- March 16 Cataloging
Added entries and tracings
- March 18 Cataloging
Analytics and series
- March 19 Cataloging
Subject headings and references
- March 21 Cataloging
Shelf list
Working on catalogs in branches
Catalog at Main Library
- March 23 Cataloging
Review
- March 25 Filing
- March 26 Filing
- March 28 Examination

Rochester Public Library
Apprentice Class - 1936

Classification - Cataloging - Filing
Miss Vedder

Classification

- Definition, history and description of various schemes
- Dewey Decimal Classification
 - Advantages and disadvantages
 - General rules for classifying a book
 - Procedure in R.P.L.
 - Mnemonic devices
 - Familiarity with the D.C. system
 - Attention called to several places in which one book might be classified
 - Drill in knowing where to find books

Card Catalog

- Definition, purpose, types and forms
- Procedure in cataloging fiction
 - From point of view of knowing what and why cards are in the catalog
 - To learn terminology
- Procedure of cataloging non-fiction
 - Including author entries, added entries, titles, series, contents, analytics, subject headings, references.
- Tracings
- Shelf list
- Working on the catalog in the Branches
 - Making corrections
 - Removing cards
 - Filing
- Central Library (Main)
 - Arrangement in divisions
 - Explanation and drill on catalog
 - Drill in answering questions of the public by using card catalog

Filing

- Explanation of R.P.L. rules
- Drill with practise cards
- Practise in Branches

Rochester Public Library
Apprentice Class - 1936

Classification
Miss Vedder

I. Definition

Classification is arrangement by some kind of likeness

II. Kinds

A. Fixed location (N.Y.C. College of Pharmacy)

1. Subject
2. Author
3. Title (Book stores)
4. Publisher
5. Size
6. Fine bindings
7. Date of publication (Special libraries--incunabula)

B. Relative location

III. Basis of classification

A. Should be purpose to be served

e.g. Titles in book stores--subject in public libraries

IV. Qualifications of a good classification scheme

A. Comprehensive

B. Logical

C. Flexible

D. Admit of minute subdivision

E. Widely used

V. Limitations of a classification scheme

A. Impossible to place a book on the shelves in two places, though it may logically belong in both

e.g. 1. q578 Watson-Baker, W.
W343W World beneath the microscope

q778 Watson-Baker, W.
W343W World beneath the microscope

2. Electricity--with engineering--with physics

B. If a book contains several subjects it has to be classed with general or with most important part

VI. Notation

Brief, intelligible mark on the book which will indicate its class and proper place on the shelves.

Notations are rarely useful to public who need guides, subject headings in catalog, section signs and shelf labels.

VII. Systems most used

- A. Expansive - Dr. Cutter
- B. Library of Congress
- C. Dewey Decimal

VIII. Dewey Decimal Classification (class given copies of second summary)

- A. Universal (figures used everywhere)
- B. Printed schedule
- C. Kept up-to-date
- D. Uses notation, concise, easy to learn, read and remember
- E. Great capacity for expansion
- F. Mnemonic element (learn certain thing and apply it anywhere)

IX. Disadvantages of Dewey Decimal

- A. Mechanical
- B. Illogical in classification of some related subjects
 - e.g. 400 Philology
 - 800 Literature
- C. Inadequate provision for some subjects and too ample for others
 - e.g. 600 crowded
 - 819 not used
- D. No place provided for important new subjects
- E. Call numbers are long

X. Classifying the book

- A. General rules
 1. Classify according to its subject except in literature
 2. Classify under the most specific head
 3. Consider the prominent tendency of the book
 4. Place it where it will be most useful - not necessarily where one would look for it first.
- B. Procedure

Book goes to Miss Thalman or Miss Nash who look them over thoroughly and decide according to the general rules where to place the book. Check with L. C. cards if they have come, but do not always agree since R. P. L. use may be different. L. C. classification is sometimes useful in

determining placement of book. Number is assigned from Dewey Decimal Relative Index. Same for Main and Branches except for Cutter number for Main. Juveniles given shorter number sometimes. When a book is purchased for two departments at Main Library it may be given two different classification numbers determined by its use.

C. Aids in classification

1. A. L. A. catalog
2. Book review digest
3. Carnegie Library Bulletin
4. Booklist
5. L. C. cards

D. Call numbers

1. Purpose of notation
Library assistants can return books to correct place on shelves quickly and find them readily
2. Classification number
 - a. Obtained from classification of the book
 - b. Special treatment of

Fiction	-	No mark except J for juvenile
Biography	-	Given Cutter number representing the name of person written about
 - c. Special marks for

Juvenile	-	J
Reference	-	r
Oversize	-	q or f

3. Cutter numbers

- a. Found in Cutter book
- b. Methods of distinguishing between different editions

821	821
B885p	B885p2
- c. Methods of distinguishing between different titles

821	821
B885p	B885s
- d. Method of indicating criticism of a work

821	z - criticism
B885zw	w - author of criticism
- e. Method of indicating two authors of same name

821	- Robert Browning	821	- Elizabeth
B885		B8852	Barrett Browning

CLASSIFICATION ASSIGNMENTS

Assignment I

1. Learn 10 main divisions of the D. C.
2. Do these classes together cover the whole field of knowledge? Are they wisely made? Are they in the best relation to one another?
3. The books in the R. P. L. are classified primarily according to this logical classification. What other principles of arrangement are used?
 - e.g. a. Age - Easy, Juvenile, Y.P.
 - b. Use or misuse - Reference, circulation, Locked case
 - c. Size
4. What are the advantages of a fixed location for books in a library? Of relative location?
5. Find in your branch and bring in the names of two books, apparently dealing with the same subject, which have a different classification. Can you give an explanation for this difference?
6. Bring to class the name of one book whose classification seems illogical or puzzling to you.

Assignment II

1. Learn the table of 900's as given on your practise sheet, and learn mnemonic geographic form divisions.
2. How many ways of treating biography does the R. P. L. use?
3. Write the complete call number for each of the following:
 - a. History of England
 - b. " " Germany
 - c. " " France
 - d. " " Italy
 - e. " " Spain
 - f. " " Russia
 - g. " " Norway
 - h. " " Minor countries of Europe
4. In a parallel column write the call number of a book of travel for each of these countries.
5. Note the definite relationship between history and travel call numbers. What determines whether a book is to be placed with the history, travel or biography books? Do you find any which seem as much one type as another?
6. Find the correct Cutter number for your last name.

Assignment III

1. Learn the nine mnemonic forms under general subjects.
2. Learn the language mnemonic forms in the 800's and 400's.
3. Note any similarity to forms of 900's.
4. Without referring to classification table or catalog write classification numbers for the following:

Author	Title
Robert Frost	New Hampshire
Maxwell Anderson	Elizabeth the queen
May Lamberton Becker	Adventures in reading
Ogden Nash	The primrose path
Geoffrey Chaucer	The Canterbury tales

Henry D. Sedgwick

Dan Chaucer - An introduction to the poet, his poetry, his plays and his times
Saint Joan

George Bernard Shaw

Lascelles Abercrombie

Thomas Hardy - a critical study

A. A. Milne

By way of introduction

Wm. J. Dawson

The great English letter writers

5. Where would you look on the shelves to find

a. A collection of poetry about animals

b. An anthology of religious poetry of the world

Assignment IV

1. Study the classification of 100's, 200's, 300's, 400's, 500's, 600's, 700's, 000's.

2. Discuss with your branch librarian numbers which are most used in Branches and should be noted particularly.

3. Where would you expect these books to be on the shelves?

a. Flower arrangement in the home

b. Identifying wild flowers

c. Planning a landscape for a home

d. Story of the ship

e. History of the methods of travel and transportation in America

f. Enrico Caruso (Biography)

g. Paul Robeson (Biography)

h. Michel Angelo (Biography)

i. The teaching of English

j. Art of learning

k. Art of concentration

Where did you find them?

4. Are there any inconsistencies or can you give reasons for the choice of the R. P. L. in assigning classification numbers?

Rochester Public Library
Apprentice Class - 1936

Printed Parts of a Book
Miss Vedder

I. Title Page

- A. Title; author; publisher; place of publication; when published (Imprint - place, publisher, date)
- B. Perhaps information about author, name of the series, edition
- C. Editor - may change a book in various ways after it has been written by the author - or may make comments on what the author has written
- D. Compiler - puts together with little or no change material from various sources
- E. Anonymous books - author's name is not known (Library of Congress always knows real name but may keep name secret upon request of author)
- F. Pseudonyms - nickname under which anonymous books are published
- G. Series - A number of books connected by related subjects, make-up etc.
- H. Edition - often before a book is reprinted it is changed more or less
 - revised edition
 - 2nd edition
 - new edition

II. Copyright Date

- A. On back of title page - name of year in which book was first published
- B. Copyrights granted by Library of Congress for period of 28 years. May be renewed for a period of 28 years. During copyright period only owner of copyright or someone to whom he grants the privilege can publish the book.

III. Table of Contents

- A. Arrangement usually follows order of book
- B. When needed - history, collected biography, text books, etc.

IV. Preface

Introductory remarks to explain scope, object, etc. of the book

V. Body of the book

- A. Chapters
- B. Paragraphs
- C. Side heads
- D. Running heads
- E. Paging
- F. Footnotes
- G. Text
- H. Illustrations

VI. Indexes

- A. Alphabetical
- B. Specific subjects
- C. Accurate - inclusive paging
- D. Sometimes several indexes

VII. Appendix

Matter added to a book - not essential to completeness but of interest or helpful

VIII. Bibliography

A list of books relating to a given subject or author

Rochester Public Library
Apprentice Class - 1936

Card Catalog
Miss Vedder

- I. Definition of a catalog
 - A list of books, usually arranged according to some definite plan
- II. Why have a catalog
 - A. To enable a person to find a book of which the author, title or subject is known
 - B. To show what the library has
 - by a given author
 - on a given subject
 - C. To assist in the choice of a book
 - as to its edition
 - as to its character (subject heading sub-divisions, other descriptive information on catalog cards)
- III. Types of catalogs
 - A. Printed book catalog
 - Catalogue of Printed Books of the British Museum 1881-1900; Supplement 1900-1906
 - Catalogue of the printed books in the Library of the University of Edinburgh. 3 vols. 1918-1923
 - 1. Advantages
 - a. Easily distributed
 - b. Easily read
 - c. Items cannot get out of place
 - 2. Disadvantages
 - a. Not easily changed
 - b. Expensive
 - c. Only one person can use a book at one time.
 - B. Card catalog
 - 1. Advantages
 - a. Easily changed
 - b. Up-to-date
 - 2. Disadvantages
 - a. Size
 - e.g. New York Public Library
- IV. How fiction is cataloged in the Rochester Public Library
 - Branch Librarians reserve these books for use of Apprentice Class students
 - | | |
|----------|------------------|
| Lovelace | Early candelight |
| Kelly | Basquerie |
| Mercer | Adele & co. |

920 Strachey Portraits in miniature & other essays
 812 Best plays of 1919-1935 and the Yearbook of the
 drama in America. (Any year)
 Examine book in class

A. What we find on title page (Fiction)

1. Title (See A. L. A. rules)
 - a. Half-title Brief title printed on leaf preceding main title page (see Basquerie)
 - b. Cover-title Title printed on original cover of publisher's binding
 - c. Running title Title repeated at top of each page or of a section
 - d. Subtitle Secondary or subordinate title, usually explanatory
 - e. Main title
2. Author or authors
3. Author phrase
4. Illustrator
5. Edition
6. Imprint
 - a. Place, publisher, date

B. Determining under what form author name shall be entered

1. Check to see if the name is already in the catalog
2. Look for it in Book review digest, U. S. catalog, Carnegie Bulletin, A. L. A. booklist, A. L. A. catalog, etc.
3. If using L. C. cards compare with the form in catalog if it has been previously used.

C. Types of names and rules for entering

1. Simple surnames
 Stevenson, Robert Louis
2. Married women's names
 "Enter a married woman under her latest name unless she has consistently written under an earlier one (either her maiden name or the name of a former husband) In either case refer from the name not selected as entry word." (A. L. A. rule 41)
 Aldrich, Bess (Streeter) 1881-
 Stowe, Emily Howard (Jennings)
 Jackson, Helen Maria (Fiske) Hunt
3. Compound surnames
 Enter under the first part of the name and refer from other parts
 Seton, Ernest Thompson
 Watts-Dunton, Theodore
4. Pseudonyms
 (An assumed name under which a person writes)
 Enter under pseudonyms when real name is not known and add abbreviation "pseud." in the heading
 e.g. a. Adams, Mary, pseud.
 Confessions of a wife, by Mary Adams,
 with illustrations by Granville Smith

b. French, Alice,
Expiation, by Octave Thanet pseud.,

c. Eliot, George

L. C. enters under her pseudonym because
she wrote exclusively under her pseudonym
and is better known so. Refer from
Marian Evans and Cross.

Rochester Public Library used to enter under real
name in catalog and shelve under pseudonym if better
known.

e.g. Wright, Willard Huntingdon in catalog

Van Dine, S. S. pseud. on shelves

Abandoning practise

L. C. always knows real name of authors but respects
wishes of author regarding publishing it.

5. Anonymous classics

Arabian nights

Reynard the fox

Chanson de Roland

Mother Goose

6 Anonymous books

When author is unknown enter under the first word
of the title not an article

a. Miss Tiverton goes out. Indianapolis,
The Bobbs-Merrill company ,1926,

Filed behind this card is an added entry for
another book by same anonymous author

b. Miss Tiverton goes out, Author of
..The longer day- Indianapolis, The
Bobbs-Merrill company ,cl930,

c. ..The longer day- Indianapolis, The
Bobbs-Merrill company ,cl930,

At head of title: By the author of Miss
Tiverton goes out

D. Punctuation , , () ; ... - c

E. Capitalization

1. In titles

2. Subject headings

F Put sample author card on board for Lovelace, Maud (Hart)

Early candlelight

or Aldrich, Bess (Streeter)

A white bird flying

V. How to catalog non-fiction

Students have

920 Strachey Portraits in miniature & other essays

812 Best plays of 1919-1935 and the Yearbook of the
drama in America.

A. Analysis of book

1. Call number
2. Author entry
3. Title
4. Imprint
5. Date
6. Paging
7. Contents
8. Tracing

B. Consider different kinds of cards

1. Changed title cards

Bindloss, Harold, 1866-
Sweetwater ranch, by Harold Bindloss
N. Y. Stokes, cl935
311p.

