

**SMITHSONIAN REPORT, ON THE  
CONSTRUCTION OF CATALOGUES OF  
LIBRARIES AND THEIR PUBLICATIONS BY  
MEANS OF SEPARATE, STEREOTYPED  
TITLES. WITH RULES AND EXAMPLES**

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Smithsonian Report, on the Construction of Catalogues of Libraries and Their Publications by Means of Separate, Stereotyped Titles. With Rules and Examples by Charles C. Jewett

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**CHARLES C. JEWETT**

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**Smithsonian Report.**

ON THE

CONSTRUCTION

OF

CATALOGUES OF LIBRARIES,

AND THEIR

PUBLICATION BY MEANS OF SEPARATE, STEREOTYPED TITLES.

WITH RULES AND EXAMPLES.

BY CHARLES C. JEWETT,

LIBRARIAN OF THE SMITHSONIAN INSTITUTION.

SECOND EDITION.



WASHINGTON:

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1853.

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## EXAMPLES.

## PREFACE.

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This work is intended to explain the plan in operation at the Smithsonian Institution, for preparing and stereotyping catalogues; to furnish means of judging of its practicability and importance; and to serve as a manual for librarians in its execution. The first edition was printed in 1852. It was, however, limited to a small number of copies, for distribution principally among those who would be likely to suggest improvements. The work has, since, been carefully revised, and is now published for more general circulation.

It was a long and difficult task to develop and adjust the details of this system, and to make the mechanical arrangements for its successful prosecution. The difficulties, both theoretical and practical, have been overcome. The actual operation of the plan has shown its entire practicability, and warrants the hope that its best promises will be realized.

This book has been stereotyped by a process entirely new, peculiarly adapted to the stereotyping of separate titles, or even single lines. It has been fully reduced to practice for this special purpose, and will doubtless be found, in many other respects, a valuable addition to the resources of the art of typography.



The expense of developing the plan has been borne by the Smithsonian Institution. We have every reason to hope that it will promote "the increase and diffusion of knowledge among men," and justify the continual labor of superintendence. In anticipation, the task proposed seems formidable; but it is to be accomplished, *title by title*, on a system, which imposes no heavy burden upon any institution, though it offers benefits to all.

It is not to be supposed that the public will take much interest in a work of professional details like this. The subject more particularly addresses itself to those who are conversant with the management of libraries. Their instruction and experience will enable them to estimate aright the difficulty of the undertaking here set forth, and to judge, with fairness, of its practical utility.

# REPORT.

## COPY OF A LETTER

Addressed severally to the Hon. EDWARD EVERETT, of Cambridge;  
CHARLES FOLSOM, esq., Librarian of the Boston Athenaeum;  
JOSEPH G. COGSWELL, esq., Superintendent of the Astor  
Library, New York; GEORGE LIVERMORE, esq., of Boston;  
SAMUEL F. HAVEN, esq., Librarian of the American Antiquarian  
Society, and the Rev. EDWARD E. HALE, of Worcester.

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SMITHSONIAN INSTITUTION,

August 16, 1850.

DEAR SIR: The Smithsonian Institution, desirous of facilitating research in literature and science, and of thus aiding in the increase and diffusion of knowledge, has resolved to form a general catalogue of the various libraries in the United States, and I submit to you for examination the plans proposed by Professor Jewett, librarian of the Institution, for accomplishing this object.

1st. A plan for stereotyping catalogues of libraries by separate titles, in a uniform style.

2d. A set of general rules, to be recommended for adoption by the different libraries of the United States, in the preparation of their catalogues.

Professor Jewett will present to you his plans in person, and I beg leave, in behalf of the Executive Committee of the Institution, to request that you will give this subject that attention which its importance demands, and report:

First. On the practicability of the plan presented.

Second. On the propriety of adopting the rules proposed.

You will also confer a favor on the Institution, by giving any suggestions with regard to the general proposition of forming a catalogue of all the libraries in this country.

I remain respectfully, your obedient servant,

JOSEPH HENRY,

*Secretary of the Smithsonian Institution.*