

**GUIDE TO THE USE OF
LIBRARIES; A MANUAL
FOR COLLEGE AND
UNIVERSITY STUDENTS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649160457

Guide to the use of libraries; a manual for college and university students by Margaret Hutchins & Alice Sarah Johnson & Margaret Stuart Williams

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

**MARGARET HUTCHINS & ALICE SARAH
JOHNSON & MARGARET STUART WILLIAMS**

**GUIDE TO THE USE OF
LIBRARIES; A MANUAL
FOR COLLEGE AND
UNIVERSITY STUDENTS**

GUIDE TO THE USE
OF LIBRARIES

GUIDE TO THE USE OF LIBRARIES

A MANUAL FOR COLLEGE AND UNIVERSITY
STUDENTS

BY

MARGARET HUTCHINS, A.B., B.L.S.

Reference Librarian and Lecturer in the Library School, University of Illinois

ALICE SARAH JOHNSON, A.B., B.L.S.

Reference Librarian and Lecturer in the Library School, University of Illinois

MARGARET STUART WILLIAMS, A.B., B.L.S.

Instructor in the New York State Library School

Second Edition

NEW YORK
THE H. W. WILSON COMPANY
LONDON: GRAFTON & CO.
1922

Z711

.H97.

1922

Copyright, 1920, by the authors.

Copyright, 1922, by The H. W. Wilson Company.

Published September, 1922.

Printed in the United States of America.

123
131

100174

PREFACE

The need of a textbook for college courses in the use of libraries and books where weekly problems are assigned to be worked out by the students has been keenly felt by instructors giving these courses. This manual is intended to serve as a textbook and basis for problems in such a course planned for undergraduate students. It is in no sense a handbook for the trained librarian or scholar. It contains chapters on general library practices helpful to the user of any library, suggestions as to the use of books, and annotated lists of the basic reference works in general and special fields. Its use leaves free for recitation and discussion the part of the class period otherwise consumed in detailed note-taking, and places the subject matter of the course before the student in a convenient and trustworthy form.

The book in its present form constitutes a second edition of "Guide to the use of libraries; a manual for students in the University of Illinois" (1920). Two printings of the first edition have been exhausted and the use of the book in other colleges makes desirable an edition omitting all references to special practices in the University of Illinois library. This edition is a complete revision of the first, adding some new material, substituting material of general for that of local interest, and bringing the lists of reference books up to date by the addition of important new titles and the revision, where necessary, of notes on those previously included. These lists will continue to need revision if the manual is to be of greatest usefulness as a text. The authors and publisher plan, therefore, to issue new editions from time to time.

PREFACE

This manual in its first edition was a direct development from outlines and lecture notes used in a general reference course for freshmen and sophomores at the University of Illinois. The course was started in the fall of 1898 by the late Katharine L. Sharp, formerly Librarian and Director of the Library School, and has been continued by successive members of the Reference Department of the Library assisted by members of the faculty of the Library School. It is a two hour elective course running through one semester, accepted for credit in the undergraduate colleges of the university. Its purpose, primarily, is to give to the students early in their college career some knowledge of the resources of the library and a familiarity with reference books which will help them in the preparation of assignments in other studies. Its worth, however, extends beyond the college years of the student as the facts taught are applicable to other libraries and the evaluating and arranging of reference sources may be used in many lines of work.

In teaching the subject, recitations may be conducted by the question-and-answer, topical and lecture method, but the most important feature of the course is the laboratory work in the form of problems which necessitate the use of the library records and the books described in this manual. These problems should be assigned each week and on being handed in should be corrected and returned to the students for discussion at a following class period. Appendix II is a sample problem based on Chapter XX, Literature.

The chapters are not planned to represent separate lessons but may be divided or grouped as seems best to the instructor. In colleges where there are several sections, it is well to arrange the assignments so that the various sections will not be working with the same group

PREFACE

of books at the same time. As the chapters listing reference books are separate units in themselves, no difficulty will be experienced in making such an arrangement.

It is not expected that the instructor will require every student to become acquainted with all the titles included in this manual. Allowance has been made for variations in library collections and for personal preferences. In some subjects such as engineering, agriculture, commerce, home economics, etc., more titles have been listed than the student not specializing in the field would need to consider. Here it is possible to arrange the assignments so that the students who are interested in a special subject make a careful study of *all* the books listed in the field and the other students consider only the titles of outstanding importance.

The compilers are glad to acknowledge their indebtedness to Mr. Phineas L. Windsor for advice and encouragement in the planning of this work, to Mr. James I. Wyer for suggestions and criticism, and to Miss Frances Simpson, Miss Emma Felsenthal, Miss Sabra Vought, Miss Fanny Dunlap, and others for their contributions to the development of the course as given at the University of Illinois. From the following books especially, helpful suggestions have been received: Kroeger, "*Guide to the study and use of reference books*"; Fay and Eaton, "*Instruction in the use of books and libraries*"; Lowe, "*Books and libraries*"; Ward, "*Practical use of books and libraries*"; and Rice, "*Lessons on the use of books and libraries.*"

M. H.
A. S. J.
M. S. W.

July 1922.

