

DEPARTMENT OF ARCHAEOLOGY  
CENTRAL ARCHÆOLOGICAL  
LIBRARY

CALL No.

025.43/Bro

ACC. No.

37009.

D.G.A. 79.

GIPN-S4-72-D. G. Arch. N. D./57.-25-g-58-1,00,000.

AA

✓





LIBRARY CLASSIFICATION AND  
CATALOGUING



435-2



# LIBRARY CLASSIFICATION

AND

## CATALOGUING

37009

BY

JAMES DUFF BROWN

BOROUGH LIBRARIAN, ISLINGTON, LONDON

AUTHOR OF "MANUAL OF LIBRARY ECONOMY," "SUBJECT CLASSIFICATION," ETC.



A4

ILLUSTRATED.

025.43

Bro

Ref 025.3

Bro

GRAFTON & CO.

110 THE HOUSE, 8, COPTIC STREET, LONDON, W.C.

1916.

GENERAL ARCHAEOLOGICAL  
LIBRARY, NEW DELHI.

Acc. No. 37009  
Date 28-2-63  
Call No. 025.43/B20

FIRST PUBLISHED  
1912.

## PREFACE.

THIS book has been prepared in response to a demand for an up-to-date manual on the subjects treated, but more particularly because nearly all the other textbooks on the same topics are out-of-print. The close relationship between the two subjects rather suggested the idea of dealing with them jointly, and thus gaining the advantage of treating two mutually dependent departments of library economy at one time and in one volume. There has been a tendency in the past to regard cataloguing as something apart from classification, owing largely to the absence of exact schemes of classification in many libraries, and the great vogue of analytical alphabetical printed catalogues. With the gradual, but steady, adoption of exact classification in libraries of all kinds, has come a clearer recognition of the relationship between the two methods, and a better appreciation of the limits and advantages of both.

In this book it has been thought best to ignore the various alphabetical and numerical "broad" schemes of arranging books, which have been erroneously termed classifications, as they are simply sorting methods for dividing up a library into ten or more convenient sections. After the first division of this kind nothing more is attempted, so that to recognize such methods as scientific classification schemes in a systematic textbook would be to acknowledge and further perpetuate the fallacy that there is anything exact or logical about such methods of stock-keeping.

On the theoretical side as little speculation as possible has been introduced, largely because the whole basis of classification



## PREFACE

is composed of opinion formed to correspond with the mental constitution of different individuals. The chemist, mathematician, physicist, theologian, sociologist, anthropologist, logician, biologist, historian, librarian, and lawyer are all at variance as regards the order in which the various departments of knowledge should be ranged. "Each, according to his training or prepossessions, will seek to place his own pet subject of study in the forefront of the sequence and let all subjects of less personal interest tail off into an indefinite perspective of diminishing value."<sup>1</sup> It is vain, therefore, to attempt to reconcile such an immense diversity of opinion, or even to lay down specific requirements save for special classifications. Mr. W. C. Berwick Sayers, of the Croydon Public Libraries, has issued a series of the "Canons" of book classification,<sup>2</sup> based upon the writings or lectures of Messrs. Richardson, Jast, and Franklin T. Barrett, which may be recommended as an appropriate summary of the specific requirements of any system of classification devised for books. His conclusions as regards the tests and standards by which a book classification should be judged are briefly these—It must be universal in scope; must proceed from the general to the special by gradual steps; must be exhaustive; must be non-critical; must adhere throughout to the characteristic chosen as the basis of arrangement; its terms must be mutually exclusive; must have an elastic and easily remembered notation or short sign for each topic, with an index which shall indicate every topic, and every point of view of a topic. It may be assumed that the scheme possessing most of the requirements noted above will best meet the needs of the book classifier, and with this assumption many librarians will agree, though doubts may be possessed by some as to the desirability or necessity for a gigantic "relative" index. What a "relative" index really means is discussed in

<sup>1</sup> Introduction to the *Subject Classification*.

<sup>2</sup> "Some canons of classification applied to the Subject Classification," *Library Association Record*, 1907, vol. 9, p. 425; also in "Some principles of classification," Croydon, 1908. L.A.A. Series, No. 1. *Revised ed.*, "The Grammar of Classification," 1912.

## PREFACE

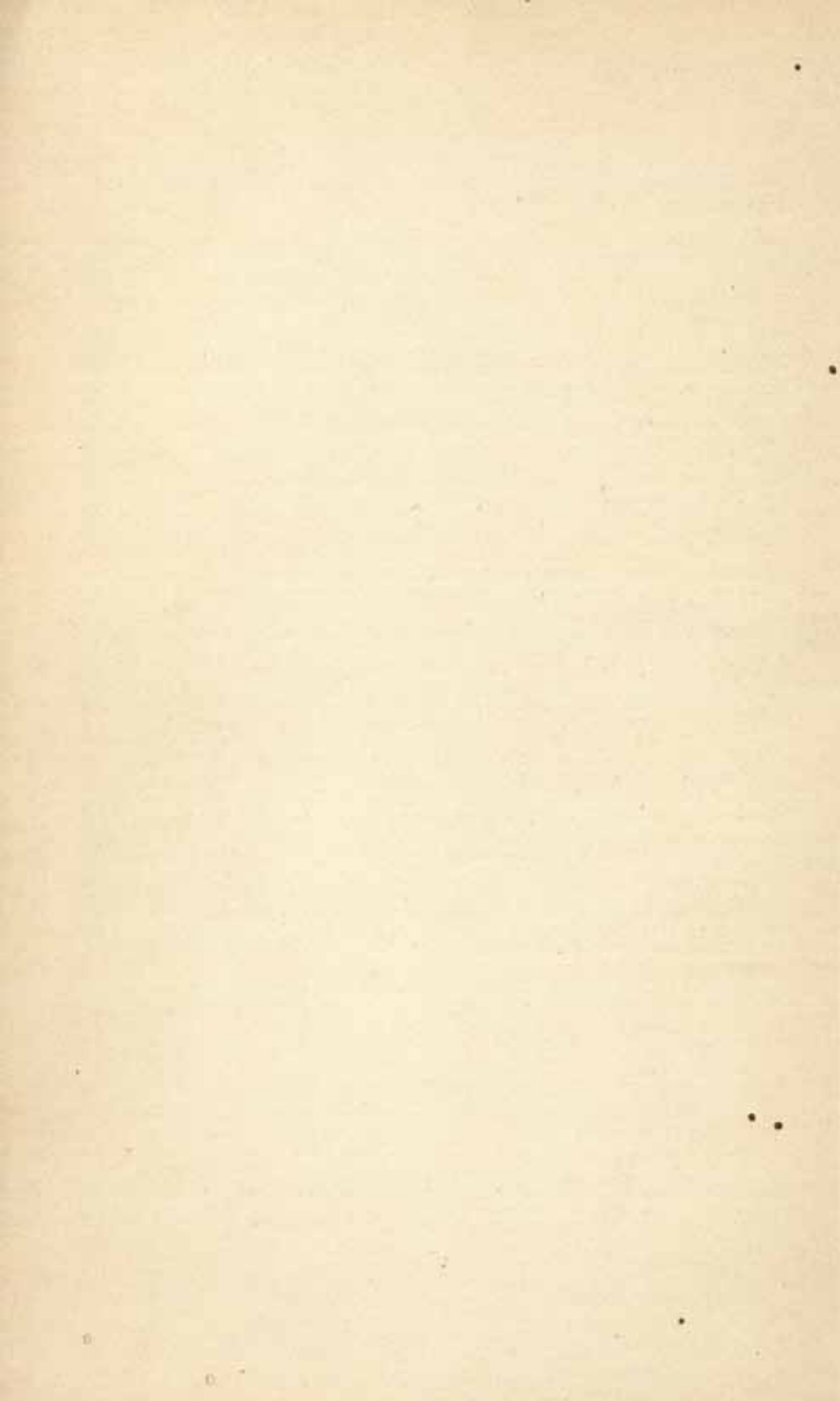
Chapter IV, where it is shown that even under the most modest conditions it might easily become an apparatus of a very formidable kind.

In the chapters on Cataloguing an attempt has been made to simplify the subject by showing that the specific entry is the unit from which all kinds of catalogues must be built up, whether alphabetical, classified, or composite. There is, or should be, no difference in structure between the particulars required for an author or a subject entry, and by insisting that the heading alone should differ, a great reduction is made in the complexity of the study. The body of catalogue rules adopted supplies the form for the entry, and the scheme of classification used, and, in the case of dictionary catalogues, the common-sense of the compiler, supply the requisite headings.

The preparation of this book has entailed a good deal of labour, but it has been rendered less irksome by the co-operation of various members of the Islington Public Libraries staff, particularly Mr. Jas. D. Stewart, Miss Olive Clarke and Miss Alice Jones, who have read the work in advance, and supplied a number of valuable suggestions. I am indebted to Mr. John McDonald, Superintendent of Branch Libraries, Glasgow, for reading the proofs and tendering many useful ideas. The Council of the Library Association were also good enough to permit me to make a digest of some of the chief rules of the Anglo-American code, and in this way the student will be enabled to obtain a summary view of international practice.

JAMES DUFF BROWN.

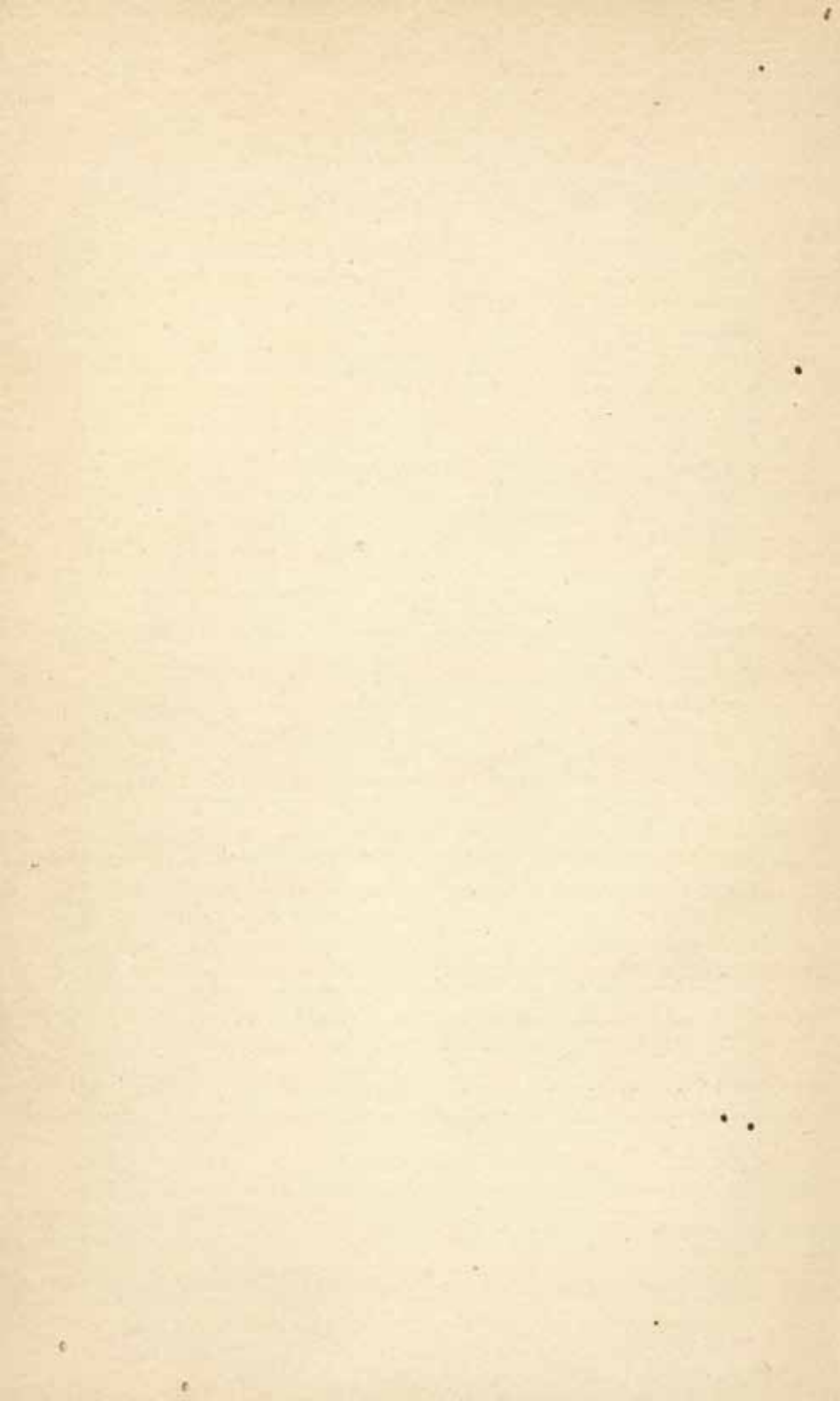
*March, 1911.*





# CONTENTS.

	PAGE
PREFACE . . . . .	v
LIST OF ILLUSTRATIONS, ETC. . . . .	xi
CHAPTER I THEORETICAL CLASSIFICATIONS OF KNOWLEDGE . . . . .	1
" II PRACTICAL CLASSIFICATION APPLIED TO SCIENCE . . . . .	20
" III CLASSIFICATION OF BOOKS, WITHOUT NOTATION . . . . .	28
" IV CLASSIFICATION OF BOOKS, WITH NOTATION . . . . .	50
" V APPLICATION OF BOOK CLASSIFICATION SCHEMES . . . . .	91
" VI CLASSIFICATION AND CATALOGUING . . . . .	95
" VII CODES OF CATALOGUING RULES . . . . .	100
" VIII FORMS AND COMPILATION OF CATALOGUES . . . . .	137
" IX MECHANICAL METHODS OF DISPLAYING CATALOGUES . . . . .	210
APPENDICES—	
A LIST OF BOOKS ABOUT AND IN AID OF CLASSIFICATION . . . . .	215
B LIST OF BOOKS ABOUT AND IN AID OF CATALOGUING . . . . .	220
C LIST OF TERMS USED IN CLASSIFICATION AND CATALOGUING . . . . .	222
D TABLE OF BOOK SIZES . . . . .	240
E TRANSLATION OF ROMAN INTO ARABIC FIGURES . . . . .	241
F LATIN AND VERNACULAR NAMES OF CHIEF PRINTING CENTRES . . . . .	244
G PRESS CORRECTORS' MARKS AND SIGNS . . . . .	256
INDEX . . . . .	257



# LIST OF ILLUSTRATIONS, FACSIMILES, etc.

FIG.		PAGE
1	COMPARATIVE TABLE OF KNOWLEDGE-CLASSIFICATIONS	18
2	CUVIER'S TABLE OF MAMMALIA	24
3	OWEN'S TABLE OF MAMMALIA	25
4	TIER GUIDE	92
5	MAIN CLASS GUIDE	93
6	BRITISH MUSEUM AUTHOR-CATALOGUE (FACSIMILE)	143
7	LONDON LIBRARY AUTHOR-CATALOGUE	144
8	" " SUBJECT-INDEX	145
9	PORT ELIZABETH, AUTHOR AND SUBJECT-CATALOGUE (FACSIMILE)	147
10	GLASGOW PUBLIC LIBRARIES. DICTIONARY CATALOGUE	148
11	PEABODY INSTITUTE	149
12	HAMPSTEAD PUBLIC LIBRARIES	150
13	SURGEON-GENERAL'S OFFICE LIBRARY	151
14	BRITISH MUSEUM SUBJECT-INDEX. SUBJECT-CATALOGUE	153
15	ISLINGTON PUBLIC LIBRARIES. CLASSIFIED CATALOGUE	154
16	" " " " INDEX	155
17	" " " EXTENDED SUBJECT HEADING	156
18	" " " ECONOMICAL ENTRY. SONGS	157
19	" " " " FICTION	158
20	" " " " POETS	159
21	" " " " BIOGRAPHY	160
22	PITTSBURGH CARNEGIE LIBRARY. CLASSIFIED CATALOGUE	161
23	" " " " AUTHOR INDEX	162
24	A. L. A. CATALOG. CLASSIFIED AND DICTIONARY FORMS	163-64
25	CLERKENWELL [FINSBURY] HISTORY, ETC. CLASS GUIDE	166
26	FINSBURY CLASS GUIDE TO FICTION. CHRONOLOGICAL LIST	167
27	" " " SPECIMEN PAGE	168
28	PATENT OFFICE LIBRARY. ALPHABETICAL CLASS LIST	169-70
29	FINSBURY PUBLIC LIBRARY. HANDBOOK TO JUVENILE LITERATURE	171
30	PITTSBURGH. CATALOGUE OF CHILDREN'S DEPARTMENT	172
31	FINSBURY QUARTERLY GUIDE. CLASS LIST OR BULLETIN	174
32	CROYDON. READERS' INDEX.	175
33	PITTSBURGH. MONTHLY BULLETIN	176

# ILLUSTRATIONS

	PAGE
34 NEW YORK PUBLIC LIBRARY. MONTHLY LIST (FACSIMILE)	177
35 ROZIER'S PROPOSED CARD, 1775	183
36 STANDARD LIBRARY HANDWRITING	185
37 SCRIPT AUTHOR ENTRY FOR AN ALPHABETICAL CATALOGUE	186
38 SCRIPT REFERENCE ENTRY FOR AN ALPHABETICAL CATALOGUE	186
39 " " " " " "	187
40 SCRIPT AUTHOR ENTRY IN A CLASSIFIED CATALOGUE	187
41 SCRIPT SUBJECT ENTRY IN A CLASSIFIED CATALOGUE	188
42 SCRIPT SUBJECT ENTRY IN A DICTIONARY CATALOGUE	188
43 SUBJECT CLASSIFICATION GUIDE CARDS	189
44 TYPEWRITTEN AUTHOR ENTRY IN AN ALPHABETICAL CATALOGUE	190
45 CROYDON PUBLIC LIBRARIES. REFERENCE CARD CABINET	191
46 " " " NUMERICAL CLASS GUIDE	192
47 " " " NUMERICAL CLASS GUIDE	193
48 CARD CATALOGUE CABINET WITH SLIDING EXTENSION RUNNERS	194
49 CABINET OF CARD TRAYS	195
50 SIDELESS CARD CATALOGUE TRAY	195
51 CARDS FOR BONNANGE CATALOGUE TRAYS	196
52 BONNANGE CARD CATALOGUE TRAYS	197
53 STADERINI CARD TRAYS AND HINGED CARD	198
54 DUPLEX CARD CATALOGUE	199
55 LEIDEN SLIP HOLDER	200
56 STADERINI SHEAF CATALOGUE	201
57 STADERINI CATALOGUE IN THE VICTOR EMMANUEL LIBRARY	201
58 LIPMAN SHEAF CATALOGUE	202
59 " " " OPEN VOLUME	202
60 " " " RULINGS	203
61 SACCONI SHEAF CATALOGUE	203
62 ADJUSTABLE SHEAF CATALOGUE, CLAMP FASTENING	204
63 " " " OPEN FOR CONSULTATION	205
64 " " " TAKEN APART	205
65 FRONT OF SHEAF CATALOGUE AUTHOR SLIP	206
66 REVERSE OF SHEAF CATALOGUE AUTHOR SLIP	207
67 SHEAF CATALOGUE TITLE SLIP	207
68 SHEAF CATALOGUE SUBJECT SLIP	208
69 CATALOGUE SHELVES. BRITISH MUSEUM	211
70 ADJUSTABLE SCREW BINDER	212
71 RUDOLPH INDEXER BOOK	213
72 ADJUSTABLE PLACARD CATALOGUE	214

## CHAPTER I.

### THE THEORETICAL CLASSIFICATION OF KNOWLEDGE.

CLASSIFICATION is a mental process which is being constantly performed, consciously or unconsciously, by every human being, and although not generally recognized as such, is in reality one of the most important departments of knowledge. Every mind classifies according to its needs, and the operation is just as natural and almost as necessary as breathing. The most common and illiterate intellect uses classification, even if unconsciously, for all kinds of purposes, and although the actual process may be crude and only applied to ordinary things, the same kind of mental organization is being used as for matters of higher significance. Yet, in spite of its all-pervading quality and real value, the subject of classification does not attract the people-at-large, nor does it interest keenly any save a few logicians, scientists, and librarians. Notwithstanding this comparative neglect at the hands of the general public, the subject has received a considerable amount of attention from men of first-rate genius, and has succeeded in eliciting more difference of opinion than almost any other study.

Men classify, or place, or maintain order instinctively, and it comes quite natural even to a perfect savage to set apart plants in one group and rocks or sand in another. He may even subdivide his plants into trees, shrubs, and grass, but there is no doubt about his ability to separate the like from the unlike. This kind of instinctive and elementary classification is universal, and varies in grade from the mere separation of blacks and whites to the elaborate classifications of knowledge which endeavour to find a logical and



## MANUAL OF LIBRARY CLASSIFICATION

appropriate place for *everything* in one grand progression. Classification in a primitive and natural form exists in the recognition of sex, and branches out into more detail in the grouping of men and animals, and culminates in the elaborate subdivision of animals according to their broad characters, genera, species, and varieties. In every department of life the same kind of classification is going on although it has not yet been organized and scheduled in the manner of the exhaustive schemes devised for books and certain departments of science. The practice of an ordinary trade may be cited in illustration at once of the universality of classification, and its boundless complexity. A draper classifies his goods in a variety of different ways, and is compelled to do so not only because of the actual convenience of the practice, but because without such a method of organization he would be unable to do any business. But he is not a very scientific or even systematic classifier, and his method depends upon too many factors to enable him to become one. He is limited by space, fixtures, and the urgency of having to display. Fashion and the fluctuations of markets bind him down, and all he can attempt is a rough method of division which shall group some related articles together in a get-at-able order. The whims of customers, and especially lady customers, further aggravate the position, so that no constant basis of classification is possible in a drapery store. For example, a large drapery warehouse does not consider the parts of the body to be clothed or decorated, and assemble in separate departments all the head, hand, body, and foot-coverings rendered necessary by convention. Silk garments are almost invariably separated from woollen and fur ones, and the *purpose* of a garment is no more likely to be made the basis of classification than its material, colour, shape, or price. These qualifying factors affect every attempt at classification, whether scientific or rule-of-thumb, and it seems impossible to produce a series of schedules of the main facts composing human knowledge, which shall even satisfy its maker. At the same time it is incorrect to claim, as has been done, that one scheme of classification is the best, or better than another, because so strong is the standpoint factor, that what is claimed as "best" by one user, may be the very worst for another.

## KNOWLEDGE CLASSIFICATION—DEFINITIONS

As Ryland points out in his *Logic : an introductory manual* (1908): "All classification is relative to some definite purpose. The anthropologist, the theologian, the psychologist, the artist, the lawyer, classify men in different ways. But no classification is in itself better than any other. There is a growing disposition to assume that the particular classification which suits the purposes of what is called Natural Science, and especially of the sciences connected with Biology, is somehow or other absolutely superior in kind to all others. This, however, is a mistake. The purely speculative interests of the man of science are best served by the special classification he adopts, but those speculative interests have no claim to over-ride all others."

Indeed, it may be said that the only classification which can be claimed to satisfy anyone, is that which places most things in the order which is best appreciated and recognized, both mentally and practically, by its adherent.

**Definitions.**—Most logicians, philosophers, and lexicographers have defined classification, and most of them are clear concerning its primary purpose, namely, to separate the like from the unlike and establish them in related groups. There is considerable variation, however, when the definitions enter into more detail concerning its objects and limits. The following quotations will serve to illustrate this:—

"To provide that things shall be thought of in such groups, and those groups in such order, as will best conduce to the remembrance and to the ascertainment of their laws."—*John Stuart Mill*, 1843.

"By the classification of any series of objects is meant the actual or ideal arrangement together of those which are like and the separation of those which are unlike; the purpose of this arrangement being to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question."—*Thomas H. Huxley*, 1864.

"By the classification of any series of objects is meant the actual or ideal arrangement together of those which are like and the separation of those which are unlike, the purpose of this arrangement being primarily to disclose the correlations or laws of union of properties and circumstances, and secondarily, to facilitate



## MANUAL OF LIBRARY CLASSIFICATION

the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question."—*W. Stanley Jevons*, 1874.

"A Series of Divisions so arranged as best to facilitate the complete and separate study of the several groups which are the result of the divisions, as well as of the entire subject under investigation."

"A natural system of classification aims at classifying objects according to the whole of their resemblances and differences, so far as these are recognized by the science in whose service the classification is made."—*Fowler*.

"In an artificial classification, the principle of classification selected is some characteristic which is external to the essential nature of the elements to be classified. In a natural classification the principle of classification selected is a property which forms a constituent part of the essential nature of the elements to be classified."—*Hibben*.

There are many other definitions, the work of biologists, logicians, and scientists, but none is better than some of those just given. For the chief users of this book perhaps the two following summaries of all the others will be most useful:—

"By the classification of any series of objects is meant the actual or ideal arrangement together of those which are like and the separation of those which are unlike, the purpose of this arrangement being primarily, to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question, and the recording of them that they may be conveniently and quickly referred to; and secondarily, to disclose the correlations or laws of union of properties and circumstances."—*L. S. Jast*.

In other words, if one may venture on a brief and sufficient paraphrase of all these definitions: "Classification is the grouping of like objects or matters according to their resemblances, properties, and relationships, in order to secure their recognition and to facilitate their description and record".

**Theories and General Schemes.**—It need hardly be said that ordinary classifications of knowledge in general are practically useless for purposes of book-classification. Some of them are sugges-

## KNOWLEDGE CLASSIFICATION—ARISTOTELES

tive for logical arrangements of the chief main classes, but the absence of detail and notation render them otherwise valueless. For this reason only a very brief and superficial view of theoretical schemes will be attempted, and this only because librarians are expected to know something about the logical basis of the subject. As Plato did not formulate a classification, it may be assumed that for all practical purposes the classification of knowledge as a mental exercise begins with **Aristoteles** or **Aristotle** (384-22 B.C.), who contributed to the science of logic in his *Organon* certain headings, generally called "Predicables," which he regarded as qualifications applicable to everything. These Predicables, originally four in number<sup>1</sup> may be expressed in modern terms as Genus, Species, Difference, Property, and Accident.

They are thus defined in Fowler's *Deductive Logic* :—

"A *Genus* is a common term expressive of a wider group of individuals including narrower groups.

"A *Species*, in reference to a genus, is a common term expressive of a narrower group included in the genus; in reference to an individual, of a group including it.

"A *Differentia* is an attribute which expresses part of the connotation of some common term, and which distinguishes that term from all other species which fall under the same genus.

"A *Property* is an attribute which does not express any part of the connotation of the common term, but which follows from some part of the connotation of the term, either as an effect from a cause, or as a conclusion from premisses.

"An *Accident* is an attribute which may be predicated of the whole or part of the individuals denoted by a common term, or which may be predicated of an individual, but which is neither connoted by the common term nor to be inferred from anything which is connoted thereby."

Each of these could be used to qualify the ten categories or predicaments of the *Organon*—Substance, Quantity, Quality, Relation, Place, Time, Situation, Possession, Action, and Suffering or Passivity. These are the main factors employed by Aristoteles and others to qualify the various parts of knowledge, and it may be

<sup>1</sup> *Proprium, Definition, Genus, Accident.*

## MANUAL OF LIBRARY CLASSIFICATION

pointed out that the five predicables furnish some of the sub-divisional factors for modern biological classifications. Aristoteles in his *Metaphysics*, etc., divided human knowledge into three main divisions and subdivided these as follows:—

### Classification of Aristoteles.

THEORETICAL PHILOSOPHY	Physics	PRACTICAL PHILOSOPHY	Ethics	PRODUCTIVE PHILOSOPHY	Poetics
	Mathematics		Economics		Rhetoric
	Metaphysics		Politics		Arts

Within those nine classes, one might fit most subjects recognized in modern times as susceptible of classification. It is interesting to note that Aristoteles was one of the first to exclude Logic from his scheme, on the ground that it was an introduction to all sciences and in a sense the apparatus of learning with encyclopædic or generally pervasive features in addition. This view has been adopted by later classifiers, and in one instance actually applied in a detailed scheme.<sup>1</sup>

Most of the early philosophical schemes following Aristoteles were modifications, and nothing of great value appears till the time of **Porphyry** (c. A.D. 233-304), who published in his *Eisagoge* an introduction to or expansion of, the Categories of Aristoteles, which blossomed into the "Tree of Porphyry," a name often encountered in text-books of logic.

### Tree of Porphyry.

Corporea	Substantia	Incorporea
(Body)	(Substance)	(Bodiless)
Animatum	Corpus	Inanimatum
(Living)	(Body)	(Lifeless)
Sensibile	Corpus Animatum	Insensibile
	(Living body)	
Rationale	Animal	Irrationale
(Reasonable)		(Unreasonable)
Mortale	Animal rationale	Immortale
(Human)		(Immortal)
Socrates	Homo	Plato
	(Man and his varieties)	

It will be noticed that the central column, reading downwards, is of

<sup>1</sup> *The Subject Classification.*



## KNOWLEDGE CLASSIFICATION—F. BACON

an evolutionary character, proceeding from lifeless matter to living man; while the side columns qualify the central one by a series of opposites, expressing life, lifeless; mortal, immortal, etc., a method of classification which finds expression in modern systems by the inclusion of pros and cons, good and bad, and all kinds of extremes under the same heads. For example, heat and cold are both degrees of temperature, and are usually classified as belonging to the same physical law. In logic this method of division by pairs of opposites is termed dichotomy.

There were numerous scholastic knowledge-classifications produced during the next nine hundred years, but they are interesting mainly as curiosities. Mention might be made of the system described in the *Opus majus* of Roger **Bacon** (c. 1214-94), which precedes by over three hundred years the more influential scheme of his great namesake. It will be sufficient for our purpose to name the main heads:—

### Roger Bacon's Classification.

PHILOLOGY	ETHICS
MATHEMATICS	Relations to God
PHYSICS	Civic morality
Optics	Personal morality
Astronomy	Christianity
Barology	
Alchemy	
Agriculture	
Medicine	
Experimental Science	

The progress made in scientific research during the succeeding centuries enabled later classifiers to extend their conceptions of knowledge, and to render their systems much more detailed. The most influential and suggestive of such schemes was that described by Francis **Bacon**, Viscount St. Albans (1561-1626), in his *De Augmentis Scientiarum* (The Advancement of learning). Two books of this were published in the year 1605; the nine complete books in Latin in 1623; and in 1640 it was issued in English as a complete work. This system is described at great length in the above book, reasons and arguments being provided throughout for each

## MANUAL OF LIBRARY CLASSIFICATION

subject classified. The following is a table embodying Bacon's ideas, set out as clearly as possible to show the features of the classification, as the author does not show it in tabular form:—

### Francis Bacon's Classification (1603-23).

#### 1 HISTORY (Memory)

##### Natural History

Generations (Astronomy, Physiography, Physics, Biology)

Preter-generations (Monsters)

Arts (No details)

##### Civil History

Ecclesiastical (Church, Prophecies, Providence)

Literary (History of learning)

Civil history, Proper (Memorials, Antiquities, Perfect history, (including Chronicles of Times (Annals and Journals), Lives of persons, Relations of actions)

Appendices (Orations, Letters, Apophthegms)

#### 2 POESY (Imagination, "Feigned history")

##### Narrative

##### Dramatic

##### Parabolical (Mythology)

#### 3 SCIENCE (Reason)

##### Philosophy

Natural Theology (Deity, Angels, Spirits)

Natural Philosophy (Nature) = 1 Speculative (Physic, Metaphysic).

2 Operative (Mechanic, Magic)

Appendix (Mathematics, pure and mixed)

##### Human Philosophy (Man)

Philosophy of Humanity (1 Body of man = Physiology, Medicine, Cosmetic, Athletic, Voluptuary. 2 Soul of man = Psychology, Logic, Ethics, Memory, Grammar, Meter (poetry), Speech, Writing, Rhetoric)

Civil Philosophy. The divisions in this class are very vague, but may be understood to include Law, Government, and Society

##### Theology

In spite of its renown, obtained doubtless through the eminence of the author, this classification of human knowledge is not always clear or satisfactory. Its classes and divisions appear to overlap and repeat, no doubt because of differences in the exact meaning of words and phrases, while there is more than a dash of superstition in its composition. It is interesting to compare this arrangement of human knowledge with the same author's "Catalogue of particular

## KNOWLEDGE CLASSIFICATION—BACON - D'ALEMBERT

histories by titles " contained in the *Parascene* (1620), wherein he sets out a whole series of topics which might form the subject-matter of books. An idea of the practical comprehensiveness of this list may be obtained from the names of some of the subjects suggested—Amber, Drugs, Music, Love, Cookery, Wine, Honey, Baths, Feathers, Bricks, Wax, War, Athletics, Jugglers, Machines, etc. In spite of its naturally out-of-date character and somewhat pedantic setting, Bacon's system must be regarded as one of the most influential of the many attempts to classify knowledge.

In 1767 **d'Alembert** (1717-83), the French philosopher, extended this scheme, making it more suitable for the state of science in his day. His main classes and subdivisions are as follows :—

### Bacon - d'Alembert Classification (1767).

#### CLASS I HISTORY

- 1 Sacred History
- 2 Ecclesiastical History
- 3 Civil History
- 4 Natural History

- b* Arts of Thinking, Retaining, Communicating (= Logic, Writing, Printing, Declamation, Symbolism, Grammar, Rhetoric)
- c* Morals (= Ethics, Jurisprudence, Commerce)
- 4 Science of Nature
  - a* Mathematics
  - b* Physics

#### CLASS II PHILOSOPHY

- 1 General Metaphysics, or Ontology
- 2 Science of God
  - a* Natural Religion
  - b* Revealed Religion
  - c* Science of Good and Evil
- 3 Science of Man
  - a* Universal Pneumatology

#### CLASS III POETRY

- 1 Narrative Poetry
- 2 Dramatic Poetry
- 3 Allegorical Poetry
- 4 Music, Painting, Sculpture, Architecture, Engraving

Other amplifications of Bacon's scheme have been issued by later authorities; but the most practical is that of W. T. Harris, which is described among the book classifications. Several modern systems have been described as "inverted Baconian," because they place Philosophy and Theology in the forefront, and work down to History through the main classes in a reverse direction.

John **Locke** (1632-1704), the philosopher, in his *Essay concerning the human understanding*, 1690, sought to classify all science under three main heads as follows :—



## MANUAL OF LIBRARY CLASSIFICATION

### John Locke's Classification (1688).

PHYSICS	1 Natural Philosophy; 2 Mental Philosophy; 3 Natural Theology
OPERATIVE SKILL	1 Ethics; 2 Mechanical Art; 3 Fine Arts
SIGN KNOWLEDGE	1 Logic; 2 Language; 3 Rites, Ceremonies, Customs, Fashions, etc.

This scheme has been objected to on several grounds, but particularly for its separation of mental philosophy and ethics in different groups. The numerous other methods for the classification of all, or scientific, knowledge which come between that of Bacon and Comte, may be disregarded, as they have very little practical value, though all are of great interest, particularly that of Jeremy **Bentham**, first published in his *Crestomathia* (1816).

Of great importance in the history of knowledge-classification is the work of Auguste **Comte** (1798-1857), the French Positivist philosopher, which has excited much controversy among philosophers and scientists.

It has been challenged by many writers, and although but a bare outline or reasoned procession of classes, its influence has been very marked because of the philosophical greatness of its author. "Positive philosophy is naturally divided into *five fundamental sciences*, whose succession is determined by a necessary and invariable subordination, based upon the simple, but profound, comparison of the corresponding phenomena. These sciences are—astronomy, physics, chemistry, physiology, and lastly, sociology. The first relates to phenomena the most general, the most simple, the most abstract, and the most remotely connected with humanity; they act on all the others, without being acted on by them. The phenomena falling under the last, are, on the contrary, the most special, the most complex, the most concrete, and the most directly interesting to man; they depend more or less on all the preceding ones, without exercising any influence upon them. Between these two extremes, the degree of speciality, of complication, and of individuality of the phenomena, is gradually increasing, as well as their successive dependence." . . . "The reader may have marked the omission of mathematics in the encyclopædical scale. This science, however, is placed by Comte, in virtue of the principle of his classification, at the very head of the scale. But he regards this



## KNOWLEDGE CLASSIFICATION—COMTE

vast and important science less as a constituent part of natural philosophy than as the *true and fundamental basis of it.*"<sup>1</sup> This results in the following scheme:—

### Comte's Classification (1822-51).

#### 1 INORGANIC PHYSICS

Mathematics

Astronomy (Celestial Physics)

Physics (Terrestrial Physics)

#### 2 ORGANIC PHYSICS

Chemistry

Biology

Sociology

A more recent adaptation of Comte's scheme is that given by Ostwald as follows:—

### Ostwald's Adaptation of Comte.<sup>2</sup>

#### I FORMAL SCIENCES. Main concept: order

Logic, or the Science of the Manifold

Mathematics, or the Science of Quantity

Geometry, or the Science of Space

Phoronomy, or the Science of Motion

#### II PHYSICAL SCIENCES. Main concept: energy

Mechanics

Physics

Chemistry

#### III BIOLOGICAL SCIENCES. Main concept: life

Physiology

Psychology

Sociology

It will be observed that this is not a general knowledge-classification but one concerned with science only; although it would be easy under Sociology to include Art, Literature, History, etc. One of the chief opponents of Comte's system was Herbert Spencer, who published *Reasons for dissenting from the philosophy of M. Comte* (1864), as an appendix to his essay on *The Classification of the sciences* (1864). In these works<sup>3</sup> he sets forth his own ideas at great length, and for the philosophy of classification they are in-

<sup>1</sup> Lewes (G. H.). *Comte's Philosophy of the Sciences*, 1853.

<sup>2</sup> Ostwald (Wilhelm). *Natural philosophy*. Trans. by Thos. Seltzer. 1911.

<sup>3</sup> Both reprinted in his collected *Essays*, 1897, Vol. II.

## MANUAL OF LIBRARY CLASSIFICATION

dispensable text-books for the student. Before proceeding to tabulate Spencer's own scheme, an intermediate classification of some interest may be noted.

The method of Samuel Taylor **Coleridge** (1772-1834) was included in his "Essay on Method," forming the introduction to the *Encyclopadia Metropolitana* (1826); and though it is supposed to have been edited after it left his hands, is presented here in the form which has been preserved:—

### Coleridge's Classification.

#### CLASS I PURE SCIENCES

##### 1 Formal Sciences

a Grammar

b Logic

c Rhetoric

d Mathematics

e Metaphysics

##### 2 Real Sciences

a Law

b Morals

c Theology

#### CLASS II MIXED AND APPLIED SCIENCES

##### 1 Mechanics

##### 2 Hydrostatics

##### 3 Pneumatics

##### 4 Optics

##### 5 Astronomy

##### 6 Experimental Philosophy

##### 7 Fine Arts

##### 8 Useful Arts

##### 9 Natural History

##### 10 Medicine

#### CLASS III HISTORY

##### 1 National History

##### 2 Biography

##### 3 Geography, Voyages, and Travels

##### 4 Chronology

#### CLASS IV LITERATURE AND PHILOLOGY

The system of Herbert **Spencer** (1820-1903) can be studied to most advantage in the tables accompanying the essay above named. Here it is only possible to give a brief outline, leaving out the full explanations and diagrams.

### Herbert Spencer's Classification (1864).

#### 1 ABSTRACT SCIENCE

Logic

Mathematics

Geometry of position

Indefinite calculus

Definite calculus

Arithmetic

Algebra

Calculus of operations

Geometry

Kinematics

Geometry of motion

# KNOWLEDGE CLASSIFICATION—SPENCER

## 2 ABSTRACT CONCRETE SCIENCE

### Mechanics

Statics

Hydrostatics

Dynamics

Hydrodynamics

### Molecular Mechanics

Molecular Statics

Molecular Dynamics

Chemistry

Heat

Light

Electricity

Magnetism

## 3 CONCRETE SCIENCE

### Astronomy

Sidereal

Planetary

### Astrogeology

Solar Mineralogy

Solar Meteorology

### Geology

Mineralogy

Meteorology

Geology

Biology

Morphology

Physiology

Psychology

Sociology

Spencer thus summarizes his scheme in his essay on the "Classification of the Sciences"—

SCIENCE is {	that which treats of the forms in which phenomena are known to us	{	ABSTRACT SCIENCE	{	Logic and Mathematics
{	that which treats of the phenomena themselves	{	in their elements	{	ABSTRACT CONCRETE SCIENCE
					Mechanics Physics Chemistry, etc.
		{	in their totalities	{	CONCRETE SCIENCE
					Astronomy Geology, Biology Psychology Sociology, etc.

## MANUAL OF LIBRARY CLASSIFICATION

This classification illustrates the modern tendency to depart from the older systems, by relying more upon the natural evolution of everything and less upon the supernatural order of creation as described by Moses in Genesis I. It further recognizes, as others have done, that certain Sciences are "abstract," "pervasive," or too "general" to be assigned to any particular class. This is an important distinction which will be more clearly seen when book classifications are described. Spencer rejects the staircase or filiation progression of Comte's hierarchy, and insists that the sciences stand in relation to each other more like branches on a tree than a closely-related series of sciences issuing from each other in a natural sequence. This is also the leading idea of Bacon, and is illustrated to a certain extent in the tree of Porphyry.

Beyond the broad divisions of Matter, Life and Mind, it seems impossible in the present state of mental and physical science to fix any order of the sciences which is satisfactory. In the future fresh discoveries and investigations will modify scientific classification, extending some sciences and fusing others, but in bibliographical schemes places must always be left for the literature of the past, regardless of exploded subjects, theories and prepossessions.

Later schemes which have provoked some discussion are those of Alexander **Bain** (1818-1903), 1870, who bases largely on Comte, but adds a series of Practical Sciences; Wilhelm **Wundt**, 1889; and August **Stadler**, 1896, who have both produced elaborate philosophical systems. More recent classifications which deserve mention are those of Karl Pearson and E. C. Richardson; one English and the other American. The scheme of Karl **Pearson** (1857- ), is contained in his *Grammar of Science*, 1892, and may be summarized as follows:—

### Pearson's Classification (1892).

A ABSTRACT SCIENCE (Modes of discrimination)

Qualitative

Logic

Orthology ("Study of the right use of language")

Grammar



# KNOWLEDGE CLASSIFICATION—PEARSON

## Quantitative

Arithmetic	}	Discrete Quantity
Algebra		
Theory of measurement		
Errors		
Probability		
Statistics	}	Change in Quantity
Functions		
Calculus, etc.		

## Relations of Space

Geometry  
Trigonometry  
Mensuration, etc.

## Relations of Time

Theories of observation and description  
Strains and Kinematics

## B CONCRETE SCIENCE (Inorganic : divided into Precise and Descriptive Physical Science)

Physics of the Ether (Light, Heat, Electricity, etc.)

Atomic, Molecular and Molar Physics (Including Geology, Geography, Chemistry, etc.)

## C CONCRETE SCIENCE (Organic)

Chorology, Ecology, Natural History ("old sense")

### History

Evolution of species (Phylogeny, Palaeontology, Origin of Species, etc.)

Evolution of man (Physical = Craniology, Anthropology, etc.)

Evolution of man (Mental = Art, Literature, Science, Philosophy)

Evolution of man (Social = States, Laws, Customs, Archaeology, Folk Lore)

Morphology, Histology, Anatomy, Sex, Heredity, Physiology, etc.

### Psychology

Sociology (Morals, Politics, Political Economy, Jurisprudence)

Applied Mathematics

Bio-Physics

The order of the Sciences as presented by E. C. Richardson in his *Classification, theoretical and practical*, 1901, is tabulated as under :—

## Richardson's Classification (1901).

### HYLOLOGY :

Mathematics

Physics

Chemistry

Astronomy

Geology

## MANUAL OF LIBRARY CLASSIFICATION

### BIOLOGY :

Botany

Zoology

Physical anthropology ?

### ANTHROPOLOGY :

Psychology (Human)

Epistemology

Æsthetics

Useful Arts

Fine Arts

Language and Literature

Ethics ?

Sociology (including History)

### THEOLOGY :

Cosmology

Christology

Ecclesiology

Theology proper

It is not proposed to set forth any more philosophical schemes for the Classification of Knowledge, as enough have been tabulated to show their diversity and number. Hundreds have been published, and they can be studied by anyone interested in the various books of reference quoted in this *Manual*. It is quite obvious that every scheme of classification depends for its progression upon the starting-point adopted. This qualifies the whole arrangement, and its effects are to be seen in every system noticed. The two chief theories predominating, are those which assume the existence of a supernatural divine creator and those which assume that all knowledge has been evolved from matter. In other words, one party believes that mind preceded matter and the other that matter preceded mind: the ancient conflict, in short, between idealism and materialism. The former are no doubt influenced by the Mosaic Cosmology, or the order of creation as set forth in the first chapter of Genesis. In it the universe is represented as a chaos, in which, but apart, a supernatural power, God, exists. This power separates light from darkness, the earth from the water, creates light, plants, the sun and planets, fish, birds, mammals, then man, and finally woman. Expressed in modern terms and in classified order this is, roughly, the—

## KNOWLEDGE CLASSIFICATION—MOSES

### Mosaic Cosmology.

#### THEOLOGY

God

Heaven

#### PHYSIOGRAPHY

Earth

Water

#### PHYSICS

Light

#### BIOLOGY

Plants

#### ASTRONOMY

#### BIOLOGY

Fish

Birds

Mammals

Man

From Man was evolved Mind, and from Mind everything which constitutes human knowledge. Those who classify on evolutionary principles would transfer Theology from the beginning of the Mosaic Cosmology and regard it as an outcome of Mind; and with a very slight rearrangement, could adopt the Biblical classification. This is practically what some later philosophers have done, and by study of the following Comparative Table, it is easy to understand how different classifiers have been influenced.



Fig. 1. Comparative Table of Knowledge-Classifications.

<i>Moses</i>	<i>Aristoteles</i>	<i>Bacon</i>	<i>Comte</i>	<i>Spencer</i>	<i>Bain</i>	<i>Pearson</i>	<i>Richardson</i>
Theology God Heaven Physiography Earth Water Physics Light Biology Plants Astronomy Fish Birds Mammals Man Woman	[Logic] Physics Mathematics Metaphysics Ethics Economics Politics Poetics Rhetoric Arts	History Natural Civil Poetry Science Philosophy Theology	<i>Inorganic Physics</i> Mathematics Astronomy Physics <i>Organic Physics</i> Chemistry Biology Sociology	Logic Mathematics Physics Astronomy Mineralogy Meteorology Geology Biology Psychology Sociology	Logic Mathematics Physics Chemistry Biology Psychology Mineralogy Meteorology Geography Sociology Philology Pract. Science Arts Trades Law Economics Ethics Aesthetics	Logic Mathematics Physics Geography History Biology Psychology Physiology Sociology	Mathematics Physics Chemistry Astronomy Geology Biology Anthropology Psychology Epistemology Aesthetics Use, Arts Fine Arts Phil. Lit. Ethics Sociology History Theology

It is interesting to compare with this the sequence adopted by the three principal modern book classifications in English:—

<i>Devey</i>	<i>Cutter</i>	<i>Brown</i>
Abstract Philosophy Religion Sociology Philology Natural Science Use, Arts Fine Arts Literature History, including Geog. and Blog.	Abstract Philosophy, Religion Biography History Geography Social Science Natural Science Botany Zoology Anthropology Medicine Use, Arts Recre. Arts Art Philology Literature Bibliography	Abstract Physical Science Biology Philosophy, Religion Sociology Lang., Lit., Bib. Literary Forms History, Geography Biography

## KNOWLEDGE CLASSIFICATION—COMPARATIVE TABLE

The order of Aristoteles, for example, is Matter and Life, Mind ; Bacon is Matter, Life, Record, Mind, Record, and otherwise generally mixed ; Comte is Matter, Life, Mind, Record, and so are many of the philosophical systems. It is somewhat curious that many of the practical schemes for book classification are arranged rather more in the order of the Mosaic Cosmology. For example, the Dewey *Decimal Classification* for books, is Mind, Life, Matter, Record ; while the Cutter *Expansive Classification* is arranged as Mind, Record, Matter, Life. On the other hand, Brown's *Subject Classification* is arranged as Matter, Life, Mind, Record, with a preliminary General class like Dewey and Cutter.

The subject of Knowledge-classifications in general can be studied in greater detail in the following books :—

FLINT (Robert). *Philosophy as scientia scientiarum and A History of classifications of the science.* Edin. 1904. [First issued, 1885.]

SHIELDS (Charles W.). *Philosophia ultima or science of the sciences.* [Vol. 2. *History and Logic of the sciences.*] N.Y. 1877 ; third ed. 1888.

RICHARDSON (Ernest C.). *Classification, theoretical and practical.* NY. 1901.

BROWN (James D.). *Manual of library classification and shelf arrangement.* London, 1898.

Both Richardson and Brown give outlines of the principal schemes. *The Groundwork of science, a study of Epistemology*, by St. George Mivart is also useful, as also are many of the books and articles given in Appendix A.

## CHAPTER II.

### PRACTICAL CLASSIFICATION APPLIED TO SCIENCE.

"Classification is the very soul of the natural sciences."—Dr. Obed Bat, in Cooper's *The Prairie*, 1826.

