

HOW TO CATALOGUE A LIBRARY

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How to Catalogue a Library by Henry B. Wheatley

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HENRY B. WHEATLEY

**HOW TO
CATALOGUE
A LIBRARY**

The Book-Lover's Library.

Edited by

Henry B. Wheatley, F.S.A.

HOW TO
CATALOGUE A LIBRARY

BY
enjamin
HENRY B. WHEATLEY, F.S.A.

*Author of "How to Form a Library," "The Dedication of Books,"
etc., etc.*



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PREFACE.

THOSE who are interested in library work are constantly asked where a statement of the first principles of cataloguing may be found, and the question is one which it is not easy to answer. Most of the rules which have been printed are intended for large public libraries, and are necessarily laid down on a scale which unfits them for use in the making of a small catalogue. I have divided out the subject on a plan which I hope will commend itself to my readers, and, after discussing the most notable codes, I have concluded

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with a selection of such rules as I trust will be found useful by those who are employed in making catalogues of ordinary libraries.

Here I must express the hope that my readers will excuse the frequent use of the personal pronoun. If the use of "I" could have been avoided, I would gladly have avoided it; but as the main point of the book is the discussion of principles and theories, it seemed to me that such value as the book may possess would be entirely destroyed if I did not give my own opinions, founded upon a somewhat long experience.

In dealing with a subject such as this, I cannot hope to convince all my readers, but I trust that those who disagree with my arguments

will be willing to allow them some force.

The compilation has been attended with constant feelings of regret in my own mind, for almost every page has brought up before me the memory of two men with whom I have at different times discussed most of the points here raised,—two men alike in their unselfish devotion to the cause of Bibliography. Mr. Henry Bradshaw's work was more widely known, but Mr. Benjamin R. Wheatley's labours were scarcely less valued in the smaller circle where they were known, and both brought to bear upon a most difficult subject the whole force of their thoroughly practical minds. I have learned much from both, and I have felt a constant wish to consult

them during the preparation of these pages.

All those who prepared the British Museum rules are gone from us ; but happily cataloguers can still boast of Mr. Cutter of Boston, one of the foremost of our craft. Mr. Cutter has prepared a most remarkable code of rules, and has not only laid down the law, but has also fearlessly given the reasons for his faith, and these reasons form a body of sound opinion. May he long live to do honour to Bibliography, a cause which knows no nationality.

H. B. W.

October, 1889.

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