

**CLASSIFIED ILLUSTRATED
CATALOG OF THE LIBRARY
BUREAU:
A HANDBOOK OF LIBRARY AND
OFFICE FITTINGS AND SUPPLIES**

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Classified Illustrated Catalog of the Library Bureau: A Handbook of Library and Office Fittings and Supplies by Library Bureau

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LIBRARY BUREAU

CLASSIFIED ILLUSTRATED CATALOG OF THE LIBRARY BUREAU: A HANDBOOK OF LIBRARY AND OFFICE FITTINGS AND SUPPLIES

"The library center of the country, doing much needed work impracticable for the society or periodical, thus supplementing the Library Association and Journal."

Preserve for reference

Classified Illustrated Catalog

OF THE

Library Bureau

INCORPORATED 1888

H. E. DAVIDSON, *Secretary* W. E. PARKER, *Treasurer*

A HANDBOOK

OF

Library and Office Fittings and Supplies

LIBRARY BUREAU
146 FRANKLIN ST., BOSTON
277 AND 278 STEWART BUILDING, NEW YORK

1891

PREFACE

This catalog is for three quite distinct constituencies — public libraries, private libraries or individual book owners, and commercial houses and public offices. Technical supplies designed for the first two may not all interest the last; yet, in 14 years' experience, we have found many business men adapting to business needs and using successfully many strictly technical library devices. The Card Index has a wider field today in business life than as the principal library catalog. The Shelf Sheet perforated blanks in binders are used instead of blank books, pamphlet cases for catalogs and price lists, scrap books for advertisements, notices and general notes. Many stores find library devices for supporting or labeling shelves the best obtainable, and the Decimal Classification guides in cataloging and arranging patterns and drawings in manufactories, and the stock of book and art stores; in fact, there is hardly a library article on our list that is not also used in offices, so that the Bureau, beside its mission of representing the focalized experience of the libraries, is finding a larger and equally interested clientele in wide-awake, energetic business men and institutions.

It will be its aim to broaden the work still more on the business side, in the endeavor to accomplish for that the recognized results of its library efforts.

Goods will be shipped to any house, institution, or individual of known responsibility, or on receipt of satisfactory references. Patrons who have no means of showing their responsibility, may order C. O. D. or remit in advance to cover the bill, and any surplus will be returned with the goods shipped.

A constituency scattered over the entire civilized world makes the above rule a necessity.

Remittances should be made in exchange on Boston, New York, or Chicago or by money order or postal note. Local checks cost for collection.

All prices printed in this catalog are net. The discounts for quantity are indicated in each case.

The simplified spellings used, are recommended for general adoption by the most eminent English scholars now living.

TO PUBLIC AND PRIVATE LIBRARIES

For years most important aids to libraries were impracticable for want of a business house to undertake the work of the Bureau. Greatly needed, it was started at a loss, and goes on only by hearty support. Some parts of its work lose money, but are much needed, and must be kept up; others barely pay expenses; others a profit. It is not patronage to use the losing and go elsewhere for the paying departments. We will always guarantee prices as low as equal quality can be had. We appeal to all friends of the modern library movement for their orders for everything we undertake to supply.

Employment Department. To bring together libraries wishing help and those wishing positions, so as to get the right man in the right place. We supply trained workers to classify and catalog or index libraries, books, periodicals, or mss. No charge except for the time of the catalogers.

Consultation Department. To give expert advice as to developing interest, raising funds, location, building, fixtures, heating, lighting, ventilation, care, selecting and buying books, binding, cataloging, indexing, classification, circulation, rules, help, and all the details of organization and administration, so as to secure the best results at the lowest cost, profiting by the experiments and experience of the rest of the library world.

Publication Department. To publish manuals for administration, indexes, and tables of classification, subject headings for shelves and catalogs, guides, labels, and various needed helps, practicable only through a coöperative agency.

Supplies Department. To furnish, of better models, materials, and workmanship, and at less cost than otherwise obtainable, all articles recommended by the Library Association and Library School, and to equip libraries, from smallest to largest, with the best known devices for cheap, convenient, and efficient use and administration. It is its purpose to supply the best for each use, and, if selection is left to the Bureau, the benefit of its unequalled experience and facilities is secured.

Except books and periodicals, these supplies include *everything needed* in the best equipped public or private library, covering the whole field as if there were no other source of supplies.