Also published under the title: The lady of
the plain

I.TC II. Bindloss, Harold, 1866- The lady
of the plain III. The lady of the plain

Bindloss, Harold, 1866
The lady of the plain. (See his Sweetwater
ranch)

The same work published under different titles

2. Extension cards

2 or 3 cards needed for complete entry. Tied to-
gether with linen thread over pencil

3. L. C. cards

Interpret information given on them

C. Miscellaneous cards and entries

A. Make editor, translator, illustrator, compiler, joint
editor, and general secondary cards just as you do joint
author cards

398 Wiggin, Date Douglas (Smith) ed.
Arabian nights
The Arabian nights, their best known tales
1909

B. Give examples

1. Open entry

812 The best plays of 1919-1935 and the Year book
of the drama in America...Boston, Small,
Maynard & company cl920-1935

Editor: B. Mantle

1. American drama. I. Mantle, Robert Burns,
1873- ed.

-5-

Card Catalog

2. Editor as author or compiler as author
 814 Matthews, James Brander, 1852- ed.
 The Oxford book of American essays
 cl914
3. Inverted title
 San Michele, Story of Munthe
4. Partial title
 Full title History of the life and death of
 King John
 Partial title King John
5. General secondary
 j398 Baldwin, James, 1841-
 Fairy reader; adapted from Grimm and
 Andersen
 N. Y. American Book company cl905

General secondary card
 j398 Grimm, Jakob Ludwig Karl 1785-1863
 Baldwin, James
 Fairy reader; adapted from Grimm and Andersen.
 etc.
 Also a card for Andersen
6. Series
 Usually a card made for each added entry under
 name of series
7. Analytics
 "An added entry for a distinct part of a work or
 collection, which may be either a part or the whole
 of a volume or volumes, with or without a separate
 title-page."
 a. Kinds
 Author
 Title
 Subject
 B. Tracing
 On sheets kept in vertical file
 Tracing indicated on series card

I. Subject Headings

- A. Book is analyzed for subjects
- B. Headings are chosen from Library of Congress List now.
 Formerly from A. L. A. List.
- C. Cards are typed with HEADINGS indicated in capitals
- D. One book may have several subjects
 Makes up for the necessity of placing book in one
 classification when it has several subjects
- E. Select one most generally used term and make references
 from other synonymous terms
 e.g. HOME ECONOMICS (Heading used)

x fr. DOMESTIC ECONOMY

DOMESTIC SCIENCE
HOUSEHOLD ECONOMICS
HOUSEHOLD MANAGEMENT
HOUSEHOLD SCIENCE
HOUSEKEEPING

F. Use specific terms when subject is specific
e.g. POSTAGE STAMPS

x fr- STAMPS
see
POSTAGE STAMPS

G. References

1. "See" references are from terms which will not appear in catalog to terms chosen to be used in catalog.
ORNITHOLOGY

see

BIRDS

2. "See also" references are from a term which the library has used as an entry to a related term under which material also will be found.

AMATEUR THEATRICALS, see also

ACTING	DRAMA IN EDUCATION
CHILDREN'S PLAYS	MAKE-UP, THEATRICAL
COLLEGE & SCHOOL DRAMA	MINSTREL SHOWS
DRAMA - COLLECTIONS	PANTOMIME
Subdivision DRAMA under	SHADOW PANTOMIMES
Special subjects, (e.g. U. S. - HISTORY - DRAMA)	

3. Name references

Van Dine, S. S. pseud. see
Wright, Willard Huntingdon

H. Difficulties encountered in making and keeping a good subject catalog

1. Change in nomenclature
Mental Philosophy and Natural Philosophy
Changed to Psychology etc.
Vague catch-all headings, e.g. PRACTICAL PIETY in one card catalog was made to cover all modern sociological and economic works.
2. Keeping an Authority List which shows what headings are used in the catalog and what references have been made to them.
In R. P. L. this is kept in drawers in catalog division. It shows what headings and references have been used in each branch and in Main.
3. More difficult to make good subject catalog on cards than to make a good encyclopedia index.
Index is constantly revised with each reprinting
Easier to detect errors and faults in a printed schedule

I. General rules in Subject Cataloging

1. Use specific heading to cover specific subject of book

- e.g. If a patron wants a book on Nelson he doesn't want to have to look through all the cards or books on British naval history and biography.
- 2. Use large class headings only for books of a general nature in that class
 - e.g. A book on Physics would be classed and subject headed PHYSICS, but a book on Heat coming in the larger class Physics would be given heading HEAT
- 3. Be simple whenever possible
- 4. Be uniform
- 5. Think of users of catalog and their needs
- 6. Keep uniform with other catalogs if possible

J. Forms of Subject Headings

- 1. Single words
BIRDS
- 2. Single words with explanatory words in curves
NEW YORK (CITY)
NEW YORK (STATE)
BUFFALO, N. Y.
BUFFALO (ANIMAL)
- 3. Adjective phrase in normal order
AMERICAN ESSAYS
POLITICAL PARTIES
- 4. Adjective phrase in inverted order
MYTHOLOGY, NORSE
PSYCHOLOGY, APPLIED
- 5. A noun preceded by another noun used like an adjective
LIP READING
WIRELESS TELEGRAPHY
- 6. A noun connected with another by a preposition
COST OF LIVING
DRAMA IN EDUCATION
- 7 Two or more nouns connected by "and"
NURSES AND NURSING
COURTS AND COURTIER

K. Aids in the choice of heading

- 1. A. L. A. list of subject headings
- 2. L. C. list
- 3. Sears list of subject headings for a small library
- 4. L. C. cards

L. Discussion of simple headings

- 1. Personal names like author form. Refer from form not used.
- 2. Geographic names
 - Keep changing in name or size or meaning
- 3. Plural form usually preferred to the singular except in case of fruits
- 4. Try to put most significant word first even if it makes an inversion
 - e.g. Psychology, Applied

5. Subdivisions under subject
 - a. Disadvantage of too much division
Hard to find what you want
 - b. Disadvantages of too little division
In large library time is lost in finding
specific material on subject wanted
e.g. For material on Talkies you want to
find MOVING PICTURES (TALKING)
6. Literature
 - a. Headings not usually given to poetry, essays,
fiction except when individual case makes it
valuable
 - b. English literature rather than Literature, English
 - c. R. P. L. uses Form division first followed by
period division
e.g. ENGLISH LITERATURE - HISTORY AND CRITICISM
18th CENTURY
- 7 Tendency to list under subject first, and then under
country except for literature, etc.

VIII. Shelf List

Class arrangement; e.g. shelf order

Purpose

Inventory

Shows number of copies

Ordering

Union shelf list

Shows what branches have copies but not how many

IX. Working on the catalog in the branches

A. Filing

(Later lesson)

B. Making corrections

C. Removing catalog cards

1. Shelf list card removed first

2. Author entry removed

3. Follow order of tracings on Author card in removing
other cards

X. Main Library

A. Arrangement

Front to back

1. Literature and History

Miss Marjorie Taylor Miss Lois Fisher

800's, 900's, 400's that circulate, all foreign
books, Bibliographies that belong to these classes,
Reference books for 800 and 900.

2. Popular

Miss Mosher

All fiction, 793 through 799 except 793.3 (dance),
Bibliography of fiction, few duplicate copies of
popular non-fiction.

3. General reference

Miss Love

100's, 200's, 300-310, 312-329, 340-379, 390, 392-399,
400 reference. City and telephone directories,
Bibliographies that go with classes.

4. Industry and Science

Miss Swift

311, 330-339, 380-389, 500's, 600's, Bibliographies

5. Art

Miss Gurney

700's except ones in Popular, 391 (costume), Some
illustrated travel books, etc., Bibliographies of
classes

B. Catalog

1. Union catalog of divisions
2. Cards from University of Rochester for books they
have which Main does not have.
3. Starred cards - mean book is shelved in basement

CARD CATALOG AND FILING ASSIGNMENTS

Assignment I.

Catalog 2 books of fiction which you will find reserved for you at branches. Do work on waste catalog cards or P slips. Give special attention to neatness, spacing and punctuation. Print preferably or use typewriter. Give all necessary information found on title page or back of title page. You may omit author's dates, but be sure you use correct form of author's name as given in U. S. catalog, Book review digest, or other bibliographic tools. Make out an author and title card for each book. Be prepared to say whether you think other catalog cards are needed for either book.

Yates, Dornford	Adele & co. or other title by same author
Kelly, Eleanor	Basquerie " " " " " "
Lovelace, Maud	Early candlelight " " " " " "

Assignment II.

From your book case select a book of fiction which has not been cataloged and make all necessary catalog cards for it. Bring book to class with you. Be neat and accurate - not too hasty.

Assignment III.

- Find examples in branches or in Main for each of the following and on waste catalog cards or P slips copy enough information to make examples clear.
 - Illustrator
 - Pseudonym reference to author's real name
 - Joint editor, compiler or author
 - Anonymous classic or other anonymous book
 - Contents listed
- Examine L. C. cards for several books. Note any information given which you consider unnecessary for branches.
- Note information on catalog cards which help in characterizing a book before you see the book. Take notes.

Assignment IV

- Answer each of these questions from the card catalogs (adult and juvenile) in the branch where you are doing your practice work.
 - How many books has your branch by Henry Brooks Adams? How many about him?
 - Is there a book in the Library by the title, Above the dark circus?
 - How many books does your branch have by James Norman Hall? How many of these books has he written with someone else? With whom does he write?
 - Find a book on reading fortunes by tea leaves.

- e. What books does your library have, written by Effie Louise Power?
- f. Does your library have any books illustrated but not written by Lois Lenski? If so, what?
- g. Where can you find a play called, Little black Sambo? How many scenes has it?
- h. What titles does your library have by Harold MacGrath?
- i. Does your library have Mrs. Astor's horse? If so, does the book have an index?
- J Who was Molly Pitcher?

Assignment V.

List five subjects on which you might wish book material or on which you think some of your friends might want material. Make questions as specific as possible

e.g. A woman wants information on how to make slip covers for her living room furniture.

Assignment VI.

In your branch find material on the five subjects you selected (using card catalog) and record your procedure. Did you find adequate material or not?

Assignment VII.

1. To answer these questions list the call number, author, title and date for each book and indicate each step in your procedure of finding the information required; e.g. tell under what subjects, authors or titles you looked in the catalog and tell x references used.

a. Find a book on submarine adventure during the world war.
Call no. Author Title Date Procedure

b. What is the latest book in the library on the Boer War told from a personal narrative point of view?
Call no. Author Title Date Procedure

c. Find an address of Calvin Coolidge on "Birth of George Washington" given before a joint session of Congress February 22, 1927.
Call no. Author Title Date Procedure

d. Find a book on stage lighting written within the last two years.
Call no. Author Title Date Procedure

e. What book gives the federal game fish laws for 1935-36 with special reference to black bass?
Call no. Author Title Date Procedure

f. What is a book by Portheim on the British Isles?
Call no. Author Title Date Procedure

-3-

Card Catalog and Filing
Assignments

- g. Find the latest copy of the radio amateur's handbook.
Call no. Author Title Date Procedure
- h. How many editions of Christopher Marlowe's Edward the Second has Central Library? Where may they be found?
- i. To what series does Carpenter's Walt Whitman belong? How many of this series are shelved on the main floor? (not basement) Name authors and titles.
- J If the Industry and Science copy of Watson-Baker - The world beneath the microscope was out in circulation, could you find another copy for a library patron? If so where?

Assignment VIII.

Bring in questions on the card catalog of things which you find interesting or puzzling.

Assignment IX.

Pack of catalog cards used for practise in filing distributed.
With the help of your filing rules arrange cards in correct order.

Assignment X.

Prepare review questions of anything you wish made more clear on classification, card catalog and filing.

Rochester Public Library

Apprentice Class-1936

DECIMAL CLASSIFICATION

Summary Of Classifications And Divisions

000 GENERAL WORKS

010 Bibliography
020 Library economy
030 General cyclopedias
040 General collections
050 General periodicals
060 General societies. Museums
070 Newspapers
080 Special libraries. Polygraphy
090 Book rarities

300 SOCIOLOGY

310 Statistics
320 Political science
330 Political economy
340 Law
350 Administration
360 Associations and institutions
370 Education
380 Commerce. Communication
390 Customs. Costumes. Folklore

100 PHILOSOPHY

110 Metaphysics
120 Special metaphysical topics
130 Mind and body
140 Philosophic systems
150 Mental faculties. Psychology
160 Logic. Dialectics
170 Ethics
180 Ancient philosophers
190 Modern philosophers

400 PHILOLOGY

410 Comparative
420 English
430 German
440 French
450 Italian
460 Spanish
470 Latin
480 Greek
490 Minor languages

200 RELIGION

210 Natural theology
220 Bible
230 Doctrinal. Dogmatics.
Theology
240 Devotional. Practical
250 Homiletic. Pastoral. Parochial
260 Church. Institutions. Work
270 Religious history
280 Christian churches and sects
290 Ethnic. Non-Christian

500 NATURAL SCIENCE

510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Geology
560 Paleontology
570 Biology
580 Botany
590 Zoology

-2-

600 USEFUL ARTS

610 Medicine
 620 Engineering
 630 Agriculture
 640 Domestic economy
 650 Communication. Commerce
 660 Chemical technology
 670 Manufactures
 680 Mechanic trades
 690 Building

800 LITERATURE

810 American
 820 English
 830 German
 840 French
 850 Italian
 860 Spanish
 870 Latin
 880 Greek
 890 Minor languages

700 FINE ARTS

710 Landscape gardening
 720 Architecture
 730 Sculpture
 740 Drawing. Decorations. Design
 750 Painting
 760 Engraving
 770 Photography
 780 Music
 790 Amusements

900 HISTORY

910 Geography and travels
 920 Biography
 930 Ancient history
 940 Europe
 950 Asia
 960 Africa
 970 North America
 980 South America
 990 Oceanica and polar regions

Rochester Public Library

Apprentice Class--1936

Mnemonics in Dewey Decimal Classification

Form Divisions:

These "form" divisions, as they are called, have practically the same meaning in all classes and are as follows:

- | | |
|-----------------------------------|--|
| 1 Philosophies, theories, etc. | 6 Societies, associations, transactions, reports, etc. |
| 2 Compends, outlines | |
| 3 Dictionaries, cyclopedias | 7 Education, study, teaching, etc. |
| 4 Essays, lectures, letters, etc. | 8 Collected works |
| 5 Periodicals, magazines, etc. | 9 History |

Geographic Divisions:

- | | |
|----------------------------|-----------------------------|
| 940 History of Europe | 945 Italy |
| 941 Scotland, Ireland | 946 Spain, Portugal |
| 942 England, Wales | 947 Russia |
| 943 Germany, Austria, etc. | 948 Norway, Sweden, Denmark |
| 944 France | 949 Minor countries |

In the number 942, 9 indicates History, 4 Europe and 2 England. The history of England is designated by the addition of 42 to the history number 9, and it will be found that whenever subjects are divided geographically the number 42 always indicates England; for example,

- | | |
|----------|-----------------------------|
| 942 | History of England |
| 914.2 | Travel in England |
| 912.42 | Map of England |
| 920.042 | Biography of Englishmen |
| 554.2 | Geology of England |
| 379.42 | Public Schools in England |
| 561.942 | Botany of England |
| 352.042 | Local government in England |
| 614.0942 | Public health in England |

Language Divisions:

- | | |
|-----|---------------------------|
| 810 | American Literature |
| 811 | American poetry |
| 812 | American drama |
| 813 | American fiction |
| 814 | American essays |
| 815 | American oratory |
| 816 | American letters |
| 817 | American humor and satire |
| 818 | American miscellany |

Rochester Public Library
Apprentice Class--1936

Classification
Miss Vedder

Rochester Public Library RULES FOR FILING CATALOG CARDS

Arrange cards on a table or desk by first letter of heading; all those beginning with A together, B, C, etc.