COMPARED with Knowledge-classifications, those which have been applied to various sciences and books are vastly more detailed. In such systems it is necessary to provide for minute subdivisions of comparatively small sections of subjects, while in Knowledge-classifications it is seldom that the authors proceed beyond a few very broad main classes. The botanist has to decide what a daisy is, and the librarian the exact place for a book on a particular disease. The philosopher contents himself by establishing a class called Biology, and leaves others to determine what are its constituent units. Detailed scientific classifications are, therefore, not only more practical and full than knowledge-classifications, but in many respects they are more accurate and interesting. It has been assumed that biological classifications represent the perfection of minute classification of groups of objects, but this is not so, as anyone can discover by tracing the changes in general principles and details which have occurred in Botanical and Zoological schemes. Fresh theories and discoveries alter all systems of classification, and it is doubtful if any scientific scheme will attain any degree of permanency. The system of Carl Linné, otherwise Linnæus (1735-78) for Botany long remained current, although it was purely artificial in structure, being based upon the sexual organs of flowers and not upon their general characters and resemblances. Nevertheless it was a great convenience in its day, and enabled plants to be

## SCIENCE CLASSIFICATION—LINNÉ

arranged in groups having at least one characteristic in common. A selection from its twenty-four classes will enable students to understand its method and appearance:—

### Botanical Classification of Linné or Linnæus.<sup>1</sup>

1 Monandria, one stamen	16 Monadelphia, stamens in one bundle
3 Triandria, three stamens	19 Syngenesia, stamens with united anthers
6 Hexandria, six stamens	21 Monoecia, plants monoecious
11 Dodecandria, twelve stamens	23 Polygamia, plants polygamous
13 Polyandria, more than twelve stamens attached to the receptacle	24 Cryptogamia, flowers hidden

This classification is often cited as an example of an "artificial" system, and the method, as defined before (p. 4), very much resembles the grouping of books according to their size, number of leaves, colour of binding, or weight, instead of by their subject-matter. The system of Linnæus was gradually displaced by that of Antoine Jussieu (1789),<sup>2</sup> which was arranged in natural order. Here are its main classes:—

### Botanical Classification of Jussieu.<sup>3</sup>

Acotyledones			Class 1
		Stamina hypogyna	" 2
Monocotyledones		" perigyna	" 3
		" epigyna	" 4
		Stamina epigyna	" 5
	Apetalae	" perigyna	" 6
		" hypogyna	" 7
		Corolla hypogyna	" 8
		" perigyna	" 9
		" epigyna	" 10
		Antheris connatis	" 11
		" distinctis	" 12
		Stamina epigyna	" 13
		" hypogyna	" 14
		" perigyna	" 15
Dicotyledones	Monopetalae		
	Polypetalae		
	Dielines irregulares		

Most of the names used by Jussieu still remain in use, although the

<sup>1</sup> See Duppe (R.). *Classes and orders of the Linnaean system of botany*. 1816. 3 vols. Also other editions. Rendle (A. B.). *The Classification of flowering plants*. 1904. Contains a history of botanical classification.

<sup>2</sup> See Introduction to Rendle's *Classification of flowering plants*. 1904.

<sup>3</sup> *Ibid.*



## MANUAL OF LIBRARY CLASSIFICATION

system itself has been displaced in Britain by that of Bentham and Hooker, and in Germany by the schemes of Engler, Eichler, and others. To illustrate further the different results obtained by different classifiers, it is interesting to see side by side the main classes for flowering plants of **Bentham and Hooker** (1862-83)<sup>1</sup> and **Engler** (1892-96),<sup>2</sup> and to notice how one has just nearly inverted the order of the other :—

### Bentham, Hooker.

Phanerogamae  
Dicotyledones  
Polypetalae  
Gamopetalae  
Incompletae  
Gymnospermae  
Monocotyledones

### Engler.

Spermaphyta  
Gymnospermae  
Angiospermae  
Monocotyledones  
Dicotyledones  
Archichlamydeae  
Sympetalae

Botanical classification is generally very minute, and in many cases it requires ten or more subdivisions to work down from a class to the varieties of some species of plants. When one considers that there are thousands of varieties of some single flower like the rose or the orchid, it will be realized how complex a complete botanical classification, fitted with an adequate notation, would become.

On the whole, Zoological classification, especially in the higher classes of animals, is less difficult and complicated than Botanical classification. To show how closely they agree in the main, three schemes are exhibited in parallel columns, showing one evolutionary, and two proceeding from highest to lowest forms of life. In some cases the nomenclature is slightly different, but the correspondence is very close.

<sup>1</sup> See *Genera plantarum*, 1862-83, Vol. III., and Rendle as above.

<sup>2</sup> See Willis (J. C.). *A Manual and dictionary of the flowering plants and ferns*, 1908, and Rendle as above.

# SCIENCE CLASSIFICATION—ZOOLOGY

## Zoological Classifications.

CARPENTER (1845)	LYDEKKER (1897)	HERTWIG (1903)
Vertebrates	Vertebrata	Invertebrata
Mammalia	Mammals	Protozoa
Birds	Birds	Metazoa
Reptiles	Reptiles	Cœlenterata
Batrachia	Amphibians	Worms
Fishes	Fishes	Platyhelminthes
Invertebrates	Cyclostoma	Rotifera
Insects,	Protochorda	Cœlhelminthes
Myriapoda	Hemichorda	Echinoderma
Arachnida	Arthropoda	Mollusca
Crustacea	Crustacea	Arthropoda; Crustacea, Spiders,
Annelida	Arachnida	Insects, etc.
Entozoa	Myriapoda	Chordata
Rotifera	Protracheata	Vertebrata
Cephalopoda	Insects	Cyclostomata, etc.
Gastropoda	Mollusca, 5	Fish
Pteropoda	classes	Amphibia
Lamellibranchiata	Brachiopoda	Reptilia
Palliobranchiata	Echinoderma	Birds
Tunicata	Bryozoa	Mammalia
Polyzoa	Worms	
Echinodermata	Cœlentera	
Polypifera	Protozoa	
Hydrozoa		
Protozoa		

The two Tables following illustrate further the detail in the classification of the Mammalia, as conceived by such authorities as **Cuvier** (1769-1832) and Sir Richard **Owen** (1804-1892), working on different bases. But the main object in republishing the tables is to afford students a clear view of what is implied by the terms class, sub-class, order, and genus, in scientific classification.

# MANUAL OF LIBRARY CLASSIFICATION

Fig. 2. Cuvier's Table of the sub-classes and orders of the Mammalia.

Class	Sub-Class	Order	Family or Genus	Example
Mammalia	Ungulata	Ungulata	Bimana	Homo Man
			Quadruman	Catarrhina Ape Platyrrhina Marmoset Strepsirrhina Lemur Cheiroptera Bat
			Carnaria	Insectivora Hedgehog Shrew Mole Bear Dog Seal Carnivora
			Marsupialia	Widelphys Opossum Phalangista Phalanger Macropus Kangaroo Phascogomys Wombat Clavi culata Rat Non-clavi culata Hare Brady pus Sloth Wary pus Armadillo Myrmecophaga Anteater Monotremata Echidna Ornithorhynchus
				Proboscidea Elephant
				Ordinaria Hog Tapir
				Solidungula Horse
				Herbivora Sheep
				Ordinaria Dugong Whale
Mammalia	Ungulata	Ungulata		
Mammalia	Mutilata	Mutilata		

# SCIENCE CLASSIFICATION—MAMMALIA

Fig. 3. Owen's Table of the sub-classes and orders of the Mammalia, according to the Cerebral system.

Class	Sub-Class	Order	Genus or family	Example
Mammalia	Archancephala	Elmiana	Homo	Man
	Gyrencephala	Quadrumania	Catarrhina	Ape
			Platyrrhina	Marmoset
		Carnivora	Strepsirrhina	Lemur
Mammalia	Ungulata	Artiodactyla	Digitigrada	Dog
			Plantigrada	Bear
		Perissodactyla	Pinnigrada	Seal
			Omnivora	Hog
		Proboscidea	Ruminantia	Sheep
			Solidungula	Horse
		Toxodontia	Mutungula	Tapir
			Elephas	Elephant
		Sirenia	Dinoherium	
			Toxodon	
Mammalia	Ungulata	Cetacea	Nesodon	Sea-cow
			Manatus	Dugong
		Bruta	Halicore	Porpoise
			Delphinidae	Whale
		Cheiroptera	Balanidae	Sloth
			Bradypodidae	Armadillo
		Insectivora	Dasypodidae	Anteater
			Edentula	Rousettus
		Rodentia	Frogivora	Bat
			Insectivora	Mole
Mammalia	Lisencephala	Marsupialia	Talpidae	Hedgehog
			Erimacidae	Shrew
		Monotremata	Soricidae	Hare
			Non-claviculata	Rat
		Lysencephala	Claviculata	Wombat
			Rhizophaga	Kangaroo
			Poephaga	Phalanger
			Carpophaga	Opossum
			Entomophaga	Echidna
			Echidna	Duck-mole
			Ornithorhynchus	



## MANUAL OF LIBRARY CLASSIFICATION

These important subdivisions can be set out by means of a brief example to show their relationship with the Five Predicables of Aristoteles (p. 5).

### Main Subdivisions of Biological Classification.

Species = Varieties resembling each other

Genus = A Group of Species

Family = A Group of Genera

Order = A Group of Families

Class = A main division—like Mammalia as differing from Birds

Sub-Kingdom = A Group of Classes indicating primary divisions like Vertebrates and Invertebrates

### Application of the above Subdivisions.

Sub-Kingdom	Vertebrates	= Animals with backbones
Class	Mammalia	= Animals in which the females suckle their young
Order	Carnivora	= Flesh-eating animals
Family	Canidæ	= Genera of the Dog kind
Genus	Canis	= Dogs, Wolves, etc.
Species	Canis-familiaris	= Domestic Dogs
Varieties	Hounds, Terriers	
Individuals	Blood-Hounds, Irish Terriers	

In other departments of science, classification has been applied in a variety of ways, but no single science is blessed with only one system about which all are unanimous. On the contrary, as much difference of opinion prevails as in classifications of knowledge, biology, or books. Before leaving this subject attention should be drawn to the complex systems of classification which have been suggested for sciences like Crystallography and Chemistry. These may be studied in modern textbooks, or in dictionaries of chemistry and science. The "Periodic Law" of Chemistry<sup>1</sup> and the geometric-chemical classification employed in crystallography are extremely difficult to understand without special training, but are worth looking up as examples of intricate classification. An elaborate specimen of minute classification applied to Diseases may be studied in *The Nomenclature of Diseases drawn up by a joint committee appointed by the Royal College of Physicians of London*,

<sup>1</sup> See Watts' *Dictionary of Chemistry*, revised by Morley and Muir, 1906, Vol. III, and article by L. S. Jast in the *Library World*, June, 1911.

## SCIENCE CLASSIFICATION—BIOLOGY

4th ed., 1906. This is intended primarily for the use of medical men in certifying causes of death, but it is also a very minute scheme of classification, giving the Latin, French, and German equivalents for the English names for diseases. It is a numbered list of the organs, parts, and functions of the human body, qualified by the various morbid conditions, such as inflammation, hypertrophy, etc., and extends to 1244 places. In ordinary general book-classification schemes, like the Decimal, Subject, etc., such expansions of single subjects would be impossible, although, owing to the subsidiary series of categorical numbers in the Subject system, it is possible to number most of the diseases enumerated in *The Nomenclature*. Other examples of minute subdivision of single topics will be given in connexion with detailed book-classifications.

### CHAPTER III.

#### CLASSIFICATION SCHEMES FOR BOOKS, WITHOUT NOTATIONS.

ALTHOUGH some of the schemes previously noticed might be used as a basis for the classification of books, they would require to be extended enormously to be of any practical value. This chapter will be devoted to the consideration of schemes specially designed for books, but not provided with symbols, notations, or short marks to indicate main divisions and subdivisions. Although many of the systems provide minute numerical or alphabetic signs to denote the order and place of topics in the scheme, such signs are not necessarily to be considered as furnishing a system of shelf-marking. What may be termed combination systems of classification and shelf-marking are described in Chapter IV.

Some of the earliest attempts at book classification were made for commercial purposes, and it may be assumed that convenience was the object aimed at in grouping together in printed lists the titles of books on kindred topics. Soon this plan was found necessary in libraries, either alone or in combination with lists of authors. It is quite evident that no motive of pedantry moved the old booksellers to attempt classified lists, as has been assumed by certain writers, but the practical idea of displaying their wares in a manner to attract customers. Practical convenience was the sole cause, and anyone who cares to investigate the matter will find that the methods of the early bookseller are used at the present time by every class of tradesman who has goods for sale. As regards booksellers, Edwards has pointed out<sup>1</sup> that the character of their classification seems to have been determined by their stock-in-trade, and

<sup>1</sup> *Memoirs of Libraries*, Vol. II, p. 761.

## BOOK CLASSIFICATION—GESNER

he cites the divisions used by the elder **Aldus**<sup>1</sup> [**Aldo Manuzzi** (1450-1515)] the printer, in a catalogue of Greek books, 1498, which was divided into five groups, thus:—

### Classification of Aldus.

- |              |                   |
|--------------|-------------------|
| 1 Grammatica | 4 Philosophia     |
| 2 Poetica    | 5 Sacra Scriptura |
| 3 Logica     |                   |

This is one of the earliest examples of rudimentary classification in a catalogue of printed books. Another early scheme for book classification was that devised by Konrad **Gesner**<sup>2</sup> (1516-65) in 1548, which has been regarded as "the first bibliographical system". This scheme has twenty-one main classes grouped together in a kind of genealogical sequence under the head of "Philosophia, comprehendit artes et scientias." The arrangement of classes is as follows:—

### Classification of Gesner (1548).

- |                             |  |
|-----------------------------|--|
| 1 Grammatica et Philologica | 12 Historia  |
| 2 Dialectica                | 13 De diversibus artibus illiteratis, mechanicis, etc. |
| 3 Rhetorica                 | 14 De Naturali Philosophia                             |
| 4 Poetica                   | 15 Metaphysica et Theologia                            |
| 5 Arithmetica               | 16 De Morali Philosophia                               |
| 6 Geometria, Optica, etc.   | 17 De Philosophia Economica                            |
| 7 Musica                    | 18 De re Politica id est Civili ac Militari            |
| 8 Astronomia                | 19 De Jurisprudentia                                   |
| 9 Astrologia                | 20 De re Medica  |
| 10 De Divinatione et Magia  | 21 De Theologia Christiana                             |
| 11 Geographia               |  |

The earliest English bookseller's catalogue was that of Andrew **Maunsell**, issued at London in 1595, under the title *Catalogue of English printed bookes . . . gathered into alphabet, and such method as it is*. It was published in two parts, the first comprising Divinity and the second Science.

**Gabriel Naudé**<sup>3</sup> (1600-53), the eminent French librarian, published in his *Advis pour dresser une bibliothèque*, 1627 (also 1644

<sup>1</sup> See *Lib. Ass. Rec.*, 1905, p. 445.

<sup>2</sup> *Ibid.*, 1902, pp. 141-42 and 401-409, and also 1905, p. 445.

<sup>3</sup> See *Library*, 1898, Vol. X, pp. 387-90.



## MANUAL OF LIBRARY CLASSIFICATION

and 1676, and translation by John Evelyn, 1661) an outline scheme of classification, of which the following are the main classes :—

### Classification of Naudé.

Theology	Military Art
Medicine	Jurisprudence
Bibliography	Council and Canon Law
Chronology	Philosophy
Geography	Politics
History	Literature

Another early example of a trade catalogue, somewhat akin to Maunsell's, was that issued by William **London** in 1658, entitled *A Catalogue of the most vendible books in England orderly digested, under the heads of divinity, history, physic, law, etc.* London. These two lists were the forerunners of the more elaborate inventories of Low and Sonnenschein, as well as the less-known *London catalogue of books . . . from the year 1700, properly classed under the general branches of literature, and alphabetically disposed under each head* (1773).

Having briefly described the methods of book classification in use during the seventeenth and eighteenth centuries, other methods may now be examined. In France a method was introduced in the latter part of the seventeenth century based on the work of Naudé and others which proved of immense value and influence, being used at the present time in various modified forms. The groundwork of this system, described indifferently as the "Paris" or "French" system, also as "De Bure's" or "Brunet's" system, was laid by Jean **Garnier**, a Jesuit, or Ismael **Bouillaud**, the compiler of the catalogue of De Thou's Library. This method was altered successively by Gabriel **Martin**, **De Bure**, **Brunet**, **Barbier**, and **Achard**, and forms the basis of many modern systems. It is not necessary to display the various plans in detail, the differences not being very important after the changes made by De Bure and Brunet. We will, however, just quote the main classes of

### Garnier's Classification.

Class 1 Theology	Class 5 History
" 2 Philosophy	" 6 Jurisprudence
" 3 Medicine	" 7 Heterodoxy
" 4 Literature	

## BOOK CLASSIFICATION—BRUNET

What may be termed the settled French scheme as used by J. C. Brunet (1780-1867) and others was as follows:—

### French Scheme.<sup>1</sup>

#### CLASS I THEOLOGY

- 1 Holy Scriptures
- 2 Sacred Philology
- 3 Liturgies
- 4 Councils
- 5 Fathers
- 6 Collective Works of Theologians
- 7 Singular and Fanatical Sects and Opinions
- 8 Judaism
- 9 Oriental Religions
- 10 Deism, etc.

#### CLASS II JURISPRUDENCE

- 1 General Treatises on Law
- 2 Natural and International Law
- 3 Political Law
- 4 Civil and Criminal Law
- 5 Canon and Ecclesiastical Law

#### CLASS III SCIENCES AND ARTS

- 1 Dictionaries and Encyclopædias
- 2 Philosophical Sciences
- 3 Physical and Chemical Sciences
- 4 Natural Sciences
- 5 Medical Sciences

#### 6 Mathematical Sciences

- 7 Mnemonics
- 8 Fine Arts
- 9 Mechanical Arts and Trades
- 10 Gymnastics—Recreative Arts and Games

#### CLASS IV POLITE LITERATURE

- 1 Introductory Works
- 2 Linguistics
- 3 Rhetoric
- 4 Poetry
- 5 Prose Fiction
- 6 Philology
- 7 Dialogues, etc.
- 8 Letters
- 9 Polygraphy
- 10 Collective Works—Miscellanies

#### CLASS V HISTORY

- 1 Historical Prolegomena
- 2 Universal History
- 3 History of Religions, etc.
- 4 Ancient History
- 5 Modern History
- 6 Historical Paralipomena

The details of this system are published in Brunet's *Manuel du libraire*, Paris, 1860-65, and in Rouveyre's *Connaissances nécessaires à un bibliophile*, while most works on classification quote the chief divisions. Although mainly a bookseller's classification it possesses the merit of being based upon actual books and not upon theoretical considerations. A notable application of this scheme to a classified and annotated library catalogue will be found in the very advanced catalogue of the Signet Library, Edinburgh, compiled by George Sandys, the librarian, and published in 1805.

<sup>1</sup> See *Library*, 1898, vol. X, pp. 162-63 and 317-20; *Lib. Ass. Rec.*, 1904, pp. 416-21, and 1905, p. 446.

## MANUAL OF LIBRARY CLASSIFICATION

An important English modification of this method was that of Thomas Hartwell **Horne**,<sup>1</sup> the bibliographer, whose *Introduction to the study of bibliography*, 1814, is a well-known work. He published his plan in *Outlines for the classification of a library*, London, 1825, and its leading classes and subdivisions were as follows:—

### Horne's Classification (1825).

#### CLASS I THEOLOGY OR RELIGION

- 1 Introductory Works
- 2 Natural Religion
- 3 Revealed Religion
  - a Holy Scriptures
  - b Sacred Philology
  - c Councils and Ecclesiastical Polity
  - d Liturgies
  - e Fathers and Collected Works of Theologians
  - f Scholastic Divinity
  - g Systematic Divinity
  - h Moral and Casuistical Divinity
  - i Catechetical Divinity
  - k Polemical Divinity
  - l Pastoral Divinity
  - m Hortatory Divinity
  - n Mystical and Ascetical Divinity
  - o Miscellaneous Treatises
- 4 History of Religions

#### CLASS II JURISPRUDENCE

- 1 Public Universal Law
- 2 Ancient Civil and Feudal Law
- 3 Canon Law
- 4 British Law
- 5 Foreign Law

#### CLASS III PHILOSOPHY

- 1 Introductory Works — Encyclopædias, etc.

- 2 Intellectual Philosophy
- 3 Moral and Political Philosophy
- 4 Natural Philosophy
- 5 Mathematical Philosophy

#### CLASS IV ARTS AND TRADES

- 1 History of Arts
- 2 Liberal Arts
- 3 Economical Arts, Trades, and Manufactures
- 4 Gymnastic and Recreative Arts

#### CLASS V HISTORY

- 1 Historical Prolegomena
- 2 Universal History
- 3 Particular History
  - a Ancient
  - b Middle Ages
  - c Modern
- 4 Biographical and Monumental History
- 5 Historical Extracts and Miscellanies

#### CLASS VI LITERATURE

- 1 Literary History and Biography
- 2 Polite Literature
  - a Grammar
  - b Philology and Criticism
  - c Rhetoric and Oratory
  - d Poetry
  - e Literary Miscellanies.

The systems of **Leibnitz** (1718) and **Schütz-Hufeland** (1785-

<sup>1</sup> See *Lib. Ass. Rec.*, 1905, p. 447.



## BOOK CLASSIFICATION—BRITISH MUSEUM

1800) as well as many other German, French, and Italian schemes, all duly set forth in Petzholdt, Edwards, Richardson, etc., are of little practical value, and may be passed over with this bare note.

Reference may be made here to the old classification of the **London Institution**, devised by Richard Thomson, E. W. Brayley, and William Maltby, and appearing in the *Catalogue of the library of the London Institution systematically classed*, London, 1835. The main feature of this method is the synoptical table of classes arranged under such main heads as Theology, Jurisprudence, Philosophy, Mathematics, etc., subdivided in somewhat inexact sections. The most extraordinary point in connexion with this particular scheme is the plan adopted of locating classes by their positions over fireplaces, in recesses or galleries, etc. Presses indicated by busts of Roman emperors or others surmounting them are common; but to locate Theology or Botany over a fireplace seems a very primitive, not to say prosaic, method of shelf arrangement.

About 1836-38, the systematic classification used in the British Museum was first applied generally to the collections in that library. It is somewhat important as the system used in the largest British library possessing unusually valuable stores of books on every conceivable subject, and is therefore interesting as an example of the provision requisite for storing the leading sections of literature to be found in complete libraries. The system is described by Dr. Richard Garnett in the *Transactions of the Library Conference*, 1877, pp. 108-14 and 183-93; and he explains that only principal subdivisions are given. We have not set out every subdivision given by Dr. Garnett, but only enough to show the details of the scheme. It bears a slight resemblance to the scheme of Horne, p. 32, but in the multiplication of main classes and details of working out differs from most of the larger classifications with which we are acquainted.

### British Museum Classification (1836-38).<sup>1</sup>

I THEOLOGY	4 Latin
• 1 Bibles, Polyglot	5 French, Italian, Span- ish, etc.
2 Hebrew	6 German
3 Greek	

<sup>1</sup> See *Lib. Jnl.*, 1887, pp. 331-34 and 435; *Library*, 1897, p. 205; *Lib. Assist.*, 1902, p. 143.



# MANUAL OF LIBRARY CLASSIFICATION

- |  |  |
|--|--|
| 7 Dutch and Scandinavian                     | 7 Roman Law  |
| 8 English                                    | 8 Mediæval Jurists                                     |
| 9 Celtic                                     | 9-28 Law, National, Foreign                            |
| 10 Slavonic                                  | 29-33 Jurisprudence, Crime, Prisons, Forensic Medicine |
| 11 Oriental                                  | 34-44 English Law, General and Special                 |
| 12 American, Polynesian, etc.                | 45 Trials  |
| 13 Bible Concordances                        | 46-48 Law of Ireland, Scotland, Colonies               |
| 14 Bible Commentaries, General               | 49-52 Law of United States                             |
| 15 Pentateuch                                | 53 Law of South America                                |
| 16 Other Historical Books                    | 54-55 Maritime and Military Law                        |
| 17 Psalms                                    | 56 Treaties and Conventions                            |
| 18 Prophets and Hagiographa                  | 57 International Law                                   |
| 19 Unfulfilled Prophecy                      |  |
| 20 New Testament, General                    |  |
| 21 Gospels and Acts                          |  |
| 22 Epistles                                  |  |
| 23-25 Liturgies                              |  |
| 26-27 Metrical Psalms, Hymns                 |  |
| 28-80 Prayers, Theology, Sermons             |  |
| 81 Mythology                                 |  |
| 82 Scriptures of the Non-Christian Religions |  |
| 83 Jewish History                            |  |
| 84-99 Church History, General and National   |  |
| 100-102 Missions                             |  |
| 103 Religious Fraternities                   |  |
| 104 Freemasonry                              |  |
| 105 Biography, General Religious             |  |
| 106 Scripture                                |  |
| 107-109 Saints, Popes, Cardinals             |  |
| 110-115 Religious, National                  |  |
| 116 Juvenile Religious                       |  |
| 117 Theological Bibliography                 |  |
- 
- ## II JURISPRUDENCE

  - 1 Papal Bulls
  - 2 Councils
  - 3-6 Canon, Ecclesiastical, and Marriage Law

## III NATURAL HISTORY AND MEDICINE

  - 1 Natural History, General
  - 2 Botany
  - 3 Horticulture
  - 4 Agriculture
  - 5 Mineralogy
  - 6 Geology
  - 7 Palæontology
  - 8 Zoology, General
  - 9 Mammalia
  - 10 Ornithology
  - 11 Herpetology
  - 12 Ichthyology
  - 13 Domestic Animals (with Veterinary Surgery)
  - 14 Entomology
  - 15 Conchology, etc.
  - 16 Dictionaries of Medicine
  - 17-18 Medical Principles and Theses
  - 19 Domestic Medicine
  - 20 Physiology
  - 21 Phrenology, Animal Magnetism, etc.
  - 22 Anatomy
  - 23-24 Pathology, Therapeutics
  - 25 Mineral Waters
  - 26 Surgery

# BOOK CLASSIFICATION—BRITISH MUSEUM

- 27 Materia Medica
- 28-36 Diseases, Hospitals, etc.

## IV ARCHEOLOGY AND ARTS

- 1-2 Archaeology
- 3 Costumes
- 4 Numismatics
- 5 Fine Art, General
- 6-7 Architecture
- 8 Painting and Engraving
- 9 Sculpture
- 10 Music
- 11 Field Sports
- 12 Games of Chance
- 13 Games of Skill
- 14 Useful Arts
- 15 Domestic Economy
- 16-17 Exhibitions, etc.

## V PHILOSOPHY

- 1-24 Politics (National) Political Economy, etc.
- 25-29 Commerce, Charities, etc.
- 30-33 Education, Schools, etc.
- 34 Moral Philosophy
- 35-37 Marriage, Women, Temperance, etc.
- 38-39 Metaphysical Philosophy
- 40 Logic
- 41 History of Philosophy
- 42-46 Mathematics: Arithmetic, Geometry, etc.
- 47 Astronomy
- 48-50 Astrology, Occult Science, Spiritualism
- 51 Physics
- 52 Optics
- 53 Meteorology
- 54 Electricity
- 55 Mechanics
- 56 Hydrostatics, Hydraulics
- 57 Nautical Sciences
- 58 Arms and Military Engines
- 59 Military Art

- 60 Chemistry
- 61 Spectral Analysis
- 62 Photography

## VI HISTORY

- 1 Chronology
- 2 Universal History
- 3 History, Asia
- 4 Asia, British India
- 5 Africa
- 6-8 Europe, General
- 9 Byzantine and Ottoman
- 10-29 Europe, National
- 30-35 England
- 36-43 America, U.S., Australia
- 44-45 Heraldry, Genealogy
- 46 Pageants, Processions, etc.

## VII GEOGRAPHY

- 1 Cosmography
- 2 Ethnology
- 3 Circumnavigations
- 4 Voyages in two or more parts of the World
- 5-39 Travels, by Countries
- 40 Hydrography

## VIII BIOGRAPHY

- 1-19 Collective and National
- 20-22 Epistles

## IX BELLES LETTRES

- 1 Classical Polygraphy
- 2-8 Homer, Greek and Latin Poets and Orators
- 9-16 Poetry, Italian
- 17-18 Spanish, Portuguese
- 19-21 French, Provençal
- 22-24 German
- 25-26 Dutch, Scandinavian
- 27-28 Slavonic, Celtic, etc.
- 29-41 English
- 42 American

# MANUAL OF LIBRARY CLASSIFICATION

43-58 Drama, National	93 English, Collected
59 Rhetoric	94 Waverley Novels
60-61 Literary Criticism and History	95 English, Translations
62 Typography	96 English, Early
63 Bibliography	97 Republications
64 Catalogues	98 English, General
65-67 Compendiums, Encyclopædias, etc.	99 Minor
68-77 Collected Works of Authors, by Nationalities	100 American
78 Speeches	101 Tales for Children
79 Fables	
80-81 Proverbs, Anecdotes	
82 Satire and Facetiæ	
83 Essays and Sketches	
84 Fiction, Collected	
85 Folk-Lore, Fairy Tales	
86 Early Romances	
87 Fiction, Italian	
88 Spanish and Portuguese	
89 French	
90 German	
91 Dutch and Scandinavian	
92 Slavonic and Hungarian	

## X PHILOLOGY

1 General Philology
2 Languages, Semitic
3 Other Asiatic and African
4 American and Polynesian
5 Chinese and Japanese
6 Greek
7 Latin
8-10 Italian, Spanish, French
11-13 German, Dutch, Scandinavian, Slavonic
14 Celtic
15 English
16 Phonography
17 Books for the Blind

The Germans are responsible for a number of schemes dating from that of Leibnitz (1718) to recent times; but most of them are more adapted for the libraries of universities or learned societies than the general public libraries we are familiar with in Britain and the United States. It will be sufficient to name the methods of Ersch (1793), Preusker (1830), and the minute scheme of Thiene-mann (1847), the main heads of which are given in Edwards' *Memoirs*. Room may be found for some of the chief divisions of Dr. Schleiermacher's method, which is worked out with much elaboration in his *Bibliographisches System der gesammten Wissenschaftskunde*, 1847, 1852, and condensed by Edwards.

## Schleiermacher's Classification (1852).

CLASS I Encyclopædias, Literary History, and Bibliography	CLASS IV Greek and Latin Literature
CLASS II Polygraphy	CLASS V Polite Literature in Modern and Oriental Tongues
CLASS III Linguistics and Philology	CLASS VI Fine Arts

## BOOK CLASSIFICATION—MERLIN

CLASS VII Historical Sciences  
 CLASS VIII Mathematical and Phys-  
 ical Sciences  
 CLASS IX Natural History  
 CLASS X Medicine and Pathology

CLASS XI Industrial and Economical  
 Sciences  
 CLASS XII Philosophy  
 CLASS XIII Theology  
 CLASS XIV Jurisprudence and Politics

From about 1850 onwards the systems of classification become more practical, more minute, and more in accordance with modern ideas. The advances made in science and the great increase in the publication of technological literature gradually altered the arrangement of main classes and subdivisions. The passing of the Public Libraries Acts in Britain and the immense strides made in library work in the United States tended to direct more attention to the study of classification, and it is from this period that most of the best systems date.

It has been claimed for the system of R. **Merlin**, published 1842-47, that it is "evolutionary" and an early example of the application of this principle. Its outline is as follows:—

### Merlin's Classification (1842).<sup>1</sup>

- 1 Philosophy
- 2 Theology
- 3 Cosmology
  - 1 Mathematics
  - 2 Physical Science
  - 3 Astronomy
  - 4 Geology
  - 5 Mineralogy
  - 6 Botany
  - 7 Zoology
  - 8 Anthropology
    - Individual Man
      - Physical
      - Moral
    - Society
      - Social Science
      - History

Another practical Italian scheme is that of Francesco **Palermo**, devised for the Palatina Library, Florence, 1854.

<sup>1</sup> See *Lib. Ass. Rec.*, 1906, p. 129.



# MANUAL OF LIBRARY CLASSIFICATION

## Palermo's Classification (1854).

Class 1 Religion	Class 12 Political Science
„ 2 Language and Literature	„ 13 Law
„ 3 Philosophy	„ 14 Fine Arts
„ 4 Mathematics	„ 15 Architecture
„ 5 Physical Science	„ 16 Military Science
„ 6 Natural Science	„ 17 Musical Science
„ 7 Geography and Poleografia	„ 18 Health Science (Medicine)
„ 8 Archaeology	„ 19 Applied Physical Science
„ 9 History	„ 20 Applied Natural Science
„ 10 Logic	„ 21 Industrial Arts
„ 11 Social Science	„ 22 Tuscany

The following classification is very useful and suggestive; and as the catalogue from which it is taken is well indexed, it forms one of the most complete answers to those who in earlier times doubted the possibility of producing a satisfactory classed catalogue or dismissed the whole type as "logical absurdities". *The Classified catalogue of the library of the Royal Institution of Great Britain*, compiled by Benjamin Vincent, London, 1857, has the undernoted main classes and subdivisions:—

## Royal Institution Classification (1857).<sup>1</sup>

CLASS I THEOLOGY	CLASS III SCIENCES AND ARTS
I Holy Scriptures (19 sections)	I Moral and Intellectual Philosophy (8)
II Helps to Study (10)	II Medical Sciences (13)
III Apocryphal Writings	III Natural History (23 under 5 heads)
IV Liturgies (4)	IV Natural and Experimental Philosophy (25 under 11 heads)
V Church Discipline and Government	V Chemistry (3)
VI Theological Controversy (5)	VI Mathematical Sciences (9)
VII Miscellaneous Theology (4)	VII Astronomy (7)
VIII Ecclesiastical History	VIII Architecture
CLASS II GOVERNMENT, POLITICS, JURISPRUDENCE	IX Civil Engineering (6)
I Government and Politics (11)	X Navigation and Naval Architecture (3)
II Jurisprudence (12)	XI Military Art (2)
III Commerce (4)	

<sup>1</sup> See *Lib. Ass. Rec.*, 1905, p. 449.

## BOOK CLASSIFICATION—ROYAL INSTITUTION

- XII Mechanic Arts (2)
- XIII Fine Arts (5)
- XIV Music
- XV Sports and Games
- XVI Domestic Economy
- XVII Miscellaneous

### CLASS IV LITERATURE

- I History and Study of Literature (7)

- II Bibliography (7)
- III Language (3)
- IV Classical Literature (2)
- V Miscellanea Latina
- VI Anglo-Saxon
- VII English Literature (4)
- VIII French Literature
- IX Italian Literature
- X Spanish and Portuguese Literature
- XI German Literature
- XII Oriental Literature (5)

### CLASS V GEOGRAPHY

- I Ancient and Modern Geography (4)
- II Voyages and Travels (37)

### CLASS VI HISTORY, MYTHOLOGY, ARCHEOLOGY, BIOGRAPHY

- I Study of History
- II Mythology
- III Archaeology (3)
- IV Chronology and Genealogy
- V Biography (3)
- VI History (29)

### CLASS VII BRITISH GEOGRAPHY, ANTIQUITIES, HISTORY, AND BIOGRAPHY

- I British Geography and Antiquities (13)
- II History of England (12)
- III Wales
- IV Scotland
- V Ireland
- VI British Biography, Letters, Peerages (4)
- VII Government (4)
- VIII Honours and Dignities (3)
- IX Historical Tracts

The classification of Nicholas Trübner, designed for a Bibliographical Catalogue of American Literature, is worthy of mention here as a practical method of arranging books on a special subject.

### Trübner's Classification (1859).

- |                          |                               |
|--------------------------|-------------------------------|
| 1 Bibliography           | 12 Modern Language            |
| 2 Collections            | 13 Philology                  |
| 3 Theology               | 14 American Antiquities       |
| 4 Jurisprudence          | 15 History                    |
| 5 Medicine               | 16 Geography                  |
| 6 Natural History        | 17 Useful Arts                |
| 7 Chemistry and Pharmacy | 18 Military Science           |
| 8 Natural Philosophy     | 19 Naval Science              |
| 9 Mathematics, Astronomy | 20 Rural and Domestic Economy |
| 10 Philosophy            | 21 Politics                   |
| 11 Education             | 22 Commerce                   |

## MANUAL OF LIBRARY CLASSIFICATION

- |                   |                 |
|-------------------|-----------------|
| 23 Belles Lettres | 28 Spiritualism |
| 24 Fine Arts      | 29 Guide Books  |
| 25 Music          | 30 Maps         |
| 26 Freemasonry    | 31 Periodicals  |
| 27 Mormonism      |                 |

The most important English classification of the older kind, except Horne and the British Museum systems, was that of Edward **Edwards** (1812-86) a great pioneer in English municipal library work. It is stated by himself to be designed for "the special characteristics and requirements" of public libraries, then only recently established by the Acts of 1850 and 1855. The Manchester Public Library, organized by Edwards, was originally classified according to this system, and other libraries have adopted some of the main classes and subdivisions. The weakest part of the system is the cumbrous notation or method of briefly indicating the classes. Thus "Ecclesiastical History of England Generally" requires a mark like this, "III -7 § f i," so that such symbols are out of the question for shelf arrangement. The general excellence of this classification marks it as one well-adapted for careful study by librarians; and as the method of indicating divisions and subdivisions will act as a stumbling-block to many, they have been simplified, and condensed. Letters instead of figures have been applied to the main classes, the original divisional numbers retained and all further subdivisions are noted by a second sequence of numbers following a dash. Thus "Ecclesiastical History of England Generally" becomes simply C 7-5.

### Edwards' Classification (1859).<sup>1</sup>

#### CLASS A THEOLOGY

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1 Holy Scriptures                         <ul style="list-style-type: none"> <li>-1 Complete Texts</li> <li>-2 Detached Books of O. and N. Tests</li> <li>-3 Harmonies of O. and N. Tests</li> <li>-4 Apocryphal Scriptures</li> <li>-5 Bible Histories</li> </ul> </li> <li>2 Sacred Philology                         <ul style="list-style-type: none"> <li>-1 Introductions to Bible</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>-2 Commentaries and Paraphrases</li> <li>-3 Concordances and Dictionaries</li> <li>-4 Biblical Antiquities</li> <li>-5 Geography and Natural History of Bible</li> <li>-6 Connexions of Sacred and Profane History</li> <li>3 Collective Works of Theologians</li> <li>4 Dogmatic and Polemic Theology</li> </ul> |
|--|--|

<sup>1</sup> See *Library*, 1897, p. 204; and *Lib. Ass. Rec.*, 1905, p. 449.



## BOOK CLASSIFICATION—EDWARDS

- 5 Catechetical Theology
- 6 Pastoral and Hortatory Theology
- 7 Mystical Theology
- 8 Liturgies, Rites, and Ceremonies
- 9 Judaism
- 10 Natural Theology

### CLASS B PHILOSOPHY

- \* 1 General and Collective Works
- 2 Ethics
- 3 Metaphysics

### CLASS C HISTORY

- 1 Study of History
- 2 Universal History and Biography  
[including General Geography  
and Collections of Voyages]
- 3 Ancient History and Biography
- 4 History of the Middle Ages
- 5 General Ecclesiastical History
- 6 History of Modern Europe,  
General [including Travel]
- 7 History of Great Britain and  
Ireland, General
  - 1 England, General
  - 2 Before Conquest
  - 3 Individual Reigns
  - 4 United Kingdom, Ecclesiasti-  
cal History, General
  - 5 England, Ecclesiastical His-  
tory, General
  - 6 Before Reformation
  - 7 Reformation
  - 8 Post-Reformation
  - 9 History of Dissenters,  
General
  - 10 History of Dissenters, De-  
nominational
  - 11 England, Parliamentary His-  
tory
  - 12 United Kingdom, Naval His-  
tory (also England)
  - 13 Military History (also Eng-  
land)

- 14 Monetary and Medallie  
History (also England)
- 15 England, Topographical His-  
tory, General
- 16 Architectural and Sepul-  
chral Antiquities
- 17 County Topography
- 18 Travels
- 19 United Kingdom, Collective  
Biography (also England)
- 20 Particular Biography (also  
England)
- 21 Peerages, Baronetages,  
Political Indexes (also  
England)
- 22 State Papers and Records  
(also England)
- 23 Scotland, General History
- 24 Ecclesiastical History
- 25 Military History
- 26 Topographical History
- 27 Travels
- 28 Biography
- 29 State Papers and Records
- 30 Ireland, General History
- 31 Ecclesiastical History
- 32 Military History
- 33 Topographical History
- 34 Travels
- 35 Biography
- 36 State Papers and Records
- 37 Wales, History
- 38 British Colonies, History,  
General
- 39 American Collective History
- 40 West Indian " "
- 41 Australian " "
- 42 History of Particular  
Colonies
- 43 British India, History
- 8 Europe, Modern History, General
  - 1 Belgium and Holland
  - 2 Denmark, Sweden, Norway
  - 3 France



# MANUAL OF LIBRARY CLASSIFICATION

- 4 Germany
- 5 Greece
- 6 Hungary
- 7 Italy
- 8 Poland
- 9 Russia
- 10 Switzerland
- 11 Turkey
- 12 Other Parts of Europe
- 9 America, History, General
  - 1 United States [since Independence]
  - 2 Mexico
  - 3 Hayti
  - 4 Central and Southern America
- 10 Africa and Asia, Modern History

## CLASS D POLITICS AND COMMERCE

- 1 Politics and Government, General
- 2 National Constitutions
- 3 Monarchy, General
  - 1 Crown of England, Succession and Prerogatives
- 4 Parliamentary and Representative Assemblies, General
  - 1 House of Lords
  - 2 House of Commons, Constitution, etc., General
  - 3 Reform
  - 4 Bribery at Elections
  - 5 Ballot and Electoral Reform
  - 6 Privileges
  - 7 Internal Economy and Business
  - 8 Reports and Papers
  - 9 Foreign Countries, Representative Assemblies
- 5 Civil Government, General
  - 1 Civil Service of United Kingdom
- 6 Law, General

- 7 Laws, Collective, U.K. and England
  - 1 Laws, Commentaries, England
  - 2 Codification, England
  - 3 Reform ..
  - 4 Courts of Law ..
  - 5 Scotland
  - 6 Ireland
  - 7 Wales
  - 8 Colonial
  - 9 United States
  - 10 Foreign Countries
  - 11 International Law
- 8 Criminal Law (4 subdivisions)
- 9 Political Economy: Commerce, Pauperism, Population, etc., (33 subdivisions)
- 10 Church Establishments
- 11 Public Education (3 subdivisions)
- 12 Army and Navy, Organization, etc.
- 13 Foreign Policy, Ambassadors and Consuls
- 14 Political Satires, Liberty of the Press

## CLASS E SCIENCES AND ARTS

- 1 General: Dictionaries, Society Transactions
- 2 Physical Sciences, General
  - 1 Physics
  - 2 Mechanics
  - 3 Acoustics
  - 4 Optics
  - 5 Pneumatics, Electricity, Meteorology, etc.
  - 6 Physical Astronomy
  - 7 Chemistry, General
  - 8 Inorganic
  - 9 Organic
  - 10 Analytical
  - 11 Technical

## BOOK CLASSIFICATION—EDWARDS

- 12 Society Transactions, Periodicals
  - 13 Mineralogy and Crystallography
  - 14 Geology, General
  - 15 Particular
  - 16 Societies and Periodicals
  - 17 Biology, General
  - 18 Comparative Anatomy and Physiology
  - 19 Human Anatomy and Physiology
  - 20 Zoology, General
  - 21 Particular
  - 22 Local
  - 23 Societies and Periodicals
  - 24 Botany, General
  - 25 Physiological
  - 26 Local
  - 27 Societies and Periodicals
  - 28 Palæontology
  - 3 Mathematical Sciences, General
    - 1 Arithmetic; -2 Algebra; -3 Geometry, Conic Sections, Mensuration; -4 Trigonometry; -5 Calculus
  - 4 Mechanical Arts, General
    - 1 Civil Engineering; -2 Steam Engine; -3 Roads, Railways, Bridges; -4 Docks, Harbours, Canals, etc.; -5 Field Work; -6 Building; -7 Mining and Metallurgy, Machinery, etc.; -8 Textile Fabrics; -9 Mathematical Instruments, Watch and Clock-making; -10 Type-founding, Printing, Lithography, etc.; -11 Pottery, Ceramics, Glass; -12 Other Arts and Trades
  - 5 Military and Naval Arts (8 subdivisions)
  - 6 Arts of Design, General
    - 1 Painting (3 subdivisions);
    - 2 Sculpture; -3 Engraving;
    - 4 Architecture; -5 Landscape Gardening; -6 Photography
  - 7 Art of Writing, General
    - 1 Palæography; -2 Shorthand; -3 Secret Writing
  - 8 Musical and Histrionic Arts, General
    - 1 Music, General; -2 Music, Theory and Composition; -3 Music, Practical Treatises, Instruments, Voice; -4 Music, History; -5 Histrionic Art, Histories of the Stage
  - 9 Medical Arts, General
    - 1 Medicine, Particular Branches; -2 Surgery and Surgical Anatomy; -3 Materia Medica and Pharmacy; -4 Dietetics
  - 10 Domestic and Recreative Arts
- CLASS F LITERATURE AND POLYGRAPHY
- 1 History of Literature, General
  - 2 Linguistics, or Philology, General
    - 1 Particular Languages; -2 Dictionaries, Lexicons, etc.
  - 3 Poetry and Fiction, General Collections and History
    - 1 National Collections; -2 Classic Greek Poets; -3 Classic Latin Poets; -4 British Poets; -5 Modern Foreign Poets; -6 Early Romantic Fiction; -7 Comic, Pastoral, and Heroic Romance; -8 Dramatic Poetry, Collections of Plays; -9 Collective Works of Individual Authors; -10 Separate Plays; -11 History of Dramatic Poetry; -12 Modern Tales, Novels and Romances

## MANUAL OF LIBRARY CLASSIFICATION

- |   |   |
|---|---|
| <p>4 Oratory: Speeches and Treatises on Oratory</p> <p>5 Essays, Proverbs, Literary Miscellanies</p> <p>6 Epistolography, or Collections of Letters</p> | <p>7 Bibliography and Literary History of Particular Countries</p> <p>8 Polygraphy [collections of works in 2 or more classes]</p> <p>-1 British; -2 Foreign; -3 Encyclopædias; -4 Reviews, Magazines, etc.</p> |
|---|---|

A scheme of classification with a numerical notation was drawn up in 1845 and extended in 1880 for the Bodleian Library, but it is not a particularly happy or exact solution of difficulties. Its main classes are:—

- 100-147 Theology
- 151-165 Medicine
- 170-176 Arts and Trades
- 181-198 Mathematics and Physics
- Special Collections, comprising Law, English Topography, English Drama, Atlases, Numismata
- 201-246 History
- 250-288 Miscellaneous Literature
- 290-300 Classics
- 301-305 Philology

The method of Mr. Lloyd P. **Smith** was set forth in a book named *On the classification of books: a paper read before the American Library Association, May, 1882*. Boston, 1882. It has an alphabetical index of topics, but so far as we know has not been adopted to any extent even in America. There are only six main classes, and the method is based on the Paris or French scheme.

### Smith's Classification (1882).<sup>1</sup>

- |  |  |
|--|--|
| <p>Class A Theology</p> <p>„ E Jurisprudence</p> <p>„ I Science and Arts</p> | <p>Class O Belles Lettres</p> <p>„ U History</p> <p>„ Y Bibliography</p> |
|--|--|

Sub-classes are indicated by letters a, b, c, d, etc.; divisions by figures 1, 2, 3, 4, etc.; and subdivisions by symbols +, Δ, □, IV, V, VI, etc. The following is part of Class A:—

<sup>1</sup> See *Lib. Jnl.*, 1882, pp. 172-74; *Lib. Assoc. Transactions*, 1882, p. 184.



## BOOK CLASSIFICATION—SONNENSCHN

### A RELIGION

- a Toleration
- b Natural Religion
- c Holy Scriptures
  - 1 Bibles
  - 6 Parts of New Testament

### o Ecclesiastical History

- 1 Oriental Churches
- 2 Latin Churches
  - + Jansenists
  - △ Gallican Church
  - Spain
- IV Roman Catholic Church in U.S. and Canada

An interesting suggestion for a book classification was made by J. J. Ogle in 1885, which originally appeared in tabular form in the *Library Chronicle*, and afterwards in a catalogue of the Bootle Public Library. The scheme is in reality derived from the subject-headings of a dictionary catalogue, being grouped under certain main and sub-classes, and in the Ogle classification these were as under :—

### Ogle's Classification (1885).<sup>1</sup>

- |                                |                            |
|--------------------------------|----------------------------|
| A Word Lore                    | H Nature Lore (Biological) |
| B Religious Lore               | J Industrial Lore          |
| C Social Lore                  | K General Lore             |
| D Mind Lore                    |                            |
| E Art Lore (Literary)          |                            |
| F Art Lore (Non-Literary)      |                            |
| G Nature Lore (Non-Biological) |                            |

Such groupings of subject-headings are not uncommon in catalogues and encyclopædias, and examples will be found in the catalogues of the Glasgow Public Libraries and in Appleton's *Universal Cyclopedia* and the *New International Encyclopædia*.

