

**ANNOTATED SYLLABUS  
FOR THE SYSTEMATIC  
STUDY OF LIBRARIANSHIP**

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Annotated Syllabus for the Systematic Study of Librarianship by James Duff Brown

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**JAMES DUFF BROWN**

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° ANNOTATED SYLLABUS  
FOR THE  
SYSTEMATIC  
STUDY OF LIBRARIANSHIP.

WITH TABLES OF FACTORS AND PERCENTAGES  
IN CONNECTION WITH LIBRARY FINANCE,  
BUILDINGS, BOOK SELECTION, STATISTICS, ETC.

BY  
JAMES DUFF BROWN,  
Borough Librarian, Finsbury.  
Author of "Manual of Library Economy," "Manual of Library  
Classification," etc.

*Designed for the use of Students entering for  
the Professional Examinations of the  
Library Association.*

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## Annotated Syllabus.

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This Syllabus has been prepared in response to the suggestions of a number of library assistants who have felt the need for a classified bibliography, or rather reading list, of the most useful literature dealing with Library Economy in all its branches. The following list is a mere selection of the books and articles which seemed most likely to be useful to students, and it makes no pretence to completeness. In most cases the literature has been confined to works in the English language, though now and again French and German books have been included when particularly valuable.

It is very unlikely that many libraries contain all the works suggested, and for that reason alternative titles are given so as to enlarge the student's field of choice.

As regards method of study, students are recommended to read, by way of a preliminary survey, some elementary and easy text-book which covers most of the ground. When this has been done, and the student has grasped the extent of the field, he should then select for more detailed reading those books and articles which seem to him best suited to supply his ascertained deficiencies in knowledge. For example, in BIBLIOGRAPHY, Rawlings' "Story of books" and the "Encyclopædia Britannica" article on *Bibliography* by Messrs. Tedder and Thomas will give a fair idea of the historical and theoretical side of the main subject. Then Duff's "Early printed books," Blades' "Pentateuch," and the British Museum "Guide to the Exhibition in the King's Library" will give a graphic and accurate view of the development of printing. The books marked with an asterisk (\*) in each division are those which are recommended for special study. Additions to the lists and suggestions or queries are solicited, and will be carefully considered.

### BIBLIOGRAPHY.

#### A.—INTRODUCTORY.

##### I. THEORY AND DEFINITIONS.

- Burton. *Book Hunter*. (Introduction.)
- Campbell. *Theory of National and International Bibliography*.
- \**Encyclopædia Britannica*, last edition. (Article, "Bibliography.")
- \*Horne. *Introduction to Bibliography*. (Early chapters; old-fashioned, but full.)
- Petherick. *Theoretical and Practical Bibliography*. International Library Conference, 1897, p. 148.
- Power. *Handy-book about Books*, pp. 91-116.
- \*Tedder. *Study of Bibliography*. Library Assoc. Trans., 1884, p. 128.

## 2. EVOLUTION OF THE PRINTED BOOK FROM MS. FORMS

- Blades. *Pentateuch of Printing*.
- Duff. *Early Printed Books*.
- Rawlings. *Story of Books*. (Elementary, but comprehensive.)
- \*Madan. *Books in Manuscript*.
- British Museum. Fac-similes of MSS. and Printed Books.
- \*— *Guide to the MSS., &c., exhibited in the Department of MSS. and in the Grenville Library*. Last edition.
- \*— *Guide to the Exhibition in the King's Library, illustrating the History of Printing*. Last edition.

## 3. INVENTION OF MOVABLE TYPE.

- \*Blades. *Pentateuch of Printing*.
- *Who was the Inventor of Printing?* "Library Chronicle," v. 4, p. 135.
- Bullen. *The presumed earliest Printed Notice of Gutenberg*. Lib. Assoc. Trans., 1884, p. 25.
- De Vinne. *The Invention of Printing*.
- \*Duff. *Early Printed Books*.
- Horne. *Introduction to Bibliography*.
- Encyclopædia Britannica*. Last edition. "Typography."
- \*British Museum. *Guide to Exhibition in the King's Library*.

## 4. BLOCK BOOKS.

- Bouchot. *The Printed Book*.
- \*Duff. *Early Printed Books*.
- \*Horne. *Study of Bibliography*.
- \*Humphries. *History of the Art of Printing*.
- British Museum. *Guide to Exhibition in King's Library ... Hist. of Printing*.

## 5. DISTRIBUTION OF PRINTING

- \*Blades. *Pentateuch of Printing*. (Exodus.)
- Duff. *Early Printed Books*.
- \*Garnett. *Introduction of European Printing into the East*. International Library Conf., 1897, p. 5.
- Power. *Handy-book about Books*, pp. 27-42.

## B.—OUTLINES OF HISTORICAL TYPOGRAPHY.

## 6. PROGRESS OF PRINTING (INCUNABULA).

- \*Duff. *Early Printed Books*.
- Horne. *Study of Bibliography*.
- \*Humphries. *Art of Printing*.
- \*Proctor. *Index to Early Printed Books*. (See valuable prefaces, &c.)
- \*Steele. *What 15th Century Books are about*. "Library," Oct., 1903.

