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School libraries



Library Bureau

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Museum cases

Founded 1876

School libraries

Planning and equipping the school library



Library Bureau

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Library of the Girls' High School, Brooklyn, N. Y.
Complete equipment furnished by Library Bureau

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School libraries

Foreword

A WELL equipped and active school library should be established in every normal school and city high school throughout the country. To be effective such libraries should have a large and attractive room, properly located and suitably furnished with modern Library equipment.

Library Bureau, from its experience of many years in planning libraries and coöperating with the pioneers in school work, has published in the following pages information which should be helpful to architects, school boards, principals and librarians interested in the preparation of the school library.

The extent to which this school library movement has developed is attested in part



by the following libraries equipped by Library Bureau with modern technical furniture.

Brooklyn, N. Y., Girls' High School
Buffalo, N. Y., Hutchinson High School
Denver, Colo., North Denver High School
Geneseo, N. Y., N. Y. State Normal School
Holyoke, Mass., Holyoke High School
Huntington, W. Va., Huntington High School
Monessen, Pa., Monessen High School
Montclair, N. J., Montclair High School
New York, DeWitt Clinton High School
New York, Regis High School
New York, Stuyvesant High School

Parkersburg, W. Va., Parkersburg High School
Pasadena, Cal., Polytechnic High School
Pittsburgh, Pa., Schenley High School
Portland, Me., Portland High School
Spokane, Wash., Lewis and Clarke High School
Taunton, Mass., Taunton High School
Torrington, Ct., Torrington High School
Troy, N. Y., Troy High School
Utica, N. Y., Utica High School
Washington, D. C., Central High School
Washington, D. C., M Street High School

The subject matter of this booklet, for the convenience of the reader, is divided into two parts. The first part treats of the library in general and consists of practical suggestions as to location of the library, workroom, library class room, stack room, size, finish, lighting, etc., followed by instructions for students in the use of the library, duties of the librarian, and a bibliography. The second part outlines simple methods for the administration of the library, and gives full information regarding the technical equipment necessary for carrying out this work.

Practical suggestions

Location of library

IT has been found that the most satisfactory location for a library is on the second floor, in a central position, accessible to teachers and students, and near the study room. A southern exposure is very desirable. Care should be taken not to locate the library in the front of the building if the façade carries ornamental columns which may throw heavy shadows into the room during part of the day. A principal requirement in a library is plenty of light and sunshine.

The entrance to the library should be direct from the corridor in the center of the long inside wall, if possible. If additional doors opening into the corridor are necessary, they should be used only as emergency exits.

The library classroom should be located adjoining the library room at one end — the librarian's work and file room, if one is provided, at the other end.

If a direct system of radiation is used, radiators should be located under the windows. The walls between the windows and doorways should be kept as clear as possible of all radiators and pipes of every description, electric switches, ventilators, thermostats, etc. If thermostats and electric switches must be located on the wall, they should be placed as near as possible to the door or window trim so as not to break up the wall space available for shelving. Every inch of wall space below a point 7 feet from the floor is available book space, and should be conserved with as few exceptions as possible. It is wise to omit from the walls chair rails, wainscoting, and baseboards. The wall can then be plastered to the floor, and after the bookshelving is set in place, the space between the ends of the bookshelving and door trim can be equipped with baseboards, etc. If it is necessary for vertical pipes to pass through the rooms, they should be located in the corners of the room, where the mitered wall bookshelving allows sufficient space for them. In this way the available book space is not encroached upon.

Workroom

This is the librarian's work and file room, where the books are cataloged, prepared for the shelves, and damaged books are repaired. This room should be about 20 feet square, equipped with shelving around the walls, a suitable desk or table for pasting, mending, etc., and provided with a wash bowl and running water. This room is also used for the storing of unbound periodicals.

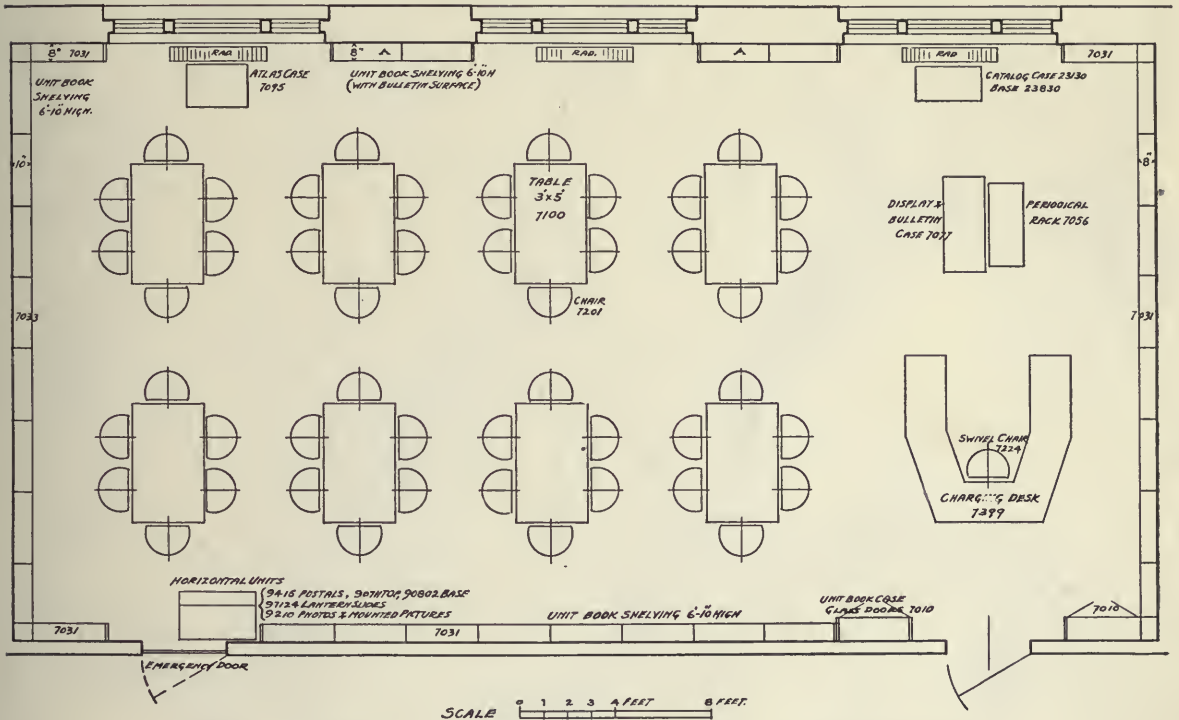
Library class or lecture room

There should be a library class or lecture room adjoining the library and belonging to it. This room should have at one end a stage about 2 feet high, and should be equipped with tablet arm chairs to occupy not more than two-thirds of the room. Electric connections should be provided for a low-power reflectroscope, and on the rear wall a screen provided for projections. It is desirable to equip the walls with posting surfaces for the display of pictures, etc. A few sections of unit wood bookshelving with glass doors should

be provided for this room, and a bulletin rack for large lithographs, oversize mounted pictures, etc.

