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A MANUAL OF LIBRARY
ROUTINE

*The Library Association Series of
Library Manuals VI*

THE LIBRARY ASSOCIATION SERIES OF LIBRARY MANUALS

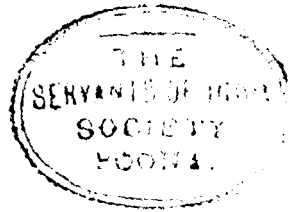
Edited by WM. E. DOUBLEDAY, *Hon. F.L.A., Late Chief Librarian, Hampstead Public Libraries; Lecturer at the School of Librarianship, University College, London.*

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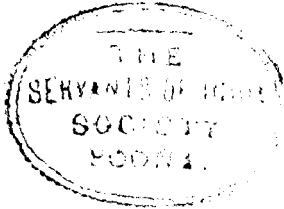
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ISLAND STAFF ENCLOSURE, HAMPSTEAD CENTRAL LENDING LIBRARY

A MANUAL OF
LIBRARY ROUTINE

by

W. E. DOUBLEDAY

LATE CHIEF LIBRARIAN OF THE HAMPSTEAD PUBLIC LIBRARIES;
LECTURER IN LIBRARY ROUTINE AND LIBRARY ECONOMY
AT THE SCHOOL OF LIBRARIANSHIP, UNIVERSITY
COLLEGE, LONDON

ILLUSTRATED

LONDON
GEORGE ALLEN & UNWIN LTD
AND THE LIBRARY ASSOCIATION

1933

FIRST PUBLISHED IN 1933

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PRINTED IN GREAT BRITAIN BY
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GENERAL INTRODUCTION TO THE SERIES

The publication of a systematic series of practical and authoritative Manuals of Library Work, which shall survey Library polity and practice in their latest aspects, is a requirement of which administrators, librarians, and students alike have long been conscious, and is much overdue.

In the Library world not the Great War alone, with its aftermath of new conditions, but also the Library Act of 1919, have marked the termination of one long epoch and the commencement of a new and yet more prosperous era. The removal of the crippling limitation of the penny rate at once paved the way for a renaissance of the Library Movement, and remarkable extensions and innovations, both in buildings and in service, have ensued. The great work of the Carnegie Trustees in fostering the development of urban Public Libraries has now been largely diverted into fresh channels, and County and Rural Library Systems now cover the country from Land's End to John-o'-Groats. The public demand and appreciation of Libraries have increased enormously, and, in response, old methods have been revised and new ones introduced. The evolution of Commercial and Technical Libraries and the development of Business and Works Libraries would amply suffice to indicate this spirit of progress, but, during the last decade or

A MANUAL OF LIBRARY ROUTINE

so, the entire field of Library service has been subjected to review and experiment, and little, either in administration or routine, remains entirely unchanged.

It will, therefore, be sufficiently obvious that the old textbooks relating to Library practice can no longer serve, and that there is a real need for new manuals, written by persons of experience and authority, and treating of the new conditions in a full and thoroughly practical manner. It is this void that the series of Library Manuals is designed to fill, and the fact that these volumes are to be issued by Messrs. George Allen and Unwin Ltd. in conjunction with the Library Association, should afford adequate proof of the qualifications of the authors to treat of the subjects upon which they will write. If sufficient support is forthcoming the series will be made comprehensive and complete.

The volumes will be supplied with bibliographical references throughout, and will be illustrated where necessary. No effort will be spared to make the series an essential tool for all those who are engaged in Library work, or who intend to embrace Librarianship as a profession. To students they will be invaluable. The uniform price of 10s. 6d. net will be adhered to so far as possible, so as to bring the Manuals within the reach of all.

WM. E. DOUBLEDAY

General Editor

P R E F A C E

The term "routine" as applied to library work is capable of differing interpretations. Understood in its widest sense it would include much of administration, more or less of organization, book selection, classification, and cataloguing, together with those customary duties which have recurrently to be performed for the maintenance of service. A more narrow definition would restrict it to the manual and clerical processes associated with accessioning, preparing books for circulation, office-work, the supervision of rooms, the maintenance of shelf order, the registration of borrowers, and the mere counter work of issuing books to borrowers and receiving them back again. This *Manual* attempts to steer a course midway between these extremes. Major subjects can be adequately treated only in separate volumes, and in the following pages they are discussed particularly with reference to their routine aspects, but for the rest a wide survey is given of the methods in use at libraries of various categories. Municipal practice, naturally, looms large, but due attention is paid to the methods of university and special types of libraries.