Take each letter in turn, arranging by second letter of heading, Aa, Ab, Ac, if many cards under the letter. Thus proceed until the package is in alphabetical order throughout, ready to file into the tray.

1. Alphabet an entry by its first word (disregarding initial a, an, the) letter by letter as in a dictionary; if the word is the same in two or more entries, alphabet by the next word and so on. Entries should first be arranged word by word, not alphabeted letter by letter throughout. That is, if a word is also the first part of another word (as, Art and Artesian), all titles, beginning with the shorter word come first before any beginning with the longer. This rule is condensed as "Nothing before something"

The art and culture	In the days of the giants
Art thoughts	Independence day
An artesian well	Inn of discontent
The arts of design	
The arts of the American Indians	

2. Abbreviations. Arrange abbreviations as if spelled in full (except Mr. and Mrs.) and elisions as if one word, figures as if written out.

A B C of swimming
American Library Association
A.L.A. booklist
American Library institute

Boys of '76 (seventy-six)

Dr. Latimer
Doctor Luke
Dr. North

Mozart, W.A.
Mr. Tree
Mrs. Dooley
Much ado about nothing

Who goes there?
Who'd be king?
Who's who
Whose home is in the wilderness

-2-

3. Alphabet the prefixes M' and Mc, S, St., Ste., as if written Mac, Sanctus, Saint, Sainte.

McBride, George
MacBride, Robert
M'Bride, William
MacDonald, Angus
McDonald, James

4. When the same word is used for different kinds of headings arrange them as follows: person, (either author or person's name used as subject), place, subject, title. If city and state have the same name file state before city except New York. New York city is filed before New York State.

BUFFALO, N.Y.
BUFFALO (ANIMAL)
Buffalo Bill's wild west show
Fish, Charles
FISH, CHARLES
Fish, Hamilton
FISH
Fish in Maine
Washington, George
WASHINGTON (STATE)
WASHINGTON, D.C.
Washington Adams in England

5. When surname is the same, sub-arrange by forename. Initials of forenames precede fully written forenames beginning with the same initials.

Brown, J. L.
Brown, James
Brown, James W.
Brown, James William

When surnames and forenames are the same, arrange chronologically by dates.

Dumas, Alexandre, 1802-1870
Dumas, Alexandre, 1824-1855

When a publisher or a firm name is same as personal name, file by forename in its alphabetic place among the personal names. If firm name has no forename, file after personal names.

Jones, J. C.
Jones, L. M. & Son, N.Y.
Jones, R. B.
Jones, Robert, Company, Philadelphia
Jones, Robert Henry

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Jones & Laughlin Steel Co., Pittsburgh
Jones, Miller, and Co., N.Y.
Jones, Smith, and Brown, Boston

6. Disregard personal titles as Mrs., Dr., Hon., Sir, Mme., Mr. in arranging personal entries, unless the names are identical.

Brown, George K.
Brown, Sir George K.
Brown, Sir Malcolm
Brown, Mrs. Sarah (Williams)

7. Place forenames, when used for entry, before similar surname entries. Arrange thus: Saints, Popes, Emperors and Kings, Princes and Noblemen, others. Sub-arrange sovereigns, alphabetically by country and then numerically.

Henry, IV, king of England
Henry VIII, king of England
Henry IV, king of France
Henry, Mrs. Sarah (Jennings)
John, St.
John X, pope
John, King of England
John, Duke of Normandy

8. Surnames similar in form (i.e. in sound) are arranged as spelled.

Andersen	Johnson
Anderson	Johnston
Clark	Jonson
Clarke	

9. Arrange possessive case with the plural

Boy anglers
Boys' life
Boys of '76
Boy's work shop

10. Arrange prefix names as single words

Demonstration
De Morgan
Demosthenes

Arrange names compounded of two words, when written as two words, with or without a hyphen, as separate words.

New, John	Wood, William Wallace
New Amsterdam	Wood family
New Sydenham Society	Wood-Jones, Frederic
New York	Woodberry, George Edward
Newfoundland	

-4-

11. Hyphenated words. If the first part of a hyphenated word can stand as an independent word having meaning, file as separate word. Arrange as single words compound words which are printed as one.

Book-binding	Grave diggers
Book-keeping	Grave-mounds
Bookbinding	Grave objections
Books of the month	Gravel
Bookselling	Gravestone

But if the first part of a hyphenated word is dependent upon the rest of the word for meaning, file as one word.

Bi-centennial
Co-operative
Pre-historic

12. Author arrangement.
1. Author as main entry
 2. Author as secondary entry
 3. Works about an author

- (1) Arrange in one alphabet works either written, compiled, edited, translated, or written jointly with another.

Lang, Andrew, ed.
Andrew Lang readers.

Lang, Andrew, comp.
Blue poetry book.

Lang, Andrew.
Homer and the epic.

Lang, Andrew, jt. au.
Haggard, Sir H. R.
The world's desire, by H.R. Haggard & Andrew Lang.

Lang, Andrew, ed.
Yellow fairy book.

- (2) Arrange in one alphabet, after all authors as main entry, all secondary author entries. These include added entries under compiler, editor, translator, illustrator. Arrange these secondarily by the main author of the book, not by title.

Lang, Andrew, tr.
Homer
Iliad; tr. by Andrew Lang.

Lang, Andrew, jt. tr.
Homer
Odyssey, tr. by Andrew Lang

-5-

Lang, Andrew, ed.
Lang, Mrs. Leonora Blanche
Books of saints and heroes

- (3) Arrange in one alphabet, after all secondary entries, the works about an author. Arrange these secondarily by the author of the book.

LANG, ANDREW
Gosse, E.W.
Andrew Lang

LANG, ANDREW
James, Henry
Lang; a biography

13. Arrange Bible as follows:

Bible. English
Bible. Foreign
BIBLE
BIBLE - HISTORY
BIBLE - STORIES
Bible. Selections. English
Bible. Selections. Foreign

Bible. O.T.
BIBLE - O.T. - HISTORY
Bible. O.T. Amos
BIBLE - O.T. - AMOS
BIBLE - O.T. PROPHETS
Bible. O.T. Proverbs

The books of the O.T. and
of the N.T. are arranged
alphabetically: a book as
subject follows the text of
the same book.

Bible. N.T.
BIBLE - N.T. - HISTORY
Bible, N.T. Acts
BIBLE - N.T. - ACTS
BIBLE - N.T. - GOSPELS
Bible. N.T. Mark

14. Shakespeare. Arrange entries in the following order:

1. Collected works in one alphabet
2. Individual works, and works about them, alphabetically by title of the individual work. Arrange all texts of one title together before works about it. Disregard such preliminary words as Shakespeare's, The tragedy of, etc. which would separate different editions of the same title
3. Works about Shakespeare and the plays in general arranged alphabetically by subheadings.

- (1) Shakespeare, William
Complete works.

Shakespeare, William
Works.

- (2) Shakespeare, William
As you like it (text)

SHAKESPEARE, WILLIAM. AS YOU LIKE IT
Neilson, William Allan

-6-

Shakespeare, William
Poems.

Shakespeare, William
Sonnets.

Shakespeare, William
Venus and Adonis.

Shakespeare, William
Winter's tale.

- (3) SHAKESPEARE, WILLIAM - BIOGRAPHY
SHAKESPEARE, WILLIAM - CRITICISM
SHAKESPEARE, WILLIAM - PLOTS
SHAKESPEARE, WILLIAM - STORIES OF THE PLAYS

15. Arrange subdivision of a subject after main heading in alphabetical (commas and dashes in same alphabet) order, except period subdivisions, which could be arranged chronologically and after other subdivisions. Arrange subdivisions before continuous phrasing.

EDUCATION
EDUCATION - BIBLIOGRAPHY
EDUCATION. ELEMENTARY
EDUCATION - HISTORY
Education and the state.
U.S. - DESCRIPTION & TRAVEL
U.S. - HISTORY - BIBLIOGRAPHY
U.S. - HISTORY - SOURCES
U.S. - HISTORY - REVOLUTION
U.S. - HISTORY - 1783 - 1861
U.S. - HISTORY - CIVIL WAR
U.S. - SOCIAL LIFE & CUSTOMS

16. When filing inverted titles, disregard the comma.

The revolt of youth
Revolt, Poems of
A revolt without occasion

If two or more titles under author's name are the same, distinguish by edition or date, filing latest edition first. Punctuation marks in titles are to be disregarded.

Rocheleau, W. F.
Great American industries; minerals.

Rocheleau, W. F.
The great American industries of the West.

Rocheleau, W. F.
Great American industries; products of the soil.

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Thorndyke, E. L.
Educational psychology. 3v. 1913-14

Thorndyke, E. L.
Educational psychology. 1903

17 Analytics.

Author. File by author and title underscored in contents,
disregarding author and title of the main book.

Subject. File first by subject at top of card, second by
author of analytical underscored in contents and third by
title of analytical. If there is no author in contents,
file by the author of the main book.

18. When a periodical is used as an author, always file after entry
for periodical itself.

St. Nicholas.

St. Nicholas
Courageous girls.

St. Nicholas
Our dog friends.

19. File cross reference cards after other cards headed by same word
or phrase.

Classification Quiz

I Analyze these classification numbers.

(The method is to give separately the meaning for each symbol; e.g. 938

9-history

3-ancient

8-Greece

- | | |
|-----------|-----------|
| 1. 928 | 6. 821.08 |
| 2. 914.3 | 7. J704 |
| 3. 505 | 8. r822 |
| 4. 842 | 9. C611m |
| 5. 309.42 | 10. q423 |

II Tell as specifically as possible where you would look on shelves of a public library using the Dewey Decimal Classification System for 15 of the following titles assuming that the titles suggest the subject material of the book correctly.

1. Vogue's book of etiquette
2. How to understand the stars
3. So you're going to Paris
4. The science of the mind
5. Birds: their homes and habits
6. Elementary mathematics
7. Spanish grammar
8. The New Testament, King James version
9. How to know wild flowers
10. Practical amateur photography
11. How to appreciate good music
12. Boys' life of Lincoln
13. Famous American statesmen
14. Leading American inventors
15. Interpretation of the Russian people
16. Epic of America
17. Cooking for two
18. The book of the aeroplane
19. Radio telegraphy and telephony
20. English for new Americans

Public Library
 Free Class--1936

Cataloging
 Miss Vedder

Questions to be answered from the
 catalog of the Main Library

To answer these questions list the call number, author, title and date for each book and indicate each step in your procedure of finding the information required; e.g. tell under what subjects, authors or titles you looked in the catalog and tell x references used.

1. Find a book on submarine adventure during the world war.

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

2. What is the latest book in the library on the Boer War told from a personal narrative point of view?

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

3. Find an address of Calvin Coolidge on "Birth of George Washington" given before a joint session of Congress February 22, 1927.

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

4. Find a book on stage lighting written within the last two years.

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

5. What book gives the federal fish and game laws for 1935-36 with special reference to black bass?

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

-2-

6. What is a book by Porthelm on the British Isles?

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

7. Find the latest copy of the radio amateur's handbook.

Call no.	Author	Title	Date	Procedure
----------	--------	-------	------	-----------

8. How many editions of Christopher Marlowe's Edward the Second has Central Library? Where may they be found?

9. To what series does Carpenter's Walt Whitman belong? How many of this series are shelved on the main floor (not basement)? Name authors and titles.

10. If the Industry and Science copy of Watson-Baker - The world beneath the microscope was out in circulation, could you find another copy for a library patron? If so where?

Water Public Library
 Class--1936

Cataloging-Classification-Filing
 Miss Vedder

Final Examination

- I. Analyze each call number, indicating the meaning of each symbol.
 Give also the complete meaning; e.g. 938 - history, ancient, Greece--
 History of ancient Greece

914.5

q704

917

944

811

808

r910

926

815

C837

jC837m

(20)

- II. Pick out, from the column on the right, the correct call number for each title and write it in front of the title.

_____	Life and times of Christ	651.7
_____	A play: Strange interlude	F818
_____	On the battle front of engineering	171
_____	Kipling's collected verse	793
_____	Modern biography	598.2
_____	A history of everyday things in England	523
_____	My musical life - Damrosch	821
_____	Parents look at modern education	629.13
_____	Book of stars for young people	770
_____	Radio round the world	292
_____	Animals looking at you	F831
_____	The life story of birds	920
_____	Planning your party	914.2
_____	Sky high; the story of aviation	780.92
_____	Photographic art secrets	232
_____	A preface to morals	812
_____	Classic myths	620
_____	Secretary's handbook	372
_____	Franklin's autobiography	621.384
_____	Francis the First	591.5

(20)

III. Identify each item listed below referring to the three catalog cards given you. Use library terminology.

793

Skinner, Eleanor Louise
Children's plays

...

