

**HAND-LIST OF BIBLIOGRAPHIES,  
CLASSIFIED CATALOGUES AND  
INDEXES PLACED IN THE  
READING ROOM OF THE BRITISH  
MUSEUM FOR REFERENCE**

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Hand-List of Bibliographies, Classified Catalogues and Indexes Placed in the Reading Room of the British Museum for Reference by The British Museum

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**THE BRITISH MUSEUM**

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PRINTED BY ORDER OF THE TRUSTEES.

1881.

THE following List of Bibliographical Works placed in the extra cases in the Reading Room has been drawn up, at the recommendation of the Principal Librarian, by Mr. G. W. Porter, Senior Assistant Keeper in the Department of Printed Books.

GEO. BULLEN.

Dec., 1880.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It categorizes accounts into assets, liabilities, equity, revenue, and expense accounts. It also explains the normal balances for each type of account and how they are used to calculate the net income or loss for a period.

The fourth part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the company at the end of the period. Examples of adjusting entries are provided to illustrate the process.

The fifth part of the document discusses the preparation of financial statements. It outlines the steps involved in preparing the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of providing a clear and concise explanation of the results of the financial statements.

The sixth part of the document discusses the importance of internal controls. It explains how these controls are used to prevent and detect errors and fraud. Examples of internal controls are provided to illustrate the process.

The seventh part of the document discusses the importance of auditing. It explains how auditors are used to verify the accuracy of the financial statements and provide an opinion on their reliability. Examples of audit procedures are provided to illustrate the process.

The eighth part of the document discusses the importance of tax accounting. It explains how taxes are calculated and reported, and how they affect the financial statements. Examples of tax calculations are provided to illustrate the process.

The ninth part of the document discusses the importance of budgeting. It explains how budgets are used to plan and control the company's financial activities. Examples of budgeting procedures are provided to illustrate the process.

The tenth part of the document discusses the importance of financial analysis. It explains how financial ratios and other metrics are used to evaluate the company's financial performance. Examples of financial analysis are provided to illustrate the process.

## P R E F A C E.

THE following list has been drawn up to facilitate the use of the collection of Special Bibliographies, Classed Catalogues, and Indexes recently placed in the Reading Room. It has been thought that such a collection might be useful to readers by indicating the works published and available for consultation in the various fields of study and research, and that it might in some degree supply the want of a classified catalogue of the Museum Library, with the further advantage of pointing out works existing elsewhere, as well as those to be found in the Museum.

In selecting the books for this purpose, it has been the aim to represent every subject, as far as space in the Reading Room admits of it. But on many topics no satisfactory bibliographical guide exists: in other cases the works existing are much behind the literature of the present time, or have never been completed. Some books will therefore be found included which only remain until they can be replaced by more efficient works. It is proposed in a future edition to add references to bibliographies included in printed works of authority on special subjects, and it is hoped also that the range of subjects may be considerably extended. Readers might greatly assist this object by pointing out in the book of "Libri Desiderati," or personally to the compiler, any useful special bibliography with which their studies may have made them acquainted.

It will be seen that the various bibliographical works standing in other parts of the Reading Room have been included with those in the extra cases in this list, for the



sake of systematic arrangement and as a convenience to the readers.

The present list is chiefly confined to Bibliographies, but it may perhaps be as well to point out that much useful bibliographical assistance may be obtained from the extensive collection of biographies and literary histories in the Reading Room. How numerous these are will be seen by referring to the Index of Subjects in the published "List of the Books of Reference" drawn up for the use of readers by Mr. Rye.\*

In arranging the bibliographies in their cases, the subjects have as far as possible been made to correspond in position with those in the Library of Reference: thus the theological bibliographies will be found opposite to Theology, and the historical opposite to History.

For press-mark the extra cases are distinguished by the letters **BB.**—an abbreviation of the word bibliographies—in combination with the distinctive letters of the tables against which they are placed: thus the press-mark **BB. A.** shows that the work to which it refers will be found in the bibliographical case standing at the end of the **A** table.

G. W. PORTER.

\* A List of the Books of Reference in the Reading Room of the British Museum. [Compiled by W. B. Rye.] Second edition, revised. Printed by order of the Trustees. London, 1871. 8vo.

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