

St. Catherine of Alexandria Library

ST. JOSEPH'S ACADEMY

Yakima, Wash.

No.

Donated by

How To Organize
And Classify The
School Library

The Red Book

Seventh Edition



Gaylord Bros.

Incorporated

Syracuse, N. Y.

Stockton, Calif.

**SAMPLES AND
ORDER BLANKS
ARE INSIDE**



HOW TO ORGANIZE AND CLASSIFY THE SCHOOL LIBRARY



“THE RED BOOK”

7th Revised Edition

130th Thousand

Foreword

To School Officers:

The school library has proved itself indispensable in the well organized school of today. Helping the pupil to form good habits in the care and use of books and of reading worth while books, to acquire skill in locating facts easily, and to cultivate an attitude which will lead him to turn to literature as a means of enjoying leisure time are some of the aims of the organized library.

Merely a collection of books, however, does not make a library. It needs a living personality to furnish the key to unlock this storehouse of knowledge, someone who is wise in the selection of books and who is willing to begin organizing the collection so as to make it of greatest value.

It is not necessary to have a trained librarian to start organization nor is it an expensive proposition. The first step, to install a simple charging system, may be taken under the direction of any interested teacher and at a cost of less than \$8. Moreover, none of the work will have to be done over when the school grows and the trained librarian comes.

As the collection becomes larger, perhaps exceeding the 500 mark, and the school increases in size, the library is ready for the second step in organization, a system of classification and a simple card index. (See page 9.) A summer course of six weeks in library methods or a reliable correspondence course is desirable before undertaking this step. Here again the expense is not great in proportion to the value received.

It is a fact that many a principal who has once directed a school in which there was an organized library is unwilling to administer one which possesses only a collection of books.

GAYLORD BROS., Inc.

Established 1896

SYRACUSE, N. Y.

STOCKTON, CALIF.

Sample
CATALOG CARD

No. 306-M

100% new rag stock

GAYLORD BROS., Inc.

Stockton, Calif.

Syracuse, N. Y.



Sample
CATALOG CARD

75 % Rag Stock

No. 2311-M

For card catalogs where a permanent, long-wearing
card is not necessary.

GAYLORD BROS., Inc.

Stockton, Calif. Syracuse, N. Y.



North Dartmouth Library

According to our records, you have the book ,-----

drawn on your card No.-----due-----193--

A charge is made for each day a book is kept overtime. Please return promptly and avoid further accumulation of fines.

In spite of the utmost precaution, mistakes occasionally occur. If you think an error has been made in your case, please bring to the library, or mail us, this notice and your library card.

ALICE W. GIDLEY, LIBRARIAN

-----193-- Per-----



POST CARD

One

Cent

Stamp

Sample

OVERDUE POST CARD

GAYLORD BROS., Inc.

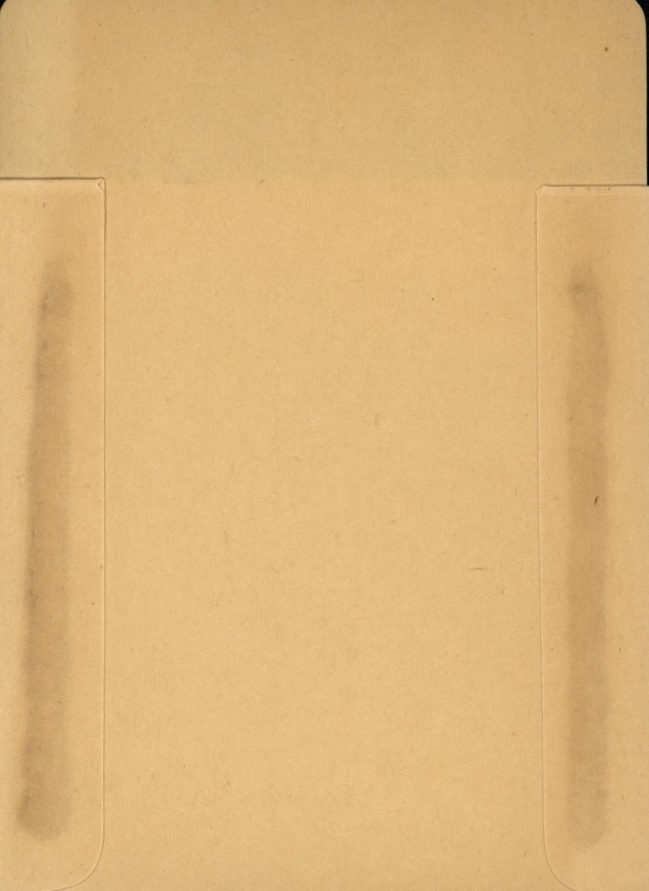
Stockton, Calif. Syracuse, N. Y.

Reenforced Book Pocket

**Note the fold at the top,
giving extra strength**

See catalog for prices

GAYLORD BROS., Inc.
Stockton, Calif. Syracuse, N. Y.



Book Pocket - Style R

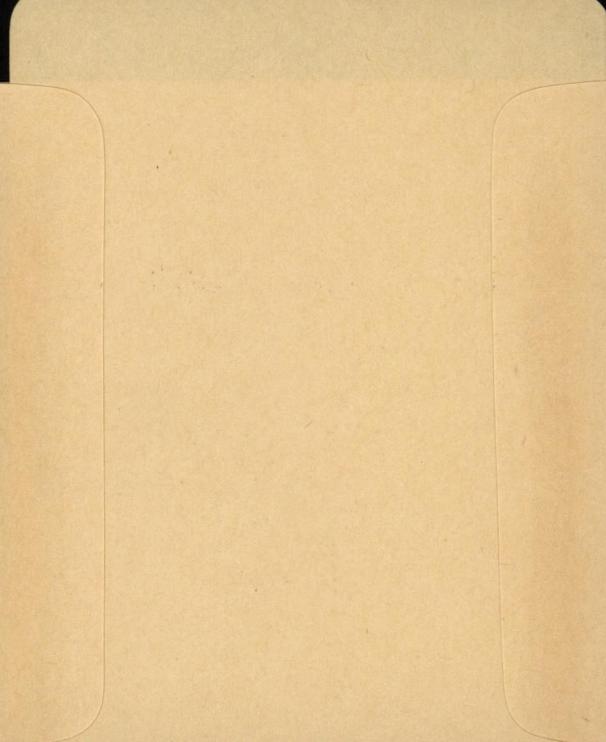
Size 3 $\frac{1}{4}$ x 4 inches.