Willy Pogany

New York

D. Appleton and company

1919

xiii

289,1,p.

col.front.

col.illus.

191cm

1.Children's plays

I.Skinner, Ada Maria, 1878- joint author

r427

Matthews, James Brander

Clapin, Sylva

A new dictionary of Americanisms

p.565-81

Appendices:4.The function of slang, by Brander Matthews

ART, CHRISTIAN, see
CHRISTIAN ART & SYMBOLISM

(20)

IV. Answer each of these questions briefly but in enough detail to indicate each step made when there are steps to be made.
1. Where do tracings appear? Explain the difference between l. and I. and tell why tracings are important.

2. Give the procedure for changing a subject heading from
ESSAYS, AMERICAN
to
AMERICAN ESSAYS

You are requested to change tracings.
There are three books on American essays.

3.

3. This book has been discarded. Give procedure for removing the catalog cards.

793 Skinner, Eleanor Louise
Children's plays (See catalog cards used for question III)

4. Explain the difference between "see" and "see also" references in the card catalog.

5a. If a person asks for The next hundred years what would be your procedure?

b. If a patron requests material to take home with him on the Diesel engine what is your procedure?

c. If the catalog shows inadequate or no material on the subject, what do you do if you are an assistant working in a branch library?

(25)

V. Indicate the correct filing order for these author, title and subject entries by numbering them 1 to 30 (15)

_____ Bible. English.
The cross-reference Bible

_____ BIBLE-DICTIONARIES

4.

- _____ Bible. N.T.
- _____ Bible. English
The new indexed Bible
- _____ Bible. O.T.
The Old Testament
- _____ BIBLE - NEW TESTAMENT - GOSPELS
- _____ Birds fly south
- _____ BIRDS
- _____ BIRDS, see also
Names of birds (e.g. PIGEONS)
- _____ BIRD-SONG, see
BIRDS-SONG
- _____ BIBLE IN THE SCHOOLS
- _____ McIntrye, Oscar Odd
White light nights
- _____ Machinery in the new era
- _____ MACHINERY
Chase, Stuart
Men & machines
- _____ Macaulay, Rose
Daisey & Daphne
- _____ McAroni ballads
- _____ McAulay, Alla. It. au.
Wiggin, Kate Douglas (Smith)
The affair at the inn
- _____ MacDonnell, John de Courcy
Belgium.
- _____ MacDonald, Philip
The crime conductor
- _____ MACHINES, see
MACHINERY
- _____ U.S. Bureau of the mint
Catalog of coins
- _____ U.S.S. TEXAS (SHIP)
Schubert, Paul
Come on, Texas

8.

U.S. - HISTORY
Adams, James Truslow
The epic of America

U.S. Bureau of agricultural engineering
...Construction of chimneys and fireplaces

U.S. - HISTORY - REVOLUTION
Burke, Edmund
Edmund Burke's Speech on conciliation with the American colonies.

U.S. Government printing office
Abridged style manual

U.S. - HISTORY - CIVIL WAR
Adams, James Truslow
America's tragedy

U.S. - AGRICULTURE, see
AGRICULTURE - U.S.

U.S. - NEUTRALITY
Thomas, Norman

U.S. - Commerce
Redfield, William Cox
Dependent America

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Apprentice Class -- 1936

	Class mark	Test	Final
Babin, Gregory	75	76	75
Becker, Kathryn	80	80	80
Bevan, Mildred Catherine	90	94	91
Burr, Elizabeth	90	96	92
Crawford, Doris	90	94	91
Doyle, Elizabeth	85	80	83
Glynn, Mary E.	75	81	77
Haven, Helen E.	95	97	96
Hoffman, Florence	85	95	88
Jamison, Hildegard P.	90	93	91
Le Clare, Elizabeth Jane	80	76	78
Long, Eleanor L.	85	87	86
McNamara, Joanne Ruth	85	94	88
Naas, Bernard G.	85	70	80
Paulson, Pauline M.	90	96	92
Pearlman, Dorothy	90	92	91
Polsinelli, Angelina	85	79	81
Rogers, (Mary) Alice	75	84	78
Schreiber, Anna	95	98	96
Sullivan, Marion E.	65	71	67 Failure
Szinkunas, Julia	85	90	87
Van Graafeiland, Dorothy	90	94	91

April 1, 1936

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193...

From :

To :

Subject :

Rochester Public Library
Apprentice Class

Tentative outline for Reference course

I. General introduction, to Mudge etc.

Dictionaries:

Webster

Funk

Century

Oxford

mention Thesaurus

Distribute outline chart for dictionaries

II. Encyclopedias

Brittanica

New International

Americana

World Book

Lincoln Library

Columbia

Distribute outline chart for encyclopedias

III. Indexes

& Reader's guide, inc. Poole

IV Industrial Arts

Agricultural

Art

Education

N. Y. Times

Ayer's

U.S. Postal guide

Motion picture review digest

Dramatic

V. Annuals, almanacs & yearbooks

World almanac (Chicago daily news)

Statesman's yearbook

Congressional directory

Statistical abstract

Legislative manual

N. Y. red book

Problem

VI. Literature

& Cambridge history Am. Lit.

VII. " " Eng. "

& Garnett & Gosse

VIII. Chambers

Bartlett familiar quotations

Stevenson's home book of quotations

" " " " verse

" " " " modern verse

Brewer's handbook

" dictionary of phrase & fable

Granger

Bartlett Shakespeare concordance
 Baker's guides
 Warner
 Keller readers' digest of books
 Opdycke - Get it right
 Firkin's index to short stories
 " " " " plays
 Logasa & others
 Sequel stories
 Moulton - Library of Literary criticism
 Problems

IX. Biography

Who's Who
 " " in America
 Thomas - Universal pronouncing dictionary
 Appleton's cyclopedia of American biography
 Dictionary of American biography
 " " National biography
 Living authors
 Authors yesterday & today
 Junior authors
 Fitzhugh - Concise biographical dictionary
 Problems

X. History, atlases, etc.

New Larned history
 Floetz manual
 Haydn's dictionary of dates
 Keller - Dictionary of dates
 Harper's dictionary of classical literature
 Brewer
 City directories Rochester
 Rand McNally
 Lippincott's
 Problems

XI. Reference books on special subjects

& Bailey's cyclopedia of horticulture

XII. Hortus

& Bailey's cyclopedia of Agriculture

XIII. Ward encyclopedia of food

Henley's formulas
 Scientific American formulas
 Stedman's medical dictionary
 Dorland's " " "
 Fishbein
 Thomas' register
 World's commercial products
 Moody
 Encyclopedia of social sciences
 Hazeltine's anniversaries
 Monroe's education
 Cyclopedia of religion & ethics
 Cahill's laws of N.Y.
 Reinach's Apollo

-3-

Champlin - Painters & Paintings
Grove - Dictionary of music
Gayley's classic myths
Bulfinch
Golden bough
Hill's manual
Debate material
Hastings dictionary of the Bible

XIV. Vertical file, pamphlets, pictures
Wilson V.F. service, etc.
Problems?

XV. Circulating reference books
Handbooks
Civil service
etc.

XVI. Collections
Practical problems
Informal bibliographies

XVII. Collections
Impromptu problem

XVIII. Practical branch reference
Use actual questions

XIX. Examination

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Reference
Miss Atterberg

DICTIONARIES

Problem I

1. Interpret in exact order all symbols and abbreviations given in Webster for _____ (word to be assigned).
2. Which dictionary gives the most complete derivation of the word Creation?
3. Where do you find viz. listed in Webster?
4. Where do you find for what Noguchi is famous?
5. Under what headings do you find yellow fever in each dictionary?
Webster -
Standard -
Century -
6. Where do you find the meaning of Father of Waters?
Webster -
Standard -
Century -
7. Where can you find the derivation and English equivalent of smörgåsbord?
8. Where do you find the meaning of Douai?
9. Cite one authority for the correct form of address for a Monsignor.
10. A recent addition to our fiction shelves is Red Mesabi by Bailey.
To what does the word Mesabi refer?
Webster -
Standard -
Century -

Rochester Public Library
Apprentice Class--1936

Reference
Miss Atterberg

ENCYCLOPEDIAS

Problem II

1. Where do you find the most exhaustive article on Diesel motor?
2. Where do you find an article giving the history of the U.S. railroads?
3. Where do you find the longest article on Santa Claus?
4. Where do you find the most complete information about Chinese Gordon?
5. Where do you find information about the Jukes and the Kallikaks?
6. Where can you find the best Helen Keller bibliography?
7. A second-year high school student wants material on the history of mathematics. What would you give him?

Problem III

READERS' GUIDE

1. Where would you look for material for a patron wishing information on what to look for in buying a piano?
2. Can you find a magazine article listed which sounds as if it might explain why Alexander Woolcott went off the air?
3. What could you offer a woman who had to present a club paper on the Saar?
4. A woman asked for a book of Kipling's complete poems. It wasn't in. Was there any particular poem that she wanted? Well, yes, one which Kipling wrote for the Jubilee celebration. How would you go about finding such an one?
5. Have any poems by R.F.T. Coffin been published in magazine since July, 1935?
6. A patron is on the trail of an article about the husband of Alice Freeman Palmer written at the time of his death. Thinks he read it in the Nation but isn't sure. Can you find it?
7. A girl needs the book House of Exile for a book report. There is no copy of the book in. By chance did it appear first in a magazine?

ANNUALS AND YEARBOOKS

World almanac

NEW YORK STATE

Legislative manual

New York red book

NATIONAL

Statistical abstract

Congressional directory

INTERNATIONAL

Statesman's yearbook

Alpha series

PROBLEM IV

ANNUALS AND YEARBOOKS

1. Find a complete list of the Nobel Prize winners.
2. What was the average yearly wage for farm labor in N.Y. State in 1933?
3. On what day of the week did December 8, 1895 fall?
4. Where can you find the value of money of different countries?
5. Where can you find a history and colored picture of the seal of New York State?
6. What does a green hood mean on an academic gown?

What does it mean on a U. of R. gown?

7. A patron wants to know the street boundaries of the 3d district assembly of Monroe county. How would you go about finding it?
8. What was the family name of British royalty before it was changed to Windsor?
9. Find an explanation, including aims and accomplishments, of some of the Federal government initials.
10. How much cotton did Italy import in 1925?

Rochester Public Library
Apprentice Class - 1936

Reference
Miss Atterberg

Problem V

1. Find the source and complete quotation of the following:
"Pride goeth before destruction"

2. Who wrote the book Precious Bane? Source.

Find references to criticism of it.

What is the exact source of the title?

3. How can you find and complete: "To thine own self be true."

4. Wanted, a poem: Thinks first line is "I want to be free" and thinks author is Laski.

5. Where can you find a list of poems and readings on baseball?

-2-

6. A patron asks for a story called The bell. How can you locate it?

Is it in the library where you are now working?

7. Under how many headings in Baker's Guide to Historical Fiction do you find Hewlett's Richard yea and nay listed?

8. Find a commentary on the pessimism of de Maupassant.

9. A patron wants authority for the order of sequence of the books about the Forsyte family. Give individual sources.

Public Library
Apprentice Class--1936

P.ference
Miss Atterberg

Problem VI

1. Where can you find information about Culebra Cut, including dates and construction?
2. Where can you find well-organized information on the Industrial Revolution?
3. Where do you find pictures and diagrams of Caesar's bridge over the Rhine?
4. A high school pupil had a letter from a French correspondent with a return address Tunisie. Is it in France? Give source.
5. Where can you find considerable information on marriage customs in ancient Greece?
6. Where do you find the best information on Christian Science, with pictures of the founder and the Mother church?
7. Where can you find material about the Island of Bali, with illustrations showing the customs, etc.?

	<u>Examination</u>	<u>Final</u>
Babin, Gregory	75	B-
Bevan, Mildred Catherine	87	B+
Burr, Elizabeth	71	B
Crawford, Doris	77	B
Doyle, Elizabeth	89	B
Glynn, Mary E.	92	B
Haven, Helen E.	93	A
Hoffman, Florence	89	B+
Jamison, Hildegard P.	83	B
Le Clare, Elizabeth Jane	66	B-
Long, Eleanor	82	B+
McNamara, Joanne Ruth	90	A
Naas, Bernard G.	69	B-
Paulson, Pauline M.	81	B
Pearlman, Dorothy	84	A-
Polsinelli, Angelina	85	B
Rogers, (Mary) Alice	86	B.
Schreiber, Anna	81	B
Szinkunas, Julia	85	B+
Van Graafeiland, Dorothy	80	B

REFERENCE EXAMINATION

Name of Student:

PART I

(Score 20)

DIRECTIONS: Write the word True
before each true statement and
the word False before each false
statement.

Score.....

-1. Synonyms are included in Webster's New International Dictionary.
-2. Hill's Manual of Business and Social Information is the last word in correct social usage.
-3. Readers' Guide to Periodical Literature does not cover any periodicals in foreign languages.
-4. Webster's New International Dictionary is published by the Clarendon press.
-5. New International encyclopedia has an excellent index.
-6. Warner Library of the World's Best Literature is arranged alphabetically by author.
-7. The names of the principals of the various public schools may be found by consulting the Rochester directory.
-8. Century is the oldest American dictionary.
-9. The 2nd edition of the New International encyclopedia is the latest American encyclopedia.
-10. Grove's Dictionary of Music and Musicians is a recent one volume encyclopedia in English.
-11. Only one of the standard unabridged English language dictionaries has the so-called "divided page."
-12. Hoyt's New Cyclopedia of Practical Quotations is arranged by authors chronologically.
-13. An anthology is a reference book used by anthropologists.
-14. The Statesman's year-book is limited to England and her colonies.
-15. Grove's Dictionary of Music & Musicians does not give plots of operas.
-16. Lippincott's New Gazetteer is the first source to consult for present day populations.

-2-

-17. Legislative Manual is the official handbook for New York State legislators.
-18. Careful reading of title pages, tables of contents, prefaces and introductions to reference books is an absolute waste of time.
-19. Authors Today and Yesterday also indexes Living Authors.
-20. Standard Catalog is not needed in branches of Rochester Public Library because we do not have all books listed therein.

PART II

(Score 20)

DIRECTIONS: Fill in blanks
for the following:

Score.....

