



Staff Training Class

Fifteen members of the Rochester Public Library staff are taking a course in library training. This course is an intensive one, lasting through the first ten weeks of the year and designed to familiarize assistants without library school training with the methods and tools of the profession and with the spirit and ideals of the Rochester Public Library in serving the public. The work includes 21 lessons in reference work, 12 in selecting and ordering books, 20 in classifying, subject heading and cataloging, 8 in current events and 19 in miscellaneous subjects. The instructors are drawn from library staff members with special experience in their subjects and in teaching.

The work outlined is not intended to take the place of a year's training in a library school. Members of the class are practically all college graduates and this course in professional training should make them even more helpful in serving users of the library. They are finding that the class work is difficult and that it demands much of their time in addition to their regular work in the library but some have already expressed pleasure in the practical aspects of the work which enables them to use immediately professional methods acquired in the class room.

Apprentice Classes 1929

An apprentice class, the first one in the Rochester Public Library for ten years, was instituted January 2. Fifteen persons completed the entire course, one took reference work only and one took book selection. The course began January 2 and lasted for ten weeks, half time or approximately 20 hours each week, including preparation. Many quite regularly spent more time than this.

The subjects taught were as follows:

- Book selection - 10 hours
- Book ordering - 2 hours
- Cataloging - 20 hours
- Reference work - 21 hours
- Current events - 8 hours
- General subjects - 19 hours

The "general subjects" included: Staff relations and ethics (3); work with the public (3); history and organization of the Rochester Public Library (1); loan work (4); city library facilities (1); current library literatures (1); New York Library Association and American Library Association (1); history of libraries (1); history of the printed book (1); binding, rebinding, mending (2); examination (1).

In addition a certain amount of practical work under supervision was done. This included shelving, reading shelves, arranging exhibits. This practical work was limited much more than it would be with new employees because of the length of service of all of the class which extended from three months to three years; also by the fact that all in the class were carrying on actual work in the library during the time of the class.

The consensus of opinion seemed to be that the reference work and the work in book selection were decidedly the most valuable and also the courses in which the most direct practical results could be seen. The book selection course had to do with the evaluation of books and the use of library tools in selecting and judging books. This course is of particular value because all assistants, as well as heads of departments and branch librarians, read and assist in deciding upon the availability of new books for the Rochester Public Library.

Thirteen of those completing the course took the examination in library economy for a professional librarian's certificate and all passed, the average standing being 86%. This examination was offered in lieu of one year of training in an approved library school.

Thus, while the class in general and the results obtained were far from perfect, it does not seem too much to say that, from the point of view of the library and the persons taking it, it was a success.

For the year 1929-30, there were not enough new staff members to make a full apprentice class economically advisable. There are on the staff, in addition to new members, a number who have been with the library for several years but who have had no formal training. These, together with new staff members have been combined and are taking an abbreviated apprentice course, consuming one morning each week and running through the year. Seven members of our own staff and one from the Reynolds Library are taking this instruction which will consist of the full reference and book selection courses and a small amount of work in filing, use of the catalog and library ethics.

The new certification regulations of the state will apparently make yearly apprentice class practically compulsory. It is hoped that the expense of such a class may be lowered by cooperating with other libraries.

Respectfully submitted

Bernice E. Hodges

Assistant to Librarian

Jan 9, 1930^o
9, 1929

BEH-EG

Apprentice Class

The Library has had no apprentice class for almost ten years and training of assistants has been "on the job" by the branch librarian or head of department. A certain amount of this type of training is essential in any case, even for those with library school training but for others it is not enough. The apprentice class gives a unity in practice in the various agencies, combines the instruction of a number of persons under a single head rather than scattering it through fourteen different places. It also promotes a knowledge and background of general library practice rather than simply confining the instruction given to a single position.

Last year it was decided to conduct an apprentice class again early in 1929. Fifteen persons completed the entire course, one took reference work only and one took book selection. The course began January 2 and lasted for ten weeks, half time or approximately 20 hours each week, including preparation. Many quite regularly spent more time than this.

The subjects taught were as follows:

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The "general subjects" included: Staff relations and ethics (3); work with the public (3); history and organization of the Rochester Public Library (1); loan work (4); city library facilities (1); current library literatures (1); New York Library Association and American Library Association (1); history of libraries (1); history of the printed book (1); binding, rebinding, mending (2); examination (1).

In addition a certain amount of practical work under supervision was done. This included shelving, reading shelves, arranging exhibits. This practical work was limited much more than it would be with new employees because of the length of service of all of the class which extended from three months to three years; also by the fact that all in the class were carrying on actual work in the library during the time of the class.

An attempt was made to get at the results, that is, the degree of success of the apprentice class, in two ways: 1) reports from branch librarians and heads of departments under whom the pupils perform their daily library work; 2) reports from the pupils themselves, made about a month after the completion of the course when it seemed that a certain perspective might be obtained.

Of the nine heads of departments and branch librarians reporting, seven considered the course decidedly worth what it cost, one was doubtful and one considered it worth its cost to the student under her supervision but "there was obviously nothing in the course which could be expected to improve the work she does in the Extension Department."

All of the fifteen members of the class felt that the course had been decidedly worth while to them with the exception of one children's librarian who stated, "In many ways I believe the Training Class to have been very worth while, especially for

assistants in the adult room," but who would have preferred, if children's librarians were to be included, to have had a "good straight course dealing directly with their particular line of work", making such a course optional. Parenthetically it may be stated that children's work was intentionally omitted, since, though there is regularly no course in children's work there are meetings of all children's librarians each two weeks where children's books and problems of the children's department are discussed.

The consensus of opinion, almost unanimous in fact, seemed to be that the reference work and the work in book selection were decidedly the most valuable and also the courses in which the most direct practical results could be seen. The book selection course had to do with the evaluation of books and the use of library tools in selecting and judging books. This course is of particular value because all assistants, as well as heads of departments and branch librarians, read and assist in deciding upon the availability of new books for the Rochester Public Library.

Thirteen of those completing the course took the examination in library economy for a professional librarian's certificate and all passed, the average standing being 86%. This examination was offered in lieu of one year of training in an approved library school.

Thus, while the class in general and the results obtained were far from perfect, it does not seem too much to say that, from the point of view of the library and the persons taking it, it was a decided success.

However, in spite of this success, it does not seem advisable to conduct a full apprentice class each year as it was given in 1929, for very excellent reasons, all of them concerned with the cost. First of all, there is the cost in actual cash, second the cost in the efficiency to the library while a course given by members of the library staff is in progress. Assistants taking the course were taken from their work for half time. Those doing the teaching were absent from their regular work during preparation and teaching periods. There was a resulting strain on practically every full time member of the staff due to their efforts to keep the work going on as usual.

Another aspect of the cost is the number of assistants taking the course. It is the experience of libraries that it is uneconomical to give the course to a class of less than ten members. The 1929 course was given to fifteen assistants because there had been no apprentice course for years. An abbreviated course is now being given to seven members of the staff, only one of whom has less than six month's experience in the Rochester Public Library. Next year the number for an apprentice class will be even smaller as all assistants now on the staff without library school training who will be with us next year, will have been included in these two classes.

Since the problem of Rochester in training assistants is the problem of all except the very largest libraries, a plan offering a cooperative apprentice course has been evolved and will be offered by the Syracuse Library School in the summer of 1930 if enough li-

braries of the State desire such a course.

The course at Syracuse will have the advantage of being given in a library school with all the facilities for teaching library methods. The material to be given will be almost identical with that offered in the Rochester Public Library in 1929. A large part of the teaching will be done by the instructor who taught the Rochester Public Library reference course so acceptably. It would seem to be an economically wise thing for the Rochester Public Library to cooperate in this enterprise for the following reasons:

1. Under the new system of certification by the State adopted at the N. Y. L. A. and practically certain to be adopted by the Regents, an 8 weeks' apprentice course is required in addition to a college degree for the lowest grade of professional librarian's certificate. Therefore, an apprentice course of some kind is almost compulsory.

2. Plans at Syracuse University Library School indicate a thoroughly satisfactory course.

3. The 1929 apprentice course cost the Rochester Public Library over \$2100.00 or \$140.00 per person. For an 8 weeks' course this would have amounted to over \$3000.00 or \$200.00 each for 15 persons. A similar 8 weeks' Apprentice Class for 5 persons would cost about \$1400.00 or \$280.00 per person. For 3 persons the total cost would be about \$1035.00 or \$345.00 each. These calculations are based on the fact that the initial expense of such a course could not be much under \$500.00 (the salary of an instructor).

4. The total cost of the apprentice course at Syracuse per person would be from \$170.00 to \$190.00 plus traveling expenses to Syracuse:

Tuition		\$ 80.00
Room and Board	\$85.00 to	\$100.00
Books and supplies	\$5.00 to	10.00
Travel		5.80

It is, therefore, recommended:

That during the summer of 1930 the Rochester Public Library cooperate with other libraries in sending new staff members to the apprentice course to be given by the Syracuse University Library School;

That persons to be sent to take the apprentice course be chosen after an observation of their work under actual working conditions so that there may be no question that their services are desired;

That enough be chosen to complete the required full^{time} staff for the year 1930-1931;

That such persons be pledged to complete a full year of service in the Rochester Public Library.

That they be appointed provisionally, pending a Civil Service examination, to full time positions at \$1100.00 per year, the initial salary of college graduates without experience, salary to begin the first day of the apprentice course.

The expenditure of the Rochester Public Library would thus amount to approximately \$180.00 per person.

Respectfully submitted

Bernice E. Hodges
Assistant to Librarian

BEH-EG

November 15, 1929

Training Class--January - March 1929

	Bk. del.	order	class subj.	cat	combined cat.	Ref. subj.	genl	Ques.	ans. Request in class
Ruth Asmus	84	90	82	73	80	75 C	88 $\frac{3}{4}$	82	91 $\frac{1}{2}$ ✓
Persis Betten	80	95	61	80	72	76 $\frac{1}{2}$ B	84 $\frac{3}{4}$	78	84
Jean Cochrane	90	95	89	93	91	86 B	94 $\frac{1}{2}$	90	✓ 86 ✓
Thelma Couchman	77	90	64	85	75	80 $\frac{1}{2}$ C	84 $\frac{3}{4}$	80	93 $\frac{1}{2}$
Katharine Foulkes	77	100	76	80	80	75 $\frac{1}{2}$ a	81 $\frac{1}{2}$	79	86
Eunice Gates	85	95	71	90	80	86 a	84	83 $\frac{1}{2}$	90.
Georgia M. Gilt	57							57	—
Esther Haines	74	100	60	75	70	67 C	85	75	—
Marjorie Kienast	81	90	61	70	68	68 $\frac{1}{2}$ C	79	73	86
Mary Leader	65	80	50	70	61	62 $\frac{1}{2}$ C	78 $\frac{3}{4}$	68	77
Jean Masters	80	70	75	88	79	68 $\frac{1}{2}$ B	91 $\frac{3}{4}$	80 $\frac{1}{2}$	86 $\frac{1}{2}$ ✓
Mary Meacher	85	95	72	75	76	91 $\frac{1}{2}$ a	86 $\frac{3}{4}$	85	—
Katharine Miller	70	90	63	88	75	83 B	92	82	88
Ruth Perego	69	90	64	70	70	83 B	76 $\frac{1}{2}$	75 $\frac{1}{2}$	86 $\frac{1}{2}$
Elizabeth Remington	76	90	75	70	75	77 $\frac{1}{2}$ a	84	79	85
Lois Timmerman						91 $\frac{1}{2}$ C		97 $\frac{1}{2}$	✓ —
Lydia Wuensch	74	95	62	78	72	74 C	91 $\frac{1}{4}$	79	77 $\frac{1}{2}$
Us. of hours	9	2	11	7	20	20	25	74	79 $\frac{1}{2}$

Filing and Bk. del for adolescents not included above

Average total in exams 79 $\frac{1}{2}$ %

A's 1 (whole course)

1 (ref. only)

B's 6 (whole course)

C's 7 (" ")

D's 1 (" ")

E's 1 (Bk. del. only)

III Jan. 14-19

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50	
Monday							
Jan. 14							
Tuesday	Book selection Miss White	Reference Miss Van Hoesen	Current events Miss Cooke				
Jan. 15							
Wednesday	Classification Miss Barss	Loan work Miss Castle					
Jan. 16							
Thursday	Book selection Miss White	Reference Miss Van Hoesen					
Jan. 17							
Friday							
Jan. 18							
Saturday	Classification Miss Barss	Loan work Miss Castle					
Jan. 19							

18 23 { Ref-16 - 3 ✓
 Ref 17 - 3 ✓
 Ethics - 2 ✓

8

25.2 { Ref 18 - 3 ✓
 Current Events - 2 ✓
 Ref 19 - 12 ✓
 Ethics - 1 ✓
 Ref 20 - 3 ✓

~~4~~
~~10~~ 10

Ref exam - 4 ✓

Ethics - 2 ✓

Unexam - 4 ✓

~~4~~
~~4~~
~~4~~

Practicing 1

11

29
 6
 35

I-Jan. 2-5

	9-9:50	10:10-50	11-11:50	12-12:50	1-1:50	2-2:50
Wednesday Jan. 2	History and organization of R.P.L.	Work with public	Reference			
	<i>Flynn</i>	<i>Cann</i>	<i>Van Hosen</i>			
Thursday Jan. 3	Classifica- tion	Reference				
	<i>Bears</i>	<i>Van Hosen</i>				
Friday Jan. 4	Classifica- tion	Work with public				
	<i>Bears</i>	<i>Cann</i>				

II- Jan. 7-12

	9-9:50	10:10:50	11-11:50	12-12:50	1-1:50	2-2:50	
Monday Monday Jan. 7					Current events		
Tuesday Jan. 8	Classifica- tion <i>Beres</i>	Reference <i>Van Hosen</i>					
Wednesday Jan. 9	Book selection <i>White</i>	Work with public <i>Cann</i>	Practice shelving <i>Van Hosen</i>				
Thursday Jan. 10	Classifica- tion <i>Beres</i>	Reference <i>Van Hosen</i>					
Friday Jan. 11	Book selec- tion <i>White</i>	Loan work <i>Castle</i>					

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50	
Monday Jan. 14							
Tuesday Jan. 15	Book selection Miss White	Reference Miss Van Hoesen	Current events Miss Cooke				
Wednesday Jan. 16	Classification Miss Barss	Loan work Miss Castle					
Thursday Jan. 17	Book selection Miss White	Reference Miss Van Hoesen					
Friday Jan. 18							
Saturday Jan. 19	Classification Miss Barss	Loan work Miss Castle					

Jan. 21-25

9-9:50

10-10:50

11-11:50

12-12:50

1-1:50

2-2:50

Monday

Jan. 21

Current
events

Miss Cooke

Tuesday

Jan. 22

Classifica-
tion

Miss Barss

Reference

Miss

Van Hoesen

Current

Miss Cooke

Wednesday

Jan. 23

Book selec-
tion

Miss White

Loan work

Miss Castle

Thursday

Jan. 24

Classifica-
tion

Miss Barss

Reference

Miss Fisher

History of
printed
book
Miss
A.M. Taylor

Friday

Jan. 25

Book selec-
tion

Miss White

Saturday

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50	
Monday Jan. 28							
Tuesday Jan. 29	Book selection Miss White	Cataloging Miss Nash	Current events Miss Cooke				
Wednesday Jan. 30	Subject headings Miss Barss	Reference Miss Fisher					
Thursday Jan. 31	Book selection Miss White	Cataloging Miss Nash	N.Y.L.A. A.L.A. Miss Mosher				
Friday Feb. 1							
Saturday Feb. 2	Cataloging Miss Nash	Reference Miss Fisher					

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50
Monday Feb. 4	Miss Nash	Miss Van Hoesen	Miss Nash		Current Events Miss Cooke	
Tuesday Feb. 5	Subject Headings Miss Barss	Reference Miss Van Hoesen				
Wednesday Feb. 6	Cataloging Miss Nash	Book Selection Miss Sauer				
Thursday Feb. 7	Subject Headings Miss Barss	Reference Miss Van Hoesen	History of Libraries Miss A.M. Taylor			
Friday Feb. 8						
Saturday Feb. 9	Cataloging Miss Nash	Book Selection Miss White	Ref. ✓ Jan 7 ✓			

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50
Monday Feb. 11	Shelf listing Miss Nash	Reference Miss Van Hoesen	Current events Miss Cooke			
Tuesday Feb. 12	Filing Mrs. Olson	Reference Miss Castle				
Wednesday Feb. 13	Filing Mrs. Olson	Reference Miss Castle				
Thursday Feb. 14	Order Miss Craig	Current Library Literature Miss A.M. Taylor				
Friday Feb. 15						
Saturday Feb. 16	Order Miss Craig	visit Law Library and Reynolds Library City Library facilities				

VIII Feb. 18-23

(to supersede one previously sent)

	9-9:50	10-10:50	11-11:50	12-12:50	1-1:50	2-2:50	
Monday Feb. 18							
Tuesday Feb. 19	Filing Mrs. Olson	Reference Miss Val. Hoesen					
Wednesday Feb. 20	Binding Miss Ross						
Thursday Feb. 21	Cataloging Examination	Book Binding. This class will meet at the Rochester Book Bindery 165 St. Paul St.					
Friday Feb. 22	Holiday						
Saturday Feb. 23							

9-9:50

10-10:50

Monday

Feb. 25

Reference

Ethics

Tuesday

Feb. 26

Miss
Van Hoesen

Miss Hodges

Wednesday

Feb. 27

Reference

Ethics

Thursday

Feb. 28

Miss Love

Miss Hodges

Friday

Feb. 1

Reference

Current
Events

Saturday

Mar. 2

Miss Mosher

Miss Cooke

Visits to the other libraries of the city have been postponed until after the class work proper is over. This will reduce the hours of work required for the class to 15 for this week, leaving 25 hours free for work at regular library tasks. Students are not expected to spend more than two hours in preparation for any assignment in reference. If you have not finished when the two hours are up, stop anyway.

Bernice E. Hodges
Assistant to Librarian

X March 4-9, 1929

	9+9:50	10-10:50
Monday Mar. 4		
Tuesday Mar. 5		
Wednesday Mar. 6	Reference Miss Van Hoesen	Ethics Miss Hodges
Thursday Mar. 7	General exam. (Ethics; Work with public; History & organization of R.P.L.; Loan work; City library facilities; Cur- rent library lit- erature; N.Y.L.A. & A.L.A.; History of libraries; History of the printed book; Binding, rebind- ing and mending).	Reference Miss Van Hoesen
Friday Mar. 8		
Saturday Mar. 9	Reference exam.	

In making out schedules for the week of March 4-10, 20 hours should be allowed for customary library work. Time spent on class work and on study should be signed just like regular working hours, giving the time of beginning and the time of ending in each case together with the subject on which time is spent. This class work should be entered on a separate, individual time sheet. The time credited at the end of the week will be the time spent in library work proper, plus the time actually spent on class work and study.

Bernice E. Hodges
Assistant to Librarian

Reference final grades

Asmus C✓ (Incomplete)

Betten C✓

Cochrane B✓

Couchman B✓

Foulkes C✓

Gates A✓

Haines C✓

Kierast C✓

Leader C✓

Masters B✓

Meagher A✓

Miles B✓

Perego B✓

Timmerman A✓

Whensch C✓

Remington C✓ (Incomplete)

A's 3

B 5

C 8

Both Asmus & Remington are short one problem
& should not get their final mark until it is in.
It will not change their mark but will speed
up the problem if they receive statement - Incomplete
JRWanHosen



BUSINESS LIBRARY

MUNICIPAL BUILDING

13 SOUTH FITZHUGH STREET

ROCHESTER, NEWYORK

TELEPHONES

MAIN 4542 STONE 8345

WILLIAM F. YUST, LIBRARIAN

GLADYS E. LOVE, BUSINESS LIBRARIAN

BOOKS ON

Accounting
Advertising
Auditing
Banking
Bonds
Bookkeeping
Business
Business Law
Business Letters
Costs
Corporations
Credits
Efficiency
Employment
 Management
Exporting
Factory Management
Filing
Finance
Foreign Trade
Insurance
Labor
Municipal Government
Office Methods
Railroads
Real Estate
Retail Trade
Salesmanship
Taxation
Wages
Etc.

