

**THE LIBRARY  
ASSOCIATION SERIES.  
BOOKS FOR VILLAGE  
LIBRARIES. NO. 6**

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The library association series. Books for Village Libraries. No. 6 by Frank J. Burgoyne & John Ballinger & James D. Brown

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**FRANK J. BURGOYNE & JOHN BALLINGER & JAMES D. BROWN**

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**Library Association Series**

No. 6.

**VILLAGE LIBRARIES**

BY

**FRANK J. BURGOYNE**

**JOHN BALLINGER**

AND

**JAMES D. BROWN**

## LIBRARY ASSOCIATION OF THE UNITED KINGDOM.

President: THE MARQUIS OF DEFFERIN AND AVA, K.P., G.C.B.

The Library Association of the United Kingdom was founded on October 5th, 1877, at the conclusion of the Library Conference held at the London Institution, under the presidency of the late Mr. J. Winter Jones, then Principal Librarian of the British Museum.

Its objects are (a) to aid in the establishment of new libraries; (b) to endeavour to secure better legislation for public libraries; (c) to unite all persons engaged or interested in library work, for the purpose of promoting the best possible administration of libraries; and (d) to encourage bibliographical research.

The Association has, by the invitation of the local authorities, held its Annual Meetings in the following cities and towns:—Oxford, Manchester, Edinburgh, London (*twice*), Cambridge, Liverpool, Dublin, Plymouth, Birmingham, Glasgow, Reading, Nottingham, Paris, Aberdeen, and Belfast.

The official organ of the Association is *The Library*, which is issued monthly and sent post free to Members. In this magazine (edited by Mr. J. Y. W. MacAllister) appear the papers read at Annual and Monthly Meetings, and a report of the Proceedings of the Association.

Monthly Meetings are held on the second Monday of each month, from October to June, and are reported in *The Library*.

The Annual Subscription is ONE GUINEA, payable in advance on January 1st. The Life Subscription is FIFTEEN GUINEAS. *Any person engaged in Library administration, or any Library or Institution, may become a Member, without election, on payment of the Subscription to the Treasurer.* Any person not so engaged may be elected at the Monthly or Annual Meetings. Library Assistants, approved by the Council, are admitted on payment of a Subscription of HALF-A-GUINEA.

The Association has instituted an Examination in Librarianship, and issues certificates to those who satisfy the examiners.

A large number of interesting and important papers have been published in the *Transactions*, *Monthly Notes*, *The Library Chronicle*, and in *The Library Association Year Book*. The Publishers to the Association are Messrs. Simpkin, Marshall & Co., 4, Stationers' Hall Court, E.C., to whom all orders should be sent.

The Hon. Secretary will be glad to receive papers from Members, and others, on appropriate subjects, for reading at the Monthly and Annual Meetings.

20, HANOVER SQUARE.

**The Library Association Series**

EDITED BY J. Y. W. MAC ALISTER, HON. SECRETARY OF THE ASSOCIATION

No. 6.

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VILLAGE LIBRARIES**

BY

**FRANK J. BURGOYNE**

LIBRARIAN OF THE LAMBETH PUBLIC LIBRARIES

AND

**JOHN BALLINGER**

LIBRARIAN OF THE PUBLIC LIBRARIES, CARDIFF

**With Notes upon the Organization and Management of Village  
Libraries**

BY

**JAMES D. BROWN**

LIBRARIAN OF THE CLERKENWELL PUBLIC LIBRARY

LONDON :

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*10-24-1903*

## PREFACE.

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THIS pamphlet has been prepared at the request of the Council of the Library Association of the United Kingdom. The want of a guide to the organisation of small Libraries has long been felt, and the impetus which recent legislation has given to the establishment of libraries in rural districts has increased the need. We have attempted to compile a list of 1,000 volumes fairly representative of English Literature, and including a liberal selection of the scientific and technical books most likely to be useful. It is not pretended that this is a list of the 1,000 "best" books, or even of the books which we think should be read, but we have tried to include the works which, during a long experience of Public Library work, we have found to be most useful and acceptable to the readers.

In addition to the books mentioned, the following works of reference will be found most useful:—An Atlas, English Dictionary, Encyclopædia, Whitaker's Almanac, Hazell's

Annual, Statesman's Year-Book, and all local County Histories, Guide Books, and Directories.

The published prices of the books are given, off which any bookseller will be glad to give a substantial discount for cash. The editions priced are in cloth bindings, but the novels and books in most demand may advantageously be bought bound in leather, suitable for the hard wear and tear of lending library work. Prices can be obtained from Mr. W. Easy, and the Library Bureau (*see advertisements*).

The compilers will be glad to give any further help and advice to those interested in this phase of library work.

FRANK J. BURGOYNE,  
The Tate Central Library,  
Brixton, London.

JOHN BALLINGER,  
Public Libraries, Cardiff.

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THE  
**ORGANIZATION AND MANAGEMENT**  
 OF  
**VILLAGE LENDING LIBRARIES.**

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THE following brief hints are confined to the method of dealing with books when acquired, and such matters as properly belong to the actual working of the Lending Library when established. The important questions of finance, staff, and housing do not fall within the scope of these notes, though they very materially affect almost every point to be touched upon.

The primary requisite in every library, large or small, is system, and the simpler the system can be made the more effective will be the work accomplished. Simplicity will, therefore, be adopted as the guiding principle of all methods about to be described, and each process will be taken in its consecutive order. The first thing to be done when the books, or selection of books, from this catalogue are received, is to make an inventory of them, which shall show every particular likely to be required for reference in the future. For this purpose a

**STOCK BOOK**

must be used, which should be ruled as follows with columns of suitable width :—

STOCK BOOK OF THE.....LIBRARY.

Number.	Author.	Title.	Class.	No. of Vols.	Date of Publication.	Donor or Vendor.	Price if Purchased.	Date of Receipt.	Remarks.
1	Baker (Sir S. W.)	Rife & Hound in Ceylon	B	1	1890	Sotheran	0 2 6	1895. Aug. 6	
2	Lubbock (Sir J.)	Pleasures of Life	E	1	n. n.	Anonymously	—	Sept. 7	
3	Tennyson (Lord)	Poetical Works	D	1	1895	H. R. Tedder, Esq.	—	Sept. 7	

H. T. A.