Example: Readers' Guide is published by..Wilson...

From 1919-1935 the Readers' Guide indexes a single poem under.
and under.....

- 2. For reviews of Santayana's Last Puritan I should consult.....
- 3. For the constitution of U.S. with latest amendments I should look in
.. ..
- 4. Statistics of foreign nations as to wealth, commerce, schools, national
debt, etc. are included in.....
- 5. The American counterpart of the Dictionary of National Biography is
.....
- 6. Texts of foreign constitutions are given in English in.....
- 7. For a synopsis of Scottish Chiefs I should look in.
- 8. For a recipe for invisible ink I should look in.....
- 9. For the biography of an 18th century painter I should look in.....
- 10. For a list of button manufacturers in Minnesota I should look in.....

-3-

PART III (Score 10)

DIRECTIONS: Read each statement carefully and select the best answer to that statement. Record the number of the best answer on the dotted line at the right.

Score.

Example:

The Government printing office is located in:

- (1) New York; (2) St. Louis; (3) Baltimore; (4) Washington; (5) Indianapolis.
.. .4.....

1. I should expect to find an account of "counterpoint" in:
(1) Brewer's Historic notebook; (2) Grove's Dictionary of music and musicians; (3) Sturgis Dictionary of architecture; (4) Larned's History for ready reference.
.....
2. A teacher wishes a pageant for use on Memorial day. To help her I should consult: (1) Logasa's Index to one-act plays; (2) Firkin's Index to plays; (3) Hazeltine's Anniversaries and holidays; (4) Silk and Fanning's index to dramatic readings.
.....
3. A convenient place to find the present address of Henry Ford is:
(1) Dictionary of American Biography; (2) Who's who in America;
(3) Cincinnati directory; (4) Forbes' automotive giants of America.
.....
4. A patron asks for information about eclipses of the sun, and particularly the total eclipse of 1925. In the catalog the only book listed under "eclipses" is dated 1924. You should (1) Tell the reader that the library has nothing on eclipses of the sun more recent than 1924; (2) Give the reader the 1924 book without comment; (3) Look in the catalog under "astronomy" and follow up any leads given there; (4) Consult the Readers' Guide.
.....
5. To find who wrote the poem beginning "The sun has kissed the violet sea" I should look first in: (1) Readers' Guide; (2) Bartlett, Familiar quotations; (3) Brewer's Dictionary of phrase and fable; (4) Granger's Index to poetry and recitations.
.....
6. I should expect to find biographical sketches of all of the members of the Roosevelt cabinet in: (1) Appleton's cyclopedia of America biography; (2) Larned's History for ready reference; (3) World almanac; (4) Official Congressional directory.
.....
7. The modern equivalent of Poole's index is: (1) Cumulative book index; (2) Readers' Guide; (3) American men of science; (4) A.L.A. Booklist.
.....

-4-

To find the source of the quotation " come unto me all ye that labor and are heavy laden", I should look in: (1) Hoyt's New encyclopedia of practical quotations; (2) Granger's Index to poetry; (3) Shakespeare concordance; (4) Hasting's Dictionary of the Bible.

.....

9. I should expect to find the actual words of famous historians in:
(1) Warner's Library of the World's best literature; (2) Encyclopedia Britannica; (3) Larned's History for ready reference; (4) New International encyclopedia.

....

10. I should expect to find the chronology of the Lindbergh kidnaping trial through: (1) Readers' Guide; (2) New York Times index; (3) Ayer's Newspaper annual; (4) Card catalog.

.....

-5-

PART IV

(Score 15)

DIRECTIONS: Enter on dotted line at left of first column, the number before the information in 2nd column which matches with that in first column.

Score.....

- | | |
|---|--|
|Rochester City Directory | 1. Reading With A Purpose |
|H.W. Wilson Co. | 2. Guide to Historical Fiction |
|Burton E. Stevenson | 3. Industrial Arts index |
|Ina T. Firkins | 4. Curiosities of Popular Customs |
|Liberty Hyde Bailey | 5. International in scope |
|Webster's New International Dictionary | 6. Book of Names |
|Garnett and Gosse | 7. Home Book of Verse |
|Encyclopedia Britannica | 8. Index and Atlas volume |
|American Library Association | 9. Card catalog |
| Ernest A. Baker | 10. Financial ratings |
|Century Dicticnary | 11. Readers' Handbook |
|Brewer | 12. Address of Mrs. Richard T. Ford |
|Moody | 13. Index to Short Stories |
|Who's Who | 14. Standard Cyclopedia of Agriculture |
|Index to the library | 15. Divided page |
| | 16. History of English Literature |
| | 17. Good juvenile encyclopedia |
| | 18. Etiquette |
| | 19. Index to one-act plays |

-6-

PART V

(Score 35)

Score.....

1. Give reasons why Emily Dickinson would or would not appear in:

Lippincott's Biographical dictionary

Who's who in America

New International encyclopedia

Living authors

Century cyclopedia names

2. Number the following periodicals indexes to show chronology of publication:

.....Industrial arts index

.....Motion picture review digest

.....Poole's index

.....Readers' guide

3. Granger's index has author, title, first line index. Full information is given under.....

4. Characterize in one brief sentence the following:

Statesman's year book

World almanac

Statistical abstract

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To :

Subject :

Work with Children
Apprentice Class Outlines

Eight Lectures

10:00 to 10:50		
March 30	History and theory of library work <u>with</u> children	Miss Sauer
April 1	A branch children's room and the scope of its work	Miss Sauer
April 2	The assistant in the children's room	Miss Sauer
April 4	Material on children's literature and children's reading	Miss Sauer
April 6	Pre-school and primary reading	Mrs. Mullan
April 8	Traditional and imaginative literature	Mrs. George
April 9	Recreational literature-fiction and non-fiction	Mrs. Mullan
April 11	Reference work and reference material	Mrs. George
April 13	Examination	

Rochester Public Library
Apprentice Class - 1936

Work with Children
Miss Sauer
Lecture 1
March 30, 1936

HISTORY AND THEORY OF LIBRARY WORK WITH CHILDREN

I. History

- A. European libraries
- B. Uncle Dexter's Library - West Cambridge, Mass. 1835
- C. Growth of Work with Children in American libraries beginning 1876
 - 1. "Children and dogs not admitted"
 - 2. Shelves or corner for children's books
 - 3. Separate rooms for children provided in libraries
 - 4. Separate buildings - Toronto, Brownsville Branch, etc.
 - 5. School libraries
- D. Growth of Work with Young People
 - 1. A most recent phase of library development
- E. Relation of growth of library facilities for children to the growth of a literature for children
- F. The children's librarian - her training and opportunity
- G. Significant names in connection with development of library work with children

II. Theory

All library work with children is based on the belief in the power of books and reading in the life of the individual

- A. Objectives
 - 1. To establish reading habits of such strength that they will carry over into adult life
 - 2. To cultivate discrimination in choice of reading material
 - 3. To demonstrate the recreational opportunity of reading
 - 4. To demonstrate the use of books as tools
- B. Essentials
 - 1. An adequate room
 - 2. An adequate well balanced collection
 - 3. A well trained and interested assistant
- C. Values
 - 1. Library as a force in education - a supplement to school work

-2-

Lecture 1

2. As a means of continuing education - child trained to use library will continue to do so when formal schooling is over
3. As a socializing influence and an asset in community life
4. As a Americanizing influence in foreign communities
5. As a spiritual force in that it offers a richer, more abundant life

Rochester Public Library
Apprentice Class - 1936

Work with Children
Miss Sauer
Lecture 2
April 1, 1936

A BRANCH CHILDREN'S ROOM AND THE SCOPE OF ITS WORK

1. Room itself

A. Furniture and decorations

1. Furniture arranged to provide maximum supervision and to control exits.
2. Decorations: to make room attractive but to keep it quiet and uncluttered.

B. Book collection

1. Classification and cataloging
 - a. Adheres as closely as possible to adult procedure.
2. Shelving
 - a. Ribbon arrangement and reasons for it
 - b. Special collections and reasons for them
 - (1) Permanent
 - Picture books
 - Easy books
 - Fairy tales
 - (2) Books for older girls and boys
 - Locked Case and Room Use books
 - Pre-school collections
 - (3) Varying collections used with bulletins

II. Administration of the room

A. Its relation to the branch as a whole

1. Children's Librarian in charge of room subject to supervision:
 - of Branch Librarian
 - of Head of Department of Work with Children

B. Rules and the reasons for them

1. Hours of opening
2. Borrowing privileges
 - a. Who may borrow
 - b. How many books
3. Fines
 - a. Purpose, disadvantages, procedure

C. Registration

1. Importance of accuracy, leisure, precision and formality
 - a. Opportunities this first contact provides

D. Discipline and library behavior

1. Necessity of maintaining a quiet room
2. Wisdom of having few rules and abiding by them
3. Judgment in knowing when to break a rule
4. Positive rather than negative directions

III. Contacts with children

- A. Child who comes voluntarily
- B. School visits
- C. Instruction to grades in library
- D. Introduction of graduating classes to adult department

IV. Publicity means

- A. Lists
- B. Story hours
- C. Radio talks
- D. Talks to parents
- E. Club work - dramatic, reading, etc.
- F. Vacation reading

V. Relation of Branch children's room to Main children's room

- A. Branch of first importance in serving community

Rochester Public Library
Apprentice Class - 1936

Work with Children
Miss Sauer
Lecture 3
April 2, 1936

THE ASSISTANT IN THE CHILDREN'S ROOM

I. Personality of the successful worker with children

- A. Poise, patience, dignity and good humor
- B. Lack of sentimentality
- C. Quiet voice and manner
- D. Personal integrity

II. Attitude

A. Toward the staff

1. Formality

- a. Staff members address each other as "Miss" or "Mrs." during library hours
- b. Eliminate discussion of personal affairs during working hours; chatting or humming as you alphabet to be avoided
- c. Entrances and exits for those coming on duty while the library is open should be inconspicuous; greetings unobtrusive

B. Toward the child

- 1. Courtesy and its implications
- 2. Simplicity and directness in dealing
- 3. Honesty in dealing - in answering questions
- 4. Respect for child's likes and dislikes
- 5. Absolute fairness - no favorites; no helpers
- 6. Consciousness of the power of the example the assistant sets

III. Duties of the assistant

A. When her superior is present

- 1. Specific work will be assigned
- 2. In doing floor work be sure that no child is sent away unsatisfied unless person in charge has been consulted.

B. When she is left in charge of room

- 1. Observation of duties of person in charge to be ready for an emergency.
- 2. On being assigned to a new branch plan to arrive sufficiently in advance to become familiar with arrangement etc.

- IV. Assistant's function in making child's contact with the library of value to him
 - A. Character development through use of library
 - B. Development of civic consciousness through use of a public institution
 - C. Intellectual development through skilful guidance of his reading interests
- V. Professional progress of the assistant
 - A. Importance of knowing the collection; of constant reading; of following some systematic plan

Rochester Public Library
Apprentice Class - 1936

Work with Children
Miss Sauer
Lecture 4
April 4, 1936

MATERIAL ON CHILDREN'S LITERATURE AND CHILDREN'S READING

I. Material on children's reading

A. Pre-school and primary reading

- | | | |
|----------|-----------|----------------------------------|
| 1. 028.5 | Dalgliesh | First experience with literature |
| 2. 649.1 | Alschuler | Two to six p54-80 |

B. General

- | | | |
|----------|--------|-------------------------------------|
| 1. 028.5 | Hunt | What shall we read to the children? |
| 2. 028.5 | Moore | Roads to childhood |
| 3. 028.5 | Olcott | The children's reading |
| 4. 028.5 | Terman | Children's reading |

C. Older girls and boys; adolescents

- | | | |
|--------|--------|-----------------------|
| 1. 814 | Becker | Adventures in reading |
| 2. 814 | Becker | Books as windows |

II. Book lists

A. General

- | | | |
|----------|-------------------------------|--|
| 1. | Joint committee of A. L. A. . | Graded list of books for children |
| 2. | Hunt | First three hundred books for the children's library |
| 3. 028.5 | Mahony | Realms of gold |
| 4. | Pittsburg Carnegie Library | Catalog of books in the children's department |
| 5. | Toronto Public Library | Books for boys and girls |
| 6. | Wilson | Children's catalog and supplements |

B. Adolescents

- | | | |
|----|----------------------------------|------------------------|
| 1. | Brooklyn Public Library | Books for youth |
| 2. | New York Public Library Bulletin | Books for young people |

III. Professional aids

- | | | |
|-------|-------------------------------|-----------------------------|
| rj398 | Eastman | Index to fairy tales |
| | American Library Association, | Committee on Subscription |
| | Books | Subscription books bulletin |
| | Hyatt | Index to children's plays |

IV Story-telling

A. Theory and adapted material

- | | | |
|-----------|----------|---------------------------------|
| 1. 372.21 | Bailey | For the story-teller |
| 2. 372.21 | Bryant | How to tell stories to children |
| 3. 372.21 | Shedlock | Art of the story-teller |

B. Collections for the story-teller

- | | | |
|-----------|--------|----------------------------------|
| 1. 372.21 | Bryant | Stories to tell to children |
| 2. 372.21 | Bryant | Best stories to tell to children |
| 3. 372.21 | Nowlin | Story-teller and his pack |
| 4. 372.21 | Power | Bag o' tales |
| 5. j398 | Power | Blue caravan |
| 6. j398 | Tyler | Twenty-four unusual stories |

C. Selected lists of stories to tell (pamphlet material)

- | | |
|-------------------------------|--|
| 1. Pittsburg Carnegie Library | Stories to tell to children |
| 2. Power | Lists of stories and programs
for story hours |
| 3. Davis ed. | Stories; a list of stories to
tell and read aloud |

V. Book reviews of current books

A. Book review periodicals

- | | |
|----------------------------------|-------------|
| 1. American Library Association | Booklist |
| 2. Junior Literary Guild | Young wings |
| 3. Bookshop for boys and girls | Horn book |
| 4. Saturday review of literature | |

B. In professional periodicals

- | | |
|-----------------------------|---|
| 1. Library Journal | Recommended children's books
(1st monthly issue) |
| 2. New York Libraries | |
| Children's books of 1934 | (August issue) |
| Library institute booklists | (May issue) |
| 3. Wilson Bulletin | |
| 4. Cleveland Public Library | Open shelf |