Slightly smaller than pockets of similar styles. Adequate for cards of standard size, yet low in price.

See catalog for prices

GAYLORD BROS., Inc.

STOCKTON, CALIF. SYRACUSE, N. Y.





Sample Gift Plate

GAYLORD BROS., Inc.

Stockton, Calif. - Syracuse, N. Y.

641.1 Food

No. _____

Expires _____

DO NOT WRITE ABOVE THIS LINE

I, a resident, hereby apply for the right to use the LIBRARY,
and I agree to comply with all its rules and regulations, to pay all fines,
to make good any loss or injury to books incurred by me, and to *give
immediate notice of any change of residence.*

Signature in ink _____

Address _____ Phone _____

Occupation _____ Age _____

IF A MINOR

Place of business _____



Sample
APPLICATION CARD
No. 125

GAYLORD BROS., Inc.

Stockton, Calif.

Syracuse, N. Y.

Carnegie Library of Valdosta

and is responsible for all books
taken on this card

[illegible]

Sample

No. 354 BOOK CARD

Medium Weight—White

GAYLORD BROS., Inc.

Syracuse, N. Y.—Stockton, Calif.

Furnished in white and nine colors, in
light and medium weight

PRINTED

IN U.S.A.

GAYLORD BROS., Inc.

Please send me, without charge,
your booklet **"Bookcraft,"** telling
how worn books may be repaired
by the pupils in school.

Name -----

Address -----

City -----

State -----

This side may be used for ordering
any supplies needed.

POST CARD

Place

Stamp

Here

GAYLORD BROS.
INCORPORATED

44 N. STANISLAUS ST.
STOCKTON, CALIF.

ORDER BLANK

RB28

DATE

GAYLORD BROS., Inc.

Please send, *express charges prepaid*, the following Library Supplies to

Name City

State Charge to

500 "F" folded and sealed pockets (without rules)	\$1.95
500 No. 45 Book Cards (white—light weight)	1.30
1 No. 51 Oak Charging Tray	2.15
1 Set No. 35A A-Z Guides for above	.35
1 Style No. 11 Simplified Accession Book—500 lines	.75
1 Library Dater	.45
1 Stamp Pad No. 1	.30
1 Record of Books Borrowed	.40

\$7.65

POST CARD

Place

Stamp

Here

GAYLORD BROS.
INCORPORATED

44 N. STANISLAUS ST.
STOCKTON, CALIF.

Sample

301-L SUPER-QUALITY CATALOG CARD

GAYLORD BROS., Inc.

Syracuse, N. Y. — Stockton, Calif.

ORDER BLANK.

GAYLORD BROS., Inc. RB28 Date_____

Please send, transportation charges paid, the following goods to

Name _____ City _____

Library _____ State _____

[illegible]

Make an **X** in this square if you wish to receive a copy of complete catalog of school library supplies and equipment.

SAMPLE

STYLE "F" POCKET

GAYLORD BROS., Inc.



and is responsible for all books
taken on this card

[illegible]

No.-----

Due

Returned

Due

Returned

SAMPLE

"DUROSTOCK" BORROWERS' CARDS

TEAR IT !

BEND IT !

FOLD IT !

The strongest and most economical
Borrowers' Card

GAYLORD BROS., Inc.

Furnished in 2 sizes and in 6 colors.

AUTHOR

TITLE

DATE DUE

BORROWER'S NAME

Sample

No. 45 BOOK CARD

Light Weight—White

GAYLORD BROS., Inc.



DATE DUE

BORROWER'S NAME

[illegible]

A Card Charging System for School Libraries

- 1 **Book-card Pocket*** On the inside of either cover, preferably the front cover, paste a book-card pocket. The Style F pocket described on page 7 is the most popular.
- 2 **Book Card*** In this pocket place a No. 45 book card, upon which has been written the author's name and the title of the book. See page 5 for description of No. 45 book card.
- 3 **Charging.** When a book is borrowed remove the book card from the book-card pocket and write or stamp on it the date when the book is due to be returned, and the borrower's name, (or his number if one is used.).
- 4 **Filing.** Arrange these book cards alphabetically by author, keeping all the cards in a single alphabet. File them in a charging tray as shown on page 7. Use alphabetic guide cards (35-A) illustrated on page 5.
- 5 **Discharging.** When a book is returned take the book card from the tray and put it back in the book-card pocket and return the book to its place on the shelf.
- 6 **Record.** Count the book cards at the close of each day before filing, as outlined under paragraph 4. It is sufficient to give the total number of books loaned each day, as provided for in the "Record of Books Borrowed," described on page 4.
- 7 **An Accession Book** is used for keeping a record of books in, and added to the library. In many states, school libraries are required to use an accession book for this purpose. This is the easiest and most accurate method of recording the expenditure of public money. Such a record can be best kept in the simplified accession book described on page 4.

*Sample is enclosed in envelope attached to front cover.