Routine procedure varies considerably, for the technique is by no means fixed. Uniformity would imply perfection or stagnation, and whilst the former is ever the objective the latter is wisely avoided, or progress would cease. Every library adopts

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methods which are considered to be best adapted to its purposes. What is suitable for one might be undesirable for another. It is largely a matter of "adaptation to environment" and purpose. Collegiate systems differ quite as much as those of municipal libraries; county library methods from those of urban libraries; and even among libraries of the same kind variation is demanded by size, scope, and local conditions. It must, therefore, be clearly understood that there is not, nor can there be, any one single method which is best for all libraries: that system is the best which most efficiently and economically meets the requirements of each individual library. If the basic principles are mastered, and the object of each process grasped, difference in detail will not be perplexing.

Methods alternative in kind and degree are, accordingly, here described, and for this purpose many actual routine systems have been examined. To the librarians—too numerous to be specified—who have so generously and unhesitatingly afforded information my grateful thanks are tendered. I am under especial obligations to Mr. E. A. Savage for suggestions made for the improvement of the chapter on Classification, but Mr. Savage is not to be held responsible for any views expressed therein. I have also to thank the respective owners of the blocks for kind permission to use them in this book: acknowledgment of this courtesy is individually made upon each such illustration.

W. E. DOUBLEDAY

CONTENTS

CHAPTER	PAGE
PREFACE	9
LIST OF ILLUSTRATIONS	13
I. SOME PRELIMINARY CONSIDERATIONS	15
II. BOOK SELECTION AND ORDERING	23
III. THE PREPARATION OF BOOKS FOR PUBLIC USE	42
IV. ADMINISTRATIVE RECORDS	61
V. CLASSIFICATION AND ITS PRACTICAL APPLICATIONS	80
VI. CATALOGUES AND CATALOGUING	95
VII. THE ADMISSION AND REGISTRATION OF BORROWERS	122
VIII. BOOK ISSUE METHODS	145
IX. REFERENCE LIBRARY ROUTINE, INCLUDING COMMERCIAL, TECHNICAL, AND SPECIAL LIBRARIES	162
X. CHILDREN'S LIBRARIES, BRANCH LIBRARIES, AND DELIVERY AND DEPOSIT STATIONS	187
XI. MAGAZINE AND READING ROOMS	207
XII. UNIVERSITY, COLLEGIATE, AND SCHOOL LIBRARIES	223
XIII. CO-OPERATIVE LIBRARY WORK: COUNTY AND RURAL LIBRARIES, REGIONAL CO-OPERATION, THE NATIONAL CENTRAL LIBRARY	246
XIV. STOCKTAKING, WITHDRAWALS, AND REPLACEMENTS	269
	II

A MANUAL OF LIBRARY ROUTINE

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IX. REFERENCE LIBRARY ROUTINE, INCLUDING COMMERCIAL, TECHNICAL, AND SPECIAL LIBRARIES	162
X. CHILDREN'S LIBRARIES, BRANCH LIBRARIES, AND DELIVERY AND DEPOSIT STATIONS	187
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XII. UNIVERSITY, COLLEGIATE, AND SCHOOL LIBRARIES	223
XIII. CO-OPERATIVE LIBRARY WORK: COUNTY AND RURAL LIBRARIES, REGIONAL CO-OPERATION, THE NATIONAL CENTRAL LIBRARY	246
XIV. STOCKTAKING, WITHDRAWALS, AND REPLACEMENTS	269
	II

A MANUAL OF LIBRARY ROUTINE

CHAPTER	PAGE
XV. BOOKBINDING: SPECIFICATIONS AND RECORDS	282
XVI. FINANCE, COMMITTEE WORK, AND OFFICE ROUTINE	296
XVII. SOME EXTENSION ACTIVITIES: LECTURES, PUBLICITY, BROADCASTING, CO-OPERATIVE WORK, HOSPITAL LIBRARIES, AND BOOKS FOR THE BLIND	322
APPENDIX	
SOME EXAMINATION QUESTIONS	337
INDEX	343