A modern English system of value is that used by Mr. W. Swan **Sonnenschein** in his bibliographies of general literature entitled *The Best Books*. The classification has the great merit of being based upon the actual printed books of contemporary and recent literature, as well as the older literature represented by reprints. It thus exhibits not only a complete scheme of headings or classes under which books can be grouped, but by giving examples of actual titles under every main class and subdivision, presents one of the most useful textbooks which can be studied by the young librarian. Its valuable index adds materially to its usefulness and complete-

<sup>1</sup> See *Lib. Chron.*, 1885, p. 160, and *Lib. Ass. Rec.*, 1906, p. 130.



## MANUAL OF LIBRARY CLASSIFICATION

ness. The main classes and principal divisions are added below with an indication of the number of subdivisions :—

### Sonnenschein's Classification (1887).<sup>1</sup>

#### CLASS A THEOLOGY

- 1 General (1-3)
- 2 Natural Theology (4-8)
- 3 Ethnic Theology, Oriental (9-15)
- 4 Bible (16-47)
- 5 Ecclesiastical History, General (48-59)
- 6 National (60-75)
- 7 Denominational (76-101)
- 8 Ecclesiastical Polity (102-113)
- 9 Practical Theology (113-118)
- 10 Systematic Theology (119-134)

#### CLASS B MYTHOLOGY AND FOLK-LORE

- 1 Comparative (1-2)
- 2-14 Racial (3-10)

#### CLASS C PHILOSOPHY

- 1 General
- 2 History
- 3 Ancient Philosophers by Schools (5-15)
- 4 Modern Philosophers (16-67)
- 5 Special Departments [68 Logic ; 69 Metaphysics ; 70 Ethics ; 71 Psychology ; 72 Æsthetics ; 73 Philosophy of History ; 74 Political and Social Philosophy ; 75 Philosophy of Law]

#### CLASS D SOCIETY

- 1 Law, General
- 2 Statutes, etc. (2-3)
- 3 General (4)
- 4 History (5-7)
- 5 Special Departments (8-100)
- 6 Courts, Procedure (101-109)

#### 7-8 Roman and Oriental (110-112)

- 9 International (113)
- 10 Political Economy (114-124)
- 11 Social Economy (125-133)
- 12 Politics (134-147)
- 13 Commerce (148-154)
- 14 Education (155-172)

#### CLASS E GEOGRAPHY

- 1 General (1-8)
- 2 Historical Geography (9-10)
- 3 Europe (11-29)
- 4 Asia Minor (30)
- 5 Asia (31-40)
- 6 Africa (41-51)
- 7 America (52-61)
- 8 Australasia (62-67)
- 9 Polar Regions (68-69)

#### CLASS F HISTORY

- 1 General (1-4)
- 2 Primitive Society (5)
- 3 Ancient History (6-12)
- 4 Middle Ages (13-14)
- 5 Europe (15-60)
- 6 Asia (61-64)
- 7 South Africa (65)
- 8 America (66-75)
- 9 Gipsies (76)

#### CLASS G ARCHEOLOGY AND HISTORICAL COLLATERALS

- 1 Antiquities, General and Local (1-11)
- 2 Special Depts. (12-21)
- 3 Genealogy, Heraldry, Names (22-24)

<sup>1</sup> See *Lib. Ass. Rec.*, 1905, p. 449.

# BOOK CLASSIFICATION—SONNENSCHN

- 4 Miscellaneous [25 Costume;  
26 Autographs; 27 Stamps;  
28 Flags; 29 Signboards;  
30 Lives of Antiquaries;  
31 Miscellaneous Biography]

## CLASS H SCIENCE

- 1 General (1-4)
- 2 Mathematics (5-9)
- 3 Physics (10-16)
- 4 Chemistry (17-20) [5 and 6  
accidentally omitted]

- 7 Astronomy (21-24)
- 8 Physiography (25-30)
- 9 Geology (31-41)
- 10 Biology (42-47)
- 11 Botany (48-69)
- 12 Zoology (70-106)

## CLASS H\* MEDICINE

- 1 General (1-3)
- 2 Human Anatomy and Physio-  
logy (4-9)
- 3 Medicine (10-13)
- 4 Endemic Diseases (14)
- 5 Special Diseases (15-25)
- 6 Surgery (26-33)
- 7 Local Surgery (34-44)
- 8 Obstetrics (45-47)
- 9 Diseases of Children (48)
- 10 Pathology (49-50)
- 11 Materia Medica and Thera-  
peutics (51-53)
- 12 Medical Jurisprudence and  
Toxicology (54)
- 13 Hygiene (55-57)
- 14 Hospitals, Nursing (58-59)
- 15 Domestic Medicine (60)
- 16 Homœopathy (61-62)

## CLASS I ARTS AND TRADES

- 1 Collective (1)
- 2 Engineering (2-12)
- 3 Electrical (13)
- 4 Military (14-18)

- 5 Naval (19-23)
- 6 Agriculture (24-51)
- 7 Industries and Trades (52-81)
- 8 Fine Arts (82-115)
- 9 Architecture (116-122)
- 10 Music (123-133)
- 11 Drama (134-136)
- 11\* Other Public Performers  
(136\*, \*\*)
- 12 Domestic Arts (137-145)
- 13 Sports and Recreations (146-  
172)

## CLASS K LITERATURE AND PHILOLOGY

- 1 Reference Works (1-2)
- 2 Bibliography (3-10)
- 3 Printing, History (11-15)
- 3\* Libraries (16-16\*)
- 4 Literature, National: History,  
Biography, Criticism (17-  
42)
- 5 Prose Fiction (43-58)
- 6 Facetiae (59-61)
- 7 Poetry, National (62-78)
- 8 Dramatists (79-82)
- 9 Essayists (83-85)
- 10 Letter Writers, Oratory (86)
- 11 Maxims (87)
- 12 Anecdotes (88)
- 13 Collections and Miscellanies  
(89-92)

## PHILOLOGY AND ANCIENT LITERATURE

- 14 General Philology (92-100)
- 15 Hamitic Philology and Litera-  
ture (101-104)
- 16 Semitic Philology and Litera-  
ture (105-118)
- 17 Aryan Philology and Literature  
(119-139)
- 18 Non-Aryan and Non-Semitic  
(140-157)
- 19 Malay and Polynesian (158-160)
- 20 African (161)

## MANUAL OF LIBRARY CLASSIFICATION

- |  |  |
|--|--|
| 21 American (162-164)<br>22 Hyperborean (165)<br>23 Unclassed Philology (166)<br>24 Greek and Latin, General (167-174)<br>25 Greek Philology and Literature (175-198)<br>26 Latin Philology and Literature (199-224) | 27 Teutonic Philology (225-255)<br>28 Romance Philology and Literature (256-278)<br>29 Celtic Philology and Literature (279-283)<br>30 Slavonic Philology and Literature (284-285)<br>31 Artificial Universal Language (286) |
|--|--|

The last scheme which comes into this section is one introduced in 1894 for libraries in which readers have the privilege of direct access to the shelves. In this respect it differs from all the methods hitherto described. It has been adopted in a number of open access libraries in England, and was in use in its main features from 1888 in the Clerkenwell Public Library, London. It is based on older schemes, and is not provided with a shelf notation, being intended solely for arrangement. It is described in a paper entitled "Classification of books for libraries in which readers are allowed access to the shelves," by John H. Quinn and James Duff Brown, first read at the Belfast meeting of the Library Association in 1894, and printed in the *Library* for 1895, pp. 75-82.

### Quinn-Brown Classification<sup>1</sup> (1894)

#### CLASS A RELIGION AND PHILOSOPHY

- 1 Bible (*a* Texts, *b* Commentaries, *c* History, *d*, Aids)
- 2 Church (*a* History, *b* Law, *c* Liturgy, *d* Rituals by Sects)
- 3 Theology (*a* Natural Theology, *b* Christianity, *c* Non-Christian Systems, *d* Mythology, *e* Popular Beliefs)
- 4 Philosophy (*a* Schools, *b* Mental Science, *c* Logic, *d* Moral Science)

#### CLASS B HISTORY, TRAVEL, AND TOPOGRAPHY

- a* Universal History and Geography,
- b* Dictionaries, *c* Chronology,

*d* Archaeology (including Numismatics), *e* Gazetteers, *f* Atlases, etc.

National History and Topography [by countries, sub-divided as required]—1 Europe, 2 Asia, 3 Africa, 4 America, 5 Australasia, 6 Polar Regions

#### CLASS C BIOGRAPHY

Dictionaries and General Collections (*a* Peerages, *b* Army, *c* Clergy, *d* Law and other lists, *e* Dignities, *f* Heraldry, *g* Genealogy and Family History)

Classes, including Criticism (*a* Actors,

<sup>1</sup> See *Library*, 1895, p. 75, and *Lib. Ass. Rec.*, 1905, p. 450, and 1906, pp. 131-33.



## BOOK CLASSIFICATION—QUINN-BROWN

*b* Artists, *c* Authors, *d* Clergy and Religious, *e* Engineers, *f* Inventors, *g* Legal, *h* Monarchs, *i* Philosophers, *j* Philanthropists, *k* Scientists, *l* Statesmen, *m* Travellers, etc.)

### CLASS D SOCIAL SCIENCE

- 1 Society (*a* Manners and Customs, *b* Folk-lore, *c* Marriage, *d* Women, *e* Pauperism, *f* Crime, *g* Socialism, etc.)
- 2 Government and Politics (*a* Public Documents, *b* Statutes, *c* Army, *d* Navy, *e* Civil Service, etc.)
- 3 Law (International, English, Colonial, Foreign, Special—as Patent, Commercial, etc.)
- 4 Political Economy (Taxation, Free Trade, Capital and Labour, Land, Rent, Statistics)
- 5 Education
- 6 Commerce

### CLASS E SCIENCE

- 1 Biology (Evolution, General)
- 2 Zoology
- 3 Botany
- 4 Geology (Palæontology, Mineralogy and Crystallography)
- 5 Chemistry
- 6 Physiography
- 7 Astronomy
- 8 Physics
- 9 Mathematics

### CLASS F FINE AND RECREATIVE ARTS

- 1 Architecture
- 2 Painting
- 3 Sculpture and Carving
- 4 Decoration

- 5 Engraving
- 6 Music
- 7 Amusements
- 8 Sports

### CLASS G USEFUL ARTS

- 1 Engineering (Steam, Naval, Military, Civil, Mining, Railway, Electrical, etc.)
- 2 Building and Mechanical Arts
- 3 Manufactures
- 4 Agriculture and Gardening
- 5 Sea and Navigation
- 6 Health and Medicine
- 7 Household Arts

### CLASS H LANGUAGE AND LITERATURE

- 1 Philology
- 2 Literary History
- 3 Bibliography
- 4 Libraries

### CLASS J POETRY AND THE DRAMA

- 1 Poetry (Anthologies, Poets alphabetically)
- 2 Drama (Stage History, Dramatists alphabetically)

### CLASS K FICTION

- 1 Collections, Author Alphabet and Anonyma
- 2 Juvenile

### CLASS L GENERAL WORKS

- 1 Encyclopedias, Directories
- 2 Miscellanies (Sketches, Essays, Anecdotes, Proverbs)
- 3 Collected Works
- 4 Periodicals not in other Classes

The lack of a comprehensive notation in this scheme led to the production of *The Adjustable Classification* 1897, and the want of expansion in that led to the compilation of *The Subject Classification*, 1907, both described in the following chapter.



## CHAPTER IV.

### CLASSIFICATION SCHEMES FOR BOOKS, WITH NOTATIONS.

THE classification methods just examined are primarily for use in arranging books in catalogues or on shelves without providing a system of serial numbers or marks by which single books can be referred to and found as well as placed. To a certain extent the marking of some of the systems could be used for finding and charging purposes; but class numbers alone, without some method of indicating individual books, are not sufficient for all purposes. Turning back to p. 41 it will be noticed that in Edwards' scheme C 7-27 is a general reference to *Travels in Scotland*. But there may be two hundred separate works in this subdivision, and no means are provided for distinguishing one from another. Of course the books in C 7-27 might be arranged in an author alphabet; but this would still make the entry of a loaned book cumbrous, as it would be necessary to note the author and brief title thus: "C 7-27, Garnett's Tour". The accession number alone can be used for purposes of identifying the individual works of a subdivision, as is done with the Quinn-Brown method; but this was not contemplated in any other of the schemes described in Chapter III. This chapter is therefore concerned with the methods, mostly of modern origin, which are combination systems for classifying, shelving, cataloguing, charging, and otherwise identifying, not only main or sub-classes, but single books.

An early scheme of this sort is of American origin, and was devised by Dr. William T. Harris, Superintendent of Public Schools, St. Louis, who was also one of the managers of the Public School Library of that city. His system was adopted at this library, and has been also used in other American libraries, particularly that of

## NOTATIONAL CLASSIFICATION—HARRIS

Peoria, Ill., which published an important modification or rather amplification of the scheme in 1896. Harris's method is sometimes styled the "Inverted Baconian," plan, from its general arrangement in the three main classes "Science," "Art," and "History," which roughly correspond to Bacon's "Philosophy," "Poetry," and "History," tabulated on p. 8. To Harris belongs the credit of having first produced a method adapted to the wants of a modern library. It bears a certain resemblance to the decimal system of Dewey, in its provision of a hundred divisions and general sequence of main divisions. The first draft of this system was printed in the *Journal of Speculative Philosophy* (1870), Vol. IV., pp. 114-19, a periodical edited by Harris at St. Louis. It is also briefly described in the official work entitled *Public Libraries in the United States of America* (Washington, 1876). In actual use the main class letters and numbers of Harris's scheme are not required. Indeed he says that the proximate classes are numbered from 1 to 100, so as to have only two figures for most classes, with letters added for sub-classes. This is clearly enough shown in the following table, which is condensed from the Peoria Public Library scheme, it being, as before remarked, more complete than Harris's original plan:—

### Harris's Classification<sup>1</sup> (1870)

#### ORIGINAL FORM

A SCIENCE 1 Philosophy, 2 Religion Social and Political Science, 3 Juris- prudence, 4 Politics, etc. Natural Sciences and Useful Arts, 7 Mathematics, 11 Useful Arts	Pure Fiction, 15 Literary Mis- cellany C HISTORY 16 Geography and Travel, 17 Civil History, 18 Biography D APPENDIX 19 Appendix—Miscellany
B ART 12 Fine Arts, 13 Poetry, 14	

#### PEORIA FORM

SCIENCE 2 Philosophy in General 3 Philosophies and Philosophers (a Ancient, d Early Christian, e Modern, s Special)	4 Metaphysics (4a Anthropology, 4b Psychology, 4c Logic) 5 Ethics 6 Religion 7 Bible
---	--

<sup>1</sup> See *U.S. Education Report*, 1876, pp. 660-62; *Lib. Ass. Transactions*, 1882 p. 181; *Library*, 1900, p. 295.

# MANUAL OF LIBRARY CLASSIFICATION

- 8 Commentaries
- 9 Theology, Doctrinal, Dogmatics
- 10 Devotional, Practical
- 11 Natural Theology
- 12 Religious and Ecclesiastical History
- 13 Modern Systems
- 14 Judaism
- 15 Mythology and Folk-Lore
- 16 Oriental and Pagan Religions

## SOCIAL AND POLITICAL SCIENCES

- 18 Jurisprudence
- 19 Law
- 20 International Law
- 21 Ancient, Feudal, and Civil Law
- 22 Common Law, Canon Law, Equity
- 23 Statute Law, Reports and Digests
- 24 Constitutional Law and History
- 25 Law Treatises (Criminal, Martial, etc.)
- 26 Political Science
- 27 Legislative Bodies and Annals
- 28 Administration
- 29 Social Science
- 30 Economics
- 31 Education
- 32 Philology
- 33 Grammars and Textbooks
- 34 Dictionaries

## NATURAL SCIENCES AND USEFUL ARTS

- 35 Natural Science (*a* Scientific Periodicals)
- 36 Mathematics in General (*a* Weights and Measures)
- 37 Arithmetic
- 38 Algebra
- 39 Geometry, Trigonometry, Calculus
- 40 Engineering (*a* Railroad, Canal, etc., *b* Bridges and Roofs, *d* Military and Naval, etc.)
- 41 Mechanical (Steam Engines, Machinery, etc.)
- 42 Physics (General and Special)

- 43 Electricity
- 44 Chemistry
- 45 Astronomy
- 46 Natural History (*a* Biology, *b* Evolution *c* Microscopy, *d* Collectors' Manuals, *e* Out-of-doors Books)
- 47 Physical Geography (*a* Land, *b* Water, *c* Atmosphere)
- 48 Geology
- 49 Botany
- 50 Zoology
- 51 Ethnology
- 52 Archaeology, Antiquities
- 53 Medicine
- 54 Anatomy, Physiology
- 55 Materia Medica, Pharmacy
- 56 Pathology, Diseases, Treatment
- 57 Hygiene (*a* Food, *b* Clothing, *c* Children, *d* Physical Culture, *e* Public Health)
- 58 Amusements, Recreations
- 59 Useful Arts and Trades (*a* Exhibitions, *b* Patents)
- 60 Military Arts (*e* Naval Science)
- 61 Mechanic Arts and Trades (Building, Manufactures, Chemical Technology)
- 62 Commercial Arts, Business (*a* Book-keeping, *b* Writing, *c* Printing, etc.)
- 63 Productive Arts (*a* Mining, *b* Agriculture, *c* Cookery, *d* House-keeping, *f* Furniture, *g* Needle-work)

## ART

- 64 Fine Arts, General
- 65 Fine Arts, History
  - a* Architecture (5 subdivisions)
  - b* Sculpture (3 subdivisions)
  - c* Drawing (4 subdivisions)
  - Painting (10 subdivisions)
  - d* Engraving, Lithography, Etching
  - i*. Photography



## NOTATIONAL CLASSIFICATION—SCHWARTZ

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><i>e</i> Art Works, Collections of Pictures</li> <li><i>f</i> Minor Arts, Decorative and Industrial</li> <li><i>g</i> Music (11 subdivisions)</li> <li>66 Poetry and the Drama, History and Criticism (<i>a-w</i> National)</li> <li>67 English Poetry</li> <li>68 Foreign Poetry and Drama</li> <li>69 Prose Fiction</li> <li>70 Juvenile Literature</li> <li>71 Literary Miscellany</li> <li>72 Fables, Anecdotes, etc.</li> <li>73 Rhetoric, Elocution</li> <li>74 Orations and Speeches</li> <li>75 Essays</li> <li>76 Collected Literary Works</li> <li>77 Literary History and Criticism</li> <li>78 Bibliography (including Library Economy)</li> <li><b>HISTORY</b></li> <li>80 Geography and Travel, General</li> <li>81 Geography (<i>a</i> Ancient, <i>b</i> Modern)</li> <li>82 Voyages</li> </ul> | <ul style="list-style-type: none"> <li>83 American, Travels (11 subdivisions)</li> <li>84 Europe, Travels (11 subdivisions)</li> <li>85 Asia, Travels (6 subdivisions)</li> <li>86 Africa, Travels (5 subdivisions)</li> <li>87 Travels in Several Quarters (5 subdivisions)</li> <li>88 Philosophy of History, civilisation</li> <li>89 Historical Collections</li> <li>90 Ancient History</li> <li>91 History of United States</li> <li>92 America at large</li> <li>93 British</li> <li>94 Modern Europe</li> <li>95 Asia</li> <li>96 Historical Miscellany (<i>a</i> Crusades, <i>b</i> Battles, <i>c</i> Coins, <i>d</i> Costume, <i>e</i> Customs, <i>f</i> Secret Societies)</li> <li>97 Biography (<i>a</i> Collective, <i>b</i> Individual, <i>c</i> Genealogy and Heraldry, <i>d</i> Names)</li> <li>99 Cyclopedias and Collections</li> <li>100 Periodicals, Newspapers, Journalism</li> </ul> |
|---|---|

Following closely upon the Harris classification is another American scheme, dating from about 1871, in which an attempt is made to combine a numerical sub-classification with sizes. The method is described in the *Library Journal*, 1878, Vol. III. There are twenty-five classes, each designated by the letters from A to Z, excluding J. Each of the twenty-five classes is divided into nine sub-classes by adding 1 to 9, and these sub-classes are further subdivided by adding one of the twenty-five letters. A further element is introduced by a series of letters to denote sizes, D = duodecimo, O = octavo, Q = quarto, and F = folio. Thus a book may have a number like "A8mo". This system was invented by Mr. Jacob Schwartz, of the Apprentices' Library, New York; and in 1879 he issued an amplification of the same, which is described in the *Library Journal*, 1879, Vol. IV. It is styled the "Mnemonic System of Classification," and its main outlines are these:—



# MANUAL OF LIBRARY CLASSIFICATION

## Schwartz's Classification <sup>1</sup> (1871-79)

### A ARTS, FINE AND USEFUL

- 1 Agriculture
- 2 Carpentry
- 3 Fine Arts, General
- 4 Games
- 5 Household Science
- 6 Music
- 7 Painting
- 8 Sculpture
- 9 Useful Arts

### B BIOGRAPHY

### C CUSTOMS

### D DRAMA AND POETRY

### E EUROPE, HISTORY AND TRAVEL

### F FICTION, JUVENILE

### G GOVERNMENT AND SOCIAL SCIENCE

### H HISTORY, GENERAL

### J JURISPRUDENCE

### K LANGUAGE

### L LITERATURE

### M MENTAL AND MORAL SCIENCE

### N NATURAL HISTORY

### O ORIENTAL HISTORY AND TRAVEL

### P PERIODICALS

### R REFERENCE AND RARE BOOKS

### S SCIENCE

### T THEOLOGY

### U UNITED STATES HISTORY AND TRAVEL

### V VOYAGES AND TRAVEL

### W WORKS, COLLECTED

Every class is subdivided as at A, in a little alphabetical sequence, wherein an arrangement is followed which makes 1 always begin with A or B, 2 with C or D, 3 with E or F, 4 with G or H, and so on. No doubt the correspondence between the class letter and the initial of the class name is an assistance to the memory of assistants; but it is doubtful if this compensates for the separation of the Geographical and Historical classes. In the *Library Journal*, 1882, Vol. VII., Mr. Schwartz published a "New Classification and Notation," in which an attempt is made to combine the numerical, the alphabetical, and the classified forms. This is accompanied by an interesting tabulated plan of the scheme. Mr. Schwartz was one of the parties to the clever and amusing controversy on classification schemes which for several years, from about 1879, raged in the *Library Journal* among such experts as Dewey, Cutter, Perkins, and Schwartz. This was one of the most instructive discussions which ever took place upon an abstruse library topic, and it undoubtedly did much to educate and fix the opinion of American librarians wholly in favour of systematic classification.

The most generally adopted and influential of all the schemes of

<sup>1</sup> See *Lib. Jnl.*, 1876, p. 6; 1879, pp. 1, 37; 1882, pp. 84, 148, 229, 251, 272; 1885, pp. 25, 77, 149, 174, 371; *Lib. Ass. Rec.*, 1905, p. 451.

## NOTATIONAL CLASSIFICATION—DECIMAL

systematic library classification yet noticed, is that devised by Mr. Melvil Dewey<sup>1</sup> (late of the State Library, Albany, New York) about 1873, and first applied to the library of Amherst College, Mass. It was originally published anonymously in 1876 as *A Classification and subject index for cataloguing and arranging the books and pamphlets of a library*, Amherst, Mass., and in the same year a brief account of the method appeared in *Public Libraries in the United States of America*. In 1885 and 1888 extensive alterations were introduced, especially a Relativ Index, and in April, 1895, an *Abridged Decimal classification and relativ index* was published as Vol. IV., Nos. 13, 14, of *Library Notes*. The latest edition of this scheme is *Decimal classification and relativ index for libraries, clippings, notes, etc.* ed. 7. By Melvil Dewey, Forest Press, Lake Placid Club, N.Y., 1911. Prices range from 6 to 8 dollars according to binding, and the index is issued separately at 3 or 4 dollars. The main alterations are the amalgamation of the index and supplement, and large extensions of the subdivisions of many of the tables. The "simplified spelling" has been much more extensively used than in former editions, and it would be an improvement to have had the standard spellings also in the index. Avaris (avarice), Bilding (Building) and Iland (island) might be difficult to recognize or find. The objections raised to relativ indexes are well-sustained by such entries as:—

### Aviation

amusements	796
engineering	629
physics	533·6

There is no general place for the subject; unless 533·6 be selected, and many a user would be puzzled to distinguish the mechanical from the sport side of aviation, while the subject is separated in a most unsatisfactory manner. No system of classification has been so widely adopted or so generally appreciated, and no other system has done so much valuable missionary work in the cause of syste-

<sup>1</sup> *U.S. Educ. Rept.*, 1876, p. 623; *Lib. Jnl.*, 1879, pp. 117, 149, 191; 1886, pp. 36, 37, 68, 144, 156; *Library*, 1895, p. 167; *Lib. Jnl.*, 1896, p. 494; *Library*, 1896, pp. 335, 482; *Library*, 1897, pp. 208, 329, 340, 346; *Lib. Ass. Rec.*, 1908, p. 180.

## MANUAL OF LIBRARY CLASSIFICATION

matic classification. It is so well known, that a very brief description and a few extracts will serve to make its general outlines clear. In the first edition acknowledgment is made of indebtedness to the *Nuovo sistema di catalogo bibliografico generale*, of Natale Battezzati, of Milan, and to the systems of Messrs. Harris and Schwartz. As the older forms have been modified or discarded, it is unnecessary to further examine the earlier editions. At present the method consists of ten main classes, arranged as follows :—

### Dewey's Classification (1873-76)<sup>1</sup>

0 General Works	5 Natural Science
1 Philosophy	6 Useful Arts
2 Religion	7 Fine Arts
3 Sociology	8 Literature
4 Philology	9 History

Each of these classes is divided into ten divisions, and each of these into ten sections. In all cases the 0 indicates general works on each class, division, or section. Subdivisions of sections are indicated by another series of consecutive numbers coming after a period or point. Thus 553.7 means Class 5 Natural Science, Division 5 Geology, Section 3 Economic Geology, Sub-section 7 Mineral Waters. The scheme possesses various mnemonic features, a certain number, for example, always standing for a certain country or topic. "The books are arranged on the shelves in simple numerical order, all class numbers being decimal. Since each subject has a definite number, all books on any subject must stand together." The order of the divisions is as follows; and it will be seen that, when shelved, the books in a library will be arranged in a simple numerical sequence, yet perfectly classed in an accurate scheme of related main classes and subordinate subjects :—

### Dewey Divisions

000 GENERAL WORKS	030 General Cyclopedias
010 Bibliography	040 General Collected Essays
020 Library Economy	050 General Periodicals

<sup>1</sup> *Tables and Index of the Decimal Classification and Relative Index for arranging and cataloguing Libraries, Clippings, Notes, etc.* 3rd edition. (Boston, 1888.) A sixth edition has since appeared, and a 7th in 1911. See also Dana (J. C.) ed. *A Library Primer*. 5th edition. (Chicago, 1910.)



# NOTATIONAL CLASSIFICATION—DECIMAL

060 General Societies  
 070 Journalism. Newspapers  
 080 Special Libraries. Polygraphy  
 090 Book Rarities

**100 PHILOSOPHY**  
 110 Metaphysics  
 120 Other Metaphysical Topics  
 130 Mind and Body  
 140 Philosophical Systems  
 150 Mental Faculties. Psychology  
 160 Logic. Dialectics  
 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 Palaeontology  
 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



## MANUAL OF LIBRARY CLASSIFICATION

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 and Polar Regions

To show the arrangement of sections the division 620 Engineering is selected, which is divided thus :—

621 Mechanical	626 Canal
622 Mining	627 River, Harbor, and General Hydraulic
623 Military and Naval	628 Sanitary
624 Bridges and Roofs	629 Other Engineering Industries
625 Railroad and Road	

The arrangement of 621 is continued in sub-sections as follows :—

621·1 Steam Engineering	621·6 Blowing and Pumping Engines
621·2 Hydraulic engines or Motors	621·7 Mills, Factories, Engineering Works
621·3 Electric Engineering	621·8 Principles of Mechanism
621·4 Air and Gas Engines and other Motors	621·9 Machine Tools
621·5 Air Compression or Rarefaction	

621·1 Steam Engineering is in its turn further divided thus :—

621·11 Mechanism of Steam Engin, etc.	621·16 Stationary Engines
621·12 Marine Engines	621·17
621·13 Locomotive	621·18 Steam generation, and transmission
621·14 Traction Engines	621·19 Steam boiler and power plants.
621·15 Portable Engines	

This classification provides places and symbols for most topics however minute, and there only remains some method of distinguishing individual books. There may be, for instance, twelve books on 621·19, which would all have the same class number. How then to distinguish Courtenay on Boilers from Shock on Boilers? Several ways have been suggested, as in finding and charging it is essential that a reader should be credited only with the single book of a class which he borrows, and not with all the books in the class. One plan is to use the accession number, which might give symbols like this :—

## NOTATIONAL CLASSIFICATION

621-19-4689 Courtenay, Boiler-maker's Assistant

621-19-10675 Shock, Boilers

The most generally adopted plan, used mostly in American libraries, is to apply the "**Cutter Author Marks**," a system of numbering all the best-known surnames, invented by Charles A. Cutter, late of the Boston Athenæum, and the main features of this scheme may be briefly noted here, those who desire further particulars being referred to the tables published by the Library Bureau. "Books on the shelves are kept alphabetized by marking them with the initial of the author's family name, followed by one or more decimal figures assigned according to a table so constructed that the names whose initials are followed by some of the *first* letters of the alphabet have the *first* numbers, and those in which the initials are followed by *later* letters have *later* numbers":—

Abbott = Ab2

Acland = Ac6

Cook = C77

Cousin = C83

Crabb = C84

Gardiner = G16

Gerry = G36

Gilman = G42

Shock = Sh8

These initials and surname numbers serve to keep minute class divisions in strict alphabetical order, and can also be used for registering books. Shock on Boilers would be numbered 621-194Sh8, which would differentiate it from every other book in the same subsection and from every other book in the library. These, then, are the principal points in the Decimal classification. The chief objections urged against it, have been the uniformity of progression by tens, and the plan of making every class, division, section, or subsection conform to this system; while the want of expansion in some of the technical and historical divisions is a great disadvantage. The separation of Philology from Literature is also considered unnatural.

But, perhaps, the least satisfactory feature of the Decimal classification, apart from its somewhat illogical basis, is the provision of a rather superficial and selective "**Relativ Index**," which at one time was hailed as a very important and valuable accessory. Time has considerably modified that view, and it is being gradually recognized that a scheme of classification should confine itself to

## MANUAL OF LIBRARY CLASSIFICATION

the relative placing of topics, leaving standpoints to be determined by cataloguers. A relative index is supposed to give all kinds of associations, categories, styles of treatment, and phases which may qualify subjects, and its object is to suggest to the user possible alternative places for every subject. This means that practically every subject could be qualified by hundreds of other subjects or phases, and thus it is evident that instead of assisting a classifier, it can only end in confusing and hindering. It is not the part of an index to a system of classification to do more than direct the classifier to the place in a schedule where a subject number is to be found, after he has determined what that subject is. One of a series of "Canons" for judging of the completeness of a classification, drawn up by Mr. W. C. B. Sayers, lays it down as a law that "It must be furnished with a relative index; that is to say, an index showing the place of every topic, and every phase or view of a topic". A very little reflection will show that such an index, while useful for the cataloguer, would only embarrass the classifier by its size and complexity. If every subject is to be analysed, and its qualifying categories added in a complete manner, and not in the partial and selective style of the "Decimal" index, the result is going to be rather appalling. In the tables of Cutter, the Library of Congress, etc., for subdividing geographical areas, considerably over 100 phases and categories are given for this purpose, and they are by no means exhaustive. Nearly every other subject can be qualified or divided by as many categories, and some by a good many more. Using the categorical tables of the "Subject" classification which with the local geographical numbers of the "Summary Table," amount to 1040 and applying them to subjects selected at random from each main class, the average number of times that every subject can be qualified by relative subdivisions, phases, etc., works out at 90. The "Subject" index, allowing for references, contains 17,000 entries, which when multiplied by 90 gives 1,530,000 entries, phases, forms, and what not, all necessary for a complete relative index. This would mean a printed index like the "Subject" one of 15,300 pages! If enlarged by the inclusion of biographical and geographical names contained in the "Decimal" and Brussels classifications, plus other subjects derived from physical science,



## NOTATIONAL CLASSIFICATION—SION COLLEGE

geography, and history, it would be easy to swell a relative index on this scale to double the above dimensions. Even if it is assumed that Aristoteles' ten categories are enough for every subject, we still obtain 170,000 entries on the "Subject" basis, which means a 1700 page index. The outcome of those considerations points inexorably to the conclusion that a relative index or list of possible subject headings is the apparatus of dictionary cataloguing and not of classification.

There have been several modifications of Dewey's Decimal classification introduced at different times; and it is necessary to notice that of Sion College, London, first printed in 1886, and afterwards revised and enlarged as *Order of the Classification of Sion College Library, London* (1889). This was the work of the Rev. W. H. Milman, librarian of the college, assisted by Mr. J. P. Edmond, late librarian to the Signet Library, Edinburgh. In it Dewey's notation has been abandoned in favour of the old system of class letters and separate numerical progressions under each class. The order of classes has also been changed, and other variations introduced, with the object of adapting the scheme to the needs of an essentially theological library. It will be enough to indicate briefly the main classes and give a detailed specimen of the divisions and subdivisions:—

### Sion College Classification (1886-89)

CLASS A Theology (including Ecclesiastical History and Canon Law)

- " B History
- " C Philosophy
- " D Social Science
- " E Natural Science
- " F Useful Arts
- " G Fine Arts
- " H Philology
- " K Literature
- " L Bibliography and Literary History

CLASS C PHILOSOPHY

- C 10 General
- C 11-12 Ancient Philosophers
- C 13-14 Mediæval and Modern Philosophers



## MANUAL OF LIBRARY CLASSIFICATION

- C 15 Biographies and Correspondence of Philosophers
- C 20 Logic
- C 30-33 Metaphysics
- C 40-45 Ethics
- C 50-51 Applied Morality
- C 60 Aberrations from Morality (Suicide, Magic, Witchcraft, etc.)

Detail of C 20 :—

### LOGIC

- |                      |                        |
|----------------------|------------------------|
| C 20-0 General       | C 20-2a Systems, Greek |
| C 20-1 Introductions | C 20-2b Latin          |
| C 20-2 Systems       | C 20-2c Modern         |

Of all modifications and expansions of the Decimal classification none is so important and extensive as the system commonly known as the **Brussels Expanded Decimal**. This was commenced in 1899, and published in separate classes, the whole being indexed and issued as one thick and unwieldy volume entitled, *Brussels Institut International de Bibliographie. Classification Bibliographique par matières. (classification decimale)*, 1905. This is a translation into French of the Decimal classification with extensive additions to most of the subdivisions and considerable changes in the notation. These have all been fully explained by Mr. H. V. Hopwood, of the Patent Office Library, London, in a paper entitled: "Dewey expanded" which appeared in the *Library Association Record*, 1907, vol. 9.

The principal changes affect the original "form" marks of Dewey's system which are now as follows:—

- 01 Philosophy, Theories, etc.
- 02 Compenda, Outlines
- 03 Dictionaries, Cyclopædias
- 04 Essays, Lectures, Letters, etc.
- 05 Periodicals
- 06 Societies, Associations, Transactions, Reports, etc.
- 07 Education, Study, Teaching, Training, etc.
- 08 Polygraphy, Collections, etc.
- 09 History

These numbers are used to subdivide individual topics, and in some classes they are varied. In the Brussels expansion these form numbers are retained but have been greatly increased in number. For expressing geographical distinctions the Dewey numbers, minus

## NOTATIONAL CLASSIFICATION—BRUSSELS DECIMAL

the 9's, have been retained, but they are shown in parentheses, thus (42) = England. Time qualifications are indicated by the figures expressing centuries shown in inverted commas, so "18" = nineteenth century. Full dates can be shown if required 1907'04'08 representing 8 April, 1907. Language marks are the Dewey Philology ones minus the 4's, and distinguished by the mark =. To indicate composite works the sign : is used and the class numbers of both subjects are shown thus: Electricity in relation to Agriculture 537 : 63. The sign - is used to show aspects of subjects and to enable combinations of numbers taken from the full table to be used. At one time Dewey deprecated the combination of class numbers, but in the Brussels expansion this is made a vital part of the system. Provision is also made for alphabetical subdivision of topics and there is a large list of subjects including points of view and other categories, and these are indicated by the mark 00. There are several minor features but they need not be mentioned here. The system may be described as an elaborate and ingenious attempt to graft the features of analytical cataloguing on to classification, with a particular view to the sorting and arrangement of documents of all kinds, as well as books. Its very elaboration will tell against its general adoption for public use, as it is impossible to expect anyone save a trained expert to understand its intricate system of signals. Apart from this it is not the function of a system of classification to analyse the contents of books, but to *place* them as near as possible to other books or groups of books on the same topics. It is the province of the catalogue to show how such topics have been treated.

Various expansions of single classes and divisions of the Decimal classification have been published at various times, and among them may be mentioned *An Extension of the Dewey Decimal system of classification applied to Architecture and Building*, by N. Clifford Ricker. Urbana, Ill., 1906; and a similar extension applied to the Engineering industries by L. P. Breckenridge and G. A. Goodenough, 1906; both issued by the University of Illinois Engineering Experiment Station.

One of the most scientific and complete modern schemes of classification is the "Expansive" method of the late Mr. Charles

## MANUAL OF LIBRARY CLASSIFICATION

A. **Cutter**, which has been adopted within recent years in a number of libraries in the United States. Mr. Cutter was well known to librarians the world over as the author of the standard *Rules for a dictionary catalogue*. His system of classification was developed many years ago, probably before 1879, but has only been fully worked out in minute detail within recent years. It was first published, in parts, at Boston, in 1891, as *Expansive Classification*, when the first table was issued. The other six tables have since been printed, and now librarians have an opportunity of examining the details of the scheme. A summary of the method and its application to cataloguing are given in the *Catalog of "A.L.A." Library*, issued by the U.S. Bureau of Education in 1893 and at Washington in 1904. Mr. Cutter describes it as follows:—

"It consists of seven tables of classification of progressive fulness, designed to meet the needs of a library at its successive stages of growth. The first table has few classes and no subdivisions. It is meant for a very small collection of books. The second has more classes and some subdivisions, but retains all the old classes with their previous marks. This is intended for the small collection, when it has swelled so much that it must be broken up into more parts. Now the books which are put into the new classes must of course have new marks; but those in the old ones remain as they are—their marks need no change. In this way we go on, gradually increasing the number of classes and sub-classes, and yet in each transition from the simpler to the more complex scheme preserving all the old notation; so that there is only the absolutely necessary amount of alteration. . . . Passing through the third, and fourth, fifth, sixth, it comes finally to the seventh, which is full and minute enough for the British Museum, with a capacity of increase that would accommodate the British Museum raised to the tenth power; for there might be an eighth and a ninth and a tenth table if need be. From this adaptation to growth comes the name *expansive*. . . .

"This system is the first in which a series of expanding tables has been actually printed, the first in which the idea was made prominent. Much more characteristic, however, are two features of the notation. The first is not original, the second is. The first is the use of letters for notation; i.e. of the twenty-six letters of the



## NOTATIONAL CLASSIFICATION—EXPANSIVE

alphabet to mark the classes (A being the general classes, Polygraphy ; B, Philosophy and Religion ; C, the Christian Religion ; D, Ecclesiastical History ; and so on) ; and of a second letter for the sub-classes (Ca being Judaism ; Cb, the Bible ; Cc, Collected Works of the Fathers of the Church ; Cd, Later Divines ; and so on). This second letter divides each of the twenty-six main classes into twenty-six parts, and then a third letter divides each of these six hundred and seventy-six divisions into twenty-six parts, or over eighteen thousand in all, taking the single-letter, the double-letter, and the triple-letter classes together. This gives of course more classes than a smaller base ; and, on the other hand, many fewer characters are needed to express the same closeness of classification. . . .

"The other characteristic of which I spoke, the original one, is this. We use figures to mark countries, and letters for all other subjects ; so that it is possible to express the local relations of any subject in a perfectly unmistakable way, the letters never being used to signify countries, and the figures never being used for any other subjects but countries. Thus 45 is England wherever it occurs : *e.g.* F being History, F 45 is the History of England ; G being Geography, G 45 is the Geography of England, or Travels in England, and so on. This local notation can be used, not merely with the main classes, but with every subdivision, no matter how minute, if it is worth dividing by countries, as : Kt 45, English Law ; Ht 45, English Joint-stock Companies ; Ht 45, English Budget ; Hv 45, English Tariff ; Ig 45, the English Poor ; Iv 45, English Schools ; Ix 45, English Universities ; Jt 45, the English Constitution ; Jv 45, English Politics ; Jv 45, English Administration. Or, to turn to another country and a different order of ideas : X 39, French Language ; Y 39, French Literature ; Zy 39, History of French Literature ; Zy 39, French Bibliography ; Wt 39, French Architecture ; Wt 39, French Painting. Wherever one wishes to separate what relates to France from other works on any subject, one has only to add the two figures 39, and the thing is done."

The scheme has other features which are described in the paper from which these extracts are taken and in the printed system itself.



# MANUAL OF LIBRARY CLASSIFICATION

Those who wish to study the method as a whole are referred to Mr. Cutter's published tables. Following is a brief outline of the main classes and examples of their sectional treatment. It should be added that for the identification of individual books, the Cutter author tables are used.

## Cutter's Expansive Classification<sup>1</sup>

### A GENERAL WORKS

- AD Dictionaries
- AE Encyclopædias
- AI Indexes
- AM Museums (General)
- AP Periodicals (General)
- AQ Quotations
- AB Reference Books
- AS Societies (General)

### B PHILOSOPHY

- BG Metaphysics
- BH Logic
- BI Psychology
- BM Moral Philosophy

### BR RELIGION

- BS Natural Theology
- BT Religions
- BU Superstitions, Folk-lore
- C Christianity and Judaism
- CA Judaism
- CB Bible
- CC Christianity
- CE Apologetical Theology
- CF Doctrinal Theology
- CK Ethical Theology
- CP Ecclesiastical Polity
- CR Ritual Theology
- CX Pastoral Theology
- D Ecclesiastical History

### E BIOGRAPHY

### F HISTORY (with Local List)

- FF Antiquities
- FN Numismatics
- FS Chivalry
- FV Heraldry

### G GEOGRAPHY AND TRAVELS (with Local List)

### H SOCIAL SCIENCES

- HB Statistics
- HC Economics, Political Economy
- I Demotics, Sociology
- IK Education
- J Civics, Political Science
- K Legislation
- KW Woman
- KX Societies (Not otherwise provided for)

### L SCIENCES AND ARTS TOGETHER

### LA SCIENCES (NATURAL)

- LB Mathematics
- LH Physics or Natural Philosophy
- LO Chemistry
- LR Astronomy
- M Natural History
- MB Microscopy

<sup>1</sup> See *Lib. Jnl.*, 1879, p. 234; 1882, pp. 62, 84; 1886, pp. 158-87; *U.S. Educ. Rept.*, 1892, p. 861; *Internat. Conf. Trans.*, 1897, p. 235; *Lib. Ass. Rec.*, 1902, p. 317; 1905, p. 207; 1909, p. 99. See also Dana (J. C.) ed. *A Library primer*, 5th edition. (Chicago, 1910.)

# NOTATIONAL CLASSIFICATION—EXPANSIVE

MC	Geology
MD	Mineralogy
MG	Physiography
MQ	Palaeontology
MV	Biology
N	Botany
O	Zoology
PW	Anthropology and Ethnology

## Q MEDICINE

## R USEFUL ARTS, TECHNOLOGY

RA	Exhibitions
RB	Patents
RC	Metric Arts
RCZ	Extractive and Productive Arts
RD	Mining
RF	Metallurgy
RG	Agriculture
RJ	Animaliculture
RQ	Chemical Technology
RT	Electric Arts
RY	Domestic Economy

## S CONSTRUCTIVE ARTS :

S	Engineering
SG	Building
SJ	Sanitary Engineering
SL	Hydraulic Engineering
ST	Arts of Transportation
T	Fabricative Arts
U	Art of War
UN	Nautical Arts
V	Athletic and Recreative Arts

FINE ARTS	
VV	Music
W	Art, Fine Arts
WC	Museums, Galleries, etc.
WD	Plastic Arts
WE	Landscape Gardening
WF	Architecture
WJ	Sculpture
WL	Arts of Design
WM	Drawing
WP	Painting
WQ	Engraving
WR	Photography
WS	Decorative Arts

## ARTS OF COMMUNICATION BY LANGUAGE

X	English Language
XII	Language in General
XX	Oratory
Y	English and American Literature
YD	Drama
YF	Fiction
YJ	Juvenile Literature
YP	Poetry
YII	Literature in General
Z	Book Arts
ZA	Authorship
ZD	Writing
ZH	Printing
ZN	Private Libraries
ZP	Public Libraries
ZT	Bibliography
ZY	Literary History

The method of subdivision is illustrated by the class N, Botany and SG, Building :—

N	Botany	Nw	Flowers, Fruit, and Coloured Leaves
Na	Botanical Gardens, Herbaria	Nx	Sylvæ
Nb	Phytology, Theoretical Botany	Ny	Insectivorous and Parasitic Plants
Nc	Phytography, Descriptive Botany	Nz	Economic and Medical Botany
Nd	Cryptogams	SG	Building
Nr	Phanerogams	SGb	Building Laws

## MANUAL OF LIBRARY CLASSIFICATION

SH Carpentry

SHh Stairs

SI Painting and Glazing

SIV Varnishing and Gilding

SIw Papering

SIX Bell-hanging

When further subdivision is necessary, it is accomplished by means of the ordinary numerals—N 1, N 2, N 3, Nd 1, Nd 2, Nd 3, etc. ; while the arrangement of each minute subdivision, whatever it may be, is by author alphabet indicated as before stated by the Cutter author marks. The long period during which this system has been building will account in a great measure for its comparative neglect, and for the general ignorance of its main features among British librarians. But it is certainly one of the systems most deserving of study.

Another careful and practical American scheme is that of Mr. Fred. B. Perkins, late librarian of the San Francisco Public Library. It was published in a final form as *A rational classification of literature for shelving and cataloguing books in a library, with alphabetical index*, San Francisco, 1882. The idea had long been maturing in Mr. Perkins' mind, and a variation of the 1882 method was previously issued in which a progressive series of numbers ran through the whole scheme. This was withdrawn in favour of the revised system of 1882, in which each main class got an independent series of numbers. The Perkins' system is a library classification pure and simple, in which each topic has a distinct mark, and there is no attempt made at mnemonic or other features. The following are its main classes and chapters or divisions :—

### Perkins' Rational Classification<sup>1</sup>

#### CLASS A RELIGION

- Chap. I Bible, Biblical Study
- „ II History of Religion
- „ III Systematic Theology
- „ IV Christian Polity
- „ V Devotional
- „ VI Practical
- „ VII Collective Works

#### CLASS B PHILOSOPHY

- Chap. I Mental Philosophy : History and Systems
- „ II Mental Philosophy : Departments
- „ III Mind and Body
- „ IV Moral Philosophy

<sup>1</sup> See *Lib. Jnl.*, 1879, p. 226 ; 1882, pp. 29, 60, 174 ; *U.S. Educ. Rept.*, 1892, p. 895 ; *Library*, 1897, pp. 37, 210.