COST OF SUPPLIES FOR A SMALL LIBRARY

500 Style F folded and sealed Book Pockets (without rules).....	\$1.95
500 No. 45 Book Cards (white).....	1.30
1 No. 51 Oak Charging Tray.....	2.15
1 Set No. 35-A A-Z Guides.....	.35
1 Style No. 11 Simplified Accession Book—500 lines.....	.75
1 Library Dater.....	.45
1 Stamp Pad No. 1.....	.30
1 Record of Books Borrowed.....	.40
	<hr/>
	\$7.50

We prepay express charges

The above is a card charging system reduced to its simplest form. Unless the library is a large one it can be efficiently managed with these records, which can be installed and operated by anyone, no previous instruction or library experience being necessary.

Additional Records for Use in Larger Libraries

- 8 **Rules.** Libraries sometimes print on the book pockets a few rules. When rules are to be printed and no copy is furnished, the standard rules as illustrated on page 7 are printed.
- 9 **The Dewey Decimal System** is most commonly used to classify books. It is described in detail on page 9. Where used, books are arranged on the shelves, and book cards filed in the charging tray numerically by this system.
- 10 **Date Due Slips.*** A date due slip (Page 8) pasted on the fly-leaf opposite the book pocket and stamped with the date due, is useful in showing the borrower when his book should be returned to the library.
- 11 **Borrowers' Register.** In order to have a record of those entitled to use the library and to secure a number instead of a name for charging purposes, many libraries use a blank book with lines numbered consecutively, called a borrowers' register (Page 6). Each reader writes his name and street address, if he has one, in this book. Each borrower's card bears the same number as the line in the borrowers' register, where his name and address are written, thus enabling notices to be sent for lost or over due books.
- 12 **Borrowers' Cards.*** Each reader is given a card on which is written his name, street address, and number in the borrowers' register. Borrowers' cards (Page 6) do away with the need of writing full names on book cards. The No. 354 Style of Book Card, having space for the borrowers' number, is used instead of the No. 45.

*Sample is enclosed in envelope attached to front cover.

COST OF SUPPLIES FOR LARGER LIBRARIES

1000 Style F folded and sealed Book Pockets (without rules).....	\$3.65
Printing rules on above.....	1.30
1000 No. 354 Book Cards (white).....	2.35
1 No. 51 Oak Charging Tray.....	2.15
1 Set 35-M (1-31) or 35-A (A-Z) Guides.....	.35
1 Style No. 12-1000 line Accession Book.....	1.25
1000 Date Due Slips.....	1.40
1 Record of Books Borrowed.....	.40
1 Borrowers' Register, Style No. 10, 1000 lines.....	1.25
1000 Durostock Borrowers' Cards—buff.....	5.75
1 Library Dater.....	.45
1 Stamp Pad, No. 1.....	.30
	<hr/>
	\$20.65

We prepay express charges

None of the records recommended in this card charging system will ever have to be done over no matter how large the library grows. Elaboration means classifying the books according to the Dewey Decimal System of Classification and adding a shelf list and card catalog. (See Pages 9 to 12).

Simplified Accession Book

Date _____								Date _____	
NUMBER	AUTHOR	TITLE	PUBLISHER	YEAR	COST	REMARKS	NUMBER	AUTHOR	
26							51		
27							52		
28							53		
29							54		
30							55		
31							56		
32							57		
33							58		
34							59		

Made of strong ledger paper with durable binding. Pages are $11\frac{3}{4} \times 9\frac{1}{4}$ in. with twenty-five lines to the page. Books are half numbered, that is, the units and tens of each number are printed, but beyond 99 the full number must be completed by prefixing the proper digit for the hundredth at each fifth and tenth line.

Furnished in the following sizes:

Style No. 11—500 lines, pressboard covers.....	\$.75	<i>Postpaid</i>
Style No. 12—1000 lines, pressboard covers.....	1.25	<i>Postpaid</i>
Style No. 13—2000 lines, pressboard covers.....	2.00	<i>Postpaid</i>

Order by Number

Record of Books Borrowed

[illegible]

Designed to record daily the total fiction and non-fiction circulated to juveniles and adults. Suitable for school libraries which are also open to the public.

Blank columns for separate adult and juvenile records provide space for additional statistics such as, Attendance in the reading room, Registration of new borrowers, Books added and withdrawn, Current periodicals and Foreign books circulated, Payments, Receipts, etc.

Pages are 9 in. square, ruled with red and blue ink. Columns are wide, allowing ample space for figures. Each book is bound in heavy paper covers and will contain one year's record, one page being allowed for each month, also one for a yearly summary.

Easy to use, complete, concise, equally valuable for all libraries, large or small, which prefer simple rather than elaborate statistics.

Price, 40c each. *Postpaid*

No. 45 Book Card

A card on which, as shown in cut, is written the author's surname, brief title, and accession number of the book. Also ruled with columns for stamping "date due" and writing borrower's name. Size is 7.5x 12.5 cm. (Approximately 3 x 5 inches.)

When the book is in the library, the book card is kept in the book pocket. When the book is lent, the book card is kept at the library to show who has the book and when it should be returned.

Cards furnished with "Date Loaned" heading instead of "Date Due" if so specified in order. Four colors are carried in stock:—white, buff, green and salmon. When no color is stated in order, white cards will be sent.

500.....	\$1.30	
1000 to 3000.....	2.35	per 1000
3000 to 6000.....	2.25	per 1000

Express Paid



Library Dater

Full size is 7.5x12.5 cm.

For dating book-cards, date slips, borrowers' cards, etc. Dates are quickly changed by turning the band to the desired month and day, the year being omitted, in order that so much space will not be used on charging cards. Libraries which prefer the years as an aid in ascertaining whether or not certain books are still circulating are advised to change the color of the inked stamp pad, using red one year, green the next, and so on. Illustration shows full size of impression.

Price 45c each *Postpaid*

JUN 25

Stamp Pad

Furnished in two sizes and five colors, red, violet, green, black and blue. When ordering specify color and size desired.