ILLUSTRATIONS

PLATES

ISLAND STAFF ENCLOSURE, HAMPSTEAD CENTRAL LENDING LIBRARY		<i>Frontispiece</i>
	FACING PAGE	
THE ELECTRIC STYLUS PEN IN USE	56	
CARD CHARGING: A SORTING TRAY	145	
CARD-CHARGING TRAYS, SHOWING GUIDES	152	
MAGAZINE RACKS, HENDON PUBLIC LIBRARY	216	
VERTICAL CABINET, WITH CORRESPONDENCE FOLDERS	312	

SKETCHES IN THE TEXT

	PAGE
PROCESS-RECORDING STAMP	50
ACCESSION REGISTER CARD	75
SUMMARY STOCK-REGISTERS	78
MARKS USED IN PROOF CORRECTING	108
RATEPAYER'S APPLICATION VOUCHER	130
CHANGE OF ADDRESS NOTICE	142
OPEN-ACCESS CHARGING: BOOK-CARD	147
OPEN-ACCESS CHARGING: A "CHARGE"	148
REGIONAL CO-OPERATION: A LOOSE-LEAF UNION CATALOGUE ENTRY	259

SOME EXTENSION ACTIVITIES

SELECTED REFERENCES

LECTURES AND READING CIRCLES

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APPENDIX
SOME EXAMINATION
QUESTIONS¹

A

THE LIBRARY ASSOCIATION

B

UNIVERSITY OF LONDON DIPLOMA IN LIBRARIANSHIP
(*School of Librarianship*)

NOTE.—The questions in these two groups are purposely varied so as to show without undue repetition the range and scope of library routine.

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A

THE LIBRARY ASSOCIATION

Describe a satisfactory system of registering and indexing borrowers, and give the ruling and letterpress of an application card.

Show what guides you would provide in a closely classified open-access library to facilitate the finding of books. Illustrate your answer.

Describe two charging systems in vogue in open-access libraries, and the various kinds of appliances used in connection with them. Give a diagram of a card-tray with guides.

What do you know of "Information Bureaux" in public libraries?

Describe a satisfactory charging system for use in a reference library, and give the ruling and wording of a reference library application form.

What aids would you provide in a closely classified reference library to facilitate the quick finding of a book, and to account for the absence of one from the shelves?

In forming a local collection what material would you consider of sufficient importance to merit inclusion? State the system of classification you would adopt, and the kind of catalogue you would prepare, to render the collection useful to readers.

State the principles you would observe in selecting books for branch libraries, and the advantages of centralizing all cataloguing, classification, etc. Describe also any system of interchanging among central and branch libraries known to you.

How would you record the day's issues in a lending or reference library under the various classes? Give rulings of an issue book or sheet.

Show in what directions collections of pictures may be helpful to readers, and briefly describe how you would collect and arrange the material.

A MANUAL OF LIBRARY ROUTINE

Describe a card-charging system suitable for the central office of a rural library system. Illustrate your answer.

Describe the aims and work of the National Central Library, and show how public libraries may co-operate advantageously with this institution.

Describe how you would organize a series of library lectures so as to avoid financial difficulties, and include a syllabus of six lectures suitable for adults and six for children.

What are University Extension Lectures? Show how public libraries may advantageously co-operate in their organization.

Enumerate the principal points you would include in a specification for bookbinding.

Describe the various processes a book withdrawn from circulation for binding goes through before its return to the shelves.

State what you consider to be the best methods of filing periodicals and newspapers, temporarily and permanently.

Set out the processes through which a book passes from the time of its receipt to its issue to a reader. Give the ruling and wording of a form denoting the various processes.

Describe some methods of conducting school libraries in connection with public libraries. Which do you consider the most satisfactory? Supply ruling and wording of the various labels, stock cards, etc., and show how issues are recorded.

Compile an annotated list of the principal routine duties of a lending-library staff.

Describe an adequate system of ordering, storing, and issuing stationery and other supplies.

In what ways can a library prove its value to the business community?

It is decided to purchase books recommended by the British Broadcasting Corporation. How would you display these to the best advantage?

SOME EXAMINATION QUESTIONS

B

UNIVERSITY OF LONDON DIPLOMA IN LIBRARIANSHIP (School of Librarianship)

1 What tests would you apply to discover whether additional books for a library already established were desirable or not, having regard to finance, supply, and demand?

