

**USEFUL REFERENCE SERIES, NO.
19; A PLAN OF ORGANIZATION
FOR SMALL LIBRARIES: METHODS
OF WORK, LISTS OF SUPPLIES
AND AIDS**

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Useful reference series, No. 19; A plan of organization for small libraries: methods of work, lists of supplies and aids by Mrs. Minnie Clarke Budlong

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MRS. MINNIE CLARKE BUDLONG

**USEFUL REFERENCE SERIES, NO.
19; A PLAN OF ORGANIZATION
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OF WORK, LISTS OF SUPPLIES
AND AIDS**

A Plan of Organization for Small Libraries

Methods of Work
Lists of Supplies and Aids

By

Mrs. Minnie Clarke Budlong
Secretary and Director of the
North Dakota Public Library Commission

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LIBRARY
SCHOOL

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By Mrs. MINNIE CLARK BUDLONG
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THE
MIND
AND
THE
BODY

PREFACE

This plan for the organization of small libraries is an attempt to enable untrained librarians to do systematic work. Only the simplest methods are advocated and few technical terms used. In charge of a library of 500 to 5000 volumes is usually found a librarian without an assistant and also without technical training and often without experience in the work. This treatise suggests methods making not too great demands upon time nor technical skill and still sufficiently scientific to expand as the library grows so that the work accomplished will not have to be done over when the library reaches 5000 volumes.

It is recommended that all orders for books be made out on order cards which will be kept and used as the shelf list and accession record. For the smallest libraries all cards may be filed alphabetically by author and the books may be shelved in the same order. Or fiction cards and books may be alphabeted by author and non-fiction be arranged by subjects and alphabeted under class numbers. Methods of work from the selection of the book until it is ready for circulation and eventually withdrawn are described in detail and lists of supplies needed are given. There are suggestions and lists of aids for equipment, for care of books, for library economics, for publicity and allied activities. A brief history of the library movement in America leads to the relations between the librarian and the board, the schools, the teachers and the community; and to suggestions given for making the library an attractive center in community life.

There is no claim for originality in this work. Many lists, articles, pamphlets and books have been consulted and libraries visited with the purpose of learning the shortest business-like methods in library work and the simplest way to present library science to the worker who has not yet had a course at library school. To have complete and accurate records and still leave the librarian time and vitality for the

inspirational side of the work is the goal of library methods.

It is hoped this work will call the attention of librarians to the benefits to be derived from keeping their state agency for library extension informed of their problems and needs. At least 36 states have some form of assistance or supervision for library development. These boards or commissions are designated by different titles, but have the same general duties. The name is Library Commission in 26 states—Arkansas, Colorado, Connecticut, Delaware, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Jersey, North Carolina, North Dakota, Pennsylvania, South Dakota, Vermont, Washington, Wisconsin. In 9—Alabama, California, New Hampshire, New York, Ohio, Oregon, Tennessee, Texas, Virginia—the agency is known as State Library. In Wyoming, traveling libraries and library instruction have been started from the University library. The first step in any phase of library activity should be correspondence with the secretary or director of the state agency for such work. Throughout this text, the name Public Library Commission is used to designate any state agency doing library extension work.

This was first prepared as a graduation thesis in the Wisconsin Library School. With additions to fit it for its special purpose of instruction in North Dakota, it was published by the North Dakota Public Library Commission in 1910. After six years of practical use, the first edition being exhausted, the pamphlet was thoroly revised (1916), much of the matter being rewritten and all of it brought up to date. The changes in this (1917) edition are principally those needed to fit the text for more general use. Additional addresses are given, new editions of various publications noted and some changes made in supplies.

Introduction

AMERICAN LIBRARY ASSOCIATION

The initial movement towards systematic library work in the United States was made at the Centennial, Philadelphia, 1876. Then was formed the American Library Association popularly known as the A. L. A. to which is due credit for the phenomenal growth of library science in this country. The promoters of this organization assisted by the Bureau of Education and Library of Congress manufactured the essential tools of the trade, the first of which is the A. L. A. catalog.