No. 1—3 x 2 in. Ink surface.....	30c each
No. 2—4 x 2½ in. Ink surface.....	35c each

Postpaid



Guides for Book Cards

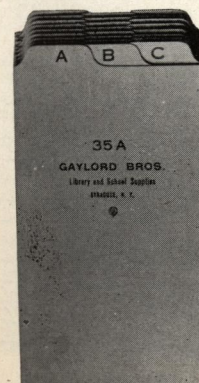
Just as a thumb index makes it easier to use a dictionary, so guide cards in charging tray are necessary for the same purpose.

Made of heavy weight buff card stock cut so that the tab of the guide card projects above the book or borrowers' cards filed vertically.

Guide cards are printed with the letters of the alphabet A to Z or the days of the month 1 to 31.

No. 35-M-1 to 31.....35c
No. 35-A-A to Z.....35c

Postage or Express Paid. Order by Number.



Borrowers' Register

No.	Name	Residence	No.	Name
76			01	
77			02	
78			03	
79			04	
80			05	
81			06	
82			07	
83			08	
84			09	
85			10	
86			11	

The Borrowers' Register is a numerical record of those entitled to use the library. Each reader writes his name and address in this book and receives on his borrower's card, the same number as the line on which he has just written. This secures a number instead of a name for charging purposes and enables notices to be sent for lost or over-due books.

Registers are made of strong ledger paper. Pages are $7\frac{3}{4} \times 10\frac{1}{2}$ in. with 25 lines to the page. Books are half numbered, that is, the units and tens of each number are printed but beyond 99 the full number must be completed by prefixing the proper figure. Furnished in the following sizes and styles:

Style No. 10—1000 lines	press board covers.....	\$1.25	Postpaid
Style No. 50—5000 lines	half-russia.....	4.25	Express Paid

Durostock Borrower's Card

As evidence of his right to draw books, the library issues to every reader a borrower's card. Besides the printed name of the library, this card contains the borrower's name, his street address, if he has one, and his number in the borrowers' register. While not needed in the very small libraries, borrower's cards save time during rush hours by providing a number instead of a name for charging purposes, prevent the drawing of more than the permitted number of books and tell the reader when his book should be returned to the library.

Cards are made of the famous Durostock, which will not clip or split and which is practically impossible to tear, and furnished with either "Loaned—Returned" or "Due—Returned" headings; in six colors: blue, buff, green, salmon, chocolate and goldenrod.

500.....	\$3.50		<i>Express Paid</i>
1000 to 3000.....	5.75 per 1000		<i>Express Paid</i>
3000 to 6000.....	5.25 per 1000		<i>Express Paid</i>
6000 and over.....	5.00 per 1000		<i>Express Paid</i>

Rounded corners facilitate the insertion of the cards in the pockets and may be had at the following additional prices:

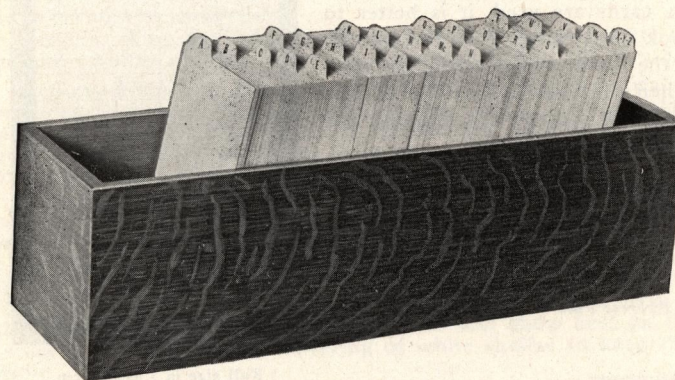
All 4 corners.....	10c per 1000
2 lower corners.....	Free

If specified in order

[illegible]

Full size is 7.5x12.5 cm.

Oak Charging Tray



Inside measurements are: width $3\frac{1}{4}$ in.; height $3\frac{3}{8}$ in.; depth 12 in.

No. 51—Oak Tray.....\$2.15 each. *Express Paid*

Kept in the librarian's desk for filing book or borrowers' cards.

Trays are made of quartered white oak in light antique finish and are equipped with a follower block of improved design, permitting rapid adjustment to any point. Felt corner pads attached to the under side prevent the tray from marring the desk.

Style F Book Pocket

Folded and Sealed Ready for Use

A pocket pasted on the inside front cover of the book holds the book card when the book is in the library.

This pocket is furnished plain or printed.

Pockets are wide enough to make it easy to charge and discharge books and yet deep enough to prevent losing borrower's cards.

500.....	\$1.95		<i>Express Paid</i>
1000 to 3000.....	3.65	per 1000	<i>Express Paid</i>
3000 to 6000.....	3.50	per 1000	<i>Express Paid</i>
6000 to 10000.....	3.40	per 1000	<i>Freight Paid</i>

Printing rules on pockets as follows:

500.....	\$1.00	
1000 to 3000.....	1.30	per 1000
3000 to 6000.....	1.20	per 1000
6000 to 10000.....	1.10	per 1000

When rules are to be printed on pockets and no copy is furnished with order, we will print the same rules as shown in cut, substituting the proper heading.

Public School Library
PITTSSTON, OHIO

1. Books may not be kept longer than two weeks.
2. A fine of two cents a day shall be paid on each book which is not returned according to the above rule. No book shall be issued to any borrower incurring such fine, until it has been paid.
3. All injuries to books beyond reasonable wear and all losses shall be made good to the satisfaction of the librarian. (Marking a book, even with a lead pencil, turning down the corners of pages, or "dog-earing" will be considered an injury.)
4. Each borrower is held responsible for all books drawn on his card and for all fines accruing.

