

**CLASSIFIED ILLUSTRATED CATALOG
OF THE LIBRARY BUREAU. FOUNDED
1876, INCORPORATED 1888. 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 Bureau

FOUNDED 1876, INCORPORATED 1888

H. E. DAVIDSON,
1st Vice President

W. E. PARKER,
Treasurer

A handbook of library and office fittings and supplies

SALESROOMS

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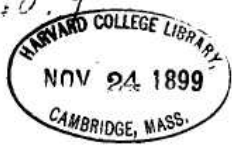
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PREFACE

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 18 years' experience, we have found business men adapting to business needs and using successfully many technical library devices. The Card Index has a wider use today in business life than as the principal library catalog. The Shelf Sheet perforated blanks in binders are largely used instead of blank books, pamphlet cases for catalogs and price lists, scrap books for advertisements, notices and general notes. Many stores and shops use library devices for supporting or labeling shelves as the best obtainable, and follow the Decimal Classification in cataloging and arranging patterns and drawings in factories, stock in book and art stores, and in scores of other applications where it has been found a great labor-saver; 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.

The Bureau is rapidly extending its work still more on the business side, and hundreds of the most successful and extensive corporations in the country have given testimony that they have profited greatly by adopting the methods and devices which have done so much in the past few years toward making money spent on free libraries accomplish a greater work.

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.

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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 today, 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, Chicago, and London, and a score of trained representatives visiting libraries and the growing commercial constituency which has found that it as well as libraries can save large sums in administration by adopting carefully worked out labor-saving methods and devices, to which the Bureau has been giving years of expert labor and thousands of dollars needed in the experiments.

Employment department. Poor librarians or assistants are often employed because no competent ones apply. Good librarians often stay in a poor position because they never learn of the better ones which they merit till too late. This department has been organized to obviate these difficulties to the advantage of libraries and *good* librarians. It is the aim of the Bureau to elevate the standard of librarianship by putting into each position the most competent person to be had for the money, and conversely, of finding for each librarian the best position he is competent to fill. Without such an agency, if a competent incumbent is earnestly desired the chances are small that the *best* for the place will be found; or if a competent librarian wishes a position, that he will find the best for which he is fitted.

A man wishing a better position advertises for it, and perhaps as a result of the fact becoming known loses his present place without getting a new one; or committees advertise for a librarian and are besieged by unqualified applicants of whom no competent judge knows anything. Our plan is efficient in getting the best obtainable help or position, saves time and annoying publicity.

To library trustees. It is now generally conceded that it is the librarian more than the building or the books, as it is the preacher or editor rather than the church or printing office, that determines the amount of good done in any community. To secure the right librarian and assistants is supremely important. Nine tenths of the miscellaneous applicants are found to be entirely unfitted for the place, and time and patience are wasted in learning the fact. Should you wish to make a change, only provided you can find just the right person, your application will be strictly confidential, and the possibility of the position will be made known only when the manager believes he has found a satisfactory incumbent. As this work is undertaken in the interest of a higher standard of work in the library profession, we shall recommend no one whom we have not good reason to believe, from personal knowledge or testimonials, will be thoroughly successful. We supply not alone *experienced* help, but the most promising of those who wish to *enter* the library profession. Sometimes we can recommend assistants of superior ability who will give a year or more of

service at as low a price as the resident without special taste, interest, or ambition. Whatever the position to be filled, it costs nothing to let the BUREAU try to help. Instead of taking for these positions the first applicant out of employment, it is a duty owed the public to get the best help for the money which the market affords. The BUREAU is to aid the libraries, and as it charges nothing for this service, no management can afford to neglect its proffered assistance.

On receipt of a statement of what is wanted we will give, with discrimination and care, needed information about suitable candidates.

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 cooperative agency.

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.

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 devel-

opments 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. See also pages 62-64.

To commercial houses

The marked services which the Bureau has rendered to libraries, and the guidance it has given in finding out and applying the best administrative methods has been quite equaled in commercial fields. Among life and fire insurance companies, banks, railways, large manufacturing establishments, and to representative houses in almost every line, it has not only suggested and installed better methods and improved machinery, but it has also effected great savings in expense. The rapid and successful development of this work has led us to establish a department of

Improved business methods. It offers its services to any business house, agreeing after examination to attain a certain saving in expenses and to maintain or increase efficiency. The proved value of such services is the basis for the fee charged. It studies the unproductive side of the expense account and considers after carefully studying the details of each business how it is possible to reduce expenses by changes in method or adoption of new devices. The Bureau brings to the questions involved not only a large and varied experience among offices and business houses, but the services of the most expert accountants and students of business methods.

Many successful houses do not study the non-producing side of their business. Systems become established while proportions are small. Employees become trained in cumbrous methods which no one thinks to improve, while from success the executive officers are occupied with what to them are more important matters, or because they are lacking in time, or the peculiar training needed to devise and apply successfully the new methods. It is difficult for employees trained in any one method to obtain a different point of view than the one acquired through daily routine.

From these causes we often find houses doing a business of millions actually spending thousands unnecessarily. In a single instance the improvements made effected an annual saving of \$20,000, while the revolution in administrative methods was accomplished at a total outlay of \$10,000, thus the first six months of better methods paid the entire cost of the change. Had the business been less successful, the possibilities of saving would have no doubt been discerned earlier, yet this business was not carelessly or unwisely administered. Even though prosperous commercial enterprises may bear such leaks, they would explain many a business failure were its causes fully understood. This department is not alone for the large corporations doing a great annual business, but can render corresponding service to most small businesses, few of which can not be administered either cheaper or better.