# NOTATIONAL CLASSIFICATION—PERKINS

## CLASS C SOCIETY

- Chap. I Government and Law
- „ II Public Administration
- „ III Social Organisation
- „ IV Political Economy
- „ V Education: Methods and Departments
- „ VI Education: Institutions and Reports
- „ VII Business

## CLASS D HISTORY

- Chap. I General Geography and Travels
- „ II Universal History
- „ III Historical Collaterals
- „ IV Ancient History
- „ V Mediæval History
- „ VI Modern and Europe in History
- „ VII Asia
- „ VIII Africa
- „ IX South Seas, Australasia, Single Islands
- „ X America, except United States
- „ XI United States

## CLASS E BIOGRAPHY

- Chap. I Collective: Generally and by Nations
- „ II By Classes
- „ III Genealogy and Names

## CLASS F SCIENCE

- Chap. I General Treatises
- „ II Mathematics
- „ III Natural Philosophy
- „ IV Astronomy
- „ V Cosmology

## Chap. VI Geology

- „ VII Chemistry
- „ VIII General Natural History and Zoology
- „ IX Botany
- „ X General Medicine
- „ XI Hygiene
- „ XII Medical Practice
- „ XIII Surgical Practice

## CLASS G ARTS

### Chap. I General Treatises

- „ II Engineering
- „ III Architecture, Building
- „ IV Military Arts
- „ V Naval Arts
- „ VI Mechanic Arts and Trades
- „ VII Agriculture
- „ VIII Domestic Arts
- „ IX Fine Arts
- „ X Music
- „ XI Recreation

## CLASS H LITERATURE

### Chap. I History of Literature

- „ II Philology
- „ III Linguistics
- „ IV Critical Science
- „ V Poetry
- „ VI Drama
- „ VII Fiction
- „ VIII Oratory
- „ IX Collections
- „ X Periodicals
- „ XI Encyclopædias
- „ XII Bibliography
- „ XIII Libraries

Each class is numbered throughout in one sequence, and in actual arrangement the chapter numbers are ignored. Thus a book on Algebra would not be marked FII 8, but simply F 8. The arrangement under classes will be illustrated by a few extracts from Class F:—



## MANUAL OF LIBRARY CLASSIFICATION

### I GENERAL TREATISES

- F 1 Encyclopædias and Dictionaries
- „ 2 Periodicals and Transactions
- „ 3 Histories, General

### II MATHEMATICS

- F 4 Periodicals and Transactions
- „ 5 Histories
- „ 6 General Treatises
- „ 7 Arithmetic
- „ 8 Algebra
- „ 9 Geometry
- „ 10 Conic Sections

### F 11 Trigonometry

- „ 12 Calculus
- „ 13 Quaternions
- „ 14 Probabilities
- „ 15 Logarithms, Tables
- „ 16-25 Blank

### XIII SURGICAL PRACTICE

- F 861 Surgery Generally
- „ 862 Military Surgery
- „ 863 Obstetrics, Maternity
- „ 864 Dentistry
- „ 865 Anæsthetics

The method recommended for marking individual books in each section is to number them consecutively in order of accession. Thus, in F 8, a progression like this might result :—

F 8·1 Todhunter, Algebra

F 8·2 Jones, Algebra

F 8·3 Anderson, Algebra

F 8·4 Smith, Algebra

But of course accession numbers could be used, or the Cutter author marks.

A modern German system which has had some vogue is that prepared for the University of Halle by Otto **Hartwig**.<sup>1</sup> The following main classes and divisions will give some idea of its character :—

### Hartwig's Classification (c. 1888)<sup>2</sup>

#### CLASS A BIBLIOGRAPHY AND GENERAL WORKS

- Aa Library Science
- Ab Bibliography
- Ae Printing and Publishing
- Ad Introductions to Sciences and History of Sciences
- Ae History and Publications of Learned Societies
- Af General Works (General Periodicals, Encyclopædias, etc.)

#### CLASS B LINGUISTICS, GENERAL, AND ORIENTAL LANGUAGES

Ba-Bh

#### CLASS C CLASSICAL PHILOLOGY

Ca-CI

#### CLASS D MODERN PHILOLOGY

Da-Dn

#### CLASS E FINE ARTS

- Ea Plastic Arts in General
- Eb Ancient Art

<sup>1</sup> Taken from Græsel-Laupe's *Manuel de Bibliothéconomie* (1897).

<sup>2</sup> See *Library*, 1889, p. 21; *Lib. Jnl.*, 1889, p. 245; *Lib. Ass. Rec.*, 1905, p. 450.

# NOTATIONAL CLASSIFICATION—HARTWIG

Ec Mediæval and Modern Art	Ni South German
Ed Music	Nk Austria-Hungary
Ee Acting	Nl Switzerland
CLASS F PHILOSOPHY	Nm Holland and Belgium
Fa-Fc	Nn Great Britain
CLASS G PEDAGOGY	No France
Ga Pedagogy, Public Education	Np Spain and Portugal
Gb History and Statistics of Universities	Nq Italy
Gc School Books, Works for the Young	Nr Balkan Peninsula
CLASS H HISTORY OF CIVILISATION	Ns Russia
Ha-Hb	Nt Scandinavia
CLASS I THEOLOGY	Nu Non-European Countries
Ia-Ib General	Nv Biography
Ic-Ie Exegetical Theology	CLASS O GEOGRAPHY
If-Ig Dogmatic Theology	Oa General
Ih-Ik Historical Theology	Ob Voyages and Itineraries
Il-Im Practical Theology	Oc Political and Statistical Geography
CLASS K JURISPRUDENCE	CLASS P NATURAL AND MATHEMATICAL SCIENCES, GENERAL
Ka-Ku	Pa Natural Sciences, General
CLASS L POLITICAL SCIENCES	Pb Mathematics, General
La-Lh	Pc Pure Mathematics
CLASS M SCIENCES AUXILIARY TO HISTORY	Pd Astronomy
Ma General (Diplomatics, Palæography, Genealogy, Heraldry)	Pe Applied Mathematics
Mb Chronology, Numismatics	CLASS Q PHYSICS AND METEOROLOGY
CLASS N HISTORY	Qa-Qc
Na General and Universal History	CLASS R CHEMISTRY
Nb History, Ancient	Ra-Rb
Nc Mediæval	CLASS S NATURAL SCIENCES
Nd Modern	Sa Mineralogy, Geology, Palæontology
Ne Germany	Sb Botany
Nf Prussia	Sc Zoology
Ng Prussian Provinces	CLASS T AGRICULTURE, ETC.
Nh North German	Ta-Tb
	CLASS U MEDICINE
	Ua-Uo

The medium American scheme of Mr. W. I. Fletcher, librarian of Amherst College, was first issued in his little work on *Public*

## MANUAL OF LIBRARY CLASSIFICATION

*Libraries in America*, "Columbian Knowledge Series," No. 11. Boston, 1894; also London, Low; and afterwards separately "re-printed, with alterations, additions, and an index," as *Library classification*. Boston, 1894. The first draft of this scheme was published in the *Library Journal* (1889). It is stated by the compiler to have been drafted "to offer a way of escape for those who shrink from the intricacies and difficulties of the elaborate systems, and to substitute for painstaking analytical classification a simple arrangement, which it is believed is better adapted to be practically useful in a library, while doing away with most of the work involved in carrying out one of these schemes." Mr. Fletcher uses eleven main classes, excluding Fiction and Juvenile, which seem to be considered as separate divisions. The arrangement of the scheme is as follows:—

### Fletcher's Classification<sup>1</sup>

Fiction (no class number)	125-172 Sciences
Juvenile Books (use J in place of a class number)	179-240 Useful Arts
	245-277 Fine Arts
1-13 English and American Literature; Universal Literature	279-350 Political and Social
	352-416 Philosophy and Religion
15-75 History	421-456 Language and Literature (English and American excepted)
81-82 Biography	
85-120 Voyages and Travels. Geography	461-468 Reference Books and Special Classes

The blanks between the classes are intended for additional divisions. In arranging books by this method an author-alphabetical sequence in each division is recommended, without author marks or additional symbols. If it is desired to insert a new division between any two existing divisions, the first number is to be taken and differentiated by means of a letter, thus: 114, 114<sup>a</sup>, 115. Individual books are to be designated by means of separate book numbers added to the class numbers. Roscoe's *Chemistry* might therefore simply be marked 146:30. To show the progression of divisions in each class, we subjoin the whole of the class Sciences:—

<sup>1</sup> See *Lib. Jnl.*, 1889, pp. 22, 77, 113, 244; *Library*, 1894, p. 157; *Lib. Jnl.*, 1894, p. 238; *Library*, 1897, pp. 206, 358.



## NOTATIONAL CLASSIFICATION—FLETCHER

- |   |  |
|---|--|
| <p>125 History and Philosophy of the Sciences</p> <p>126 Scientific Societies and Academies. Periodicals</p> <p>127 Essays and Miscellanies</p> <p>128 Evolution and Cosmology</p> <p>129 Natural History (Works combining Zoology, Botany, etc.)</p> <p>130 Biology and Embryology</p> <p>131 Comparative Anatomy and Physiology</p> <p>132 Zoology</p> <p>133 Lowest Forms of Animal Life</p> <p>134 Mollusca. Insects</p> <p>135 Fishes</p> <p>136 Reptiles</p> <p>137 Birds</p> <p>138 Mammalia</p> <p>139 Man</p> <p>140 Botany: General</p> <p>141 Cryptogamia</p> <p>142 Of Countries and Localities</p> <p>143 Geology: General</p> <p>144 Of Countries and Localities</p> <p>145 Mineralogy and Crystallography</p> <p>146 Chemistry: General</p> <p>147 Inorganic</p> | <p>148 Chemistry: Organic</p> <p>149 Analysis. Textbooks</p> <p>150 Physics</p> <p>151 Heat</p> <p>152 Light. Optics</p> <p>153 Electricity</p> <p>154 Telegraph and Telephone. Phonograph</p> <p>155 Electric Lighting</p> <p>156 Electro-dynamics</p> <p>157 Sound</p> <p>158 Hydraulics</p> <p>159 Mechanics</p> <p>160 Physical Geography</p> <p>161 Meteorology</p> <p>162 Astronomy: General</p> <p>163 Descriptive</p> <p>164 Practical</p> <p>165 Almanacs (not Statistical)</p> <p>166 Mathematical Sciences: General</p> <p>167 Arithmetic. Book-keeping</p> <p>168 Algebra</p> <p>169 Geometry</p> <p>170 Higher Mathematics</p> <p>171 Geodesy and Surveying</p> <p>172 Navigation</p> |
|---|--|

An interesting scheme of Italian origin based on that of Hartwig and certain American systems is that of G. **Bonazzi** first published as *Schema di catalogo sistematico per le Biblioteche Parma* (1890). Its main feature is the uniform subdivision of each main class, shown in detail below.

### Bonazzi's Classification (1890)<sup>1</sup>

- |  |  |
|--|--|
| <p>CLASS A GENERAL WORKS</p> <p>CLASS B ETHNIC RELIGIONS, MYTH-<br/>OLOGY, ETC.</p> <p>CLASS C CHRISTIAN RELIGION</p> <p>CLASS D JURISPRUDENCE</p> <p>A Bibliography</p> | <p>B Periodicals</p> <p>C Proceedings</p> <p>E Introductory Works</p> <p>F Textbooks</p> <p>G General Treatises</p> <p>H Collections</p> |
|--|--|

<sup>1</sup> See *Lib. Jnl.*, 1891, pp. 5, 19, 138; 1894, p. 69 of Conf. No.; *Lib. Ass. Rec.*, 1905, p. 450.



## MANUAL OF LIBRARY CLASSIFICATION

Y Polygraphy  
 Z History and Biography  
 CLASS E SOCIOLOGY  
 CLASS F PHILOLOGY  
 CLASS G LITERATURE  
 CLASS H PHILOSOPHY  
 CLASS I PHYSICAL AND MATHEMATICAL  
       SCIENCES  
 CLASS K CHEMISTRY  
 CLASS L NATURAL SCIENCE  
 CLASS M MEDICINE  
 CLASS N SURGERY  
 CLASS O PHARMACY  
 CLASS P VETERINARY SCIENCE  
 CLASS Q AGRICULTURE  
 CLASS R INDUSTRY AND MANUFACTURES

CLASS S FINE ARTS  
 A Bibliography  
 B Periodicals  
 C Proceedings  
 E Introductory Works  
 F Textbooks  
 G General Treatises  
 H Collections  
 Y Polygraphy  
 Z History and Biography  
 CLASS T MUSIC  
 CLASS U RECREATIVE ARTS  
 CLASS V THEATRE  
 CLASS W TRAVEL  
 CLASS X ARCHEOLOGY  
 CLASS Y BIOGRAPHY  
 CLASS Z HISTORY

Each class is divided like D and S above, and the scheme bears a general resemblance to some American methods possessing mnemonic or local features.

The classification designed for the University of California by Mr. J. C. Rowell has one or two features of interest which make it worth study by the student. It is published separately, and an outline appears in Richardson.

### Rowell's Classification (1894) <sup>1</sup>

A Bibliography  
 B Dictionaries  
 C Periodicals  
 1-15 Philosophy  
 16-51 Religion  
 52 Biography  
 54 Geography  
 54-255 Geography and History  
 256-287 Politics  
 289-296 Law  
       300 Social Science  
 315-332 Economics  
       333 Science  
 337-356 Mathematics

357-371 Astronomy  
 372 Physics  
 401 Civil Engineering  
 425 Natural History  
 431 Geology  
 440 Paleontology  
 442 Botany  
 461 Zoology  
 480 Medicine  
 506 Industrial Arts  
 507 Agriculture  
 523 Chemistry  
 536 Chemical Technology  
 554 Mining

<sup>1</sup> See *Lib. Jnl.*, 1895, p. 214.

## NOTATIONAL CLASSIFICATION—ADJUSTABLE

580 Manufactures	617 Business
590 Building Arts	623 Art of War
600 Architecture	640 Esthetics
610 Domestic Economy	Fine Art
613 Recreation	999 Language and Literature

The weak points of this scheme are the somewhat illogical order of some of the classes, and the inclusion of undescriptive headings like Natural History, Manufactures, etc. On the other hand there is an occasional effort to place applications of theory in juxtaposition to the sciences from which they spring.

A system which has had considerable vogue in British municipal libraries was devised by the present writer in 1897-98, as an appendix to his *Manual of Library Classification*, first edition, 1898. Its main classes are as follows :—

### Brown's Adjustable Classification (1898) <sup>1</sup>

A Sciences	G Biography
B Useful Arts	H Language and Literature
C Fine and Recreative Arts	J Poetry and Drama
D Social and Political Science	K Prose Fiction
E Philosophy and Religion	L Miscellaneous
F History and Geography	

The notation is a simple use of the even integral numbers, allowing for insertions all through the system. The following examples will suffice to show how the classes are arranged and numbered :—

A Science, General	250-262 Chemistry
2-8 „ History, etc.	264-288 Physics
10-28 Biology	290-302 Physiography
30-50 Zoology, Man	304-320 Astronomy
52-194 „ Animal	322-350 Mathematics
196-222 Botany	352-362 Occult Sciences
224-248 Geology	

Physics A 264-288 contains the following subdivisions :—

A 264 Physics, Societies, and Periodicals
266 „ History and Theory
268 „ Systematic, General
270 Electricity and Magnetism, General
272 „ Special
274 Heat

<sup>1</sup> See *Lib. Jnl.*, 1899, p. 121 ; *Lib. Ass. Rec.*, 1905, p. 451 ; 1906, p. 145.

## MANUAL OF LIBRARY CLASSIFICATION

- 276 Hydrostatics, Hydraulics
- 278 Light (Optics), General
- 280 „ Special
- 282 Mechanics (Dynamics), General
- 284 „ Special
- 286 Pneumatics
- 288 Sound (Acoustics)

The system adopted for the *International Catalogue of Scientific Literature*, 1901, has some points of interest which may be noted here. It consists of seventeen main classes most of which are subdivided by means of an initial class letter and a four-figure notation capable of expressing 10,000 topics or forms, and it provides in this way a very large number of places. The main classes are thus represented :—

### International Scientific Classification (1901):

A Mathematics	K Palæontology
B Mechanics	L General Biology
C Physics	M Botany
D Chemistry	N Zoology
E Astronomy	O Human Anatomy
F Meteorology	P Physical Anthropology
G Mineralogy	Q Physiology
H Geology	R Bacteriology
J Geography	

Each class has a preliminary series of places for the generalia of the subject, somewhat similar to the form numbers of the Decimal System, but like them, not always uniform. Those numbers are all composed of four figures, and it appears, though not very clearly, that they are to be used for qualifying all single topics. Thus the form numbers of Mathematics are as follows :—

- A 0000 Philosophy
- A 0010 History, Biography
- A 0020 Periodicals, Reports, etc.
- A 0030 General Treatises, Textbooks, etc.,  
and so on.

The registration numbers of topics are mostly four-figure, but occasionally in small classes only two figures are used. In the former case the History of Quaternions would be expressed as

## NOTATIONAL CLASSIFICATION—PRINCETON

A 0830·0010 Quaternions History and in the latter the History of Meteorites would be G 70·0010. Geographical subdivisional letters are also provided such as de British Islands, ee Siam, so that a periodical entitled *The Journal of Siamese Lepidoptera* would receive the number N 4403·0020 ee. The whole scheme of classification and its notation, even though intended for cataloguing purposes, is exceedingly clumsy and rambling. The waste of numerals is enormous, and the qualifying or form numbers are not nearly expressive enough nor sufficient in number.

The four-figure basis, without the initial class letter, has been adopted for the Library of Princeton University, and its main divisions may be indicated by the following abstract :—

### Classification of Princeton University (1901)

- 0000-0999 General Works
- 1000-1999 Historical Sciences
- 2000-2999 Language and Literature
- 3000-3999 Modern Languages and Literature
- 4000-4999 Arts
- 5000-5999 Theology
- 6000-6999 Philosophy and Education
- 7000-7999 Sociology
- 8000-8999 Natural Science
- 9000-9999 Technology

Each of these groups of 1000 is subdivided into minor groups of 100 places, decimal fashion, as may be seen by the subjects placed at 8000-8999 Natural Sciences :—

- 8000 General : museums, scientific travels, general
- 8100 Mathematics
- 8200 Physics
- 8300 Chemistry
- 8400 Astronomy
- 8500 Physical, Geography, Geology, etc.
- 8600 Biology
- 8700 Botany
- 8800 Zoology
- 8900 Anthropology, Hygiene, Medicine

The most recent and important scheme arranged on the plan of giving every subject and its forms, geographical divisions, etc., separate



## MANUAL OF LIBRARY CLASSIFICATION

numbers is that of the Library of Congress, Washington, U.S.A., which has only been completed in detail for several classes. The following is the Table of Main Classes proposed :—

### Library of Congress Classification (1902)<sup>1</sup>

- A General Works, Polygraphy
- B Philosophy, Religion
- C History—Auxiliary Sciences
- D History and Topography (Except America)
- E-F America
- G Geography, Anthropology
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music
- N Fine Arts (Architecture, Graphic Arts)
- P Philology (Language and Literature)
- Q Science
- R Medicine
- S Agriculture, Plant and Animal Industry
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography and Library Science

An idea of the immense size of this system can be obtained by an examination of the tables of Class Q—Science, which extend to 172 large octavo pages. The main divisions are as follows :—

- |                    |                    |
|--------------------|--------------------|
| Q Science, General | QH Natural History |
| QA Mathematics     | QK Botany          |
| QB Astronomy       | QL Zoology         |
| QC Physics         | QM Human Anatomy   |
| QD Chemistry       | QP Physiology      |
| QE Geology         | QR Bacteriology    |

Each of the above main divisions is numbered throughout from 1 onwards and as a rule each has its generalia and geographical subdivisions at the beginning. No attempt has been made to obtain the mnemonic advantage of having say Encyclopædias and Dictionaries always denoted by the same numbers, because Q121, QA36,

<sup>1</sup> See *Lib. Ass. Rec.*, 1906, p. 663.

## NOTATIONAL CLASSIFICATION—CONGRESS

QB14, and QC5 are the marks for such books in different sciences. The geographical divisions are equally erratic, France, for example, being indicated by a different number in all the subdivisions, in which local places appear:—

Q46, QE268, QH147, QK313, QL263, and so forth.

A still weaker point is the absence of numbers for subjects on which very large literatures exist, like Dogs and Horses. The number for the former is QL737·C2, and for the latter QL737·U5, taking us down only to Carnivora and Ungulata. A book on British Dogs could not be differentiated from one on the Dogs of Russia, nor works on Tigers from those on Wolves, and yet, with such a great use and waste of numbers, one would have thought it possible to give every specific subject a comparatively short symbol. The tables provided for Class M—Music—are equally confusing and unsatisfactory, and it seems a pity that with such excellent systems as the Decimal and Expansive ready to hand, so much labour, expense, and time should have been wasted on a scheme which is elaborate and imposing without being either practical or logical.

The last general system of classification to be described in detail is that published by the present writer in 1906, entitled, *Subject Classification, with tables, indexes, etc., for the sub-division of subjects*, so called to express as nearly as possible its main principle, the placing of subjects under concrete or specific heads, and not simply at the standpoint or other qualifying feature of such subjects. For example, books on the human heart are all together at one place, whether treating of that organ from an anatomical, physiological, pathological, or therapeutical point of view. All through the scheme the same principle has been observed, as far as the complications and intersections of human knowledge would allow, while ample provision is also made for general as well as special aspects. Because of this, the index is not a "relative" one, but a simple alphabetical sequence to enable the classifier to find the number, after he has determined its exact subject-matter. Indexes to other systems include selections of possible places for topics, and as these are never complete, the ordinary "relative" index is more often a trouble than an aid. Another principle introduced which,

## MANUAL OF LIBRARY CLASSIFICATION

on the whole, is generally admitted to be a vast improvement, is the placing of applications of science as near as possible to their theoretical bases, thus linking up theory and practice in a manner corresponding to the modern method of teaching science and technology. Another feature of importance is the provision of a Table of nearly 1000 categories comprising most of the forms, factors, qualifications, standpoints, etc., which to a great extent modify or affect every single subject. The following extracts from Brown's *Manual of Library Economy*, 1907, will give all further information about the system which students will require.

"This is the latest English system, and also the one most fully set out and indexed, and is selected for detailed notice as being most generally applicable to British libraries of all kinds. It is based on the principle of placing all topics in a logical sequence; of keeping applications of theory as close as possible to the foundation theory; and of providing one place only for each important topic. The complications and intersections of human knowledge prevent anything more than an approximation to this ideal, but it has been found in actual practice to be a classification scheme which works easily and harmoniously."

The following extracts from the introduction<sup>1</sup> will serve to give an idea of the principle on which the system is based:—

### "The Order of the Main Classes.

"**A Generalia.**—The divisions of this main class comprise most of the rules, methods, and factors which are of general application, and which qualify or pervade every branch of science, industry, or human study. They are universal and pervasive, and cannot be logically assigned to any other single main class as peculiar or germane to it.

"**B C D Physical Sciences.**—Matter, force, motion, and their applications are assumed to precede life and mind, and for that reason the material side of science, with its applications, has been selected as a foundation main class on which to construct the system.

<sup>1</sup> *Subject Classification*, 1906, p. 11.



## NOTATIONAL CLASSIFICATION—SUBJECT

**"E F Biological Science.**—Life and its forms, arising out of matter, occupy the second place among the main classes, and here are put general biological theories and facts, followed by plant and animal life, each in an ascending order from low to high forms of organization.

**"G H Ethnological and Medical Science.**—Human life, its varieties, physical history, disorders, and recreations, follows naturally as a higher development of plant and animal life, and completes the biological chain.

**"I Economic Biology and Domestic Arts.**—The applications of plant and animal life to human needs, placed midway between the physical and mental attributes of man, as indicating the primitive exercise of mind, and to assemble in one sequence the chief biological subjects. As a matter of practical convenience, rather than logical necessity, it was thought better to keep composite subjects like Agriculture, Clothing, Foods, etc.—involving questions of origin, use, and manufacture—all in one place, close to the main classes from which they are derived, rather than to distribute them more closely at Botany or Zoology.

**"J K Philosophy and Religion.**—Mental attributes, order and beliefs of human life, following naturally from its physical basis, and primitive manifestation in the instinct of procuring food and clothing.

**"L Social and Political Science.**—Social order and laws of human life. Placed here because, although society or family and other tribal organizations may have preceded religion, mind, as embodied in philosophy, must have preceded both.

**"M Language and Literature.**—Communication and recording in human life. The spoken, written, and printed word, which grew as a necessity out of the primitive operations of mind.

**"N Literary Forms.**—The products of communication and recording in human life in their more imaginative forms; placed here on the ground that fable probably preceded more formal history.

**"O-X History, Geography, Biography.**—The actions, records, and description of human life and its dwelling-place. Arranged in this order and at this place because of their intimate connexion. Geography, although logically related to Physiography and Bio-



## MANUAL OF LIBRARY CLASSIFICATION

graphy to Ethnology, are, nevertheless, as a matter of practical utility, and because of the literature actually existing, more naturally grouped here than separated."

**The Categorical Tables** form an important new feature, whereby a separate series of forms, phases, and other qualifying factors are provided, which can be applied to every subject, and so relieve the main tables from congestion. They are applicable to the very largest libraries, and give ample means of subdividing any topic, however large it may be. They can also be used with other systems of classification, as they are independent of the main tables, and form a series of parallel numbers by which the classification numbers can be themselves classified. For example, a library may have a thousand books on a subject like Architecture in general, to all of which the simple number B300 would be applied. By adding the qualifying numbers from the Categorical Tables, which appear after a point, and are invariably the same when applied to any subject, the following sub-classification would result, which has the effect of assembling all related forms of books together:—

B300	Architecture, General
B300.1	" Bibliography
B300.2	" Dictionaries
B300.3	" Textbooks, Systematic
B300.4	" " Popular
B300.6	" Societies
B300.7	" Periodicals
B300.10	" History
	and so on.

If, in addition to those general works, the library possessed several hundreds of books on Building Construction, B305, these would be subdivided in exactly the same manner, as would also any subdivision of the same topic, such as Foundations, Walls, Roofs, etc.:—

B305.1	Building Construction, Bibliography
B305.3	" " Textbooks, Systematic
B305.10	" " History
B329.1	Roofs, Bibliography

These Categorical Tables are therefore of universal application, and as they contain nearly one thousand qualifying forms, phases, etc.,

## NOTATIONAL CLASSIFICATION—SUBJECT

it will be seen that their use will greatly simplify the practical work of Classification.

Subjects can be subdivided geographically by using the short marks of the "Summary Table" to indicate locality. Thus the "History of Gardening in Mexico" could be indicated by using the subject mark I220.10 qualified by the place, W5, making the full mark I220.10W5.

As will be seen by the above examples, the symbols are perfectly simple combinations of letters and numbers. By treating the numbers decimally, it is possible to intercalate as many new ones as desired between any of the existing numbers, thus providing an infinity of places.

The Index as shown below is very extensive in the number of subject-words it contains, and comprises practically every topic likely to be encountered in ordinary practice. The Classification Tables themselves provide places somewhere for every remote subject, and the Introduction describes how such out-of-the-way matters are to be treated.

AACHEN	S772	Abnormals, Human	G366
Aalborg	T551	Abô	S203
Aalst	T317	Abô-Björneborg	S202
AARAU	S554	Abode of Love	K963
Aardvarks	F722	Aborigines	G047
Aargau Canton	S553	Abortion (Human)	H381
AARHUUS	T555	"    (Plant)	E124
Abacus	A419	Abrasions	H581
Abattoirs	I895	Abraxas	J523
Abba (Egypt)	O489	Abridging	M162
Abbas I. (Persia)	P955	Abruzzi	Q910
"    II.    "	P957	Abscesses	G336
"    III.   "	P963	Absent-mindedness	J162
Abbas Hilmi (Egypt)	O443	Absenteeism	L761
Abbāsides	Q268	Abŕinthe	I839
Abbesses	J922	Absolute Monarchy	L310
Abbeville	R225	Absolution	J625
Abbeys	J859	Absorption (Biol.)	E033
Abbots	J921	Absorption, Light	C107
Abbreviations	M016	Abstinence (Food)	H107
Abdication	L403	"    (Drink)	G787
Abdomen	H130	Abstracting	M162

## MANUAL OF LIBRARY CLASSIFICATION

The system can be used for classifying books, documents, articles, or any group of objects connected with human activities or knowledge. It is also capable of being used for teaching and business purposes, because it tabulates the whole field of science, art, and record, and displays related subjects in one clear view. For instance, places have been found for nearly all plants of economic value, or which are popularly esteemed, in addition to the larger scientific orders, groups, species, etc., to which they belong; and it is believed this is the first time, in any system of classification, an attempt has been made to show all useful or popular trees, flowers, fruits, etc., in their scientific relationships, under their common English names. So with all great subjects; each division or single part is set out in the fullest detail, so as to secure the advantage of a very wide series of whole numbers of equal value. The Tables can be used by the specialist just as easily as by the general collector, because means are provided whereby anyone can assemble at his favoured places all his relative literature or facts. On the other hand, an important object of the scheme is to supply a "one place" classification, which shall free librarians, in particular, from the perplexities induced by phase, form, and standpoint classification, which in reality is a branch of cataloguing. Anyone who wishes to simplify the process of classifying books, has only to use the Index numbers, qualified by those from the Categorical Tables, and follow the easy rules for determining the choice of subject, and he will be saved from many of the difficulties and doubts which at present surround book classification.

### Brown's Subject Classification (1906)<sup>1</sup>

#### Table of Main Classes

A Generalia	
B-D Physical Science	Matter and Force
E-F Biological Science	} Life
G-H Ethnology and Medicine	
I Economic Biology	

<sup>1</sup> See *Lib. World*, 1906, p. 48; *Lib. Jnl.*, 1906, p. 836; *Lib. Ass. Rec.*, 1906, pp. 130, 145, 384; *Pub. Lib.*, 1907, p. 8; *Lib. Ass. Rec.*, 1907, p. 425; *Lib. World*, 1909, pp. 41, 81, 121, 153; *Lib. Assist.*, 1909, p. 304. See also Brown (Jas. D.), *The Small Library*, 1907, for an outline of the scheme.



## NOTATIONAL CLASSIFICATION—SUBJECT

J-K Philosophy and Religion	}	Mind
L Social and Political Science		
M Language and Literature	}	Record
N Literary Forms		
O-W History, Geography		
X Biography		

### Summary Table of Main Classes with Abridged Notation

#### A—GENERALIA

- A0 Generalia
- A1 Education
- A3 Logic
- A4 Mathematics
- A6 Graphic and Plastic Arts
- A9 General Science

#### B, C, D—PHYSICAL SCIENCE

- B0 Physics, Dynamics
- B1 Mechanical Engineering
- B2 Civil Engineering
- B3 Architecture
- B5 Railways, Vehicles
- B6 Transport, Shipbuilding, Shipping
- B8 Naval and Military Science
- C0 Electricity
- C1 Optics
- C2 Heat
- C3 Acoustics
- C4 Music
- C8 Astronomy
- D0 Physiography
- D1 Hydrography, Hydrostatics
- D2 Meteorology, Pneumatics, Horology
- D3 Geology, Petrology
- D4 Crystallography, Mineralogy
- D6 Metallurgy, Mining, Metal Trades
- D7 Chemistry
- D9 Chemical Technology

#### E, F—BIOLOGICAL SCIENCE

- E0 Biology
- E1 Botany
- F0 Zoology

#### G, H—ETHNOLOGY AND MEDICINE

- G0 Ethnology
- G2 Human Anatomy and Physiology
- G3 Pathology
- G4 Materia Medica
- G5 Therapeutics
- G6 Functions, Organs, Osteology
- G7 Nervous System
- G8 Sensory System
- G9 Respiratory System
- H0 Blood and Circulation
- H1 Digestive System
- H2 Urinary System
- H3 Reproductive System
- H4 Skin and Hair
- H5 Parasitical and Infectious Diseases
- H6 Ambulance, Hospitals, Hygiene
- H7 Physical Training and Exercises
- H8 Field Sports
- H9 Recreative Arts

#### I—ECONOMIC BIOLOGY, DOMESTIC ARTS

- I0 Agriculture, Dairy Farming
- I1 Veterinary Medicine
- I2 Milling, Gardening, Forestry
- I3 Wood working
- I4 Textile Manufactures
- I5 Clothing Trades
- I6 Costume, Jewellery
- I7 Vegetable and Animal Products
- I8 Foods and Beverages
- I9 Gastronomy, Domestic Economy



# MANUAL OF LIBRARY CLASSIFICATION

## J, K—PHILOSOPHY AND RELIGION

- J0 Metaphysics
- J1 Aesthetics, Psychology
- J2 Ethics
- J3 Philosophy
- J4 Theology
- J5 Mythology, Folk Lore
- J6 Church Doctrines
- J8 Church Government
- K0 Non-Christian Churches
- K1 Christian Churches. Bible
- K3 Christology
- K4 Early and Eastern Christian Churches
- K5 Monachism
- K6 Roman Catholicism
- K7 Protestantism. Episcopacy
- K8 Nonconformist Churches
- K9 Presbyterian and other Churches

## L—SOCIAL AND POLITICAL SCIENCE

- L0 Social Science
- L1 Political Economy
- L2 Government
- L3 Central and Local Administration
- L4 Law
- L6 Criminology. Penology
- L7 Contracts. Property
- L8 Commerce and Trade

## M—LANGUAGE AND LITERATURE

- M0 Language, General
- M1 Literature ..
- M2 African and Asiatic Languages and Literature
- M4 European (Latin, etc.) ..
- M5 .. (Teutonic, etc.) ..
- M6 American Language
- M7 Palæography. Bibliography
- M8 Printing, Bookbinding
- M9 Library Economy

## N—LITERARY FORMS

- N0 Fiction
- N1 Poetry
- N2 Drama
- N3 Essays and Miscellanea

## O-W—HISTORY AND GEOGRAPHY

- O0 Universal History
- O1 Archæology
- O2 Universal Geography
- O3 Africa
- O4 Egypt
- O5 East Africa
- O6 Central Africa
- O7 South Africa
- O8 West Africa
- O9 African Islands

## P—OCEANIA AND ASIA

- P0 Australasia
- P1 Polynesia
- P2 Malaysia
- P20 Asia
- P3 Japan
- P4\* China
- P5 Farther India
- P6 India
- P88 Afghanistan
- P9 Persia

## Q, R—EUROPE (SOUTH, LATIN, etc.)

- Q0 Europe, General
- Q1 Turkey
- Q2 Palestine, Arabia
- Q3 Greece
- Q4 Balkan States
- Q5 Italy
- R0 France
- R6 Spain
- R8 Portugal

# NOTATIONAL CLASSIFICATION—SUBJECT

## S, T—EUROPE (NORTH, TEUTONIC, SLAVONIC)

S0 Russia  
S3 Austria  
S4 Hungary  
S5 Switzerland  
S6 Germany  
T0 Netherlands  
T1 Holland  
T2 Belgium  
T4 Scandinavia  
T5 Denmark  
T6 Norway  
T8 Sweden

## U, V—BRITISH ISLANDS

U0 Ireland  
U2 Wales

U3 England  
V0 Scotland  
V5 United Kingdom  
V7 British Empire

## W—AMERICA

W0 America, General. Canada  
W1 United States  
W5 Mexico  
W6 Central America  
W63 West Indies  
W7 South America  
W9 Polar Regions

## X—BIOGRAPHY

X0 Collective and Class, Heraldry  
X2 Portraits  
X3 Individual Biography

## EXAMPLE OF FULL TABLES

### A GENERALIA

**A**  
000 **Encyclopædias.** Dictionaries  
001 **Collections** (Polygraphy)  
002 Several Authors  
003 Single Authors (Collected Works).  
(Arrange by Biographical  
Numbers)  
004 **Concordances**  
006 **Societies.** Associations (Divide  
by National Nos.)  
007 **Congresses. Festivals.** Es-  
tablished, etc., General. (Divide by  
National Nos.)  
008 **Exhibitions.** Shows (Divide  
by National Nos.)  
009 **Museums** (Divide by National  
Nos.)  
010 **Recipes**

**A**  
011 **Inventions**  
012 **Patents**  
013 Specifications (Divide by  
National Nos.)  
014 Patent Agents  
015 Patent Offices or Departments  
(Divide by National Nos.)  
040 **Annals.** Year Books  
050 **Periodicals.** General  
051 Magazines "  
052 Reviews "  
053 Newspapers "  
060 **Chap Books.** General  
070 **Broadsides, Leaflets, General**  
(Note.—All Periodicals from  
050 to 070, when on special  
subjects, must be numbered  
with their Subject Numbers.)

Another feature of the system is an elaborate series of biographical numbers which provides for every possible alphabetical

## MANUAL OF LIBRARY CLASSIFICATION

combination. These numbers can be used for Individual Biography, Fiction, Poetry, and other classes kept in alphabetical order of authors' names, or, if necessary, they may be used as book numbers to distinguish individual books, and to subdivide subjects. The following examples will give an idea of its arrangement and scope :—

<b>Aa</b> 300	<b>Ma</b> 612
<b>Ab</b> 301	MacA 613
AbA 3010	„ B 614
Abb 3011	„ C 615
Abe 3012	„ D 616
Abd 3013	„ E 617
Abe 3014	„ F 618
Abi 3015	„ G 619
Abo 3016	„ H 620
Abr 3017	„ I 621
Abu 3018	etc.
<b>Ac</b> 302	

This table differs from that of Cutter, already described, inasmuch as it provides a place for every kind of alphabetical combination of two or four letters. Numbers are also given for the most common combination of three letters. The tables of Cutter are selective and consequently limited, as indeed are all other lists of symbols for translating names into numbers. The method of using these various tables will be described in the chapter dealing with the application of book classifications. In the Subject system there is an "Extended Date Table," providing for the chronological arrangement of books from A.D. 1450 to 2125, and the marking of each year by means of an uniform short symbol :—

1908	rq	1450	aa
1909	rr	1451	ab
1910	rs	1452	ac

By the use of italics, large and small capitals, etc., these tables can be extended to cover all time.

Other schemes have been proposed and carried out in the United States, many of them possessing points of interest and value, but it is not necessary to describe them here. The method of the Mercantile Library of Philadelphia by John Edmands was described in a separate pamphlet—*New System of Classification and*



## NOTATIONAL CLASSIFICATION—MINUTE DIVISION

*Scheme for numbering Books applied to the Mercantile Library of Philadelphia* (Philadelphia, 1885); and other methods or variations of methods have been described in library periodicals of all nationalities.

The whole of the preceding schemes have been constructed with the object of classifying literature in general, and it is usually assumed that none of them would suit the needs of the minute specialist. This assumption is generally true as regards most schemes, but it is doubtful if the Brussels Decimal, Expansive, and Subject systems could not be adapted by means of slight adjustments to suit the requirements of any specialist. The whole question is simply one of notation, as it is quite obvious the symbols or numbers in a special system would be much shorter than in a general one. Elaborate schemes have been prepared for classifying such subjects as Education, Printing, Photography, Science, etc., and it would be possible to take from one of these a minute subdivision like the elementary education of epileptic children, printing ink, lenses, or roses, and construct even more minute and elaborate schemes. The main point to consider is to what extent such detail would ever be required in connexion with book classification, even if single articles in magazines and the pictorial side were included. It is quite obvious that no general library will ever possess much special literature on say climbing roses, coloured printing inks, or spectacle lenses for dogs, but it would be quite easy, say in the case of the Subject Classification, which contains so many specific numbers, to deal with lenses, for example, by adopting a simple alphabetic arrangement under a number provided as follows:—

- C 150 Lenses, General (plus the usual categorical numbers for dictionaries, histories, periodicals, etc.)
- C 1501 Microscopic
- C 1502 Optical Lantern
- C 1503 Photographic
- C 1504 Spectacle
- C 1505 Stereoscopic
- C 1506 Telescopic

Each of these could in its turn be subdivided by the names of the varieties of lenses in existence to produce a minor alphabet within

## MANUAL OF LIBRARY CLASSIFICATION

an alphabet, and, if necessary, the whole could be numbered right on, using C 150 as the key symbol. Of course, in the Subject Classification, special places are found for most of the important optical instruments and the above examples are only given to show how any full general classification can be adjusted to meet the demands of the minute classifier or specialist. It is doubtful, however, if it is not better, on the whole, to let the specialist construct his own system. Like general classifiers, he is certain to differ from all his fellows, and introduce variations to suit his own mental constitution. Some examples of minute classification for single subjects will be found in the English schemes devised for the *Arrangement of the books on the shelves in the Board of Education Library*; *Classification for works on pure and applied Science in the Science Library, Victoria and Albert Museum*; and for the Library of the Patent Office, London. There are also elaborate printed systems for classifying technology in connexion with the Patent Departments of Germany, France, and the United States.

## CHAPTER V.

### APPLICATION OF BOOK CLASSIFICATION SCHEMES.

AFTER a system of classification has been adopted, there are certain practical matters which will intrude themselves whenever the work of applying it to the shelves begins. These will be dealt with as briefly as possible, because so many of them are described in the published schemes, and in books like Brown's *Manual of library economy*. For example, in the previous chapter, various plans of subdividing subjects alphabetically, chronologically, and otherwise are shown, and it is only necessary to recapitulate them in tabular form. The application of the notation marks to books is accomplished in many ways, but only those most in use need be mentioned. By far the most enduring method is to stamp the marks in gilt on the backs of the books. Next in efficiency, though less sightly and more troublesome to apply, is painting or stencilling the class letters or numbers in white ink or paint. Paper, thin cloth, or leather tags are also used, but it is difficult to make them adhere to some kinds of books. However applied, these notation marks appear on the books in various kinds of order, and the following examples illustrate some of them :—

	DECIMAL	EXPANSIVE	SUBJECT
Class marks . . .	905·10	HT 45	E 100 E 172·1 ·10 U3
Author marks . . .	905·10 C 83	HT 45 C 83	Te or 809
Date mark . . .	P 99	P 99	rs
Composite marks . . .	—	—	E100 + F002

Other marks may be used to indicate duplicate copies, controversial topics, juvenile books, etc., but they are not often lettered on the backs of books. The next kind of marking used is chiefly employed in libraries where the public have direct access to the



## MANUAL OF LIBRARY CLASSIFICATION

shelves.<sup>1</sup> Taking the shelf as a unit, it is customary to put classification labels, called guides, on the fore-edge to indicate the order of topics and the subject or subjects represented.

U 902 West London

U 904 Fulham—U 905 Chelsea

Topic guide

U 801-823

Class order guide

The tiers, or divisions, or bays into which bookcases are divided, are next dealt with by placing a framed or other guide, either over the cornice or in a fixed position on one or other of the shelves. On this tier guide the contents of the shelves forming the tier can be shown in a variety of ways.

<b>A—GENERALIA</b>	
<b>Subjects in this Tier</b>	
<b>A 002</b>	<b>Collections</b>
<b>A 008-9</b>	<b>Exhibitions and Museums</b>
<b>A 010</b>	<b>Recipes</b>
<b>A 011-12</b>	<b>Inventions and Patents</b>
<b>A 100</b>	<b>Education, General</b>
<b>A 110</b>	<b>Methods of Teaching</b>
<b>A 115</b>	<b>Educational Systems</b>

Fig. 4.—Tier guide

In ordinary libraries the main class guides generally suffice, as it has been found that, with adequate shelf guiding, there is no actual

A complete work on the subject of guiding and arranging open access libraries is being prepared for publication.

## APPLICATION OF BOOK CLASSIFICATION

need for anything additional. Main class guides are usually fixed at the ends of bookcases, like banners, or may be placed in the middle of the cornice. At Fulham, London, Central Library, the guides, in banner form, are illuminated at night, so as to show up more clearly. These guides simply give the chief divisions of each main class, so :—

<b>A</b>	
<b>GENERALIA</b>	
<b>000 General</b>	<b>500 Geometry</b>
<b>100 Education</b>	<b>600 Graphic Arts</b>
<b>300 Logic</b>	<b>900 General Science</b>
<b>400 Mathematics</b>	

Fig. 5.—Main class guide

Very often, in addition to these various kinds of shelf guides, a plan of the library is given, showing the positions of each class and other useful information. To indicate the absence of oversize or undersize books in the classification, dummies in the form of wooden blocks or stout mill-boards are used. These dummies have labels on them bearing the class letter and number of the book, together with its author and title, and its location in the shelves reserved for oversize books is given.

The most necessary guide for public use is an alphabetical subject index to the classification. The published index to the scheme in use will be found most generally useful, although the smaller libraries may find it advantageous to prepare more select indexes confined to subjects represented in their stocks of books. The index acts as a key to the whole collection, whereas all other guides are subsidiary aids to locating special subjects or books.

In addition to the marks indicating subjects furnished by the notation of a classification, there are various methods of marking individual books within a subject. These author marks, date marks, etc., are described in chapters 4 and 5. Whether or not these additions to the notation of a classification are necessary, is a matter for the decision of the classifier, taking into account the size

## MANUAL OF LIBRARY CLASSIFICATION

and nature of the collection of books. In most cases they simply translate into a more or less complicated mark something already clearly lettered on the back of the book. For all ordinary medium-sized libraries, especially where there are open shelves, they are a needless elaboration.

There are all kinds of other methods in vogue in different libraries, but it is unnecessary to describe their varieties, as most librarians prefer to devise methods of their own.<sup>1</sup>

<sup>1</sup> For full bibliography of papers and articles on the application of close classification to the shelves. See Cannons' *Bibliography of library economy*, 1910, pp. 336-39.



## CHAPTER VI

### CLASSIFICATION AND CATALOGUING

CLASSIFICATION and cataloguing, though often thought about as separate and distinct subjects, are very closely related, and each is the outcome and complement of the other. In the past, so much importance was attached to alphabetical catalogues, that it was no doubt difficult, especially in unclassified libraries, to recognize the affinity between the two. With the rapid spread of exact classification in recent years, and the multiplication of catalogues in classified order, the failure to distinguish the likeness is becoming less frequent, and librarians at any rate realize that the two branches of library economy are simply different aspects of the same thing. It is very largely owing to this separation of the two subjects that so much confusion has arisen as to their limits, and the mistakes made in classification are mainly attributable to the same cause. When a book is classified it must be put only in one place, because it is physically impossible to make a single copy serve as representative of the many aspects which some subjects may present. A classifier makes up his mind what is the dominant subject matter of the book, and where it is likely to be most required, and places it at that appropriate class. The cataloguer, on the other hand, need not trouble himself as to the chief topic handled, because he deals with entries, not with books, and can classify and index a work under as many headings as he deems necessary. His function is to provide descriptions of books so that they arrange in a definite order, and the inquirer is enabled to find the literature of all aspects of a subject assembled at get-at-able places. The "relative" indexes to certain systems of classification are of greater assistance to a cataloguer than to a classifier, because they suggest alternative headings, and to some extent point

## MANUAL OF LIBRARY CLASSIFICATION

out the aspects and standpoints of a subject. This kind of suggestion is often fatal to the classifier, because it introduces all kinds of factors and possibilities, and leads to errors of judgment. It is needless to give examples of this kind of error, because every one who has classified books must have perpetrated numerous blunders under the inspiration of some momentary suggestion derived from a "relative" index or otherwise. All kinds of problems arise in connexion with classification and cataloguing, and one of the most difficult feats is to maintain anything like consistency in either. There is a good deal of humour in the spectacle of a large library printing a great array of "decisions" on various points of classification and cataloguing, and then to discover "decisions" revoked and then reinstated! A mind which is confident to-day that a book on a certain subject should go there, may easily, a year hence, decide that another similar work should be placed somewhere entirely different! A book on some obscure topic may seem correctly placed in Philosophy when first encountered, while next time a similar work turns up it may be just as confidently placed in Social Science. Hence the necessity for an alphabetical reference index to the scheme of classification and for religiously sticking to a first choice of main class, unless some overpowering reason appears to make a change desirable. There is no hard-and-fast rule for the librarian who classifies without reference to a detailed system, because some subjects are so eclectic that almost any main class will afford them an asylum. Therefore, a library classified by memory or the whim of the moment, is liable to show some queer instances of human inconsistency and to have its topics distributed impartially all over the place. It is manifest that the mere adoption of a systematic classification is not all that is necessary. To use it intelligently and successfully a librarian must deal with each book of a doubtful kind according to its merits, and bear in mind above all the *purpose*, as far as this can be discovered, for which it has been issued. Jevons in his *Principles of Science* declares that "it is a very difficult matter to classify the sciences, so complicated are the relations between them. But with books the complication is vastly greater, since the same book may treat of different sciences, or it may discuss a problem involving many branches of knowledge." Quite so, but every rational system of classification assumes the

## CLASSIFICATION AND CATALOGUING

existence of general or encyclopædic books on all subjects, and provides for the difficulty accordingly, while it must be remembered that the vast majority of books are *particular* or *limited* in scope and not *general* at all. Perhaps 95 per cent of modern books can be classified without the slightest trouble. Jevons goes on to illustrate his argument by stating that an account of the Steam Engine may be antiquarian, scientific, economical, or biographical, and so present difficulties as regards its assignment to a definite class. But surely, on the other hand, the book, whatever its style or treatment of subject matter, is on the steam engine and nothing else, and as the whole object of exact classification is to collect together books on specific subjects, there can only be *one* place for books on the steam engine, from whatever point of view they are written. In another part of his work Jevons states that "there is nothing really absurd except that which proves contrary to logic and experience". As experience has proved the absolute value of exact classification, it may be assumed that excess of logic and lack of experience are jointly accountable for Jevons' attitude towards book classification. Nevertheless, the point raised as to difficulties in the way of assigning places for certain kinds of books, even in detailed systems, is one well worth careful consideration, as it is the one on which everything hinges in any sort of classification, broad or close. Take as an example, an inscribed stone, to illustrate further the latitude which classification allows in regard to the possible choice of appropriate headings for subjects. Which of the following characteristics are to be accepted as the most important in determining the place in a classification?—

1. The Language of the Inscription
2. The Subject of the Inscription
3. The Form of the Letters
4. The Locality in which the Stone is placed
5. The Substance of the Stone itself
6. The History or Traditions of the Stone
7. The Purpose for which the Stone was erected [*i.e.* Landmark or Monument]
8. The Design of the Stone

There is here presented a great diversity of possible allocations for this single subject, which shows that care and intelligence are necessary for the satisfactory use of systematic classification. The example also enforces the statement that *purpose* must be taken largely



## MANUAL OF LIBRARY CATALOGUING

into account in classification. In most doubtful cases, if the object or reason for the existence of a book or subject is determined, the solution of the difficulty is often reached. In the case of an inscribed stone, not of the "Aiken Drum" or "Bil Stumps" variety,<sup>1</sup> we may assume that it must have been erected as a record of either an event or a person. The choice is thus narrowed down to Sculpture, History, or Biography, and common sense counsels the rejection of all qualities which are merely those of form or material. In classifying books therefore chief regard must be paid to subject and purpose, leaving out of account in most cases such features as form, appearance, or style of treatment. A history of England philosophically written has no more right to be placed in philosophy beside Aristoteles, Hume, and Descartes, than a book entitled *Picture Logic* has to be classed as Fine Arts.