Stack room

In a large school where a book storage or stack room is necessary for text books and seldom used library books, this can be provided for in any convenient location, not necessarily connected with the library. If a double tier of stack is necessary, steel stack should be used. (See photograph of Schenley High School, page 28.)



Showing typical floor plan for small school library seating 48 students

Size

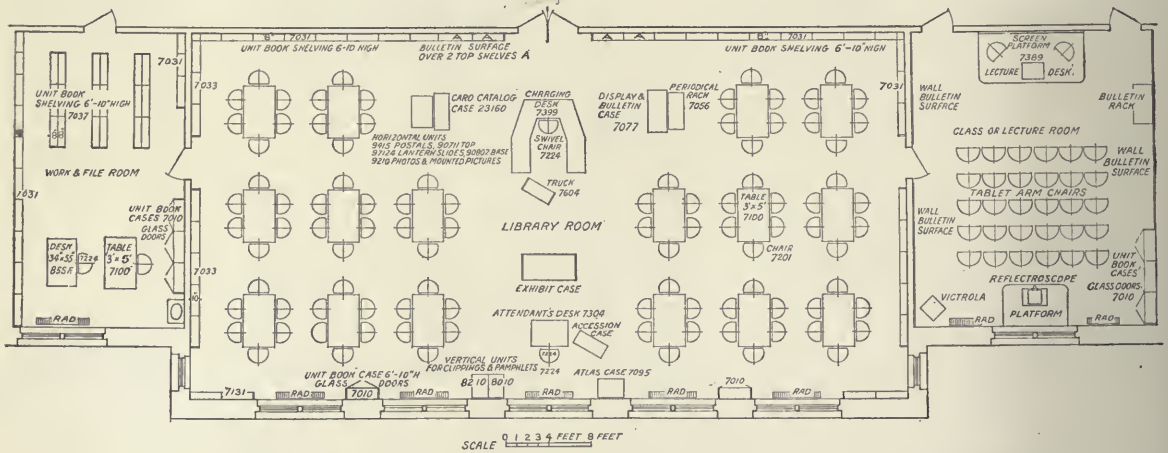
The size of a model school library room is determined by the number of readers to be accommodated at tables. This should not be less than six per cent of the total number of students. Tables (3 ft. x 5 ft.) should be arranged in rows so that the end of the table is parallel to the long exterior wall, that the greatest benefit may be derived from light entering the room from the windows. In smaller schools there should be two such rows of tables, while larger schools require three. Thus, for a small school the width of the room should be 25 feet, which allows a clear space of five feet between the rows of tables, and between the tables and the adjoining walls.

In a school of 800 students, provision should be made for 48 readers, and by allowing 25 square feet per reader, it will be seen that a total of 1200 square feet is necessary. As

this room should be 25 feet wide for the best distribution of tables, the length must be 48 feet.

Similarly, for a larger school, say of 1600 students, provision should be made for 96 readers. The tables in this room should be arranged in three rows, which determines the width of the room as 35 feet. Allowing 25 square feet per reader, 2400 square feet will be required, which divided by 35 feet, the width of the room, gives a length of approximately 68 feet.

Allowance should be made for the charging desk with sufficient free space around it so that readers at nearby tables will not be disturbed. Space for other necessary furniture must be provided.



Showing typical floor plan for large school library seating 96 students with librarian's workroom and file room at one end and library class room at the other end

Finishes

Experience has proved that white ceilings and light buff color walls are best adapted for a library room. Avoid dark tones in the woodwork and trim, so as not to absorb the light. Furniture of quarter-sawed white oak, finished in a light natural color, is most satisfactory. The light finish is standard, and has better wearing qualities than the dark finishes. In adopting a finish which is standard for library furniture, additional equipment can be supplied without the delay and extra expense for special finish. Mahogany and dark finishes for wood trim or furniture are not recommended.

Lighting — artificial

The room should be lighted by means of electric ceiling fixtures of an indirect or semi-indirect type, the latter being generally used for reasons of economy. Avoid the use of wall lighting fixtures. In planning the details of lighting of school libraries it is not wise to provide table lighting fixtures. These are unnecessary. Their use seriously hampers the free use of the table space and prevents the easy rearrangement of tables for the various uses to which the room should be put.

Floor covering

Cork carpet and battleship linoleum are the two most satisfactory floor coverings for library rooms. Both are serviceable, and either very greatly lessens the noise in the room.

Exhibition equipment

Every phase of visual instruction in the school can be advantageously supplemented by a dust-proof exhibition case in the library room. This case should be designed to properly display and protect the various classes of objects which are placed on exhibition from time to time — loan exhibits of works of art, archæology, natural history, etc. The use of this case in the library room will stimulate interest in the school's museum, which may be housed in a separate room, or provided for in cases in corridors or recitation rooms devoted to the various subjects.

Instruction of students in the use of a library

By Mary E. Hall

A MOST important work of the high school library is the training of pupils for the independent and intelligent use of any library, whether school, college or public.

It is recommended that lessons be given in definite training of high school pupils in the use of reference books, encyclopædias, standard dictionaries, year books, indexes to periodical literature, to books, and to sets of books, etc., also instruction in the use of a card catalog and some knowledge of the classification commonly used in libraries.

PURPOSE. To enable pupils to make the best possible use of the school library to prepare for the best use of public library and college library.

These lessons should result in their working independently and intelligently and with the least waste of time in the school library. It should be the aim of the librarian to encourage the use of the public library and the building up of carefully selected libraries in their own homes.

Lesson I

Talk on the purpose of the school library and its privileges

Value of books as friends and books as tools.

Reading for the joy of reading. Talks by the librarian on delightful books in the school library of interest to the entering class. Finely illustrated editions of standard novels. Good books of biography, travel, history, etc. Have books on table to awaken interest in many different kinds of reading.

Our duty as citizens to care properly for books in school and public libraries as public property. Caution against turning down leaves, marking pages, carrying uncovered on rainy days, putting pencils in books, etc. Rules of school library about having books charged before taking them from the room, returning them promptly on the date when due, etc.

Inspire a fine loyalty to the library and a realization of how the breaking of these rules hinders the library's best work for the school and deprives other pupils of their rights.

Lesson II

General reference books. Encyclopædias, dictionaries, atlas

- a. Dictionaries. The four important large dictionaries: Webster, Standard, Century, Murray. Relative values. How to use each to the best advantage.
- b. Encyclopædias. Four important ones: New International, Americana, Nelson, Britannica. Difference between a dictionary and encyclopædia. Relative value of the different encyclopædias.
- c. Atlases and Gazetteer. How and when to use them. Best reference books to own in the home. List and prices.

Problems to test the pupil's grasp of this lesson. Questions to be answered by use of these books.

Lesson III

Indexes to books and periodicals. Card catalog

- a. Difference between table of contents and index of a book. Tests of a good index. Different kinds of indexes — first line and title in poetry, index to more than one volume, etc. Use of Ganger index to poetry and recitations. Index to periodicals. Readers' guide. Poole's index.
- b. Card catalog and how to use it. Explanation of classification.