C. In newspapers

- | | |
|----------------------------|-------|
| 1. New York Times | |
| 2. New York Herald Tribune | Books |

Rochester Public Library
Apprentice Class - 1936

Work with Children
Mrs. Mullan
Lecture 5
April 6, 1936

PRE-SCHOOL AND PRIMARY READING

I. Picture books

A. General

1. Importance of picture books in the child's life
2. Differing theories regarding them

B. A child's likes and dislikes in pictures

1. Qualities which attract
 - a. Color
 - b. Action
 - c. Familiarity of subject matter
2. Colored pictures vs. black and white
3. Line drawings vs. silhouettes
4. Attraction to flowers and animals

C. Requirements of a good picture book for younger children

1. Simplicity
2. Story-telling qualities
3. Subject matter related to child's own experience
4. Nothing unnecessarily ugly or terrifying
5. Humor

II. Some famous picture book illustrators and their characteristics

A. A few of the first illustrators

1. Randolph Caldecott
2. Walter Crane
3. Kate Greenaway
4. Boutet de Monvel
5. Arthur Rackham

B. A group of favorite illustrators

1. L. Leslie Brooke
2. Elsa Beskow
3. Maj Lindman
4. Maude and Miska Petersham
5. Berta and Elmer Hader
6. Wanda Gag

C. For older children

1. E. Boyd Smith
2. H. Willebeek Le Mair

III. Pre-school books

A. Some new theories regarding selection of books for younger children

1. Changes in adult attitude

Rochester Public Library
Apprentice Class - 1936

Work with Children
Mrs. George
Lecture 6
April 8, 1936

TRADITIONAL AND IMAGINATIVE LITERATURE

I. Criteria for book selection

A. Physical features

1. General format
 - a. Size of book
 - b. Type
 - c. Paper
 - d. Illustrations

B. Subject and content

C. Form and style

D. Readability

II. Myths

A. Greek

1. Bulfinch Bulfinch's mythology
 - a. Reference material
2. Colum Golden fleece...
3. Hawthorne The adventures of Odysseus...
4. Kingsley Wonder book and tanglewood tales,
 illus. by Gustaf Tenggren
4. Kingsley The heroes, illus. by W. R. Flint

B. Norse

1. Brown In the days of the giants
2. Colum The children of Odin

III. Legends

A. Hero stories

1. Editors
 - a. James Baldwin
 1. The story of Siegfried
 2. The Sampo
 3. The story of Roland
 - b. Padraic Colum
 1. The island of the mighty
 - c. Sydney Lanier
 1. The boys' King Arthur
 - d. Howard Pyle
 1. The story of King Arthur and his knights
4 v.
 2. Merry adventures of Robin Hood

IV. Folk-tales

- A. Germany
 - 1. Grimm Household stories
 - a. The collection of these stories
 - b. Reference to best known tales
- B. England
 - 1. Jacobs English fairy tales
 - a. Reference to the best known tales
- C. Ireland
 - 1. Stephens Irish fairy tales
 - a. Growth of fairy tales in Ireland
- D. Norway
 - 1. Asbjørnsen Fairy tales from the far North
- E. Russia
 - 1. Wheeler Russian wonder tales
 - a. Influence of Pushkin
- F The far East
 - 1. Arabian nights
 - a. Comparative editions
- G. South America
 - 1. Finger Tales from silver lands
- H. North America
 - 1. Harris Uncle Remus, his songs and his sayings
- I. Fables
 - 1. Aesop Aesop's fables

V Collections

- A. I. K. U. Told under the green umbrella
- B. Power The blue caravan
- C. Scudder Children's book

VI. Imaginative literature by modern authors

- A. Andersen Fairy tales
 - 1. Description of Hans Andersen
 - 2. Value of his work
- B. Barrie Peter and Wendy
- C. Carroll Alice in wonderland
- D. De la Mare The three Mulla-Mulgars
 - 1. Author's position in literature
 - 2. Illustrations by Dorothy Lathrop

- E. Hudson Little boy lost
- F. Lagerlof The wonderful adventures of Nils
- G. McDonald The Princess and the goblin
 - 1. Description of George McDonald
 - 2. Grenville McDonald

VII. Poetry as imaginative literature

A. Collections

- 1. De la Mare Come hither
- 2. Edgar Treasury of verse for little children
- 3. Huffard My poetry book
- 4. Untermeyer This singing world

B. Individual poets

- 1. Lear Nonsense songs
- 2. Milne When we were very young
- 3. Stevenson Child's garden of verse

Rochester Public Library
Apprentice Class - 1936

Work with Children
Mrs. Mullan
Lecture 7
April 9, 1936

RECREATIONAL LITERATURE - FICTION AND NON-FICTION

I. General

- A. The reading public
 - 1. What we mean by it
 - 2. Sources of knowledge
 - a. Verbal instruction
 - b. Personal experience and observation
 - c. Reading
- B. Formation of the reading habit
 - 1. Link the child's reading with his everyday life
 - 2. Encourage present interests
 - 3. Allow free choice but present only the best

II. So-called "bad" books

- A. Types
 - 1. Thrilling tale of impossible adventure
 - 2. Vicious tale
- B. Characteristics
 - 1. Weak, sentimental, enervating
 - 2. Does not incite to action
 - 3. Presents no noble ideas of right and wrong
 - 4. Presents false standards of life and morals
 - 5. Uses bombastic language
- C. Effects

III. Meaning of a "good" book

- A. Basic qualities
 - 1. Moral tone unquestioned
 - 2. Realistic situations creditable
 - 3. Imaginary situations convincing
 - 4. Humor - fresh, spontaneous, but not vulgar
 - 5. Characters, life-like, real
 - 6. Authoritative sources for non-fiction
 - 7. Clear, unhackneyed style
- B. What a good book should do
 - 1. Inculcate worthy ideals of conduct and achievement
 - 2. Cultivate appreciation of the beautiful
 - a. Literary quality
 - 3. Add desirable knowledge
 - a. Blending of the narrative and technical
 - (1) Combining of accurate information and a fine prose style
 - (2) Examples: Fabre, Burroughs, Hudson, Tappan

4. Arouse a desire for further reading of good literature
5. Convince reader of its honesty

IV. Children's book collections

A. Balance Maintain fair proportion among different types

1. Easy reading
2. Informational books
3. Fiction

B. The fiction problem

1. First-rate books
2. Second-rate books
3. Classics

V. Discussion of representative types from the book-list

Rochester Public Library
Apprentice Class - 1936

Work with Children
Mrs. George
Lecture 8
April 11, 1936

REFERENCE WORK AND REFERENCE MATERIAL

I. Theory of reference work with children

A. Types of reference questions

1. School
 - a. Project work
 - b. Clubs
2. Personal
 - a. Hobbies
 - b. Organizations
 - c. Family interests

B. Answering reference questions

1. Reference books
2. Standard collection
3. Class instruction in library

II. Reference books in branches

A. Dictionaries

1. Thorndike The Thorndike-Century junior dictionary
2. Webster Webster's new international dictionary

B. Encyclopedias

1. The world book encyclopedia
2. Champlin The new Champlin cyclopedia for young folks 4 v.

C. General reference

1. rj317.3 The world almanac
2. rj372.21 Olcott Good stories for great holidays
3. rj394 Patten The year's festivals
4. rj298 Eastman Index to fairy tales, myths and legends
5. rj609 ...Great industries
6. rj796 Boy scouts of America The official handbook for boys
7. rj796 Girl scouts of America Scouting for girls
8. rj821.8 Stevenson The home book of verse for young folks
9. qrj974.789 Rochester Museum Notes on early Rochester history intended for use in conjunction with museum exhibits
10. qjr928 Kunitz The junior book of authors
11. qr028.5 Wilson Children's catalog

III. Specific advisory service

- A. Analyses of question
 - 1. Grade or age
 - 2. Use of information
 - 3. Definition of question
 - 4. Information used
 - a. In library
 - b. At home
- B. Methods used to answer questions
 - 1. Use of suggestion
 - a. Reference books
 - b. Card catalog
 - c. Collection
 - 2. Selection of material
 - a. Indexes
 - b. Paragraphs

IV. Opportunities created by contact

- A. Explanation of card catalog
- B. Suggestions for further reading

V. Discussion of actual reference questions and their solutions

Rochester Public Library
Apprentice Class - 1936

Work with Children
Miss Sauer

REQUIRED READING
TO BE COMPLETED BEFORE APRIL 13, 1936

Children's reading and the movies

In White House Conference...Children's reading, p27-29

Horn book

Read one complete issue dated not earlier than 1934

Hunt

Children's book week

In Children's library year book, no. 2 p32-38

Hunt

Library work with children

Jackson

A children's librarian's reading

In Children's library year book, no. 4 p86-92

Jordan

Children's librarians' problem in book selection

In Children's library year book, no. 2 p17-20

Martin

The John Newberry Medal

In Children's library year book, no. 2 p21-24

Moore

Modern tendencies in books for children

In Children's library year book, no. 1 p22-28

New trends in children's reading: an aid to social adjustment

In Children's library year book, no. 3 p35-50

Power

Library service for children

Ch. I Values in library work with children

Ch. II Early children's books

Ch. VIII Circulation work

Ch. X Reading guidance

Ch. XIV The children's librarian

Power

Organization and equipment of a children's room

In Children's library year book, no. 1 p15-21

Problems involved in children's reading of magazines and newspapers

In White House Conference...Children's reading, p29-35

Rees

International library service for children abroad

In Children's library year book, no. 1 p44-58

March 25, 1936.

Rochester Public Library
Department of Work with Children

READING LIST FOR ASSISTANTS

I. Professional literature

- Library work with children
j028.5 American library association. Committee on
library work with children. Children's
library yearbook vl-4
- 028.5 Hazeltine Library work with children
028.5 Hunt Library work with children
(manual of library economy)
027.6 Power Library service for children
- Books about children's reading
814 Becker Adventures in reading
r028.5 Curry Children's literature
028.5 Dalgliesh First experiences with liter-
ature.
028.5 Hunt What shall we read to the
children?
q028.5 James Children's books of yesterday
qr927 Mahony Contemporary illustrators of
children's books
028.5 Moore Three owls
028.5 Terman Children's reading
028.5 White house conference on child health and
protection Children's reading
- Professional aids
r398 Eastman Index to fairy tales
028.5 Mahony Realms of gold
qr028.5 Wilson The children's catalog
- Story-telling
372.21 Bryant How to tell stories to chil-
dren
j372.21 Power Bag o' tales
372.21 Shedlock Art of the story-teller

II. Children's book collection

- Encyclopedias, etc.
rj031 Champlin New Champlin encyclopedia for
young folks 6v.
qjr031 Compton's pictured encyclopedia 15v.
qjr928 Kunitz Junior book of authors

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jr423	Thorndike	Thorndike-Century junior dictionary
r423	Webster	Webster's elementary dictionary
fr423	Webster	Webster's new international dictionary
rj030		World book

Pre-school and primary reading

J	Association for childhood education. Literature committee.	Told under the blue umbrella
J	Bannerman	The story of Little Black Sambo
fp	Beskow	Pelle's new suit
P	Brooke	Johnny Crow's garden
qj398	Brooke	Golden goose book
j821	Caldecott	Caldecott's picture book No.1
j398	Carrick	Picture tales from the Russian
qP	Crane	Beauty and the beast picture book
qP	Flack	Angus and the ducks
P	Gag	Millions of cats
j914.92	Grant	Windmills and wooden shoes
P	Greenaway	Under the window
J	Hader	Whiffy McMan
J	Hogan	Nicodemus and the houn' dog
j821.8	Hubbard	Golden flute
J	Lindman	Snipp, Snapp, Snurr and the red shoes
J	Lucia	Peter & Polly in autumn
j428.6	Miller	Jimmy, the groceryman
j398	Mother Goose	The little Mother Goose illus. by Jessie Wilcox Smith
j398	Mother Goose	Mother Goose's melodies
J	Orton	Prancing Pat
qj232.9	Petersham	The Christ Child
j428.5		Picture scripts
J	Potter	Tale of Peter Rabbit
P	Smith	Chicken world
j821	Stevenson	A child's garden of verses; illus. by H. Wellebeek Le Mair
P	Towsley	Peggy and Peter

Representative non-fiction

Mythology and hero stories

j293	Baldwin	Story of Siegfried
j293	Brown	In the days of giants
j293	Colum	Children of Odin;...illus. by Willy Pogany
j292	Francillon	Gods and heroes
j292	Hawthorne	A wonder book;...illus. by Arthur Rackham

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j292	Kingsley	The heroes;...illus. by W. R. Flint
j398	Pyle	Story of King Arthur & his knights
j398	Olcott	Wonder garden
Folk-lore and fairy tales		
j398	Andersen	Fairy tales; tr. by Mrs. E. Lucas
j398	Arabian nights	Arabian nights' entertainment... ed. by F.J. Olcott
j398	Asbjørnsen	Fairy tales from the far North
j398	Bailey	Seven peas in the pod
j398	Grimm	Household stories;...tr. by Lucy Crane;...illus. by Walter Crane
j398	Housman	Moonshine and clover
j398	Jacobs	English fairy tales
j398	Ransome	Old Peter's Russian tales
qj398	Scudder	Children's book

Poetry**Anthologies**

j821.8	Association for childhood education. Literature committee.	Sung under the silver umbrella
j821.8	Huffard	My poetry book
j821.8	Stevenson	The home book of verse for young folks
j811.8	Thompson	Silver pennies

By individual poets

j821	De la Mare	Peacock pie
j827	Lear	Nonsense books
j821	Milne	When we were very young
j821	Stevenson	A child's garden of verses

Biography**Collective**

j923	Farjeon	Mighty men vl & 2
j920	Quiller-Couch	Roll call of honor
j925	Williams-Ellis	Men who found out

Individual

jA355m	Meigs	Invincible Louisa
JC938r	Rourke	Davy Crockett
jFJ43	Boutet de Monvel	Joan of Arc
JL736	Sandburg	Abe Lincoln grows up

General

j808.1	Auslander	Winged horse
j523	Baker	When the stars come out

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qj624	Bormann	Bridges
j909	Coffman	The child's story of the human race
j371.425	Cottler	Careers ahead
j900	Erleigh	In the beginning
qj614.868	Floherly	Guardsmen of the coast
j591.5	Call	Wagtail
j599	Gask	All about animals
j709	Hillyer	A child's history of art
j590.4	Hornaday	Tales from nature's wonderlands
j780	Whitecomb	Young people's story of music
j915.1	Perkins	Chinese twins
j901	Petersham	The story book of things we use
j629.13	Post	Skycraft
j383.2	Scott Stamp & Coin Co.	Scott's standard postage stamp catalogue
j782	Weber	The prize song

Representative fiction

J	Alcott	Little women
J	Allee	Judith Lankester
J	Altsheler	Young trailers
J	Barbour	Crimson sweater
J	Everson	Secret cave
J	Ewing	Stories
J	Field	Calico bush
J	Grahame	The wind in the willows
J	Hale	Peterkin papers
J	Harper	Windy island
J	Heyliger	Ritchie of the News
J	Hill	Charlie and his puppy Bingo
J	Lorenzini	Pinocchio
J	Macdonald	At the back of the North Wind
J	Meigs	Clearing weather
J	Meigs	Willow whistle
J	Phillips	Story of Nancy Hanks
J	Pyle	Otto of the silver hand
J	Pyle	Story of Jack Ballister's fortunes
J	Raymond	A bend in the road
J	Seredy	The good master
J	Spyri	Heidi
J	White	Magic forest
J	White	When Molly was six
J	Zwilmeyer	Inger Johanne's lively doings

March 25, 1936.

