

**AN APPRENTICE COURSE FOR
SMALL LIBRARIES: OUTLINES OF
LESSONS, WITH SUGGESTIONS
FOR PRACTICE WORK, STUDY,
AND READING, PP. 7-61**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649332458

An Apprentice Course for Small Libraries: Outlines of Lessons, with Suggestions for Practice Work, Study, and Reading, pp. 7-61 by Various

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

VARIOUS

**AN APPRENTICE COURSE FOR
SMALL LIBRARIES: OUTLINES OF
LESSONS, WITH SUGGESTIONS
FOR PRACTICE WORK, STUDY,
AND READING, PP. 7-61**

AN APPRENTICE COURSE FOR SMALL LIBRARIES

Outlines of Lessons, with Suggestions
for Practice Work, Study,
and Required Reading



By
The Faculty
of the
Library School of the University of Wisconsin

Chicago
American Library Association
Publishing Board
1917



COPYRIGHT, 1917

BY

AMERICAN LIBRARY ASSOCIATION
PUBLISHING BOARD

CANTWELL PRINTING COMPANY,
MADISON, WISCONSIN

CONTENTS

CHAPTER	PAGE
I Selecting an Apprentice	7
II Explanation of Classification and Shelving, by Helen Turvill	10
III Library Handwriting, by Mary F. Carpenter	12
IV Mechanical Processes, by Helen Turvill	15
V Care of Periodicals, by Helen Turvill	19
VI Typewriting, by Mary F. Carpenter	21
VII Teaching the Use of the Catalog, by Helen Turvill	23
VIII Loan Work—Part I, by Marion Humble	26
IX Library Economy, by Helen Turvill	30
X Care of Books, by Helen Turvill	35
XI Loan Work—Part II, by Marion Humble	38
XII Cataloging and Classification, by Helen Turvill	45
XIII Reference Work, by Mary Emogene Hazeltine	50
XIV Suggestions for the Apprentice's Personal Reading	58

317958

INTRODUCTION

Apprentice work in small public libraries should receive greater consideration. Apprentice help can be of mutual benefit in even the smallest library, if rightly planned. From the standpoint of the librarian such help is usually necessary and solves the problem of inadequate funds for paid assistants. From the standpoint of the apprentice, it is an opportunity to be "tested out" in her adaptability for library work, and for future training in the library school. In every community, there are high school graduates who seek such work.

It is obvious that the librarian owes some return for this gratuitous or poorly paid service by planning as thorough a course of training in library routine as she is capable of giving. This is her duty towards her assistants and apprentices. Too few librarians appreciate the prestige that comes to a library from the careful training of assistants and apprentices. Many are left to stumble about and find things out for themselves, thus gaining no adequate conception of the work, and failing, therefore, to render service that really counts for the library. A number of libraries have established reputations for good training, and assistants or apprentices coming from these libraries are recognized as first-rate candidates for library schools and not infrequently are offered good positions in other libraries.

Believing that apprentice work merits more attention, and wishing to give assistance to those libraries that are trying to solve the problem, a series of articles on the subject was planned by the faculty of the Wisconsin Library School and first appeared in the *Wisconsin Library Bulletin*, October 1914-July 1915, v. 10-11. "Separates" of these articles were printed in a limited edition, which was soon exhausted by numerous requests for extra copies. The matter contained in the original series has been revised and is offered herewith in the hope that it may continue to prove useful in this more convenient form.

The subject matter is presented for the most part in outline, but it has seemed desirable to vary the style in the different chapters according to the nature of each subject. Methods given are naturally those advocated by the Wisconsin Library School, and references to the *Wisconsin Library Bulletin* are frequent. Amendment and change to suit local practice will be needed. In this revision heed has been taken of the helpful criticisms which have been made upon the series by librarians who have used it.

July 1917

MARY EMOGENE HAZELTINE
HELEN TURVILL
MARY F. CARPENTER
MARION HUMBLE

CHAPTER I

SELECTING AN APPRENTICE

Positions on the library staff should not be given to untrained persons. Entrance should be possible only through apprenticeship or library school training. It naturally follows that the library must have apprentices in training to fill possible vacancies. But there need be no definite promise of employment to those who take such training. The obligation of giving instruction in library methods in return for the service rendered by the apprentice is all that is binding upon the librarian. The emphasis should be put upon the privilege conferred by the library in accepting the apprentice. At the outset she will be far more trouble than help, since all her work must be revised, and in addition time must be spent in giving her instruction. Make the applicant for a position understand that just as apprentice work is required in other callings, it is essential to a librarian's.

*"The apprentice work should be given at the busiest time of the year for mutual advantage; work is seen at its best when at its busiest; the apprentice feels the pressure, and the library, the relief in the assistance given. The arrangement with the apprentices should be on a purely business basis and the course of instruction should be so thorough and systematic as to compensate for the time spent. At the outset the apprentice will be more trouble than help, since the librarian must revise all the work done, in addition to keeping regular appointments for instruction. Obviously, only a well trained and thoroughly competent librarian is fitted for such a task.

"The entrance requirements should be at least a high school course or its equivalent, good health, and the personality which makes possible good library serv-

ice. Promptness, orderliness, accuracy, amiability, speed and the ability to differentiate between essentials and non-essentials, must be united with scholarship and good literary taste and sweetened with brotherly love and that kindly humor which is so truly the saving grace. In other words, the apprentice should be of such stuff as librarians are made and happy is she who adds to these things the ancestry of culture.

"Whether fitness shall be determined by examination must depend upon local conditions. The ideal method of selection is through personal acquaintance. In a town so small that the librarian knows her constituents individually, or in which she has implicit faith in the principal of the high school, this should be comparatively easy. The librarian's visits to the school should be no rarity and should excite no suspicion of ulterior purpose when she goes to listen to recitations of the students chosen by the school authorities in answer to her request for a list of possible apprentices."

Examination for Candidates

"The examination, if one be offered, should cover general history, English and American more specifically, general information, literature—again with emphasis on English and American—and current events. An informal oral examination to test the quickness of thought is often illuminating, and an excellent test of an examination is to take it oneself.

"The important thing to bear in mind in selecting apprentices is that it is much easier to get an assistant than to get rid of one. Any applicant who can be deter-

*Quoted paragraphs are taken from a thesis prepared by Sarah Virginia Lewis on *The Apprentice System in Small and Medium Sized Libraries* as a graduating requirement for the Wisconsin Library School, June, 1911.