Lesson IV

Books specially helpful in reference work in English

- a. Books of quotations.
- b. Concordances to Shakespeare, Milton, Browning, etc.
- c. Century Encyclopædia of Names, Brewer's Readers' Handbook, Dictionary of Phrase and Fable, Wheeler's Familiar Allusions, etc.
- d. Best books of synonyms and how to use them.
- e. Warner Library of the World's best Literature, Moulton's Library of Literary Criticism.
- f. Best Biographical dictionaries.
- g. Variorum Shakespeare.

Lesson V

Reference books helpful in history, civics, and economics

- a. World, Tribune and Eagle Almanacs. New York Times Index.
- b. Statesman's Year Book of latest editions. Statistical abstract of the U. S.
- c. Larned's History for Ready Reference.
- d. Harper's Dictionary of Classical Antiquities.
- e. Use of classical and historical atlases.
- f. Bliss Encyclopædia of Social Reform.
- g. Important biographical dictionaries.

Lesson VI

- a. Use of a library in debate work. How to get at material in books, periodicals, newspapers, pamphlets, clippings, etc. Use of all bibliographical aids.
- b. Building up of a home library. Good editions to buy. A. L. A. catalog as a guide to best books on different subjects. U. S. Catalog of Books in Print; a help in finding publishers and prices.
- c. Value of owning certain books.

Lesson VII

Assignment to each pupil of a subject on which pupils are to prepare a brief bibliography, showing their mastery of the use of card catalog, reference books and other library aids.

Duties of a librarian

I. ADMINISTRATION.

- a. Planning of library room, furniture, decoration, equipment, and library supplies.
- b. Preparation of a normal high school library budget. Ability to apply efficiency methods to the use of funds.
- c. Building up the library. Selection of books, pictures, periodicals, pamphlets, etc. Meeting the needs of all departments in these purchases. Rounding out the library to make it supplement all class room and laboratory work.
- d. Organization of library material, books, illustrative matter, such as lantern slides, postcards, mounted pictures, pamphlets, etc., clippings.
 - Classification of all this material.
 - Careful and thorough cataloging.
 - Compilation of special lists of helps, for each teacher and his special work.
- e. Reference or research work for teachers and pupils calling for bibliographical knowledge.
 - Organization of a ready reference index. Establishment of a reserve shelf system similar to those used in colleges and a method of reserving books for pupils at stated times.
- f. Establishment of a practical charging system for recording books loaned to pupils and teachers.
- g. Attending to the proper binding and rebinding of books.

- h. Keeping of necessary statistics to show what the city is getting for its expenditure on the library. The best work of a library cannot, of course, be measured by statistics.
- i. Discipline. Maintaining order. Ability to establish self-government in library.

II. INSTRUCTION.

Training students in the use of reference books, indexes, card catalogs and other library aids. Preparing for the intelligent use of college or public library as well as the school library.

III. CULTURAL AND INSPIRATIONAL WORK OF THE LIBRARIAN.

Guiding the reading of students by

- a. Suggestion, posting tempting lists, pictures, etc., on bulletin boards. Brief talks about books. A browsing corner of delightful illustrated editions.
- b. By means of social activities. Reading clubs. Parents' reception in the library. Noon-hour readings from interesting books. Librarian "at home" to students to talk to them in groups or as individuals about books to read.
- c. Talks by the librarian in general assembly, class rooms, etc.

IV. VOCATIONAL GUIDANCE.

V. CO-OPERATION WITH PUBLIC LIBRARY.

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Preparing the books for the shelves

FIRST of all a careful record should be made of all books received, using for this purpose what is called an accession book. This is a blank book ruled, lettered and numbered especially for library invoices. It is an important record covering such details as author, title, publisher, year and cost which should be readily available for the information of the librarian.

Date							Date						
NUMBER	AUTHOR	TITLE	PUBLISHER	Year	Cost	REMARKS	NUMBER	AUTHOR	TITLE	PUBLISHER	Year	Cost	REMARKS
76							01						
77							02						
78							03						
79							04						
80							05						
81							06						
82							07						
83							08						
84							09						
85							10						
86							11						
87							12						
88							13						
89							14						
90							15						
91							16						

School accession book for use in school libraries. Standardized by the N. Y. State Education Dept., Cat. no. 1060

Each book and each volume of a set has a separate accession number and a separate entry, each entry occupying one line. The accession book is a live history of every book

in the library. It is also a catalog of all books in the library, and a useful catalog if the library is small.

A simple form of accession book for school use is shown on page 10. This book is called a 500-line book, which means that it has space for 500 separate entries. This book will care for the records of most school libraries, and when one book is filled another may be started. Where a large number of entries in one book is desired or a more detailed record is wanted, the condensed accession book may be used. This book is made for 1,000, 2,000, and 5,000 entries.

The school library attains its full usefulness only when properly classified and cataloged, so that its resources on any subject may be learned at a glance and any desired book found instantly. Classifying means grouping the books in logical order according to subject, and giving to each book a mark which will tell in which group or class it belongs, distinguish it from other books in the same class, and show its exact place on the shelves.

Most small school libraries, can be classified by the librarian with sufficient accuracy to meet every practical need, providing the work is carefully done according to an accepted system.

The Dewey decimal classification is one of the simplest and most practical.

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

Classes

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

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

Divisions

000 GENERAL WORKS	130 Mind and body
010 Bibliografy	140 Philosofic systems
020 Library economy	150 Mental faculties, Psychology
030 General cyclopedias	160 Logic, Dialectics
040 General collections	170 Ethics
050 General periodicals	180 Ancient filosofers
060 General societies, Museums	190 Modern filosofers
070 Journalism, Newspapers	
080 Special libraries, Polygrafy	200 RELIGION
090 Book rarities	210 Natural theology
	220 Bible
100 PHILOSOFY	230 Doctrinal, Dogmatics, Theology
110 Metaphysics	240 Devotional, Practical
120 Special metaphysical topics	250 Homiletic, Pastoral, Parochial

S C H O O L L I B R A R I E S

260	Church, Institutions, Work	630	Agriculture
270	Religious history	640	Domestic economy
280	Christian churches and sects	650	Communication, Commerce
290	Ethnic, Nonchristian	660	Chemic technology
300	SOCIOLOGY	670	Manufactures
310	Statistics	680	Mechanic trades
320	Political science	690	Bilding
330	Political economy	700	FINE ARTS
340	Law	710	Landscape gardening
350	Administration	720	Architecture
360	Associations and institutions	730	Sculpture
370	Education	740	Drawing, Decoration, Design
380	Commerce, Communication	750	Painting
390	Customs, Costumes, Folklore	760	Engraving
400	PHILOLOGY	770	Photografy
410	Comparative	780	Music
420	English	790	Amusements
430	German	800	LITERATURE
440	French	810	American
450	Italian	820	English
460	Spanish	830	German
470	Latin	840	French
480	Greek	850	Italian
490	Minor languages	860	Spanish
500	NATURAL SCIENCE	870	Latin
510	Mathematics	880	Greek
520	Astronomy	890	Minor languages
530	Physics	900	HISTORY
540	Chemistry	910	Geografy and travels
550	Geology	920	Biografy
560	Paleontology	930	Ancient history
570	Biology	940	Europe
580	Botany	950	Asia
590	Zoölogy	960	Africa
600	USEFUL ARTS	970	North America
610	Medicin	980	South America
620	Engineering	990	Oceanica and polar regions

These divisions show the logical order in which the subjects follow one another. Before beginning to catalog even a small library, *each* of these hundred divisions must be divided into *ten* sections. This makes one thousand subdivisions, and is the practical basis on which cataloging may be begun. *Don't start cataloging on the hundred divisions before subdividing.*

Each book is numbered according to the group in which it falls, and all books are arranged on the shelves in simple numeric order. Since each book has a definite number, the books on any given subject must stand together. Thus 331 means Class 3 (Sociology),

Division 3 (Political Economy), Section 1 (Capital, Labor and Wages) and every book under this subject is numbered 331.