Many away from large cities, or not knowing where to go, or what prices to pay, waste much time in getting an unsatisfactory article, and often pay more than the best would cost, if bought with our facilities. To accommodate libraries and librarians, we allow anything wanted to be ordered through us, the cost never being more (it is often less) than if bought directly.

The Bureau aims to make itself indispensable to the libraries, and to prove to them by experience that the most convenient, cheap, and satisfactory course when anything is wanted is to come or write at once to it.

Catalog Classification of the Library Bureau

10 Publications.	20 Technical Fittings.	30 Technical Supplies.
11 Bibliography, Catalogs.	21 Shelving, Hoists, Trucks.	31 Blank Books.
12 Library Economy.	22 Card Cases and Bases.	32 Catalog Cards, I. size.
13 Cataloging.	23 " Trays.	33 " " P. "
14 Essays, Addresses.	24 " Fittings.	34 Blank Slips.
15 Library Periodicals.	25 Slip Cases and Trays.	35 Printed Forms.
16 " Associations.	26 Stamps, Daters.	36 Book Covers.
17 Special Libraries.	27 Indicators. Bulletins.	37 Labels. Shelf, Book.
18 Reading and Aids.	28 Book Supports, Braces.	38 Numbers. Metal, Paper.
19 Literary Methods.	29 Miscellaneous.	39 Miscellaneous.
40 Binders, Files, Scraps.	50 Standard Stationery.	60 Desk Fittings.
41 Needle and Cords.	51 Blank Books.	61 Paper Shears.
42 Metal Fasteners.	52 Letter "	62 Copying Apparatus.
43 Pasted. Stubs, Scraps.	53 Writing Papers.	63 Erasers, Knives, Openers.
44 Pocket. Envelopes.	54 Envelopes.	64 Clips, Pads, Weights.
45 Pamphlet Cases. Boxes.	55 Pens, Pencils.	65 Penholders, Racks.
46 Spring. Clamp.	56 Inks, Mucilage.	66 Ink and Mucilage Stands.
47 Pigeonholes.	57 Rubber Bands.	67 Desk Cabinets. Boxes.
48 Files and Index. Cabinets.	58 Clasps, Pins.	68 Rulers.
49 Miscellaneous.	59 Miscellaneous.	69 Miscellaneous.
70 Furniture.	80 Labor-Savers.	90 Miscellaneous.
71 Bookcases.	81 Duplicating.	91 Phonetic Publications.
72	82 Manifold Books.	92 Shorthand "
73 <i>Revolving.</i>	83 Printed and Pat. Indexes.	93 Metric "
74	84 Pocket Devices.	94 Printing.
75 Tables.	85 Fountain Pens.	95 Binding.
76 Desks.	86 Book Holders, Rests.	96 Light. Lamps, Shades.
77 Chairs.	87 Wall and Chair Tables.	97 Heat.
78 Stands, Racks, Easels.	88 Writing Machines.	98 Ventilation.
79 Miscellaneous.	89 Miscellaneous.	99 Miscellaneous.

Explanation. All supplies are divided into the 9 classes above. Each class is again divided and numbered; e. g. *book covers* is the 6th division of class 3, *technical supplies*. All book covers are therefore numbered 36. Different kinds are numbered 36*a*, 36*b*, etc. Where the variety of sizes or qualities of any kind require, numbers added to the letter distinguish; e. g. 36*a*3 would mean book covers, style *a*, size 3. In this way all allied articles are kept together in the catalog, which is arranged by these numbers and letters. Articles superseded by better are dropped from the list, and new ones are added without impairing the classification. The alphabetical index at the end of the catalog refers directly to each article by this class number. This number is therefore the most definite description to use in correspondence, orders, price lists, and bills. *Always give number or date of catalog used as printed on its title.* This classification is of great service to ourselves, in handling a stock of almost infinite variety, and, because of its relative arrangement, will be so to our customers, if they devote a moment to understanding it.

12. Decimal Classification and Relative Index. For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, Director New York State Library and Library School; Sec. American Library Association. Published by the Library Bureau, 146 Franklin St., Boston, and Trübner & Co., 57 Ludgate Hill, London.

