

**PUBLIC LIBRARY
HAND-BOOK,
DENVER**

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Hand-book

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52.



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1895

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Preface

THIS book has been compiled with our own needs chiefly in view. We receive many requests for information and suggestions in regard to starting libraries, and selecting, buying and lending books. To answer fully each one of these inquiries takes more time than can well be spared. The opening chapters of this book will serve as a general answer in most instances. In special cases, information and suggestions will gladly be given to the extent of our knowledge, as heretofore.

In training assistants, and especially pupils in the library class, in the several branches of library work, it will be helpful to have at hand in print a body of our library doctrine, to which the learner can be again and again referred. With the method of procedure before them in black and white it will be proper, as it will undoubtedly be expedient, to hold each worker in the library responsible for sins of omission and commission.

The references and suggestions found in this book which are not directly pertinent either to the beginnings of small libraries in these parts, or to the work actually done in this library, will perhaps make the book more acceptable to the few eastern libraries into which it may find its way. This ground is already occupied by

the most admirable "Hints to Small Libraries" of Miss Plummer. But we think no apology is necessary for entering the field in this humble way. In our observation there is not yet a promise of too much literature on the minor details—what may be called the free-masonry part—of library work. If the book prove useful to us and to learners in the profession in Colorado, our end will have been reached. If others also now and again find it helpful, we shall be gratified. John Parsons prepared the chapters on counter work, Frank D. Tandy those on the work in the accession and catalogue departments.

THE PUBLIC LIBRARY.

DENVER, 1894.

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The Hand-book has grown far beyond our original plans. Certain members of the library staff have given to their contributions to the book so much care and labor that it was thought best to give them full credit in the table of contents which follows. Criticisms of the book should be directed against J. C. Dana, who planned it, and edited and revised all MS.—THE PUBLIC LIBRARY.

February, 1895.

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