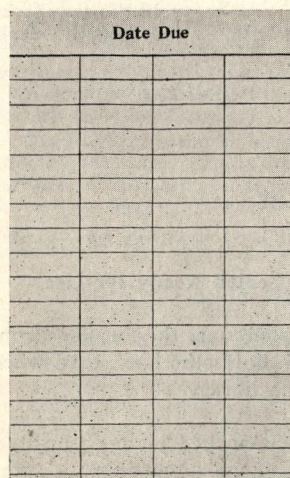
No. 354 Book Card

When Borrowers cards are used, it is better to have this No. 354 Book Card rather than the No. 45. This card is kept in the book pocket when the book is in the library. When the book is lent the card is stamped with the date and Borrower's number and filed in the Charging Tray.

Four colors are available—white, buff, green and salmon.

1000 to 3000.....\$2.35 per 1000
3000 to 6000..... 2.25 per 1000

Express Paid



Full size is 3x5 in.

Date Due Slip

The Date Due Slip, 3x5 in. in size, pasted on the flyleaf opposite the book pocket and stamped with the date due, is useful in showing the borrower when his book should be returned to the library.

Furnished in linen paper ready to attach to the book by moistening the gummed edge on the back of the slip.

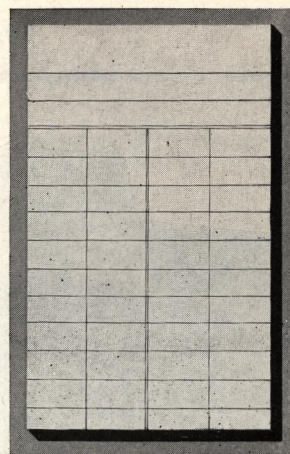
Slips also supplied with a "Date Loaned" heading if that is preferred to "Date Due."

1000 to 3000.....\$1.40 per 1000
3000 to 6000..... 1.35 per 1000

Express Paid

BOOKCRAFT

Bookcraft is a practical and scientific method of book repairing suitable alike for textbooks and books in the school library. A pamphlet describing in detail how Bookcraft is taught in schools as an industrial art subject will be sent free on request. Where Bookcraft has been adopted great savings in both industrial arts supplies and text books have been effected, as work done not only instructs the pupil but benefits the school and community.



Full size is 7.5x12.5 cm.

How to Classify the Library

The classifying of a library is the grouping together on the shelves, of books that are alike either in subject (e. g., European history, manual training, botany, etc.) or literary form (e. g., poetry, essays, drama) so that they may be more easily found and used.

The first thing to do in classifying a library is to separate the adult from the children's books and divide each of these into fiction and non-fiction.

Fiction—Fiction is arranged on the shelves in alphabetical order by authors' surnames as printed on the backs of the books, for example, Allen, Andrews, Beach, Bindloss, Churchill, etc. If the author's name is not clearly printed on the back of the book it should be lettered plainly with black ink on light colored covers and white ink on those bound in dark colors.

In case of several books by the same author, alphabet first by author's name and then by title, for example, Churchill's novels would stand on the shelves in the following order: Coniston, Crisis, Crossing, Inside of the Cup, etc.

To distinguish children's stories from adult fiction, mark them on the back of the book at a uniform height, 2 in. from the lower edge, with a large capital letter J (for juvenile). Use a stub or bowl pointed pen so as to make a heavy mark and rather thick black or white ink, whichever will show best on the binding. After the ink is dry apply a thin covering of white shellac to keep the letter clean and legible.

Also, pencil the letter J on the right hand page following the title page about an inch from the top and inner margin of the book. With pen and ink write J on the upper left hand corner of the book pocket and book card.

Place juvenile stories together by themselves on separate shelves, easy for the children to reach, and arrange them alphabetically by authors' surnames in exactly the same way as adult fiction.

Non-Fiction—Group non-fiction books roughly by subject before beginning work on them. It is much easier to classify three or four botanies at a time than it is to assign numbers to them singly in the midst of histories, arithmetics, books of travel, etc.

In classifying non-fiction, the most important step is to decide on what subject the book is written. Do not depend on the title or even the table of contents. Read the preface to get the author's viewpoint and his purpose in writing the book. With some books it may even be necessary to read portions of it in order to be absolutely sure of the subject.

The second step in the process of classifying non-fiction is to assign from a classification scheme, for instance the Dewey decimal system, the particular number or symbol which stands for the subject about which the book is written. For example, if the book in hand happens to be an English history, get the number from the Dewey decimal classification, 942, which means History of Great Britain (Class 9 = history; Division 4 = European history; Section 2 = History of Great Britain). With pencil write 942 in the book on the right hand page following the title page about an inch from the top and the inner margin. Also print the classification number on the back of the book so that when books are taken from the shelves they can be replaced correctly. See paragraphs, directions for marking Children's stories.

The Dewey Decimal system is one of the best known and most widely used methods of classification. It divides the field of knowledge into ten main classes which in turn are sub-divided into ten divisions and so on into sections. A brief "two-place" schedule is given here:

(Reprinted from the *Decimal Classification* by permission of the publishers, Forest Press, Lake Placid Club, Essex Co., N. Y.)

000 General Works

- 010 Bibliography
- 020 Library economy
- 030 General encyclopedias
- 040 General collections
- 050 General periodicals
- 060 General societies
- 070 Newspapers
- 080 Special libraries. Polygraphy
- 090 Book rarities

100 Philosophy

- 110 Metaphysics
- 120 Special metaphysical topics
- 130 Mind and body
- 140 Philosophical systems
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient philosophers
- 190 Modern philosophers

200 Religion

- 210 Natural theology
- 220 Bible
- 230 Doctrinal. Dogmatics. Theology
- 240 Devotional. Practical
- 250 Homiletic. Pastoral. Parochial
- 260 Church. Institutions. Work
- 270 Religious history
- 280 Christian churches and sects
- 290 Ethnic. Non-Christian

300 Sociology

- 310 Statistics
- 320 Political science
- 330 Political economy
- 340 Law
- 350 Administration
- 360 Associations and institutions
- 370 Education
- 380 Commerce. Communication
- 390 Customs. Costumes. Folk-lore

400 Philology

- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Minor languages

500 Natural Science

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

600 Useful Arts

- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Domestic economy
- 650 Communication. Commerce
- 660 Chemical technology
- 670 Manufactures
- 680 Mechanic trades
- 690 Building

700 Fine Arts

- 710 Landscape gardening
- 720 Architecture
- 730 Sculpture
- 740 Drawing. Decoration. Design
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Amusements

800 Literature

- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor languages

900 History

- 910 Geography and travels
- 920 Biography
- 930 Ancient history
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Oceania

The Outline Decimal classification which we can supply (see price on page 15) will meet the needs of the average library, since it contains a full index and detailed directions for use.