2 Describe how you would prepare a list of books proposed for purchase, and the routine treatment of the list in committee and subsequently (exclusive of ordering).

3 In what form would you issue an order for new books, and what steps would you take to ensure that the books are correctly supplied?

4 Describe the routine of stocktaking in any kind of library, and give rulings for the form of check-list which you would employ for this purpose.

Write a short essay, with particular reference to routine methods, upon any *one* of the following subjects:

(a) Commercial (or Technical) Libraries.

(b) The National Central Library and Regional Co-operation.

(c) Children's Libraries.

1 Explain (a) how overdue books are detected by any form of issue records, (b) what steps you would take to obtain the return of such books, and (c) a satisfactory system of receipts for fines.

2 Describe in detail the routine respecting (a) bespoke books, and (b) book renewing.

3 Briefly indicate the scope and purpose of a county library, and an effective charging system at the headquarters library.

4 Describe in detail a charging system suitable for a university or a school library.

Give a succinct account of office routine, with especial reference to the treatment of correspondence.

Describe two methods of checking the receipt of period-

A MANUAL OF LIBRARY ROUTINE

icals, one by means of cards, and the other by any alternate method.

Outline the object and principal routine methods of municipally maintained commercial and technical libraries.

Regarding the accessions register as the centre of your system of stock records, explain how the other stock records supplement it and link up with it.

What is involved in "the preparation of books for the shelves"? Comment on the importance of the different processes. How would you secure that no step was omitted?

Describe the process of "charging" books in (a) an open-access lending department, and (b) in a closed lending library with or without an indicator.

Discuss the relative values, for library binding purposes, of pigskin, skivers, sealskin, moroccos, basil, roan, and Persian leathers. Under what circumstances would you give preference to buckram or other cloth material as a covering for books?

Describe and discuss the following methods of sewing books: sewing two sheets on, overcasting, sawn-in sewing, and sewing all-along; and state under what circumstances you would approve overcasting.

How would you ensure, by means of administrative records:

- (a) That every book purchased went into library stock?
- (b) That no book was paid for more than once?
- (c) That the yearly publications of Societies, and successive volumes of a work appearing at irregular intervals, are duly supplied and are charged for at the proper rate?

What means do librarians use to attract and maintain the interest of children?

How would you prepare the manuscript of a catalogue (or book list of any character) for publication? Give ten marks as used in the correction of printers' proofs, and state their meaning.

INDEX

- Accession numbers, uses of, 72-3
 Accession registers, 61, 68-75
 Accessioning—
 definition of, 62
 redundancy in, 61
 variant methods in, 61, 74
 Accessioning by lot, 74
 Accounts—
 preparation of, 300-1, 310, 319
 submission of to committees, 306-7
 treatment of in committee, 307
 Administrative records, 61-79
 Admission—
 to lectures, 322
 to lending departments, 122-44
 to reference departments, 165
 Agendas for committees, 306
 Alphabetic-classed catalogues, 95
 Alphabetization in catalogues, 100
 American Library Association on
 bindings, 285-6
 Analytical cataloguing, 114-15
 Anglo-American cataloguing rules,
 99
 Application forms—
 in university libraries, 228-9
 lending department, 128-32, 197
 reference, 163-4
 Approval, books on, 34-5
 Attendance registers, public, 165
 Attendances in reading-rooms,
 211
 Balance of stock, 26-8
 Bibliographies, use of, 25-6
 Binderries at libraries, 286
 Binding, 282-95
 adaptation of, 283
 cased books, 17-18
 examination of books for, 284
 Binding, leathers and other mate-
 rials for, 285-6
 records relating to, 287-9
 specifications for, 286-7
 staff repairs, 290-4
 treatment of newly bound books,
 18
 "Black list" of defaulters, 137-8, 160
 Blind, books for the, 333-4
 Book carrying, 19
 charging cards, 147-50
 committee lists, 32-4
 numbering, 54-9
 ordering, 36-8
 purchasing considerations, 32
 selection, 23-41
 terms of supply, 39-40
 trade symbols, 44-5
 votes, 31-2
 Book delivery system, 201
 Bookcard-in-pocket system, 146-9
 Bookcard-in-tray system, 148-50
 Books—
 collation of, 45-8
 condition of used, 284
 displays of, 119, 327
 disposal of old, 279
 on approval, 34-5
 stamping, 49
 Borrowers—
 application forms for, 129
 branch and centralized registra-
 tion of, 134-6, 196-7
 change of address of, 141-2
 examination of applications of,
 129-32
 issue of tickets to, 132-3
 lost tickets of, 140-1
 registers of, 133-8
 renewal of tickets of, 139
 varieties of, 122-8