ROCHESTER PUBLIC LIBRARY

Grades - General exam.

Jean Cochran 94½
Katherine Miller 92
Jean Masters 91¾
Lydia Wunsch 91¼
Ruth Quinn 88¼
Mary Meagher 86¾
Esther W. Haines 85
Thelma W. Couchman 84¾
Persis R. Betten 84¼
Eunice Gates 84
Elizabeth Remington 84
Katherine Forbes 81½
Maryone Kienast 79
Mary Reader 78½
Ruth Perez 76½

Cataloging Examination

Feb. 1929

	Order	Class. & S.H.	Cat.	Final mark	Blk. Sel.
Asmus	90	82	73	80	84
Petten	95	61	80	72	80
Cochrane	95	89	93	91	90
Couchman	90	64	85	75	77
Foulkes	100	76	80	80	77
Gates	95	71	90	80	85
Haines	100	60	75	70	74
Kienast	90	61	70	68	81
Leader	80	50	70	61	65
Masters	70	75	88	79	80
Meagher	95	72	75	76	85
Miller	90	63	88	75	70
Perego	90	64	70	70	69
Remington	90	75	70	75	76
Wuensch	95	62	78	72	74
Zeit					57

Blk. sel. on class cat final copy ~~Blk. sel~~ Ref General Services

Table of Contents

General outline

TRAINING CLASS

A Books and libraries--General background

- 7 1. History of the printed book
- 6 2. History of libraries
- 5 3. The American Library Association and its work
- 4 4. The New York Library Association and its work
- 3 5. Current library literature
- 2 6. History and organization of the Rochester Public Library
 - a-General
 - b-Central
 - c-Branches
 - d-Stations
 - e-Schools (Grade Libraries)
 - f-Playground libraries
- 1 7. Library ideals, purpose of the library, etc. ~~libraries~~

TRAINING CLASS--2

B The Book

1. Book Preparation

a-Book selection

- (1) Training in critical appreciation of books
 - (a) Representative books in each class
 - (b) Fitting the book to the person, both in selecting the book for the library and in picking out the book for the individual patron of the library.

(2) Writing book reviews

(3) Printed book reviews and their use

(4) Publishers

b-Book ordering and buying

- (1) ~~Trade bibliographies~~ Rules & reg. for making orders.
- (2) Order routine
- (3) Receipt of new books in Order Dept & in Branches
- (4) Accessioning books

c-Classification and cataloging

- (1) Classification by Dewey decimal system with short discussion of ~~other systems~~ L.C. (incl. cutters).
- (2) Shelflisting and inventory
- (3) Subject headings
- (4) Cataloging, incl. use of L.C. cards ~~Cutters~~
- (5) Filing
- (6) ~~Re-binding books~~

d-Binding, rebinding and mending, ~~lettering books~~

2. The book in relation to the public

a-Loan work

- (1) Qualifications of loan work assistant
- (2) Newark system and ~~brief comparison with other systems as used in R.P.L.~~
- (3) Loan work in stations and schools
- (4) Routine desk work and principles involved
 - (a) Registration
 - (b) Charging and discharging books
 - (c) Slipping books
 - (d) Overdues
 - (e) Lost books
 - (f) Lost cards
 - (g) Reserves
- (5) Shelving books and reading shelves

b-Reference work

- (1) Principles of reference work
- (2) Reference work in Central
- (3) Reference work in branches
- (4) Standard reference books in each class
- (5) Other sources of reference material
 - (a) Periodicals and the use of periodical indexes: Current periodicals; back files of periodicals
 - (b) Pamphlets: Acquisition; care; use

(3) ~~aidy book~~ ul.
 a. ~~Adm. rev. digest~~
 b. ~~Q. R. A. Q. R. A.~~
 c. ~~U. S. cat~~
 d. ~~Child. cat~~
 e. ~~Q. R. A. cat~~
 f. ~~Q. R. A. cat~~

4

TRAINING CLASS--3

(6) Use of catalog

(7) Current events

Round table meetings devoted to local and national movements in all fields with the aim to keep constantly before the staff the relation of the library to every phase of civic and national life

c. ~~Children's~~ Work with children

C Personal relations

1. With the public

~~General~~
Suitable dress

~~any~~
~~Library ethics~~
~~Country of origin~~
Loyalty to library

2. With other staff members

Library ethics
Staff room use
Hours, sickness, vacations

D Miscellaneous

1. Library administration

2. Reports and statistics - Handwriting,

3. Library advertising

~~4. Handwriting~~

~~4. Hours, use of staff rooms, use of staff rooms,~~

~~sickness, vacations~~

4 Care of building & equipment.

ROCHESTER PUBLIC LIBRARY

Apprentice class

1929

	Total hours
3 Cataloging	20
4 Reference	20 21
1 Book Selection	10
6 Seminar	20 19
2 Book ordering	2
5 Current events	8
	<hr/>
	80
Hours of class instruction	80
Preparation, including visits to libraries and conferences	80
Practical work	160
	<hr/>
	320

Lygung ?

Christmas Book Exhibit
Rochester Public Librar
December 7-11, 1927

Religious Books

Ellis	Bible lands today	3.00
Fosdick	Adventurous religion	2.00
Gilkey	A faith for the new generation	1.75
Grenfell	What Christ means to me	1.25
Jones	Christ of the Indian road	1.00
Keller	My religion	2.00
Murry	Jesus, man of genius	2.50
Whitehead	Religion in the making	1.50
Wilkinson	The radiant tree	2.50

All of these books have been added to the Central Library, 54 Court Street, during the past year and many of them are in branch libraries.

(white) Van Hoesen

CATALOGING

Classification

1. Introduction and explanation
2. 900's History - Travel - Biography
relation between history & travel numbers
3. Book numbers — why here?
4. 400-800
5. 500-600-700
6. 300
7. 000-100-200
8. L.C. classification Review

why this order?
why not in
numerical order?
purpose of
learning 10 classes
& 10 divisions of
each -

Cataloging

1. Introductory Types of catalogs
2. Fiction
3. Non-fiction (author, title, subject cards)
Analysis of L.C. cards
4. Miscellaneous cards and entries
5. Analytics

3 copies

Subject headings

1. Simple headings
2. Compound headings
3. Headings for special classes
Fine arts
Travel
Biography

Shelf listing

1. Shelf list
how to make
uses
2. Inventory

Filing

R.P.L. filing rules

Exam

Christmas Book Exhibit
Rochester Public Librar
December 7-11, 1927

Religious Books

Ellis	Bible lands today	3.00
Fosdick	Adventurous religion	2.00
Gilkey	A faith for the new generation	1.75
Grenfell	What Christ means to me	1.25
Jones	Christ of the Indian road	1.00
Keller	My religion	2.00
Murry	Jesus, man of genius	2.50
Whitehead	Religion in the making	1.50
Wilkinson	The radiant tree	2.50

All of these books have been added to the Central Library, 54 Court Street, during the past year and many of them are in branch libraries.

White, Lanyon

BOOK SELECTION

1. Book reviewing periodicals - influence on current purchases
2. Aids to selection
3. Fiction selection - oral reviews
4. Representative class books - fitting book to person - oral book reviews
5. Representative class books (cont'd)
6. Book annotations - fiction and non-fiction ~~White~~, White
7. Publishers, editions etc
8. Book selection for adolescents Lanyon
10. Exam
- 9 of illustrators of Children's books Lanyon

Policy of book selection in R. P. L.

Christmas Book Exhibit
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ORDER WORK.

~~W. H. C. C. C.~~ C. C. C.
u

1. Order card - Order routine
2. Receipt of new books in order department and branches
Accessioning

Christmas Book Exhibit
Rochester Public Library
December 7-11, 1927

Essays and Criticism

Archbold	Nineteen modern essays	1.75
Bacon	Animula vagula	1.50
Bowman	World that was	1.50
Chesterton	Outline of sanity	2.50
De la Mare	Reading	5.00
Dodd	The golden complex	1.75
Emerson	Heart of Emerson's Journals	3.00
Erskine	Prohibition and Christianity	2.50
Graham	Gentle art of tramping	2.50
Humphrey	Winterwise	2.50
Huxley	Jesting Pilate	3.50
Lowes	The road to Xanadu	6.00
Marquis	The almost perfect state	2.00
Mumford	The golden day	2.50
Noyes	New essays and American impressions	2.50
Pearl	To begin with	1.50
Priestley	Talking	2.00
Scoville	Runaway days	2.50
Sherman	The main stream	2.50
Strachey	American soundings	2.50
Walpole	Reading, an essay	2.00

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Love, Van Hoosen, Carpenter

REFERENCE

1. Introduction Types of reference books - Principles of reference
- 2-3 Dictionaries
- 4-5 Encyclopedias
6. Readers' guide
7. Annuals, almanacs, yearbooks - Carpenter
8. Literature
9. Literature
10. Literature
11. Atlases - gazetteers Love
12. Biography
13. Fine Arts
14. Religion Carter
15. History and science Love
16. Bibliographies Carpenter
17. Rochester collection - Love
18. Debate material Love, Mosher
19. Vertical file. Picture file - Love
20. Pamphlets - fugitive material White
21. ~~Relation of Central Libraries~~
22. Exam

Gov't documents indexes etc - Carpenter

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CURRENT EVENTS

Cooke

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

~~scribble~~

Purpose of the course

I To aid and encourage assistants in following the events of the day in newspapers & weekly & monthly periodicals

II To encourage assistants to be on the alert for anything that might be of interest to or helpful in reference or general desk work to patrons of the Library.

Order of discussion

I Discussion of special topics assigned.

II

1. local current topics
2. National topics
3. International topics
4. Miscellaneous topics

✓ & ans. by class of anything that has come up in work or outside events since the last meeting of the class

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LIBRARY VISITS

University of Rochester Library

Medical library

Eastman musical library

Memorial art gallery library

Reynolds library

Mechanics library

Law library

Kodak

1. Research

2. Miss Shields.

Vay Hosen, Hodges
Barn

Christmas Book Exhibit
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ROCHESTER PUBLIC LIBRARY

Apprentice class

1929

<u>Courses</u>	<u>Total hours</u>
Book selection	10
Book ordering	2
Cataloging	20
Reference	21
Current events	8
Seminar	<u>19</u>
	80
Hours of class instruction	80
Preparation, including visits to libraries and conferences	80
Practical work	<u>160</u>
	320

BOOK SELECTION

1. Policy of book selection in Rochester Public Library
2. Book reviewing periodicals - influence on current purchases.
Aids to selection. *White - 1-7*
3. Fiction selection - oral reviews
4. Representative class books - fitting book to person - oral book reviews
5. Representative class books (contd)
6. Book annotations - fiction and non-fiction
7. Publishers, editions, etc.
- ✓ 8. Book selection for adolescents *Lawer*
9. ~~Illustrators of children's books~~
10. Exam.

If the statement is true draw a line under "true". If the statement is false draw a line under "false".

- | | | |
|---|------|-------|
| 1. Booklist books is a yearly cumulation of the Booklist | true | false |
| 2. Book review digest is issued each month during the year. | true | false |
| 3. Entries in Book review digest are arranged alphabetically by author. | true | false |
| 4. Booklist has one descriptive-critical note. | true | false |
| 5. Booklist contains a list for high school libraries. | true | false |
| 6. The annual index in Book review digest is arranged by subject, title, pseudonym. | true | false |
| 7. A.L.A. catalog, 1936 is arranged by author. | true | false |
| 8. Publishers' weekly is published by Detroit Public Library. | true | false |
| 9. The reviews in Publishers' weekly are usually signed. | true | false |
| 10. Saturday review of literature is likely to review books more promptly than New York times book review | true | false |
| 11. Select some books of permanent value for Central regardless of whether or not they will be much used. | true | false |
| 12. It is wise to have one person choose all the books selected for a library system. | true | false |
| 13. Branch library fiction should include only works by standard authors. | true | false |
| 14. The basis of book selection should be positive. | true | false |
| 15. Repeat information in the title of a book in writing a book note. | true | false |
| 16. The quality of fiction book collection may be improved by weeding out the poor books. | true | false |
| 17. Provide for only those persons who are patrons of the library. | true | false |
| 18. The purpose of a librarian's book note is to attract readers to the book. | true | false |
| 19. Only fiction of literary merit should be purchased for a branch library. | true | false |
| 20. As a rule all reviews in book reviewing periodicals are infallible. | true | false |

Record the number to the best answer on the dotted line.

1. Robert Nathan wrote (1) Bambi (2) Bishop's wife (3) Brook Evans ...
2. "Our times" depicts life in (1) Nineteenth century (2) Twelfth century (3) Twentieth century. ..
3. "Education and the good life" was written by (1) John Erskine (2) Bertrand Russell (3) Everett Dean Martin ..
4. Stuart Sherman wrote (1) Delight of great books (2) Our times (3) Main stream ..
5. Brook Evans is (1) Biography (2) Travel (3) Fiction ...
6. Irita Van Doren edits (1) N.Y.times book review (2) N.Y.Herald-tribune books (3) Saturday review of literature
7. New international encyclopaedia is published by (1) Dodd, Mead (2) Doubleday, Doran (3) Bobbs-Merrill ..
8. The publisher having the largest yearly output of books is (1) Houghton Mifflin (2) Macmillan (3) Scribner ..
9. The first publisher to use descriptive jackets was (1) Bobbs-Merrill (2) Dutton (3) Knopf ..
10. Chamber's encyclopaedia is published by (1) Little, Brown (2) Dodd, Mead (3) Lippincott
11. The chief use of fiction is (1) information (2) inspiration (3) recreation
12. One may expect to find a review of Tristram in (1) A.L.A. catalog, 1923 (2) Standard catalog (3) Book review digest
13. Fiction is read before buying (1) to get the staff to read books (2) to ascertain its value for the library (3) to have a review on file
14. Sophisticated books are likely to be published by (1) Putnam (2) Knopf (3) Harper
15. A librarian's book note should be (1) informational (2) of high literary merit (3) at least 2 cards in length
16. "Modern Library" was started by (1) Little, Brown (2) Harcourt (3) Liveright
17. The majority of the reviews in the (1) N.Y.times book review (2) Saturday review of literature (3) N.Y Herald-tribune books are signed
18. Harry Hansen writes book reviews for the (1) Saturday review of literature (2) N.Y.world (3) N.Y.Times

-2-

19. New York Herald-tribune books prints (1) Queries and answers
(2) Turns with a bookworm (3) Bowling green ...
20. The center of the book publishing business is (1) Chicago
(2) New York (3) Boston
21. Rochester Public Library should have a fairly extensive collection
of books on (1) optics (2) steel manufacturing (3) textile
manufacturing
22. "Your money's worth" was written by (1) Donald C. Stuart (2)
Chace Lanier (3) Stuart Chase ...
23. Edwin Arlington Robison is noted for his (1) polyphonic prose
(2) rollicking humor (3) restraint of feeling and beauty of
style ..
24. Rochester Public Library should contain (1) Gershwin's latest
song (2) Lehmann's "Harmonic analysis" (3) Rieseemann's
"oussorgsky" ...
25. William Allen White is best known as a (1) physician (2) news-
paper man (3) diplomat
26. R. R. Bowker publishes (1) Wisconsin library bulletin (2) Book
review digest (3) Publishers' weekly

Complete these sentences

1. Open shelf is published by.
2. Henry Seidel Canby edits the. ..
3. .publishes a large type edition of Dicken's works.
4. Borzoi books are published by.
5. The Standard catalog series covers the following subjects
(1) (2) (3) (4)
6. Anne Carroll Moore edits a children's page for.
7. Other libraries in Rochester have collections on these subjects
(1) (2) (3) (4) (5)
which the Public Library does not attempt to duplicate.
8. "Novels of distinction" are published by.....
9. .publishes Loeb's classical library.
10. The bearing of one incident on another in fiction is called the
11. has a visiting editor policy.
12. The determining factors in selecting books are (1)..
(2).... (3).
13. College professors are likely to review books for.
14. St. Nicholas is published by.....
15. The most important publisher of the middle west is... ..
16. Book reviews are indicated as + or - in the
17. Librarians vote on the entries to be published in the
18. The. . . publishing firm was established in 1817.
19. Little, Brown is located in.
20. Knopf publishes the. . . .magazine.

Complete the sentence.

1. Chalkley, Alfred P. Diesel engines for land and marine work. 1922. VanNostrand. \$6.00

I expect to find a review for this book in....

2. U.S. Federal board for vocational education. Directory of trade schools, 1925. 10¢. (A pamphlet)

I expect to find a review for this book in....

3. Wildman, John R. Capital stock without par value. 1928. Shaw. \$5.00

I expect to find a review for this book in....

4. Fish, Fred A. Fundamental principles of electric and magnetic circuits. 2d. ed. 1928 McGraw. \$3.00

I expect to find a review of this book in.

5. Paltock, Robert. Life and adventures of Peter Wilkins. 1928 Dutton \$7.00

I expect to find a review of this book in.

Check / the titles you would choose for Central only.
Place an X/cross after the titles you would add to both
Central and branches. "No" for those you would not buy.

1. Brown, Rollo W. Lonely Americans. 1929. Coward-McCann. \$3.50
Literary portraits of eight significance individuals: Pres.
Eliot, Whistler, MacDowell, Bellows, Charles Eliot Norton,
Raphael Pumpelly, Emily Dickinson, Lincoln.
2. Burton, Elizabeth E. Paris Vignettes. 1928. Vinal. \$3.50 ...
Sketches, literary & pictorial of odd bits of the Parisian scene.
3. Clapp, Frank L. Introduction to education. 1929. Ginn. \$3.00 ..
4. Coolidge, Mary R. The rain-makers, Indians of Arizona and New Mexico. 1929. Houghton. \$4.00 ...
5. Cosgrove, Jessica. The psychology of youth. 1929. Doubleday ..
\$2.00
A practical application of the results of modern psychological
investigation in fostering the formation and cultivation of
wholesome habits in childhood.
6. Forbes, W. Cameron. The Philippine Islands. 2 vols. 1929 ...
Houghton. \$13.50
A definitive history of the American adventure in colonial
administration.
7. Garner, James W. American foreign policies. 1929. N.Y. Univ. Pr.
\$6.00
An examination and evaluation of certain traditional and
recent international policies of the U.S.
8. Heyward, DuBose. Mamba's daughters. 1929. Doubleday. \$2.50
A novel of both black and white people in Charleston, S.C.
9. Holtzclaw, Henry F. Association management. 1929. Ronald. \$2.50
10. Kaye-Smith, Sheila. The village doctor. 1929. Dutton. \$2.50 ..
Love story laid in a Sussex village 50 years ago.
11. Lutkenhaus, Anna M. New plays for school children. 1929
Century. \$1.75
12. Mitchell, Lieut. Colonel W.A. Civil engineering. 1928 Wiley ..
\$6.00
13. Reeder, Ward G. Business administration of a school system. ..
1929 Ginn. \$2.40
14. Reid, James. In touch with Christ. 1928. Doubleday. \$2.00 ..
Sermons
15. Ruhle, Otto. Karl Marx, his life & work. 1929. Viking. \$5.00 ..
16. Sellery, George G. The founding of Western civilization. ...
1929. Harper. \$5.00

-2-

17. Siebert, Margarete K. Mary Queen of Scots. 1929. Harcourt
\$5.00
Covers the period between Mary's return to Scotland in 1561
and her abdication.
18. Smith, Joseph R. Tree crops; a permanent agriculture. 1929.
Harcourt. \$4.00
19. Snedden, David. Educational sociology for beginners. 1928.
Macmillan. \$3.50
20. Whiting, Gertrude. Tools and toys of stitchery. 1928. Columbia
Univ. Pr. \$10.00
On the antique, foreign or curious implements that have been
used in hand sewing, and needlework with many illustrations.