After books have been classified arrange them numerically by class numbers printed on the back, thus 512 algebra precedes 513 geometry and follows 511 arithmetic. When a number of books are about the same subject, they will all have the same number and should be arranged alphabetically by authors' surnames which, if not already on the backs of the books, should be clearly lettered.

For biography disregard the numbers as printed in the Decimal classification. Assign the number 920 to collective biography which contains the lives of several people and arrange the books on the shelves alphabetically by authors' surnames.

In the case of individual biography (the life of one person) it is desirable that the several "lives" of one person in the library should stand together on the shelves and also that the biographies of various individuals should be arranged alphabetically by the surnames of the persons written about. Such an arrangement is made possible by assigning the classification number 921 and then below this, printing the initial of the person written about. Thus biographies of Lincoln are marked 921 and are arranged on the shelves after those of Grant marked 921

L
and before lives of Washington marked 921.

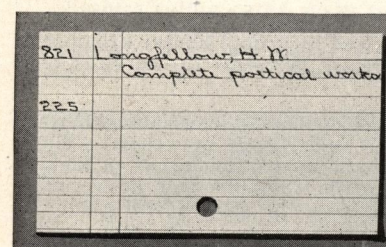
W

To distinguish children's books of non-fiction from adult books use a lower case j before the class number—for example, j 580 would be the classification number for Bailey's "First Lessons With Plants."

The Shelf List

As soon as a library is classified, it should be shelf listed. A shelf list is a record of all the books, arranged in the same order as the books on the shelves. It is useful in many ways, as a record of property, for inventory and in searching for missing books. It is made on catalog cards (one card for each book) and contains the following information: the classification number, the surname of the author, brief title, and the accession number.

The classification number is written on the top line at the extreme left of the card; the surname of the author followed by his initials, also on the top line but close to the first vertical line; brief title (taken from the title page and not the back of the book) on the second line close to the second vertical line; the accession number directly below the classification number on the fourth line (see sample card below).



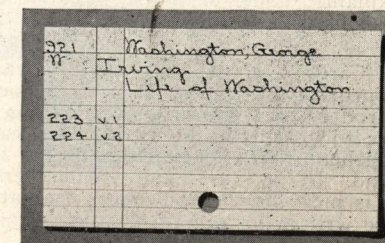
Cards are arranged numerically in a catalog cabinet, from the front of the drawer to the back, first, by classification numbers, and then alphabetically by authors' surnames, just exactly in the same order as the books stand on the shelves. Cards for children's books should be kept in a separate drawer just as the books are on separate shelves.

The author's name is given first on all shelf list cards except for individual biography. Since lives of persons are arranged on the shelves alphabetically by their surnames, shelf list cards are kept in the same

order. So, on the top line beginning at the second vertical line write in red ink the surname of the person about whom the book is written, followed by his given name. If he has more than one forename, write out the first only, giving initials for the others. Always write in full any name appearing on the top line because even a small library may contain biographies of both George and Booker T. Washington. The rest of the card is written in black ink, the classification number, as usual, being on the top line at the extreme left of the card. The author's surname is given on the second line beginning at the first vertical line. Initials are not necessary in this case because it is not likely that a small library will contain more than one life of a man by the same author. On the third line beginning at the second vertical line, the title of the book is written in exactly the order the words appear on the title page (see sample card below.)

Each book on the shelves is represented by a card in the shelf list except that several volumes and copies of the same book are entered on one card (as shown on sample biography card).

The shelf list is a guide in book classification since it shows how many and what books the library already has placed in a certain class. It is also an aid in book buying by showing which subjects are well represented in the library and which need additions. Furthermore, it may serve as a subject catalog if an alphabetical index (fully explained under cataloging) is added.



How to Take an Inventory

At stated intervals the shelf list is used in taking an inventory, that is, checking over the library to learn what books are lost or missing. Choose a quiet part of the year when few books are out of the library. One person can take an inventory but it is more quickly done by two people; one, reading from the shelf list cards, the classification number, author's surname, and enough of the title to identify the book, the other finding the books on the shelves.

When a card is read for which there is no corresponding book, turn the card up on edge in the catalog drawer. When all the shelves in the library have been read, make a list of the cards turned up, including author and title, class number and accession number, return the cards to their proper position in the catalog drawer and make a search for the books that are missing. If they are charged to some person they are accounted for and can be checked off the list. If a book is not in circulation, see if it is charged to the bindery, if it is on the mending table or in the work room. If, after several months, the book is still unaccounted for, it should be counted as lost. That fact with the date should be written in the accession book, and the shelf list and catalog cards (described later) should be removed. In some libraries the shelf list card is retained and shows the history of the loss of the book.

Cataloging

The methods described above are the ones advised by school library organizers. The shelf-list as outlined is a card record and really performs the services of a subject catalog.

Cataloging itself is a technical process best performed by librarians with professional training, and should not ordinarily be undertaken by others. Since, however, in certain circumstances an untrained librarian may be forced to make a simple catalog, the following suggestions are made. Should you desire more detailed rules for cataloging, the names of manuals on the subject will gladly be furnished on request.