A MANUAL OF LIBRARY ROUTINE

- Branch library routine, 193-205
 accounts, 310
 book stock, 193
 interchange service, 199-200
 reference and reading-rooms,
 198-9
 registration of borrowers, 134-6,
 196-7
 superintendents, 202-3
British Museum Catalogues, 25
Broadcasting co-operation, 329-31
Bulletins, library, 101, 327
Bureaux, library, 328
Burnishing, gold-leaf, 56-8
Business libraries, 181
- Cannon's *Bibliography of Library Economy*, 20-1
Card accession registers, 75
Card catalogues, 112-16
Card-charging methods, 146-52
Card indexes to correspondence,
 316
Cased bindings, 17-18, 282
Catalogues, 95-121
 alphabetico-classed, 95
 alphabetization in, 100
 analytical entries in, 114-15
 card and sheaf forms of, 112-18
 cyclostyled, 119-20
 dictionary form of, 100
 mechanical methods of pre-
 paring, 97, 100-12
 printed, 105-12
 reference, 164-5
 subject, 101, 111-12
 topical lists as, 118-19
 typewritten, 113
 union, 115, 259-60
Cataloguing—
 codes noticed, 99
 co-operative, 112-13
 cross-references in, 98
 errors in, 96-7
 essentials, 96-7
- Cataloguing—*continued*
 rules, 98
 subject-headings in, 96-7
Centralization discussed, 135-6,
 194, 197
Chambers of Commerce, 327
Changes of address, 141-2
Charging—
 county library methods of,
 248-50
 sheet systems, 240-1
 term defined, 145
 university method of, 228-9
 variant methods of routine of,
 144-60
Checking off deliveries, 42-4
Children's Act lecture require-
 ments, 324
Children's libraries, 187-92
 attendance of children at lec-
 tures, 324
 book stock for, 89
 catalogues in, 111
 county forms of, 256
 lending-library tickets, 128-9
Cinematograph films at lectures,
 324
Classification—
 and its practical applications,
 80-94
 close classification discussed, 83-4
 codes of, 82-5, 92
 methods of, 80
 numbers and symbols in, 87-8,
 90, 92
 pitfalls in, 85-7
 systems explained by their
 authors, 84
 theory of, 84
 value of, 80-1
Cloth bindings, 282, 285
Clue numbers, 75, 76
Codes—
 cataloguing, 99
 classification, 82-5, 92

INDEX

- Collation of books, 45-8
- College and school libraries, 237-44
- College library work, 237-44
- Commercial and technical libraries, 178-80
- Committee work, 305-9
- Co-operative work—
 - broadcasting, 329-31
 - cataloguing, 112-13
 - library methods of, 246-68
 - with educational agencies, 327
 - with newspapers, 327
- Copying letters, 312-13
- Correspondence, treatment of, 311-18
- County libraries, 246-56
 - charging at headquarters, 249-50
 - co-operative work by, 252
 - development of, 246-8
 - headquarters routine of, 248-53
 - local centres, 249, 251-4
 - other activities, 256
 - regional branches of, 254-5
 - van delivery system of, 255
- Cross-references, use of, 97-8
- Cutter author-marks, 90
- Cutting leaves of books, 51-2
- Cyclostyle work, 119-20, 319-20, 327
- Date stamp setting, 146
- Defaulters' register, 137-8, 160
- Delivery notes, 42
- Delivery stations, 203-4
- Delivery vans, 255
- Deposit stations, 203-4
- Dewey Decimal System—
 - abbreviated code of the, 92
 - its problems for classifiers, 83
 - reference of queries to its editor, 83
- Dictionary catalogues, 100
- Dirt, removal from pages, 292-3
- Discarded books, treatment of, 280
- Discharging books, 151-2
- Donation records, 65-8
- Drury's *Book Selection*, 26
- Dusting of books, 20
- Educational agencies, co-operation with, 327
- Electric stylus, 58-9
- Embossing book covers, 49
- Emigration bureaux, 328
- English Catalogue of Books*, 30-1
- Epidiascopes, 324
- Errors in cataloguing, 96-7
- Esdaile's *Manual of Bibliography*, 25
- Estimates, financial, 31-2, 296-9
- Exchange of book stock, 236-7
- Fatigue in cataloguing, 97
- Fees for lecturers, 323
- Fiction, selection of, 31-2
- Filing of correspondence, 315-18
- Films at lectures, 324
- Finance routine, 296-304
 - annual estimates, 32, 296-8
 - ordering and order records, 299-300
 - petty cash accounts, 301-4
 - postage accounts, 304
 - preparation of accounts, 300-1
- Fixed location, 89-90
- Foreign book lists, 30
- Forms for orders, 36-7
- Gifts, treatment of, 66-8
- Glaire, 57
- Gold tooling work, 55-8
- Guarantors for borrowers, 136-7, 140
- Guides in card catalogues, 116
- Handling of books, 17-18
- Handwriting, 16-17, 113
- Holiday bureaux, 328
- Hospital library work, 331-2