Note: Last 25 questions provided not good for
purpose so test marked on just 75.

Craig

ORDER WORK

1. Order card - Order routine
2. Receipt of new books in order department and branches
Accessioning

PLAN FOR LECTURES ON ORDER WORK

FIRST PERIOD

I. Use outline prepared for discussion of order work, emphasizing the methods used in the Rochester Public Library (and, the practical rather than theoretical.)

Do not attempt to confuse with different and exceptional courses of procedure but explain one most used.

II. Recapitulate "high spots" of work in order of procedure

III. Explain and assign problem.

IV Ask for questions

SECOND PERIOD

Using outline ~~used~~^{made} in first period, promote discussion asking what each would do in a given situation to see that she understands main points.

Collect problems ~~outside~~

Correct problems

Prepare examination

ORDER WORK

GENERAL SCOPE

Covers all procedure from the selection of titles to be purchased until they are on the shelves to be cataloged.

Or, in case of periodicals etc. ready for one for whom ordered.

GENERAL CLASSES OF PURCHASE

Books - foreign & domestic

Periodicals

Pamphlets

Annals

Exchanges

Gifts

TOOLS

Trade list annual

U.S. Catalog - Cumulative book index - A. L. A. Catalog

Discount sheets

Files - should be simple as possible.

PROCEDURE IN BOOK ORDERING IN ROCHESTER PUBLIC LIBRARY

Influenced by selection of new titles in book meeting

Requests

Titles in A. L. A. catalog

Duplicates and replacements (Should be ordered in advance of need)

Special collections based on industries or general needs of population

PREPARING THE ORDER CARD

Author's name (surname first)

Title on next line (capitalization)

Edition, translator, illustrator noted if necessary, copyright date, publisher, price, signature.

Designate branch and number of copies. Call number

PREPARING THE ORDER CARD cont.

Note replace or duplicate etc. in upper right corner

In case of reordering this is done in branch

Order department verifies information

From trade list annual or catalog obtains list price

Collation (explain our term)

Cards alphabetized and lists typed in triplicate showing author, title, edition date, publishers' list price

Estimate of cost of order made and sent thru office

Each order given number, dated and marked with dealers name. Same information stamped on order card

Cards filed in "Outstanding order file" Original list and sheet for coding filed by dealer numerically. (L.C. and dealers' list)

When books and bills received they are checked for discounts and prices and information entered on order card.

DISCUSSION OF BILL HEADS USED

Entry of branch initial on bill head and totalling of cost and number for each branch

Order list checked

BOOKS COMPARED WITH CARDS for editions, etc. and cards left in books

PERFORATION

ACCESSIONING

Use of bill heads versus old type

Time and energy saved

Space saved

Only one accessioner at one time

Cards removed and filed books sorted for cataloger

Time taken

STATION BOOKS

Foreign orders

PERIODICALS

Bids

Advantages - saves time, one bill, money, letter writing

GIFTS

Extras - checked and kept in separate file

PAMPHLETS (extra orders)

Written orders

Money orders

ANNUALS

Separate file

Description of cards

Prices

Usually standing order renewed until notified

EXCHANGES

Duplicate copies

Directories, etc.

Files

DISCUSSION OF DEALERS

In town

Chosen from way they handle orders, discounts, dependability, type
of book needed

Reinforced bindings

Reprints vs. rebinding

Question of second hand books and O. P. books

v Why O. P.

American trade unorganized

How obtained

Shortages and imperfections

TEST ORDERS

Book agents

TEST ORDERS Cont.

On approval

Advantage - often get books sooner after publication

Subscriptions

Auction bidding

Taking bids on books bad policy

Have information on editions, dealers

DISCOUNTS

Should demand 20 or 25%

Textbooks, periodicals usually net, or 5% discount at most

RECORDS

Amount spent for each branch - Adult - Juvenile books

Periodicals

Pamphlets

Binding and rebinding

L. C. cards

Gilding

Rochester Public Library

Training Class
February 14, 1929

BRIEF OUTLINE OF PROCEDURE IN ORDER WORK

1. Preparation of Order

Cards typed

Information obtained

Author and title

Price

Publisher

Edition

See if: title has not been ordered before

List typed and order placed with dealer

Records filed in Order Department

2. Order filled

Bills checked with cards, lists and books

Cards checked with, and placed in books

3. Books perforated and accessioned

Rochester Public Library

Training Class
February 14, 1929

PROBLEM IN ORDERING BOOKS

Due Saturday, February 16 - 9:00

1. Make out order cards for the titles listed below filling in all information necessary for ordering.
Sign the cards with your name in designated place.
Order for your own branch.
2. Arrange the cards and type a list for the dealer's order, using double space. Write date, Rochester Public Library at the top.
3. Check the attached bill as if it had been sent in from the dealer. Mark cost etc. on the order cards and check discounts. Enter branch initial above title and estimate cost and number of volumes for each branch at the bottom of the bill.

1. 2 copies Arabian nights, illustrated by Parrish (order for one other branch and your own.)
One of each of the following:

2. Dumas, Memoirs of a Physician 3v. ed. (Marie Antoinette Romance series)
3. The Odyssey trans. by Butcher
4. Shakespeare's Macbeth edited by Rolfe
5. Silas Marner in the Appleton English Classics
6. Twain, Adventures of Tom Sawyer Uniform trade edition
7. Widdemer, Rose Garden Husband, in a reprint
8. Social psychology by William Macdougall 14th edition
9. Rinehart, K
10. Perkins, Dutch Twins for library use

Examination on Order Work
February 23, 1929
GROUP I

UNDERLINE WHETHER STATEMENT IS TRUE OR FALSE.

- | | | | |
|----|--|-------------|---------------|
| 1 | It is more efficient to subscribe for each magazine title from the publisher than to order through an agency. | true | <u>false</u> |
| 2 | The United States Catalog helps us to select new titles by classes. | true | <u>false.</u> |
| 3 | We patronize a dealer principally for the size orders he can handle. | true | <u>false</u> |
| 4 | We always accept a dealers estimate of discounts. | true | <u>false</u> |
| 5 | Books are accessioned before they are checked with the order cards. | true | <u>false</u> |
| 6 | The report "O. P." signifies shortage in the dealers stock. | true | <u>false</u> |
| 7 | Test orders help the order department to keep informed on the best dealers to patronize by a comparison of the service and discounts received. | <u>true</u> | false |
| 8 | It is not necessary to check on expenditure more than once a year. | true | <u>false</u> |
| 9 | It is a good plan to replace fiction with reprints when possible. | <u>true</u> | false |
| 10 | It is not always necessary to "Collate" a title when ordering. | true | <u>false.</u> |

GROUP II

UNDERLINE THE WORD OR WORDS MAKING THE ^{best} ~~correct~~ ANSWER.

- | | |
|---|---|
| 1 | The trade list annual is the source for obtaining: Author's full name, <u>price</u> , copyright date. |
| 2 | The correct place to stamp "duplicate" or "new for branch" is: beneath the librarian's signature, in center of card, upper <u>right</u> corner. |
| 3 | A book never before in the system is: new for branch, <u>new</u> title, added title. |
| 4 | We use the new type of accessioning because: the old books take too much space, <u>it saves time</u> , we prefer to use our own bill heads. |

- 5 Orders are sent to dealers: in packs of alphabetized slips or cards, in typed alphabetized lists, by phone or letter.
- PI 56 in ~~Y~~ ~~Book~~ ~~Order~~
X 6 The report "O. S." means that: the publisher has suspended publication for a time, no more will be printed, the books are being reprinted.
- 7 Second-hand books can best be used: in buying fiction replacements, for children's rooms, in books less in general demand, but necessary for students.
- 8 A good reprint can be purchased from: Grosset & Dunlap, Knopf, American Book Company.
- 9 Order lists are made: singly, in triplicate, in duplicate.
- 10 The ordering of books is governed by: the publishers advertisement & recommendation, the character of the region served, the books requested by readers.

X The class were told that a dealer, before deciding to cease printing a book permanently tests the demand by suspending publication for a time, to see whether it is worth while to continue printing the book in its present form. This question has nothing to do with a dealer's "out of stock" report.

white

CATALOGING

Classification *Banas*

1. Introduction and explanation
2. 900's History - Travel - Biography
 relation between history and travel numbers
3. Book numbers
4. 400-800
5. 500-600-700
6. 300
7. 000-100-200
8. L.C. classification - Review

Cataloging *Nash*

1. Introductory Types of catalogs
2. Fiction
3. Non-fiction (author, title, subject cards)
 Analysis of L.C. cards
4. Miscellaneous cards and entries
5. Analytical

Subject headings *Banas*

1. Simple headings
2. Compound headings
3. Headings for special classes
 Fine arts, Travel, Biography

Shelf-listing *Nash*

1. Shelf list
 How to make
 Uses
2. Inventory

Filing *Olson*

P.L. filing rules

Rochester Public Library
Training class-1929

CLASSIFICATION

Lecture 1

- A. Introduction & explanation
 - I. Definition
 - II Uses in other fields
 - III Reasons for classifying books
 - IV. Basis of classification - The purpose to be served
 - V. Kinds of classification
 - a. Artificial classification
 - b. Logical classification
 - c. Broad classification
 - d. Close classification
 - VI. Kinds of arrangement
 - a. Fixed location
 - b. Relative location
 - VII Notation
 - VIII Limitations of classification
 - IX. Qualifications of a good scheme of classification
 - a. Comprehensive
 - b. Logical
 - c. Flexible
 - d. Admit of minute subdivision
 - e. Widely used
 - X. Systems most used
 - a. Expansive
 - b. Library of Congress
 - c. Decimal
- B. Dewey Decimal System
 - I. General plan and notation

Assignment 1

1. Learn the ten 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?
4. What are the advantages of a fixed location for books in a library? Of a 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 which is puzzling to you.

CLASSIFICATION -

Lecture 2

- A. Classifying the book
 - I. General rules
 - a. Classify according to their subjects except in literature
 - b. Classify under the most specific head
 - c. Consider the predominant tendency of the book
 - d. Place it where it will be most useful
 - II. Procedure
 - III. Aids in classification
 - A.L.A. Catalog; Book Review Digest, Carnegie library bulletin; Booklist; L.C. cards
 - B. Assigning call numbers
 - I. Purpose of notation
 - II. Classification numbers
 - a. Classification obtained from classification book
 - b. Special treatment of fiction and biography
 - c. Marks for juveniles, reference, oversize books
 - III. Cutter numbers
 - a. Numbers found in Cutter book
 - b. Methods of distinguishing different editions
 - c. Methods of distinguishing different titles
 - d. Criticism
 - e. Shakespeare scheme
-

Assignment 2

1. How many different ways of treating biography are used in the R.P.L.?
2. Learn the table of 900's as given in your book.
3. Write out the call number for each of the following: A history of England; of Germany; of France; of Italy; of Spain; of Russia; of Norway; of Minor countries of Europe.
4. What is the call number of a book of travel in each of these countries?
Is there a definite relationship between history and travel call numbers?

Lecture 3

- A. Value of mnemonics in D.C.
 - I. Form divisions, relating to
 - a. Form of subject matter
 - b. Countries
 - c. Language
- B. History
 - I. 900-909 as illustrations of division by form of subject matter.
 - II 930-999 and its divisions by country.
- C. Travel
 - I. Material included
 - II. Relation to history divisions
- D. Biography
 - I. Possible methods of treating
 - II Method advocated in D.C.
 - III Method of treating in R.P.L.

Assignment 3

1. Learn the nine form divisions under general subjects.
2. Learn the geographic divisions for English, German, French, Italian, Spanish, Russian, and Scandinavian history
3. Examine 400's and 800's to see to what extent these same subdivisions are used.

Lecture 4

A. Literature

- I. Discussion of possible methods of subdividing literature and advantages of each.
 - a. By language
 - b. By form
 - c. By period
 - d. Alphabetically by authors
- II. Method used by R.P.L.
 - a. Primarily by language
 - b. Second by form
 - c. Alphabetically by authors

B. Language

- I. Use of form divisions
- II. Classification of dictionaries
- III. 428 books for learning languages - classed with language to be learned.

Assignment 4

1. Look over 500's, 600's, 700's
2. What call number would you use for a book on the use of flowers in decorating the home?
3. The Rochester Public Library was opened in 1913. Mention 3 subjects on which the library would have had little or no material at that time, but on which there is much material at present. Has the classification proved elastic enough to care for this material?
4. Where would you put a biography of Michel Angelo? Of Corot?

Lecture 5

A. Pure Science

- I. Criticism and discussion of arrangement of 500's.
- II. Advantages and disadvantages of separation of theoretical and applied science.
- III. Difficulties in the classifying of technical books.
 - a. New subjects constantly appearing.
 - b. Technical knowledge necessary
- IV Procedure from broad to close classification illustrated by analysis of call numbers here, e.g. 621.3133

B. Applied Science

C. Fine Arts

- D. Distinction between the same subject in different relations, e.g. 654, 621.384; 625, 656; 673, 739.

Assignment 5

1. Look over 300's.
2. Are there any topics here that might better be placed elsewhere?
3. Where would you classify books on the following subjects: The teaching of English in high schools; Jewish charities; the relations of Mexico with the U.S.; the government of German cities; the U.S. war department; life in the U.S. navy; a history of Vassar college.

Lecture 6

An informal discussion of the previous assignment, bring out the various topics covered by the 300's, the use of the various divisions of education, the way in which many subjects are divided by country like 930-999.

Assignment 6

1. Look over 000's, 100's, 200's.
2. How do the form divisions help in learning the 000's?
3. It has been said that Dewey's 100 division bristles with faults. What is your opinion? Can you suggest a better arrangement?
4. How many headings in the 200's have to do with the Bible and Christian subjects? How many with non-Christian subjects? Do you approve or disapprove of this proportion?

Lecture 7

- A. Discussion of the faults of arrangement in the 100's, and suggestions for a more logical arrangement. Discussion of the use of the various divisions and the material included in each.
- B. Discussion of the 200's
- C. Discussion of the 000's - the way in which form divisions are used. The method of forming bibliographies of various subjects.
- D. General review emphasizing
 - I. Purpose of classifying books in a library.
 - II. Basis of all classification - the purpose to be served.
 - III. Value of a special notation.
 - IV. The good points of the D.C.

Lecture 8

- A. History of the Library of Congress.
- B. The origin of the Library of Congress classification and the method of working it out.
- C. The classification itself.
 - I. Main divisions and method of subdividing.
 - II. Notation
 - III. Advantages
 - a. L.C. cards furnished to libraries
 - b. Capable of minute subdivision
 - c. Different classes in separate volumes
 - IV. Disadvantages
 - a. More apt to block up.
 - b. Many schedules incomplete
 - c. Absence of complete index
 - d. Planned for needs of L.C.
 - e. Lack of harmony in notation and lack of mnemonic features.

SUBJECT HEADINGS

Lecture 1

- I. Definition
- II. Value of subject entries in a catalog
- III. Essentials of good subject cataloging.
 1. Simplicity
 2. Uniformity
 3. Specific headings
 4. Adaptation to user of catalog
 5. Uniformity with other catalogs.
- IV. Forms of subject headings.
 1. Single words
 2. Single words with explanatory words in curves
 3. Adjective phrase in normal order
 4. Adjective phrase in inverted order.
 5. A noun preceded by another noun used like an adjective
 6. A noun connected with another by a preposition
 7. Two or more nouns connected by "and".
- V. Aids in the choice of headings.
 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.
- VI. References
 1. See references
 2. See also references
 3. General references
- VII. Procedure in assigning subject headings in R.P.L.
 1. When there are L.C. cards
 2. When there are no L.C. cards
- VIII. Discussion of simple headings
 1. Personal names like author form. Refer from form not used
 2. Geographic names-
 3. Plural form usually preferred to the singular except in case of fruits.

Assignment 1

1. Write out and hand in an example taken from the catalog of each of the 7 forms of subject headings indicated above.
2. Give an example of a "see" reference; a "see also" reference; a general reference.
3. Examine the A.L.A. list of subject headings to see the form of entries
4. Have you already found references that were unnecessary in the catalog? Do you find that the catalog lacks references you would consider valuable?

Lecture 2

- I. Review of types of headings.
- II. Method of treatment of compound headings.
- III. Subdivisions under subject
 1. When used
 - A. Disadvantage of too much division
 - B. Disadvantage of too little division
 2. How punctuated
- IV. Form divisions

Assignment 2

Assign subject headings for the following books, using form divisions under subjects.

1. Six lectures on the teaching of history.
2. Letters from a soldier in the trenches, 1914-1915.
3. Selected list of books on the World War.
4. Statistics regarding agriculture in the United States.
5. Collected works of Canadian poets.
6. Chicago directory
7. Railroad yearbook.
8. Pioneers of science.
9. ~~Japanese~~ - English dictionary
10. Socialism as expounded by twelve platform leaders of today

Lecture 3

- I. Use of subdivisions in the fine arts. Question of entry under country or subject. Position of adjective in heading.
- II. Literature
 1. Should headings be used for poetry, essays, fiction etc.?
 2. Should linguistic adjective precede or follow the literary form, e.g. English literature, **or Literature**, English?
 3. Period divisions - before or after form divisions?
- III. Geographic divisions.
 1. List of headings to be used under city
 2. Tendency to list under subject first, and then under country
Reference made from other form.
- IV. Biography
 1. Collective
 - a. Of place - Under name of place
 - b. Of classes of persons with name of that class, e.g. Scientists
 2. Individual biography
 - a. Of less than three individuals under name of individuals.
 - b. Of more than three - use judgment as to number of entries.
- V. History
 1. What dates shall be used - inclusive or dates of volumes.
 2. Shall names of wars be used alone or as subheading under history of a country?

Training class
Rochester Public Library Jan-Feb 1929

Cataloging

Texts: Guide to the use of libraries, abridged ed.
by Margaret Hutchins, Alice Sarah Johnson, and
Margaret Stuart Williams. 1928.

How to organize a library

Lesson I

I. Definition of a catalog

II. Why have a catalog

- A. To enable a person to find a book of which either
 - 1. the author
 - 2. the title
 - 3. the subjectis known
- B. To show what the library has
 - 4. by a given author
 - 5. on a given subject
- C. To assist in the choice of a book
 - 6. as to its edition (bibliographically)
 - 7. as to its character (literary or topical)

III. Types of catalogs

- A. Printed book catalog. Examples
 - 1. Advantages
 - a. Distributed easily
 - b. Easily read
 - c. Items cannot get out of place
 - 2. Disadvantages
 - a. Not easily changed
 - b. Expensive, as it is never complete
- B. Card catalog
 - 1. Advantages
 - a. Easily changed, that is, easy to add items, keep up-to-date, rearrange.
 - 2. Disadvantages
 - a. Size. Example of catalog of N.Y Public Library

Cataloging-2

IV. Forms of catalogs

- A. Classed } mention only
- B. Alphabetic-classed }
- C. Dictionary Use Hutchins, p.20, par. 12 for explanation.

V. How to catalog fiction

Each pupil has a copy of Enter Sir John by Winifred Ashton. We analyze this book together.