The main divisions of classification schemes are liable to much change; the subdivisions are also liable, but specific subjects may be regarded as beyond change in relation to one another, though various circumstances may combine to make their transference to other subdivisions or main classes desirable. However that may be, the fact remains that it is of the utmost importance in close classification to have books on specific subjects all together, and not distributed among several main classes or their subdivisions. It is, after all, a matter of minor consequence in which main class an obscure subject is put, provided always *all* the works are kept together and in juxtaposition to other books on related topics. No one is likely to put books on Organic Chemistry among Prose Fiction, or do anything of a similar outrageous character. There is no room in a properly formulated scheme for vagaries of this sort, nor is there much likelihood of any inaccuracies happening, unless in the case of obscure subjects, or those which are so very debatable that it does not really matter where they are put. Such a subject is Numismatics, which has appeared in nearly every possible main class. But if all the single works on Coins and Medals are put together in History, or Social Science (Currency), or Fine Arts, or Useful Arts, does it affect the classification in the slightest degree? Not at all, when it is pro-

<sup>1</sup> Scott's *Antiquary*, Dickens' *Pickwick Papers*.



## CLASSIFICATION AND CATALOGUING

perly indexed, but certainly if the index urged as indispensable is not provided. It was the lack of proper alphabetical indexes in classified catalogues and schemes which caused De Morgan, Jevons, and other writers to decry subject classification and classed catalogues. The misconceptions of the past and the necessities of the present point therefore to a full alphabetical (non-relative) index as an indispensable adjunct to every classification scheme or systematically classified catalogue. In cases where the scheme does not possess a printed index the compilation of a card or slip index for library use, giving simply subject words and class numbers, should be undertaken.

While it is true that about 95 per cent of modern books are comparatively easy to classify, it is not so with the older literature. The titles of the standard classics are exceedingly misleading, and it was doubtless to get over the difficulties caused by them that some classification systems provide a "Literature" class, into which everything with vague or indeterminate subject-matter can be placed. St. Augustine's *City of God*, Browne's *Religio Medici*, Bunyan's *Pilgrim's progress*, Thomas à Kempis' *Imitatione*, Dante's *Convito*, *The Whole duty of man*, Carlyle's *Sartor resartus*, and numberless others are examples of books of this character. Some place Carlyle's *Sartor resartus* in fiction, others in philosophy, or social science, or domestic economy as an aspect of the philosophy of clothing. Literature abounds with such cases, and it becomes quite clear that classification alone is not sufficient to cope with the difficulty of showing books in all their diversities. A more minute and widespread adjunct is necessary, and this is to be found in almost any system of detailed cataloguing.

## CHAPTER VII.

### CODES OF CATALOGUING RULES.

"A Library is not worth anything without a catalogue: it is Polyphemus without any eye in his head."—T. CARLYLE.

It is proposed in this chapter to indicate the codes of rules which are best worth studying, and to examine in more detail the principal points in cataloguing which have to be remembered. For this latter purpose a slightly revised version of the brief code which appears in my *Manual of library economy*, 1907, pp. 225-38, will be taken as a basis, and on it will be grafted the more important variations of the international *Cataloguing Rules*, which I have been permitted to use by the courtesy of the Council of the Library Association. The codes of rules which have been printed, and consequently have proved most influential, are the following:—

#### WORKING CODES

1. Cataloguing Rules: author and title entries. Compiled by committees of the American Library Association and the Library Association. English edition. 1908.
2. Cutter (C. A.) Rules for a dictionary catalog. Wash. 1904.
3. Brown (J. D.) Rules for compiling MS. and Class catalogues. See Brown's *Manual of library economy*, 1907, pp. 225-38 (the most complete form); or his *Manual of practical bibliography* [1906], pp. 99-115; or the same author's *The Small library*, 1907, pp. 92-107.
4. Linderfelt (K. A.) Eclectic card catalog rules. Author and titles. Based on Dziatzko's "Instruction," compared with the Rules of the British Museum, Cutter, Dewey, Perkins, and other authorities. Bost. 1890.

## CATALOGUE CODES

5. Hitchler (T.) Comparative cataloguing rules; 20 points in 10 codes briefly compared. Bost. 1903.

## REFERENCE CODES

6. British Museum. Rules for compiling catalogues in the Department of Printed Books, 1906. [First compiled in 1839 and printed in 1841.]
7. Bodleian Library. Rules for the author-catalogues of printed books and printed music. [Latest edition in *Supplement to the Staff-Kalendar*, 1911.]
8. Dziatzko (K.) Instruction für die ordnung der titel im alphabetischen Zettelkatalog der königl. und Universitätsbibliothek zu Breslau. 1886.
9. Prussia: Instruktionen für die alphabetischen Kataloge der preussischen Bibliotheken. Ber. 1909.
10. Dewey (M.) Rules for author and classed catalogs, with 52 facsimiles of sample cards; with a bibliography of cataloguing rules by Mary S. Cutler [Mrs. Fairchild]. 4th ed. Bost. 1892. (5th ed. 1905.)
11. Quinn (J. H.) Manual of library cataloguing. 1899. *Out of print.*
12. Wheatley (H. B.) How to catalogue a library. 1889.
13. List of subject headings for use in dictionary catalogs. 2nd ed. Bost. 1905. 3rd ed.; revised by Mary J. Briggs, Chicago, 1911.  
[Issued by the American Library Association.]<sup>1</sup>
14. Cataloguing Rules of the Library of Congress. [Mostly contained in No. 1 above.]

The above comprise most of the rules and principles of modern cataloguing, and in them will be found answers to every problem of any consequence.

The rules from the *Manual of library economy*, detailed below, are

<sup>1</sup> See also *Library of Congress. Preliminary list of subject subdivisions*, (a) under names of countries or states, (b) under cities, (c) under general subjects. [By J. C. M. Hanson] Wash. 1910.



## MANUAL OF LIBRARY CATALOGUING

based on two main principles, first, the use of the legal birth names of authors; and, second, the abolition of nearly all exceptions and alternative rules. A code of rules should admit of few exceptions, unless for reasons of convenience or necessity. To allow alternative methods of dealing with catalogue-entries for the mere sake of conciliating opposition is more likely to lead to confusion than harmony. Two of the worst examples of this kind of vacillating rule-making are the instructions to enter authors under their "best-known" names, and their "last" names. With regard to a handful of very popular and well-known living authors no great difficulty would be experienced in carrying out such a rule, but when it comes to dealing with defunct and foreign writers, numbering thousands, the instruction becomes an impossibility. The object in preferring an absolute standard, to one allowing of a choice of two or more rules, is to conform as nearly as possible to the practice of the best modern biographical dictionaries in using actual birth names instead of pseudonyms, nicknames, titles, last names, best-known names, and so forth. The objections to the use of unfamiliar but correct names are more imaginary than real, because the liberal use of references will obviate any difficulty, and the public when taught to think about and look for proper names will very soon become accustomed to the practice.

The rules about to be set forth only number 29 all told, as against 174 in the Anglo-American code. The chief reason for this seeming disparity is that the larger code contains detailed examples of entries under all kinds of headings, which are summarized as a single rule in my own code. Thus, after stating definitely what authorship is, in a rule which comprises all kinds of different authors, this code leaves the determination of other varieties of authorship to be settled according to the principle laid down. The Anglo-American code on the contrary gives example after example showing how the author must be treated who represents the artistic, architectural, musical, or other aspect of authorship. Then, many of these rules, which are numbered as if quite independent, are either repetitions or amplifications of other rules, so that some confusion is caused by so much overlapping and needless fulness.

## CATALOGUING RULES—SURNAMEs

### RULES FOR CATALOGUING AUTHORS, TITLES, AND SUBJECTS<sup>1</sup>

#### Authorship

**1 Surnames.** Enter books under the surnames of the authors when stated in the books or otherwise ascertained. For the purpose of this rule an author is the creator of books, music, pictures, libretti, maps, or other forms of composition when he or she is solely responsible for the work. In all cases, save when varied in the rules following, such surnames are to be the birth names of the authors, in their vernacular forms. Greek and Latin authors' names to be spelt as in Smith's *Dictionary of Greek and Roman biography*: Bible characters to be entered in their English forms. Cross references are to be made in every case from unfamiliar to ordinary forms of names—Smith *see also* Smythe; Smythe *see also* Smith.

Surnames in English beginning with a prefix—A', Ap, D', De, De la, Du, Fitz, La, Le, Mac, Mc, O', Van, Von, etc., are to be entered under such prefix as if spelt as one word. In other languages the prefixes must be ignored, save the French, Italian, and Spanish Des, Du, La, Le, and Lo = La Fontaine *not* Fontaine, La; but otherwise, Beethoven (Ludwig van) *not* Van Beethoven (Ludwig), unless written as one word, *e.g.* Lamartine, Debussy, Dubois, Vanderdecken, etc.

*Anglo-American rules covering the same items—*

**1 AUTHOR ENTRY.** Enter a work under the name of its author whether individual or corporate.

**23 FULL NAME IN VERNACULAR FORM.** In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (*see* rules 27-28, 31-32, 38-39, 42-50, 52, 56). Refer from the form not adopted.

**24 GENERAL RULE.** In general, enter persons of modern times under the family name followed by the forenames. Variations from this practice are noted in succeeding rules.

**26 SURNAMES WITH PREFIXES.** Enter surnames with prefixes under the part following the prefix, except (a) in English = A' Becket, Ap John, De Quincey, De La Rue, De Morgan, D'Israeli,

<sup>1</sup> From Brown's *Manual of library economy*, 1907.

## MANUAL OF LIBRARY CATALOGUING

Le Gallienne, MacDonald, Van Buren ; (b) in French when the prefix consists of or contains an article = Du Moncel, La Rochefoucauld, Le Sage, Du Piu, Du Bocage ; *but* Rosny, de, Bouille, de, Allard, de ; (c) in Italian and Spanish when the prefix consists simply of an article = La Lumia, La Farina, Lo Gatto ; *but* Farina, da, Río, del, Torre, della ; (d) when the prefix and the name are written as one word = Vanderkindere, Vonhausen, Zurlauben, Dechambre, Vanderhoeck, Delacroix, Lafuente, Laserna, Dallolio. Naturalized names with prefixes are to be treated according to the rules for the language adopted.

42 VARIATIONS DUE TO LANGUAGE TRANSLITERATION, etc. When a person regularly uses a foreign form of his name, enter under this form = Leschetizky *not* Leszetycki. This practice applies to authors whose works have originally appeared in a foreign or adopted tongue, and whose names may therefore be given in the form thus adopted by them. Follow this practice also in the case of transliterated names, if the author has himself consistently used a particular form when among foreigners or is always known by a transliteration differing from the one provided for in these rules = Vlachos *not* Blachos.

43 WRITERS OF THE MIDDLE AGES AND THE RENAISSANCE AND REFORMATION PERIODS. Authors of the middle ages and the renaissance and reformation periods who have translated their names into one of the classic languages, or who, with or without reference to the original, have adopted a name Greek or Latin in form, are to be entered under the adopted form = Melanchthon *not* Schwarzerd. On the other hand, enter under the original name when it has become firmly established, through the author's own usage or otherwise, so that he is known by that rather than by the adopted name = Reuchlin, Johann, *not* Capnion. In either case refer from the form of name not adopted as entry word.

44 LATIN FORMS OF MODERN NAMES. Post-reformation and modern writers whose names are found both in a Latin form and in the vernacular are to be entered under the Latin form whenever this is decidedly better known. Reference is to be made from the vernacular—Grotius, with reference from Groot.

49 ANCIENT GREEK WRITERS. Enter ancient Greek authors



## CATALOGUING RULES—CHRISTIAN NAMES

under the Latin form of their names and refer from the English and occasionally from the Greek form. In selecting the proper entry word for the names of ancient Greeks follow the practice of the classical dictionaries (Smith's *Dictionary of Greek and Roman biography*, etc.). = Homerus, with reference from Homer.

**50 BYZANTINE WRITERS.** Enter Byzantine authors under the personal or baptismal name in the Latin form. A reference is usually to be made from the surname, especially when it has become a family name.

**51 CLASSIC LATIN WRITERS.** Enter Latin authors in accordance with the practice of the classical dictionaries (as at No. 49 Smith's *Dictionary*).

**COMMENT**—Rules for oriental surnames will be found under Rule 8, Compound Names. It will be noticed that a considerable amount of variation is introduced into the A-A code by giving different rules for different kinds of names. Adopted Latin names are practically pseudonyms and there seems no good reason for perpetuating this pedantic usage in a code of catalogue rules which affects to prefer the vernacular and proper forms of surnames. (Rule 23 A-A code). The Latinized forms of English names are not now recognized in the United Kingdom or the United States, any more than are Dutch Latinized names in Holland. Why, therefore, weaken, and also complicate, the code by allowing such exceptions to a good, sound, general rule?

**2 Christian or Forenames.** Enter Christian names after the surnames and distinguish them by placing between parentheses, thus—

Smith (William J.).

In cases where an author is known chiefly by a second forename, as Jerrold (Wm. BLANCHARD)

Dobson (Henry AUSTIN)

write out in full as above, but pick out the known forename in different type, or underline it; and in cases where there are a number of authors of the same name, arrange by the known and ignore the disused forename. Only write out in full the first forename, unless it is a disused one, or the others are necessary for purposes of identification—

## MANUAL OF LIBRARY CATALOGUING

Smith (Thomas J. W. T.)

*but*

Jones (W. J. V. Thorold).

*Anglo-American rules covering the same items—*

27 **FORM OF FORENAMES.** Give forenames in the form most common in the author's native or adopted language, or in doubtful cases in the form proper to the language in which he has written most of his works, *e.g.* Pushkin, Aleksandr S, *not* Alexander. In German and Swedish forenames when there is doubt between *ph* and *f*, or *c* and *k*, *f* and *k* are to be preferred, *e.g.* Adolf rather than Adolph, Karl rather than Carl. In names of classical origin *æ* is to be preferred to *e*—Aegidius, *not* Egidius.

28 **UNUSED FORENAMES.** Omit forenames not used by the author and not represented by initials on the title-pages of his works, *e.g.*, Dickens, Charles, *not* Dickens, Charles John Huffam. If in such cases it is deemed better to give the full name, the following form of entry may be adopted: Levasseur, Émile, *i.e.*, Pierre Émile. Refer from the form not adopted.

29 **FORENAMES WITH VARIANTS.** Give forenames which have a distinct variant in the form of the variant whenever the author uses it regularly. Refer from the original form when necessary — Reuter, Fritz, with reference from Reuter, Friedrich; Whitman, Walt.

A large minority of the (British) Library Association committee favour entry under the original name, while admitting that popular libraries should choose the variant whenever the author uses it regularly.

30 **COMPOUND FORENAMES.** Forenames that appear combined in one word are not to be separated into their component parts unless it is known that the separate form represents the author's own usage — Martini, Giambattista, *not* Martini, Giovanni Battista.

3 **Distinctions and Titles.** Ignore designations like Reverend, Doctor, M.A., LL.D., Professor, Miss, etc., save when required by Rule 4, but note titles or offices which will serve to distinguish an author and indicate his status or authority, *e.g.*—

Stanley (Arthur P.) *Dean*      Keppel (Sir Henry) *Admiral*

Stubbs (William) *Bishop*      Jessel (Sir George) *Master of the Rolls.*

## CATALOGUING RULES—DATES, DIGNITARIES

**4 Biographical Dates.** Use birth and death dates, or other period dates, to distinguish authors of the same name, *e.g.*—

Smith (William) 1810-1870

— (William) 1815-1861

— (William) 1835-1900

In cases where such means of identification are not available, use their professions or other distinctions, as in Rule 3.

*Anglo-American Rules covering the same items.*—

**35 TITLES OF NOBILITY, etc.** Add in the heading titles and designations which indicate nobility and the higher offices or ranks when they are commonly used in referring to a person. Foreign titles are to be given in English when the forename is entry word, otherwise in the vernacular = Karl Ludwig, *elector palatine*; Mirabeau, Honoré G. R., *comte de*.

**36 EPITHETS, etc., ADDED WHEN FORENAME BECOMES ENTRY WORD.** Add to the forename when it is used as entry word any epithet, by-name, or adjective of origin, nationality, etc., by which the person is usually known = Joannes *Eleemosynarius, Saint, patriarch of Alexandria*.

**37 DATES AND DESIGNATIONS.** Distinguish persons of the same name by adding in the headings the dates of birth and death or descriptive designations denoting profession, occupation, etc. When the years of birth and death are easily ascertainable they should be added in the heading even if not necessary at the time for distinguishing persons of the same name.

**5 Royal and other Dignitaries.** Monarchs, Popes,<sup>1</sup> and Princes generally are to be entered at their ruling names or forenames in their vernacular forms, with references from other forms and from family names, *e.g.*—

Charles II of Britain	Karl Wilhelm, <i>Grand Duke of</i>
Stuart. See Charles II of Britain	<i>Baden</i>
Gregory VII, <i>Pope</i>	Charles William. See Karl Wilhelm
Hildebrand. See Gregory VII, <i>Pope</i>	

*Anglo-American Rules covering the same items.*—

<sup>1</sup> For English catalogues it may be found an advantage to use the English forms for the names of the Popes.



## MANUAL OF LIBRARY CATALOGUING

31 POPES, SOVEREIGNS, etc. Enter under forenames sovereigns, ruling princes, popes, saints, and other persons known by their forenames only.

Charles II, <i>king of Great Britain</i>	Athanasius, <i>Saint</i>
Pius II, <i>pope</i>	Thomas the <i>Rhymer</i>

32 PRINCES OF THE BLOOD. Enter members of the immediate families of sovereigns under their forenames and refer from their titles.

AMERICAN LIBRARY ASSOCIATION RULE [Alternative]: In general, enter members of the immediate families of sovereigns under their forenames and refer from their titles; but enter under their titles those who are decidedly better known by these designations.

George, *prince of Wales*  
but

Orléans, Gaston J. B. *duc d'*

*Comment.* Rule 32 discloses a difference of opinion between the British and American committees, the latter preferring, as they do in other parts of the code, to allow alternative methods of dealing with names of a similar kind. In no part of the world can there exist such things as *decidedly better-known* names, in regard to those which are foreign and unfamiliar. The consistency and clearness of the British rule are to be commended, especially as these features are adhered to in other cases of a like kind.

**6 Noblemen.** Enter all noblemen under their birth or family names, with references from their titles, *e.g.*—

St. John (Henry) *Viscount Bolingbroke*  
Bolingbroke (Viscount). *See* St. John (Henry)  
Bacon (Francis) *Viscount St. Albans*  
St. Albans (Viscount). *See* Bacon (Francis)  
Lubbock (Sir John) *Baron Avebury*  
Avebury (Baron). *See* Lubbock (Sir John)  
Walpole (Horace) *Earl of Orford*  
Orford (Earl of). *See* Walpole (Horace)

*Anglo-American Rules covering the same item.*—

33 NOBLEMEN. Enter a nobleman under his family name and refer from his titles =

## CATALOGUING RULES—NOBLEMEN, ETC.

Thomson, William, *1st baron Kelvin*

Bulwer-Lytton, Edward G. E. L., *1st baron Lytton*

AMERICAN LIBRARY ASSOCIATION RULE [Alternative]: Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title. In either case refer from the name not adopted as entry word =

Avebury, John Lubbock, *1st baron*  
*but*

Bacon, Francis, *viscount St. Albans*

*Comment.* Another instance of British and American disagreement, and the fondness of the Americans for illogical or impossible alternatives. It seems a pity that the practice of the *Dictionary of National Biography* could not be adopted by the American committee. In it the family names are always used, with the result that all the members of particular families are brought together, instead of being scattered over an alphabet of meaningless titles. It is doubtful if the older generation of British people ever think of Beaconsfield, Avebury, Iddesleigh, Sherbrooke, or Midleton. To them and to many others D'Israeli, Lubbock, Northcote, Lowe, and Brodrick are family names which are quite familiar and easily understood. It seems strange that, even in catalogue rules, the Americans should show so much love for aristocratic titles. But surely it is fitter that an aristocratic rather than a democratic nation should determine the best way to deal with noblemen!

**7 Ecclesiastical Personages.** Archbishops, Bishops, Cardinals, Patriarchs, etc., but not Popes, are to be entered under their family names when known, with references from titles, *e.g.*—

Magee (William C.) *Archbishop*

York, Archbishop of. *See* Magee (William C.)

Ebor, William. *See* Magee (William C.)

Saints are to be entered under the forenames by which they were canonized, *e.g.* = Paul, Saint, *not* Saint Paul, with references from family names if considered sufficiently important.

Friars, Abbots, Monkish chroniclers, etc., are to be entered under their forenames, *e.g.*—Florence of Worcester, *not* Worcester (Florence of).

## MANUAL OF LIBRARY CATALOGUING

References to be given from local to personal names.

*Anglo-American Rule covering the same item.*—

34 ECCLESIASTICAL DIGNITARIES. Enter ecclesiastical dignitaries, except those mentioned in 31, under their surnames. In the case of bishops and archbishops of the Church of England, refer from the names of their sees.

**8 Compound Names.** All compound surnames, English, European, and Oriental, to be entered under the first word, with references from the second or other words, *e.g.*—

Baring-Gould (Sabine)      Gould (Sabine Baring-). See Baring-Gould

Watts-Dunton (Theodore)      Dunton (Theodore Watts-). See Watts-Dunton

The only exception to this rule is when the first name is ascertained not to be the birth or family name, in which case Rule 1 must be observed.

*Anglo-American Rule covering the same item.*—

25 COMPOUND SURNAMES. Enter compound surnames under the first part of the name and refer from the other parts. When it is found that the author's own usage or the custom of his country distinctly favours entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

*Comment.* These rules are a common-sense departure from the old practice of placing English compounds under the last, and foreign ones under the first part of the names. Most Oriental names are compound, and Rules 52, 53, 54, 55, and 56 of the Anglo-American code give elaborate methods of dealing with various languages and nationalities. The amount of Oriental literature stocked in ordinary European and American libraries is so small that it is useless to provide more machinery than has been suggested in my own Rule No. 8. By adopting the first-name rule both European and Oriental names are treated alike, and it is easy by means of biographical dictionaries, the British Museum catalogues, etc., to make any necessary cross references.

**9 Changed Names.** Married women are to be entered under



## CATALOGUING RULES—COMPOUND NAMES

their birth or maiden names, unless they have consistently used their married names on their title-pages, *e.g.*—

Wood (Mrs. Henry) *Ellen Price*.      Oliphant (Margaret) *M. Wilson*  
but

Braddon (Mary E.) *not* Maxwell (Mrs. John)

Worboise (Emma J.) *not* Guyton (Mrs. E.)

Hamilton (Margaret) *not* Argles (Mrs.) *nor* Hungerford (Mrs.)

In all cases the married name or names should be added thus:—

Kingsley (Mary St. L.) *Mrs. Harrison. Lucas Malet*

and the necessary cross references should be made.

Persons who have changed their names for legal or other reasons, to be entered under their original names, with references from the changed or adopted names.

Beckett (Sir Edmund). Sir Edmund Beckett-Denison, Baron Grimthorpe

Denison. *See* Beckett. Grimthorpe (Baron) *See* Beckett (Edmund)

*Anglo-American Rules covering the same item.*—

40 CHANGE OF NAME—General Rule. In the case of authors who change their name, or add to it a second after having begun to publish under the first, the heading is to consist of the original name followed by the word *afterwards* and the name subsequently adopted =

Smith (Hannah), *afterwards* Hesba Stretton

AMERICAN LIBRARY ASSOCIATION RULE [Alternative]: Enter a person who has changed his name under the latest form, unless an earlier one is decidedly better known. This includes cases in which merely the spelling of the name has been altered. Refer from the form not selected as entry word—

Stretton, Hesba, *originally* Hannah Smith

Fiske, John, with reference from Green, Edmund Fiske

41 MARRIED WOMEN. Enter a married woman under the earliest name which she has used as an author. Refer from later names.

AMERICAN LIBRARY ASSOCIATION RULE [Alternative]: Enter a married woman under her latest name unless she has con-

## MANUAL OF LIBRARY CATALOGUING

sistently written under an earlier one (either her maiden name or the name of a former husband). In either case refer from the name not selected as entry word. The heading is to consist of (a) husband's surname, (b) her own forenames, and (c) her maiden name, when known, in parentheses.

Stowe, Mrs. Emily Howard (Jennings)

When a woman uses her husband's forenames or initials in place of her own on the title-pages of her books, add this form in the heading and refer from it.

**10 Joint-Authorship, Continuators.** Enter under the first name mentioned on the title-page and make references from the others, *e.g.*—

Beaumont (Francis) and John Fletcher

Fletcher (John). *See* Beaumont (Francis)

When issued separately, make full entries at both authors, *e.g.*, Hume and Smollett's *History of England*. The works of two or more authors published together should be treated as if issued separately, *e.g.*—

Poetical works of Goldsmith, Gray, and Falconer, catalogue as—

Goldsmith (Oliver) Poetical works of Goldsmith, Gray, and Falconer

Gray (Thomas) Poetical works. *With* Goldsmith (Oliver) Poetical works

Falconer (Wm.) Poetical works. *With* Goldsmith (Oliver) Poetical works

The librettists of operas and other musical works are to be treated as joint authors, but the main entries should go at the composers' names.

*Anglo-American Rule covering the same item.*—

**2 JOINT AUTHOR ENTRY.** Enter a work written jointly by two authors (including correspondence) under the name of the one first mentioned on the title-page, followed by the name of the second, in the form, *Besant, Sir Walter, and Rice, James*. When there are more than two authors use the form *Doe, John, and others*; give the names of the others in the title if there are no

## CATALOGUING RULES—EDITORS, ETC.

more than three, or if more than three, in a note or in the contents. Make added entries or references for the second and following authors.

**11 Editors, Translators, Commentators, Paraphrasers, Concordancers, Indexers.** The names of editors and translators of the works of other authors are to be entered as part of the title of such works, with references from their own names, *e.g.*—

Burns (Robert) *Life and works.* Edited by Robert Chambers, revised by William Wallace

Chambers (Robert) *ed.* See Burns (Robert)

Wallace (William) *ed.* See Burns (Robert) *ed.* by R. Chambers

Editors or translators of collections or anthologies, or any work not definitely assigned to a particular author, are to be treated as the authors, *e.g.*—

Oxenford (John) *trans.* The Illustrated book of French songs  
Johnson (Peter) *ed.* The Charters of Kelross Abbey

Commentators, Parodists, Paraphrasers, Concordancers, and Indexers to be treated as original authors, but a full entry must also be made under the name of the author, work, or subject commented upon or paraphrased.

Young (John) *Criticism on Gray's Elegy*

Gray (Thomas) *Elegy written in a country churchyard.*

Young (John) *Criticism on Gray's Elegy*

Horne (Thomas H.) *Introduction to the critical study . . . of the Holy Scriptures*

Bible—Commentaries. Horne (T. H.) *Introduction, etc.*

Lamb (Charles and Mary) *Tales from Shakespeare*

Shakespeare (William) *Works—Paraphrases*

Lamb (Charles and Mary) *Tales from Shakespeare*

*Anglo-American Rules covering the same items.*—

**57 EDITORS, etc.** The names of editors, translators, continuators, etc. are subject to the same rules as the names of authors.

**21 TRANSLATIONS.** Enter a translation under the heading of the original work. Make added entry under the translator.

**19 REVISIONS.** Enter a revision under the name of the original



## MANUAL OF LIBRARY CATALOGUING

author unless it has become substantially a new work, in which case it is to be entered under the reviser, with a reference or an added entry under the original author.

17 **EPITOMES.** Enter an epitome under the original author, with added entry under the epitomizer.

13 **COMMENTARIES.** When the text of a work is given with a commentary, the work is to be catalogued under the name of the author of the text and a reference or an added entry made under the name of the author of the commentary. [An alternative plan is allowed when the text is clearly subordinate to the commentary, in which case the commentator becomes the author.]

14 **CONTINUATIONS.** (Supplements.) Enter a continuation which is in the form of an independent work with separate title, whether printed with the original or not, under the name of its own author, with a reference from the author of the original work.

*Comment.* No provision has been made in the A.A. code for parodies or paraphrases of an author's works, but it is assumed that they would be placed under the names of their authors with the necessary references. The Americans prefer concordances to be treated as original works, the English would "Enter a concordance under the author concordanced with added entry under the compiler".

12 **Pseudonyms, Nicknames.** In conformity with Rule 1, the real names of authors who adopt pseudonyms or have nicknames must be used, when ascertained, with references from the assumed or pseudonymous names, *e.g.*—

Wilson (John) *Christopher North.* Recreations  
North (Christopher) *pseud.* See Wilson (John)

Initials, marks, symbols, and phrases are to form part of the title, and be treated as *anonyma* (Rule 13), *e.g.*—

Considerations on the late war, by G. W.  
Poems, by XXX

Reflections on life, by One who has toiled at the bench

Where such initials, marks, or phrases have been identified with real names, such real names must, of course, be used. References may

## CATALOGUING RULES—PSEUDONYMS, ETC.

be used in all cases, if thought necessary, between initials, etc., and titles or real names if ascertained.—

W. (G.). See Wilson (George)

*Anglo-American Rules covering the same item.—*

38 PSEUDONYMS. Enter under the pseudonym of a writer when the real name is not known, and add the abbreviation *pseud.* in the heading. Make added entry under the title.

39 SOBRIQUETS, NICKNAMES, etc. In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question.

Tintoretto, *i.e.* Jacopo Robusti

*Comment*—The decision of the A. A. code to enter pseudonyms as references only and make the authors' real names the main headings, will go far to settle a controversy which has raged for years between scientific cataloguers and those who believed in the exploded doctrine of the "best-known name". It is to be regretted, however, that nicknames are made an exception, because it is becoming the practice in modern art galleries to subordinate artistic sobriquets to real names, and it is well to keep pace with biographical accuracy of this kind. The only reason for using pseudonyms in catalogues is that in the case of a number of recent and living authors, actors, etc., they are more widely known than real names. This reason becomes less strong as time advances, and more especially when authors in their own life-time use their real names on their title-pages, as for instance S. L. Clemens so long known as Mark Twain. It may be taken as a certainty that, as regards the great majority of pseudonyms, their use becomes less frequent as they become older, and a good proof of this is the fact that not one person in a thousand could name a single one of Daniel Defoe's many pseudonyms. Several pseudonyms like "George Eliot" and "George Sand" still linger in the public memory, but it is doubtful if in the future they would not be completely forgotten, if publishers would issue the works of such authors with title-pages bearing the real names. It is the continued existence of a few such pseudonyms which causes some cataloguers to consider

## MANUAL OF LIBRARY CATALOGUING

that most of them are the "best-known" names, while to those must be added the pedantic cataloguer who insists upon every book being taken at its title-page value. This latter would catalogue Scott's *Waverley* in the original edition at *Waverley* only, or with a meagre reference to Scott, while a modern edition with Scott's name on the title-page would go at the author's name and, as likely as not, be omitted under the title. Another class who favour the use of pseudonyms are those formal sentimentalists who think an author's desire for anonymity should be strictly respected, and that no prying cataloguer should dare to discover the real name. This, of course, is akin to placing a book like Turnor's *Astra castra* at that title and doing nothing to inform the world that it is a valuable book on Flying machines. The almost universal use of pseudonyms by modern theatrical personages also tends to perpetuate faith in their importance, and the use of fancy trade names by Jews, milliners, and others has a similar tendency. It is certain, however, the action of the A.A. code compilers will have a great effect on future library catalogues, and tend to spread the movement in favour of scientific cataloguing. As a minor but nevertheless important point, it may be stated that in libraries where catalogues are used which place pseudonymous works under their authors' real names, with the necessary references, readers have not the slightest trouble in finding what they want, while complaints are rarely heard.

**13 Anonyma.** Anonymous works are to be entered under the first word not an article, with which the title-page begins, save when the authorship is ascertained, in which case Rule 1 applies. In such a case the abbreviation *anon*=anonymous, may be used immediately after the title, *e.g.* :—

Smith (John P.) Essay on music. *anon.*

Well-known works like the "Arabian nights," "Koran," etc., should have entries made at the popular name or short title in addition to the entry as an anonymous work. Names of series or other headings at the top of title-pages may as a rule be ignored.

*Anglo-American Rule covering the same item.—*

112 ANONYMOUS. Enter anonymous works under the name



## CATALOGUING RULES—CORPORATE AUTHORSHIP

of the author when known, otherwise under the first word of the title not an article. Make added entries for titles of all anonymous works whose authors are known; when the work relates to a particular person or place make added entry also under this name.

*Comment*—Rules 113, 114, 115, 116, 117, 118, 119, and 120 of the A.A. code are simply amplifications of Rule 112 applied to change of title in successive volumes, initials, differences in spelling, related works, the Bible and other sacred books, national epics and folk-tales, and may be cited here as examples of the pursuit of the obvious, and evidence of editorial thoroughness.

**14 Governmental, Society, Academic and other Institutional or Corporate Authorships.** The main entries of such publications should be placed under the subject-matter of the report or document, according to the system of classification in use, with brief references from titles of institutions, reporters or authors, and, if sufficiently related, the names of places where situated. The titles of such institutions will be entered as provided by Rule 13. At the subject-heading the works will be entered under the title of the institution, *e.g.* :—

Numismatics. British Museum, Dept. of Antiquities. Grueber (H.A.) Catalogue of early British coins

British Museum. Department of Antiquities. *See* Numismatics.

British Museum. Grueber (H.A.)

Grueber (H.A.). *See* Numismatics. British Museum

*Anglo-American Rules No. 58 to 111 covering the same items.*—

The following "*Specifications*" are supplied under the division

"(c) Corporate Bodies as Authors" in the A.A. code :—

(a) **GOVERNMENTS** (States, provinces, municipalities, ecclesiastical, military, or judicial districts) are to be considered as authors of their official publications.

(b) **SOCIETIES.** This includes associations and societies of all kinds, scientific, benevolent, moral, etc., even when strictly local or named from a country, state, county, or province, also clubs, gilds, orders of knighthood, secret societies, intercollegiate societies, Greek letter fraternities, Young men's and Young

## MANUAL OF LIBRARY CATALOGUING

women's Christian associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments).

(c) INSTITUTIONS (ESTABLISHMENTS). This includes colleges, universities, schools, libraries, mercantile libraries, museums, galleries, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theatres, chambers of commerce, botanical and zoological gardens, buildings, etc.

(d) MISCELLANEOUS BODIES OR ORGANIZATIONS NOT PROVIDED FOR IN RULES 58-99. This includes conferences, congresses, exhibitions and other occasional meetings, firms and other business concerns, committees and classes of citizens not belonging to any body or organization, ecclesiastical councils, foundations and endowments, expeditions, etc.

GENERAL RULE, 58, FOR (a). Enter under names of countries, states, cities, towns, etc., official publications issued by them or under their auspices. The names of the departments, bureaus, etc., from which the publications emanate are to be given as subheadings. In the entry of Government publications, use for a subheading the name of the office rather than the title of the officer. Make a general reference from the name of the head of a department to the name of the office. Occasionally the title of the officer is the only name of the office. In that case it is to be adopted as subheading. The name of the occupant of the office, preceded by the dates of his incumbency, may be added to such subheadings as *President, Governor, Mayor*, etc., in order to bring together the publications issued during a given administration.

GENERAL RULE, 72, FOR (b). Enter a society under the first word (not an article) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established.

[There are a number of alternatives, exceptions, and variations allowed for this Rule.]

GENERAL RULE, 82, FOR (c). Enter an institution under the name of the place in which it is located.

[To this Rule there are a number of exceptions, the name of the institution being preferred to that of the place.]

## CATALOGUING RULES—PERIODICALS, ETC.

**RULES 100 to 111 (d).** There is no general Rule for miscellaneous bodies, some being entered under their names and some under places.

*Comment*—The A.A. Rules 58 to 111, illustrate the difficulties which surround the cataloguing of works issued by corporate bodies, and prove rather conclusively that rules for author-alphabetical catalogues break down when such publications have to be treated. In a great number of cases, entry under the name of the place where an institution or publishing body is located, is useless, and probably not one person in a thousand would think of looking under London for a British Museum catalogue of Birds or Medals. The rules adopted are practically all American in origin, and are evidently based upon the practice of the Library of Congress and the rules of the Cutter code. The Rule No. 14 given above is fairly easy to apply, but it is at the expense of consistency, the instruction being a frank departure from the idea of omitting subjects from an Author and Title code. On the whole, however, it seems impossible to exclude either subject-matter or classification from this special kind of cataloguing rules, and the A.A. code itself is an offender when it directs that a concordance is not to be entered under its compiler as the chief entry, but under the subject concordanced. It is to be assumed that the A.A. code is intended for purposes of bibliographical description as well as for the much more compressed cataloguing required for libraries, hence the large number of rules which have been assembled to deal with corporate authorship. The manner in which the rules for corporate authorship work out, affords a very striking example of the impossibility of separating cataloguing from classification, and justifies the statements made on this point in Chapter VI.

**15 Periodicals and Ephemera.** Treat the same as Anonyma in Rule 13, but make references from places of publication, if thought desirable, and enter under subjects. Periodicals which have changed their titles to be entered at the original titles, with additional entries under later titles.

*Anglo-American Rules covering the same items.*—



## MANUAL OF LIBRARY CATALOGUING

**121 PERIODICALS.** Enter a periodical under the first word of the title not an article and give in the form of notes (*a*) the frequency of publication; (*b*) important variations of title; (*c*) the successive editors; (*d*) important changes of place of publication and of publisher; (*e*) indexes, supplements, etc., unless entered separately. Make added entries for editors and for compilers of indexes, and analytical entries for monograph supplements. If a periodical has changed its name enter it under the earliest form with brief entries under later forms. . . .

**AMERICAN LIBRARY ASSOCIATION RULE [ALTERNATIVE]:** If a periodical has changed its name, enter it under the latest form. Make brief entries under the earlier names, referring to those which immediately precede and follow in a note, introduced by the phrase "preceded by" or "continued as". If the change in name is slight, a reference will suffice in place of the brief entry.

**RULES 122, 123, 124 AND 125** provide for Almanacs, year-books, newspapers and directories being entered under the first word, not an article, of their titles, with the usual references.

### Titles and Colophons

**16 Title-pages.** Title-pages are to be transcribed exactly as they stand,<sup>1</sup> save that foreign characters may be transliterated, subject to such omissions or additions as may be deemed advisable. Capital letters should only be used after the initial article if there is one, for the next word following, and for proper or subject or place names, *e.g.* :—

The Wonderful adventures of Tom, Dick and Harry, *not* The wonderful . . .

News from Nowhere *not* News from nowhere

Manual of inorganic Chemistry

La Société Parisienne *not* La société parisienne

The bibliographical details set out at Rule 28, numbers 16 to 27 should be noted.

<sup>1</sup> If not punctuated the cataloguer may apply ordinary practice. Misprints to be copied without comment.

## CATALOGUING RULES—TITLE PAGES

[*Note.*—There is such a diversity of practice with regard to the capitalization of foreign personal and place names, that it is best for each nationality to apply its own practice for cataloguing purposes.]

OMITTED MATTER which should only consist of mottoes, redundancies, and words not necessary to a clear understanding of the title; should be indicated by three dots . . . in a group.

ADDED MATTER should be placed within square brackets, and should consist of such explanatory items as dates covered by a history; translations of foreign titles; the original titles of foreign works which have been translated; the language of the book; dates of original and real publication, etc., *e.g.* :—

- Jones (Alex.) Short history of Ireland [1340-1793]  
Hugo (Victor) L'Homme qui rit [By order of the king]  
Balzac (H. de) The Wild ass's skin [La Peau de chagrin]  
Gozlan (Léon) Le Notaire de Chantilly [French text]  
Richardson (Samuel) Pamela, or virtue rewarded [1740] 1906  
Thomas (Chr.) Wonders of nature, n.d. [c. 1846]  
Williams (John) Up-to-date Electricity [1909] 1910

*See also* Rule 26 for additional examples.

*Anglo-American Rules covering the same items.*—

136 TITLE. The title is usually to be given in full, including the author's name, and is to be an exact transcript of the title-page, except that mottoes and non-essential matter of any kind, as well as designation of series, may be omitted, the omissions being indicated by three dots (. . .). The punctuation of the title-page is generally to be followed; if there is no punctuation it is to be supplied. [*Also* Rule 173 which is the same as far as "supplied," then—as far as possible, the use of two points together is to be avoided.]

141 TRANSLITERATION AND TRANSLATION OF TITLE. Titles in characters other than roman or gothic may be transliterated. A brief translation may also be added of all titles not in the classic, Romance or Teutonic languages.

172 CAPITALS. Initial capital letters are to be used for names of persons, personifications, places, and bodies, for substitutes for proper names, and for adjectives derived from these names; for

## MANUAL OF LIBRARY CATALOGUING

the first word of the title of a book; in title entries (anonymous works, periodicals, etc.) for the second word of the title if the first is an article. In all doubtful cases avoid the use of capitals. In foreign languages follow the local practice.

138 MISPRINTS OR ERRORS OF SPELLING. Indicate misprints or obvious errors of spelling by [! ,] or *sic*. In a manuscript catalogue use three dots under the word misspelled.

139 ADDITIONS TO TITLE. Additional matter may be supplied (within brackets) in the title when this is ambiguous or requires explanation. Such additions should be brief and in the language of the title; if they require much space, they are to be given in the form of a note.

140 LANGUAGE OF THE BOOK. State in a note, or within brackets in the title, the language or languages in which a book is written, when the fact is not apparent from the title.

17 Editions. Enter the number of an edition in Arabic notation when stated on the title-page or otherwise ascertained = 18th ed., not Eighteenth ed., or XVIII ed. Note also if the copy of the edition is on large paper = *l.p.*; privately printed = *priv.p.*; a limited edition, in which case give the number of the copy = *l.e.* 56; and if printed on vellum = *vel.*, silk or other material, *e.g.*—

Thomson (James) *The Seasons*. 19th ed. *l.p. priv.p. l.e.* 36.  
*vel.* Edin., 1906

*Anglo-American Rules covering the same items.*—

148 EDITION. Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title-page, except that customary abbreviations may be used.

149 DIFFERENT EDITIONS REPRESENTED IN THE SAME SET. When the volumes in a set are of different editions, specify the various editions in a note or in contents, not in the title.

154 PRIVATELY PRINTED BOOKS. In cataloguing privately printed books add the abbreviation "priv. print." in the imprint if the fact is not evident from the title-page.

*Comment*—No provision seems to be made in the A.A. code for



## CATALOGUING RULES—PLACE AND DATE

noting limited and numbered editions or books printed on large paper or special materials.

**18 Place of Publication.** Enter the place of publication in its vernacular form and supply the English or Latinized names in brackets, *e.g.* :—

Wien [Vienna, Vindobona] Torino [Turin] Leiden [Leyden, Lugd. Bat.]

Omit London [Paris, Berlin, Leipzig, New York, or whatever the chief national publishing city may be] as it occurs so frequently, and let the absence of a place of publication be understood to mean London [or other great publishing centre], unless there is actually no indication of a place, in which case use the abbreviation n.p. = no place of publication.

*Anglo-American Rules covering the same items.—*

150 PLACE OF PUBLICATION. After the title give the place or places of publication in the language of the title.

151 PLACE—*Form of name.* When thought desirable, add (in brackets) modern equivalents and familiar forms of Latinized or vernacular names.

**19 Date of Publication.** Enter the year of publication according to the calendar of the Christian era in Arabic numerals, as given on the title-page, but add within brackets the real date if ascertained to be different, *e.g.*, 1905 [1904]. *See also* Rule 16. The dates of the Jewish, French Revolutionary and other calendars, etc., to be translated in brackets. In a series of volumes give the first and last dates, *e.g.*, 1835-64. When no date is given on the title-page or elsewhere in the book, add an approximate date within square brackets (*See* Rule 16) after the letters n.d. = no date, *e.g.*, n.d. [c. 1820] or [c. 190?]. Such approximate dates can generally be ascertained from prefaces, allusions in the text, the style of the book, its printer or publisher, or from bibliographies, catalogues, and biographical dictionaries. Chronograms may be given in full in very rare books, but otherwise they should be translated into Arabic figures. [*See* Hilton (J.) *Chronograms*, 1882-95, 3 v.]

*Anglo-American Rules covering the same items.—*

## MANUAL OF LIBRARY CATALOGUING

**155 DATE.** Give the date found on the title-page, in arabic figures except in cases where the form in which it appears is characteristic of a special edition or otherwise worthy of note. Dates other than those of the Christian era are to be given as found on the title-page, followed by the date of the Christian era, the latter in brackets if supplied.

**156 DATE WANTING.** When there is no imprint date the year of publication, if it can be ascertained, is to be given in brackets, and if uncertain, to be given approximately = (189- ). If no approximate date can be found, give the century in which the book was published, *e.g.* [18—]. If the century cannot be determined, indicate the absence of a date by the abbreviation "n.d.". Rule 157 refers to American copyright dates, usually printed behind the title-pages of American books.

**20 Imprint.** In old and rare books, when desirable, give full transcripts of colophons; note printers' marks; give publishers' names when they differ from the printer; and note books issued from private or celebrated presses like the Kelmscott Press, etc. References may also be made to bibliographical works which describe such rarities—Brunet, Graesse, Hain, etc.

*Anglo-American Rules covering the same items.—*

**137 TITLES OF RARE BOOKS.** Give the title or colophon of books of exceptional rarity or curiosity in full, reproducing, as far as possible, punctuation, capitalization, and typographical peculiarities.

**152 PUBLISHER.** After the name of the place give the name of the publisher in the language of the title.

**153 PLACE OF PRINTING.** After the place of publication and publisher the place of printing and printer may be given, if different. This is desirable only in rare and old books, or when of special significance for other reasons.

### Description and Collation

**21 Volumes.** State the number of volumes if more than one, *e.g.*, 2 v., 36 v., etc.

*Anglo-American Rule covering the same item.—*

## CATALOGUING RULES—DESCRIPTION AND COLLATION

**159 VOLUMES, PAGES.** Give the number of volumes, or of pages if there is only one volume.

**22 Sizes.** Indicate the sizes of books in inches or centimetres, measuring the height of the title-page and not the binding. If thought desirable, the symbols fo. (= folio), 4° (= quarto), 8° (= octavo), 12° (= duodecimo), etc., may be used as well, as a rough guide to sizes, e.g., fo., 18"; 4°, 10"; 8°, 6½". For ordinary catalogue purposes it is not necessary to indicate any sizes save folios and quartos, and in such cases the letters F and Q can be used. Watermarks can be ignored save in very old unpagged books, when a note of their order can be made.

*Anglo-American Rule covering the same item.—*

**164 SIZE.** Give height of book in centimeters, exact to one-half centimeter. 169<sup>mm</sup> (16·9<sup>cm</sup>) write 17<sup>cm</sup>.

When books are "narrow," "square," "oblong," or otherwise of very unusual size, give both dimensions.

**23 Pagination.** Indicate the number of pages in one-volume books only, by giving the full number in Arabic numerals, counting the verso of the last leaf if blank, and counting in preliminary matter when separately paged in Roman numerals or otherwise, e.g., pp. 670 not pp. XL+630. Unpagged books should be actually counted and collated and the result noted as above.

*Anglo-American Rule covering the same item.—*

**160 PAGING.** Indicate the number of pages by giving the last number of each paging, separating the numbers by a comma. The addition of unpagged matter may be shown by a +, or the number of pages, ascertained by counting, may be given in brackets. Give paging in arabic or roman figures, according to the book. In unpagged works, and in works having the pages lettered, or numbered in figures other than arabic or roman (e.g., Greek) the number of pages may be given in brackets, the signatures being noted only in the case of rare or important works.

**24 Signatures, Collation, and Imperfections.** In old unpagged books, note the progression of signatures, or failing them, check the catchwords, and give the total number of leaves or pages, e.g., Sig.



## MANUAL OF LIBRARY CATALOGUING

A-L—pp. 90, or simply pp. 90. Collate modern books by means of their signatures, paging, and lists of illustrations and contents. All imperfections—missing volumes, illustrations, title-pages, other pages, indexes, contents, etc.—should be made the subject of brief notes to the entries.

Grote (George) *History of Greece*. 1896. 8 v.  
v. 5 missing.

*Anglo-American Rules covering the same items.*—

158 COLLATION. Give all items of collation in English and in the following order: 1st, volumes or pages; 2d, illustrations; 3d, size.

162 COLLATION OF RARE WORKS. In the case of rare works reference may also be made in notes to detailed descriptions and collations given in bibliographical works.

