

# **SMALL SCHOOL LIBRARIES**

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Small School Libraries by G. M. Walton

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**G. M. WALTON**

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## CHAPTER I

## Accessions

**T**HERE are two lists of books that are absolutely indispensable to the smallest library, one list to show the number of books, their cost, and material value; the other to give information regarding the contents and use of the books, their authors, titles and the special subjects treated. The latter is called the Catalogue, its importance being marked by the absence of any qualifying word. The former was long called the Numerical catalogue, but has been re-christened the Accession book. It is a record of each book acquired by the library (of each accession to the library), entered in consecutive numerical order, with the author, title, publisher, place of publication, cost and other details necessary to a history of each volume on the shelves.

The accession book may be an ordinary blank book, ruled off with the headings written in by the librarian, or a book made for the purpose may be bought of the Library Bureau, Chicago. The smallest edition is made for 1,000 volumes, and costs \$1.00. If a blank book is used, one 8x10 inches is convenient, and the double page is necessary for the complete entry. (See opposite page).

Every book, pamphlet, or volume of a set of books, is given an accession number and occupies one line. If a book is worn out, lost, or withdrawn the fact is noted in the columns for remarks. Gifts are entered as other books except the word "gift" is written in the cost column. Bound periodicals are entered as other books, but cost of subscriptions, and of binding are kept elsewhere, in separate note books.



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Date	No.   Vol	Author	Title	Place Pub.	Year	Source	Cost	Bdgs	Remarks
Nov. 18	208	1	Fiske, J.	Critical Period	Bost. H. & M.	1868	Watr	\$1.40	CI

Accession Book (Reduced size)  
left-hand page

right-hand page



Each book should be marked with the name of the Library, on the inside of the front cover, either with a printed label, or a rubber stamp, in either case a blank being left, that the accession number may be added. E. g.:

RICHMOND, MICHIGAN  
PUBLIC SCHOOL LIBRARY  
NO. ....

The accession book is of specific value. It is the business ledger. In case of fire it is the basis of estimating losses, and securing insurance. It is the catalogue which answers many purposes, among them that of taking account of stock. It is the most important record book of the library.

## CHAPTER II

## Cataloguing

THE catalogue of a library is very like the index of a book, and the statement may be strengthened by adding that a library without a catalogue is deprived of its usefulness even more than a book without an index.

All questions which must be answered in a library fall under three heads:—(1.) Have you a book by a certain author? (2.) Have you a particular book? (3.) What have you on some specific subject? The first requires that all books be catalogued by authors. The second necessitates writing titles of books. The third demands the careful examination of the books, that each may be entered under the general subject class to which it belongs, and still further that the volume be analyzed and special chapters