## 7. GREAT PRINTERS AND THEIR WORKS.

- See most of the foregoing books, and such articles as—Christie. *Elzevir Bibliography*, "Library Chronicle," v. 5, p. 117.—Faber. *Christopher Plantin*, "Library," v. 2, pp. 12, 38, 87, 133, and others, under names of printers.
- \*Bullen, ed. *Catalogue of Caxton Exhibition*.
- Faulmann. *Geschichte der Buchdruckerkunst*.

## 8. PRINTING IN BRITAIN.

- Duff. *Early Printed Books*.
- Humphries. *Art of Printing*.
- \*Plomer. *History of English Printing*.



## C.—THE PRODUCTION OF BOOKS.

## 9. TYPEFOUNDING.

*Encyclopædia Britannica*, Chambers, and other reference books.  
See also incidental references in Humphries, &c.

## 10. PRACTICAL PRINTING.

Walford. *Early Laws concerning Books and Printers*, Lib. Assoc. Trans., 1883, p. 88.  
See same authorities as 9, and refer to Southward's books.

## 11. PAPER AND INK. See books under No. 9.

Blades. *Paper and Paper-marks*. "Library," v. 1, 1889, p. 217.

Note on 9-11.—It is assumed that only a slight knowledge of this practical side of subsidiary bibliography will be necessary.

## 12. BOOKBINDING.

Brassington. *History of the Art of Bookbinding*.

\*Prideaux. *Historical Sketch of Bookbinding*.

— *Bibliography of Bookbinding*. "Library," v. 4, 1892, pp. 15, 50, 90.

Prosser. Ditto. "Library," v. 4, p. 225.

## 13. BOOK ILLUSTRATION.

Bouchot. *The Printed Book*.

\*Crane. *Decorative Illustration of Books*

Humphreys. *Art of Printing*.

\*Pollard. *Early Illustrated Books*.

## D.—DESCRIPTION AND DISTRIBUTION OF BOOKS.

## 14. COLOPHONS, TITLE-PAGES, SIGNATURES (including Latinized and vernacular names of towns).

\*Blades. *Signatures in Old Books*. "Library," v. 1, 1889, p. 121.

\*Cotton. *Typographical Gazetteer*, 1831, 1866, 2 v.

Deschamps. *Dictionnaire de Géographie*.

Garnett. *Some Colophons of the Early Printers*. "Library," v. 3, 1890, p. 265.

Pollard. *Last Words on the History of the Title-page*. 1891.

\*Proctor. *Notes on Signatures*. "Library," v. 3, 1891, p. 267.

\*Stein. *Manuel de Bibliographie générale*, pp. 555-636.

See also Rogers' *Manual of Bibliography*, and Kleemeier's *Handbuch der Bibliographie*, Horne's *Study of Bibliography*, and the entries under CATALOGUE RULES, &c.

Note.—All the names of the chief centres of printing (Latinized and vernacular) should be memorized.

## 15. DATES, SIZES, TYPE, COLLATION.

For dates, especially the translation of Roman into Arabic numerals, see any good arithmetic or encyclopædia, also \*Rouveyre's *Connaissances nécessaires à un Bibliophile*, v. 2, p. 187.

Report on Size-notation. Lib. Assoc. Trans., 1879, pp. 11, 133. Lib. Assoc. Trans., 1882, p. 98.

See also Monthly Notes, v. 3, p. 130, and "Library," v. 4, 1892, p. 147.

Bradshaw. *Size-notation as distinguished from Form-notation*. See "Collected Papers," p. 406.

See also Proctor's *Early Printed Books* and Jacobi's *On the Making and Issuing of Books* for ancient and modern type, and general works on Bibliography for Collation.

## 16. PUBLISHING, COPYRIGHT, BOOKSELLING.

- \*Copinger. *Law of Copyright.*
- \*Birtell. *Law and History of Copyright in Books.*
- \**Encyclopædia Britannica* (under above headings).
- \*Chambers' *Encyclopædia* " " "
- Growell. *The Profession of Bookselling.* "
- Putnam. *Authors and their Public.*
- Roberts. *Earlier History of English Bookselling.*
- \*Wheatley. *Prices of Books.*

## E.—THE COMPILATION OF BIBLIOGRAPHIES.

## 17. VARIETIES AND USES OF BIBLIOGRAPHIES.

- Langlois. *Manuel de Bibliographie Historique.* [Introduction.]
- \*Pollard. *Relations of Bibliography and Cataloguing.* Inter. Lib. Conf., 1897, p. 63.

## 18. ARRANGEMENT AND RULES FOR COMPILATION.

- \*Cole. *Compiling a Bibliography.* "Library Journal," 1901, pp. 791, 859.
- \*Madan. *Method in Bibliography.* Biblio. Soc. Trans., 1893, pp. 91-102. See also the rules under Cataloguing Codes.