Every book in the library is represented by at least one card in the catalog, which is kept in a cabinet of small drawers lettered something like this: A—D, E—H, etc.

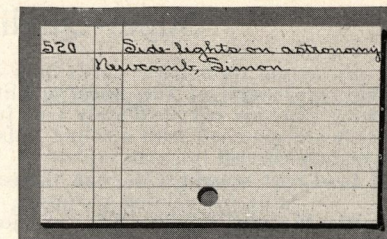
For example, to find out whether the library has Philip's "Romance of Modern Chemistry," the patron looks for the author's name in the catalog drawer lettered "P," or if he has forgotten the author's name, but remembers the title, he looks for "Romance of Modern Chemistry" in a drawer lettered "R." In the upper left hand corner of either the author or title cards will be found the classification number 540, which indicates the location of the book on the shelves, between 539 and 541, as explained under Classification, Page 9. Or, if the reader does not have in mind any special volume, but simply wants to know what books the library has on Chemistry, he looks in the drawer lettered "C" and finds an index card referring him to No. 540 in the shelf list, where, as previously explained under shelf list, page 11, all the books in the library on the subject of Chemistry are listed.

Cards (see page 14) used in cataloging are of standard size, 7.5x12.5 cm., approximately 3x5 in. in size. A round hole near the bottom of the card permits a rod to pass through, thus holding the cards in the catalog cabinet. If entries are to be written by hand, ruled cards are used, but if typewritten, plain cards are better. Typewritten cards are the most satisfactory and are far more easily read. If cards are hand written, vertical writing is the most satisfactory, because it is more legible and makes the catalog more uniform in appearance when cards are written by several people.

The first and most important card to write is the author card. Use a separate card for each work of an author instead of listing several titles on one card, but if a book is published in several volumes, make only one author card for the set.

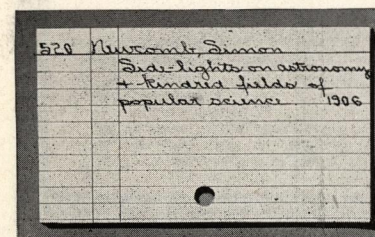
On the top line at the extreme left of the card, write the classification number if there is one marked on the back of the book. (Fiction, of course, has no number.) Write the author's surname also on the top line but beginning at the first vertical line, followed by his given name. If he has more than one fore-name, write out the first only, giving initials for the others.

Copy the title from the title page and not from the back of the book, writing it on the second line under the author's name, beginning at the second vertical line. If the title fills more than one line, begin the second line also at the second vertical line. Capitalize only the first word and proper names always requiring capitals. If the book is in more than one volume, write the number of volumes half an inch after the end of the title, otherwise the date of publication, as given at the foot of the



title page, follows. If this is lacking, use the copyright date found on the back of the title page preceded by a small letter c (for copyright), thus, c 1919. (See sample card below.)

Besides author cards, make title cards for all books with distinctive or unusual titles which people are likely to remember, such as "Border fights and fighters," "Child life in colonial days," etc. Titles beginning "History of," "Textbook of," "Manual of," etc., are represented in the catalog only by author cards.

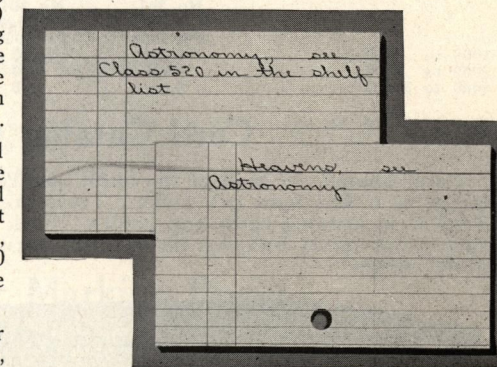


To make a title card, write the classification number of the book, if it has one, on the top line at the extreme left of the card. Beginning at the second vertical line but still on the top line, write the title. Use a brief form, generally only as much as is printed on the back of the book. Write the author's name below the title, beginning at the first vertical line. If the author has more than one given name, use initials only. (See sample card at left.)

Whenever a title card is made, write a small letter "t" (for title) on the back of the corresponding author card. This "traces" the title card and enables it as well as the author card to be removed from the catalog in case the book is lost.

The shelf list (page 11) will serve as a subject catalog. Make it easy to use by writing in red ink subject index cards telling what number stands for each subject, thus, "Astronomy, see Class 520 in the shelf list." (See sample card at left.)

If a subject might be looked for under two words, make a card, also in red ink, for the less desirable word referring to the other, e. g., "Heavens, see Astronomy." (See sample card at right.)



Arrange author, title and subject index cards in one file alphabetically by the word on the top line, like the words in a dictionary. File cards from the front of the drawer to the back. Disregard the articles, "a," "an," and "the" at the beginning, but not in the middle of titles. When the words on the top line are the same for two cards, arrange by what is written on the second line.

Guide cards in a catalog are necessary to find easily and quickly the cards desired. Guides are made of heavy weight stock cut so that the tabs project above the catalog cards. On this projection is printed the word which appears on the top line of the card filed just behind the guide. Guides should be placed in the catalog about an inch apart.

Super-Quality Catalog Cards

By actual tests, these cards have been proved most satisfactory for library use. They are made of the finest quality rag stock from special formula, and are rotary machine cut absolutely true to size, 12.5x7.5 cm., approximately 5x3 inches. Cards are punched with a round hole for the catalog rod. Two weights of catalog cards are carried in stock.

L—Light weight ($7\frac{1}{2}$ one thousandths of an inch), the lightest weight practicable for catalog purposes.

M—Medium weight ($9\frac{1}{2}$ one thousandths of an inch), which is the weight of the Library of Congress printed cards and is therefore most generally used for library catalogs.