A. What we find

1. Half-title - where it is, and what it is
2. Illustration, called a frontispiece
3. Title-page
 - a. Definition
 - b. Analysis
 - (1) Title
 - (2) Author
 - (3) Define author phrase
 - (4) Other printed matter which we might find on the title-page
 - (5) Imprint - define
 - c. Information not on title-page, but supplied from the book

B. Under what form of name shall we enter our author?

1. Is the name already in the catalog?
2. Look for it in the Book review digest, U.S. catalog, Carnegie, ALA booklist, ALA catalog, etc.
3. If using L.C. cards compare with form in catalog if it has been used previously.
4. Types of names, and rules for entering
 - a. Simple surnames, with examples
 - b. Married women's names, with examples

Lesson 2

- c. Pseudonyms - definition, rule, examples
- d. Anonymous classics, with examples
- e. Anonymous books, with examples

C. Questions concerning the imprint

1. Place - use the list of abbreviations which we have prepared in R.P.L.
2. Publisher - use the form of name which we have prepared in R.P.L. for our catalog
3. Date
 - a. Order
 - (1) Copyright - inclusive dates
 - (2) Title-page
 - (3) Back of title-page, as first publishing or first printing
 - (4) Preface

Explain that "Entered according to act of Congress" is equivalent to copyright

Cataloging -3

D. Omissions

1. Quote rule from Cataloging rules with explanations and illustrations, prepared by Dorcas Fellows, 2d ed. rev. and enl. ©1922. Sec.13d

E. Put sample author card on board, showing spacing, punctuation, tracings.

Why trace? Put special emphasis on the kind of numbers used for the different tracings. Make secondary cards a copy of the author card with proper headings and with call number raised opposite the first line except for series

F Give a few suggestions about the books to be cataloged. Stress indentions.

Call no. Ashton, Winifred

Enter Sir John, by Clemence Dane
[pseud.] and Helen Simpson. Illus.
by Sydney Seymour Lucas. N.Y.
Cosmopolitan, ©1928.
* 301p.

I.TC II.Simpson,Helen,jt.au. III.Dane,
Clemence,pseud.

* Paging is given only as an example, and is
not necessarily correct

Assignment

Catalog Enter Sir John, for which we made the author card in class, and two other books of fiction provided by the instructor. Type cards if possible

Lesson 3

VI. How to catalog non-fiction

Pupils have copies of Industrial explorers by Maurice Holland.

Cataloging -4

- A. Analyze it as we did the fiction, putting the author card on the board. Explain paging

926 Holland, Maurice, 1891-
H736 Industrial explorers, by Maurice
 Holland, with Henry F. Pringle. N.Y.
 Harper, ©1928.
 347p.

1. Inventors 2. Industrial arts-Biog.
3. Scientists 4. Industrial research
5. U.S.-Biog. I. Pringle, Henry Fowles,
Jt. au. II. TC

- B. Consider different kinds of cards, as
1. Changed title cards. Use Prescott of Saskatchewan, by Harold Bindloss
 2. Extension cards
 3. L.C. cards - explain. Have sample.
Guide to the use of libraries, p.22 gives a good explanation of the various items.

Assignment

Catalog Industrial explorers, for which we made the author card with tracings, and two other books of non-fiction provided by the instructor Each pupil has one book in a series and one of biography

Lesson 4

VII. Miscellaneous cards and entries

- A. Make editor, translator, illustrator, compiler, joint editor, and general secondary cards just as you did joint author cards.
- B. Give examples of
1. Open entry
 2. Editor and compiler as author
 3. Inverted title
 4. Partial title
 5. General secondary
- C. Explain
1. our (R.P.L.) use of multigraphed cards
 2. the star on catalog cards at Central Library
 3. uncataloged collection at Central Library

Cataloging -5

Note: There was not time for an explanation of general secondary, inverted title, or partial title. General secondary was given at the next meeting. Cards for Criticism of an author's work, partial title and inverted title, Based on an author's work were explained by the instructor who taught filing.

Assignment

Find in your catalogs samples of the following cards. Bring to class a list of your findings, with enough of the card copied to identify it

1. Changed title
2. Open entry
3. Series
4. Editor
5. Translator
6. Compiler
7. Illustrator
8. Editor as author
9. General secondary
10. Joint author

Lesson 5

VIII. Analytics

- A. Define
- B. Tracings on sheets
- C. Use copies of Industrial explorers for examples of subject analytics.
Put a sample card on the board.
Use The American secretaries of state and their diplomacy, ed. by Samuel Flagg Bemis, for author analytics
- D. Drama index cards
- E. Explain most common errors found on the two sets of cards handed in.

Assignment

Do two subject analytics from Industrial explorers, and two author analytics from The American secretaries of state and their diplomacy

Lesson 6

IX. Shelf list

Use "How to organize a library" p.18 for explanation of shelf list and its uses.

Make in class a shelf list for Enter Sir John, and one for Industrial explorers

Make a shelf list for one of the books of biography already cataloged.

Explain our routine in the catalog department
Show how to tie cards together.

We met for an extra hour to discuss individually the catalog cards which had been corrected by the instructor.

Examination on Order Work
February 23, 1929
GROUP I

UNDERLINE WHETHER STATEMENT IS TRUE OR FALSE.

- | | | | |
|----|--|------|--------|
| 1 | It is more efficient to subscribe for each magazine title from the publisher than to order through an agency. | true | false |
| 2 | The United States Catalog helps us to select new titles by classes. | true | false. |
| 3 | We patronize a dealer principally for the size orders he can handle. | true | false |
| 4 | We always accept a dealers estimate of discounts. | true | false |
| 5 | Books are accessioned before they are checked with the order cards. | true | false |
| 6 | The report "O. P." signifies shortage in the dealers stock. | true | false |
| 7 | Test orders help the order department to keep informed on the best dealers to patronize by a comparison of the service and discounts received. | true | false |
| 8 | It is not necessary to check on expenditure more than once a year. | true | false |
| 9 | It is a good plan to replace fiction with reprints when possible. | true | false |
| 10 | It is not always necessary to "Collate" a title when ordering. | true | false. |

GROUP II

UNDERLINE THE WORD OR WORDS MAKING THE CORRECT ANSWER.

- | | |
|---|--|
| 1 | The trade list annual is the source for obtaining: Author's full name, price, copyright date. |
| 2 | The correct place to stamp "duplicate" or "new for branch" is: beneath the librarian's signature, in center of card, upper right corner. |
| 3 | A book never before in the system is: new for branch, new title, added title. |
| 4 | We use the new type of accessioning because: books take too much space, it saves time, we prefer to use " " or it reads |

-2-

- 5 Orders are sent to dealers: in packs of alphabetized slips or cards, in typed alphabetized lists, by phone or letter.
- 6 The report "O. S." means that: the publisher has suspended publication for a time, no more will be printed, the books are being reprinted.
- 7 Second-hand books can best be used: in buying fiction replacements, for children's rooms, in books less in general demand, but necessary for students.
- 8 A good reprint can be purchased from: Grosset & Dunlap, Knopf, American Book Company.
- 9 Order lists are made: singly, in triplicate, in duplicate.
- 10 The ordering of books is governed by: the publishers advertisement & recommendation, the character of the region served, the books requested by readers.

Rochester Public Library
Cataloguing Examination

February 1929

PART I

CLASSIFICATION

Below are statements about classification. If a statement is true, underline the word "true"; if false, the word "false."

1. The smaller the library, the closer should be the classification. True False
2. Practical usefulness is to be preferred to theoretic accuracy in classification. True False
3. The primary basis of classification in the Rochester Public Library is subject matter. True False
4. It does not matter where a book is classed if the catalog indicates its location. True False
5. The content or real subject of a book, not the form or accidental title, determines its place in classification. True False
6. In classifying according to the Library of Congress classification a library must either use the full form, or drop figures altogether. True False
7. If several subjects are treated, the book is classified according to the predominant tendency of the book. True False
8. A thorough knowledge of the system of classification, and of the books to be classified, is all that is necessary in classifying books for a public library. True False
9. Any two classifiers, if they are expert, and are using the same system of classification, will always agree as to the best classification of a given book. True False
10. Through its relative index, the D.C. provides a definite place, and one only, for each subject treated. True False

Read each question and select the best answer. Record the number of the best answer on the line at the right.

1. Mind and manners of wild animals should be classed as (1) 799 (2) 591.5 (3) 372.21 2
2. Idylls of the king, by Tennyson should be classed as (1) 811 (2) 398 (3) 821 3
3. A history of education in the U.S. should be classed as (1) 370.9 (2) 907 (3) 973 1
4. Cutter numbers are used in call numbers for books at the Central Library because (1) Other large libraries use them. (2) They help to indicate the author of the book. (3) They identify the exact book desired by a patron. 3
5. The Rochester Public Library would classify Mozart and his music as (1) 780.92 (2) M939 (3) 927.8 1
6. The Rochester Public Library uses the Dewey Decimal classification because (1) It was the first classification in print. (2) Many other libraries use it. (3) It is best adapted to the needs of the Rochester Public Library 3

-2-

7. How to know the wild flowers should be classed as (1) 507
(2) 582 (3) 716 2
8. Lessons in English for Italians should be classed as
(1) 438 (2) 820.7 (3) 450 1
9. Government ownership of railways should be classed as
(1) 625 (2) 656 (3) 385 3
10. The American army in the World war should be classed as
(1) 940.573 (2) 973 (3) 355 1

In the spaces indicated below, write the correct answers.

The call number for each of the following is:

1. (a) A history of Spain 946
- (b) Russia of today 914.7
- (c) The study of sociology 307
- (d) Lectures on art 704
- (e) The Scientific American magazine 505
- (f) Report of the International philological society 406
- (g) The philosophy of religion 201
- (h) Library of the world's best literature 908
- (i) Petit Larousse (a French dictionary) 443
- (j) Lives of famous bishops 922

2. The call number for The ring and the book, by Robert Browning is 821 The call number for his Poetical works would be 821

B885r The call number for second edition of the Poetical works would be B885p
The call number for A criticism of Browning's poetry by Wendell would be B885w The call number for Robert Browning, the man; a study of personality, by Hastings, would be B885h
The call number for Poems, by Elizabeth Barrett Browning would be 821

B8853 note: This last cutter is not correct, but illustrates the way in which we ordinarily form a cutter number to distinguish 2 persons with same surname. Cutter would require for any cutter that would illustrate this.

After each title in the column on the right, put the number of the call number that corresponds from the column on the left.

Call number	Title	
1. 724	Little visits to the homes of great artists	<u>7</u>
2. 028.5	Outlines of child study	<u>5</u>
3. 821	American architecture of today	<u>1</u>
4. 232	What shall we read to the children?	<u>2</u>

-3-

5. 136.7	On the battle front of engineering	<u>9</u>
6. 913.38	A play: Strange interlude	<u>10</u>
7. 759.92	Kipling's collected verse	<u>3</u>
8. 372.4	Life in ancient Athens	<u>6</u>
9. 620	Life and times of Christ	<u>4</u>
10. 812	The teaching of reading in the elementary schools	<u>8</u>

SUBJECT HEADINGS

Below are statements about subject headings. If a statement is true, underline the word "true", if false, the word "false".

1. A good cataloguer will make up her own subject headings for new books, regardless of what headings have already been used by her own or other libraries. True False
2. If the difference between the form of subject heading used by the Library of Congress differs only slightly from the one used by the A.L.A., it is good practice to use both forms with a see also reference from one to the other. True False
3. A general heading is to be preferred to a specific heading in assigning a subject heading to a book. True False
4. Subdivision of a topic is desirable only when there is now or is likely to be a large amount of material on that subject. True False
5. In assigning subject headings for classes of objects, the plural form is usually preferred. True False
6. A "see also" reference is a reference from a heading not used in the library to one that is used. True False
7. In a public library, the scholarly form of heading is to be preferred to the popular form, as it gives the public more respect for the catalog. True False
8. References may well be made to subjects on which the library may have material later, even though there is no material at present under those headings. True False
9. If a book treats of two or three different topics, it is well to make a subject heading for each topic treated. True False
10. In punctuating a subject heading, a period, comma or dash may be used interchangeably. True False

-4-

SUBJECT HEADINGS (CONTINUED)

Read each question and select the best answer to that question.
Record the number of the best answer on the dotted line.

The form of heading which represents the usage of the
Rochester Public Library for the following books is:

- | | |
|---|----------|
| (a) Railroads in the U.S. (1) RAILROADS - U.S. (2) U.S. - RAILROADS | <u>1</u> |
| (b) New standard dictionary of the English language (1)
DICTIONARIES, ENGLISH (2) ENGLISH LANGUAGE - DICTIONARIES | <u>1</u> |
| (c) Polk's Chicago directory (1) DIRECTORIES - CHICAGO (2)
CHICAGO - DIRECTORIES | <u>2</u> |
| (d) The art of Egypt (1) ART, EGYPTIAN (2) EGYPTIAN ART | <u>1</u> |
| (e) A history of English poetry (1) POETRY, ENGLISH - HISTORY
& CRITICISM (2) ENGLISH POETRY - HISTORY & CRITICISM | <u>2</u> |
| (f) The Boston terrier (1) BOSTON TERRIERS (2) DOGS | <u>1</u> |
| (g) The efficient kitchen (1) KITCHENS (2) KITCHEN | <u>1</u> |
| (h) Time telling through the ages (1) HOROLOGY (2) CLOCKS &
WATCHES | <u>2</u> |
| (i) Pears of New York (1) PEARS (2) PEAR | <u>2</u> |
| (j) Wellesley college, past & present (1) WELLESLEY COLLEGE
(2) COLLEGES AND UNIVERSITIES | <u>1</u> |

In the preceding question, you selected subject headings
for each of ten books. Indicate below one obvious reference
which should be made for each subject heading when it is used.

- (a) U.S. - Railroads. see Railroads U.S.
- (b) English language - Dictionaries. see Dictionaries English
- (c) For directories of cities see names of cities subhead directories
- (d) Egyptian art. see Art, Egyptian
- (e) Poetry English. see English poetry
- (f) See also names of varieties of dogs.
- (g) Kitchen. see Kitchens

-5.

(h) Horology, see Clocks and watches

(i) Pearo see Pear

(j) See also names of colleges

note: Credit was allowed for any reference that showed an understanding of the use of references, even though it PART 2 might be to a heading incorrectly chosen in the preceding question

CATALOGING

Catalog fully your "Guide to the use of libraries".

The classification number is r020.

Miss Hutchins' full name is Hutchins, Margaret, 1884 -

Use the following subjects: Library science. Reference books.

Rochester Public Library
Cataloguing Examination

February 1929

PART I

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5. The content or real subject of a book, not the form or accidental title, determines its place in classification. True False
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9. Any two classifiers, if they are expert, and are using the same system of classification, will always agree as to the best classification of a given book. True False
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1. Kind and manners of wild animals should be classed as (1) 799 (2) 591.5 (3) 372.21 _____
2. Idylls of the king, by Tennyson should be classed as (1) 811 (2) 398 (3) 821 _____
3. A history of education in the U.S. should be classed as (1) 370.9 (2) 907 (3) 973 _____
4. Cutter numbers are used in call numbers for books at the Central Library because (1) Other large libraries use them. (2) they help to indicate the author of the book. (3) They identify the exact book desired by a patron. _____
5. The Rochester Public Library would classify Mozart and his music as (1) 780.92 (2) M939 (3) 927.8 _____
6. The Rochester Public Library uses the Devey Decimal classification because (1) It was the first classification in print. (2) Many other libraries use it. (3) It is best adapted to the needs of the Rochester Public Library _____

-2-

7. How to know the wild flowers should be classed as (1) 507
(2) 582 (3) 718
8. Lessons in English for Italians should be classed as _____
(1) 428 (2) 820.7 (3) 450
9. Government ownership of railways should be classed as _____
(1) 625 (2) 656 (3) 385
10. The American army in the World war should be classed as _____
(1) 840.573 (2) 973 (3) 355

In the spaces indicated below, write the correct answers.

- The call number for each of the following is:
1. (a) A history of Spain _____
(b) Russia of today _____
(c) The study of sociology _____
(d) Lectures on art _____
(e) The Scientific American magazine _____
(f) Report of the International philological society _____
(g) The philosophy of religion _____
(h) Library of the world's best literature _____
(i) Petit Larousse (a French dictionary) _____
(j) Lives of famous bishops _____
 2. The call number for The ring and the book, by Robert Browning is 831 The call number for his Poetical works would be _____
8345r
The call number for second edition of the Poetical works would be _____ The call number for A criticism of Browning's poetry by Wendell would be _____. The call number for Robert Browning, the man; a study of personality, by Hastings, would be _____
The call number for Poems, by Elizabeth Barrett Browning would be _____

After each title in the column on the right, put the number of the call number that corresponds from the column on the left.

Call number	Title
1. 724	Little visits to the homes of great artists _____
2. 028.5	Outlines of child study _____
3. 831	American architecture of today _____
4. 232	What shall we read to the children? _____

-3-

5.	136.7	On the battle front of engineering	_____
6.	913.38	A play: Strange interlude	_____
7.	759.92	Kipling's collected verse	_____
8.	372.4	Life in ancient Athens	_____
9.	620	Life and times of Christ	_____
10.	812	The teaching of reading in the elementary schools	_____

SUBJECT HEADINGS

Below are statements about subject headings. If a statement is true, underline the word "true"; if false, the word "false".

1. A good cataloguer will make up her own subject headings for new books, regardless of what headings have already been used by her own or other libraries. True False
2. If the difference between the form of subject heading used by the Library of Congress differs only slightly from the one used by the A.L.A., it is good practice to use both forms with a see also reference from one to the other. True False
3. A general heading is to be preferred to a specific heading in assigning a subject heading to a book. True False
4. Subdivision of a topic is desirable only when there is now or is likely to be a large amount of material on that subject. True False
5. In assigning subject headings for classes of objects, the plural form is usually preferred. True False
6. A "see also" reference is a reference from a heading not used in the library to one that is used. True False
7. In a public library, the scholarly form of heading is to be preferred to the popular form, as it gives the public more respect for the catalog. True False
8. References may well be made to subjects on which the library may have material later, even though there is no material at present under those headings. True False
9. If a book treats of two or three different topics, it is well to make a subject heading for each topic treated. True False
10. In punctuating a subject heading, a period, comma or dash may be used interchangeably. True False

-4-

SUBJECT HEADINGS (CONTINUED)

Read each question and select the best answer to that question.
Record the number of the best answer on the dotted line.

The form of heading which represents the usage of the
Rochester Public Library for the following books is:

- (a) Railroads in the U.S. (1) RAILROADS - U.S. (2) U.S. - RAILROADS _____
- (b) New standard dictionary of the English language (1) _____
DICTIONARIES, ENGLISH (2) ENGLISH LANGUAGE - DICTIONARIES _____
- (c) Polk's Chicago directory (1) DIRECTORIES - CHICAGO (2) _____
CHICAGO - DIRECTORIES _____
- (d) The art of Egypt (1) ART, EGYPTIAN (2) EGYPTIAN ART _____
- (e) A history of English poetry (1) POETRY, ENGLISH - HISTORY _____
& CRITICISM (2) ENGLISH POETRY - HISTORY & CRITICISM _____
- (f) The Boston terrier (1) BOSTON TERRIERS (2) DOGS _____
- (g) The efficient kitchen (1) KITCHENS (2) KITCHEN _____
- (h) Time telling through the ages (1) HOROLOGY (2) CLOCKS & _____
WATCHES _____
- (i) Pears of New York (1) PEARS (2) PEAR _____
- (j) Wellesley college, past & present (1) WELLESLEY COLLEGE _____
(2) COLLEGES AND UNIVERSITIES _____

In the preceding question, you selected subject headings
for each of ten books. Indicate below one obvious reference
which should be made for each subject heading when it is used.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____
- (g) _____

-5-

(h)

(i)

(j)

PART 2

CATALOGING

Catalog fully your "Guide to the use of libraries".
The classification number is r020.
Miss Hutchins' full name is Hutchins, Margaret, 1884 -
Use the following subjects: Library science. Reference
books.

