

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

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"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 DEPARTMENT
OF
Library Bureau

FOUNDED 1876 INCORPORATED 1898

H. E. DAVIDSON,
1st Vice-president

W. E. PARKER,
Treasurer

A HANDBOOK OF LIBRARY FITTINGS AND SUPPLIES

SALESROOMS

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PREFACE

RECOGNIZING the growing interest which is being manifested in library work and the consequent increasing demand for information regarding purely technical appliances, the Library Bureau has issued a separate catalog of its library department designed to interest those establishing public libraries, those actively engaged in library work, and owners of private libraries seeking for the best aids in making their libraries easy of reference and generally more serviceable. Much which has appeared in former catalogs of interest to business houses but not to library workers has been eliminated.

The new publications to which we call attention will be found of especial interest; and all mechanical and labor-saving devices we believe are the best of their kind yet devised.

Goods will be shipped to any house, institution, or individual of known responsibility, or on receipt of satisfactory references. As our constituency is scattered over the entire civilized world, it is necessary to adhere strictly to the rule, for goods can not be sent to strangers. 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. Remittances should be made in exchange on Boston, New York, Chicago, or for foreign orders, on London, or by money order or postal note. Actual cost for collecting local checks will be charged.

Always give catalog number and date of catalog used, as printed on its title, to facilitate the prompt and exact filling of orders.

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

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

To public and private libraries

Up to 1876 no business had been organized with the definite purpose of supplying libraries with all needed appliances for administration, or in any way to consider their wants, aside from the attention, based on immediate profits, which they might receive from more or less enterprising booksellers and stationers. This was all the field seemed to justify from a business point of view. Few libraries used the same standards, or accomplished a given result by the same method. This diversity of practice made co-operation well nigh impossible among older libraries, and compelled those just starting to select from existing methods or to originate new ones with inexperience for guidance, each library administration representing the judgment and personal equation of its promoters.

In 1876 the American Library Association was formed for the purpose of focalizing the experience of its members, to discuss and recommend the best methods and devices for administration. Its work is well known and far reaching.

Leading members of the Association have given their time and services in a most generous way to the solution of important questions. A co-operation committee was formed at the start for the purpose of gathering models and suggestions of new devices and working out for each necessity the very best method or appliance. In this way the essential appliances now used by libraries in America were evolved, though now greatly improved by the years of study given them by the Bureau. It soon became apparent that but a small part of the difficulties were overcome by this co-operative selection; that some one must undertake the supply of the articles recommended, not only to save the excessive cost and great extra trouble and loss of time of each library making separately, but to give constant study to perfecting every detail and to reduction of prices where practicable. To the ordinary business mind the idea that a self supporting business could be developed in this field seemed utopian; there seemed no "thoroughfare" for him who should invest capital, or what is of greater value, time, in such a venture.

But the indefatigable secretary of the associated librarians felt that such a business would be absolutely essential to the proper development of a new library movement, and so personally assumed the risk of manufacturing and carrying in stock all supplies, not obtainable elsewhere, recommended by this committee, carrying on the work for years not only without compensation, but at actual loss to himself. From this small beginning came the Library Bureau.

Gradually was laid the foundation of an organization that has been the most active and important agency in furthering the work of

the Association, rendering guidance and assistance to every library asking it, by its labors and liberal expenditures, where no one else was willing to invest, till careful observers have been forced to give credit for much of the modern library progress to the activities set in motion and kept at work by the Library Bureau.

On this foundation the Bureau of to-day with its several departments thoroughly organized and presided over by experts, has been built up. It has its offices and salesrooms in Boston, New York, Philadelphia, Washington, D. C., Chicago, St. Louis, London, and Paris, and a score of trained representatives visiting libraries and the growing commercial constituency.

Library Departments.

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.

Employment department. This department was organized by the Library Bureau in response to a continually expressed desire for a central bureau, or registry, where the names, addresses, and qualifications of librarians and assistants, desirous of obtaining suitable positions, could be recorded, and kept on file, for the convenience of library trustees and others requiring such services.

It is the aim of the Bureau to put into each position the most competent person to be had for the money offered, and also to find for the librarian, or assistant, the best position he, or she, is competent to fill.

The Bureau undertakes this record without fee or charge of any kind, and will do everything possible to mutually accommodate applicants.

Information will at once be sent to suitable applicants of any vacancies there may be, but no further obligation will be assumed by the Bureau.

Catalog department. Many libraries, as a result of increased knowledge among library trustees of better library methods and the enhanced usefulness of a library properly classified and cataloged, are reorganizing and bringing their administration in accord with advanced library thought. The Bureau undertakes contracts for organizing new libraries or reorganizing old ones, in accordance with the latest developments of library science, taking full charge of such work, or it will send from its corps of experts those thoroughly competent to act in the employ of the trustees.

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 co-operative agency.

Furniture department. To take the library building from the general contractor, its exterior complete, its interior walls and floors and partitions done, and equip it with all other fixed and movable furniture of iron or steel or wood, including the stack department and stack floors complete.

Supplies department. To furnish, of better models, materials, and workmanship, 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.

12. Decimal Classification and Relativ 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; Ex-Pres. American Library Association. Published by the Library Bureau.

Adopted by the *Institut internationale bibliographique*, September, 1895, as its official classification for use in the various countries and now being translated into the leading European languages.

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 ten 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 tables are arranged in simple arithmetical order, and the alphabetic Index enables a novice to assign the minutest topic to its exact place in the classification or to find readily anything previously 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 1000 heads in the Tables and the largest Subject Index then printed. The latest edition has many subjects divided a hundredfold more minutely; the Index has 20,000 headings. Ample space is given for ms. notes in the tables. 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. Fifth edition, 1894. Half turkey, gilt top, A. L. A. binding, \$5.00. Full flexible Persian morocco, red edges, \$5.00.

12a. Abridged Decimal Classification and Relativ Index is made in answer to a demand for a shorter form for small and slowly growing libraries. These short (three figure) forms can be changed to the full class numbers at any time without other alteration than adding extra figures from the unabridged tables.

Price postpaid. Cloth, \$1.50.