

**THE LIBRARY
ASSISTANT'S
MANUAL**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649021154

The Library Assistant's Manual by Theodore W. Koch

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

THEODORE W. KOCH

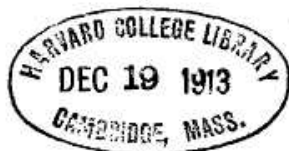
**THE LIBRARY
ASSISTANT'S
MANUAL**

The Library Assistant's Manual

By THEODORE W. KOCH
Librarian, University of Michigan

Provisional Edition

LANSING, MICHIGAN
STATE BOARD OF LIBRARY COMMISSIONERS
1913



Michigan State Teachers' Association

*Issued on the occasion of the 61st annual meeting of the
Michigan State Teachers' Association, Ann Arbor, October
30—November 1, 1913.*

CONTENTS.

	Page
I. The library movement in the United States . . .	7-15
II. Organization of a library	16-19
III. Book selection and buying	20-24
IV. Classification	25-32
V. Cataloging	33-38
VI. Reference work and circulation	39-50
VII. The binding and care of library books	51-53
VIII. Work with children	54-58
IX. The high school library	59-66
X. Suggested readings in the Encyclopaedia Brit- annica	67-78

PREFACE.

A rural visitor at the Philadelphia Library Company after gazing with open mouth at the well filled shelves turned to the reference assistant and said in a confidential tone, "Now, isn't there some book that has it all in?" He was referred to the bulky and voluminous encyclopedias. "No," he demurred, "I mean some small book."

Librarians are frequently asked many questions as to the nature of their work, not only by outsiders but by people in authority who ought to know at least the rudiments of librarianship. "A library is a place where people seem to be doing the greatest amount of useless work," is a remark (probably spurious) attributed to one visitor to Harvard University Library. Others seem to think that library assistants have infinite leisure to read all the books under their charge. There is apparently a need for "some small book" on the general subject of library work. It is hoped that the free distribution of the present booklet by the Michigan State Board of Library Commissioners will get it into the hands of untrained assistants and library apprentices who are in need of a brief introduction to library work.

The sections devoted to classification, cataloging and library work with children are based on lectures before the University of Michigan Summer Library School by Mr. F. P. Jordan, Miss Esther A. Smith and Miss Edna Whiteman respectively. The section on the high school library appeared originally in a composite volume on High School Education published by Charles Scribner and Sons and is here reprinted with their permission. The "Suggested readings for library assistants in the Encyclopaedia Britannica" appeared in the Library Journal for February, 1912.

Theodore W. Koch.

Ann Arbor, Mich.
June, 1913.

CHAPTER I.

THE LIBRARY MOVEMENT IN THE UNITED STATES.

The forerunner of the American public library of today is found in the subscription or stock company libraries of Philadelphia, Boston and other cities. The oldest of these is the Philadelphia Library Company, founded in 1731 by Benjamin Franklin who later referred to it as "the mother of all subscription libraries in America." The Rev. Jacob Duché, a director of the Library Company, wrote in 1774: "Literary accomplishments here meet with deserved applause. But such is the taste for books that almost every man is a reader." The Library Company's authority on book selection was James Logan (the friend of William Penn) who was esteemed "to be a gentleman of universal learning and the best judge of books in these parts." In 1783 the Library Committee instructed its London agent that "though not averse to mingling the dulce with the utile, they did not care to have him buy any more novels."

In 1869 the Library Company was made the beneficiary under the will of Dr. James Rush, who left \$1,500,000 to establish the Ridgeway Branch. On account of the conditions attached to the bequest, the gift was accepted by a bare majority of the stockholders. Among other restrictions, the will contained the following clause: "Let the library not keep cushioned seats for time-wasting and lounging readers, nor places for every-day novels, mind-tainting reviews, controversial politics, scribbings of poetry and prose, biographies of unknown names, nor for those teachers of disjointed thinking, the daily newspapers." The provisions of the will were strictly carried out and today the Ridgeway Library stands as a storehouse of the literature of the past, a monument to the donor and an evidence of the change that has come over the world in its conception of the function of the library.

Boston Athenæum.—Like the Philadelphia Library Company, the Boston Athenæum was the outgrowth of a group of men who had in common an interest in books. In May 1806, the Anthology Society, which had been editing the "Monthly Anthology and Boston review," established a reading room, the object of which was to afford subscribers a meeting place furnished with the principal American and European periodicals. The annual subscription was placed at ten dollars, which was not more than the cost of a single daily paper. The organization prospered and by 1827 the treasurer's books showed property valued at more than \$100,000. Two years later the library administration faced a new problem: a woman applied for admission to the library. Having no precedent to guide him, the librarian allowed the applicant free access to the shelves. She was Hannah Adams, who wrote "A view of religious opinions," a "History of New England," and "The history of the Jews." The next woman to ask for admission to the treasures of the Athenæum was Mrs. Lydia Maria Child, (1802-1880), author of "The rebels," "The freedman's books," "Hobomok," etc., but her ticket of admission was shortly revoked "lest the privilege cause future embarrassment." As late as 1855 Charles Folsom entered a protest against women having access to "the corrupter portions of polite literature."

Boston Public Library.—In 1825 a plan was proposed whereby all the libraries in Boston should be united under one roof. Later, a Frenchman by name of Vattemare, caused to be introduced into Congress a measure which was to build up great libraries through international exchanges. A public meeting was held in Boston but a committee of the Boston Athenæum opposed the scheme and it was dropped. However, in return for some books forwarded through Vattemare to the Municipal Council of Paris, the Mayor of Boston received in 1843 about fifty volumes, which in reality formed the nucleus of the Boston Public Library.

In 1847 the Boston City Council appointed a joint committee on a library. The next year a special act was passed by the Massachusetts State Legislature authorizing the city of Boston to found and maintain a library. Efforts were made to effect a union of interests with the Boston Athenæum, but they failed. In 1849 the first books were

presented by the Hon. Robert C. Winthrop, and in the following year J. P. Bigelow, then Mayor of the city, turned over to a library fund the sum of \$1,000 which had been presented to him as a personal testimony. Edward Everett presented 1,000 United States documents, and Edward Capen was appointed librarian by the Mayor. George Ticknor, a member of the Board, helped to draw up a preliminary report outlining the ideals for the new civic institution. The library was not to be a "mere resort of professed scholars."

The key note of the whole public library movement in America was struck by Ticknor when in 1851 he wrote of his hopes for the new library proposed for Boston: "I would establish a library which differs from all free libraries yet attempted; I mean one in which any popular books, tending to moral and intellectual improvement, shall be furnished in such numbers of copies that many persons can be reading the same book at the same time; in short, that not only the best books of all sorts, but the pleasant literature of the day, shall be made accessible to the whole people when they most care for it, that is, when it is fresh and new."

A timely friend was found in Joshua Bates, who gave more than \$50,000 for the purchase of books, saying that he thought it was desirable to render the public library at once as useful as possible by providing it with a large collection of books in many departments of knowledge.

Thus the aim of the founders was quickly realized, it having been their professed intention to make the library what no other library in the world had either attempted or desired to become, "a powerful and direct means for the intellectual and moral advancement of a whole people without distinction of class or condition." The Boston Public Library was the pioneer of the large public libraries in America and as such has long enjoyed a prominence which in a way has resulted in its differentiation from other large municipal institutions.

Astor Library.—John Jacob Astor, who came to this country in 1783, as a young man of 20, independent of capital, family connections or influence, became the richest man of his day in the United States, and wished to show his feelings of gratitude towards the city of New York, in which he had lived so long and prospered. When he consulted with his friends, Fitz Green Halleck and