Rochester Public Library
Apprentice Class 1936

Work with Children
Miss Sauer

Examination
April 14, 1936 at 10 o'clock

1. Is rigid book selection for children on the part of public libraries justified or is it an example of inexcusable censorship? Discuss at some length.
2. Compare Webster's Elementary dictionary and the Thorndike-Century junior dictionary, indicating your recommendation for purchase and giving your reasons.
3. Which issue of the Horn Book did you read? Describe its content and its scope, and discuss its value
 - (1) As an aid in book selection to children and adults
 - (2) As a periodical for children.
4. A child brings this request to you, "I want a book about Mexico."
 - (1) What questions would you ask the child that would enable you to fill the request?
 - (2) List the principle reference tools you would use in the order of their importance.
 - (3) What use would you make of this contact to further the child's use and enjoyment of the library?
5. What are the possible values a child may derive from the early formation of reading habits and regular use of the public library?

Rochester Public Library
April 9, 1936

Rochester Public Library
Apprentice Class - 1936

Course in Work with Children
Examination Ratings

Babin, Gregory	67 %
Bevan, Mildred Catherine	76 %
Burr, Elizabeth	95 %
Crawford, Doris	85 %
Doyle, Elizabeth	79 %
Glynn, Mary E.	94 %
Haven, Helen E.	86 %
Hoffman, Florence	75 %
Jamison, Hildegard P.	87 %
Le Clare, Elizabeth Jane	80 %
Long, Eleanor L.	75 %
McNamara, Joanne Ruth	76 %
Naas, Bernard G.	76 %
Paulson, Pauline M.	97 %
Pearlman, Dorothy	65 %
Polsinelli, Angeline	62 %
Rogers, (Mary) Alice	78 %
Schreiber, Anna	80 %
Szinkunas, Julia	75 %
Van Graafeiland, Dorothy	85 %

Note: Papers marked on basis of four questions with equal credit.

Julia C. Sauer

April 22, 1936

Head, Department of Work with
Children

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To:

Subject :

Rochester Public Library
Apprentice Class--1936

Book Repairing
Miss Ross

Lecture Outline
1st Period

1. Explanation of common terms used in Binding.

Bind	Oversew	French joint	Section
Rebind	Hand sew	Backing	Gilding
Recase	Trim	Saw cuts	
Resew	Joint	Guarding	

2. Discussion of certain kinds of book papers with respect to binding treatment.

3. Discussion of materials with respect to a well bound library book.

4. Ear marks of a well-bound book.

2nd Period

I. Bindery Division of the Rochester Public Library.

A. Types of work done.

1. Repairing
2. Rebacking
3. Recasing
4. Recovering
5. Finishing

B. Library Criterion

1. Value to library
2. Physical condition
3. Condition of paper
4. Margin space allowed
5. Number of missing pages

C. General rules for sorting books

II. Repairing

A. Mending

1. Materials needed
2. General rules
3. Kinds of mending

B. Cleaning

1. Materials used
2. General hints

III. Records

Rochester Public Library
Apprentice Class--1936

Book Repairing
Miss Ross
April 15, 1936

Ear marks of a well bound book

1. A volume must show evidence of neat and careful workmanship.
2. All books that receive hard usage should have end papers and fly leaves guarded with cloth. If sewed regularly the first and last signatures also should be guarded.
3. Saw cuts should not be deep.
4. The book should be flexible and stay flat wherever opened. (This is not always possible in the case of oversewed books or books printed on stiff, brittle paper).
5. When the book is lying flat, the top should remain flat. When standing on end the sections should not separate slightly in the back.
6. The book should feel firm and compact to the hand.
7. When opened the volume should not make a crackling noise due to too much glue on the back.
8. The book should have a well rounded back and the cover fit well at the joint. Flat backs are not desirable.
9. Margins should be wide and out straight.
10. The book should have French joints.
11. The cover should not separate easily from the book when pressure is applied.
12. Lettering on the back should be legible and put on straight.
13. On opening the book, sections in the back should be perfectly smooth, showing that they have not been crushed in backing.
14. Guards for plates, maps, sections etc. should be so applied as to leave the paper unwrinkled.

From Bailey - Library Book Binding.

Elma Schuele

Rochester Public Library
Apprentice Class--1936

Book Repairing
Miss Ross
April 16, 1936

Bindery Division

I. Bindery Division of the Rochester Public Library

The Bindery Division is the agency in which all materials to be bound, rebound, repaired, rebacked, recased, recovered or otherwise physically reconditioned are received and taken care of for the entire library system.

The Bindery Division takes care of gilding, pasting in date slips and pockets or reference and gift slips in all books whether new or repaired.

The Bindery Division likewise takes care of all pamphlets, government documents and paper backed books to be bound or rebacked or put into binders.

A small library appropriation does not permit an adequate enough sum of money for rebinding and repairing to maintain the collection in good condition. The Bindery Division has been fortunate in being able to meet this emergency thru the aid of a staff of W.P.A. workers who are doing very good work. These workers are under an experienced foreman which is vital to the success of the plan.

A. Types of Work

1. Repairing - which includes mending tears or cuts, inserting loose pages, mending corners, ragged margins, bites, rumpled pages and the cleaning.
2. Rebacking - which is the process of replacing the back when the old back is split or worn - provided the sewing is tight and the cover is otherwise in good condition.
3. Recasing - the process of replacing a book which has come out of its covers or has loosened somewhat - when the cover is in good condition and the sewing intact.
4. Recovering - the process of putting an entirely new cover on a book. This is done on books where the sewing is quite strong and the cover is worn or has been damaged in some way.
5. Finishing - includes lettering backs or putting on typewritten labels on the backs, shellacing and oiling the books.

B. Library Criterion

1. Value of the book to the library in regard to its literary value, the accuracy and timeliness of its information, popularity number of copies in

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the branch. The Branch librarian usually indicates the answers to this question on the date slip.

2. Physical condition. Is the book too soiled, too worn? To rebind books that are too unsightly is not a good policy if standards are to be kept.

3. Condition of paper

- a. Does it have poor, brittle paper? (If, on turning down a corner of a page the paper breaks off short it has not sufficient strength to hold the stitches or undergo binding). If such a book is rare or difficult to replace, it can be rebound by stubbing (adding a strip of paper or cloth) and sewing through that but it is a slow and expensive process.

- b. Is the paper too flimsy, cheap and lacking in body? It might be cheaper in the long run to purchase a new copy.

4. Margin space allowed. Inner margins should not be less than $\frac{1}{2}$ inch wide as a general rule, to insure successful oversewing. If narrower, the book should be handsewed or recased.

5. Number of missing pages. For the average priced book, if more than 2 full pages are missing it would cost more to type those pages than it would to buy a replacement. In the case of expensive books, it is possible to have photostat copies made of missing pages.

C. General rules for sorting books

1. If a book has never been bound and will probably be wanted a long time or will have hard usage - Bind. (If paper and inner margin will allow - oversew otherwise handsew).
2. If a book has been bound and is still popular or if it has cheap, flimsy narrow margined paper - if the sewing is intact and it is not very dirty within the print - Recase.
3. If a book is new, the cover is whole or especially attractive, the sewing intact but the hinges are breaking and the book feels shaky - Recase.

-3-

4. Reinforced books, if solid, fairly clean within the print and sewing intact, may be trimmed down and recovered.
5. Heavy loaded paper will not stand oversewing. These should be handsewed. Sometimes even this is not possible.
6. Books which have nearly outlived their usefulness but are still in use should be mended with two exceptions. This mending does not include rebacking unless the back is badly torn. The usefulness of the book as well as the cost and availability determines the amount of work done. This information should be noted on the date slip by the librarian in charge.

Exceptions are:

- a. Too much mending or cleaning to be done
 - b. Book too inexpensive to warrant the mender spending her time repairing it.
7. Books with chewed or broken corners or chewed backs must be - Rebound.
 8. Discard books that are:
 - a. badly soiled
 - b. mutilated
 - c. outdated
 - d. not popular
 - e. split oversewed backs
 - f. very narrow inner margined
 - g. more than two pages missing
 - h. badly stained
 - i. worn

II. Repairing:

Repairing is the process of renovating books whereby they may be restored to circulation. Under this term go mending and cleaning.

A. Mending

1. Materials needed: Mending tissue, arabol paste, shears, wax paper, brush, paste cloth, paste paper, transparo, straight edge.

2. General rules:

- a. Use as little past as possible in all mending work.
- b. Mend on the under or right hand side of the leaf whenever possible.
- c. Always lay a piece of wax paper under and over the mended part, and leave until the mended place is dry.
- d. When a book has been mended, put a weight on it so that the mended parts will dry flat.
- e. Acquire the habit of using paste paper under your work in order to protect the next page from paste. Throw away when page is mended and substitute waxed paper.
- f. Paste the page rather than the tissue or transparo. It will prove less difficult to put on.

3. Kinds of mending:

- a. Tears and cuts

- (1) Always pull the edges of the tear or cut together so that the printing matches perfectly.
- (2) Mend with a strip of mending tissue the proper size to cover the tear. It should extend about $\frac{1}{4}$ inch on each side of the tear and beyond the ends.
- (3) When a tear is "feathered" (not a clean cut edge), the edges can often be pasted together without the addition of mending tissue.

-5-

b. Tipping in pages

- (1) Paste back edge of page, put in place, rub down, put in wax paper on both sides where paste would come through. Close book until dry. Or
- (2) Make a hinge. (Demonstrate) This is the better way. It will not always work if more than two pages are to be inserted. It depends entriely upon the paper.

c. Corners

- (1) Save old discarded end sheets.
- (2) Select one that nearest matches the page to be mended.
- (3) Cut a corner allowing 1/8 inch on the side to be pasted to the torn page.
- (4) Paste on the under side unless the upper side has no printing with which the mending would interfere.

d. Ragged margins

- (1) Margins of leaves that are ragged or rumpled should be mended with mending tissue.
- (2) Smooth out and straighten out the ragged edge.
- (3) Cut a piece of mending tissue the exact length of the page and double the width of the outside margin. Crease in half.
- (4) Paste the leaf along the margin. Lay tissue carefully on it. Smooth out all ragged and torn places on the paper.
- (5) Fold over and paste the other half of the tissue down. The fold should be even with the outer edge of the rest of the pages of the book .
- (6) Smooth down. Put wax paper on each side, close book and put a weight on it.

-6-

e. Bites - bites are pieces torn from margins.

- (1) Select a piece of end sheet paper as nearly like the torn page as possible.
- (2) Tear or cut a piece of this paper the same shape but slightly larger than the bite.
- (3) Paste lightly around the edge of the paper.
- (4) Fit the paper under the bite and smooth down. Be careful to wipe dry.
- (5) Put wax paper on both sides of the mended place. Close the book and lay a weight on it.

f. Rumpled pages

- (1) For expensive, rare, or valuable books, or for valuable old newspapers use Transparo. This is a very transparent, cobwebby material much like silk chiffon.
 - (a) Smooth out the page.
 - (b) Paste page lightly and lay Transparo on it.
 - (c) Pat smooth.
 - (d) Wipe with a damp cloth to take up the surplus paste.
 - (e) Put wax paper over it.
 - (f) Close book and press until dry.
- (2) For less expensive books use mending tissue.

B. Cleaning

1. Materials needed: art gum, ink eradicator, ivory soap, water, ammonia and Garnet cabinet paper.
2. General hints
 - a. Always rub from the inner margin out, to avoid rumpling pages.
 - b. When erasing pencil marks, be careful to hold the fingers on each side of the marks to keep the page firm and avoid tearing.

-7-

- c. To remove soil within the print, use art gum.
- d. To remove soil from margins and outside edges, rub with cabinet paper.
- e. Ink eradicator will remove ink, cocoa, iodine and many stains but not crayon marks. A sure remover of crayon marks within the print has not yet been found.
- f. Cheese cloth wrung dry out of a solution of ivory soap, water and a dash of ammonia and lightly rubbed over muddy pages will remove the dirt. Wipe dry. Put wax paper on both sides of the washed page. Not all pages can be washed though. Calendered paper will not wash.
- g. Most covers can be cleaned with ivory soap solution and a damp cloth. If not, try a little Dutch cleanser. Rinse off and wipe dry.

III. Records

The book card is the bindery record in the Branches. In the Bindery Division the book pocket is kept as a record.

The pockets are removed from the books and filed in three files. In one file are the pockets of those being mended. In another, of those sent to the Bindery. In the third, of those to be withdrawn.

Records are also kept of the number of J's, numbers, names, and volumes marked each day, and of the number of books which are recased, rebacked, put back in the same covers, repaired and the number of pamphlets put in binders. A weekly report of all this and the number of repaired books sent to each branch is made to the Head of the Book Order and Catalog Department.

April 10, 1936.

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To :

Subject :

ROCHESTER PUBLIC LIBRARY - APPRENTICE CLASS 1936

Notes on Classes to be Conducted by Miss Fisher

No definite assignment.

Impromptu reviews and recommendations may be called for at any time.