One great advantage of this plan is that each class may be subdivided to any degree without reference to the others.

A library that has made a specialty of Psychology, for instance, may classify its books on that subject with the greatest minuteness and yet carry the rest of its classification no further than the one-thousand subdivision.

For working tables of decimal system, together with subject index, get "Abridged Decimal Classification and Relative Index," by Melvil Dewey, M.A. (Library Bureau, No. 1002.)

Fiction and biography exceptions

Fiction and biography are not classified by the decimal system. Fiction has a place on the shelves by itself and is arranged alphabetically by name of author. Individual biography, that is, biography of a single person, is arranged on the shelves alphabetically by name of subject, and the back of the book is marked with the letter B. Thus, Hapgood's "Life of Lincoln" is shelved under Lincoln, not under Hapgood.

Author mark

Having designated by the decimal system the group or class in which a book stands, it remains to distinguish one book from another in the same class. This is best done in a small library by adding to each book's class number the initial of its author's surname and arranging the books in the same class alphabetically by name of author.¹ Thus, Motley's "Dutch Republic" would be $\frac{940}{M}$.

Putting numbers into books

Each book, except fiction and individual biography, must bear its complete number and author mark in some conspicuous place. This call number is marked on the back of the book with marking ink — or on a label pasted on the back of the book. A plain label may be used instead of the bookplate, or the number and author mark may be written directly on inside of cover, or on the title page.

Practical suggestions

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

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

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

¹ For a more scientific method get "Cutter 2-figure decimal alphabetic order table." (Library Bureau No. 1036.)

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

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

Cataloging

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

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

The card catalog

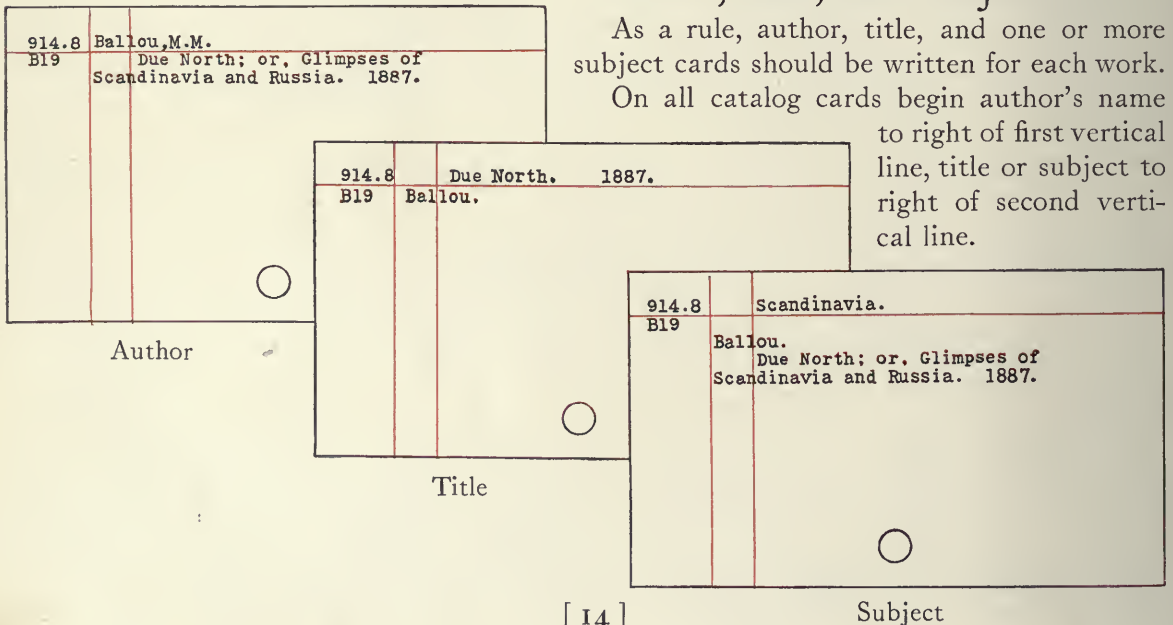
A card catalog is a record on cards of the author, title, and subject of each book, with any further data required, the cards being arranged alphabetically in trays for easy reference.

A card catalog never needs a complete revision. It is expansive and grows as the library grows. Cards for new books can be filed in their exact alphabetic order at any time, and new subdivisions and classifications may be made without affecting the arrangement of the rest of the catalog. Cards of discarded books may be removed from the catalog, thus retaining only the active or "live" material.

Author, title, and subject cards

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

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



Author card

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

Title card

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

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

Subject card

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

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

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

Fiction requires no subject card.

If the subject is written in red ink the subject cards are easily distinguished from author and title cards.

Arrangement

Arrange all cards — author, title, and subject — in one alphabetic sequence in the catalog trays or drawers. About every twenty cards insert a guide card, *i. e.*, a card with a projecting tab, and on the projection print the first word of card that follows (see list of standard printed guides page 18).

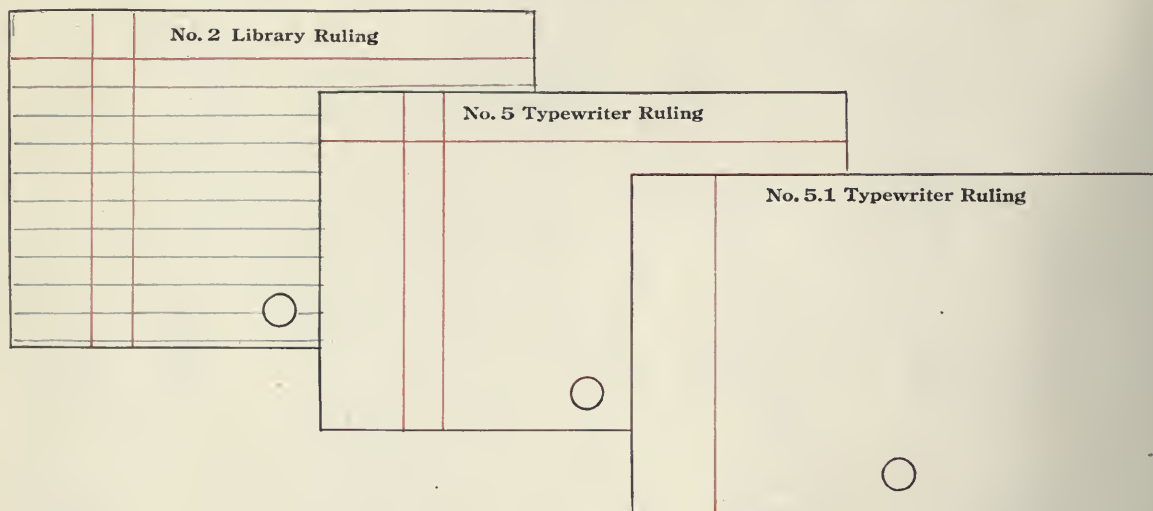
Catalog cards

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

Library Bureau 33-size, Library Standard cards (7.5 x 12.5 cm.) are the acknowledged standard for catalog work.¹ They are made of a special grade of stock, which cannot be duplicated outside of Library Bureau, and will last a lifetime. Cut with special patent machines which insure absolute accuracy and perfect edge.

