

**A  
LIBRARY PRIMER**

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A library primer by John Cotton Dana

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**JOHN COTTON DANA**

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LIBRARY PRIMER**



# A Library Primer

John Cotton Dana

Sixth Thousand



Library Bureau, Chicago

1913

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1910  
copy 2

WILEY  
SCHOOL

Copyright, 1910.  
by  
Library Bureau

To  
Samuel S. Green, William I. Fletcher,  
and Charles A. Cutter





## PREFACE

A library primer was published in the first six numbers of *Public Libraries* in 1896. It was quite largely made up of extracts from an article by Dr. W. F. Poole on The organization and management of public libraries, which formed part of the report on Public libraries in the U. S., published by the U. S. Bureau of education in 1876; from W. I. Fletcher's *Public libraries in America*; from Mary W. Plummer's *Hints to small libraries*; and from papers in the *Library journal* and *A. L. A. proceedings*.

At the request of a number of people interested I have revised, rewritten, and extended the original draft for publication in book form. Additional material has been taken from many sources. I have tried to give credit in good measure. The prevailing tendency among librarians is to share ideas, to give to one another the benefit of all their suggestions and experiences. The result is a large fund of library knowledge which is common property. From this fund most of this book is taken.

The *Library Primer* is what its name implies. It does not try to be exhaustive in any part of the field. It tries to open up the subject of library management for the small library, and to show how large it is and how much librarians have yet to learn and to do.

The City Library,

J. C. D.

Springfield, Mass.

1899.

I have brought lists of books, magazines, etc., down to date and have modified the text as changes in facts and methods since 1897 have made necessary.

Newark, N. J., Free Public Library.

J. C. D.

1909.



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