A MANUAL OF LIBRARY ROUTINE

- Indexes, correspondence, 316
Indexes to subject lists, 112
Indicators, 92
 how checked, 274
Infectious diseases, 142-4
Information desks, 181-3
Inkstains, removing, 293
Interchange of book stock, 200
Inter-library loans, 200
Invoice books and files, 45, 61,
 63-5, 76
Invoices as accession records, 74
- Jast, L. S., on classification, 84-5
- Labelling of books, 52-4
Lantern slides, 323-4
Leathers discussed, 284-6
Lecturers—
 fees to, 323
 selection of, 323
Lectures—
 arrangements for, 325^A
 children's, 324
 expenses of, 322
 films at, 324
 lantern slides at, 323
 programmes and book lists for,
 325
 reports of, 307, 327
 University Extension, 325-6
 voluntary lecturers for, 323
Ledger charging, 152-3
Leeds Public Library *Handbooks*, 26
Letters, treatment of, 311-18
Library journals, 29
Library of Congress—
 catalogue cards, 112-13
 classification of the, 84-5
Local centres. *See* County libraries
Local collections, 174-5
Local library co-operation, 263
Loose-leaf records, 73-4
Lost tickets, 140
- Magazine-rooms, 207-22
Magazines for home reading, 219
Maintenance of stock, 28-31,
 276-9, 284
Manifolding work, 319
Mansfield Library co-operation,
 263
Manuscripts, accessioning, 73
Maps—
 treatment of, 177
 use of, 179-80
Master-catalogues, 115
Minto's *History of the Public
Library Movement*, 247
Minute taking in committee,
 308-9
Morocco leathers, 285
- National Central Library—
 objects and methods of, 34-5,
 183, 264-8
 "outlier" libraries of the, 266-7
 Scottish, Welsh and Irish Cen-
 tral Libraries, 265
 union catalogue of the, 264
Net book system, 39-40
New book displays and lists, 119,
 327
Newark Library co-operation, 263
Newspaper co-operation, 327
Newspaper-rooms, 207-22
Nowell, C., on broadcasting co-
 operation, 329-30
Numbering book covers, methods
 of, 54-9
- Office routine, 309-21
Open-access library classification,
 80-1
Opening new books, 18
Orderliness on shelves, 274-5
Orders and order records, 32,
 36-8, 299-301, 319
"Outlier" libraries, 266-7
Overdue books, 158-60, 230