1. General introductory talk.

The second phase of book selection - from our collection for individuals, groups or special use.

Presupposes book selection for one's self.
Know authors - Read reviews.

Necessity of knowledge of books.

Reviews help, but reading is essential - both in breadth and in volume.

By-ways rather than bestsellers.

Old (or elderly) books.

Importance of unimportant books.

(Rule out books as information-covered in reference course)

Cannot convey pleasures to be derived from books unless you have actually experienced it.

Amplify all this with examples from fields of history, travel and biography.

The real world, as opposed to the imaginary one
Miss Taylor will take them into.

Stimulate discussion on selection problems from our diary.

To test present breadth of reading, knowledge of and feeling for books, and ability to express and convey all this. Try to call on everyone at least once.

2. Travel.

Talk about books in this field, using methods indicated above.

Have similar titles suggested by the class from their knowledge, background and enjoyment.

Cooperative building of reading lists for hypothetical readers.

Books of interpretation should always accompany guide books.

3. Biography. (Letters, journals, diaries, memoirs, reminiscences, autobiographies.)

Continued emphasis on variety as well as amount of reading to be done. Constant illustration from our actual work and my personal reading.

Know persons by profession, country, period, etc. as well as by name..calls and interests are often in these forms.

4. History. Fewer titles to discuss..Leaves time for general resumé.

Lists and aids - Viewpoints, Readers guide department in "Books"and "Saturday Review of Literature".

Must be animated by personal knowledge and familiarity.

Some discussion of work on club programs and papers, the selection of books for others to review, etc.

Take class to adult room at Monroe - impersonate a few borrowers (successively, not simultaneously) and have class members act as librarian for me.

Call for a few book reviews and comments this hour, certainly, if not before.

Importance of gauging reader's ability - and of not over (or under) shooting in your recommendations. (Another reason for wide reading.)

Final emphasis on the pleasure and enjoyment which is the real, enduring value of all this reading - both on our part and on that of our patrons.

Book Talks to be Given by Miss Taylor April 13-25

- I. A general talk, with remarks on type of comments to patrons; short summaries as opposed to long, formal reviews.

Books to be used in talk:

Becker - Adventures in reading
" - Books as windows
Swinerton - Georgian scene
Newton - End papers
Living authors

- II. A typical book talk to a group.

Miscellaneous assortment of books:

Whitall - English years
Day - Life with father
Guity - If memory serves
Stout - O careless love
Benét - Book of Americans, etc.

- III. A book talk on recent fiction.

Bentley - Freedom, farewell!
Cobb - Paths of glory
Cronin - Stars look down
Field - Time out of mind
Glasgow - Vein of iron
Lewis - It can't happen here
Sharp - Four gardens

- IV. A book talk on recent plays.

Binyon - The young king
Dayton - First lady
Holmes - If this be treason
Kingsley - Dead end
Priestley - Laburnum grove
Smith - Call it a day

- V. Book talk on recent poetry.

Drew - Discovering poetry
Guiterman - Death and General Putnam
Turner - Star in a well
Welles - Spectacle for scholars
Powell - Descent from Parnassus
Possibly something on the Auden, Spender and Day-Lewis group

VI, VII, and VIII.

Plans for these three not yet worked out.

Possibilities are:

1. Essays (formal and informal, new and old)
- ✓ 2. Magazines
 1. As means of keeping up with current affairs
 2. As aid in reference and advisory work
3. Books on international relations (from layman's point of view)
4. Popular books on science like:
Lemon - From Galileo to cosmic rays
Davis, ed. - Advance of science
Garbedian - Major mysteries of science
5. Popular books on art

Recommend that Miss Gurney take charge of this meeting and talk on recent art books which have appeal for lay reader.

These plans are tentative, especially in the book titles included, and may be changed between now and April 13th, but the basic plan will remain the same. The idea underlying the talks is to attempt to stimulate an enthusiasm for reading, and because I feel that definite assignments of reading would react unfavorably on any enthusiasm that might be aroused, I should prefer not to make any - with the possible exception of the May Lamberton Becker books.

Respectfully submitted,

A. Mayoni Taylor

Lois E. Fisher

Rochester Public Library
Apprentice Class--1936

Book Examination
Miss A.M. Taylor

From the attached list of books:

- I. Choose 5 books and for each of the 5 write a one sentence annotation.
- II. Choose 3 books and for each of the 3 write a paragraph review.
- III. Choose 1 book and write a page review.

Different books are to be chosen for each question,
and in each case the note is to be written from the
point of view of a librarian to a patron.

Cohen-Portheim	England, the unknown isle
Brooks	Thread of English road
Gardiner	Pebbles on the shore
Milne	If I may
Ofaire	The San Luca
Guedalla	Supers and supermen
Taylor	Invitation to Renaissance Italy
Gundolf	Myrtles and mice
Chase	A goodly heritage
Repplier	Agnes Irwin
Brown	Dean Briggs
Woolf	Flush
Glaspell	Road to the temple
Stein	Autobiography of Alice B. Toklas
Anderson	My 30 years of war
Reese	Victorian village
Egan	Recollections of a happy life
Butt	Taft and Roosevelt: Intimate letters of Archie Butt
Berners	First childhood
Weygandt	A passing America
Canby	Age of confidence
Trollope	Domestic manners of the Americans
Graham	Tramping with a post in the Rockies
King	Tempest over Mexico
Fergusson	Dancing gods
Swinerton	Georgian scene

-2-

Bentley	Freedom, farewell
Glasgow	Vein of iron
Milne	Four days' wonder
Webb	Precious bane
Field	Time out of mind
Anderson	Winterset
Davis	Ethan Frome
Spewack	Boy meets girl
Jerome	Pride and prejudice
Dayton	First lady
Day	Life with father
Pope	We three
Whitall	English years
Benet	Book of Americans
Roberts	Gone rustic
Guiterman	Death and General Putnam
Welles	A spectacle for scholars
Johnson	Saint Peter relates an incident
Field	Fear is the thorn

April 21, 1936

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To :

Subject :

I. Introduction:

1. Definition of ethics: An evolving basis for conduct, depending on knowledge, looking toward the future, and necessarily associated with science.
2. Purpose of classes on staff relationships
 - a. To develop a method of dealing with problems of personal relationships in the library, an open mind, and a habit of looking at all sides of a question, with resulting fairness in action.
 - b. To familiarize members of the class with some of the body of ethics that has been developed in the profession generally and with some of the methods of action that have proved helpful in the Rochester Public Library.
 - c. To help in meeting certain types of problems that come up and that are sometimes difficult to meet if "sprung" on one.

II. Staff relationships

1. With the City in general, the Library as a part of the City government
 - a. Knowledge of the relation of the Library to the City government in general
 - b. Loyalty to the government as a whole
 - c. Political attitude
 - (1) As City employees under Civil Service--neutral: the Library is not a political organization; appointments are not political.
 - (2) As citizens--keeping informed and voting
 - (3) As librarians--having material on all sides possible but expressing no personal opinion
2. With the public. Underlying principle:
"The public is our employer; we are its servants."
The duty of librarians is to give the best possible service in the pleasantest possible manner.

-2-

3. With other staff members. Underlying principle: All library employees are co-workers in supplying the right book to the right person at the right time.

4. With himself. The librarian should

- a. Develop his best powers
- b. Keep at highest physical fitness
- c. Be happy in library work

III. Conclusion: The quality of its staff relationships is of vital importance to the success of the Library.

Required reading: Code of Library Ethics, adopted by the Council of the American Library Association. (See Rule books in all branches).

Rochester Public Library
Apprentice Class--1936

Staff Relationships
April 17 and 20, 1936
Miss Hodges

Class Assignment

The questions given below are designed to develop various aspects of staff relationships covered in the outline.

After completing the required reading, please read and think about the questions given below and come to class prepared to discuss them. In some cases, it may be necessary to secure information from other sources which are available in all branches.

In answering the questions, consider them from the point of view of the assistant who has actually been appointed as an assistant with the limited training given by this Apprentice class.

1. What is the governing body of the Rochester Public Library?
How is it chosen? For how long?
2. How is the staff chosen: (a) the Director (b) other members of the professional staff?
3. Who determines: (a) library positions and their salary rates
(b) assignment to special positions and the salaries of individual staffmembers?
4. A patron brings I change worlds by Anna Louise Strong to the desk and protests at its being on the shelves of a branch of a public library because "she is a Communist and a trouble maker and this book is full of arguments for Communism."
How do you answer the protest? How does this attitude conform to your idea of loyalty to the government, Federal and State?
5. How should loyalty to the city government manifest itself?
6. A political party worker asks you to contribute to his party or to do some political work for it. How would you answer him?

-2-

7. A patron with fire in his eye, objects to Mrs Eddy, the biography of a virginal mind by Dakin because "it is untrue and biased, by a person who has no sympathy with Christian Science." How do you meet his objection?
8. Patron on returning a book of fiction "This is a nasty book. It has no business in a public library." What do you answer?
9. A woman who is preparing a talk for her club wishes to keep some books four weeks. What should you reply? She insists. What is your next step?
10. A patron objects to some rule and threatens to take the matter up with Mr Lowe? What should you say and do?
11. A patron has done or said something extremely funny? What should govern your attitude in telling the incident?
12. A reporter from a newspaper asks you questions and tries to secure a "story" from you. What should you do?
13. You have a criticism of the Library or some part of it, or you see some method or procedure which you think can be improved. What should you do?
14. You see some other staff member doing something of which you disapprove. Are you going to take any action? If not, why not? If so, what?
15. What is the ideal attitude toward time spent on your particular job, that is, your relation to the time sheet? What are the drawbacks to attaining this ideal?

-3-

16. What is your attitude about visiting at the desk (a) with staff members? (b) with the public? Why is this your attitude?
17. What is suitable dress for the library? Is it permissible to wear something more "dressy" than a severely business frock? Why? What do you think about smocks for women, shirt sleeves for men, etc. when on public duty? Why?
18. What is a vacation for? From your point of view? From the library's? In general, is it better to have your annual vacation all at one time or split into one or more parts? Why?
19. What are the library regulations about "sick leave?"
20. What should you do if a member of your family is ill and needs you? What should be the library's attitude?
21. What should you do if you are coming down with a cold? Why?

April 14, 1936.

Class Assignment

Please read, in order to gain an idea of the scope of the work of the N.Y.L.A., the N.Y.L.A. News Letter for March 1936.

Central; Branches

Please examine thoroughly enough to become familiar with their contents the following A.L.A. publications:

a. Bulletin of the A.L.A., April 1936, Part I

Central; Branches

b. Handbook of the A.L.A., 1934 or 1935 issue

Central; Monroe Branch

c. Proceedings of the A.L.A., 1934 or 1935 issue

Central; Monroe Branch

Give exact sources for the answers to the following questions as you have been taught to do for your reference problems. Give answers to questions 6 and 7 only. For questions for which answers are to be found either in "Handbook" or "Proceedings", do not search in both 1934 and 1935; a reference to either will be considered correct.

1. Who is the librarian of the Utica Public Library?
2. What is the position and the library address of Alice L. Jewett?
3. Who is chairman of the A.L.A. committee on Work with the foreign born?
4. Who is the head of the Extension Division of the Virginia State Library?
5. Who is (or was) president of the New Jersey Library Association?
6. Is the Library School of Emory University accredited by the A.L.A.?

If accredited, how is it classified, Type I, II, or III and what does that classification mean?

7. To what does a \$3.00 membership in the A.L.A. entitle its holder?
A \$5.00 membership?

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To :

Subject :

A suggested bibliography
for reading on the
History of the Printed Book

- *655
A363p Aldis, Harry Gidney
 The printed book. New York, Putnam, 1929.
 Slight, but full of good clear information.
- L.C. qr741
D226m Darton, Frederick Joseph
 Modern book-illustration in Great Britain
 and America. New York, W.E. Rudge, 1931.
- *655
D247h Davenport, Cyril
 The book, its history and development.
 New York, D. Van Nostrand, 1908.
 Contains much information not found in
 other listed sources. Especially good
 chapters on bindings and ornamentation.
- *686
D981 Dutton, Meiric
 Historical sketch of bookbinding as an
 art. Norwood, The Holliston mills, 1926
- L.C. q703
E56g Encyclopaedia Britannica
 Graphic arts; selection of articles from...
 14th ed... New York, Encyclopaedia
 Britannica, 1929.
 All material on graphic arts brought
 together in helpful and readable volume.
 More accessible in this form than in
 separate articles in Encyclopaedia Britannica.
- r655.1 Gentry, Helen
 Chronology of books and printing. San
 Francisco, Helen Gentry, 1933.

 Second edition New York, Macmillan, 1936
 Full of clear chronological information which
 reads like a book.
 First edition was one of the 50 best books of
 the year.
- L.C. r655.1
M168p McMurtrie, Douglas C.
 Printers' marks and their significance.
 Chicago, Cynecourt, 1930.
- L.C. qr741
M6892m Modern book production.
 London, The Studio, 1928.
 Binding, typography, illustration, book
 jackets, etc. from approximately 1914 to
 1928 in America and in European countries.

-2-

- 655.1
O64m Orcutt, William D.
 Master makers of the book. Garden City, N.Y.
 Doubleday Doran, cl928.
 This author may not be so well grounded as
 to facts, but does succeed in giving one a
 definite feeling for the "book."
- 096
P771e Pollard, Alfred W.
 Early illustrated books. New York, Dutton,
 1893-1917.
 Illustration in 15th & 16th centuries in
 European countries.
- L.C. qr090
P771f Pollard, Alfred W.
 Fine books. New York, Putnam, 1912.
 Excellent and authoritative text.
- *655
P991 Putnam, G. H.
 Books and their makers during the middle
 ages. 2 vol. New York, London, Putnam, cl896.
- L.C. r094
R212p Ransom, Will
 Private presses and their books. New York,
 R. R. Bowker Co., cl929.
- L.C. r016.094
H112b Haas, Irvin
 Bibliography of modern American presses.
 Chicago, Black cat pr., 1935.
 Fascinating subject of modern private
 presses and their output presented in
 complete form in these two books.

Fifty books of the year MCMXXXVI
(In Publishers' Weekly, Feb. 8, 1936 - p.712-728)

April 16, 1936

City of Rochester, N. Y.

DEPARTMENT CORRESPONDENCE

Date _____ 193__

From :

To :

Subject :