REFERENCE

1. Introduction. Types of reference books. Principles of reference. Van-H
- ✓ 2-3 Dictionaries
- ✓ 4-5 Encyclopedias
6. Readers' guide
7. Annuals, almanacs, yearbooks
- ✓ 8. Literature
- ✓ 9. Literature
- ✓ 10. Literature
11. Atlases - gazetteers
- ✓ 12. Biography
13. Fine Arts
- ✓ 14. Religion Castle
15. History and science
16. Bibliographies
17. Rochester collection Gore
- ✓ 18. Debate material Mosher
19. Vertical file - Picture file
20. Review
Relations between Central and branches
21. Exam.

✓ CURRENT EVENTS

Purpose of the course.

- I. To aid and encourage assistants in following the events of the day in newspapers and weekly and monthly periodicals.
- II. To encourage assistants to be on alert for anything that might be of interest to, or helpful in reference or general desk work, to patrons of the library.

Order of discussion.

- I. Discussion of special topics assigned.
- II. Discussion of
 1. local current topics
 2. national topics
 3. international topics
 4. miscellaneous topics
 5. questions and answers by class of anything that has come up in work or outside events since the last meeting of the class.

SEMINAR

1. Library ideals, purpose of library, relation of library to community *Yust*
2. Staff relations and ethics *3 periods - Hodges*
- ✓ 3. Work with the public *3 periods - Cam*
4. History and organization of Rochester Public Library *Flynn*
- ✓ 5. ~~Sell~~ Loan work. Interlibrary loan *4 periods - East*
12. City library facilities *Rose*
- ✓ 13. Current library literature *Q.M.T*
14. New York Library Association, American library association, *Worsh*
- ✓ 15. History of libraries *Q.M.T*
- ✓ 16. History of the printed book. *Q.M.T*
- ✓ 17-18 Binding, rebinding, mending *Rose 2 periods*
19. Exam

Binding, etc

1st Period

1. Brief description of process of book-binding as practiced in the big binderies. Explanation of common terms such as recasing, backing, etc. Describe difference between resewing and rebinding.
2. Discussion of kinds of paper worth binding - Grosset - Burt - Harper.
3. Discussion of materials and kinds of buckram used in binding with respect to its "wearability".
4. The ear marks a well bound book should have.

Problem:

File of books: judge bindings and paper, (both before and after binding.)

2nd Period

1. Process of preparing books and magazines for the bindery as practiced by R.P.L. - Rebind
Discard
Resew

- (a) Margins
- (b) Paper, etc.

Emphasize point - not to wait too long before sending book to bindery.

2. Mending
 - (a) Kinds of material used in mending and why.
3. Discussion of binderies and the kind of work each can do.
4. Describe the work of preparing books for return to the branches.

Problems:

- (1) Each individual select a book to be sent to the binderies, giving reasons why books should or should not go to the bindery and to which bindery it should be sent.

Core
Hodges
Van H

LIBRARY VISITS

University of Rochester library

Medical library

Sibley musical library

Memorial art gallery library

Reynolds library

Mechanics library

Law library

Eastman kodak research library

Eastman kodak office library

Lecture Outline on Book Selection for Adolescents

- I Definition of term
 - a) Ages included in term
 - b) Distinctive groups of reading public included in term
 - 1) Adolescent with little or no background.
 - 2) Adolescent with adequate cultural foundation.
 - 3) The adult with adolescent mentality.
- II Significance of adolescence
 - a) Physical changes in adolescence
 - b) Emotional changes in adolescence
 - c) Adolescence as a transition period in reading tastes.
 - 1) Diverging tastes of girls and boys.
- III Responsibility of library and librarian toward adolescents.
 - a) The librarian's objectives
 - b) Methods of approach
- IV Discussion of specific types of literature with adolescent appeal.
- V Required and suggested reading

December 21, 1928

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REFERENCE
F. VAN HORNEN

A test of knowledge of the use of reference books
by S.R. Oldham, Principal, West Chester High School,
West Chester, Pa.

Names of Textbooks, Magazines or Organizations will not suffice as correct answers to any of the questions. Write the answers on a separate sheet using the same numbering.

1. Name ~~the~~ three standard dictionaries
2. Name three standard encyclopedias
3. Name one of the best books of facts.
4. Name one of the best comprehensive almanacs.

The name of a dictionary, general encyclopedia, fact book, or almanac will not be accepted for an answer to any of the following questions:

5. Name the most reliable and complete reference work for statistics on the population of the United States.
6. Where can you find the names of congressmen, congressional committees, consuls, etc.?
7. Name one good biographical reference book - a book that contains accounts of the lives of famous people.
8. Where can you obtain facts about the careers of living men of prominence in America? 9. In England?
10. Name a special book of reference for information on the forms of government, constitutional law, party organizations, reforms in politics, etc.
11. Name a good standard atlas.
12. What book gives statistics of foreign nations as to wealth, population, commerce, schools, national debt, etc.
13. Name a good book containing reference material on Greek and Roman antiquities, mythology, etc.
14. Name one of the best books in which to look for allusions, proverbs, anecdotes, outlines of stories, etc.
15. Name a good dictionary of dates.
16. In what book can you find the laws of your state?
17. In what book can you find town statistics, population, property valuation, town officers, etc. for your state?
18. Name a good book of quotations.
19. Name a good collection of extracts from writers.
20. What book contains extracts from the best historians dealing with the history of different nations?
21. What is the best cyclopedia of United States history?
22. Name one of the best books on parliamentary law.
23. What is the best index to pages and chapters of many books on various topics?
24. Where can you find a list of magazine articles on a given subject?
25. Name an index to newspapers.
26. What book gives a complete list of poems and recitations?
27. Where can you find various facts in the field of music?
28. Name one of the best dictionaries of the Bible.
29. Name one of the best collections of American poetry? of English poetry?

-2*

30. Name the best book on agricultural statistics for the United States.
31. Name one technical index to periodicals.
32. Name one good religious cyclopedia.
33. Name a good cyclopedia of education.
34. Name a good reference book on painting and engraving.
35. Where can you find the author, title, price and publisher for any book issued in the United States?
36. Name a good reference work on industrial arts.
37. Name a good book of synonyms.
38. If you wish to find a portrait of some great man, what book will tell you where it can be found?

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REFERENCE
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Review.

Answer 10 questions. Only one satisfactory answer to each question is required.

1. What man wrote under the name "Ironquill"?
2. Where can you find something about Mrs. Mary Holland Kinkaid, American journalist?
3. In what novel does Tito Melania appear as a character?
4. Who (or what) is the Old Lady of Threadneedle Street?
5. A teacher wants to know if the phrase "United we stand, divided we fall" originated with Benjamin Franklin. Where can you find the best explanation of its origin?
6. A patron wants to know what day of the week Oct. 15, 1582 fell on. What can you find?
7. Where can you find information as to the crime committed by the Vestal Virgin Tuccia for which she was obliged to undergo trial by ordeal?
8. Are the Haviland's (of China fame) French or American?
9. Where is there a description of the Statue of liberty?
10. A High School boys comes to you and asks you what the book Moby Dick, by Herman Melville is about, and if it is worth reading. If you had not read the story what could you find to answer his question?
11. The following appeared in the N.Y. Times Jan. 21, 1923:
"Katharine Fullerton Grouge says that the title of her new book of stories, "Valiant Dust" is not drawn from the line in Kipling's Recessional which reads "All valiant dust that builds on dust" but that it has its source in a speech of Rosalind's in "All's well that ends well".
A patron of the library asks you to find the exact wording of Shakespeare's lines. What do you find?
12. a. Find the source of the following quotation: "Love your enemies, bless them that curse you"
b. Complete the quotation.
13. Where can you find a reference to some material on Mrs. Almira Fales?
14. The N.Y. Elementary Syllabus in English language and literature, June 1, 1919, p.121, l.4 ascribes a poem "I would be true" to Henry Van Dyke. A teacher has found it impossible to find this poem among Van Dyke's writings. What suggestions can you make?
15. What are (or what were) the "fire lands"?

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REFERENCE
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CONTENT AND FORM OF REFERENCE

In making a reference to a book or an article in a book, care should be taken first that all information is included, and second, that this information is given in a generally accepted bibliographical form.

The information necessary to the definite identification of a book required the data relating to a book which sets it apart from every other volume in the whole world of books. This usually includes the following items: (1) author's name (using initials for first names unless only one name is given) . (2) title, (3) edition or date if other than the first (4) volume (if there is more than one in the work referred to) and (5) inclusive paging.

The following illustrated a good bibliographical form in which a reference can be made:

Balfour, E.G. Cyclopaedia of India. 3d ed. v.2, p.633-34. *Caves*

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REFERENCE
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INTRODUCTION

1. Reference (definition)
2. Reference collection.
3. Types of reference libraries.
4. Reference book (definition)
5. Principles of reference.
 - a) To help patron
 - b) To help yourself
6. Points for judging reference books.
 - a. Authoritativeness
 - b. Scope
 - c. Arrangement
 - d. Character of articles
 - e. Viewpoint of author
 - f. Bibliography
 - g. Date
 - h. Illustrations
 - i. Comparison with other books
 - j. Physical make-up of book.
7. Purpose of course.

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Problem 1.

Read and abstract the following:

1. Bostwick American public library chap. 5 Reading and refer
rooms.
2. Dana Library primer chap. 10. Reference work
3. Hutchins Guide to the use of libraries; abr. ed. chap. 4.
Reference books
4. Mudge New guide to reference books Introduction

Apply tests for judging reference books to

Chambers encyclopedia

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DICTIONARIES

I. Definition

- A. Usual meaning
- B. Original meaning

II. History

- A. Early history
- B. Noah Webster
- C. Murray's dictionary
- D. Century
- E. New standard

III. Unabridged dictionaries

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REFERENCE
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Problems

ENGLISH LANGUAGE DICTIONARIES

NEW INTERNATIONAL CENTURY NEW STANDARD NEW ENGLISH

History

Date of 1st ed.
Date of last ed.
Publishers

Format

No. of vol.
Type
Illus.
Maps
Page form
Mechanical
Aids to quick
 reference
General arrange-
 ment
Supplements &
 appendices

Price

Scope Diction-

ary only or
with encyclo-
pedic material
Literary lan-
guage only
Proper names
Obsolete words
Foreign words
& phrases
Abbreviations
English or
American usage
preferred

Spelling

Simplified
Preferred
Hypenization

Syllabification

Pronunciation

How indicated
Where indicated
Position of keys
Disputed pronun-
ciations

Etymology

Before or after
definitions
Roots in Greek,
Hebrew, Arabic,
etc.

Order of
definitions

Quotations

Numerous?
Sources
Exactness of
reference

Synonyms &
Antonyms

Special features

Abridgments

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REFERENCE
P. MAN HOESEN

3
PROBLEM 1
DICTIONARIES

Problem due

Consult only those books listed in the chapter Dictionaries in Hutchins. Guide to the use of libraries; abr. ed. p.

Do not give the answers to questions (unless requested to do so) but in each case give as many references as possible to places in which the answer can be found. Give reference to all books consulted in the order in which you consult them. Mark with an asterisk (*) in the left-hand margin the reference to the best answer or answers (if there is a choice).

Use 8½ by 11 sheets for answers and leave about one inch space between questions. Write with pen and ink on only one side of the paper.

Use catalog entry in all references, including edition (if other than the first), volume (if more than one), page and entry word: thus
Murray, Sir J.A.H. New English dictionary. v.2. p. 1092-93. court.

1. From what language did the word "pung" originate?
2. Where is Coxsackie? How is the name pronounced?
3. What is the meaning of the abbreviation D.S.O.?
4. Who is John Bunyan and when was he born?
5. What is the preferred pronunciation of "either"?
6. When a division of the word "university" is necessary at the end of a line, is the following correct - Univ-ersity?
7.
 - a) Where do you find in the New Standard dictionary, a table showing the value in U.S. money of the coins of various countries?
 - b) What is the value in U.S. money of a nibu (Answer)?
 - c) Of what country is the coin? (Answer)
8. What is the approximate size of a hammerhead?
9. Where is there a definition of the word "flying cow"?
10. In what century was the spelling "aukerward" used for the word awkward?

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ENCYCLOPEDIAS

	Britannica	New Inter.	Americana	Gambars
Date of 1st & latest ed. Publisher				
Arrangement Alphabetized under large or small subj. under words or letters Cross references Index				
Treatment (Popular, schol- arly, technical, historical) Viewpoint Pronunciation Bibliographies Signed articles				
Format No. of vol. Type Illustrations Maps				
How kept up-to- date				
Other special features				

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REFERENCE
F. VAN ROESEN

5
PROBLEM 2
ENCYCLOPEDIAS

Problem due Jan 17

Use only the books assigned in class.

Do not give the answers to questions (unless you prefer to do so) but in each case give as many references as possible to places in which the answer can be found. Give reference to all books consulted in the order in which you consult them. Mark with an asterisk (*) in the left-hand margin those books in which the answer is found. Mark with a double asterisk (**) those in which the best answer is found.

Use 8 1/2 by 11 sheets for answers and leave about an inch of space between questions. Write with pen and ink on only one side of the paper.

Use catalog entry in all references including edition (if other than the first), volume, page and entry word; thus - Encyclopaedia Britannica; 11th ed. v.10, p.454-63. flag - New international year book, 1918. p.327-37. iron.

1. Where do you find an indication of the correct pronunciation of Sienkiewicz?
2. Who was Yefet ben Ali?
3. Where do you find a suggestive program for Memorial day?
4. Find a map of the main portion of Detroit.
5. Where can you find something about Henry Ford's public apology for the seven years persecution the Dearborn Independent had been waging vs. the Jews?
6. In what book does the character Dinah Morris appear?
7. Where can you find pictures illustrative of how the "salt of the earth" reaches your Table?
8. Find a description with diagram of the Mills grenade.
For class discussion
9. Give the name of the article on the Nibelunglied in a) Encyclopaedia Britannica b) New international encyclopaedia c) Encyclopedia Americana d) Chambers.
10. Find the articles on Newark and New York in Encyclopaedia Britannica, New international encyclopaedia, Encyclopedia Americana, Chambers.

In which does the article under Newark precede the article under New York, i.e. in which is the alphabet by letter, in which by word? Which method do you prefer? Find another example of this point.

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REFERENCE
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Problem 6.

Periodical Indexes.

Problem due Jan. 22, 1929.

In answering questions 1-6 give the following items in the following order:

a. Title of the article, author(using form of name in periodical index), title of magazine, volume, inclusive paging and date.

b. Title of periodical index, year, page and entry under which reference is found. (All of b to be enclosed in curves)

Example: Mechanism of a sunset. A.H. Bell. Living age 331:518-22.
Nov. 23, 1921. (Readers' guide to periodical literature, 1900-04.
p.309. color.)

In answering questions 7-8 give answer and reference to where the answer may be found.

1. Where can you find the story of Charles Reade entitled "There's many a slip 'twixt the cup and the lip"?
2. Where can you find the poems entitled
 - a. Out of captivity.
 - b. On hanging up the vanes of an aeroplane (1919)
3. a. Where can you find references to articles on the play "Strange interlude" staged in New York this year?
b. In what periodical have excerpts or criticisms of the play been given? (Answer) Give only one.
4. Where do you find a long list of references on daylight saving as practiced in the U .S. during the war?
5. Find reference to an article on the Graf Zeppelin's great flight across the Atlantic?
6. A patron asks for an article by the author of Ariel, entitled "War against the moon" which appeared in the Forum. What can you find?
7. Is the Travel magazine indexed in the Readers' guide for 1928?
8. How many articles were published in the periodicals indexed in the Readers' Guide 1922-24
 - (a) by Charles Evan Hughes
 - (b) about Charles Evan Hughes.

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Problem 7

Annuals; almanacs; year-books.

Problem due

Reference is required to only one place where a satisfactory answer is to be found.

Answer 10 questions. Number your questions as they are numbered on this sheet.

1. Where is there a list of the official publications of the German empire?

2.a. Where do you find statistics of the total number of immigrants who arrived in the United States in 1925?

b. How do the figures compare with those of former years; i.e. show a decrease or increase. (Answer)

c. In what year from 1820-1925 was there the largest number of immigrants? (Answer)

3. What is the meaning of P.N.F. on the new Italian shield?

4.a. Where is St. Lawrence University, and when was it founded?

b. How large is the student body, and is it co-educational institution? Verify your statements.

5. Someone wants to know the location of Statuary hall in the Capitol at Washington. What can you find?

6. Where is there an article on Salvador, treating of government, population, products, etc.?

7. Find a list of the Prime ministers of England from 1827 to the present; giving the date of their appointment.

8. a. Where is there a list of the holidays of the various countries of the world; arranged by country?

b. What holiday is observed in France on the 14th of July? (Answer)

9. Who is president of the Boy Scouts of America?

10. Where was the center of population in U.S. in

(a) 1910

(b) 1920

11. How many counties are there in U.S.?

Fisher

Literature

Lesson 1

Discussion - types of books in this field.

Warner, C. D. and others

Library of the world's best literature, ancient and modern.

Brewer, D. J.

World's best orations

Moulton, C. W.

Library of literary criticism of English and American authors.

Cambridge history of American literature.

Cambridge history of English literature.

Stedman, E. C. & Hutchinson, E. M.

Library of American literature.

LITERATURE

Problem 1

- ✓ 1. Where will you find Edmund Burke's speech "On conciliation with America" when all your circulating copies of the book are out?
- ✓ 2. What is the story of "Lazarillo de Tormes"?
3. Where can you find a description of Anthony Trollope's personal appearance and manner?
- ✓ 4. What were the Junius letters?
5. What was Lord Francis Jeffrey's opinion of Wordsworth's "Excursion"?
- ✓ 6. Find a copy of the poem "Lady Yeardley's Guest."
7. Where can you find an English translation of Guy de Maupassant's "The piece of String"?
8. A reader desires a bibliography of South African poetry. *What can you find?*
- ✓ 9. Give references to a number of 18th century criticisms of "Paradise Lost."
- ✓ 10. What did Susan Ferrier write and what is her place in English literature?

Literature

Lesson II

Brewer, E. C.

Dictionary of phrase and fable

Brewer, E. C.

Reader's handbook

Century cyclopedia of names

Phyfe, W. H. P.

5,000 facts and fancies

Gerwig, Henrietta

Crowell's handbook for readers and writers

Walsh, W. S.

Fancy book of curious information

Walsh, W. S.

Fancy-book of literary curiosities

Walsh, W. S.

Heroes and heroines of fiction, classical, medieval, legendary

Walsh, W. S.

Heroes and heroines of fiction modern prose and poetry

Bartlett, John

Familiar quotations

Douglas, C. N.

40,000 quotations, prose and poetical

Hoyt, J. K.

Cyclopedia of practical quotations

Christy, Robert

Proverbs, maxims and phrases of all ages

Edmund, Peggy and Williams, H. W.

Toaster's handbook

Mosher, E. D.

More toasts

Reynolds, Cuyler

The banquet book, and Classified quotations (new ed. of the Banquet book)

Hallock, G.B.F.

5000 best modern illustrations

LITERATURE

Problem 2

1. What are the requirements for election to the Hall of Fame?
2. Was it Elbert Hubbard who said "I would buy white hyacinths to feed my soul, rather than bread"?
3. Who is Peter Wilkins?
4. Verify the quotation "Man must work from sun to sun
But woman's work is never done."
5. Give the source of the quotation "il n'y a rien d'assuré que le mort et les impôts."
6. What period is known as the "golden age" of Russia?
7. Where will you find the French words, and an English paraphrase, of "La Marseillaise"?
8. Who perpetrated the Ossian hoax?
9. A reader returns John Buchan's "Three hostages" and wants to know the quotation on which the title is based. *What can you find*
10. What is the 60th wedding anniversary?

Literature

Lesson III

Granger, Edith

Index to poetry and recitations

Bryant, W. C.

New library of poetry and song

Quiller-Couch, Sir A. T.

Oxford book of English verse

Stevenson, B.E.

Home book of verse, American and English

Stevenson, B. E.

Home book of modern verse

Stevenson, B.E.

Poems of American history

Stedman, E. C.

American anthology, 1787-1900

Ward, T. H.