**25 Series.** When a book belongs to a series, whether stated on the title, half-title, binding or elsewhere, it should be noted in italics thus:—

Hadden (J. C.) Chopin. 1903. pp. 260. *Master Musicians. ports.*  
If thought necessary an entry can be made at the name of a series referring to the authors or subjects it contains, e.g., English men of letters. See Burke, Burns, Crabbe, Keats, etc.

*Anglo-American Rule covering the same item.*—

166 SERIES NOTE. Give the name of the series to which the book belongs in parenthesis after the collation, preceded by *Half-title*, *On cover*, etc. if the series does not appear on the title-page.

128 SERIES ENTRY. Enter a series under its title, unless it is universally known under the name of the editor or publisher, and make added entry or reference under the editor. Include in the series entry a list of the works in the library which belong to the series, giving author's name, brief title, and date of publication of each item. Arrange the contents numerically if the publishers have assigned numbers, otherwise alphabetically by the names of the authors, or, where such arrangement would be more useful, as in the case of biography, by subjects.

*Comment*—Entries under the names of series are very rarely

## CATALOGUING RULES—ANNOTATIONS

required by the public, and there seems no urgent reason why such a record should be given, especially in printed catalogues. There is no suggestion, for example, in such a heterogeneous mass of subjects as is represented in the "International Scientific Series," arranged in numerical order, and the omission of this form of entry from printed catalogues would be an economy equivalent in value to the suppression of entries under words like "Pamphlets," and long set-out entries of the contents of magazines not also entered under their subject-matter.

### Supplemental Information

**26 Annotations** [*See also* Rule 29]. Annotations should be added to all entries which are not self-explanatory, and should be placed at subject rather than author headings. They should be confined to elucidating or describing the contents of books and never extended, in library catalogues, to criticism of their literary or other merits. The principal matters for annotations are as follow, and they may be added as short notes within square brackets at a suitable point, or placed at the bottom of the entry.

(a) Imperfections and variations in editions or copies as specified in Rule 24; special bindings (*e.g.*, Grolier), fore-edge paintings, or other external points; previous celebrated ownership indicated by autographs, book plates, armorial stamps, or other marks.

(b) Period covered by historical works, also specified in Rule 16 :—

LINGARD. History of England [54-1689], *or*

LINGARD. History of England

A.D. 54-1689. Roman Catholic standpoint.

(c) Period covered by biographical works :—

ORR. Life and letters of R. Browning [1812-89], *or*

ORR. Life and letters of Robert Browning

English poet, 1812-89.

(d) Geographical works, area covered and period of travel or survey :—

COILLARD. Threshold of Central Africa [Upper Zambezi  
1876-96]. 1897 *or*

# MANUAL OF LIBRARY CATALOGUING

COILLARD. Threshold of Central Africa. 1897

Upper Zambezi, its tribes, geog. aphy, etc. 1876-96.

(e) Dates or periods involved in experiments or researches :—

FORBES. Transit of Venus [1875-76]

(f) Dates of original publication should be added to reprints of famous or important books :—

SWIFT (Jonathan, 1667-1745) Gulliver's travels [1726]. 1910

PRIESTLEY (Joseph) History of the present state of electricity [1767]. 1906

(g) Obscure words, names, and phrases occurring in titles should be explained when necessary as defined in Rule 16 "added matter".

(h) The standpoint of an author may be given when it can be easily ascertained. See example (b) above. Sequels should also be noted.

(i) Contents of collected works by single or many authors should be set out, and references made to titles and to subject-matter, and to authors by means of brief added entries—

SCOTT (Sir Walter) Poetical works

*Contains*—Lay of the last minstrel; Lady of the Lake; Marmion; Lord of the Isles; Rokeby, etc.

Lay of the last minstrel. See Scott (Sir Walter)

STEVENSON (Robt. L.) Familiar studies of men and books

*Contains*—Victor Hugo's romances; Some aspects of Robert Burns; Walt Whitman, etc.

Hugo, Victor. Stevenson (R. L.). Hugo's romances. In Familiar studies.

Burns, Robert. Stevenson (R. L.). Some aspects. In Familiar Studies.

PARK (Thos.) ed. The British poets . . . 1810-24, 100 v.

v. 1-5 Dryden v. 50 Smollett, Bruce, Logan.

6 Denham 51 Johnson, Warton.

7-9 Butler 52 W. Thompson.

Bruce (Michael) Poetical works. In Park (T.) ed. British poets, v. 50.



## CATALOGUE RULES—ANNOTATIONS

[*Note.*—The "Manual of descriptive annotation for library catalogues," by E. A. Savage, 1906, gives a long series of rules and principles for dealing with notes to catalogue entries.]

*Anglo-American Rules covering the same items.*—

168 NOTES. Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the author and bibliographical details not given in the title, imprint, or collation. Notes are to be in English, except quotations from foreign sources, which are to be given preferably in the original. The source of the quotation is always to be specified, and the original punctuation, spelling, etc. to be preserved, even if it conflicts with other ruling. Notes may be used to cover the following points: bibliographies, authorities, etc., pseudonyms andonyms, sequels, variations in title, editors and translators, editions, various places, publishers, or dates, reprints, languages of the text, source of the book if first published serially, no more published, imperfections in copy, bound with something else.

169 ADDED ENTRIES. In addition to those specified in previous rules, make added entries for the titles of all novels and plays, and of poems likely to be remembered by their titles; for other striking titles; for editors; and in all cases where an added entry will insure the ready finding of the book.

170 ANALYTICAL ENTRIES. Analytical entries under author or title may be made for distinct parts of works or collections, whether with or without separate title-pages.

167 CONTENTS. Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. The designation of parts, volumes, fasciculi, or other divisions of a work is to be given in the language of the book. Give contents in the order in which they appear in the book, and in paragraph form rather than in columns except in special cases where the latter arrangement has decided advantages. In case different parts are written by different authors, let the name of the

## MANUAL OF LIBRARY CATALOGUING

author follow rather than precede the title, provided always this is the order of arrangement in the book.

*Comment*—The question of adding annotations on a liberal scale to catalogue entries is one which chiefly affects printed catalogues and descriptive bibliographies. Manuscript catalogues in card and sheaf form would be less affected as regards the factor of cost, and it is chiefly for such catalogues that Rule 26 is intended. There is no doubt that a well-annotated catalogue in printed form would be nearly double the price of a non-annotated one, and occupy much more space, and it is advisable before any commitment is made, to consider whether some of the abbreviated forms of notes within square brackets could not be made as effective as comparatively long foot-notes. The catalogues of the Pittsburgh Public Libraries are examples of the great expansion which takes place when annotations are freely added. For example—Ruskin's "Ariadne Florentina," occupies as an entry in the Fine Arts list just  $\frac{1}{4}$  of an inch, while the set-out list of contents and a ten-line quoted note, chiefly critical laudation, occupy  $1\frac{3}{4}$  inches. Two inches of a demy octavo page in single column for a book of limited interest and authority is full measure indeed.

**27 Subject entries.** There are no special rules required for subjects, or entries in classified catalogues, because the form of catalogue determines the arrangement of the entries. There is frequently much confusion caused by the erroneous assumption that subject entries are in some way quite different from author-entries, but in reality they may be exactly the same or slightly abbreviated or expanded. Each type of catalogue, however arranged, is exactly on all-fours with every other form, as regards principle, because it must be recognized that each is just a certain kind of *arrangement* of exactly the same varieties of entries. Take any book at random and follow out its treatment. Here is the author-entry :—

Bayley (R. C.) Photography in colours. 1900

In a dictionary-catalogue the same entry would appear thus :—

PHOTOGRAPHY. Bayley (R. C.) Photography in colours. 1900  
With a reference thus :—

Colour-photography. See Photography

## CATALOGUE RULES—SUBJECT ENTRIES

And if the heading Photography is subdivided it might appear thus :—

Colour-photography. See Photography, Colour

In a classified catalogue the entry would be, under the main division Photography :—

### 778.4. COLOUR-PHOTOGRAPHY

Bayley (R. C.) Photography in colours. 1900

Or by another scheme, also under the main division Photography :—

### A 782 COLOUR-PHOTOGRAPHY

Bayley (R. C.) Photography in colours. 1900

It will thus be seen that there is practically no difference between the entries required for any kind of catalogue, and that the only rule required for subjects is one which shall determine whether common or scientific names should be used for the headings under which these entries are to be arranged. In all other respects the entry in every kind of modern cataloguing is the same, the main difference being that dictionary catalogues make references in the body of the catalogue, while classified catalogues make them in the indexes, apart from cross-references between related subjects.

On the question of common *versus* scientific subject names, it is amusing occasionally to find advocates of the *best-known* names of authors using the least-known names of subjects. While it may be wrong to place Mark Twain at Clemens, it is not at all bad to use the word Coleoptera instead of Beetles! When effective cross-references are given it really does not matter which name is chosen, but in scientific headings the scientific name should be chosen. One good reason is that the scientific name generally assembles closely-related kinds of animals, etc., together and effects economies in entries. For example, a library may possess 10 books on the Hymenoptera in general, 10 on Ants, 10 on Bees, and 10 on Wasps. Entered at Hymenoptera with references from Ants, Bees, and Wasps, 43 entries would be required. By the other method, assuming that, as is usual, only a reference is made from Hymenoptera to Ants, Bees, and Wasps, at least 61 entries would be necessary, and then the result would be less effective. It may be argued that this method would violate the



## MANUAL OF LIBRARY CATALOGUING

principle of entering subjects at the most specific topic, but it would only do so to a very slight extent as, after all, Ants, Bees, and Wasps are Hymenoptera, and could be very effectively grouped thus:—

### HYMENOPTERA. General

—	Ants
—	Bees
—	Wasps

Any further matter affecting subject entries will be given in the chapter on the method of applying these rules to the compilation of catalogues.

**28 Order of Entries and Abbreviations.** Entries are to be made in the following order of particulars:—

1 Author's surname (Rules 1, 5, 6, 7, 8, 9, 10, 11).

2 Author's Christian name or forenames (Rules 2, 4, and Abbreviations at p. 133).

3 Author's distinctions, dates or other particulars (Rules 3, 4, 12).

4 Title of work. Omissions indicated by . . . . Additions within square brackets [     ], (Rules 13, 14, 15, 16). Translated or Translator = *Tr. tr.*, Editor = *ed.*

5 Number of edition in Arabic numerals. Edition = *ed.* (Rule 17) = 18th *ed.*

6 Large paper edition = *l.p.* (Rule 17).

7 Privately printed = *priv. p.* (Rule 17).

8 Limited edition = *l.e.* and number (Rule 17).

9 Place of publication. Omitting London or other great centres (Rule 18 and Abbreviations at p. 134). No place of publication = *n.p.*

10 Date of publication (Rule 19).

11 Imprint particulars for rare books (Rule 20, 26 (a)).

12 Number of volumes. Volumes = v. 2v. 36v. (Rule 21).

13 Size (Rule 22). Folio = F or fo. Quarto = Q or 4°. Omit smaller sizes.

14 Pages (Rules 23, 24).

15 Series (Rule 25).

## CATALOGUING RULES—ORDER OF ENTRIES

- 16 Illustrations. Indicate by abbreviation *ill.* Celebrated illustrators may be noted thus, *ill.* by Geo. Cruikshank.
- 17 Portraits. Indicate by abbreviation *port.* or *ports.*
- 18 Maps " " word *maps.*
- 19 Plans " " " *plans.*
- 20 Facsimiles " " abbreviation *facs.*
- 21 Diagrams " " " *dia.*
- 22 Tables " " " *tab.*
- 23 Genealogical charts. Indicate by abbreviation *gen.*
- 24 Music in text " " " *mus.*
- 25 Memoir included " " " *mem.*
- 26 Glossary " " " *glo.*
- 27 Bibliography " " " *bib.*
- 28 Original text " " " *Gr. text =*  
Greek text.

An imaginary entry to embody most of the above items and to show the actual order of these particulars as they would appear:—

SCOTT (CHR. WM., 3rd Earl of Inch, 1631-95) *Paul Pringle.* The Remarkable history of . . . Nolly [Oliver Cromwell] on his way to a throne . . . 3rd ed. *l.p., priv. p., n.p.* [Edin.] n.d. [c. 1660]. Printed by Robt. Johnston [Lowndes, p. 236]. 2v. fo. *ill. ports. facs. gen. mus. bib.*

### Abbreviations for Christian Names

In printed catalogues reasons of economy compel library authorities to cut down entries as much as possible, in order to save space, and the following list of common Christian names of more than four letters, with suggested abbreviations, may be found useful. The list in Cutter's *Rules*, pp. 157-161, is much more extensive, but the colon abbreviations (W: for William) are not recommended, nor can such abbreviations as Bened. = Benedict; Bernh. = Bernhard; Cadwal. = Cadwallader, and so on, be regarded as satisfactory.

There is no economy in abbreviating names like Adam, Ezra, Hans, John, Karl, Mary, Paul, and others with only four letters.

# MANUAL OF LIBRARY CATALOGUING

Abraham	Abr.	Guillaume	Gui.
Albert	Alb.	Hannah	Han.
Alexander	Alex.	Harriet	Har.
Alfred	Alf.	Henry	Hen.
Andrew	And.	Herbert	Her.
Anthony	Ant.	Isabella	Isa.
Archibald	Arch.	Jacob	Jac.
Arthur	Arth.	James	Jas.
Augustus	Aug.	Joseph	Jos.
Bartholomew	Bart.	Julius	Jul.
Beatrice	Bea.	Katharine	Kath.
Benjamin	Benj.	Leopold	Leo.
Caroline	Car.	Ludwig	Lud.
Catharine	Cath.	Margaret	Marg.
Charles	Chas.	Matthew	Matt.
Charlotte	Char.	Oliver	Ol.
Christopher	Chr.	Patrick	Pat.
Daniel	Dan.	Peter	Ptr.
David	Dav.	Philip	Phi.
Dorothy	Dor.	Reginald	Reg.
Edward	Edw.	Richard	Rich.
Elizabeth	Eliz.	Robert	Robt.
Ferdinand	Ferd.	Samuel	Sml.
Florence	Fl.	Stephen	Ste.
Francis	Fr.	Theodore	Theo.
Frederick	Fred. Fried.	Thomas	Thos.
George	Geo.	Victoria	Vict.
Gertrude	Gert.	Walter	Wal.
Gilbert	Gil.	William	Wm.
Giuseppe	Giu.		

## Abbreviations for Towns

Amsterdam	= Amst.
Berlin	= Ber.
Boston	= Bost.
Cambridge	= Camb.
Chicago	= Chic.



# CATALOGUING RULES—ABBREVIATIONS: NAMES

Edinburgh	= Edin.
Glasgow	= Glas.
Leipzig	= Leip.
London	= Lond. <i>or</i> omit
München	= Mün.
New York	= N.Y.
Oxford	= Ox.
Paris	= Par.
Philadelphia	= Phil.
United Kingdom	= U.K.
United States	= U.S.
Washington	= Wash.

ANGLO-AMERICAN CODE ABBREVIATIONS for bibliographical particulars, etc., are printed in Appendix 1, pp. 62-64. For other abbreviations, Christian names, towns, etc., reference is made to Cutter's *Rules*, Library School rules, and other works. The order of entries can be gathered by reference to Appendix 3, which gives examples of cards arranged in different ways.

**29 Alphabetical order** (Rule 26 p. 127). In arranging an alphabetical catalogue adopt the same progression as is found in dictionaries of language, geography, etc. That is, arrange as one word, letter by letter, including second words. Second words of compound names should not be ignored. The following example illustrates this:—

*Arrange thus*  
 New Brunswick  
 Newbury  
 New Caledonia  
 Newcastle  
 Newfoundland  
 New Guinea  
 Newington  
 New Orleans  
 Newry  
 New Testament  
 New York

*Not thus*  
 New Brunswick  
 New Caledonia  
 New Guinea  
 New Orleans  
 New Testament  
 New York  
 Newbury  
 Newcastle  
 Newfoundland  
 Newington  
 Newry.

## MANUAL OF LIBRARY CATALOGUING

Names beginning with double letters like ffrench, ffoulkes, etc., are to be arranged as if they represented capital letters. A name like ffoulkes to be arranged as Fo instead of Ff; but a reference from ff should be made. The Welsh Ll is not a capital as in the case of the preceding examples. Names beginning with Mac, Mc., and M' are to be arranged as if spelt in full Mac.

### Arrangement of an Author's Works

In the case of authors who have written extensively, and about whom an extensive literature exists, it is necessary to arrange them in some kind of classified order, as a mere alphabet of titles would be unsatisfactory if not useless. Such a series of class headings, taken from the *Subject Classification*, gives the following sequence:—

#### SINGLE WORKS IN CHRONOLOGICAL ORDER OF PUBLICATION

- (a) Originals, including manuscripts.
- (b) Reprints.
- (c) Translations in foreign languages.
- (d) Parodies.
- (e) Criticism, etc., of single works.

#### COLLECTED WORKS IN CHRONOLOGICAL ORDER OF PUBLICATION

- (f) Author's editions.
- (g) Editor's editions.
- (h) Selections.
- (i) Paraphrases and condensed versions.
- (j) Dramatic versions of works.
- (k) Musical settings of works.
- (l) The Pictorial side (Illustrations inspired by works, etc.).
- (m) Biography.
- (n) Correspondence and autographs (excluding MS. of works).
- (o) Criticism and ana, general.
- (p) Portraits, busts, monuments.
- (q) Periodicals connected with the author.
- (r) Societies connected with the author.
- (s) Exhibitions, festivals, etc.
- (t) Concordances, aids and guides.
- (u) Bibliography.
- (v) Index.

## CHAPTER VIII

### THE FORMS AND COMPILATION OF CATALOGUES.

A COMPLETE history of the Catalogue as a literary compilation has yet to be written, and so far, only more or less scrappy and imperfect articles have appeared. The subject is not only very large, but it is complicated by the forms and purposes of catalogues, which, of course, are required for other things besides books. Most of the early printed catalogues were in rough classified order, being divided into several main classes like Theology, Law, History, etc., and then arranged in alphabetical order of authors or titles. In some cases, these broad classified catalogues were further subdivided into sizes, so that the historical class, for example, might be arranged in three or four groups, such as folio, quarto, octavo, and duodecimo.

Many old catalogues exist showing these plans of arrangement, and libraries, publishers, booksellers and auctioneers all adopted a classed arrangement. Specimens of such old catalogues are contained in the Greenwood "Librarians' Library" in the Manchester Public Library. It is surprising to find that in spite of the active educational work of library associations and the example of progressive librarians, there are still places in which these broadly classified catalogues are issued. The author-alphabetical catalogue is a more recent form, but it is difficult to fix any date as that of its introduction. The absence of title-pages in early books and other factors would naturally delay the preparation of catalogues arranged in the order of authors' names, but after the practice was introduced, this form of catalogue became most common. Most of the university libraries have catalogues on this plan, and the printed catalogue of the British Museum, with certain modifications, is an author-alphabetical list, as likewise is that of the Bibliothèque Nationale, Paris. Another form of catalogue, less often seen, however, was that in which the entries were arranged in order of the titles of the books the most prominent word being used to start with, or the first word not an article. This kind of arrangement is more common in biblio-



## MANUAL OF LIBRARY CATALOGUING

graphical than in cataloguing work. Catalogues in chronological order of publication of books are also to be found, and here again bibliographical workers find them of most value; although in scientific and law libraries it is often an advantage to use this arrangement in subject entries in order to show the latest works at the end of the sequence. Other varieties of catalogues are those arranged in numerical order of the accession of books;<sup>1</sup> the alphabetical order of Subjects;<sup>2</sup> and in a few cases in order of size without classification. In bibliographical work, arrangements under names of countries and towns, names of printers, type, etc., are also to be found, but such catalogues hardly concern the main subject as applied to books in general.

It is when combinations of these single forms are used, that the idea of the modern catalogue is revealed, and many kinds of interesting and elaborate arrangements have been devised to meet the real or imagined needs of readers. Some of these forms have been more or less happily named by the late Mr. C. A. Cutter,<sup>3</sup> who had a mania for special nomenclatures and abbreviations. As they are not generally recognised it is needless to repeat them. The principal combinations now used are the following :—

- 1 Author-alphabetical, with Subject index separate.
- 2 Authors and Subjects in one alphabet.
- 3 Authors, Subjects and Titles (and occasionally Forms) in one alphabet. Usually called a "Dictionary" or "Index-catalogue".
- 4 Subjects in alphabetical or class order, with separate Author index.
- 5 Classified according to some systematic scheme, with a separate Author, Subject, and Title index in one alphabet or more.

These are the varieties now mostly compiled, although attempts have also been made to combine numbers 3 and 5, with a resulting great elaboration. It may be stated here that no single form of catalogue, save perhaps No. 5, will answer the questions of every enquirer, as

<sup>1</sup> Early Manchester Public Library catalogues compiled by Crestadoro.

<sup>2</sup> Class catalogues of the Patent Office Library, London.

<sup>3</sup> *Rules for a dictionary catalogue*, 1904.

## FORMS OF CATALOGUES

each omits some feature which would be required sooner or later. No. 5 in a printed form would be very expensive to produce in the case of a large collection of books, and comparatively few libraries have attempted the complete provision outlined above.

The object of all cataloguing is to assist enquirers to find what they want, or to show what a library contains on a particular subject. The different kinds of information about books which readers most often require may be summarized as follows, in the order in which they are most frequently demanded :—

- 1 What books does the library possess on a given SUBJECT—  
“Have you any books on Municipal Trading?”
- 2 What book of a known TITLE—  
“Have you the *Fortunes of Nigel*?”
- 3 What books by a given AUTHOR—  
“Have you any books by Ruskin?”
- 4 What books in a given FORM—  
“Have you any collections of essays?”
- 5 What books in a given LANGUAGE—  
“Have you any books in French?”
- 6 What books in a given SERIES—  
“Have you the *English men of letters* series?”

Other occasional demands are for books with large type; a certain kind of illustration (practically a subject enquiry); a small size (generally wanted by intending travellers); and books have even been asked for in a certain colour of binding to match a dress! The first three are the questions most likely to be put to a catalogue, and of these, enquiries for subjects are most frequently encountered in public libraries. Commercial and subscription librarians probably find a greater demand for titles of novels than for anything else, and it is also likely that authors are just as frequently enquired for as subjects. Apart from these, the large public libraries, municipal and others, are primarily concerned with subjects and authors.

Before proceeding to apply the Rules set forth in the preceding chapter to catalogues of various forms, it is necessary to give brief consideration to some questions of policy which have arisen in recent years, owing chiefly to the multiplication of guides to books and

## MANUAL OF LIBRARY CATALOGUING

bibliographies, the great increase in the size of libraries, the difficulty of obtaining the older desirable books, the disinclination of publishers to reprint ephemeral books of medium quality, the spread of the open-shelf system plus exact classification, and the great development of the manuscript catalogue. Every one of these factors has a bearing on the question of library cataloguing, and the whole policy of the kind and size of printed catalogue will in future be governed by the considerations above set forth. To take them seriatim—The provision of guides to literature descriptive of the contents of great books, and annotated bibliographies has a tendency towards reducing the amount of detail required for catalogue entries. It would be waste of time, for instance, to repeat in printed or manuscript catalogues, the annotations to famous novels which have already been printed in *Baker's Guide to the best fiction*. There are numerous other guides and bibliographies in existence, and others are announced or in course of preparation, so that the necessity for elaborate annotation has been to a large extent reduced. It has been urged, and will no doubt continue to be urged, that stay-at-home readers would not be efficiently served by catalogues without descriptive annotations. The reply to this is that the readers in question are becoming yearly less and less numerous, and with the strengthening of the reference libraries, to which readers must resort in person, the extension of the open-shelf system, and the limitation of the printed catalogue, the tendency is all in the direction of attracting the actual readers, and eliminating the messenger element. It has been estimated that, of the total users of a well-managed open-shelf library, at least 95 per cent come in person to use the reference and lending departments. An important consideration which closely affects large libraries is the size which would be assumed by a complete printed catalogue of all the collections. The difficulty is best illustrated by reference to the actual practice of most large cities with libraries containing more than 100,000 volumes. Not one, as far as can be ascertained, possesses a complete printed catalogue, but instead, have been forced to compromise, by keeping the central reference collections on cards or sheaves or guard books, and printing separate catalogues for the branch libraries. The enormous expense of such a plan can be easily imagined, while the trouble of consulting



## FORMS OF CATALOGUES

a dozen different catalogues plus supplements in order to ascertain the representation of any one subject is almost enough to daunt the most enthusiastic enquirer.

Take a city with twelve branch library catalogues, each averaging about 500 pp., and deal first with the cost. 6000 pages at 4s. 6d. per page for 1000 copies complete would mean an expenditure of £1350, and the catalogues would have to be sold at 2s. and then would not cover bare expenses.<sup>1</sup> Imagine any citizen spending 24s. or even 12s. on library catalogues in order to keep himself posted up in the main resources of the libraries, and also paying for supplements and a quarterly bulletin! Another difficulty, which becomes more noticeable as time goes on, is the impossibility of procuring copies of the older standard, or at any rate remarkable books, which one naturally expects to find in a public library. They are described and, in many cases, praised, in literary histories, and continually quoted, or alluded to, in current magazines and newspapers; yet, it is very difficult to obtain copies. The reason is, of course, that they were published in comparatively small editions, which have been absorbed by the older libraries and private collectors, so that very few copies ever appear in the market. Most publishers regard their republication as a dangerous speculation, and they would rather issue a rechauffé of feebleness by some effete living writer, than reprint books like Lanfrey's *Napoleon I.*, Dallas' *Gay Science*, De Morgan's *Budget of paradoxes*, and hundreds of similar works of interest and value. One of the troubles of this policy is that the works of the ephemeral living author are rarely reprinted after the first edition is sold or "remaindered"; consequently printed catalogues are full of titles not represented by books. All this is very troublesome, and illustrates the modern evil of putting into print such a large number of titles of worthless books. The quiet, but certain, spread of the open-access system is another powerful factor which makes towards the limitation of the printed catalogue. Readers having access to books in closely-classified libraries do not as a rule purchase printed catalogues, and this results in loss to the

<sup>1</sup> To prove that there is no exaggeration in this estimate it may be stated that in one large city with separate catalogues for its branch libraries, the total cost of eight branch library catalogues was £3025.

## MANUAL OF LIBRARY CATALOGUING

library. They prefer to examine the books as they stand on the shelves, with the aid of the index to the classification and the full manuscript catalogues. It is, therefore, only the stay-at-home 5 per cent of readers who have to be considered, and their needs can be met by the compilation of a printed select or eclectic catalogue.

Such a catalogue would take the form of a classified list of the best standard books on all subjects with a complete subject-index. The author and title catalogues would be kept in manuscript form, and but for these, the stay-at-home reader would be amply served by having what he most needs—subjects—fully represented. Of late years the manuscript catalogue, in card or sheaf form, has been largely extended to all kinds of libraries, with the result that they are more efficiently kept up-to-date, and the liability of a printed catalogue to become rapidly obsolete is greatly minimized. The policy of issuing a select printed catalogue of the best books, which only goes out of date in the science sections at reasonable intervals, seems preferable to the plan of issuing a complete printed catalogue and vainly trying to keep up with the accessions by means of supplements or bulletins. No doubt the compact select printed catalogue, plus large and complete manuscript lists, will in time supersede the complete printed catalogue of all the books in a library at a given moment. There can be no doubt of this as regards those libraries which give readers direct access to the shelves; the closed libraries might in many cases also find it possible, especially in cases where the stock of books is not extensive.

### THE PRINTED CATALOGUE

All the foregoing points have a bearing on the compilation of catalogues, as the policy underlying them must qualify the method to be employed. The printed catalogue has been dealt with in a separate monograph,<sup>1</sup> which is devoted entirely to the technique of printing, paper and production, though it is not particularly precise in its method.

The following specimens of pages or parts of pages illustrate nearly all the best and most practical forms of modern catalogues

<sup>1</sup> *The Production of the Printed Catalogue*. . . By Alex. J. Philip. London: Robert Atkinson, Ltd., 1910.

# PRINTED CATALOGUES—AUTHOR

compiled on different methods, and set in various styles of typography.

## AUTHOR CATALOGUES

These are compiled chiefly for large general libraries and by themselves are not very serviceable. They answer only one question and,

LEE

LEE

229

LEE (WILLIAM) M.A. Fellow of St. John's College, Cambridge. See *OWNERS NAME* (v.) Translations in English series from Greek, Roman, Talmud, etc. By W. L. Lee and Eng. 1852. 8°. 11393 f.

— See *FUNCTION*, of Athens. The funeral oration of Pericles... With other orations by W. L. 1819. 8°. 12648 f. 15. (3.)

— The Progress of Astronomy: verse. 1848. f. 15. (10.) London, 1819. 8°. 12648 f. 15. (10.)

LEE (WILLIAM) of Leeds. See *TALLANT* (J. W.) Broadly and fully; a remedy... discovered by W. L., etc. 1778. 4. 8. 778. d. 8.

— The use of broadly and tall; as a remedy for inflammation, illustrated and explained by the discoverer, W. L. London, Leeds [printed, 1845]. 8°. 778. d. 8.

LEE (WILLIAM) of the Haymarket Theatre. The plan of the house at the King's Theatre, Hay-Market, with an alphabetical list of the subscribers for the season, 1814 (1815 and 1817) [London, 1814-17.] 16°. 841. a. 18-20.

LEE (WILLIAM) Publisher. See *CROWELL* (J.) Lord Pease, etc. Royal and loyal blood shed by Crowell, etc. [Edited by W. L.] 1828. 8°. O. 4194.

LEE (WILLIAM) Doctor of Holy Scriptures. Compendium of Christian Doctrine, in which... an attempt is made to frame a simple manual... for the general use of Schools in Ireland. Liverpool, [1817.] 8°. 8559. a.

LEE (WILLIAM) Rev., Director of the Shipping Press. See *BRUCE* (A. S.) A Brave Fight; being a narrative of the many trials of... W. L., etc. [1814.] 4°. 4619. i. 36.

LEE (WILLIAM) Rev., of Rochester. See *LEE* (JOHN) B.D. Inaugural address in the University of Edinburgh, etc. [Edited by W. L.] 1864. 8°. 8364. a.

— See *LEE* (JOHN) B.D. Lectures on the history of the Church of Scotland... With notes and appendices... Edited... by W. L. 1870. 8°. 4734. a.

— The Gospel the power of God unto salvation. [A sermon on Rom. 1. 16.] See *CONFESSION*, PUBLICATIONS. Edinburgh. The Church of Scotland. Folio. vol. 2. 1845. 46. 12°. 4482. b.

— Recent forms of Unbelief: some account of Rosen's "Via de Deus" Edinburgh, 1874. 8°. 4805. c.

LEE (WILLIAM) Superintendent Inspector, General Board of Health. [For reports, etc., by W. L., as Superintendent Inspector to the General Board of Health.] See *GRANT* (HAROLD) and *LELAND*—Board of Health.

— See *DEWEY* (N.) The Life... of Robinson Crusoe. With an introduction... by W. L., etc. [pt. 1 & 2.] 1865. 8°. 12612. 62.

— See *MAY* (C. F.R.S.E.) The General Board of Health and Durham Swearings. A letter to the Local Board of Health of the City of Durham in reply to a letter from... W. L. 1854. 8°. 8776. c. 12. (18.)

— David Deane: his life, and recently discovered writings: extending from 1710 to 1728. 3 vol. London, 1865. 8°. 12371. g. 4.

LEE (WILLIAM) United States Consul at Bordeaux. Les Etats-unis et l'Angleterre... Traduit avec le manuscrit de l'auteur. pp. 240. Bordeaux, 1814. 8°. 8172. a. 32.

LEE (WILLIAM BARNARD) Confirmation Supplement to the Digest of the Laws of Jamaica, 31 & 32 Victoria, 1868, by the late J. Minot... with chronological table of Acts and Index. Kingston, Jamaica, 1869. 8°. 8603. b.

LEE (YAR PAO) When I was a boy in China. pp. 111. D. Lothrop Co.: Boston (Mass.), 1867. 8°. 10956. h. 27.

— [Another copy.] 10956. h. 27.

— With a new lithograph, bearing imprint Blackie & Son: London, and with a preface by the publisher. 10956. h. 27.

LEE (H. CALLOW) The Arguments of Z. C. L. and J. Calhoun, in Defence of Captain Schenck, indicted for assault and battery with intent to kill R. H. Peller, etc. [Washington, 1854.] 8°. 8618. a.

LEEB (BENNETT) Studies of Sweet Fields. See *DIXIE* (J.) A Sweet Fields vocabulary, etc.

LEERBODY (J. R.) Religious Teaching and Modern Thought. Two lectures. pp. 68. H. Frowde: London, Oxford [printed], 1889. 8°. 1257. a. 2.

LEECH (ROBERT) Life. See *HOWELL* (R.) Narrative of the life, etc.

LEECH (ARTHUR BLACKBURN) Irish Ribbon in America... With colored plates and a map. London, 1875. 8°. 8625. b.

LEECH (D. W. T.) A List of the post office in the United States, etc. See *DISPATCH*. U.-United States of America.—Post Office. 1912, f. 11.

LEECH (DANIEL JAMES) The relation of Pharmacy to Therapeutics. See *ACADEMY*, etc.—Manchester.—Queen's College, etc. Six Introductory Lectures, etc. 1874. 8°. 7104. b. 12.

LEECH (DAVID) See *LEWIS*.

LEECH (H. J.) See *HANCOCK* (Right Hon. man). The Public Lectures of... John Bright... Edited by H. J. L. 1895. 8°. 3236. a. 13.

— Henry Gratton: a lecture, etc. pp. 20. J. Heywood: Manchester, 1885. 8°. 8148. a. 22. (2.)

— The Irish Ball Call: a record of the Government of Ireland, from 1885 to 1885. pp. 32. J. Heywood: Manchester, [1885.] 8°. 8004. a. 5. (5.)

— Life of... W. E. Gladstone. Manchester, [1880.] 8°. 10853. a. 2. (1.)

— Mr. Gladstone and his Brother: a reply to Mr. L. J. Jennings. pp. 57. J. Heywood: Manchester, [1880.] 8°. 8126. b. 63. (3.)

— The Right Honourable Joseph Chamberlain, M.P.: a political biography. pp. 16. J. Heywood: Manchester, [1885.] 8°. 10603. b. 2. (2.)

LEECH (HARRY HARRISON) Letters of a Sentimental Pilgrim, from Greece, Turkey, Egypt, Nubia and the Holy Land. New York, 1855. 8°. 10027. b.

LEECH (HARRY HARRISON) 1848 and 1857. The maturity of the Irish Home Rule Movement. pp. 42. W. Edgewood: London; Dublin [printed], 1870. 8°. 8148. c. 10. (6.)

LEECH (HARRISON) A Triumph of Truth. On the doctrine of the doctrine concerning Evangelicalism [a sermon on Rev. xiii. 12.] fully delivered in Oxford, by H. Leach... With relation of vandy occurrence, and particularly of D. King, the Vandy Occurrence, his excellent proceedings against the way H. L., etc. no. 10027. [Dunlop, 1869.] 12°. 10027. a. 22.

— See *TRUTH* (N.) Down of Herford. The Defeat of Truth against a bookie falsely called, The Triumph of Truth sent over from Arns... 1869 by H. Leach, etc. 1810. 8°. 1022. a. 12. (3.)

Fig. 6.—Author catalogue. British Museum. Printed matter, 10½ by 7½ inches.



## MANUAL OF LIBRARY CATALOGUING

beyond their value as a kind of inventory, they are comparatively valueless unless supplemented by the necessary indexes. The specimens following show the style of entry and printing employed in the British Museum (Fig. 6) and London Library (Fig. 7) catalogues.

4572-01

- [illegible]

● 2009

- [illegible]

## GILBERT

Fig. 7.—Author catalogue. London Library. Printed matter, 9 by 6½ inches. Condensed entries.



## MANUAL OF LIBRARY CATALOGUING

catalogues named, the rules for compilation are peculiar to each library. Some subject indexes to author catalogues give fuller titles than appear in the London Library index; others simply give page or class references—

EDINBURGH, 54 Doran, Furniss, Winter. 63 Grant, Masson,  
Miller, Oliphant, Stevenson. 102 Barrie.

### ALPHABETICAL AUTHOR AND SUBJECT CATALOGUES

These are rarely to be found in recent times, owing to the more general plan of incorporating titles also in the alphabetical sequence as described later in the case of the dictionary catalogue. A good example of the form is, however, to be found in the select *Catalogue of the reference and lending departments. Port-Elizabeth Public Library*, compiled by P. E. Lewin, 1906. The entries are somewhat abbreviated but the page is clear and neat (Fig. 9). Titles of novels and other works are referred from in the manuscript card catalogue. This is an example of a select or eclectic catalogue, the entries printed being confined to the latest, best and most-used books; all the remainder being catalogued in manuscript form. The Islington printed catalogue described below is another example of the same kind of policy.

### DICTIONARY CATALOGUES

Catalogues in "dictionary" form are the most common of all the varieties, particularly in the municipal libraries of the United Kingdom, the British Colonies and the United States. The reason for this is because, on the whole, alphabetical order is easier to maintain and understand than classified or other forms. Readers can consult such catalogues at first sight with more certainty than other kinds; although this preliminary advantage gradually disappears as consulters become acquainted with the arrangement of classified catalogues. The first mention of a "dictionary" catalogue appears to be that on the title-page of the catalogue of the Middle Temple Library, London, which is as follows:—

*Catalogus librorum Bibliothecæ Honorabili Societatis Medii Templi Londini, ordine Dictionarii dispositus*, London, 1734. The term is also used on the title-page of Georgi's *Bücher-Lexicon*, 1742; and in



# PRINTED CATALOGUES—DICTIONARY

1679 the title-page of Schielen's *Bibliotheca enucleata*, bears the words *et in alphabeti seriem, Lexici instar, digestas*. Gesner also

## GENERAL LITERATURE

65

<b>Brontë, Charlotte</b> [1816-1855]—		
BREXELL, A. <i>Life of Charlotte Brontë</i> . [ <i>Great writers</i> .] 1897.		(920)
C 1878		(921.5)
GARRELL, E. G. <i>Life of Charlotte Brontë</i> . 2 v. 1897. C 394-5		(921.5)
REID, Sir T. W. <i>Charlotte Brontë: a monograph</i> . 1877. C 1031		(921.5)
SHOOTER, C. K. <i>Charlotte Brontë and her circle</i> . 1896. C 2616		(921.5)
SWISSBURGER, A. C. <i>A note on Charlotte Brontë</i> . 1877. C 992		(921.5)
Brontë, Emily: by A. M. F. Robinson. [ <i>Eminent women</i> .] 1883.		
C 1722		(920)
Brontës in Ireland. W Wright. 1899. C 2290		(921.5)
BROOKS, LEOPOLD G. F. <i>GREVILLE, Lord. An eye-witness in Manchuria</i> . 1905. B 2841		(952)
BROOKS, Sir CHARLES, <i>Rajah of Sarawak</i> . Ten years in Sarawak. 2 v. 1886. E 459-60		(919.1)
<b>Brooke, Sir James, Rajah of Sarawak</b> [1803-1868]—		
St JOHN, Sir S. <i>Rajah Brooke</i> . [ <i>Builders of greater Brit.</i> ] 1899.		(920)
C 2746		(921.5)
— <i>Life of Sir James Brooke</i> . 1879. C 1133		(920)
BROOKS, STOFFORD A. <i>English literature</i> . 1876. F 427		(920)
— <i>Hist. of early Eng. lit. to King Alfred</i> . 2 v. 1892. D 2173-3		(919)
— <i>Life and let. of Frederick W. Robertson</i> . 2 v. 1891. C 2707-8		(922)
— <i>On ten plays of Shakespeare</i> . 1905		(892.33)
— <i>Poems</i> . 1888. G 510		(899.715)
— <i>Poetry of Robert Browning</i> . 1900. F 1094		(821)
— <i>Tennyson: his art and relat. to mod. life</i> . 1894. C 2325		(821)
Brooks, Sir Victor: sportsman and naturalist. Ed. O. L. Stephen. 1894. C 2364		(921.5)
BROOKS, L. A. E. (Miss D. HAY). <i>Mem. of Sir John Drummond Hay</i> . 1896. C 2651		(924)
BROOKS, NOAH. <i>Men of achievement—statesmen</i> . 1894. C 2333		(920)
BROOKS, PHILLIPS, <i>Bp. of Massachusetts</i> . <i>Letters of travel</i> . 1899. E 2026		(910)
BROOKS, MARY AGES, <i>Lady</i> [form. <i>Lady Bessess</i> ]. <i>Colonial memories</i> . 1904. C 3408		(920.15)
<b>BROUGHAM, HENRY BROUGHAM, Lord</b> . <i>Hist. sketches of statesmen in the time of Geo. III</i> . 3 v. 1845. C 3-5		
— <i>Life and times of Henry Lord Brougham, written by himself</i> . 3 v. 1871. C 396-8		(942.0731)
— <i>Lives of men of letters and science</i> . 2 v. 1845-6. C 195-6		(920.9)
— <i>Speeches</i> . 4 v. 1838. F 118-121		(942.0732)
BROWN, CHARLES B. <i>Canon and camp life in Brit. Guiana</i> . 1876. E 993		(918.8)
BROWN, CORNELIUS. <i>Hist. of Nottinghamshire</i> . 1891. B 1916		(942.007)
BROWN, EDWARD. <i>Pleasant poultry keeping</i> . 1899. D 2599		(636.5)
— <i>Poultry keeping as an industry</i> . 1892. D 2658		(636.5)
Brown, Ford Madox: a record of his life and work. F. M. Hueffer. 1896. C 2650		(750)
BROWN, GERNARD B. <i>The fine arts</i> . 1891. D 2050		(700)
BROWN, GOULD. <i>Grammar of English grammar</i> . 1875. D 877		(H. R.)
BROWN, HORATIO F. <i>The Venetian printing press: an hist. study</i> . 1891. L 1899		(698)
BROWN, J. MONAY. <i>Stew sport</i> . 2 v. 1899. E 2001-2		(799)
BROWN, JAMES. <i>Life of John Edrie</i> . 1878. C 1044		(921.7)
Brown, James Baldwin: by R. B. Brown. 1884. C 1469		(921.5)
BROWN, JAMES DETT. <i>Handbook of library appliances</i> . 1892. D 2168		(690)
— <i>Manual of library classification</i> . 1896. D 3371		(625.4)
— <i>Manual of library economy</i> . 1908. O 1		(690)
BROWN, JOHN, of Bedford, Eng. <i>The pilgrim fathers of New England</i> . 1898. B 1901		(971.1)
BROWN, JOHN, M.D., of Edinburgh. <i>Horn subsericum</i> . 3 v. 1862-82. K 402. K 1076. K 1387		(899.125)
VOL. 1.	5	

Fig. 9.—Select alphabetical catalogue. Port Elizabeth. Printed matter, 7 by 4 inches.

uses the phrase *Accedit Index alphabeticus* in 1549, on one of his title-pages.

In reality, however, the modern dictionary catalogue as now understood, was anticipated by the index to the catalogue of the

# MANUAL OF LIBRARY CATALOGUING

Signet Library, Edinburgh, prepared by George Sandys in 1803. This was an amalgamation of authors, titles and topics in one alphabet, and there are a good many examples to be found since that time

## MAL GLASGOW PUBLIC LIBRARIES.

MALLESBON (MRS. FRANK) The early training of children. 1884.	17302
MALLESBON (GEORGE B.) Decisive battles of India, 1746-1849. 1855. port. map. plans.	94703
- History of the French in India, 1674-1761. 1803. maps.	94802
- Life of Warren-Hastings. 1894.	2142
MALLEY (CHARLES E.) The French revolution, [1789-95]. 1900.	93212
MALLOCK (WILLIAM H.) Atheism and the value of life. 1884.	23906
The professor in the pulpit. Fannyss under the shadow. George Eliot on human destiny. Natural religion. Atheistic methodism.	
- Property and progress. 1884.	33215
"An enquiry into social agitation in England."	
- Religion as a credible doctrine. 1903.	21508
- Studies of contemporary superstition. 1895.	23211
Scientific basis of optimism. "Cowardly agnosticism." Amateur Christianity. Marriage and free thought. A Catholic theologian on natural religion. Science and the revolution. Fabian economics. The so-called evolution of socialism.	
- The heart of life.	33211
MALMESBURY (EARL OF) Memoirs of an ex-minister, an autobiography. 1884. 2 v.	23212
Malone, Edmund, life; by Sir J. Prior. 1860. port.	2371
MALORY (SIR THOMAS) King Arthur; ed. by E. Rhys.	23608
MALTHUS (THOMAS R.) Essay on the principle of population. mem.	21201
Malthus, Thomas R. In Hallist (W.) The spirit of the age. 1894.	23223
Malvern. Windle (B. C. A.) The Malvern country. 1901. ill.	21740
Mammals. For list of related subjects, see Zoology.	
- Burroughs (J.) Squirrels and other fur-bearers. 1900. col. ill.	29904
- Figuier (L.) Mammalia, their forms and habits. 1892. ill.	29905
- Schmidt (O.) Mammalia, their relation to primeval times. ill.	29903
- Slater (W. L. and P. L.) Geography of mammals. 1899. bibl. ill. maps.	29111
- See also Elephant. Man. Monkey.	
Man. Awebury (Lord) Destiny of man. In his Pleasures of life.	2441
- In Bacon (J.) A philosophy of religion. 1894.	20101
- Bushnell (H.) Distinctions of colour. In his Moral uses of dark things. 1902.	17012
- Craik (Mrs. D. M.) Concerning men, and other papers. 1888.	2301
- Hudson (T. J.) The divine pedigree of man. 1900.	23911
- Pattison (B. R.) Gospel ethnology. ill.	23904
Man, Natural History of. For list of related subjects, see Zoology.	
- Allen (G.) Our ancestors. In Nature studies. 1899.	20402
- Awebury (Lord) Prehistoric archaeology. In his Lectures. ill.	20405
- In Cassell's New popular educator, v. 2. 1903. ill.	07203
- Clodd (E.) The story of "primitive" man. 1895. bibl. ill.	27102
- Darwin (C.) The descent of man. 1901. ill.	27202
- Dawson (Sir J. W.) Fossil men and their modern representatives. 1888. ill.	27201

275

Fig. 10.—Dictionary catalogue. Glasgow Public Libraries. Printed matter, 6½ by 3½ inches.

issued by various other libraries. The vogue of the printed dictionary catalogue as an important library tool, dates from 1876, when Cutter's code of *Rules for a dictionary catalogue* was first printed at

# PRINTED CATALOGUES—DICTIONARY

Washington, D.C. Most American and British libraries printed catalogues in this form, and there are some very fine specimens of such compilations in existence. The simplest form, compatible with

BELLERARIUS	332	BELLS
<b>Bellerarius.</b> De Sedulo achronichis. 1 p. (Old. Pass. v. 2, p. 27.)	<b>Bellini, Bernardo.</b> Dizionario della lingua italiana. See Tommaseo, N., and Bellini, B.	
<b>Bellerarius.</b> See also Bellerius.	<b>Bellini, Gentile.</b> Vassari, G. Jacopo, Giovanni, e Gentile Bellini. 34 pp. (Opus, v. 2, p. 142.)	
<b>Bellerichius, Alphonsus, D. D.</b> History of the Catholic Church of Scotland from the introduction of Christianity to the present day. Tr. by D. Oswald Hunter Blair. Edinburgh, 1827. 2 v. 8°. —3284	<b>Bellini, Giovanni.</b> Stillman, W. J. Giovanni Bellini. 2 pp. 1 p. (Oxford Mag. v. 17, 1896, p. 323.) Vassari, G. Jacopo, Giovanni, e Gentile Bellini. 34 pp. (Opus, v. 2, p. 142.)	
<b>Belles-lettres.</b> See <i>Æthetics</i> .—Ballads and Songs.—Bibliography.—Drama and the Stage.—Essays.—Literature.—Oratory.—Poetry.—Rhetoric. Also American, English, French, German, etc.; literature, poetry, etc.	<b>Bellini, Jacopo.</b> Vassari, G. Jacopo, Giovanni, e Gentile Bellini. 34 pp. (Opus, v. 2, p. 142.)	
<b>Bellow, Henry Walter, M. D. 1831—.</b> History of cholera in India, 1800-61. Being a descriptive and statistical account of the disease... together with original observations on the causes and nature of cholera. With maps, diagrams, etc. London, 1855. 8°. —3718	<b>Bellini, Lorenzo.</b> 1845-1794. Sopra il matrimonio. 7 pp. (Berni, F., and others, Opus bellicis, v. 3, p. 27.)	
<b>Bellezza, le lodì, gli amori, ed i costumi delle donne.</b> . . . Pironzola, A. 1777.	<b>Bellini, Vincenzo.</b> List, F. Bellini's "Montecchi e Capuletti." 14 pp. (Gazzetta, settembre, v. 3, 1871, p. 82.)	
<b>Belli, Francesco.</b> 1577-1545. Novella. 8 pp. (Gazzetta, F. Nov. 1871, p. 118.)	<b>Bellinzona.</b> Biandelli, B. Bellinzona e le sue mura e mura di laudis. 32 pp. (Ann. stor. lombarda, 1871, v. 3, 1871, p. 1.)	
<b>Belli, Pietro.</b> Vecchio, A. del. Di alcune recenti opere italiane. Lettera a B. 18 pp. (Archiv. stor. ital. v. 3, p. 101, p. 102.)	See also <i>Switzerland</i> .	
<b>Belli sacri historia sub Urano II. 108 pp.</b> (Maffioli, J., and Goussier, M., Mus. Hist. v. 1, pt. 2, p. 108.)	<b>Belloe, René.</b> Un département français. 106 pp. (Rev. d. deux mondes, 1895, 2 pp. v. 73, pp. 542, 553.)	
<b>Bellianis of Greece.</b> Don. Honour of chivalry; or, the famous and delectable history of Fernandez, G.	<b>Belloumont.</b> See Bellamont.	
<b>Belliard, Auguste Daniel, Comte, and others.</b> Bourbons et ses erreurs volontaires et involontaires. Recueillies par A. B. Paris, 1836. 2 v. 8°. —3475	<b>Belloni, Giovanni Pietro, and La Chausse.</b> Michel Ange de. Picturae antiquae cryptarum Romanarum, et sepulchri Nasonum delincentis, et expressis ad archetypum a Petro Sancti Bartholomaei et Francisci signis illis descriptis, variis, et illustratis. Roma, 1750. 8°. 1713	
<b>Bellivère, Pomponne de, and Sillery, Nicolas.</b> Brulart, Marquis de. Mémoires. Continuant un journal concernant la négociation de la paix traitée à Vervins l'an 1688. La Haye, 1688. 2 v. 16°. —4067	<b>Bellot, Joseph René.</b> Donner, J. Bellot. 6 pp. (Diction. Univ. Mag. v. 46, 1893, p. 713.)	
<b>Belligerents' rights at sea.</b> 5 pp. (Fraser's Mag. v. 44, 1867, p. 273.)	<b>Belloracum.</b> See Beauvais.	
<b>Bellinconi, Bernardo.</b> —1491. Rima, ricomitate dal manoscritto, emendato, e annotato da Pietro Fanfani. Bologna, 1875-79. 2 v. 12°. (Scelta di curiosità letterarie, nos. 151, 150.) —2542	<b>Bellows, Henry Whitney, D. D. 1814-82.</b> Historical sketch of the Union League Club of New York, its origin, organization, and work, 1863-78. New York, 1878. 8°. —3565 —Nicholas Beem. 11 pp. (New Eng. Hist. Gen. Soc. Mem. Mag. v. 2, p. 98.)—Henry Wither. 2 pp. (Fu. Mag. Hist. v. 1, 1877, p. 98.) —Bartol, C. A. Dr. Bellows and the joint. 12 pp. (Chr. Times v. 68, 1860, p. 211.)—Hedge, F. H. Memorial address. 16 pp. (Allen, J. H., One hundred years in theology. Appendix.)	
<b>Belling, H. Ad Tibullii elegiam II, 4. 8 pp.</b> (Philologia, v. 47, 1888, p. 878.)	<b>Bellows family.</b> BARNES, Mrs. E. R. Narratives, traditions, and personal reminiscences connected with the early history of the Bellows family. 1888. —3793	
<b>Bellingham, Richard.</b> Goss, E. H. About R. 7 pp. (Mag. Am. Hist. v. 13, 1880, p. 322.)	<b>Bellou, Auguste, Marquis de.</b> 1819-71. En un quart d'heure parvenu. 24 pp. (Correspondent, v. 39, 1863, p. 161.)	
<b>Bellings, Richard.</b> —1677. History of the Irish confederation and the war in Ireland, 1643-48. Now for the first time pub. from original MSS. Ed. by J. T. Gilbert. Illustr. with portraits and facsimiles. v. 3-7. Dublin, 1868-81. 8 v. 4°. —3570 Note.—For v. 1, 2, see preceding catalogue.	<b>Bells.</b> —BECKETT, Sir E. Rudimentary treatise on clocks and watches, and bells. 1882. —2736 —ELLACOMBE, H. T. Bells of the church. 1872. (FISH His Church bells.) —2735 —Church bells in the towers of all the parish churches of Devonshire. 1867. (Easter Diocesan Architect. Soc. Trans. 2 s. v. 1.) —2733 —HOTCHKISS, J. S. Bells. A paper read before the New Haven Colony Historical Society, Dec. 17, 1884, 1889. —2733 —NORTH, T. Church bells of Scotland. 1860. —2735	

Fig. 11.—Dictionary catalogue. Baltimore, Peabody Institute. Printed matter, 8½ by 5½ inches.

clearness and economy of entries, is to be seen in the catalogues of the Glasgow district libraries. These are good examples of intelligent and painstaking compilation, in which entries have been, as far as



## MANUAL OF LIBRARY CATALOGUING

practicable, restricted to the limits of a single line. These "title-a-line" catalogues are quite effective as finding-lists for both public and librarians. Unless for special literary or bibliographical purposes,

[illegible]

Fig. 12.—Dictionary catalogue. Hampstead Public Libraries. Printed matter, 8½ by 5 inches.

there is no advantage to be derived from full transcripts of title-pages. The specimen page (Fig. 10) gives a good idea of the economy and neat appearance of these Glasgow catalogues. A catalogue on more



## MANUAL OF LIBRARY CATALOGUING

bibliographical lines is that of the Peabody Institute, Baltimore, probably one of the best dictionary catalogues ever compiled. The specimen page (Fig. 11) will give some idea of its fulness and careful preparation. A third style of dictionary catalogue, scantier in size of entries but fuller in notes, is that illustrated by the *Descriptive catalogue*, 1906, of books in the Hampstead Central Lending Library. Here, although the entries are abbreviated and dates are sometimes omitted, is an example of reasonably full annotation of subject entries, and the style of page produced by the use of the Linotype machine (Fig. 12). Still more elaborate is the *Index-Catalogue of the Library of the Surgeon-General's Office*, at Washington, 1880-96, etc., with its marvellous analytical entries and painstaking method of treating every essay and paper contained in composite books, exactly as if they were separate publications (Fig. 13). There are other forms of catalogues in dictionary form, but the four examples given are representative of the very best and most distinctive types.