No. 301—12.5x7.5 cm.

Red guide lines, blue faint lines, round hole punched for rod.

No. 311—12.5x7.5 cm.

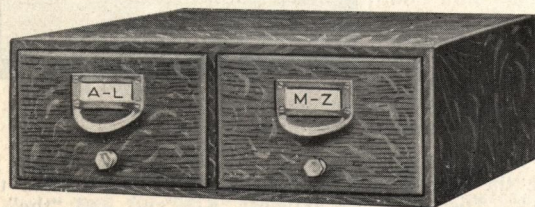
Plain cards, no ruling whatever. Round hole punched for rod.

Prices of Nos. 301 and 311 cards as follows:

	No. 301 M Weight Per 1000	No. 301 L Weight Per 1000	No. 311 M Weight Per 1000	No. 311 L Weight Per 1000
1000 to 3000.....	\$5.20	\$4.20	\$4.95	\$3.95 <i>Express Paid</i>
3000 to 6000.....	4.95	4.00	4.70	3.75 <i>Express Paid</i>
6000 to 10000.....	4.80	3.90	4.55	3.65 <i>Freight Paid</i>

Card Catalog Cabinets

Card cabinets are built of the finest quality quartered white oak, varnished and rubbed to a dull light oak finish. Trays are carefully made to fit the standard 12.5x7.5 cm. catalog cards and guides. Each is equipped with a round rod, label holder, and metal follower block. All outside hardware is wrought bronze of special design.



Two Tray Cabinet

Outside dimensions are $5\frac{1}{4}$ in. high, $13\frac{1}{2}$ in. wide, and $16\frac{1}{2}$ in. deep. Inside length of trays is $14\frac{1}{2}$ in. Capacity 2,200 light weight cards or 1,700 medium weight, with necessary guides.

No. 532—Two tray cabinet, quartered oak.....\$11.25

No. 531—Single tray cabinet, quartered oak.....\$ 7.50

No. 534—Four tray cabinet, quartered oak.....18.00

Express or Freight Paid

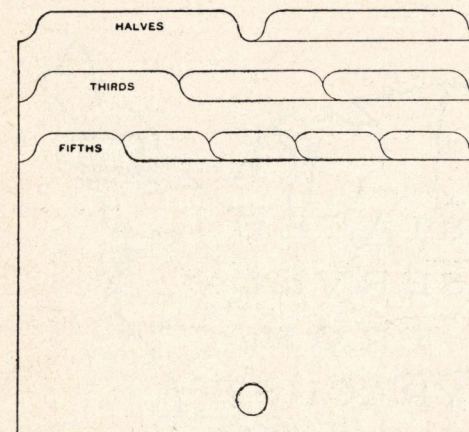
For descriptions of these and larger cabinets see our catalog

Cabinets are without cornices to facilitate building up larger catalogs with these units

Catalog Guide Cards

Guide cards in the catalog and shelf list are necessary in order to find a card immediately.

Guides are made of heavy weight stock, punched with round hole for rod, and cut so that the tab projects above the catalog or shelf list cards. On this projection is written the words or classification number which appear on the top line of the card filed next behind the guide. Guides should be placed in the catalog and shelf list an inch apart.



Reduced Facsimile—For 12.5x7.5 cm. cards

Plain Guides

No. 350—Plain Guides in buff, blue and salmon, and cut halves, thirds or fifths, per 100.....\$1.00

Printed Guides

No. 325—A-Z Guides, 25 to set, cut thirds and fifths, in buff, blue and salmon, per set.....\$.40
No. 3120—120 A-Z subdivisions, cut fifths, in buff, per set.....2.00

Express Paid

Supplies for Marking Books

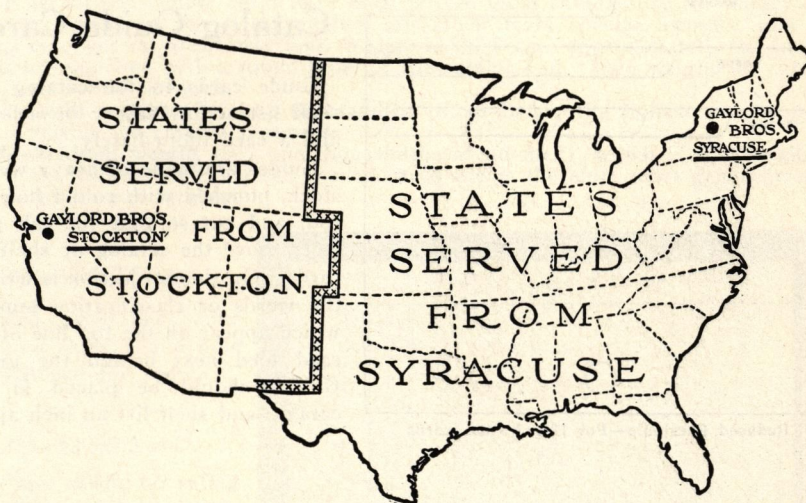
Higgins Engrossing Ink, 2 oz. bottle.....35c *Postpaid*
White Ink, 1 oz. bottle.....25c *Postpaid*
Gummed Paper Labels, Hexagon, per 1000.....45c *Postpaid*

(See sample attached)

Dewey Decimal Classification

Outline Decimal Classification.....\$1.00
Abridged Decimal Classification.....2.00

Postpaid



This map shows the division of territory served by the two houses of Gaylord Bros., Inc., at Syracuse, New York, and Stockton, California

SERVICE TO WESTERN SCHOOL LIBRARIES

The eleven westernmost states embracing the Rocky Mountain and Pacific Coast region, as well as territories bordering on the Pacific are assured of prompt service through our western house, located at Stockton, California.

COMPLETE CATALOG

Our catalog of school library supplies, book repair materials and furniture for the school library will be sent free upon request.

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