¹Adopted by the American Library Association, the United States Government, the Institut International de Bibliographie, Brussels, and Consilium Bibliographicum, Zurich.

L. B. Standard stock rulings, grades, and weights



Library catalog cards with standard stock rulings are carried in stock in two grades: Library Standard and Commercial Standard; and in three weights: Light, medium, and heavy.

Library Standard grade

Library Standard stock is an all rag board made of carefully selected new rags. The life is practically unlimited. For over 20 years these cards have been the standard for catalog purposes and have been in actual use for that length of time. This stock has never been duplicated.

For complete information and prices send for catalog "Library supplies."

Commercial Standard grade

The Commercial Standard stock, as the name implies, is the highest grade for commercial purposes and excels in durability, writing surface and erasive quality. It will stand for years under constant use.

Medium weight cards

The most satisfactory card for catalog use. This is the weight used by Library of Congress for their printed library catalog cards. Cards of this weight are heavy enough to withstand constant usage without making the catalog unnecessarily bulky. This card can be used in the typewriter without a special attachment. It is especially desirable for use with the cards issued by the Library of Congress, as the greatest facility in card reference requires that all cards in

the catalog be of the same weight and of uniform size. Thickness approximately $9\frac{1}{2}$ one-thousandths of an inch.

33 size (7.5 x 12.5 cm.)

Ruling	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>	Ruling	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>
Plain	33020	33120	Typewriter ruling no. 5 . . .	33025	33125
Library ruling no. 2	33022	33122	Typewriter ruling no. 5.1 . . .	33025.1	33125.1

Light weight cards

The lightest weight practicable for catalog purposes. The hard, sharp edge of this stock partly compensates in quick handling for the thickness of the heavier weights. Thickness approximately $7\frac{1}{2}$ one-thousandths of an inch.

33 size (7.5 x 12.5 cm.)

Ruling	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>	Ruling	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>
Plain	33010	33110	Typewriter ruling no. 5 . . .	33015	33115
Library ruling no. 2	33012	33112			

Heavy weight cards

One-half heavier than the light weight. Thickness approximately $11\frac{1}{2}$ one-thousandths of an inch. This and the medium weight are recommended as best for library catalogs.

33 size (7.5 x 12.5 cm.)

Ruling ¹	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>	Ruling	Library Standard grade <i>Cat. no.</i>	Commercial Standard grade <i>Cat. no.</i>
Plain	33030	33130	Typewriter ruling no. 5 . . .	33035	33135
Library ruling no. 2	33032	33132			

Catalog and index slips

Catalog and index slips are furnished in standard 33 size in two weights of linen ledger paper, with commercial or library ruling. These slips are ordinarily used for temporary indexes and notations in general. While not heavy enough for regular catalog purposes, they are useful for private lists. Made in white only and punched, unless otherwise ordered.

Ruling	Light weight <i>Cat. no.</i>	Ruling	Light weight <i>Cat. no.</i>
Plain	1194	Plain	1199
Library ruling no. 2	1192	Library ruling no. 2	1198

For complete information and prices send for catalog "Library supplies."

¹All heavy weight Library and Typewriter ruled cards are carried in stock with the top and down lines ruled in blue. If cards with red top and down lines are desired, they may be furnished promptly to order.

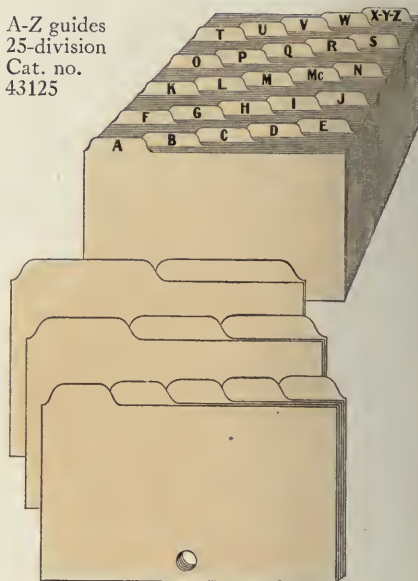
Card guides

THE best results from any card catalog can be obtained only when the cards are properly guided. The first essential in any card catalog is that the card wanted may be found quickly with the least effort. In order to accomplish this, guides must be provided for the catalog with a due allowance for growth. Every guide judiciously inserted in a card catalog increases its value and saves unnecessary handling. The rule is one guide for about every twenty cards.

Library standard guides

The durability of guides must also be considered. A card catalog which is constantly handled must have guides sufficiently strong to stand the wear and tear. L. B. Standard guide stock was designed especially for card catalog work. This guide stock, produced after years of experimenting by Library Bureau, is made from a special formula. Guides are cut to allow a projection one-fifth, one-third, and one-half the width of the cards.

A-Z guides
25-division
Cat. no.
43125



Halves, thirds, and fifths
Plain guides. Cat. no. 4310



Standard printed guides for school library catalogs
Showing the "A" headings of a 500-division. Cat. no. 431500S

Standard printed guides for school library catalogs

To meet the demand for suitable printed guides for a school library catalog, Library Bureau has developed standardized sets of printed guides of 500 and 1000 headings prepared by a high school librarian of national reputation. These are printed on L. B. Standard buff stock half cut right and left position with tab projections celluloided.

For complete information and prices send for catalog "Library supplies."

Catalog cases

LIBRARY BUREAU carries in stock card trays and cabinets ranging in size from a single tray with a capacity of 300 cards, including guides, to a 60-tray case with a capacity of 84,000 cards including guides. These cabinets are made of the highest grade lumber. All the oak is white, Indiana grown, quartered to give the best figure.



Cat. no. **Four-tray cabinet**
2314 Outside size, 8 $\frac{3}{4}$ in. high, 13 $\frac{1}{2}$ in. wide, 13 $\frac{3}{4}$ in. deep.
 Capacity 4400 light weight, 3400 medium weight, or 2600 heavy weight cards.

the pores are completely filled. The excess filler is then rubbed off and the surface thoroughly cleaned. The finish is produced by successive coats of the highest grade varnish sanded between the coats with polishing paper. The final coat is hand-rubbed to the standard L. B. egg-shell gloss.