### SUBJECT CATALOGUES.

The majority of modern subject catalogues are issued as additions or supplements to author lists in printed or manuscript form, and the Index to the London Library author-catalogue, mentioned above, is an example in abbreviated form of an alphabetical subject catalogue. The *Subject Index of the modern works added to the Library of the British Museum*, 1906, etc., is a much fuller list arranged in a similar alphabetical order, but with several well-marked differences in construction (Fig. 14). Under the heading "Drama," for example, the British Museum Subject Index collects national and other aspects of the topic, while the London Library Index places books on national drama at words like "English Drama," "French Drama," etc. Subject catalogues are rarely issued alone in these days, their utility being questionable when unaccompanied by other necessary lists in class or author alphabetical order. Apart from this the modern classified catalogue has practically superseded bare subject catalogues.





## MANUAL OF LIBRARY CATALOGUING

single list which can answer every question that can be put to it. A dictionary catalogue cannot be made to show class relationships

### M762 Book Collecting      Historical Typography M770

REES (J. R.) *The Diversions of a book-worm.* 1886      N  
SLATER (J. H.) *How to collect books.* 1905 ill.      C W

#### M764 BOOK SELECTION

*For guides to Fiction, see N000.*

ACLAND (Arth. H. D.) *A Guide to the choice of books.* 1891      C Cr

AMERICAN Library Association. *A.L.A. catalog: 8,000 volumes for a popular library...* 1904      Cr

KROEGER (Alice B.) *Guide to the study and use of reference books.* 2nd ed. 1908      Cr

— and S. W. CATTELL. *Aids in book selection.* Bost. 1908      Cr

LEVOLDT (A. H.) and G. ILES. *List of books for girls and women and their clubs.* Bost. 1895      Cr

LIBRARY Association. *Class list of best books.* 1907-9      C Nr W

RICHARDSON (Chas. F.) *The Choice of books.* 1905      C N  
*Book at M954.*

ROBERTSON (John M.) ed. *Courses of study.* 2nd ed. 1908      C N W

SARGANT (E. B.) and B. WHISHAW. *A Guide book to books.* 1891      Cr Wf

SONNENSCHEN (Wm. S.) *The Best books: a reader's guide to the choice of...about 50,000.* 2nd ed. 1901      Cr

— *A Reader's guide [to contemporary literature].* 1901      Cr

STEWART (Jas. D.) *How to use a library.* 1909      C Cr N W  
*Book at M950.*

— and O. E. CLARKE. *Book selection.* 1909      C N W

### M767 BOOK SELECTION. PRIVATE COLLECTORS

EDWARDS (Edward) *Lives of the founders of the British Museum...1570-1870.* 1870      Cr

ELTON (Chas. I. and M. A.) *Great book-collectors.* 1893      Cr

FLETCHER (Wm. Y.) *English book collectors.* 1902 ports.      Cr

SAVAGE (E. A.) *The Story of libraries and book-collecting.* 1909      C Cr N W  
*Book at M901.*

### M770-98 HISTORICAL TYPOGRAPHY INCUNABULA. NATIONAL PRINTING-

BLADES (Wm.) *Pentateuch of printing.* 1891 ill.      Cr

385

N

Fig. 15.—Select classified catalogue. Islington Public Libraries. Printed matter, 6 by 3½ inches.

without great expense and waste of space, and in cases where it has been tried,<sup>1</sup> the result has not been altogether straightforward and

<sup>1</sup> *Brooklyn Library. Analytical and classed catalogue, Authors, titles, subjects and classes.* [By S. B. Noyes.] Brooklyn, N.Y., 1881, pp. 1110. A very complete and remarkable work.

# PRINTED CATALOGUES—CLASSIFIED

successful. A classified catalogue may be defined as one which displays the contents of a library according to the exact scheme of close

## INDEX

Armour	B935	Australia, South	P030
Army, British	B844	— Western	P025
— Territorial	B846	Australian Commonwealth	P020
Art	A601	Austria	S301
Art galleries	A821	Austria-Hungary	S300
Arthropoda	F240	Authenticity (Biblical)	K274
Artistic anatomy	A631	Author catalogues	p. 4
Artists (Biog.)	X008	Authors (Biog.)	X054
Artists' colours	D047	— Collected works	A003
Arts and crafts	A690	— Foreign	p. 26-31
Arts and science	A902	Authorship	M101-2
Arts, Domestic	I	Autobiography	X
— Fine	A601	Autocars	B570
— Graphic and plastic	A600	Autographs	X215
— Recreative	H000	Aylesbury	U750
— Useful	A903	Ayrshire	V345-55
Arundel	U790	Azores	R600
Asbestos	D179		
Asia	P200	Babylonia	O037
Asia Minor	Q122-54	Bacon (Francis)	J135
Asian languages	M250	Bacteria	E210-7
Asparagus	F390	Bacteriology	E217
Assaying	D615-8	Baden	S900-21
Assessments	L387	Badges	X004
Assisi	Q878	Bagpipes	C602
Association football	H779	Bahr-el-Ghazal	O480
Assyria	O031-6	Baking	I930-6
Assyro-Babylonian lang.	M232	Baku	S143
Astronomy	C060	Balearic Islands	R781-4
Astronomers	X024	Balkan States	Q400
Astronomy	C800	Ballad operas	C781
— Nautical	B693	Ballads (Music)	C590-6
Astrophysics	C840	— (Poetry)	N115
Asylums	H610-4	Ballets	C789
Atheism	J427	Balloons	D266
Athenian Empire	Q305-9	Balneology	G524
Athens	Q364	Bamboos	E356
Athletics	H701	Banffshire	V160
Athletic sports	H720	Bangor	U236
Atlantic Ocean	D102	Banjo	C638
Atlases (General)	O270	Banking	L950-62
Atmosphere	D201	Banners	X007
Atolls	D091	Banstead	U830
Atomic theory	D706	Bantu language	M205
Atoma	B004	Baptist Churches	K820
Atonement of Christ	K309	Barbary Corsairs	O321
Attica	Q361	— States	O320-1
Augustus (Rome)	Q531	Barometers	D236
Aurora Borealis	C928	Barons	X108
Australasia	P010	Barotseland	O620
Australasian literature	M532	Baseball	H756
Australia	P015	Basket-making	I370

Fig. 16.—Subject index to select classified catalogue. Islington. Printed matter, 6 by 8½ inches.

classification which has been adopted, together with all necessary alphabetical indexes. Classes, divisions, subdivisions and the categories of topics are all assembled in an orderly and scientific sequence,



# MANUAL OF LIBRARY CATALOGUING

instead of being scattered all over the catalogue as in the case of the dictionary form, which separates related topics because they

## J580 Occult Science

Ghosts J591

### J580 OCCULT SCIENCE (General)

- BLAVATSKY (Helena P.) *and others*. First steps in occultism. 1895 N  
 KING (John H.) The Supernatural: its origin, nature and evolution. 1892 2v. C  
 SINNETT (Alfred P.) The Occult world. 1901 N W  
 WAITE (Arthur E.) The Occult sciences. 1891 N

### J590 PSYCHICAL RESEARCH

- FLAMMARION (Camille) Mysterious psychic forces:...investigations in psychical research. [1907] C  
 — The Unknown. (L'Inconnu) 1905 C  
 HUDSON (Thos. J.) The Law of psychic phenomena. 1905 N W  
 HYSLOP (Jas. H.) Borderland of psychical research. 1906 C  
 — Enigmas of psychical research. 1906 N  
 LANG (Andrew) Cock Lane and common sense. 1901 C N  
 LODGE (Sir Oliver) The Survival of man. 1909 C W  
 LOMBEROSO (Cesare) After death—what? spiritistic phenomena. [1909] ill. ports. dia. C  
 MAXWELL (J.) Metapsychical phenomena. 1905 C  
 OWEN (Robt. D.) Footfalls on the boundary of another world. 1875 ill. C  
 PODMORE (Frank) Apparitions and thought transference. 1894 N  
 .7 Periodicals. \*LIGHT C

## J591-93 GHOSTS (Apparitions) AND HAUNTED HOUSES

[Example of expanded heading which will form a feature of the manuscript subject catalogue.]

### General

- AMERICANA [Encyclopædia]. Article Ghosts. [A000] Cr  
 BALDWIN (J. M.) ed. Dictionary of Psychology. v. 2. Article Phantasm. [J000.2] Cr  
 CHAMBERS'S Encyclopædia. Articles Apparitions, Haunted Houses. [A000] Cr Nr Wr  
 ENCYCLOPÆDIA Britannica. Article Apparitions. [A000] Cr  
 KING (J. H.) The Supernatural: its origin, nature, and evolution, v. 1 chaps. 5 and 6. Articles The Origin of Ghosts; The Evolution of human ghosts. [J580] C  
 LANG (Andrew) Cock Lane and common sense. [J590] C N  
 — The Book of dreams and ghosts. [G724] C N W

295

Fig. 17.—Select classified catalogue, extended entry. Islington. Printed matter, 6 by 3½ inches.

have different alphabetical initials, and then seeks to show their relationships by means of references. There are many kinds of classified catalogues, and their appearance and compilation depend

# PRINTED CATALOGUES—CLASSIFIED

very largely upon the special scheme adopted. A recent classified catalogue is the *Select catalogue and guide* of the Islington Public Libraries, which gives numerous centralized page-headings and sub-

C594 School Songs	Songs C596
MOFFAT (Alfred) <i>ed.</i> Classical songs for schools	C
— Old English country dances	C
SMITH (Eleanor) <i>ed.</i> Songs for little children	N
UNIVERSITY song book. [1901]	C N

## C595 SONGS: NURSERY

FARMER (John) <i>ed.</i> Dulce Domum...2nd ed. 1898	N
HAYES (M. X.) <i>ed.</i> Lillie's song book..	C N
MOFFAT (Alfred) and F. KIDSON, <i>eds.</i> Children's songs of long ago	N
— Seventy-five British nursery rhymes	C N W
REINECKE (Karl) Fifty children's songs	N
— Ten children's songs	C
SIMPSON (Jas. F.) <i>ed.</i> Nursery rhymes and children's songs	C W
SWEPSTONE (Edith) R. L. Stevenson's songs for children	C

## C596 SONGS: INDIVIDUAL COMPOSERS

[The following is a list of the principal composers whose songs are represented in the Libraries in collected form in bound volumes.]

ABT (Franz, 1819-1885)	C W
ALPHÉRAKY (A. N.)	C
ARNE (Thomas A., 1710-1778)	C N
BEETHOVEN (Ludwig van, 1770-1827)	C N W
BENDL (Karel, 1838-1897)	C
BENNETT (George J.)	C
BENNETT (Sir Wm. S., 1816-1875)	C N
BERLIOZ (Hector, 1803-1869) 2v.	C N
BISHOP (Sir Henry R., 1786-1855)	C N
BLOW (John, 1648-1708)	C
BLUMENTHAL (Jacques)	C N
BRAHMS (Johannes, 1833-1897)	C N W
BRUNEAU (Alfred)	C
BUCK (Dudley)	C
CHAMINADE (C.)	C W
COBB (Gerard F.)	W
COLERIDGE-TAYLOR (Sml.)	C W
CORNELIUS (Peter, 1824-1874)	C N
COWEN (Fred. H.)	C N W
CUI (César)	C
D'ALBERT (Eugen)	C
DEBUSSY (Claude)	C
DELIBES (Léo, 1836-1891)	C

126

Fig. 18.—Select classified catalogue, economical entry, songs. Islington. Printed matter, 6 by 3½ inches.

headings in heavy type, and categorical divisions, also in heavy type, down the left-side margin (Fig. 15). For the catalogues of very large libraries this is an excellent arrangement, as it enables even sub-

# MANUAL OF LIBRARY CATALOGUING

divisional headings to be subdivided by nationalities, forms and other qualifying features. The subject index to this classified catalogue is

N020 Dumas	Fiction	Dunton N020
DUMAS (Alex., 1803-1870) Valois Romances ( <i>continued</i> ):—		
2. Chicot the jester. [1846]		C N W
3. Les Quarante-Cinq. [1848] [French text]		C
3. The Forty-five guardsmen		C N W
— D'Artagnan Romances:—		
1. Les Trois mousquetaires. [1844] [French text]		C N W
1. The Three musketeers. [1844]		C N W
2. Vingt ans après. [1845] [French text]		C N
2. Twenty years after. [1845]		C N W
3. Le Vicomte de Bragelonne. [1868] [French text]		C
3. The Vicomte de Bragelonne. <i>ill.</i>		C N W
NOTE.—Editions of 3 vary, but should be read in the following order:—		
1. The Vicomte de Bragelonne.		
2. Louise de la Vallière.		
3. The Man in the iron mask.		
— French Revolution Romances:—		
1. Memoirs d'un médecin: Joseph Balsamo. [French text]		C
1. Memoirs of a physician. [1846]		C N W
2. Le Collier de la reine. [French text]		C
2. The Queen's necklace. [1849]		C N W
3. Ange Pitou. [French text]		C
3. Taking the Bastille. Also called "Ange Pitou." [1853]		C N W
4. The Countess de Charny. [1853]		C N W
5. Le Chevalier de Maison-Rouge. [French text]		C N
5. The Chevalier de Maison-Rouge		C N W
— The She-wolves of Machecoul, to which is added "The Corsican brothers"		C N W
And others.		
DUMAS (Alex., <i> fils</i> , 1824-1895) La Dame aux camélias.		
[1848] [French text]		C N
— The Lady with the camélias. [1848]		C N
And others.		
DU MAURIER (Geo., 1834-1896) Trilby. <i>ill.</i>		
		C N
And others.		
DUNCAN (Norman)		
		C N W
DUNCAN (Sara J., Mrs. Everard Cotes) An American girl		
in London		C W
— A Social departure		C W
And others.		
DUNTON (Theodore Watts-). <i>See</i> Watts-Dunton.		

415

Fig. 19.—Select classified catalogue, economical entry, fiction. Islington. Printed matter, 6 by 3½ inches.

shown by the following facsimile, and it should be added that title and author indexes are, in the case of this catalogue, only supplied in manuscript sheaf catalogues (Fig. 16). Among the special features



# PRINTED CATALOGUES—CLASSIFIED

of this catalogue are a series of "expanded headings," designed to show the "reading list" scale upon which important subjects will be treated in the full manuscript catalogues now being compiled. The

N150 Harte	Individual Poets	Homer N150
HARTE (Bret, 1839-1902)		C N W
See also his "Select works" at A003		C
HARTE (Walter, 1709-74)		Cr
See N102 V5 Park's British poets, v. 63		
HAVELOCK the Dane. See Anonyma		N
HAVERGAL (Frances R., 1836-1879)		C N
HAWKER (Robt. S., 1803-1875)		C N W
HAY (John, 1838-1905)		C N
HEBEL (Friedrich, 1813-1863). German text		C N W
HEBER (Reginald, 1783-1826)		C N
HEINE (Heinrich, 1799-1856). German text	C N	Eng. trans.
See also his "Works" at A003		C N W
HEMANS (Mrs. Felicia D., 1793-1835)		N
HENLEY (Wm. E., 1849-1903)		C W
HENRY THE MINSTREL (fl. 1470-92) Blind Harry		C
HENRYSON (Robt., c. 1430-1506)		C
HERBERT (Geo., 1593-1633)		C N W
HERDER (Johann G., 1744-1803). German text		N
HERODAS (3rd cent. B.C.). Eng. trans.		N
HERRICK (Robt., 1591-1674)		C N W
HESIODUS (Hesiod) (c. 8th cent. B.C.). Greek text	C	Eng. trans.
		Cr N W
HILL (Aaron, 1685-1750)		Cr
See N102 V5 Park's British poets, v. 61		
HOGG (Jas., 1770-1835)		C N
HÖLDERLIN (J. C. F., c. 1770-1843). German text		C N
HOLMES (Oliver W., 1809-1894)		C N W
HOMERUS (Homer) 850-800 B.C.		
N150 Texts		
CARMINA. Ed. Augustus Nauck. Berlin 1877 3v. in 1		C
HYMNI, accentibus epigrammatis et batrachomyomachia.		C
Ed. Augustus Baumeister. Leipzig 1906		C
ODYSSEA; Batrachomyomachia; Hymni; Fragmenta.		N
Oxford 1827 2v.		
N102 Q3 Selections from texts		
WRIGHT (Sir R. S.) Golden treasury of ancient Greek poetry		C
Selections from texts of Iliad and Odyssey.		
N150 Translations		
ILIAD. Trans. by George Chapman. 1886		N W
— " Earl of Derby		C

480

Fig. 20.—Select classified catalogue, economical entry, poets. Islington. Printed matter, 6 by 3½ inches.

special subjects selected for extended treatment are, "Ghosts and Haunted Houses," "Utopias," "Edinburgh," and "Homerus," the Greek poet. The facsimile of part of the entry under "Utopias"

# MANUAL OF LIBRARY CATALOGUING

will give some idea of the extent of the heading (Fig. 17). Other special features are the economical entries under headings like C569

Cyprian	Individual Biography	Dante
CYPRIAN (Saint [Thascius C. Cyprianus], c. 200 A.D.-258 A.D.)		
<i>Native of Africa.</i>		
Benson. 1897		N
Poole. n.d.		W
Lives of Monarchs, Presidents, and other Rulers are entered under the History of their countries. See Index.		
DALE (Robt. W., 1829-1895) <i>English minister and author.</i>		
<i>Life; by his son.</i> 1898		N
DALTON (John, 1766-1844) <i>English chemist.</i>		
Roscoe. 1895		N
DALZIEL (Geo. and Edward, 1817-1905) <i>English engravers.</i>		
<i>The Brothers Dalziel.</i> 1901 <i>ill. port.</i>		Cr
DAMIEN DE VEUSTER (Jos., 1840-1889) <i>Father Damien, French missionary to the lepers.</i>		
Clifford. 1889		W
Tauvel. 1900 [French text]		W
DAMPIER (Wm., 1652-1715) <i>English explorer.</i>		
Russell. 1889		N
DANTE (Alighieri, 1265-1321) <i>Italian poet.</i>		
<i>Letters.</i> Trans. by Latham. 1891		N
<i>Vita Nuova.</i> Trans. by Martin. 1871		N
Baynes. 1891 <i>port.</i>		N
Browning. 1891 <i>ill.</i>		N
Butler. 1895		N
Cossio. 1909 <i>port.</i>		C
Federn. 1902		W
Gardiner. [1900] <i>front.</i>		C W
Hogan. 1899		N
Moore. 1896-1903 3 series		C
Oliphant. 1877		C N W
Plumptre. 1900		N
Ragg. 1907 <i>ill.</i>		C
Rossetti. 1894		W
Toynbee. 1902		N
— 3rd ed. 1904 <i>ill. ports. bib.</i>		C W
Wicksteed. 1879		C W
Scartazzini. <i>A Companion to Dante.</i> 1893		C N
Snell. <i>Handbook to [his] works.</i> 1909		C N
Symonds. <i>Introduction to the study of Dante.</i> 1890		N
Toynbee. [Dante] <i>Dictionary.</i> 1899 <i>ill. dia. gen.</i>		Cr

722

Fig. 21.—Select classified catalogue, economical entry, biography. Islington. Printed matter, 6 by 3½ inches.

Songs (Fig. 18), N020 Fiction (Fig. 19), N150 Individual Poets (Fig. 20), and X Individual Biography (Fig. 21). It is so generally understood that collections of songs, poetry and single memoirs or

# CLASSIFIED CATALOGUES—ANNOTATIONS

biographies are indicated that advantage was taken of this knowledge to cut out titles in places where they added little or nothing to the

## COLLECTED BIOGRAPHY

2711

COOKE, Frances E.	
Guiding lights; lives of the great and good [1878]. . . . .	990 C77
Contents: Michael Angelo Buonarroti.—Madame Guyon.—Martin Luther.—Friedrich Schlegel.	
CORNELL, William Mason.	
Recollections of "ye olden time," with biographical sketches.	
1878 . . . . .	920 C82
Reminiscences of life in New England and Philadelphia chiefly from 1845 to 1850	
CURWEN, Henry	
History of booksellers, the old and the new. 1873 . . . . .	920.4 C93
Contents: The booksellers of olden times.—The Longman family.—Constable, Cadell and Black.—John Murray.—William Blackwood.—Chambers, Knight and Cassell.—Henry Colburn.—The Rivingtons, the Parkers and James Nisbet.—Butterworth and Churchill.—Edward Moxon.—Kelly and Virtue.—Thomas Tegg.—Thomas Nelson.—Ginn, Marshall and co.—Charles Edward Mullin.—W. H. Smith and son.—Provincial booksellers.	
DRAKE, Samuel Adams, ed.	
Our great benefactors; short biographies of the men and women eminent in literature, science, etc. 1884 . . . . .	1920 D780
DUYCKINCK, Evert Augustus	
Portrait gallery of eminent men and women of Europe and America. 2v. 1872-73 . . . . .	1920 D96
EDGAR, John George.	
Boyhood of great men; intended as an example to youth. . . . .	1920 E48
Contents: D'Alembert.—De Arnold.—Aristotle.—Sir Joseph Banks.—Benjamin Franklin.—Sir Isaac Newton.—Cassius M. Clay.—Lord Eldon.—Chalmers.—Sir Andrew Cooper.—Sir Thomas Darcy.—Lord Eldon.—Ferguson.—Franklin.—Gallie.—Gassendi.—Gibbon.—Hume.—John Hunter.—Lord Jeffrey.—Dr Johnson.—Sir William Jones.—Bishop Ken.—Sir T. Lawrence.—Sir James Mackintosh.—Lord Mansfield.—Duke of Marlborough.—Mozart.—Nelson.—Sir Isaac Newton.—Dr Parr.—Pascal.—Pope.—Lord St. Vincent.—Sir Walter Scott.—Thomson.—Webster.—Wilberforce.—Sir David White.	
Footprints of famous men. [187-] . . . . .	1920 E48f
Contents: Man of action: Washington.—Burke.—Becker.—Pitt.—Erskine.—Collingwood.—Telford.—Man of letters: Milton.—Hume.—Southey.—Moore.—Austen.—Keats.—Chaucer.—Wien.—Man of science: Hunter.—Black.—Bridley.—Watt.—Smith.	
ELLET, Mrs Elizabeth Fries (Lummis).	
Court circles of the Republic; or, The beauties and celebrities of the nation. [1860?] . . . . .	1920 E51
ELLIOT, Mrs Frances (Dickinson) Minto.	
Roman gossip. 1896 . . . . .	1920 E52
Contents: Pius Nonus.—Leo XIII.—Cardinal Antonelli.—St. Ignace, Victor Emmanuel II.—Garibaldi.—About the Roman Nominations.—Queen Hortense.—The prisoner Pauline Bonaparte.—Cavour.—A tragic poet [Alfieri].—Romeo.—Roman homes.—Two Roman graces (Alessandro Torlonia and Marc Antonio Borghezio).—Pylonia Gussadine Borghezio.—Two tragedians (Adelaide Ristori and Salvini).—A statesman.—A prophet [David Lazzaretti].	
EMERSON, Ralph Waldo.	
Representative men. 1894 . . . . .	1920 E58
Contents: Goethe.—Montaigne.—Napoleon.—Plato.—Shakespeare.—Swedenborg.—Lives of great men.	
The same. 1896 . . . . .	1920 E58
The same, [and] Nature, Addresses and lectures. 2v. in 1.	
1883 . . . . .	1920 E58a
EMINENT persons; biographies reprinted from the Times.	
v. 1-6. 1892-97 . . . . .	1920 E58b

Fig. 22.—Classified catalogue, annotated. Pittsburg. Printed matter, 7½ by 4 inches.

meaning of entries. A good example of a catalogue classified according to the Decimal scheme and profusely annotated, is furnished by the *Classified catalogue of the Carnegie Library of Pittsburgh* (Fig. 22).



# MANUAL OF LIBRARY CATALOGUING

The annotations in some cases are unnecessarily full, but apart from this the catalogue is a good example of bibliographical classified

1630	AUTHOR INDEX	Call number	Vol.	Page
Brown, D. W.	Factors of shorthand speed.....	653.03 B78.....	1	622
Brown, E. E.	Making of our middle schools.....	379.7 B78.....	1	344
	Origin of American state universities.....	1378.7 B785.....	1	338
Brown, E. F.	House I live in.....	5612 B78.....	1	522
Brown, F. C.	Letters and lettering.....	744.2 B78.....	1	753
	The same.....	3744.2 B78.....	1	753
Brown, G.	Pallorama.....	613.7 B78.....	2	1208
Brown, G. B.	Arts in early England. 2v.....	726 B78.....	1	721
	William Hogarth.....	750.2 H68b.....	1	708
Brown, G. C.	Rolling sheet steel.....	621.761 B78.....	1	574
Brown, G. E.	Finishing the negative.....	771.4 B78.....	1	784
Brown, H.	Anti-masonic excitement in N. Y.....	1366.1 B78.....	1	315
	History of Illinois.....	1977.3 B78.....	2	1400
Brown, H. D.	See Fiction, v.2, p.98a			
Brown, H. R. F.	In and around Venice.....	914.33 B781.....	2	1243
	Venetian republic.....	945.3 B78v.....	2	1242
	Venice.....	945.3 B78.....	2	1242
Brown, J. B.	Stoics and saints.....	188 B78.....	1	95
Brown, J. D.	Manual of library economy.....	1020.2 B78.....	1	28
	Subject classification.....	1025.4 B78a.....	1	31
Brown, J. J.	American angler's guide.....	1799 B79.....	1	820
Brown, J. M.	"Prometheus unbound" of Shelley.....	822 S542b.....	1	890
	"Samson Agonistes" of Milton.....	822 M71ab.....	1	889
	"Sartor resartus" of Carlyle.....	824 C222b.....	1	904
Brown, J. T.	Dr John Brown.....	92 B7912b.....	2	1484
Brown, J. W.	Church of Santa Maria Novella at Florence.....	93726 B78.....	1	721
Brown, John.	Parasitic wealth.....	331 B79.....	1	240
Brown, John, & Bedford.	John Bunyan. 2v.....	92 B885b.....	2	1486
Brown, John, of Haddington.	Essay towards an explication of the shorter catechism.....	1238 B79.....	1	129
	Practical plety.....	1248 B79.....	1	146
	Select remains.....	1240 B79.....	1	142
Brown, K. H.	See Fiction, v.2, p.98a			
Brown, K. L.	See Fiction, v.2, p.98a			
Brown, Marshall.	Wit and humor.....	1817 B79w.....	1	861
	Wit and humor of bench and bar.....	1817 B79w1.....	1	861
Brown, Matthew.	Sermon on death of Rev J. H. Kennedy.....	192 K1842b.....	2	1595
Brown, R.	History of accounting.....	91657 B79.....	1	434
Brown, T.	Taxidermist's manual.....	1379.4 B79.....	1	487
Brown, T. A.	History of the American stage.....	1792 B79.....	1	807
	History of the N. Y. stage. 3v.....	1792 B79.....	1	807
Brown, W. A.	Essence of Christianity.....	230 B79.....	1	130
Brown, W. B.	Gospel of the kingdom.....	204 B79.....	1	104
Brown, W. G.	Foe of compromise.....	814 B79.....	1	852
	Life of Oliver Ellsworth.....	92 E5382b.....	2	1503
	The lower South in American history.....	973 B79.....	2	1385
	See also Fiction, v.2, p.98a			
Brown, W. M. bp	The church for Americans.....	283 B79.....	1	170

Fig. 23.—Classified catalogue, author index. Pittsburgh. Printed matter, 7½ by 4 inches.

cataloguing. The author index to this catalogue is shown in the above facsimile (Fig. 23). Another classified catalogue in Decimal order, showing the notation of both the Decimal and Expansive

## PRINTED CLASSIFIED CATALOGUES

schemes in the alphabetical half is to be found in the *A.L.A. Catalog*, 8000 volumes for a popular library, with notes . . . Washington, 1904.

### USEFUL ARTS—DOMESTIC ECONOMY

153

#### 645 Furniture

**French, L. H.** *Homes and their decoration.* 1903. 22cm. Dodd \$3 n

Gives into great detail the descriptions and suggestions, those concerning color being particularly good. Many illustrations. Pleasant.

**Wheeler, Mrs Candace (Thurber)** *Principles of home decoration.* 1903. 22cm. Doubleday \$1.80 n

Deals with theory and specific applications, art being understood to imply both appropriateness and beauty. Color, choice, kitchen, bedrooms, walls, floor, draperies, furniture, among subjects discussed. N. Y.

#### 646 Clothing

**Broughton, Mrs J.** *Practical dressmaking.* 1902. 18cm. Macmillan 70c

Books giving general directions for cutting and fitting, tells how to patch and do plain sewing. Good.

**James, T. M.** *Langmans' complete course of needlework, knitting and cutting-out.* 1901. 18cm. Longmans \$2

#### 647 Servants: training, duties, wages

**Salmon, L. M.** *Domestic service; 2d ed. with an additional chapter on domestic service in Europe.* 1901. 22cm. Macmillan \$2

8 illustrations, p. 307-32. From economic standpoint, based on statistics gathered from employers, employees and various persons. Sketches history and suggests possible remedies. N. Y.

**Springwood, A. F.** *The expert waitress.* 1901. 17cm. Harper \$1

Fairly writes directions concerning all phases of the work. Instructions for carrying, serving, care of rooms, dishes and lampstands and traveling lunches, travel's room, etc. and chapters on truthfulness, adaptability and a servant's conduct. Buffalo.

#### 648 Laundry

**Halderston, L. B., & Limerick, M. C.** *Laundry manual.* 1900. 19cm. Avil 90c

#### 649 Nursery. Children. Sickroom

**Griffith, J. P. G.** *Care of the baby.* 3d ed. 1903. 21cm. Saunders \$1.50 n

Manual for mothers and nurses, containing practical directions for the management of infancy and childhood in health and in disease. Title.

**Harrison, Evelyn.** *Home nursing.* 1900. 18cm. Macmillan \$1

Simplest rules and remedies to be used in care of sick, some general directions regarding nourishment, and simple recipes for invalid cooking. Prof.

**Oppenheim, Nathan.** *Care of the child in health.* 1900. 19cm. Macmillan \$1.25

A physician's practical manual to parents. Beginning with preparations for child's advent, diseases feeding, bathing, sleep, habits, education, defective children, common diseases, relations of parents to children. N. Y.

**Uffelmann, F. A.** *Manual of the domestic hygiene of the child; tr. by H. R. Milinowski; ed. by M. P. Jacob.* 1891. 23cm. Putnam \$1.75

Scientific and comprehensive. For trained readers. L. & L.

**Whooler, Marianna.** *The baby; his care and training.* 1901. 17cm. Harper \$1 n

Plain and sensible in the last degree. Patch, 76 200 (B)

#### 650 Communication. Commerce

##### 652 Writing

**Jackson, John.** *Theory and practice of hand-writing.* Rev. ed. 1894. 18cm. Harlan \$1

Claims of vertical writing, forms of letters, and directions for teaching. Brief history of former use of upright handwriting, its decay and revival. L. & L.

##### 653 Abbreviations. Shorthand

**Kimball, Duran.** *Business shorthand; presenting a method of swift writing for the use of amanuenses and reporters in accordance with the principles of Lindley's taktigraphy.* 3d ed. 1902. 20cm. Kimball \$1

**Kitt, C. W.** *Shorthand dictionary; containing characters written in accordance with lessons in Pitman phonography.* 1901. 15 1/2 x 7cm. Powers \$1

**Munson, J. E.** *Art of phonography.* Rev. ed. 1898. 19cm. Putnam \$2

**Pitman, Sir Isaac.** *Isaac Pitman's complete phonographic instructor.* Rev. ed. 1900. 16cm. Pitman \$1.10

Shorthand dictionary; prepared by P. R. S. Peters. 1901. 15 x 9cm. Powers \$1

**Ross, B. F.** *Stenographers' aid; shorthand illustrations by J. L. Kapou.* 1900. 20cm. Author, Chicago \$1

**Torrey, Bates.** *Instruction in practical shorthand; a simple and progressive arrangement of the essentials of Graham phonography.* 1902. 20cm. Heath \$1.50 n

##### 654 Telegraphs. Cables. Signals

**Bright, Charles.** *Story of the Atlantic cable.* 1900. 19cm. Appleton \$1 n

641

Fig. 24.—Classified catalogue, A.L.A. Catalog. Printed matter, 8 by 5 1/2 inches.

This was issued under the auspices of the American Library Association, and was published by the American Government Printing Office. The main features of this list, which is a select "best books" cata-

# MANUAL OF LIBRARY CATALOGUING

logue, are the annotations and the publishers' names and book prices. It is, otherwise, not very valuable as a specimen of cataloguing (Fig. 24, 24a).

## DUTCH—ECONOMIC

133

### East Indies—Continued.

Knux, T. W. *Boy travellers in the Far East; part second, Siam and Java.* 1861.

*Ebers, Georg Moritz.* *Cleopatra; a romance.*

tr. by M. J. Safford. 1894. 2 v. 17½cm.

Appleton \$1.50 1721/4 Yr 433

An Egyptian princess; tr. by Eleanor Griffith.

1861. 2 v. 16½cm. Appleton \$1.50

1722/4 Yr 433

Home sun; tr. by Clara Bell. 1890. 16½cm.

Appleton 75 cts 1723/3 Yr 433

Uarda, a romance of ancient Egypt; tr. by

Clara Bell. 1861. 2 v. 16½cm. Appleton

\$1.50 1724/4 Yr 433

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Ecce Homo. Seeley, Sir J. R. Oca 222

Eastern Alps. Bandelier, Karl, pub.

Gröb 914.36

Eastern church. See Greek church.

Ravens quoniam. Kirkpatrick, F. A., ed. Lec-

tures on the history of the nineteenth cen-

tury. 1902. Fe 908

Krause, A. R. Russia in Asia. 1890.

Fe 847

Norman, Henry. All the Russian. 1902.

G54 914.7

Randow, A. N. Expansion of Russia. 1904.

F54 947

Ravens quoniam (Balkan). Curtis, W. E. The

Turk and his lost provinces. 1900.

G50 914.98

Ravens quoniam (Far East). Beveridge, A. J.

Russian advance. 1905. G54 914.7

Colquhoun, A. R. Mastery of the Pacific.

1902. G16 918

Curran, G. N. Curran, 2d. Issues. Problems

of the Far East. 1896. G66 915.1

Isley, Arthur. New Far East. 1900.

G67 915.2

Feeder, J. W. American diplomacy in the

Orient. 1903. J4 327

Krause, A. R. Far East. 1900. F56 931

Mahan, A. T. Problem of Asia. 1900.

J 859

Norman, Henry. Peoples and politics of the

Far East. 1900. G80 915

Reisch, P. S. World politics as influenced

by the oriental situation. 1900.

Ju 327

Vladimir, pseud. Russia on the Pacific, and

the Siberian railway. 1899. F65 937

Eastman, Charles Alexander. Indian boy-

hood. 1902. 21½cm. McClure \$1.00 n

1750/3 JF903 7570.3

Eastman, Charles Rochester, ed. & tr. Eltit,

S. A. editor von. Text-book of paleontol-

ogy. 1900-02. M4 360

Eastman, Samuel Coffin, tr. Brewster, G. M. C.

Inquiries of Russia. 1899. G54 914.7

Eaton, William, 1704-1811. Sparks, Jared, ed.

American biography. 1902. F53 929

Eben Holden. Bacheller, L. A. Yr 413

Ekermann, Johann Peter. Conversations of

Goethe with Eckermann and Schlegel; tr. by

John Oxenford. Rev. ed. 1892. 18cm

(Robinson's lib.) Bell (Macmillan) \$1

1725/4 E 928

Ekstrom, Mr Fannie (Hardy) The bird book.

1901. 18cm. Heath 60 cts 1726/3

Fz 386

Eclectic educational series.

Andrews, L. W. Manual of the Constitution

of the United States.

Eclectic school readings.

Baldwin, James. Conquest of the old North-

west and its settlement by Americans.

Baldwin, James. Discovery of the old North-

west and its settlement by the French.

Baldwin, James. Fairy stories and fables.

Baldwin, James. Fifty famous stories retold.

Eggleston, Edward. Stories of great Ameri-

cans.

Guerber, H. A. Story of the Chosen people.

Guerber, H. A. Story of the English.

Guerber, H. A. Story of the thirteen colonies.

Kron, M. H. Two girls in China.

Shaw, E. R. Big people and little people of

other lands.

Ekstrom, Todd, Mrs M. L. Total eclipse of the

sun. 1900. Lr 823

See also Astronomy. Moon; Sun.

Economic disposal of towns' refuse. Goodrich,

W. F. Sx 626

Economic entomology for the farmer and fruit

grower. Smith, J. R. Or 612

Ekstrom, George. See Geology.

## DUT

Fig. 24a.—Dictionary catalogue, A.L.A. Catalog. Printed matter, 8 by 5½ inches.

There are many other varieties of classified catalogues, including those which are simply broad main divisions in alphabetical order of authors' names, but these need not be considered now. There



## PRINTED CLASS LISTS

are all sorts of typographical arrangements and possibilities in connexion with the display and setting out of classified catalogues, and these are best seen in actual specimens of printed catalogues. It is certainly a gain in clearness to use heavier type for subject or other main headings, and this is made manifest in some of the specimen pages already given.

### CLASS LISTS

Class Lists are a compromise between complete printed catalogues in classified order and alphabetical dictionary catalogues in complete or sectional form. The usual plan in issuing class lists is to break up the main classification into convenient related groups and print them in separate volumes, in numbers restricted to their anticipated sales. Thus, the Subject classification might be distributed in volumes as follows:—

- 1 Classes A-D General and Physical Science (including Fine Arts and Music).
- 2 „ E-I Biological Science and Economic Biology.
- 3 „ J-L Philosophical and Social Science.
- 4 „ M-N Language, Literature and Literary Forms (Fiction, Poetry, etc.).
- 5 „ O-X History, Geography, Biography.

With this arrangement a larger edition would be printed of number 4 than of any of the other divisions because the probability is that more would be required. It is argued in favour of separate class lists that they are less costly to produce than complete catalogues in any form; that work can be concentrated upon related classes so as to produce better results; that the labour and cost of compilation and production are spread over a longer period; and that readers need only buy the sections in which they are interested. There is a great deal of force in all those arguments, and in cases where it is necessary to print a complete catalogue, the sectional form certainly appears to offer most advantages, not only on the points enumerated above, but also as regards opportunities for frequent revision. With a select catalogue the sectional form would not be so advantageous. One of the first English sectional catalogues

# MANUAL OF LIBRARY CATALOGUING

or class lists was the *Class-Guide to the Historical, Geographical, and Biographical literature in the lending department. Clerkenwell*

## EUROPE—59.

WILLIAMS (Michael) Some London theatres . . . 1883. [202]	5903
Old Sadler's Wells, Highbury Barn, City of London Theatre, Marylebone Theatre, Lyceum.	
WILLIAMS (Montagu) Round London, down East and up West. 1893. [202]	10930
Police court sketches, social state of the poor, &c.	
WONDERFUL London, its lights and shadows. 1878. ill.	7471
[900]	

## INDEX TO BOOKS ON LONDON.

Bartholomew Fair—Morley	Hyde Park—Sadler
Bridge—Thomson	Inner Temple—Lofie
British Museum—Cowad	Inns of Court—Lofie
Celebrities—Harrison, Hutton, Tinsbury, Wheatley	Kenington—Brown
Charterhouse—28 Schools	Labour—Doth, Mayhew
Chelms—L. Extrange, Martis	Lambeth Palace—Brown
Churches—Daniell	Lincoln's Inn—Lofie, Spilsbury
Clerkenwell—Ashton (Fleet), Dawson (J.) and (W.), Hare, Pinks, Smith (J.), Williams	Middle Temple—Lofie, Inns
Clubs—Timbs	Pal Mall—Wheatley
County Council—Cripps, Gomme	Parish—Sadler
Drury Lane—Stirling	Piccadilly—Wheatley
Fleet River, &c.—Ashton	Plague—Deke
Flow Street—Archer, McCarthy	Poor—Seames, Booth, Greenwood, Hill, Jones, Mayhew, Sims, Williams
General—Bassant, Dickens, Gonzales, Hare, Harvey, Hunt, Lofie, Lovett, Moteyard, Miller, Schlesinger, Smith, Stow, Thornbury, Timbs, Villars, Walkerd, Wheatley	Sadler's Wells Theatre—Williams
Government—Cripps, Fish, Gomme, Gordon, Hallingstead, Whale, Williams	St. Paul's Cathedral—King, Longman, Simpa, 55 Van Kense-lar
Gray's Inn—Lofie	Sigs—Norman
Greenwich—L. Extrange	Society—Excott, Fall, Gonzales, Greenwood, Mayhew, Natal, Sala, Schlesinger, Vasil, 57 Davis, Malahart, Taine, White, 58 Winter
Guides—Bandeher, Dickens, Hare, Hunt, Lofie, Lovett, Murray, Routledge, Smart, Villars	Strand—McCarthy
Hampstead—Lofie	Theatre—Ordish, Stirling, Williams (M)
Highgate—Pricett	Tower—Dixon
Histories—Bassant, Doran, Lofie, Stow, Thomson, Thornbury	Water—Cripps
	Westminster—Lofie, Stanley, 58 Farrar, Hughes, Schools

## Middlesex.

FOUNT (H. J.) Our lanes and meadowpaths . . . rural Middlesex. n.d. ill. map. [191]	7814
THORNTON (Percy M.) Harrow School and its surroundings. 1885. ill.	2314
VAUGHAN (H. S.) Way about Middlesex. 1894. ill. map. [192]	1071
See also 58 Rimmer, Walford, 59 London (Evans).	

## Norfolk.

JONES (Mrs. H.) Sandringham . . . with some historic memorials of the Norfolk coast. 1883. ill.	8794
RYE (Walter) History of Norfolk. 1885.	437
See also 58 Berlyn, Davies, Deane, Hasey, Saffling, White. Norwich see 58 Doran, 59 King.	

Fig. 25.—Class guide, showing index at end of subject. Finsbury. Printed matter, 7½ by 4 inches.

[now Finsbury] Public Library. London, 1896. It was annotated on a medium plan and contained a number of features which have since been extensively introduced into modern cataloguing practice.

## PRINTED CLASS LISTS

One was the indexing of topics occurring in large headings arranged in author-alphabetical order, and another was the economical con-

### FINSBURY PUBLIC LIBRARIES.

**1795. Goethe. Wilhelm Meister.** German adventures. It is influenced strongly by the revolt from classicism, which began at that time to affect art and literature more intimately, and finally resulted in the so-called romantic movement. The episode of "Mignon" which has been used for operatic purposes by Ambroise Thomas, is a good example of the dreamy mysticism pervading the novel. This novel and its continuations, and the "Sorrows of Werther" by Goethe, had much influence on the tone and inspiration of immediately succeeding literary efforts in Germany.

**1795. Richter. Flower, fruit and thorn pieces.** German.

Another example of German mysticism and philosophical reflection. The life of a poet and dreamer who makes an unfortunate marriage and becomes disillusioned thereby. Less coherent than "Wilhelm Meister" in form, and full of oddly humorous fancies.

**1800. Edgeworth. Castle Rackrent.** English. The story of a reckless and improvident Irish family, giving a true picture of Irish life at the end of the 18th century. The prototype of the long series of Irish tales by Carleton, Banim, Lever and Lover.