## 19. NOTES AND DESCRIPTION AND METHODS OF COMPILATION.

See Cataloguing, under heading of "Annotations," &c.

## F.—GUIDES AND AIDS TO BOOKS.

## 20. BIBLIOGRAPHIES.

- British Museum *List of Bibliographical Works in the Reading Room.*
- *Subject-Index of Modern Books.* (Fortescue). 3 vols.
- \*Brown. *Bibliographical Aids.* "Library World," v. 5, 1903, p. 197.
- Harrison. *County Bibliography.* "Library Chronicle," v. 3, p. 49.
- Hulme. *Librarian's Aids.* "Library Association Record," 1903, p. 119.
- John Crerar Library (Chicago). *List of Bibliographies of Special Subjects.*
- \*Langlois. *Manuel de Bibliographie Historique.*
- Madan. *What to aim at in Local Bibliography.* "Library Chronicle," v. 4, p. 144.
- Minto. *Bibliography of Local Literature.* "Library Association Record," 1902, p. 37.
- State Library Bulletin (Albany, N.Y.) Library School, No. 4. *Selected Reference Books.*
- State Library Bulletin (Albany, N.Y.) Library School, No. 5. *Selected Subject Bibliographies.*
- \*Stein. *Manuel de Bibliographie Générale.*
- Tedder. *Bibliography of National History.* "Library Chronicle," v. 3, p. 185.
- Universal Catalogue of Literature. Reports of Library Assoc. and Society of Arts. Lib. Assoc. Trans., 1878, pp. 8, 9; 1879, p. 6, 1880, p. 9.
- \*Vallée. *Bibliographie des Bibliographies,* 1883-87, v. 2.
- Walford. *New General Catalogue of English Literature.* Conf. of Librarians, 1877, p. 101; Lib. Assoc. Trans., 1878, pp. 54, 154.

## 21. CATALOGUES

To be studied by reference to great bibliographical catalogues, like British Museum, Bibliothèque Nationale, John Rylands, London Library, Peabody Institute, &c. Also the catalogues of firms like Quaritch, Voinich, Sotheman, Rosenthal, Ellis & Elvey, &c., and sale catalogues of celebrated book auctions.

## 22. GUIDES TO READING AND BOOK SELECTION.

- \*Acland. *Guide to the Choice of Books.*
- \*Adams. *Manual of Historical Literature.*
- \*Baker. *Guide to the Best Fiction.*
- \*Catalogue of the "A.L.A." Library.
- \*Iles. *Annotated Bibliography of Fine Art.*
- \*Kroeger. *Guide to the Study and Use of Reference Books.*
- Perkins. *The Best Reading: Hints on the Selection of Books.* 4 vols.
- Sargant. *Reading for the Young.*
- \*Wheatley. *How to form a Library.*  
See also the Essays and lists of Carlyle, F. Harrison, A. Lang, Lubbock (Lord Avebury), &c.

## 23. BIBLIOGRAPHICAL SOCIETIES AND PERIODICALS.

- Brown. *Bibliographical Aids.* "Library World," v. 5, 1903, p. 204.
- Campbell. *Institut International de Bibliographie.* "Library," v. 7, p. 341.
- Copinger. *Formation of a Bibliographical Society.* "Library," v. 4, 1892, p. 1.

## 24. G.—BOOK SELECTION. (THEORY, &amp;c.)

- \*Brown. *Manual of Library Economy*, pp. 90-94; 201-229.  
See also the list of references on p. 228 of Brown's *Manual*.

## H.—HONOURS CANDIDATES. (Elementary knowledge of Paleography.)

- \*British Museum, *Facsimiles of MSS.*
- \*— *Guide to the MSS., &c.*
- \*Madan. *Books in Manuscript.*
- \*Rawlings. *Story of Books.*
- \*Taylor. *The Monastic Scriptorium.* "Library," v. 2, p. 237.
- \*Thompson. *Greek and Latin Paleography.*
- \*— *Arrangement and Preservation of MSS.* "Library Chronicle," v. 4, p. 33.

Students are reminded that useful and valuable exhibitions and collections of books on bibliography are preserved in the British Museum, St. Bride Foundation Institute, London, and the Library Association Library, now housed in the Clerkenwell Public Library, Finsbury, London, E.C.

## LITERARY HISTORY.

This department of librarianship has an enormous literature of its own, and it is doubtful if the "sources of information" given by the Library Association Syllabus can be improved. The subject is confined to English Literature (including the British Colonies and the United States) and to translations into English of the works of great foreign authors. It will be in this latter part that most difficulty will be experienced, as, owing to its almost wholly un-bibliographical character, the text-book literature of the subject is practically useless. Such questions as, who first translated into English the works of Homer, Dante, Schiller, Erasmus, Cervantes, Arabian Nights, Goethe, Racine, Tasso, &c. ? are not by any means easily answered, especially from such text-books as Hallam's "Literature of Europe," and others mentioned. The best thing to be done under the circumstances, is for