Trays

To combine strength with compactness, the card trays are dovetailed front and back by the use of machines of our own exclusive design. These trays are carefully made to facilitate the handling of the cards and are the result of years of study in producing a perfect tray.

Followers and rods

All trays are equipped with adjustable steel followers, which are simple, positive and easily adjusted. The L. B. follower is so constructed that while supporting the cards at the proper angle it takes up only one-fourth of an inch of the card capacity of the tray.

The standard screw front round rod is recommended for card catalog cases and all trays are so fitted unless otherwise specified.

For complete information and prices send for catalog "Library supplies."

Seasoning

All lumber is scientifically seasoned both by air and thorough kiln-drying, reducing to a minimum the tendency to shrink or swell.

Finish

All cabinets are carefully inspected to see that they are absolutely smooth on all surfaces and free from blemishes. The wood is then carefully treated with a combination filler and stain until



20-tray cabinet on high leg base

- Cat. no.*
2312 Outside size 20 in. high, 27 $\frac{1}{2}$ in. wide, 16 $\frac{3}{4}$ in. deep. Capacity 28,000 light weight, 21,650 medium weight, or 18,550 heavy weight cards.
 May be fitted with lock, controlling all trays.
2320 Leg base, 26 in. high.
2381 Leg base, swivel top, 27 $\frac{1}{4}$ in. high.
23620 Pedestal base, 25 $\frac{3}{8}$ in. high.

The shelf list

EVERY book in the library, as soon as it has been classified, and has received its proper author number, should be entered in a list in the order first of its class number, next of its author number. This list is called the shelf list. It is often kept on sheets, but it is best kept on light weight cards; a card for each different book. It is a catalog of all the books in the library arranged in the order in which they stand on the shelves. It is a partial subject index of the library. It is indispensable in the work of properly placing, class numbering, and author numbering new books. It is a list from which it is very easy to check over the library and learn what books are missing or out of place. It includes usually only the class and author number, author's name, brief title, and accession number. This last enables one to refer at once from the brief entry of a certain book in the shelf list to the full information in the accession book.

090	Slater	
51	Book collecting	
		3528

Card showing shelf list entry

There are advantages in adding to the shelf list record the publisher and price. As soon as a book has received its class and author numbers, which together are sometimes called the "call number," as being the mark to be used by the reader in calling for a book, these numbers, or combinations of numbers and letters, should be written in the accession book in a column left for the purpose, on the line given up to the description of the book in hand. This enables one to refer at once from the accession entry of a given book to the shelf list entry of the same book.

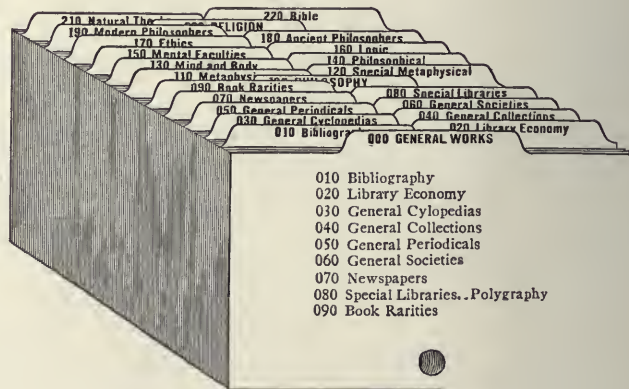
Shelf list guides

THESE guides are printed in two sets with the Dewey Decimal Classification headings, one set from the first summary and one from the second summary, for use with 33 size cards. Made of buff stock with celluloid tabs.

The small library just starting and wishing for the time being to dispense with subject cards for the catalog will find use for the shelf list (guided with Dewey Decimal Classification guides) as a partial subject catalog or class list record. The alphabetic index to classes is obtained by keeping available at the shelf list case a copy of the abridged D. C. No. 1002 which contains a relative subject index. Subject cards can be put in the catalog later and no work previously done wasted or duplicated.

Cat. no.

- 1177** Set of 100 guides printed with the Second summary divisions, tabs half cut, assorted positions.
- 1177.1** Set of 10 guides printed with the 10 classes of the first summary. The second summary divisions are printed on the body of the guide (see illustration), tabs half cut, center positions.
- 1177.2** Set of 90 guides printed with the second summary divisions, omitting the 10 classes of the first summary. This set will enable librarians who have purchased the first summary set (1177.1) to complete the second summary by the purchase of the additional 90 guides.

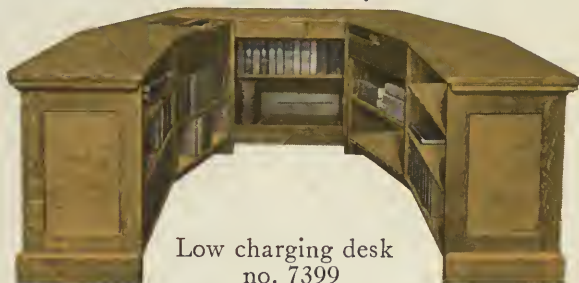


Charging desks

EVERY school library of sufficient size to employ a librarian should have a well equipped flat top desk not over 32½ inches high for the transaction of the daily business. This height of 32½ inches permits the librarian to sit at the desk while charging and discharging books and transacting other business with the pupils. Sufficient shelf space should be provided for the temporary housing of returned and reserved books.

Low charging desk

The no. 7399, U-shaped desk, illustrated, has been found particularly convenient for the busy high school library, as all systems and devices are within arm's reach of an attendant sitting at the front; yet it is large enough for a second assistant during the busy hours of the day:



Low charging desk
no. 7399
32½ in. high, 84 in. wide, 83¾ in. deep

This desk gives maximum capacity for returned books with ample drawer space for borrowers' cards, blank forms, etc. Fitted with removable charging trays for the charging system. Space provided for separate cabinet for cards.



Showing paneling

Wing-type charging desk

The L. B. wing-type charging desk gives maximum efficiency with economy of space. Fitted with sunken charging trays with roll curtain, cash drawer, registration trays, bookshelving, drawers, and cupboards for miscellaneous uses. Catalog no. 7398. This desk is 39 inches high. High base swivel chair no. 7228 is used with this desk.



Wing-type
charging desk
no. 7398
39 in. high, 108¾ in. wide. Depth of center section, 28 in.



Low charging desk, no. 7392
32½ in. high, 72 in. long, 28 in. deep

Low charging desk

In smaller libraries, the no. 7392 charging desk gives a convenient arrangement of devices for the necessary charging systems; equipped with special pull-out shelves for returned books, etc. One drawer is divided into card compartments for registration.

Tables

THE Library table is a distinct type and should not be confused with the ordinary commercial or office table. Library Bureau designed, standardized, and built the first stock library table, many of which are in actual use today.