INDEX

- Pagination, 46-7
 Pamphlets, treatment of, 175-6
 Papers, physical qualities of, 282
 Paste, recipe for making, 54
 Periodicals—
 binding up for stock, 218
 commercial and technical, 179
 delivery checking, 211-14
 display methods, 214-17
 filing back numbers of, 217-20
 selection of, 208-9
 terms of supply, 210
 university provision of, 231-4
 Petty cash accounts, 301-4
 Photostat, use of the, 293
 Pigskin bindings, 285
 Placard catalogues, 118
 Plate paper, 282
 Pollard, A. C. F., on the Universal Decimal Classification, 85
 Postage accounts, 304
 Print collections, 73, 177-8
 Printer's copy, preparation of, 101-4
 Printing—
 catalogue specifications, 105
 marking for press, 103-9
 preparation of manuscript for, 100-5
 proof correcting, 105-12
 revises, 106-10
 terms used in, 46-8
 Prints, accessioning of, 73
 Privilege issue, 155, 171-2
 Process records, 49-51
 Programmes for lectures, 325
 Proof marks and correction, 105-12
 Publicity methods, 221-2, 256, 327-9
 Purchase of books, 32
 Qualities for success, 15-16
 Ratepayer borrowers, 123-4
 Reading-room routine, 207-22
 Reference libraries, 162-78
 attendance registers, 165
 book-issue methods, 163-70
 catalogues, 164-5
 discharging, 166-7
 issue check-files, 169-70
 local collections in, 174-5
 maps in, 177
 open access in, 170-1
 pamphlets in, 175-6
 print collections in, 177-8
 regulations, observance of, 167
 shelf orderliness, 168
 special loans, 171-2
 students' rooms, 173-4
 Regional co-operation, 256-62
 existing regions, 258
 routine methods of, 256-62
 scope of, 257-8
 Registers, administrative, 61-79
 Registration of borrowers, 122-44
 Reinforced binding, 282
 Renewal of books, 153-5
 of borrowers' tickets, 139
 Repairing books, 290-4
 Replacements—
 accessioning of, 70-2
 expenditure on, 31
 routine, 279-80
 Reports to committees, 307
 Reservation of books, 155-7
 Reserve book stocks, 275-6
 Reviews of books, use of, 29-30
 Revision of book stock, 276-9
 Routine defined, 9
 Rules and regulations, 133
 Russia leather bindings, 285
 Sayer's *Revision of the Stock of a Public Library*, 277
 works on classification, 84, 94
 School library methods, 237-44
 Scientific literature, selection of, 29-30

A MANUAL OF LIBRARY ROUTINE

Scottish National Library for Students, 265
Second-hand books, 37, 42
Sections, a book term, 46-7
Sheaf catalogues, 112-18
Sheepskin leathers, 285
Sheet-charging methods, 152-3
Shelf—
 arrangement, 88-92
 guiding, 91-2
 orderliness, 18, 270-5
Shelf-lists—
 described, 269-70
 use of in taking stock, 271-4
 variant forms of, 270
Shorthand, use of, 311
Signatures, printing term, 47
Sizes of books, 46, 88
Specifications—
 binding, 286-7
 printing, 105
Stains in books, removing, 292-3
Statistical returns, 318
Statistics—
 in committee, 307, 309-10, 318
 summary, 76-7
Stencil work, 91-2
Stock books, 68
Stocktaking methods, 269-74
Students' rooms, 173-4
Stylus, electric, 58-9
Sub-committee work, 306-7
Subject—
 catalogues, 111-12
 headings, 97-8
 indexes, 112
Subscriptions, annual, 311
Suggestions by readers, 35-6
Summary statistics, 76-7
Sundry requirements, lists of, 306
Symbols, book trade, 44-5
Technical libraries, 178-80
Technical literature, selection of, 29-30

The Times Literary Supplement, reviews, 29

Tickets—
 children's library, 187-90
 lending library, 123, 132-3, 139-51, 196-7
Titles of books, vague, 85-6
Topical lists, 118-19, 327
Typewriting, 113, 119-20, 312

Uniformity, importance of in cataloguing, 97-9

Union catalogues, 115, 258-60
Universal Decimal Classification, 85

University Extension Lectures, 325-6

University libraries, 223-36
 book exchanges, 236-7
 book stock, 224-5
 charging methods and overdues, 228-30
 classification and cataloguing of, 225-6
 college libraries, 230-1
 co-operative work between, 235-6
 departmental libraries, 227-8
 general routine of, 223-4
 periodicals in, 232-4
 seminar libraries, 226-7

Van delivery system, 255

Vertical files, 315-18

Welsh National Central Library, 265

Wire stitching in books, 282

Withdrawal of books from stock, 117, 276-9
 records, 71, 91

Workers' Educational Association, 256

Works libraries, 181

Workshop Library, co-operation, 363



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