A. L. A. Catalog. 1904. This volume sometimes called the librarian's Bible was prepared by specialists, edited by Melvie Dewey under the management of the New York State Library and printed by the Library of Congress. It contains a list of 8,000 volumes specially selected for first purchase in small libraries.

In the first part of the catalog these volumes are arranged by subjects under the arbitrary class numbers of the Dewey decimal system. For instance, under 520 are grouped all publications on astronomy, 530 physics, 540, chemistry.

In the second part called subject index, subjects alphabetically arranged are given, followed by the class number under which they may be found, as astronomy, 520, physics, 530, chemistry, 540.

In the third or dictionary part of the catalog, titles, subjects and authors are alphabetized together followed by the class number under which detailed information concerning them is grouped in part I.

Any one knowing the class to which a book belongs can at once find its entry in part first alphabetically with title, date, series, publisher, price and often a note giving the contents, scope or characteristics of the book. Any one not knowing the class number, on looking in the third or dictionary part under either author, title or subject finds the class number of the

INTRODUCTION

book which leads to the same information. This catalog may be obtained from the Superintendent of Documents, Washington, D. C., in paper binding for \$1.00, and should be one of the first possessions of every library.

A. L. A. Catalog. 1904-1911. A supplement to the 1904 catalog has been edited by Elva L. Bascom. It follows the plan of the first catalog and contains about 3,000 annotated titles of the best books published, 1904-1911. This is an important aid in every library, price, \$1.50.

Dewey Decimal Classification. The decimal classification arranged by Melvie Dewey and published by the Library Bureau in 1899 is the second great tool of the trade. This is an arrangement of subjects under arbitrary numbers so that classification in libraries may be uniform. By means of decimals, subjects can be minutely subdivided.

The first general division is as follows:

000	General works
100	Philosophy
200	Religion
300	Sociology
400	Philology
500	Natural science
600	Useful arts
700	Fine arts
800	Literature
900	History

Each general number is subdivided as

900	History in general
910	Geography and travels
920	Biography
930	Ancient history
	Modern history
940	Europe
950	Asia
960	Africa
970	North America
980	South America
990	Oceanica and the polar regions

The use of decimals permits of subdividing geographically

900	History in general
940	" Europe

DEWEY DECIMAL CLASSIFICATION

- 945 History Italy
- 945.7 " Naples
- 945.78 " Calabria

or of dividing chronologically as

- | | | |
|-------|--------------------|-----------|
| 970 | North America | |
| 973 | United States | |
| 973.1 | Discovery | 1607 |
| 973.2 | Colonial | 1607-1779 |
| 973.3 | Revolution | 1779-1789 |
| 973.4 | Constitutional | 1789-1809 |
| 973.5 | War of 1812 | 1809-1845 |
| 973.6 | War with Mexico | 1845-1861 |
| 973.7 | Civil war | 1861-1865 |
| 973.8 | Later 19th century | 1865 |

or the two methods may be combined as

- 900 History in general
- 970 " North America
- 973 " United States
- 973.7 " Civil war
- 973.73 " Special campaigns and battles
- 973.731 " Campaign of 1861
- 973.7311 " Operations in Charleston harbor. Bombardment of Fort Sumter.

This book is not needed until a library is ready to classify. A library can be successfully managed up to about 3,000 volumes without classification. Public Library Commissions often assist in classifying whenever there is a librarian with sufficient training or experience to continue the work.

Cutter's Rules. In 1904 the Government Printing Office issued the 4th edition of Cutter's rules for a dictionary catalog. This was a part of the Bureau of Education's special report on libraries. In 1908 the American Library Association published the "American edition" of "Catalog rules" which may be obtained from the secretary of the A. L. A. Publishing Board for 60 cents.

Subject Headings. In 1911 a third edition of a "List of subject headings for use in dictionary catalog," prepared by a committee of the A. L. A. was issued by the A. L. A. Publishing Board. This is indispensable to uniformity in cataloging. Cutter's rules and subject headings are not needed until a library is ready to catalog and this can seldom be satisfactorily managed before a trained librarian is employed.