Library table
Cat. no. 7100, 3x5 size

at the corners by steel plates into which the legs are bolted from the back. This construction insures the permanent rigidity of the table which is very necessary when tables are moved frequently. The table may be entirely taken apart for shipment or storage. Both rectangular and round tables are carried in stock. All rectangular tables up to 3 x 5 feet are made with tops $1\frac{1}{2}$ inches thick. All other sizes including 48-inch diameter round tables have tops $1\frac{3}{8}$ inches thick. The legs of the rectangular table 3 x 5 feet are $2\frac{1}{8}$ inches at the top and $2\frac{3}{8}$ inches at the bottom. Rectangular tables larger than 3 x 5 feet are made with

The L. B. table has no drawer space and is made with a proper overhang of the top and with the edges of the top *softened* or slightly rounded. These tables are made in graduated heights to meet all library requirements. L. B. tables are made of white oak, quarter-sawed to secure the best grain. The tops have the edges banded so that the quartered oak grain shows at all points. The square legs are of the taper type and are constructed with the quartered grain on all exposed surfaces. The aprons are connected



Cat. no. 7201



Cat. no. 7224

legs $3\frac{1}{4}$ inches at the top, $2\frac{1}{2}$ inches at the bottom.

A line of pedestal tables in the same size as the leg type is also carried regularly in stock.



Girls' High School, Brooklyn

Showing tables arranged for general study purposes. Charging desk in foreground. In the rear unit wood bookshelving, alcove arrangement

Chairs

FOR general library work we advise the use of the no. 7201 chair herewith illustrated. This chair combines lightness with extreme rigidity and durability. The seat is of the saddle type with box framing further reinforced by corner blocks, glued and screwed into place.



Girls' High School, Brooklyn
Sloping top exhibition case and reference attendant's desk
in foreground

Size and arrangement of tables

The unit of space required for a student in a school library is approximately 30 inches. A table, 3x5 feet and 30 inches high is the ideal size. It conveniently accommodates four readers, two on each side and, when necessary, one more at each end. This size table with a maximum of six students is convenient for work and makes supervision easy.

Tables longer than 5 feet are objectionable. They permit of larger groups, thereby encouraging conversation and restlessness.

The 3 x 5 size permits of convenient



T-shaped arrangement
Students are examining and passing pictures



Showing library floor cleared for social purposes
Easily accomplished when 3 x 5 tables are used

aisles and allows free use of the room. It is particularly convenient for rearrangement into "U" or "T" shape forms for the grouping of a class using illustrative material. This size is also convenient when clearing the library floor for social purposes, such as neighborhood gatherings, class dances, and entertainments in general. The use of larger tables prevents making this change with any ease or rapidity. Large rectangular tables and round tables can be supplied to meet special demands. Tables of special design may be furnished to conform to architects' specifications.

Bookshelving

BOOKSHELVING should be placed around all the walls of the library wherever possible, utilizing all available space and leaving the floor space clear for reading tables and other movable furniture. When free standing or double-faced ranges of shelving are used, these should be placed at one end of the room in alcoves opening toward the centre, thereby making it easy for the librarian to have complete oversight of the whole room.



Range of 6 ft. 10 in. high wall shelving, composed of two 3 ft. units or sections
Furnished with shelves 8, 10, or 12 in. deep

10 per cent of the total capacity of the library. Double shelving is free standing and is used out in the room. It can be used in single ranges or for forming alcoves where desired. Oak, because of its wearing qualities, is the best material to use in the construction of bookshelving. Quarter-sawed white oak used in the construction of L. B. unit wood shelving is selected for beauty of grain and takes a superior finish. Shelves are made with grooved fronts to take the labels used to indicate the class of books on the shelf.

Both the wall and double shelving are of the unit type, which permits expansion and rearrangement to suit the librarian's needs. Where necessary, bulletin boards can be provided as a part of the shelving.

For multi-story construction, steel shelving, carrying a mezzanine floor of steel and glass, is recommended. See illustration, page 28.

Wood shelving is advised in preference to steel because it adds to the attractiveness of the room, and can be finished to match finish of the building and furniture. The L. B. type usually supplied is no. 7031, 6 feet, 10 inches high, 8 inches deep, having seven shelves for books, permitting 10 inches in height between shelves. The bottom shelf in all ranges is fixed. All other shelves are adjustable in height on inch centres. The length of each section is 3 feet, being the correct spacing to give proper support to the books. By maintaining the standard of 3 feet for length, all the shelves in the library are interchangeable.

Some few sections of shelving, 10 inches deep, should be provided for oversize books. This need not be more than



Cat. no. 7010
Single 6 ft. 10 in. high section 12 in. deep with back and glass doors

Glass-door bookcases

ONE or two sections of the bookshelving should be fitted with glass doors to lock, for the display and protection of rare and finely illustrated editions and books in costly bindings. All other shelving in the room should be of the open type.

The section illustrated at bottom of preceding page (Cat. no. 7010) is of the standard 12-inch depth, fitted with back and doors, the doors being fitted with up and down bolt and lock. Shelves are 10 inches deep in the clear. These sections may be used singly or in ranges the same as the unit wood shelving. The no. 7001 bookcase, illustrated on page 31, is also adaptable to this purpose, and may be used where a lower case is wanted.



Range of 6 ft. 10 in. high double shelving composed of two 3 ft. units or sections
Furnished with shelves 8, 10, or 12 in. deep



A single section of 6 ft. 10 in. wall shelving 12 in. depth fitted with magazine storage cupboard and upright rack for current numbers

Magazine display and storage

WHERE the unit type of bookshelving is used, it is possible to combine magazine display and storage with the shelving. For the storage of back magazines, a cupboard divided into compartments of two sizes is supplied. This cupboard is of the proper size to fit into shelving of the 12-inch depth. For the display of current numbers of the magazines, sloping shelves of varying depths or an upright rack, with 5 compartments, following the general lines of Library Bureau stock magazine and periodical racks, may be fitted into this shelving.

For full information see catalog "Unit wood bookshelving."

Steel bookstack



Steel multi-story bracket bookstack, Schenley High School, Pittsburgh

IN large schools where a storage book or stack room is necessary for text books and seldom used library books, this can be provided for in any convenient location, not necessarily connected with the library, and if double tier of stack is necessary, steel stack should be used.

Send for catalog "Steel bookstack."

Technical furniture

THE smooth working of the library depends in part upon the technical furniture installed. The pieces of furniture herein described and illustrated are scientifically planned to meet certain fixed requirements of all libraries and are constructed on right principles.

Periodical racks

Provision should be made for proper care of periodicals. Current numbers should be arranged in binders, placed in compartments in the top of the case, and past numbers filed in drawers below, until bound.

This rack, catalog no. 7056, combines display space with storage drawers. The top is arranged with four compartments for current magazines. Below are sixteen small and eight large drawers for the storage of back numbers. This same type of case is carried in wider size, having twenty-four small and twelve large drawers. (Cat. no. 7055.)



Cat. no. 7056 .
Periodical rack and file



Periodical rack Cat. no. 7054.4

arranged on sliding shelves to permit of consultation on the shelf without removal if desired. The top is made sloping to accommodate the dictionary.

The three shelves above the bottom shelf may be removed, giving space high enough to accommodate a row of dictionaries. This leaves two shelves for atlases which is generally ample for school purposes.

The storage trays in these cases are of the proper size to take the current magazines published to-day. All trays are so constructed that the back of the tray forms a stop which prevents the tray from accidentally being pulled from the case and dropped.