English poets

Braithwaite, W. S.

Anthology of magazine

Schauffler, R. H.

Our national holidays series

Carnegie library school association

Mother's day in poetry etc.

Baker, E. A.

Guide to the best fiction in English

Baker, E.A.

Guide to historical fiction

Keller, H. R.

Reader's digest of books

Firkins, S. T. E.

Index to short stories

Hannigan, F. J.

Standard index of short stories, 1900-1914

Firkins, S. T. E.

Index to plays, 1800-1926

Logosa, Hannah and Ver Nooy, Winifred

Index to one-act plays

Eastman, M. H.

Index to fairy tales, myths and legends

Lesson III (continued)

Hazeltine, A. I.

Plays for children

Bartlett, John

New and complete concordance or verbal index to words, phrases and passages in the dramatic works of Shakespeare.

A. L. A. index to general literature

Philip, A. J.

A Dickens dictionary

Cooke, G. W.

A guide-book to the poetic and dramatic works of Robert Browning

LITERATURE

Problem 3

1. Find the exact quotation, with line divisions, of the speech in Hamlet, to beware of entering a quarrel, but if once in, to fight bravely.
2. In what poem does the passage beginning "I stood in Venice on the Bridge of Sighs" occur?
3. A school-teacher would like a dramatic version of "Snow White and Rose Red."
4. A reader wishes you to give him the titles of some novels by English authors, dealing with strikes.
5. A student is looking for an explanation of the title, "The Ring and the Book."
6. Where can you find a parody on the balcony scene in "Romeo and Juliet"?
7. A reader would like to reread a short story called "The Dill Pickle," whose author he has forgotten.
8. Where can you find a copy of the poem "My Springs"?
9. Where can you find a list of plays for May day - both one-act and longer plays?
10. Where will you find an annotated list of novels about the French revolution?
11. In which of Dickens' novels do we meet the Marchioness, who "aired her eyes at keyholes," and who is supposed to be the original of this character?

ROCHESTER PUBLIC LIBRARY

REFERENCE
F. Van Hoesen

Problem 11.

Atlases - Gazetteers

Problem due

1. Where is there a brief description of the state of Monaco and indication of the correct pronunciation of the name?

2. a) If you were going by rail to Key West, Fla. what railroad would you arrive on and at what time in the morning would you arrive?

b) At what time do trains leave Key West for Jacksonville and when does each arrive?

c) How many miles is it from Key West to Fort Lauderdale?

3. Find in the Century atlas, the location of Cöthen, giving number of map and location on map.

4. Which atlases in the collection at Central show the boundary lines of Europe since the war.

5. Where can you find the probable date of the next sailing of the Leviathan from New York?

6. Is there a post office at Red House, New York? Where did you find this?

7. What and where is

a) Meng-tse

b) Schleswig-Holstein

8. Where is there a map showing the conquest of Mexico, 1519-1521?

9. Using Rand McNally's Library atlas, find Portland Me. Give the symbols with their meaning used to describe the town.

ROCHESTER PUBLIC LIBRARY

REFERENCE
F. VAN HOESEN

Problem 9.12

Biography.

Problem due

Use only the books assigned in class.

Give references to all works consulted in the order in which you consult them. Mark with an asterisk (*) in the left-hand margin those books in which an answer is found; mark with a double asterisk (**) those in which the best answer is found.

1. Where can you find a sketch, with portrait, of the life of Robert Todd Lincoln?
2. When was Nicholas Murray Butler presented by the State of New York to the Republican National Convention, as a candidate for U.S. president?
3. Who is Trismegistus?
4. Where is there an indication of the pronunciation of the surname Pruyn?
5. When and upon what subject did William Ewart Gladstone deliver his first speech?
6. With what paper was Robert W. Service connected as War correspondent during the World war?
7. When did Donn Byrne, author, die?
8. Where would you find a list of the people living in Rochester, N.Y. who are included in Who's who in America?
9. Has Sir Gilbert Parker published a book dealing with the war?
10. Find the address of John Erskine.

Rochester Public Library

Reference
F. Van Hoesen

Problem
Fine Arts

Problem due Feb. 13, 1929

Reference is required to only one place where a satisfactory answer is to be found.

1. Find a reference to why is it customary to stand during the singing of the Hallelujah chorus?
2. What symbol did Paolo Veronese use to sign his paintings?
3. Where can you find a description of a Catherine Wheel window?
4. In what gallery is the original of Raphael's Coronation of the Virgin to be found?
5. Someone wants the story of the opera Aida. Give reference to where this may be found.
6. a) Where can you find the name of the artist who painted the picture The Death of Queen Elizabeth?
b) Where is there a full-page reproduction of the picture?
7. Where do you find the following terms explained:
a) False bearing
b) Symphonic poems
8. Where is there a description of the S. Giorgio Maggiore at Venice?

Religious books - Outline

1. Explanation of the classification, 200-299
2. Reference books on religion
3. Types of questions asked by readers
4. Material available elsewhere in city.

Reference problem - Religion

1. a.) Find the source of the following quotation: "Pride goeth before destruction".
- b.) Complete the quotation.
2. What is the difference between a "fetish" and a "totem"?
- ✓ 3. What was the "counter-reformation"?
4. By whom was the carol "Stille nacht! heilige nacht!" set to music?
- ✓ 5. Where do you find the best account of burial customs of the Hebrew people? List other sources found.
6. What was the probable source and date of Leviticus?
7. Where do you find an outline of the laws of the Hebrew people?
8. Where do you find a picture of a "confessional"?
9. Why was the mountain in Syria called Mt. Lebanon?
10. Where can you find material on the rites among primitive people of building and launching ships, boats, canoes, etc.?

ROCHESTER PUBLIC LIBRARY

REFERENCE
F. Van Hoesen

Problem 15
History and science

Reference is required to only one place where a satisfactory answer is to be found.

Answer five questions from each group.

I.

1. Find the text of the treaty of Versailles.
2. What was the "decimation t ax"?
3. Find a brief outline by events of the Civil war, presented year by year.
4. Where is there a genealogical table for the House of Medici (Italian) to be found?
5. Give reference to where you can find the dates when the Triple Alliance (between Germany, Austria-Hungary and Italy) was formed and renewed.
6. Where do you find the full text of the constitution of Czecho-Slovakia in English translation?

II.

1. Find directions for bleaching piano keys.
2. Where is there a picture (in colors) of the Spring peeper?
3. What is the best way to cut a camembert cheese?
4. Where can you find information on the bad effect of light on canned fruit?
5. What is a side-saddle plant?
6. Find a picture (in colors) of a cedar waxwing.

ROCHESTER PUBLIC LIBRARY

REFERENCE
F. Van Hoesen

Problem 16
Bibliography

A. General

1. A.L.A. catalog, 1926. An annotated basic list of 10,000 books.
Edited by Isabella M. Cooper. Chicago. A.L.A. 1926. 1295p.

Supersedes the following:

- A.L.A. catalog, 8000 volumes for a popular library, with notes. 1904
- A.L.A. catalog, 1904-11.
- A.L.A. catalog, 1912-21; an annotated list of 4000 books.

2. Standard catalog series. N.Y. Wilson, 1916-

- Children's catalog
- Sociology section
- Biography section
- Fiction catalog
- Fine arts section

- *3. Graham, Bessie
The bookman's manual.

4. American library association.
Booklist books, 1919-: a selection. Chicago, A.L.A. pub. bd.

5. The booklist; a guide to the best books, v.1-
Jan. 1905- Boston and Chicago, A.L.A. pub. bd. 1905-

6. v.1-13, 1905-17 title reads A.L.A. Booklist

- Subject index to the A.L.A. booklist, v.1-6
Jan. 1905-June 1910 Chicago, A.L.A. pub. bd.

- Subject index to v.7, Sept. 1910-June 1911
Chicago, 1911.

6. Book review digest, 1905- v.1. N.Y. Wilson, 1905-
(See Subject, title and pseudonym index in back of each no.)

- *7. United States catalog; books in print January 1, 1928.

Supersedes the following:

- United States catalog; books in print January 1, 1912.
- Supplement: books published 1912-17
- Supplement: books published 1918-June 1921
- Supplement: books published July 1921-June 1924.

Cumulative book index, 1898-date.

Bibliography -2-

8. A.L.A. index; an index to general literature; 2d ed. enl. and brought down to Jan. 1, 1900. East. A.L.A. pub. bd. 1901. 679p.
-----Supplement 1900-1910. Chicago, A.L.A. pub. board. 1914. 223p.

- *9. American library association.
Reading with a purpose.

B. Reference use

10. Hutchins, Margaret and others
Guide to the use of libraries; a manual for college and university students; 2d ed rev. 1926.

Abridged edition. 1928.

11. Mudge, Isadore G. New guide to reference books, based on the third edition of Guide to the study and use of reference books, by Alice Bertha Kroeger as revised by I.G. Mudge. Chicago, A.L.A. 1923. 278p.

G. Fiction

a. Novels.

12. Bacon, Corinne
Standard catalog: fiction section. N.Y. Wilson, 1923. 153p.
(Standard catalog series)
13. Baker, Ernest Albert
A guide to the best fiction in English. New ed., enl. and thoroughly rev. London, G. Routledge and sons, ltd. 1913. 813p.

Published in 1903 as descriptive guide to the best fiction, British and American. 610p.
14. Baker, Ernest Albert
A guide to historical fiction. London, G. Routledge and sons, ltd. New York, The Macmillan co. 1914. 565p.

To some extent, a new edition of his History in fiction, 1907. 2v. which in turn was an amplification of the Historical appendix in his Guide to the best fiction, 1903.
15. Dickinson, Asa Don
One thousand best books: a household guide to a life time's reading - a variorum list, compiled from many authoritative selections; with descriptive notes. Doubleday, Page, 1924.
- *16. Newark. Free public library.
A thousand of the best novels. 5th rev. Newark, N.J. Baker, print. co. 1923. 36p.

Bibliography -3-

- *17 Marble, Annie Russell
Study of the modern novel, British and American since 1900.
Appleton c1928. 440p.
- *18. Manly, John Matthews and Rickert, Edith
Contemporary American literature; bibliographies and study
outlines. N.Y. Harcourt,Brace c1922. 188p.
- *19. - - - - -
Contemporary British literature; bibliographies and study
outlines. N.Y. Harcourt,Brace c1921. 196p.
- *20. Silk, Agnes K. and Fanning, C.E.
Index to dramatic readings. Boston, Faxon, 1925. 303p.
(Useful reference series)

b. Short stories.

- 21. Firkins, Ina Ten Eyck
Index to short stories; 2d ed. White plains, N.Y. Wilson,
1923. 551p.
- *22. Hannigan, Francis J.
Standard index of short stories, 1900-1914. Bost. Small c1918.
334p.

D. Drama.

- *23. Drury, Francis Keese Wynkoop
Viewpoints in modern drama; an arrangement of plays according to
their essential interest. Chicago, A.L.A. 1925 119p.
- *24. Johnson, Gertrude E.
Choosing a play...suggestions and bibliography for the
director of amateur dramatics. Rev. and enl. N.Y. Century,
1920. 177p.

One-act plays

- 25. Logasa, Hannah and Van Nooy, Winifred
An index to one-act plays. Boston, Faxon, 1924. 327p.
- 26. Hazeltine, Alice I.
Plays for children: an annotated index. Chicago. A.L.A.
1921.116p.

E. Essays

- * 27. Horton, Marion
Viewpoints in essays. Chicago, A.L.A. 1922 (Viewpoint series)

Bibliography -4-

F. Songs.

- *28. Quigley, Margery Clowey
Index to kindergarten songs. Chicago, A.L.A. pub. bd. 1914.
286p.
- *29. Sears, Minnie Earl
Song index, an index to more than 12,000 songs in 177 song
collections comprising 262 volumes. N.Y. Wilson, 1926. 650p.

G. Geography

30. Statesman's year-book, 1864- N.Y. Macmillan, 1864-
"A valuable feature is the "Selected bibliography of
statistical and other books of reference given for each
country" Kreeger.
- *31. Rathbone, Josephine Adams
Viewpoints in travel; an arrangement of books according to
their essential interest. Chicago, A.L.A. pub. bd. 1919.
82p. (Viewpoint series)

H. Biography

32. Bacon, Corinne
Biography section: N.Y. Wilson, 1919. 79p.
(Standard catalog series)
- *33. Tappert, Katharine
Viewpoints in biography; an arrangement of books according to
their essential interest. Chicago, A.L.A. pub. bd. 1921.
69p. (Viewpoint series)
34. A.L.A. Portrait index; index to portraits contained in printed
books and periodicals. ed. by W.C. Lane and N.E. Browne,
Wash. Library of Congress, 1906. 1600p.

I. History

- *35. Andrews, Charles McLean, Gambrill, J.H. and Tall, L.L.
Bibliography of history for schools and libraries, with
descriptive and critical annotations. Published under the
auspices of the Association of history teachers of the
middle states and Maryland. N.Y. Longmans 1910. 224p.
- *36. Adams, Charles Kendall
A manual of historical literature, comprising in English,
French and German, together with practical suggestions as to
methods and courses of historical study...3d ed. rev. and enl.
N.Y. Harper, 1889. 720p.

Some copies of 3d ed. have date 1903 but paging is identical
with 1889.

- *37. Channing, Edward, Hart, A.B. and Turner, F.J.
Guide to the study and reading of American history; rev. and
augm. ed. Boet. Ginn, 1912. 650p.

ROCHESTER PUBLIC LIBRARY

REFERENCE
Gladys E. Love

Rochester Material

Problem due:
March 5, 1929

Answer ten questions. Use only the material in the Rochester collection of books and files.

Reference to one place only is required.

1. Find a description of the Rochester flag?
2. Find an autobiographical sketch of Nathaniel Rochester?
3. What was the assessed valuation of Rochester for 1928?
4. Find a history and description of the Rochester water supply?
5. Population of Rochester for 1910, 1915, 1920, 1925?
6. Find an air view of Rochester?
7. Find a list of Rochester clubs and their officers? Do any give membership lists?
8. Who is the professor of the History of Christianity at Colgate-Rochester Divinity School?
9. Who are the members of the Monroe County Board of Child Welfare?
10. How many days did it rain or snow in Rochester during February 1928?
11. When was the Carthage bridge completed and how long did it stand?
12. Find an account of the De Nonville expedition against the Senecas?

Reference work - Debate material

Consult Mudge's "New guide to reference books" p. 26-33

- 1- Select a volume from "Debaters' handbook series,
Handbook series, the Reference Shelf, and University
debaters' annual. Based on an examination of these and a
reading of the notes in Miss Mudge Guide and the Wilson
circular compare the series as to
 - a- Up-to-dateness and timeliness
 - b- Exhaustiveness of treatment
 - c- Inclusion of a brief
 - d- Bibliographies
 - e- Quoted articles
 - f- Usefulness to libraries
- 2- Examine the Debate Index prepared by the Pittsburgh
Carnegie library to determine what questions can be
answered by its use.

I. Other sources to be exhausted in searching for debate material

- 1- Encyclopedias and material that can be obtained quickly
should be given to patron while the material that takes
more time is being looked up.
- 2- Consult card catalog under subject for material on
circulating shelves.
- 3- For material on subjects of past month -
Reader's Guide to periodical literature and other
indexes
- 4- For very new subjects
 - Time
 - Literary Digest and
 - Other weeklies
 - Newspapers
 - Vertical file

II. Debate Manuals etc.

Intercollegiate debates 1909-1917
Phelps, Edith M.
Debater's Manual. 1919
Robbins, E. C.
The high school debate book. 1911

Public Library

Problem 13.

Reference
M. Mosher

~~Reference work~~ - Debate material

Consult Mudge's "New guide to reference books" p. 26-33

- 1- Select a volume from "Debaters' handbook series,
Handbook series, the Reference Shelf, and University
debaters' annual. Based on an examination of these and a
reading of the notes in Miss Mudge Guide and the Wilson
circular compare the series as to

- a- Up-to-dateness and timeliness
- b- Exhaustiveness of treatment
- c- Inclusion of a brief
- d- Bibliographies
- e- Quoted articles
- f- Usefulness to libraries

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material

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more time is being looked up.
- 2- Consult card catalog under subject for material on
circulating shelves.
- 3- For material on subjects of past month -
Reader's Guide to periodical literature and other
indexes
- 4- For very new subjects
Time
Literary Digest
Other weeklies
Newspapers
Vertical file

II. Debate Manuals etc.

- Intercollegiate debates 1900-1917
Phelps, Edith M.
Debater's Manual. 1919
Robbins, E. C.
The high school debate book. 1911

ROCHESTER PUBLIC LIBRARY

General Examination - March 7, 1929

If the statement is true, draw a line under the word "true". If the statement is false, draw a line under the word "false".

1. The Central Library of the R.P.L. is the best library in the city in which to find material on municipal government. true false
2. Reynolds Library is particularly strong in literature and biography. true false
3. Reynolds Library has a large, up-to-date collection of books on chemistry. true false
4. The Central Library of the R.P.L. is the best library in the city in which to find material on advertising. true false
5. The Rochester Public Library is the best place in the city to secure books in the French language. true false
6. That a book has narrow margins is sufficient reason for discarding it. true false
7. A book should be sent in for rebinding as soon as stitching begins to loosen. true false
8. A book should be rebound when the paper is brittle. true false
9. The use of cloth either gummed or ungummed within the book for mending purpose is encouraged by expert binders. true false
10. A book should not be discarded when the edges of the book are soiled even though the book is otherwise all right. true false
11. A book should be discarded when the cover is worn even though the sewing and paper are firm and the print is clear. true false
12. A book should not creak when opened. true false
13. It does not matter whether or not the lettering on a book is straight true false
14. 7-day books which may not be renewed may be transferred from one card to another by telephone. true false
15. Rules regarding guarantor and deposit are interchangeable with "temporary residents" and "non-residents" true false

16. Because of their work, teachers may take an unlimited number of books for an unlimited time. true false
17. Lost cards may be replaced immediately if you know the borrower and know he is honest. true false
18. If applicant's name is in directory, name should be checked on application card. true false
19. All books at Central may be reserved at Central or in any branch but borrower must get book from Central. true false
20. If a borrower does not have his own card, he may use the card of a friend if that card is in the library. true false
21. It is a good idea for a reader to leave his card at the library when he takes books, as his card is less likely to be lost there. true false
22. Branch fiction books may be reserved if needed for school work. true false
23. Reader's card should be presented when a book is borrowed. true false
24. A wife may make out and sign an application card for her husband if he does not already have a card. true false
25. "Duplicate" must be stamped on all duplicate reader's cards. true false
26. When a child is transferred to the adult department, if his card has not expired, all that is necessary is to make out an adult reader's card and destroy the juvenile card. true false
27. No fine is charged on a book renewed by mail if post mark is dated with date book is due or with a previous date no matter when the letter or card is received. true false
28. If applicant is sure that addresses of references are correct, it is unnecessary to look them up in in the directory. true false
29. 14-day books may be renewed once in person, by mail or by telephone, unless book is on reserve true false
30. Dates on reader's cards may be cancelled only on presentation of the book or a receipt showing book has been returned. Otherwise "Question" stamp should be used. true false
31. The library is absolutely nonpartisan and aims to have both sides of controversial questions re-present. true false

32. The ideal attitude toward the time to be worked is to arrange it so carefully that it amounts each week to exactly 40 hours, never over, never under.

true false

33. Indicate by number in the space provided at the left of the words listed below indicating type of material to be found in libraries, the library in which this material may be found. If a special type is listed only once, indicate only the best place for finding the material.