Brief Description. All known subjects are grouped into 10 classes numbered with the digits, 0-9; e. g. 5 is Science. Each class is treated as a separate library and divided into ten divisions numbered likewise; e. g. 51 is Mathematics. Each division has 10 sections; e. g. 513 is Geometry. Many of these sections are further divided so that the minutest topic may have a specific number, all after the first three figures being arranged as decimals. Thus 331.89 is Strikes, or to give the meaning of each figure in order (as would be seen at a glance in the book) — Sociology; Political Economy; Capital, Labor, and Wages; Laboring Classes; Strikes. All subjects in the scheme are arranged in simple arithmetical order, and the great Index in a single alfabet enables a novice to assign the minutest topic to its exact place in the classification or to find anything already assigned by the quickest and cheapest method yet discovered. Full directions are given for applying this system to its manifold uses and also for variations to meet special cases.

This scheme, first printed in 1876 in 40 pages, had 1,000 heads in the Tables and the largest Subject Index then printed. This edition (third) has many subjects divided a hundredfold more minutely; the Index has 20,000 headings; while a column explanatory of the scope of each topic, distinctive type, and improved arrangement add greatly to the accuracy and rapidity of reference. Ample space is given for ms. notes in the tables, and various editions provide for special wants. It is equally adapted to the largest public or smallest private collection, to books on shelves, pamphlets in cases, clippings in scrap books, cards in catalogs, notes in boxes and trays, etc. Wherever compared for economy and ease of adoption and use, it is chosen above all others. No person interested in libraries can afford not to investigate this system now adopted more widely than any half dozen others.

Price postpaid. Fourth edition, 1891, revised and greatly enlarged. Half Turkey, gilt top, A. L. A. binding, \$5.00. Full Persian morocco, flexible, red edges, \$5.00. Full Turkey, flexible, full gilt, \$6.00.

A 32-page pamphlet with full explanations and suggestions of its great practical value to every literary worker will be sent free to any applicant by the publishers. Address as above.

13a. Card Catalog Rules. Library School Rules for author and classed catalogs, with 52 fac-similes of sample cards, 2d edition (1889), edited by Melvil Dewey, Director of New York State Library and Library School, Secretary American Library Association, with bibliography of catalog rules by Mary Salome Cutler, instructor in cataloging in the Library School. Published by Library Bureau, 146 Franklin St., Boston, and Trübner & Co., 57 Ludgate Hill, London.

These rules were very carefully made up from the A. L. A. Code five years ago. Since then they have been in daily use in the Columbia Library training classes, and the 3 years in the Library School. For over 3 years they have been in type, subject to constant criticism and suggestion from those needing their help, and hundreds of minor changes in wording and illustration have been made in the effort to make them as perfectly as possible an invaluable guide to catalogers.

The graphic illustrations form the most important feature. Fifty-two fac-simile cards were found necessary to fully illustrate all the points. These include all details: the names, titles, imprint, capitals, spacing, indentation, reference and call numbers. They are printed twice in order to show the red down lines in proper position, and blue ink is indicated by special type. Beside these it has such marginal explanations, amplifications and variations from previous rules, as have good authority; variations being printed in italics, the others in roman types. Nothing so complete has been made before.

Library School Accession Rules. [See 31a.] The basis of these rules was first written by the Sec. of the A. L. A. for *Library Journal*, vol. 1, p. 315, with the description of the Standard Accession Book, which was (1877) adopted by the Coöperation Committee of the A. L. A. They were later revised and used in the preface to this Accession Book. They are now reprinted with additions, and such modifications as use has proved wise, and the frequent adoption of the Condensed Accession Book made necessary. A sample page, written in the library hand, illustrates every rule, and is invaluable to the cataloger. Price in pamphlet form, 50c.

Library School Shelf List Rules. [See 31i.] The outgrowth of 15 years' use of the L. B. shelf sheets, and of 3 years' experience in teaching shelf listing in the School, they cover the constant questions that arise, and are fully illustrated by sample pages, showing method of filling out both, the 20 x 25 cm, and the newer, 10 x 25 cm forms. Uniform with Card Catalog and Accession Rules, pamphlet form, 25c.

All are printed on finest paper 25 x 17.⁵ cm, allowing margin for side notes. The regular edition for the use of catalogers is interleaved with linen paper to admit of individual additions.

Card Rules, Accession Rules, and Shelf List Rules, bound together, postpaid, in paper covers, \$1.00; in $\frac{1}{2}$ genuine turkey morocco, \$2.00; in full flexible persian morocco, interleaved, cataloger's edition, \$2.50.