Periodical rack, no. 7054.4, is used for the display of current numbers and is a very convenient type where storage of back numbers is not desired. This rack has eight compartments of graduated depth to take care of the magazines of various sizes.

Atlas and dictionary case

An atlas and dictionary case, no. 7095, should be provided for the care of atlases, folios, and large books which must lie flat. These are arranged on sliding shelves to permit of consultation on the shelf without removal if desired.



Atlas case Cat. no. 7095

Bulletin boards

It is essential to have plenty of bulletin board space, arranged in advantageous locations for displays of various kinds, pictures, etc., to add to the attractiveness of the library room. One large board should be provided on which newspaper clippings may be mounted.

Combined display and bulletin case

This case is used for books of current interest, books on assigned subjects, of interest to a class at a given time, or books in attractive editions. The bulletin board space above being used for tempting annotated list of books, bulletins, and notices. Design no. 7076 has a larger capacity with three sloping shelves, but without bulletin board. Design no. 7075 has four sloping shelves. Send for illustration.



Combination display and bulletin case Cat. no. 7077.

Pedestal style with two shelves for display of books, and corticium-filled bulletin space, $44\frac{1}{2} \times 12\frac{3}{4}$ inches



Horizontal unit filing cabinets showing 2-drawer legal size unit for photographs, 24-tray unit for lantern slides, and 5-tray card unit for post cards; with cornice and high leg base.

Lantern slides, post cards, and photographs

ALL lantern slides, post cards, and illustrative material should be kept on file in the school library. Here they are properly cataloged and filed so as to be available for all departments. This is in line with efficiency and economy, as it saves unnecessary duplication of the same slide for each department when the slides are kept by department heads. Slides of general interest are in this way available for all departments. Each tray in the unit illustrated will hold about 100 slides. All trays are equipped with partitions, dividing the space into 2-inch compartments. This division prevents accidental breakage. Trays are equipped with stop catches to prevent their falling out when being used. The slides are filed vertically in the trays, making it easy to read the titles on the top edge of the slides.

Clippings and pamphlets

THE proper filing and indexing of clippings, pamphlets, and other reference material is most important. To be of the greatest use, this material must be instantly available and in a form that can be referred to conveniently and without damage to the material filed.

The use of the vertical file for the housing of such material has solved the problem in many school libraries. By the use of the correspondence size file, sheets as large as $9\frac{1}{2} \times 11\frac{7}{8}$ inches may be filed. The clippings are pasted on manila sheets, these sheets being placed in a folder with a projecting tab on which the subject is written. All clippings and material referring to this subject will be contained in this folder. The folders are filed alphabetically by subject. Any material or papers larger than $9\frac{1}{2} \times 11\frac{7}{8}$ inches can be folded.

Magazine articles bearing on any subject can be indexed under that subject, reference being made to the magazine, month, and page. This method avoids clipping magazine articles and at the same time gives immediate and accurate reference to them. This reference may be type-written and pasted on the manila sheets or can be written directly on the sheets.



Standard vertical 4-drawer unit, Catalog no. 8010, for clippings and pamphlets. Dimensions $51\frac{1}{2}$ inches high by 27 inches deep, front to back; inside depth of each drawer 24 inches, giving 8 feet of filing space.

Send for catalog "Unit filing cabinets in wood."

L. B. Unit bookcases



L. B. Unit bookcase with plain glass doors, Cat. no. 7001

THE L. B. Unit bookcase is a complete case with four adjustable shelves, and is built on exquisite lines. By the simplest operation any number of additional units may be added, the result being a solid and complete case.

These bookcases are made of white oak, Indiana grown, quartered to give the best figure. Backs and inside ends of hardwood. Shelves are of hardwood faced with oak. Knobs and key plates are of solid brass with the beautiful dull finish so highly prized in the best examples of Colonial brass. The ends are paneled, giving the effect of being carved from solid wood—a refined effect found only in cabinet work of the highest grade.

This case is 56 inches high by $33\frac{1}{2}$ inches wide with a clear inside depth of $9\frac{3}{4}$ inches; outside depth, 12 inches.

Furnished without doors and with plain and leaded glass doors.

The L. B. Unit bookcase is by far the most compact expansion case made.

Book trucks

from the charging desk to the bookshelves and form a valuable auxiliary to the charging desk. The style illustrated (no. 7604) is especially adapted to school libraries, being compact in size and easily handled. The dimensions are 30 inches long, 35 inches high, 14 inches deep.

This truck is fitted with four 4-inch swivel wheels, with indestructible fabric tires. Three other styles of trucks nos. 7600, 7601, 7602, body size of each $39\frac{1}{4}$ inches long, $14\frac{1}{8}$ inches wide, are carried in stock. Truck no. 7600 is fitted with two 8-inch fixed wheels and two 5-inch swivel wheels with inde-

BOOK trucks are used for the transfer of books

structible fabric tires. Height $44\frac{1}{4}$ inches. Truck no. 7601 is fitted with two 5-inch fixed wheels and two 5-inch swivel wheels with indestructible fabric tires. Height $42\frac{1}{2}$ inches. Truck no. 7602 is fitted with two 5-inch fixed wheels and two 5-inch swivel wheels with rubber tires. Height 43 inches.



Book truck
Cat. no. 7604



Attendant's desk
Cat. no. 7304

Attendant's desk

IN large libraries where the services of an attendant are required and in very small libraries where a standard type of charging desk is not used, a desirable form of attendant's desk is no. 7304.

This desk is $30\frac{1}{2}$ inches high, the top being 42 x 30 inches. This desk is equipped with a centre drawer with pen tray and two smaller drawers with divided compartments. Above the small drawers there is a sliding reference shelf, $10\frac{3}{4}$ inches wide. The chair generally used with this desk is the no. 7224 swivel type described on page 25.

Exhibition equipment

LIBRARY Bureau manufactures dust-proof museum cases of plate glass and bronze frames for art and science exhibits and for trophies. The cases having very narrow



Complete installation of Library Bureau standard wall and center type cases in the museum of the Hutchinson High School, Buffalo, N. Y.

frames permit of a maximum area of glass for a better inspection of the objects. The cases are equipped with hinged doors and locks, and are made of table design of the wall type and also of the center or double-faced type. These cases are used extensively in the largest museums throughout the country.

For full information send for catalog "L. B. Museum cases."

Schenley High School library, Pittsburgh, Pa., showing tables, chairs, charging desk, catalog case, filing cabinets for clippings, pamphlets, lantern slides, photographs, post cards, etc. Made and installed by Library Bureau.



FOURTEEN DAY USE
RETURN TO DESK FROM WHICH BORROWED
LIBRARY SCHOOL LIBRARY

This book is due on the last date stamped below, or
on the date to which renewed.

Renewed books are subject to immediate recall.

FEB 1 6 1959

NOV 3 1959

APR 3 0 1964

L

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LD 21-100m-2,'55
(B139s22)476

General Library
University of California
Berkeley

Gaylord 
PAMPHLET BINDER
Syracuse, N. Y.
Stockton, Calif.