- | | | |
|--|------------------------------------|-----|
| ..5..Architecture | (1) Eastman Kodak Research Library | |
| ..2..Foreign language books
(<i>scripted</i>) | (2) Reynolds Library--General | X |
| ..3..Foreign language books | (3) Reynolds Library--Reynolds | X |
| | Arcade Reading Room | |
| ..7..Foreign language books | | |
| ..8..Foreign language books | (5) R.P.L.--Central | X |
| ..6..Yiddish books | (6) R.P.L.--Lincoln Branch | X |
| ..1..Physics
(<i>scripted</i>) | (7) R.P.L.--Stations collection | a X |
| ..8..Physics | (8) U. of R.--General Library | X |
| ..2..General periodical collection | | |
| ..5..General periodical collection | | |
| ..8..General periodical collection | | |
| ..3..Current newspapers | | |
| ..2..Back files of newspapers | | |
| ..5..Interior decorating | | |

Record the number of the best answer of the dotted line.

34. The appointed members of the Library Board are appointed by (1 Mayor) (2 City Manager) (3 City Council) (4 Chairman of Public Welfare Committee of Council) ..2..
35. The N.Y.L.A. was the (1 first) (2 second) state library association to be founded. It was founded in (3-1858) (4-1876) (5-1890) (6-1896) ..1...
..5..
36. The offices and headquarters of the A. L. A. are in (1-New York) (2-Chicago) (3-Washington) (4-Boston) ..2..
37. Books in the R.P.L. should be discarded (1-when the librarian wants a new copy) (2-when there are several copies in the branch) (3-when the cover is not attractive) (4-when the book will not pay for rebinding) ..4..
38. The most suitable binding for fiction books in the library is (1-buckram) (2-sheepskin) (3-duck) (4-cloth) ..1...
39. In sewing library books, fiction, a good library binder uses the following method: (1-lacing in) (2-gluing only) (3-overcasting) (4-stitching) ..3..
40. The record of books sent to the bindery is kept in the Bindery division of the Catalog Department on (1-P-slips) (2-Waste cards) (3-book cards) (4-Book pockets) ..4..
41. The best mending of torn pages within the print is done (1-with bond paper) (2-with transparent adhesive tape) (3-with onion skin) (4-with gummed cloth) ..3..
42. When the first or last signature of a book, having a worn cover, is loose, it should be (1-resewed) (2-rebound) (3-mended) (4-discarded) ..2..
43. A publisher's binding wears out quickly because (1-The glue on the back is poor) (2-it is read more because of its attractive covering) (3-the cloth is poor) (4-it is handled more carelessly by the reader) ..3..
44. A well-bound book should:

(1-have straight back)

(2-have rounded back)

..2..

(3-have rounded corners)	(4-have square corners)	3...
(5-have wide margins)	(6-have narrow margins)	5...
(7-be flexible)	(8-be stiff)	7...
(9-be stitched)	(10-be overcast)	9...

45. Magazines to be bound should be tied together and a slip of paper attached giving three of the following pieces of information: (1-name of magazine) (2-number of pages in volume) (3-dates included) (4-volume number) (5-subject matter included) (6-publisher's name) 1...
3...
4...
46. The most long, exhaustive articles on international questions are to be found in (1-World's work) (2-Literary digest) (3-Review of reviews) (4-Current history) 1...
47. Cartoons on outstanding questions can most frequently be found in (1-Forum) (2-Literary digest) (3-New Republic) (4-World's work) 2...
48. They are also commonly found in (1-Forum) (2-Literary digest) (3-New Republic) (4-World's work) 4...
49. A rotogravure current events section may be found in (1-World's work) (2-Literary digest) (3-Current history) (4-Collier's) 2...
50. Of the following countries, the three underlined have signed the Kellogg Peace Pact: (1-Belgium) (2-China) (3-France) (4-Germany) (5-Great Britain) (6-Japan) (7-Russia) (8-United States) any
3...
4...
5...
6...
7...
8...
51. If a staff member is coming down with a cold in the head, she should: (1-Go home and go to bed and stay there until the cold is thoroughly broken up) (2-Stay on the job and do her work so that someone else will not have to) 1...
52. If asked by a library patron to give your opinion of a book with which you are unfamiliar, you should (1-speak of it in general terms) (2-say that it is a very interesting book) (3-say that you are unfamiliar with it but will be glad to look up a book review of it) (4-say that it is not widely read and is probably of doubtful value) 3...
4...
5...
53. If I felt that for some time my immediate superior had treated me unfairly, assigning to me more than my share of the disagreeable work, I should: (1-refuse to take orders from her) (2-talk the matter over and try to adjust the matter and if unsuccessful take it up with the Library office) (3-do only my share of disagreeable work) (4-call

a meeting of other employees to protest against unfair treatment)

..2..

54. A patron comes to the desk and says she cannot find McCracken in the catalog. She should be told: (1-if it isn't in the catalog there are no books in the library by a McCracken) (2-she probably has the name spelled wrong and should verify the spelling) (3-the cards are arranged as if it were spelled MacCracken) (4-the cards for McCracken are evidently misfiled or lost)

...3..

55. A middle aged woman who seems unaccustomed to using the library comes to the desk at a quiet time and says she wants a novel but doesn't know what one. You should: (1-point to the shelves where the fiction is and ask her to pick out a book and bring it to you to be charged) (2-show her the card catalog and ask her to run through it until she finds what she wants, then tell her how to find it on the shelves) (3-point to the unshelved fiction and ask her to look there) (4-ask what book she has read and liked, then suggest several that you think might interest her and get them for her.

...4..

56. If a librarian in the R.P.L. finds that her work seems to present no opportunity for growth her first step should be (1- to resign her position) (2-take a vacation) (3-consult with library office regarding possibility of change) (4-grumble about it as quietly as possible but "sit tight")

...3..

57. A college student asks for a certain book. You get it for her and charge it to her. She appears dissatisfied and lingers. You should: (1-tell her she has the book she asked for and tell her to move on) (2-ask her if there is something more you can do for her) (3-ask her what she is waiting for) (4-ignore her unless she asks for something else)

...2..

General-7

The following questions should be answered by filling in the blanks with the word, phrase or date which makes a complete correct statement.

58. The Central Library of the R.P.L. was opened in the year

1926

59. Seven of the Rochester Public Libraries are in buildings owned by the City. They are:

- (1) E.....
- (2) R.....
- (3) C.....
- (4) Br.....
- (5) Co.....
- (6) D.....
- (7) PK.....

Six are in rented quarters. They are:

- (1) G.....
- (2) M.....
- (3) G.....
- (4) B.....
- (5) Q.....
- (6) P.....

60. The first branch of the R.P.L. to be opened was the
Edgerton.....Branch. It was opened in
the year 1917.....

61. Grade library books are owned by.....*Dep. of Educ.*.....

62. Stations library books are owned by.....*R.P.L.*.....

63. Playground library books are owned by.....*Division of Playgrounds
and Recreation in Bureau of Parks*.....

General-8

64. There are...5.....appointed members of the Library Board,
each serving for a term of...5....years.1....are
regularly appointed each year on Jan. 1.....

(date) There are...2....ex officio members of the
Library Board. They are always the Mayor and
President of Bd. of Educ.

65. The material listed below may be found in the libraries
filled in at the right:

(1) Art

(a) Memorial Art Gallery...X

(b) Mechanics Institute and Athenaeum...X

(2) Engineering

(a) Rochester Engineering Society

(b) R. P. E. - Central
Rochester Electric Eng.X

(c) U. of R. - Signal Co.X

(d) City Engineers Office

(3) Law

(a) Law Library Affiliated Branch, 4th St.

(b) Powers Law Library

(c) Corporation Counsel's Office

(4) Medicine

(a) U. of R. - Medical Library

(b) Rochester Academy of Medicine

(5) Music

(a) Dudley Musical Library...X

(6) Optics

(a) Scientific Library - Bausch & Lomb Opt. Co.

(b) Research Lab. - E. H. Co. - Kodak Park

(7) Photography

(a).....

(8) Religion

(a) Colgate Rochester Divinity School...X

(b) St. Bernard's Seminary

66. Place an X after the names of the libraries listed in
question 31 and filled in in question 65 which are open
to the public

General-9

67. The big year of beginnings in the library profession in the United States was. 1876.... In that year were started the (1) P. S. L...... and (2) D. C...... (3) L. Journal..... Library Bureau - Cutter system
68. The most outstanding figure in the beginnings in the library world of the United States is Melvil Dewey. He was the founder or one of the founders or the originator of the following four things of great importance to libraries:

- (1) P. S. L...... L. B....
 (2) N. Y. P. L...... D. C....
 (3) 1st Library school.....
 (4) D. C......

69. An examination of a book to see if all the pages are present is called... collation.....

- 70(a) Folded sheets which are the beginning and end of books, half of which are pasted to boards, are

- 70(b) The process of sewing signatures lengthwise with a sewing machine is called. sewing.....

- 71(c) When the covering material is not glued to the book but springs back as the book is opened, the book is case backed.....

- ~~72. A juvenile borrower above the fourth grade may take~~
?.... books on his card, of which...!.... may be fiction.

75. A juvenile borrower in the fourth grade or below may take...!.... books on his card, of which 7...! may be fiction.

General-9

67. The big year of beginnings in the library profession in the United States was. 1876.... In that year were started the (1) A. S. L. and (2) D. C. (3) A. S. L. Journal Library Bureau - Cutter system
68. The most outstanding figure in the beginnings in the library world of the United States is Malvil Dewey. He was the founder or one of the founders or the originator of the following four things of great importance to libraries:
- (1) A. S. L. S. B.
 (2) N. Y. S. L. D. C.
 (3) 1st Library school
 (4) D. C.
69. An examination of a book to see if all the pages are present is called. collection
- 70a) Folded sheets which are the beginning and end of books, half of which are pasted to boards, are called. end papers
- 71a) The part of the book which bends when the book is open is called. joint
72. Torn margins are best mended with band of paper (cut in frame) white shape to fit margins only
73. An adult borrower may draw 2 titles of fiction, 3 magazines and 4 non-fiction on a single card.
74. A juvenile borrower above the fourth grade may take 2 books on his card, of which 1 may be fiction.
75. A juvenile borrower in the fourth grade or below may take 1 books on his card, of which 1 may be fiction.

General-10

76. ..2...days are allowed between time reserve card is mailed and time book must be called for.

77. Charges are as follows:

Lost book (adult)..*First fine* - 20¢

Lost book (juvenile)..... - 50¢

Book injured so as to need rebinding...*60¢*...

Book mutilated beyond repair...*same as for lost book*

Mutilated book pocket.... *5¢*...

Mutilated dating slip... *3¢*...

Messinger fee...*25¢*.....

Fines... *2¢*....per day up to *fine of book borrower*
if lost

78. The magazine...*Survey*..... is characterized by its discussion of social problems with an emphasis on the social service element.

79. Articles in...*Literary digest*..... (magazine) are chiefly composed of quotations from articles on both sides of important questions.

80. The monthly magazine...*Forum*..... is characterized by its controversial discussion of controversial questions.

81. The...*D. & C.*..... is a Republican newspaper of Rochester, while the...*Times Union - Roch. Journal*... is independent.

82. The best liberal weekly magazine to recommend for use in keeping abreast of current events is...*new*...
Republic..... or...*Nation*.....

83. An excellent magazine in which to look for a discussion of the Roman question from the point of view of the Church is...*Catholic World - Columbia*.....

General-11

84. The Secretary of State appointed by President Hoover is... *Henry D. Stimson*
85. The Secretary of the Treasury appointed by President Hoover is... *Andrew W. Mellon*
86. The Secretary of Agriculture appointed by President Hoover is... *Arthur M. Hyde*
87. The invention of printing from movable type is generally attributed to... *Gutenberg*
88. Printing was introduced into England by... *William Caxton*
89. Two names important in the early history of printing in addition to the two above named are... *Louis Elzevir*, *Christoph Plantin*, *Elzevir Mouton*
90. The consideration of the two facing pages as a unit rather than each page as a unit was a principle of the beautiful book as laid down by.....
91. The British national library is the..... library.
92. The national library of the United States is known as the.....
93. The national library of France is the.....
94. The two national library magazines are..... and.....
95. The New York State library periodical is.....

DE Pook

Current Events

Minimum desired for a librarian to keep in touch with local, national, and international events should be a local daily, nearest metropolitan daily, a weekly, and a monthly periodical.

General discussion of informative periodicals. Distinguishing marks -- partisan, non-partisan; quoted, editorial, and signed articles, etc.

What are the most popular informative periodicals in your branch?

Group available material as to (a) local, national, and international; (b) daily, weekly, and monthly.

051 Drewry Some magazines and magazine makers.

Chapters I, III, V cover Literary Digest, Review of Reviews, World's Work, Outlook, Current History, Scientific American.

Have class cover Nation, Time, Collier, Survey, Popular Mechanics, Popular Science in a similar manner, but briefly mention Hazeltine, This Week, Federation Bulletin, house journals and trade catalogs, Chamber of Commerce survey, etc.

Bring a copy of Wednesday's Democrat and Chronicle or Times Union, in which you have marked the important and unusual current events.

The evening papers early in December bore the headline King's life ebbing. What was the connotation for the librarian? What probable reference questions might have been anticipated?

A patron wishes to trace President-elect Hoover's South American trip by map and news items. What material would you offer? Itemize.

Current Events

U E Books

Order of Discussion.

I. Special topics assigned.

II. Round table of outstanding local, national, and international topics from issues of the preceding week. Noting difference in source and treatment of material. Miscellaneous topics.

III. Questions and answers by class of anything that has come up in work or outside events since the last meeting of the class.

V.E. Pooker

Current Events

- 1 -

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Current Events
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Irma Hodges -

Points brought out in talk on
American Library Association

Organization 1876 at Philadelphia-Centennial

Membership

- a- Individual
- b- Institutional
- c- Honorary

Officers form an executive board, Council decides
on policies and the Board carries them out.

Headquarters in Chicago

Annual conventions

Sections and affiliated associations

- 1- College and reference
- 2- Trustees section
- 3- Catalog section
- 4- Children's section
- 5- Agriculture section
- 6- School libraries' section
- 7- Special libraries' section
- 8-Business section

Publications

- A.L.A Bulletin free to members
- A.L.A. Booklist-subscription charge
- *Reading With a Purpose series
- Special publications

Purpose and ideals

- To bring librarians together in periodic meetings
for the exchange of ideas
- To publish aids
- To conduct lines of investigation through committees

Persons noteworthy in founding A.L.A.

- 1- Justin Winsor, 1st pres. (Lib'n Boston Public)
- 2- Wm Frederick Poole, 2nd pres., (Lib'n Chicago Public)
famous for Poole's Index to magazines
- 3- Chas A. Cutter, Lib'n of Boston Atheneum. Known for
Cutter system of numbers and rules for cataloging.

Others of importance

- Samuel Swett Green
- Melvil Dewey
- Ainsworth R. Spoffard
- John S. Billings

Important points on N.Y.L.A.

Organization

1st state library association to be organized in U.S.
Librarians of state called together by Mr Dewey 1890
43 responded

Prominent in starting assoc.

George Wm Curtis, chancellor of the Univ.
Melvil Dewey soul and inspiration of the meeting
Hon. Andrew S. Draper sup't of public instructions

Work accomplished and a definite plan for enlarged and more ambitious program for the future

- 1- Drive for new members
- 2- Creation of a permanent council and paid secretary
- 3- Proper library facilities and service in state institutions
- 4- Appropriation to meet expenses of state supervisors
- 5- Movement for special postal rates for rural libraries
- 6- Sufficient salaries for state library organizers

In short the association should always be ready to represent the state libraries' interests before both State Education Dept. and the State legislature

Directly and indirectly the N.Y.L.A. has always been a positive benefit to every library and librarian of the state. It has stood for the best library ideas and policies and has been an effective force in having those ideas embodied in state laws and practices

Promoting high standards for library work

Library training in normal schools and instruction in the use of books and libraries in the schools

Initiated the movement for librarians' certificates

Institutes in 30 districts of the state for the help of the smaller libraries

Establishment of "Library Week"

LIBRARY ETHICS

General Outline

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 this course
 - a-To develop a method of dealing with problems, an open mind, a habit of looking at all sides of the question and acting accordingly.
 - b-An exchange of ideas
 - (1) To help the office in getting the point of view on this subject of persons in direct contact with the public
 - (2) To help in making clear the office point of view
 - c-To familiarize members of the class with some of the body of library ethics already developed in the profession and which has been given form and printed.
 - d-To help in meeting certain types of problems that come up and that are sometimes difficult to handle if "sprung" on one.

II Library Ethics in following relations:

1. Library work as a profession
 - a- Attitude toward it
 - (1) Respect for it
 - (2) Loyalty toward it
 - b-Securing the position. Ethics of various procedures.
2. 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
 - (2) As citizens--keeping informed and voting
 - (3) As librarians--having material on all sides possible but expressing no personal opinion.
3. The Library and the community. 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.
4. Relations to other staff members. Underlying principle: All library employees are coworkers in supplying the right book to the right person at the right time.

(OVER)

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(OVER)

5. The librarian's duty to himself

a-Development of best powers

b-Keeping at highest physical fitness

c.Happiness in library work

Rochester Public Library

Bernice E. Hodges

LIBRARY ETHICS

1. Why are you a librarian?
2. What, in your judgment, is the greatest essential to the best library service?
3. If you think the particular position you are in offers no chance for growth, that it is a kind of dead-end street for you professionally, what should you do?
4. If you do not like your particular work, or your surroundings, but are sure you like library work, how can you act to improve conditions?
5. What is the proper procedure of a member of ^{the} staff in applying for a position in another library?
6. Should a member of the staff tell his librarian of offers he receives of other positions?
7. What is the ideal attitude toward the time spent on your particular job, that is, your relation to the time sheet? What are the drawbacks to attaining this ideal?
8. What is a vacation for? From your own point of view? From the point of view of the Library? Is it better to have your annual vacation all at one time or split into a number of periods? Why?
9. What is the ethical procedure when you are coming down with a cold in the head?
10. What should be the library's attitude toward "Sick Leave" for members of ~~the~~ staff? staff's family?
11. In case you have signed the agreement to stay with the Library another year and a very attractive position elsewhere offers itself, what should you do?
12. When the time comes to sign these agreements, you think you would like to go elsewhere but you do not wish to resign unless you have another position, what should you do? After you have signed the statement, what should your attitude be?
13. Should a librarian work after she marries? What are the factors that complicate the situation? When should she cease library work or go on part time?
14. What should be the policy of a library staff toward giving news items to newspapers?
15. What would you say to a person who came into the library and objected to the Library as partisan because it has so much on the City Manager form of government and so little against it?

16. What would be your reply to a person interested in the Republican (Democratic) organization of the ward in which your branch is located, who asked you to make a contribution to that organization?
17. How would you meet the request of a woman who broadcasts for radio who asks to have all her books made 28 day to save her the trouble of renewing them?
18. What would you say to a patron who objects because we have Christian Science magazines and books. He thinks that Christian Science is pernicious and that these books and magazines should not be open to the public.
19. You have refused as gently as possible, for what seems to you the best of reasons, a request made by a borrower. This patron still insists on the special privilege. What is your next step? She threatens to take the matter to Mr. Yust. What should your reply be? What should you do next?
20. A patron has done or said something extremely ridiculous and very funny? What should govern your attitude in telling the incident?
21. What is your attitude about personal telephone calls in the Library? Why?
22. What is your attitude about visiting at the desk? With staff members? With the public? Why is this your attitude?
23. What should you do if you have some criticism of the Library, of some part of it, or see some method or procedure which you think can be improved?
24. If you see some other library staff member not under your direct supervision doing something of which you disapprove, are you going to take any action? If not, why not? If so, what?
25. When you are in charge how do you give a direction or an order? Why do you give it that way? What are the drawbacks to this method? The advantages?
26. Another staff member gives a considerable amount of help to you in some work that has been assigned to you or that is your particular job. What acknowledgment, if any should be made?

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Used by Miss White for her dict

Rochester Public Library

- . Give the proper information one should put on a bookslip when a book is borrowed from this department.
- . What books may one borrow from this department for an indefinite time and what books may one not so borrow?
- . Why do we sign time at the nearest five-minute division? What is your attitude about signing time and then arranging your hair? about signing your time and reading for one-half hour?
- . When is the proper time to arrange one's hair, powder one's nose?
- . When one feels ill, but does not want to go home do you think she should lie down here and sign the time used as "ill"? Is there any reason why she should notify the person to whom she is responsible in such a case?
- . What should be the attitude of the staff toward personal illness and illness in the family, in regard to time away from the library?
- . What is a vacation for? From your point of view and from that of the library? Is it better to have all your vacation at one time or split it?
- . Of whom should one ask information concerning her work, her nearest neighbor or the person in charge?

It has been our practice to have certain girls responsible for special parts of the work. Is it ever advisable for one girl to do another girl's special work?
0. When one is responsible for certain work and does not finish it at the end of the day should she finish it the next morning unasked, or wait to be told about it?
1. Do you think that certain girls have more than their share of unpleasant parts of the work? If so, can this be avoided?
2. Is it ever justifiable to put aside a disagreeable piece of work to do yourself at another time? Is it ever justifiable to give this to someone else to do? Should it be left for someone else when it would naturally come in your work?
3. Should one feel free to question the way in which a bit of work is to be done?
4. When corrections are to be made is there any way in which the unpleasantness for both persons can be avoided?
5. If one is dissatisfied with the type of work she is doing is it better to complain to one's neighbor or discuss it with the person in charge?
6. What should be our attitude toward using supplies both for library and personal use?

-2-

7. Is visiting about personal matters in working hours ever justifiable? How would you distinguish between necessary relaxation to unnecessary visiting?
8. Is it true in our department that every person feels enough responsibility for her work so that she will do it equally well whether she is being watched or not? How can we avoid the factory method of supervision?
9. What can you do when a friend telephones during library hours and insists on visiting at some length either occasionally or daily?
10. What should one do about announcing her intention of leaving the library?
11. If you hear a criticism of the library or see some method of procedure by which you think the service could be improved what should you do?
12. Is it possible to eat enough at meal time to last until the next meal or should a lunch be served during the middle of the morning and afternoon to all the staff?

Rochester Public Library

Bernice E. Hodges

LIBRARY ETHICS

Required reading:

1. The ethics of librarianship L.J. 47:549-50, June 15, 1922.
2. A librarian's code. Library Occurent 8:234-35; July-September 1928.
3. Professional ethics for the library worker L.J. 42:891-92, November 1917.
4. Sioux City Public Library Code of ethics.

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Morality - A fixed code of rules for conduct, depending on tradition, looking toward the past, and usually associated with religion.

Ethics - An evolving basis for conduct, depending on knowledge looking toward the future, and necessarily associated with science.

In order to form a code of professional ethics for librarians, all members of the profession should feel convinced that the work of the librarian is co-ordinate in rank and dignity with every other human calling and branch of public service. In applying a code of ethics to library work, it is necessary to distinguish between what is called professional ethics and the more general term administration.

We assume that the groups of workers are made up of individuals having a common purpose and common interests to such an extent that a code of ethics will apply to all in the same way. What shall we include in this? How can the fundamental elements be stated so as to cover all the relationships that should exist among the members of the profession?

We are suggesting three main points, with subdivisions in each case, all of which are quite general in scope. They are as follows:

COURTESY

(a) To Patrons

1. As the library exists to serve any and every one, it is unethical to discriminate in service to any group or individual at the expense of another. As our work is one of humanity we must be ready and watching to attend to pressing cares in and out of season.

(b) To Co-Workers

1. In her associations with her fellow workers the librarian should be generous, courteous, and charitable. She should use her influence to stimulate the professional attitude and be willing to share the fruits of her own re-search with other members of the staff.

2. It is the ethical duty of department heads to refrain from gossip and interference with other department administration, each devoting her entire time and attention to the development and growth of her own. She should be generous and magnanimous toward the others, bearing in mind that the strength and efficiency of the unit depends on the co-operation of the individuals and departments.

3. It is ethical for members of the staff affected by changes in policies and rules, to have the privilege of discussion and criticism with the administrative head before adoption.

LOYALTY

(a) To the Profession

1. It is the ethical duty of all to maintain intellectual and moral standards within the profession, to have enthusiasm for it, believe in it, and never speak disparagingly of it in or out of the system.

(b) To Administrative Head and the Library As a Unit

1. It is the duty of each member of the staff to strive to maintain professional dignity, good name, influence and honor of all within the system.

- (1) By poise of manner.
- (2) By restraint in dress.
- (3) By refraining from gossip concerning persons and policies at all times.
- (4) By due formality toward co-workers during business hours.
- (5) By never depreciating the work of another.
- (6) By maintaining the authority and dignity of subordinates before patrons.

2. It is the duty of each member of the staff to maintain a constructive and co-operative attitude toward all endeavor in the system of which she is a part, to uphold the policies of the administration and aid in carrying them out. Whenever it becomes impossible for her to co-operate, it is ethical for her to withdraw from the system.

3. Between assistants, department heads and administrative head there should be that confidence which can arise only from mutual understanding and pride in each other's work. No library task is beneath the dignity of any member of the staff and all should be willing to share in any possible discomfort. Each should regard the other's success as a part of her own, be ready to advance the professional interests of the other and to assist in securing professional recognition and promotion.

4. It is ethical for the administrative head to allow an assistant to prove her ability to do work of a higher character than usually assigned to her and to advance those capable to more responsible positions in their own library or elsewhere.

(c) To the City

1. It is unethical for staff members to belittle in any way the municipality to which she owes her position.

HONESTY

(a) In Regard to One's Own Ideals

1. The true librarian will maintain an open mind toward all forms of progress; she will seek constantly to have a part in carrying forward all projects with a view to the improvement of the system; she will be a regular reader of professional literature and an active member in state and national associations of librarians.

2. It is the duty of each staff member to feel responsibility and interest in work assigned by doing it regularly and cheerfully.

(b) In Regard to the Welfare of Co-Workers

1. Staff members should refrain at all times from availing themselves of prejudice against other staff members to their detriment or to obtain official preferment.

2. It is unethical and unprofessional for a superior to make use of a subordinate to obtain information in regard to the behavior or work of another.

3. Since the librarian's standing in her profession depends upon her rating, it is essential for department heads to exercise honesty and sincerity in their recommendations without regard to friendships or other relations.

(c) In Regard to the Library System As a Unit

1. It is ethical for staff members when considering change in position to give adequate notice to the administrative head and department head. It is unethical to accept a position unless there is a reasonable certainty of remaining one year, or to apply for a position not declared vacant by the administrative head.

2. All grievances should be adjusted through the proper channels, the proper procedure being through:

- (1) Department head.
- (2) Librarian.
- (3) Board of trustees in open meeting and conversely.

3. It is unethical for staff members to devote time scheduled for library duty to discussion of outside interests.

4. Health is a necessary qualification in a librarian's equipment and continued ill health does not entitle an employee to favored treatment by the library. Conversely, the library should conserve the health of the staff by furnishing the best possible equipment in regard to light, air, and sanitation. Illness in the family is not a valid claim for absence with pay. Honesty requires due care of the health at all times in order that we may always be physically fit for duty.

5. It is the ethical duty for each staff member to preserve library equipment:

- (1) By returning materials used to their proper places and in proper condition.
- (2) By neatness and cleanliness in their use.
- (3) By reporting shortages and necessary repairs.

Professional Ethics Among Librarians Should Stand for:

1. A spirit of democracy.
2. Freedom of thought and expression, permitting the fullest initiative within the limits of the large policies of the library.
3. A broad social viewpoint.

This code was evolved entirely from the staff of the Sioux City Public Library through a committee of Heads of Departments at the suggestion of the Librarian. On recommendation of the Librarian it was officially approved by the Board of Library Trustees, January 11, 1923.



Second Edition

Sioux City Public Library

Code of Ethics



SIoux CITY, IOWA

Library Ethics

Just what is--or are--Business Ethics? Are they one-sided, like a pancake, or are they, or should they not be, as many-sided as a well cut diamond shedding a clear light upon every relation, commercial, professional, industrial or merely human between people who do the world's work in whatever station to which it has pleased God to call them." Carl B. Roden.

The ethics of librarianship. L. J. Vol. 47, pp 549-550

Rochester Public Library

Edgerton Park

Rochester, New York

Firm

Order No.

Address

Please furnish the following. Render bill in duplicate.
Put the number of this order on your bill

Librarian

Quantity	Articles	Price

Work with the public

Purpose of the course

1. Help maintain high standard of courtesy and efficiency R. P. L. has.
2. Benefit from discussion of problems and treatment.

I Period. Approach

A. How to meet a patron

Discussion of following points.

1. Do you ask what patron wants? How do you ask?
2. Do you say "good morning" ? How?
3. Try to remember names.
4. Where you have found courtesy?
5. " " " " discourtesy?

B. Review and discuss:

1. Chapter 17 Courtesy, tact, and good manners in selling, - in Frederick, J. George, Modern salesmanship.
2. Maxwell, William. The training of a salesman p. 56-78.

C. Registering new patron:

1. Patience in explaining what he must do.
2. How much time can we spend with him?
Foreigners
Deaf
Patron who objects
Banks and other business firms that require blanks to be filled out.

II. Period. Desk work.

A. Why are you doing library work?

"Work is love made visible. And if you cannot work with love but only with distaste, it is better that you should leave your work and sit at the gate of the temple and take alms of those who work with joy. For if you bake bread with indifference, you bake a bitter bread that feeds but half man's hunger. And if you grudge the crushing of the grapes, your grudge distills a poison in the wine."

Kahlil Gibran.

1. Interest can be developed.
2. What is real object? Get book to person?

Review and discuss:

Chapter 2 Maintaining personal efficiency - in Knights, Charles C. Technique of salesmanship.

B. Individuality.

1. Personal appearance
2. Manner

Review and discuss:

Chapter 4. Developing a selling personality. - in Knights, C. C. Technique of salesmanship.

C. Patron versus routine. Discussion of specific points.

1. Danger of absorption in routine.
2. Dealing with disgruntled patron
 - a. Experiences.
 - b. Methods
 - c. Patron wants to take book for which slip cannot be found.

3. Should you listen to patron's personal narratives? Cannot this be made approach to real service.

III. Period. Floor work.

- A. Helping patron to find book.
 1. Can patron find book he wants? Can he use the catalog? Can he find the book on the shelf?
 2. Willingness of assistant?
 3. Danger of overhelpfulness. Too many suggestions . Do not tell patron what he should read.
 4. Book not in. What do you do?
- B. Brief discussions of aid to knowing books.

Dickinson. Thousand Best Books
Becker. Reader's Guide
Bookman
New yonk Times Book Review
Saturday Review of Literature
New York Herald Tribune Books
Publisher's Weekly.
Outlook. Book Reviewing Section
- C. Review and discuss:

Book shops - how to run them by Ruth Brown Park
Publisher's Weekly Sept. 29 '28 p. 1327 and Oct. 27 '28 p. 1770

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- B. Brief discussions of aid to knowing books.
- Dickinson. Thousand Best Books
Becker. Reader's Guide
Bookman
New York Times Book Review
Saturday Review of Literature
New York Herald Tribune Books
Publisher's Weekly.
Outlook. Book Reviewing Section
- C. Review and discuss:
- Book shops - how to run them by Ruth Brown Park
Publisher's Weekly Sept. 29 '28 p. 1327 and Oct. 27 '28 p. 1770

The following list I received from Miss VanHoesen to*day(Dec. 12) too late to look up the material for this outline. I plan to use it for discussion where it fits.

- | | |
|-----------------------------|---|
| A. L. A. Bulletin | Papers and proceedings. Hot Springs conference, 1923. p.241-42 What an assistant can do to better library service |
| Bacon, Corinne | A library that's alive. Public Libraries 18:50-5 Feb. 1913 |
| Flexner, J. M. | Essential qualities of a good assistant Pub. Lib. 24: 405-10 Dec. 1919 |
| Kidder, I. A. | Creative impulse in the library Pub. Lib. 24:156-57 May 1919 |
| Norton, H. R. | Retail selling. Chap. 3,4,6,8,9,11,12,14 |
| Rhoades, Rachel | Work of a library information desk. L.J. 39:350-53 May 1914 |
| Scott, W. D. | Psychology of advertising. Chap. 2,3,4,5,6. |
| Swift, E.J. | Psychology and the day's work. Chap 3 |
| Adult education - Any issue | |
| Collins, Dr. Joseph | Adult education and libraries. N.Y. Libraries August 1926 P. 102-07 |
| Learned, W.S. | American public library and the diffusion of knowledge |
| Ward, G. O. | Publicity for public libraries. Chap. 1 |

Loan work - Outline

Introduction. Importance of Loan Department and relation to other departments.

Organization of department

Schedule of work: principles to observe

Work to be done: qualities needed, points to watch

Registration

Charging & discharging

Overdues

Re-writing book cards & reader's cards

Keeping shelves in order

Assistance to readers

Reports: daily & monthly. Counting & arranging circulation

Notes on supplies needed

Registrations

How to fill out registration

Alphabetical & numerical files

Reregistrations: transfers: transfers from Jouvnille Dept.

Lost cards: changes of address

Statistics

Charging and discharging

Preparation of stamps

Accuracy in charging & discharging

Arrangement of cards in drawer

Rules for readers

Attitude toward readers: types of readers

Hours of opening

No. of books allowed

Special privilege: vacation privilege

Time books may be kept

Renewals

Reserves

Fines and overdue notices

Other topics

Magazines: Preparation & circulation; Magazines available in city

Bindery books: preparation

Accuracy in slipping books

Care of books: mutilation, loose pages, etc.

Contagious diseases

Interlibrary loans

Library housekeeping: shelves, tables, desk, ventilation, etc.

Conclusion: qualities needed in loan work

General qualities

Pleasure in work

Bad habits at desk

Compensation and rewards

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Keeping shelves in order

Assistance to readers

Reports; etc. Counting & arranging circulation

Notes on supplies used

Registrations

How to fill out registration cards

Alphabetical list: numerical list & cards

Reregistrations: transfers from Juvenile Dept.

Lost cards: changes of address

Statistics

Charging & discharging

Preparation of stamps

Accuracy in stamping books & in discharging

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~~bindery books: preparation~~ *taken care of elsewhere*

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*Library housekeeping: shelves, tables, desk, ventilation, etc.

Interlibrary loan

*Each person should be required to fill out a
N.Y. State Library Interlibrary loan card*

CURRENT LIBRARY LITERATURE

1. General library periodicals

Library Journal
Libraries

2. State publications

N.Y. Libraries
Wisconsin Bulletin

3. Individual library publications

Open Shelf	(Cleveland)
Carnegie Bulletin	(Pittsburgh)
Mercury	(Rochester)

4. Association publications

A.L.A. Bulletin
N.Y.L.A. Newsletter

5. Commercial publications

Wilson Bulletin
Publishers' Weekly
Year-round bookselling news

possibly also
Y. & E.
Gaylord's triangle

Expect to include about each

1. General type
2. Scope
3. Where published and cost
4. Special features
5. Ways in which it can be most useful to:
 - a. Library
 - b. Librarian
6. History, if it has an interesting one.

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CURRENT LIBRARY LITERATURE

General

Library journal
Libraries

State

New York libraries
Wisconsin library bulletin
Library occurrent (Indiana)
Library notes and news (Minnesota)

Publications of libraries

Pittsburgh. Carnegie library bulletin
Cleveland Open shelf
Syracuse Windows
Indianapolis Readers' ink
Minneapolis Com. bookshelf.

Library association publications

A.L.A. bulletin
News letter N.Y.L.A.

Commercial firms

H.W. Wilson bulletin
Gaylord's triangle
Y & E

HISTORY OF LIBRARIES

1. Libraries of ancient times
2. Mediaeval libraries
3. Early monastic libraries
4. Principle libraries of Italy
5. Principle libraries of France and Spain
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7. " " England
8. " " United States

Reference book

Q27 Savage Story of libraries and book collecting

A. Mayorie Taylor

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History of libraries

Early libraries (ancient)

Assurbanipal - Nineveh

Alexandria

Middle ages - libraries survived in monasteries

Germany

Royal library in Berlin

shortage of funds and help make service slow

France

Bibliothèque Nationale - largest in world

England

British Museum

diff. to get in

excellent reading room

cat. in book form

scholar's lib. - wonderful reference books and good
service

U.S. Library of Congress begun 1800

First library meeting 1853

1876

A.L.A. organized

Lib. Journal started

Lib. Bureau started

1st ed. Dewey dec. classification

2 vols. on lib. work pub. by U.S. Bur. of educa.

v.1 Public libs. in U.S.

v.2 Cutter's rules for a dictionary catalog

HISTORY OF THE PRINTED BOOK

I. Manuscript past of the book

1. Clay tablets
2. Inscriptions on rocks
3. Carved seals
4. Papyrus rools
5. Development of parchment

II. Invention of printing

III. Early printers

1. Aldus Manutius
2. Christophe Plantin
3. Elzevir family
4. William Caxton
5. William Morris

IV. Problems facing early publishers

1. Market
(development of fairs)
2. Church - antagonism
3. State - desire to control

V. Printing in the U. S.

1. Joseph Glover Cambridge
2. John Elliot Mass.
3. William Bradford Phila. and N.Y.
4. Christopher Sower Penn.
5. Modern printers, D.B. Updike, Bruce Rogers

VI. Principles underlying a beautiful book, as outlined by Morris

1. Unity
2. Position of print on page
3. Color of the page
 - a. type harmonious to theme
 - b. Relation of one line to another
 - c. arrangement of text on line, to prevent streaks
 - d. Spacing
 - e. Uniform effect in blackness

Bibliography

McMurtrie	The golden book
Orcutt	In quest of the perfect book
Orcutt	The kingdom of books
Davenport	The book, its history and development

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Pms. to com -

Binding etc

1st Period

1. Brief description of process of book-binding as practiced in the big binderies. Explanation of common terms such as recasing, backing, etc. Describe difference between resewing and rebinding.
2. Discussion of kinds of paper worth binding - Grosset - Burt - Harper.
3. Discussion of materials and kinds of buckram used in binding with respect to its "wearability".
4. The ear marks a well bound book should have.

Problem:

File of books: judge bindings and paper, (both before and after binding.)

2nd Period

1. Process of preparing books and magazines for the bindery as practiced by R.P.L. -
 - Rebind
 - Discard
 - Resew
 - (a) Margins
 - (b) Paper, etc.

Emphasize point - not to wait too long before sending book to bindery.

2. Mending
 - (a) Kinds of material used in mending and why.
3. Discussion of binderies and the kind of work each can do.
4. Describe the work of preparing books for return to the branches.

Problems:

- (1). Each individual select a book to be sent to the binderies, giving reasons why books should or should not go to the bindery and to which bindery it should be sent.

NEW PUBLIC LIBRARY

PRACTICE WORK

SCHEDULE OF WORK ON BULLETIN BOARDS AND EXHIBITS
TO BE DONE AT CENTRAL

Date	Exhibit	Bulletin board
Jan. 14-19	Kienast Meagher	Asmus Gates
Jan. 21-26	Betten Haines	Masters Couchman
Jan. 28-Feb. 2	Perego Gates	Miller Foulkes
Feb. 4-9	Couchman Foulkes	Kienast Haines
Feb. 11-16	Miller Leader	Remington Cochrane
Feb. 18-23	Masters Asmus	Perego Meagher
Feb. 25-Mar. 2	Cochrane Remington	Leader Betten

There will be two bulletins boards and two exhibits to be prepared each week. Choose your own subject. Confer with Miss Mosher. Tell her what you want to do and how you intend to treat your subject. When you have her approval, hand in to me your subject on a slip of paper, and go ahead with the work. All bulletin boards and exhibits must be completed by Tuesday at 9 A.M. of the week a signed.

F. R. Van Hoesen