**1801. Chateaubriand. Atala.** French. An idealized picture of Indian life in the depths of the great American forests, showing the influence of the Roman Catholic religion on a wild and savage nature. The first romance to deal with the North American Indian as a noble and superior savage; a conception of redskin character not very greatly corrected or modified by the tales of Fenimore Cooper. The descriptions of scenery are very fine.

**1807. Necker (Stael-Holstein). Corinne.** French.

An enthusiastic appreciation of the art and life of Italy, in the form of a love story of considerable passion. An early example of the travel-novel, in which the action is associated with visits to places, and descriptions of the local life and monuments.

**1813. Austen. Pride and Prejudice.** English. A tale of English family life in Hertfordshire and Sussex, at the end of the 18th century. Remarkable for its light, satirical style, and its wonderful gallery of characters, who are deftly made to sketch themselves without the aid of lengthy descriptions. One of the great English classics in the style of Miss Burney, and notable for its influence on succeeding novelists.

**1814. Scott. Waverley.** English. The art of fiction has now reached a stage from which it takes a new departure and attains an

### FINSBURY PUBLIC LIBRARIES.

**1814. Scott. Waverley.** English.

altogether higher plane. The romantic and naturalistic historical novels of Sir Walter Scott, beginning with "Waverley," had an instant and widespread influence in shaping the style, manner and matter of all succeeding fiction. There is scarcely a famous novelist, from Cooper, Balzac and Dumas, down to Stevenson and Weyman, who has not been influenced by Scott, and his example and methods were widely followed by hundreds of writers of less note. The large humanity, humour, sympathy with nature, and powerful action of the Waverley novels were in marked contrast with everything which had gone before, and this union of qualities, coupled with the fact that they began to appear at the critical point of the romantic movement in art and literature, gave them a position and influence which they have ever since held. "Waverley" was commenced in 1803, but not completed till 1814. It relates the adventures of a young English soldier in the Highlands of Scotland, in Edinburgh, and in England, during the rising of the Young Pretender in 1745, and is the prototype of every Jacobite romance which has since appeared. The student of Scott and of fictional literature is advised not to judge his novels by certain modern criticisms, but to estimate them after comparison with the novels which appeared before the advent of "Waverley."

### Other Famous Novels by Scott.

**1815. Guy Mannering.**

A tale of Dumfriesshire, the Borders, and Edinburgh in 1758-1760, introducing an abducted heir, smugglers, gipsies, and the legal life of Edinburgh. This novel is the original of most of the many tales which have since appeared, dealing with unscrupulous lawyers, stolen heirs, and the manners of the gipsies. An opera by Bishop has been founded on this novel.

**1816. The Antiquary.**

Another lost heir tale, with incidents, humorous and tragic, drawn from the country life of the east coast of Scotland, in Forfarshire. The period of the story is the last decade of the 18th century, but a prominent incident introduced is the master of the volunteers in 1803, on a false alarm of Napoleon's invasion of England. Here we have an early example of the treasure-finding cheat, in the person of Dousterswivel, a character said to be studied from Knappe, the author of "Baron Munchausen."

**1819. The Bride of Lammermoor.**

The principal essay by Scott in the realm of tragic fiction. A powerful and somber romance of Scotland at the end of the 17th century, turning

20

21

Fig. 26.—Fiction catalogue, chronological series. Finsbury. Printed matter, 6½ by 2½ inches, each page.

densation of the entries under individual biography. The specimen page will give some idea of the plan of indexing a large topic at the end of the heading (Fig. 25). Another innovation in class-list



# MANUAL OF LIBRARY CATALOGUING

cataloguing occurred in 1903 when the *Finsbury Class-Guide to Fiction* was issued. It contained a fully annotated chronological list of the great representative novels in the library, arranged to show

## FINSBURY PUBLIC LIBRARIES.

<b>CRAIGIE (Mrs.) John Oliver Hobbes.</b>	
1. School for saints ... ..	11451
2. Robert Orange, being a continuation of the history of Robert Orange, M.P. ...	13900
<i>Sequel to above.</i>	
The Serious wooing ... ..	14700
Tales ... ..	826
Contains: Some emotions and a moral; Sinner's comedy; Study in temptations; Bundle of life.	
<b>CRAIK (Mrs. George L.) See MULLOCK (Dinah M.)</b>	
<b>CRAIK (Georgiana M. 1831-)</b> Riverston ...	P455
<b>CRAKE (A. D.)</b> The Heir of Treberne ...	P1202
<b>CRANE (Stephen.)</b> Active service ...	13319
Last words. (Tales, etc.) ... ..	15400
The Little regiment and other episodes of the American civil war ... ..	P882
Maggie, a child of the streets ... ..	6201
The Monster and other stories. <i>ill.</i> ...	14449
The Red badge of courage ... ..	5827, P207
The Third Violet ... ..	11664
Whilomville stories. <i>ill.</i> ... ..	P433
Wounds in the rain. A collection of stories relating to the Spanish-American war of 1898 ... ..	P1085
<b>CRAWFORD (F. Marion—Italy, 1854-)</b>	
Adam Johnstone's son ... ..	5800
Casa Braccio [1895] ... ..	7467
Cecilia ... ..	15532
The Children of the King, a tale of Southern Italy ... ..	P434
A Cigarette-maker's romance. [1890] ...	9351, P77
Corleone. <i>See</i> Saracinesca.	
Doctor Claudius. [1883] ... ..	3140, P160
Don Orsino. <i>See</i> Saracinesca.	
Greifenstein. [1880] ... ..	9042
In the palace of the king, a love story of Old Madrid. [1900] ... ..	74175, P418
1. Katherine Lauderdale. [1894] ... ..	P835
2. The Ralstona. [1894] <i>Sequel to above</i> ...	4671
Khaled. A tale of Arabia ... ..	6190
Love in idleness, a Bar Harbour tale ...	855
Marietta: A Maid of Venice. [1901] ...	14847
Marion Darche ... ..	4023
Martin's crucifix. [1887] ... ..	3153, P1181
Mr. Isaacs. [1882] ... ..	3139
Paul Paton. [1887] ... ..	1154, P1066
The Ralstona. <i>See</i> Katherine Lauderdale.	
Roman singer ... ..	3142
A Rose of yesterday ... ..	11136
1. Saracinesca. [ <i>Revd in numbered order</i> ] ...	
[1887] ... ..	3126, P1048
2. Sant' Ilario. [1880] ... ..	9063
3. Don Orsino. [1892] ... ..	8301
4. Corleone, a Sicilian story. [1898] ...	12231
A Tale of a lonely parish ... ..	8808
Taquosara ... ..	11190
The Three fates ... ..	10342

Fig. 27.—Fiction catalogue, author series. Finsbury. Printed matter, 6½ by 2¾ inches.

the historical development of the novel, and the entries on pp. 20-21 will give a good idea of the appearance of this list (Fig. 26). In the same class-guide, dates of original publication and the order of

# PRINTED CLASS LISTS

sequels are also set out, as may be observed in the specimen entries from pp. 72-73 (Fig. 27). A form of class list, less scientific than

74

## FUEL, ARTIFICIAL [Key, p. 292].

1603. *Hatt, Sir H.* ... Fire of coal-balls. Wherein sea-coal is by the mixture of other combustible substances both sweetened and multiplied. London. 4°. (387)
1882. *Clère, J. F.* Essai pratique sur l'art du briquetier au charbon de terre. Paris. 8°. (786)
1862. *Wangenheim, E.* Die Fabrikation der künstlichen und geformten Brennmaterialien. Weimar. 12°. (6,793)
1867. *Fuchs, E.* Combustibles artificiels. *Paris Universal Exhibition, 1867. Rapports du Jury International. Classe 40. Sect. II.* 1868. 8°. (13,823)
1880. *Berg, F.* Methode zur Briquettirung der westfälischen Feinkohle. [Reprint.] Berlin. 4° and fol. atlas. (23,949)
- *Gurth, A.* Die Bereitung der Steinkohlen-Briquettes. Mit Rücksicht auf die Verhältnisse in Rheinland und Westfalen. Braunschweig. 8°. (22,937)
1891. *Jänemann, F.* Die Briquette-Industrie und die Brennmaterialien. Wien. sm. 8°. (19,495)
1887. *Preussler, K.* Die Preusskohlen-Industrie; mit einem Anhang über die sonstigen Brennstoffe in künstlich veränderter Form. Freiberg. 8°. (24,711)
1889. *Préparation et agglomération des charbons. Paris Univ. Exhibition, 1889. Rapports du Jury. Classe 48. Sect. III.* 1891. 8°. (26,533)
- [1891.] *Bramfield, J. C.* Smokeless fuel. [Reprint.] London. [1891.] 8°. (25,326)
1891. *Williams, C. P.* The manufacture of conglomerate fuel in France. [Excerpt.] [Washington.] 8°. (26,883)
1900. *Graffigny, H. de.* Les agglomérés. Paris. sm. 8°. (27,556)
1903. *Bjorling, P. R.* Briquettes and patent fuel. London. 8°. (26,550)

Fuel combustion. *See* Furnaces, etc.

Fuel, Gaseous. *See* Gas furnaces and Gas producers.

Fuel, Liquid. *See* Furnaces, Liquid Fuel.

Fig. 28.—Alphabetical subject list. Patent Office, London. Printed matter, 5 by 2½ inches. Pages 74 and 75.

some, but possessing one or two practical advantages, is employed by the British Patent Office. This takes a main class in technology and proceeds to arrange its subjects in alphabetical order through-

## MANUAL OF LIBRARY CATALOGUING

out the list, and furnishes also a key to the classification at the end. The specimen page (Fig. 28) shows better than lines of description,

75

### FURNACE GAS ANALYSIS [Key, p. 292].

- [1845.] *Bunsen, R. W., and Playfair, L.* Report . . . on the gases evolved from iron furnaces, with reference to the theory of the smelting of iron. London reprinted, 1863. 8°. (29,961)
1881. *Fischer, P.* Taschenbuch für Feuerungs-Techniker. Stuttgart. 16°. (20,553)
1888. *Jüptner von Jonstorff, H. von, und Toldt, F.* Chemisch-calorische Studien über Generatoren und Martinöfen. Leipzig. 4°. (24,239)
- *Schild, H.* Tabellen zu Rauchgasanalysen. Berlin. sm. 8°. (21,866)
1891. *Jüptner von Jonstorff, H. von.* Die Untersuchung von Feuerungs-Anlagen. Eine Anleitung zur Anstellung von Heizversuchen. Wien. sm. 8°. (23,135)
1898. *Seyffert, J.* Kesselhaus- und Kalkofen- Kontrolle. Anweisung zur Handhabung der Hempelschen Apparate bei Untersuchung der Rauchgase und der Kalkofengase, etc. Magdeburg. 8°. (25,687)

### FURNACE GAS ENGINES [Key, p. 298].

1897. *Hubert, H.* De l'utilisation directe des gaz des hauts fourneaux pour la production de la force motrice. [Reprint.] Bruxelles. 8°. (7,550)
- [1899.] *Ihering, A. von.* Die Verwendung der Koksofengase zum motorischen Betriebe. *Stahl und Eisen*, 1 Sept., 1899, pp. 818-822. G 89: 882
1900. *Demenge, E.* Sur l'utilisation des gaz de haut-fourneau dans les machines. *Soc. Indust. de l'Est. Bulletin*. Fasc. unique. 1899-1900. B 77 Es:
1901. *Deschamps, J.* Les grands moteurs à gaz et l'utilisation des gaz de haut fourneau. Paris. fol. (27,891)

### FURNACE GASES AND FUMES, TREATING [Key, p. 292].

1882. *Kosmann, —.* Das Abrösten der Zinkblende und die Neutralisierung der Röstgase mittels Schwefelcalciumlauge. *Verein zur Beförderung des Gewerbfleisses, Verhandlungen*. Jahrg. 61. B 61 F:
1883. *Freudenberg, M.* Die auf der Bleihütte bei Ems zur Gewinnung des Flugschaums getroffenen Einrichtungen. Ems. 8°. (11,729)

Fig. 28.—Continued.

exactly what the form is like. This is taken from the *Subject List of works on the mineral industries and allied sciences in the Library of the Patent Office, 1903*. Under each heading the entries are arranged



# PRINTED CLASS LISTS

in chronological order, which affords some advantage to the seeker after early or recent information.

Of special catalogues or class lists not confined to related subjects

## FICTIONAL AUTHOR LIST

29

* <b>Darlington</b> (H. A.). Alice's toys and treasures ...	17930
The Immortal crown : Sunday stories ...	17931
<b>Dasent</b> (Sir George W.). See <b>FRENCH</b> (Allen)	
<b>Daughlish</b> (Edith M.). Soldier and servant and other stories ...	198
* <b>Davidson</b> (Mrs.). The Garden of Time ...	3426
Fairy tales. Jarrold & Sons, 2s.	
<b>Davies</b> (G. Christopher). Peter Penniless : gamekeeper and gentleman ...	9979
Describes the life of an educated youth, who serves as a game-keeper on an estate on East Coast of England, nineteenth century. Frederick Warne & Co., 3s. 6d.	
<b>Davis</b> (Rebecca H., 1831-). Kent Hampden ...	562
<b>Davis</b> (Richard Harding, 1864-). Stories for boys ...	426
American life. Gay & Bird, 3s. 6d.	
<b>Day</b> (Thomas, 1748-1789). The History of Sandford and Merton ...	3030
English country life. Routledge & Sons, 3s. 6d. Ward, Lock & Co., 1s.	
* <b>Debenham</b> (Mary H.). St. Helen's Well ...	6333
British historical tale of the reign of George II., 1727-1760. Events following the Jacobite rising, 1745. National Society's Depository, 2s.	
The Waterloo lass. ill. ...	5173
A story of life in the district of Tyneside, North of England, about 90 years ago. National Society's Depository, 3s. 6d.	
<b>Defoe</b> (Daniel, 1661-1731). The Adventures of Robinson Crusoe. ill. ...	1622, 2012
<i>Note</i> - The supposed original of Defoe's "Robinson Crusoe" was Alexander Selkirk (1676-1723), a Scottish sailor engaged in buccannery exploits in the South Seas, and in 1709 was a sailing-master of a "Cinque Ports" galley. In 1704 he was, at his own request, put ashore on the island of Juan Fernandez, and remained there alone for four years (1704-1709), and was then rescued and brought to England. A. & C. Black, 6s. Griffith, Farran, Browne & Co., 5s. Nisbet & Co., 2s. 6d. Partridge & Co., 2s. Routledge & Sons, 5s. Ward, Lock & Co., 5s. Warne & Co., 5s.	
Robinson Crusoe : told to the children by John Lang. col. ill. ...	8402
A condensed version of Defoe's work for young children. T. C. & E. C. Jack, 1s. 6d.	
<b>De la Fontaine</b> (J.). See <b>LA FONTAINE</b> (J. de).	
* <b>Deland</b> (Margaret, born WAKE, 1857). Story of a child ...	10382

Fig. 29.—Children's catalogue, annotated. Finsbury. Printed matter, 6½ by 4 inches.

the most interesting are those devoted to children's books, of which large numbers exist, both in Britain and America. It will be enough to show facsimiles of two, one English and the other

# MANUAL OF LIBRARY CATALOGUING

American, as examples of the best work of this kind which has been produced. The English example is the Finsbury *Descriptive hand-*

## CHILDREN'S BOOKS—AUTHOR LIST

205

Thanksgiving day.—Two notable Thanksgivings.—Ballad of the Thanksgiving pilgrim.—Jericho Rob.—The pumpkin.—Ann Mary.—The Thanksgiving guest.—Indian summer.—Granny's story.—In honor of Thanksgiving.

Schmidt, Ferdinand. j398 S35

Gudrun, tr. from the German by G. P. Upton. 1906. McClurg, \$60.  
(Life stories for young people.)

Retold from an old German romance of the capture and rescue of the noble maiden Gudrun, probably written in the 13th century.

Schrader, Ferdinand. j92 P8955

Frederick the Great and the Seven years' war; tr. from the German by G. P. Upton. 1905. McClurg, \$60. (Life stories for young people.)

"Deals only with seven years in the life of Frederick the Great, but they were seven of the most memorable years in the history of Austria and Prussia—the period of the Seven Years' War, which confirmed to Frederick the possession of Silesia, and elevated Prussia to the first rank among European states." Preface.

Schultz, Jeanne, (pseud. Philippe Saint-Hilaire). jS3875

Story of Colette. Appleton, \$1.50.

Romance of a young girl shut up in an old French chateau.

Schwartz, Julia Augusta. j910 S39

Five little strangers and how they came to live in America. 1904.

Amer. Book Co., \$40.

Contents: The little red child.—The little white child.—The little black child.—The little yellow child.—The little brown child.

Schwatka, Frederick. j919.8 S41

Children of the cold. 1899. Educational Pub. Co., \$1.25.

Life of the Eskimo boys and girls. Here one may learn how their houses are built, what are their games and playthings, how they make their sleds and all about their seal-hunting and fishing. The author, Lieut. Schwatka, was a famous Arctic explorer and an authority on the subject.

Schwatka, Frederick. j917.8 S41

In the land of cave and cliff dwellers. 1899. Educational Pub. Co.

\$1.25.

Account of the adventures and researches of two expeditions sent into northern Mexico in 1889 and 1890, the patron of the first being the "America," and of the other, the "Herald," both Chicago newspapers. The story contains much information regarding the cave and cliff dwellers still to be found in Mexico.

Scollard, Clinton, ed. j811.08 S42

Ballads of American bravery, with notes, 1900. Silver, \$50.

Poems commemorating valorous deeds and brave men in American history, such as The men of the Alamo.—Kearny at Seven Pines.—Keenan's charge.—John Burns of Gettysburg.—Sheridan's ride.—A ballad of Manila bay.—Down the Little Big Horn.

Scott, Mrs Lucy Jameson. j915 S42

Twelve little pilgrims who stayed at home. 1903. Revell, \$1.00.

Story of a mission band and of their "rocking-chair" trips to the "hermit nation," Japan, China and India.

Scott, Sir Walter. jS4318

\*Abbot. Luxembourg ed. Crowell, \$1.50.

Romance of the captivity of Mary, queen of Scots and her escape from Lochleven castle. Sequel to "The monastery."

Scott, Sir Walter. jS4318ann

\*Anne of Geierstein. Dryburgh ed. Black, 3s. 6d.

Adventures which befell an exiled Lancastrian and his son on a secret mission to

\*Indicates the best reading.

Fig. 30.—Children's catalogue, annotated. Pittsburgh. Printed matter, 7 by 4 inches.

book to juvenile literature, 1906, which consists of a Fictional Author list and a Classified Subject list of fiction and non-fiction. Both lists are fully annotated, and the publishers' names and prices are added

## PRINTED BULLETINS

(Fig. 29). The American example is taken from the *Catalogue of books in the children's department of the Carnegie Library of Pittsburgh*, 1909. The catalogue occupies 604 demy octavo pages, and catalogues 2500 books (Fig. 30). The arrangement is in three large main divisions, authors, subjects, and titles, and in the first, annotations are provided in a very profuse manner. Publishers' names and prices are also added to the titles as in the Finsbury list (29). The Pittsburgh library authorities have also issued a catalogue of books for children, selected by school teachers and librarians, and graded according to the ages of children. This is a well-selected list, but the basis is distinctly feeble, age being about the worst standard to adopt for the classification of human intelligence.

## PERIODICAL BULLETINS OR GUIDES

In many libraries the plan has been adopted of publishing monthly, bi-monthly or quarterly lists of additions or supplementary catalogues, and these are compiled in a large variety of styles; some being classified, some alphabetical, and some grouped according to the number of branches included in the library system. In England the first of these guides was issued from Clerkenwell (Finsbury) in 1894, and it appeared as a *Quarterly Guide for Readers*, comprising a classified and annotated list of new books, with occasional reading lists on special subjects, and news and information concerning the libraries. This was copied by a number of other libraries, and some of them added new features, such as items of local history, reviews of current books, etc. In some places occasional lists of additions to libraries, usually in author-alphabetical order, sometimes with annotations, are printed in the local newspapers, and this may be regarded as a combined effort at securing publicity plus periodical cataloguing. A further development took place in 1908, when the National Home-Reading Union issued *The Readers' Review*, a monthly guide to books and reading. This is a literary miscellany, and copies are sold to public libraries into which are inset classified and other lists of recent additions, generally annotated, and so the *Readers' Review* becomes a general miscellany with a local application, just like the parish magazines issued in connexion with various churches. A number of libraries



# MANUAL OF LIBRARY CATALOGUING

have adopted this plan of adding their own lists of additions, etc., to a general miscellany, and in such cases the title shows the following additional words . . . *Containing a list of recent additions to the*

## QUARTERLY GUIDE.

19

<b>Renton</b> (William) Outlines of English literature. 1893	10970
<b>Russell</b> (Percy) Author's manual. . . . .	10592
Hints on entering the <i>journalistic</i> and literary professions.	
<b>Rutherford</b> (W. G.) First <b>Greek</b> grammar . . . . .	10500
<b>Underwood</b> (F. H.) Builders of American literature. [Vol. 1, to 1826] . . . . .	11088
<b>Whitney</b> (W. D.) German grammar. 1892 . . . . .	10496

## Poetry and the Drama.

[Shelves 364 to 379, also 316.]

<b>Knight</b> (Joseph) Theatrical notes. [Criticisms]. 1893	10992
<b>Morris</b> (Lewis) Epic of Hades . . . . .	10511
<b>Omar Khayyam</b> . Quatrains . . . . .	11122
<b>Palgrave</b> (F. T.) Treasury of sacred song . . . . .	10529
<b>Rossetti</b> (Christina) Goblin market. Illust. . . . .	398
<b>Scrymgeour</b> (D.) Poetry of Britain. [Selections] . . . . .	10183
<b>Sladen</b> (D. B. W.) Australian lyrics. 2 vols. . . . .	10590
Century of Australian song . . . . .	10588
<b>Swinburne</b> (A. C.) The sisters, a tragedy . . . . .	10234
<b>Tynan</b> (Katherine) <i>ed.</i> Irish love-songs . . . . .	10699

## Prose Fiction.

[Shelves 51 to 86, 119 to 163, and 205 to 249.]

(A to H) (H to P) (R to Z)

<b>Adams</b> (Francis) The Melbournians . . . . .	364
Australian life.	
<b>Adams</b> (Mrs. Leith) Louis Draycott . . . . .	168
Garrison romance . . . . .	355
<b>Adderley</b> (James) Stephen Remarx . . . . .	502
East end life in London.	
<b>Allen</b> (Grant) Scallywag . . . . .	291
<b>Arnold</b> (Edwin L.) Constable of St. Nicholas. Tale of the siege of Rhodes. . . . .	176
<b>Banks</b> (Mrs. G. L.) Bond slaves . . . . .	11074
Tale of Luddite riots.	
Bridge of Beauty. [Wales] . . . . .	11121

Fig. 31.—Quarterly guide (or bulletin) classified. Finsbury. Printed matter 6 by 3½ inches.

*Accrington Public Library.* For purposes of illustration and comparison it is only necessary to show a page of the *Finsbury Quarterly Guide* (Fig. 31) and the *Croydon Readers' Index*, the bi-

## PRINTED BULLETINS

monthly magazine of the Croydon Public Libraries (Fig. 32). In the Croydon Index, many useful special reading lists are given, on topics of the day, and in every respect this is quite the best periodical bulletin

### THE READER'S INDEX.

67

- Vexley, Lionel.** The Inner Life of the Navy: the Inner Social Life Led by Our Naval Seamen; the Systems of Victualling and Uniform in the Latter Part of the Nineteenth and the Opening Years of the Twentieth Century. II. 1908. CST 359

"A connected account of lower-deck life . . . from the pen of a naval seaman." It presents the dasher and more difficult sides of the navy: and is largely an account of the author's experience.

### NATURAL SCIENCE.

- Atkinson, G. F.** First Studies in Plant Life. Ed. E. M. Wood; for use in English schools. II. 1908. CST 581

The author is prof. of botany, Cornell Univ., U.S.  
An elementary textbook for upper forms, but suitable, with direction from the teacher, for lower forms. It teaches the physiology, life and death of plants as parts of active process and with the minimum of technical terms. Has c. on chemistry of plants, and a detailed life history of a Scotch pine. Well illustrated.

- Grew, E. S.** Romance of Modern Geology: the Making of the Earth: with Prehistoric Animal Life. 24 il. Mf. 1909. CST 550

The author is ed. of the monthly periodical "Knowledge" (CST). Begins with a summary of existing knowledge, and then tells of the effects of weather on the earth's history, the records left by rivers and the sea, the causes of earthquakes, the glacial period, etc., to the coming of man.

- Saleeby, C. W.** Parenthood and Race Culture: an Outline of Eugenics. 1909. CST 575

"A first attempt to survey and define the whole field of 'eugenics'." (Pref.) pt. I dealing with theory: natural selection, growth of individuality, heredity and race-culture, education, supremacy of motherhood, etc.; pt. 2 with practice: including racial poisons such as alcohol, lead, and syphilis; race-culture and history: Mr. Balfour on decadence. Has an appendix on books to read, with annotations.

- Walker, Frederick.** Practical Kites and Aeroplanes: How to Make and Work Them. 80 pp. II. 1909. CST 533.6

Object: "to place within the scope of the amateur aeronaut the laws governing the construction and the efficient operations of the kite or captive aeroplane as a really practical machine."—Pref.

### USEFUL ARTS.

- Fanning, J. T.** Practical Treatise on Hydraulic and Water Supply Engineering: relating to the Hydrology, Hydrodynamics, and Practical Construction of Water-Works in North America. II. Tab. 1906. C 628

The author is past pres. of the American Waterworks Association.

A pioneer treatise on American water-works designed to give a general review of the best water-works methods for water-commissioners; to present a condensed summary of elementary theoretical principles and the involved formulas adapted to modern practice for junior and assistant hydraulic engineers; and for more advanced practitioners tables and statistics to facilitate calculations. The present is the 10th ed. with new tables and illustrations added to bring it up to date.

322

Fig. 32.—Readers' index (or bulletin), classified and annotated. Croydon. Printed matter, 6½ by 3½ inches.

published in England. In all the large American libraries similar bulletins are issued, and it will be enough to show examples of the annotated *Monthly Bulletin of the Carnegie Library of Pittsburgh* (Fig.

## MANUAL OF LIBRARY CATALOGUING

33), and the plain entry *Monthly Lists of Additions* to the Circulation Department of the New York Public Library (Fig. 34).

### ADDITIONS—JULY 1910

331

- Wisconsin University**—University extension division. 378.1 W8:  
 Bulletin, Oct. 1907–Feb. 1910. 1907–10.  
 University extension division includes the Department of correspondence study,  
 Department of instruction by lectures, Department of general information and welfare,  
 and Department of debating and public discussion.
- Yetter, John Milton.** 379.748 Y25  
 Educational system of Pennsylvania. 1909. Cochrane.

### Folklore

- Jones, Charles Colcock.** 398 J39  
 Negro myths of the Georgia coast, told in the vernacular. 1888.  
 Houghton.  
 This volume is quite in the line of "Uncle Remus" and will serve as a useful complement to that. The variations in dialect and manners found in the upland and on the sea-coast are well marked in the two collections. Mr Jones's stories are often the same as Mr Harris's, but much shorter and less elaborate, illustrating, perhaps, the lower stage of civilization at which the coast negroes stand. *Condensed from Dial*, 1887.
- Sommer, Heinrich Oskar, ed.** q3398 S69  
 The vulgate version of the Arthurian romances; ed. from manuscripts in the British Museum. v.1–2. 1908–09. (Carnegie Institution of Washington. Publication no.74. v.1–2.)  
 v.1. *Leconte du Saint Graal*.  
 v.2. *Leconte de Merlin*.  
 Mr Sommer merely prints exact transcripts of the manuscripts without editing them. Head-lines and ample side-notes, however, make it easy to glance rapidly over the narrative, and a system of cross-references to previous editions of these romances renders comparison easy.

### Language

- Morgan, Morris Hicky.** 480.4 M89  
 Addresses and essays. 1910. Amer. Book Co.  
 Chiefly on classical philology.
- Wallach, Mrs Isabel (Richman).** 428 W178  
 Second book in English for foreigners. 1910. Silver.

### Science

- Aluminum Company of America.** 546.66 A47  
 Analysis of aluminum and its commercial alloys; comp. by E. Elough. 1910. Aluminum Co. of Amer. Pittsburgh  
 The same. 1910. Aluminum Co. of Amer. Pittsburgh... 546.66 A47  
 Concise presentation of best methods.
- Arctowski, Henryk, and others.** q3551.45 A67  
 Océanographie. 1901–08. (Rapports scientifiques publiés sous la direction de la Commission de la "Belgica," v.5.)  
*Contents:* Rapport sur les résultats de l'eau de mer observées à bord de la Belgica, par Henryk Arctowski et J. Thoulet.—Les glaces: glace de mer et banquises, par Henryk Arctowski.—Relations thermiques; rapport sur les observations thermométriques faites aux stations de sondages, par Henryk Arctowski et R. H. Mill.  
 With this is bound "Météorologie; rapport sur les observations météorologiques horaires," par Henryk Arctowski.

Fig. 33.—Monthly bulletin, classified and annotated. Pittsburgh. Printed matter, 7 by 4 inches.

The foregoing sets of examples practically exhaust the best modern forms of the printed catalogue, and they should serve the useful purpose of giving students an idea of both the style and



# PRINTED BULLETINS

methods of compilation employed in cataloguing practice. With the codes of rules in Chapter VII., the examples in this chapter, and the

## MONTHLY LIST OF ADDITIONS. [Vol. IX.—No. 1

- Steinmetz, C. P. General lectures on electrical engineering. [c1908].  
 Taylor, A. D. Street trees; their care and preservation. n. d.  
 Thom, Charles and Collins, A. F. The electric telegraph. 1908.  
 Turnhouse, F. E. Cyclopedia of civil engineering. 8v. 1908.  
 Van Orsdale, L. F. How to build up a heavy laying strain; a thorough and exhaustive treatise on egg production [c1908].  
 Williams, L. L. and Rogers, F. E. Supplementary treatises in bookbinding [c1908]. (Williams & Rogers series.)  
 Wright, C. D. The apprenticeship system in its relation to industrial education. 1908.

## FINE ARTS

### INCLUDING AMUSEMENTS

- American nature series. see Holder, C. F.  
 Boehm, Theobald. The flute and flute-playing, in acoustical, technical and artistic aspects. [c1908].  
 Bohn, H. G. A guide to the knowledge of pottery, porcelain and other objects of terra, comprising an illustrated catalogue of the Bernal collection of works of art, with an introd. essay on pottery and porcelain, and an engraved list of marks and monograms. 1900.  
 Briggs, F. E. Angling and art in Scotland, some fishing experiences related and illustrated. 1908.  
 Foster, R. F. Chess: a manual for beginners. [c1907].  
 Gerstenberg, Alice. A little world; a series of college plays for girls. [c1908].  
 Herkimer, Hubert von. My school and my gospel. 1908.  
 Holder, C. F. and Jordan, D. S. Fish stories, alleged and experienced, with a little history natural and unnatural. 1909. (American nature series.)  
 Jewett, A. D. Idiomatic ear training; a text book for use in class to awaken pupils to the art of the listening ability. 1908.  
 "An excellent little book, based on correct pedagogical ideas, and well planned and carried out."  
 Jordan, D. S. Joint author, see Holder, C. F.  
 Le Blond, E. A. & H. W. (Mrs. Aubrey Le Blond) Mountaineering in the land of the midnight sun. 1908.  
 Manchester, A. L. Music education in the United States; schools and departments of music. 1908.  
 Marquand, Alice. Greek architecture. 1909.  
 Richter, J. F. Lectures on the National gallery. 1906.  
 Shepard, F. H. A key to harmony simplified and a classroom manual. 1908.

- Wallace, C. W. The children of the chapel at Blackfriars, 1597-1607; introductory to the children of the revels, their origin, course and influence. 1908.  
 Wright, J. M. Boxing at a glance; with bird's eye view illustrations. 1909.

## LITERATURE

### DRAMA

- Jones, H. A. The rage of rebellious Susan; a comedy in three acts. 1901.  
 Messinger, Philip. A new way to pay old debts, ed. with a preface, notes and glossary by George Stronach. 1904.  
 Pinero, A. W. Letty, an original drama, in four acts and an epilogue. 1905.  
 — The second Mrs. Tanqueray; a play in four acts. [c1904].  
 Maeterlinck, Maurice. The blue bird; a fairy play in five acts. 1909.  
 Shakespeare, William. The Shakespeare Apocrypha, being a collection of fourteen plays which have been ascribed to Shakespeare; ed. with introd. notes and bibliography, by C. F. Tucker Brooke. 1908.  
 — *Complete. Arden of Eboracshire—Locrine—Edward III.—Mucedorus—Sir John the Kettle—Thomas Lord Cromwell—The London prodigal—The Partisan—The Yorkshire tragedy—The merry devil of Edmonton—Fair Jem—The two noble kinsmen—The birth of Merlin—Sir Thomas More.*

### ESSAYS AND LECTURES

- Couthoppe, W. J. Life in poetry—Law in taste; two series of lectures delivered in Oxford, 1895-1900. 1901.  
 Macaulay, T. B. Horae. Marginal notes by Lord Macaulay, selected and arr. by Sir George Otto Trevelyan. 1907.  
 Overbury, Sir Thomas. Miscellaneous works in prose and verse; ed. with notes and a biographical account of the author, by Edward F. Rieuhaalt. 1909.  
 — *Complete. Introd.—Life of Sir Thomas Overbury—Poem of the wife—Character.—First and second part of the Remedy of love—Observations upon the XVII. psalm as they stand A. D. 1633—Cromwell's fall from King James's table.*  
 Walpole, Sir Spencer. Essays political and biographical. 1908.  
 Whiting, Richard. Little people. 1909.

### POETRY

- Benson, A. C. Peace and other poems. 1905.  
 Campbell, Wilfred. Collected poems. [c1905].  
 Carman, Eliza and Hovey, Richard. Songs from Vagabondia. 1907.  
 — More songs from Vagabondia. 1908.  
 Du Bois, M. E. J. comp. Poems for travelers. 1908.

Fig. 34.—Monthly list. New York Public Library. Printed matter, 8½ by 4½ inches.

hints on compilation following, it should be quite possible for any one, with a little practice, to become a proficient cataloguer.

Forms for printing specifications are given in Quinn's *Manual of*

## MANUAL OF LIBRARY CATALOGUING

*Library Cataloguing*, and Philip's *Production of the Printed catalogue*, and can be referred to for ideas. A good way to obtain estimates for printing class lists or classified catalogues is to have specimen pages printed of the body of the catalogue and the index, exactly as they are required, and spaced out with the exact number of lines per page. If the manuscript copy is not ready, estimates can be obtained from the printers per page, according to the specimen pages, and this is a very fair way of tendering. If the copy is ready estimates could be obtained for the whole job, including covers, in the style of the specimen pages. A printer cannot readily tell how much print a manuscript will run to, owing to variations in the size of entries, even if the copy has been prepared in a uniform manner, with ten or twelve slips mounted on the folio. Information on the preparation of catalogue copy for the printer will be found in Quinn's *Manual* and the *Library World* (vol. i., p. 64). It is usual to make a separate entry for each book on paper slips of a uniform size, say 5 by 3 inches, or they can be narrower if thought necessary. On these the entries are made, according to the cataloguing rules in force, and each book is entered under its author, subject or subjects, title, form or other headings according to the kind of catalogue which has to be compiled. It is a most valuable aid to use a standard handwriting, such as that shown at (p. 185). An author entry should be made like this example :—

DANA (John Cotton) Notes on bookbinding for libraries. Chicago. 1906. <i>ill.</i> M 880.
---

A subject entry like this :—

BOOKBINDING. DANA (J. C.) Notes on bookbinding for libraries. 1906. <i>ill.</i> M 880.
---

Or, in the case of a classified catalogue, like this :—

<b>M 880 PRACTICAL BOOKBINDING.</b> DANA (J. C.) Notes on bookbinding for libraries. 1906. <i>ill.</i>
--

## CO-OPERATIVE CATALOGUING

Title entries are made in two chief forms, for dictionary catalogues, and for the indexes to classified catalogues, as follow :—

Insulinde . . . the Eastern Archipelago, by Anna Forbes. P 200.
--

Insulinde. Forbes. P 200.
------------------------------

When the slips are all written it is only necessary to arrange them in alphabetical or classified order to produce the necessary "copy" for the printer. In many cases it is advisable to mount the slips on suitable sheets of mounting paper, in columns of about 10 to 20, in order to prevent the risk of loss, and to give the printer more convenient "copy" to work from.

CO-OPERATIVE AND CENTRALIZED CATALOGUING. Numerous proposals have been made for cataloguing by means of co-operation between librarians or other workers ; by means of central bureaux ; or by a form of copyright registry, but none of them save the last has been completely carried out.

Co-operative work has been confined chiefly to the efforts of single towns to obtain union-catalogues of works on special subjects—Bibliography, Architecture, Periodicals, etc.—contained in the public libraries of the district ; and this has been done at Manchester, Chicago, Philadelphia, etc. In Jahr and Strohm's *Bibliography of cooperative cataloguing and the printing of catalogue cards* (1850-1902). Wash., 1903, issued by the Library of Congress, there is a very full list of articles and material on the subject.

Centralized cataloguing is carried on at the Institut International de Bibliographie, Brussels, for works published in Belgium ; at Zurich by the Concilium Bibliographicum for biological literature ; at Washington D.C., U.S.A., for the United States copyright registry, coupled with a great system of catalogue card distribution ; and the *International Catalogue of Scientific Literature* is published annually under the control of the Royal Society in 17 volumes, in which are indexed all books and periodicals having scientific articles. The National Library of Wales at Aberystwyth also prints cards for its



## MANUAL OF LIBRARY CATALOGUING

annual list of Welsh books. Much of the field covered by these efforts belongs to the domain of bibliography, and the only activity requiring notice is the printed catalogue card section of the Library of Congress. In connexion with this there are a number of publications of which the following are the principal:—

*Library of Congress. Card Section. Bulletin. No. 1, July, 1902. In progress:*

*Library of Congress. Card Section. Handbook of card distribution with references to Bulletins 1-20, 2nd. ed., 1907.*

*Library of Congress. L.C. Printed cards, how to order and use them, by Chas. H. Hastings. Wash., 1909, ill.*

From these publications a complete account will be obtained of the method of working, the system of distribution, and the cost of subscription. Briefly the method is like this—Subscribers pay a deposit when ordering cards, generally one dollar, and afterwards pay according to the number of cards supplied at so much per card, the average being a little over one cent. "The average cost per book of the cards supplied to libraries for cataloging purposes is about four cents."

"One form of card only is printed for a book, viz., the 'Main entry' card. Author's real name is given in full, dates of birth and death being added when practicable. Title of book is usually given in full. The imprint is frequently shortened and simplified. Collation is full enough to describe accurately the physical make-up of the book. Contents and notes are frequently added. Notes are descriptive: evaluation is not attempted. The headings used at L.C. for secondary entries are indicated on most of the cards in stock for books which require secondary entries other than title entry. Subject entries are numbered in Arabic, added entries in Roman figures. 'Card number' is given at the lower right margin of the card. Number preceding dash indicates year, number following dash indicates number of card in series for that year. L.C. class and book number is given near centre of lower margin. Cards are of the 'standard' size,  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (about  $2 \times 4$  in.). Card stock is approximately  $1/100$  inch ( $1/4$  mm.) thick and is the best obtainable. . . ."

"The stock of cards now covers about 370,000 titles. It is very

## MANUSCRIPT CATALOGUES

complete in all classes for books which were copyrighted in U.S.A. For books not copyrighted in U.S.A. the stock is very complete in Bibliography and American history. In other classes, it is fairly complete for books in English, but it is quite incomplete for books in foreign languages. The percentage obtained from orders for cards for fiction in foreign languages is so small that cards should not be ordered for this class."

These extracts from *L.C. Printed cards, how to order and use them* will give a good idea of the extent and completeness of the arrangements made by the Library of Congress for card distribution. It only remains to add that the method of making one kind of card serve for every form of entry, emphasizes the contention already made that cataloguing is the art of applying various necessary headings to one kind of descriptive entry of a book title.

### THE MANUSCRIPT CATALOGUE

The manuscript catalogue has usually been regarded as more appropriate for private and reference libraries than for lending libraries, but within the past twenty years a considerable modification of this view has become general. It is being realized that the printed catalogue, with its cost and liability to go rapidly out of date, is more suitable for special collections, which are restricted in scope, than for libraries of a more general character which must, in the interests of progress and efficiency, be revised and weeded from time to time. The process of revision—discarding effete books and adding the most recent and authoritative—has the effect of rendering a printed catalogue imperfect and consequently untrustworthy, therefore it is becoming recognized that a catalogue in manuscript form, with infinite powers of intercalation and withdrawal, is the only possible means of keeping the record of stock in a progressive working library thoroughly up-to-date.

There are two chief kinds of manuscript catalogue, the card and the slip or sheaf, these being handy names to describe the material on which they are written, or the form in which they are kept. Other varieties are described in the next chapter on the Mechanical display of catalogues. In principle there is no difference between card and sheaf catalogues except as regards material, form and

## MANUAL OF LIBRARY CATALOGUING

method of handling. Their compilation is practically the same save that, as a rule, the card system only recognizes the practice of one card one entry, while the sheaf system usually only limits the number of entries on both sides of a slip according to its size.

### THE CARD CATALOGUE

Cards or slips for catalogue entries, but more particularly for making the maintenance of alphabetical order easy, must have been used quite early, as it would become obvious to some thinker that the best way to preserve correct order would be to have movable entries in one sequence capable of being changed, intercalated or withdrawn. I have been unable to find many definite descriptions of the method of compilation employed by the early index or dictionary makers, but it is almost certain that some of them must have used ready cut slips, instead of sheets which would afterwards require to be cut up and arranged. It is stated by Mr. W. R. B. Prideaux,<sup>1</sup> that Konrad Gesner used movable slips in 1548, which he obtained by cutting up single entries written on sheets of paper, which were afterwards arranged in alphabetical order and mounted loosely on sheets of paper under threads and paper flanges. By this means he secured adjustability. Boswell describes rather vaguely the method used by Johnson in 1747 when compiling his dictionary, from which it appears that his amanuenses wrote down the words "with spaces left between them," and sheets of paper must have been used, since it cost Johnson £20 to have part of the manuscript retranscribed on one side only which had been written on both sides by mistake. The first definite mention of the use of cards for indexing purposes and the preservation of strict alphabetical order occurs in 1775, when the Abbé Rozier published his *Nouvelle Table des Articles contenus dans les volumes de l'Académie Royale des Sciences de Paris, depuis 1666 jusqu' en 1770, dans ceux des Arts et Métiers publiés par cette Académie et dans la Collection Académique*. Paris, 1775. In the preface to volume i., Rozier suggests the use of playing cards for preparing the preliminary copy for indexes, and illustrates how his proposal would work in practice by giving a

<sup>1</sup> "Library economy in the sixteenth century," in *Library Association Record*, 1909, p. 162.



## MANUSCRIPT CATALOGUES—CARDS

specimen card partly filled up by an entry of which the following is a copy :—

TUMEUR	A. D. S. 1771.
<i>Obs. sur les tumeurs and engorgemens de l'epiploon, par</i>	
M. PORTAL. . . . .	p. 541. H. p. 36.

Fig. 35.—Rozier's proposed card, 1775.

Attention was first drawn to this proposal in 1892, by Mr. R. B. Prosser, who distributed a four-page note on the subject at the Paris meeting of the Library Association, on which was also given a facsimile of Rozier's card. At the time of the suppression of the religious houses in France in 1790 it is stated that inventories of the books in the monastic libraries were made on cards or slips, and if this is so, it may have been Rozier's proposal of fifteen years before, which led to the adoption of the method. Cards or slips were used in other European libraries many years ago, and at Trinity College, Dublin, they were introduced early in the nineteenth century. At the Advocates' Library, Edinburgh, and at many University and other libraries, single slips were written for new books and kept in author alphabetical order in bundles, which were stored in pigeon holes, or kept in cupboards. The idea of keeping the cards on their edges in trays with suitable projecting guides is not so old as the use of single slips or cards for the cataloguing of individual books, and until various firms placed the manufacture of card cabinets and their appurtenances on a commercial basis, very little trace can be found of catalogue furniture. For commercial purposes the Bank of England introduced indexing cards in 1852, and since 1876 the

## MANUAL OF LIBRARY CATALOGUING

use of cards for indexing, cataloguing and other purposes has developed enormously, especially in libraries and business concerns. This brief historical résumé disposes once and for all of the claim sometimes advanced on behalf of the United States to the invention of the card system. As a matter of fact, cards and sheaves for cataloguing and indexing; the so-called "vertical" files; "loose-leaf" ledgers; revolving book-cases and other labour-saving devices, have nearly all been derived from the library practice of European countries. The business man of the present day is, therefore, under a heavy obligation to the librarian for the provision of so many labour and money saving appliances.

So many of the problems connected with the application of cataloguing rules to manuscript card entries, are solved by means of the examples given in the code itself, that it is only necessary to add a few examples of the most common varieties of entries. As regards the actual cards themselves it is found by experience that the best results are secured by using the best linen quality about 5" x 3", which are also made in centimetre measurements. Larger cards for public library cataloguing are undesirable, owing to the space they occupy. These cards are supplied with various kinds of rulings, but personally I prefer them with faint "quadrille" or "squared" rulings which enable margins to be kept uniform in any direction preferred.

The following examples will show this, and also a clear method of writing various kinds of entries. In writing cards and slips it is advisable to adopt a standard handwriting,<sup>1</sup> if typewriting is not contemplated, and the specimen given below will be found of service for the purpose:—

<sup>1</sup> See also Dana's *Library primer*, 1911, and *Bodleian Library Supplement to the Staff-Kalendar*, 1911, p. 111 and facsimiles.

# MANUSCRIPT CATALOGUES—CARDS

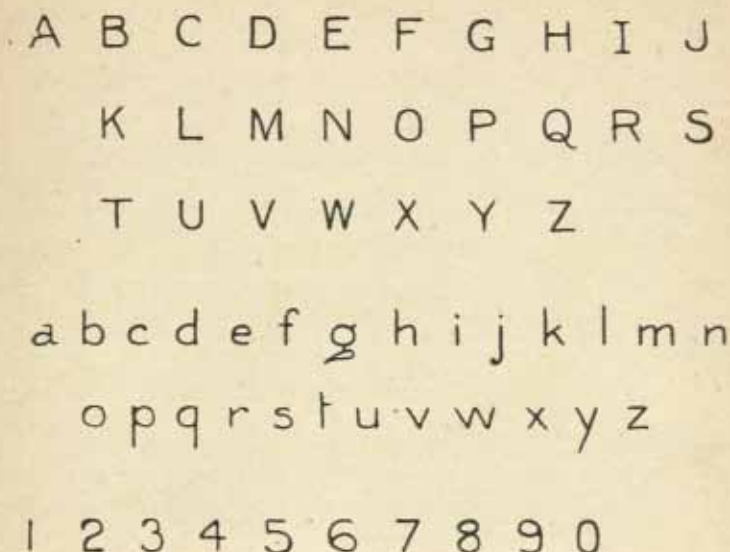


Fig. 36.—Standard library handwriting.

The plan of keeping cards or slips on edge in boxes or drawers loosely, thereby giving unlimited means of expansion and intercalation, must have occurred to many minds as the best means of maintaining perpetual alphabetical order. Single cards not attached in any way, save temporarily, possess unlimited powers of movability, and can be arranged in any kind of order when assembled in numbers, because each card can be taken away or moved about or fresh cards added at any point in a series, without upsetting any adjoining card, or interrupting alphabetical order.

The cards, when arranged in alphabetical order, are separated into small divisions by means of projecting guides, on which are printed subject or author or other words or class numbers, which serve the same purpose as the running catch-words of a dictionary, only they are much more effective, because more conspicuous. They are secured by means of a rod which passes through holes punched in the lower part of the cards, and the rod is either locked or screwed into the back or front of the drawer.



Catullus (Caius Valerius, 84-54 B.C.)

The *Carmina*, now first completely Englished into verse and prose, the metrical part by Sir Rich. F. Burton... and the prose portion, introduction, and notes ... by Leonard C. Smithers. *priv. p.* 1894  
*port. Latin text.*

N150

Fig. 37.—Script author entry for an alphabetical catalogue.

Burton (Sir Rich. F.) *trans.* *see*

Catullus (Caius Valerius)

Fig. 38.—Script reference entry for an alphabetical catalogue.

Smithers (Leonard C.) *trans.*    *see*  
 Catullus (Caius Valerius)

Fig. 39.—Script reference for an alphabetical catalogue.

N150

Catullus (Caius Valerius, 84 - 54 B.C.)

The *Carmina*, now first completely Eng-  
 lished into verse and prose, the metrical  
 part by Sir Rich. F. Burton ... and the  
 prose portion, introduction, and notes  
 ... by Leonard C. Smithers. *priv. p.*  
 1894 *port.* *Latin text.*

Fig. 40.—Script author entry in a classified catalogue.

G036 EUGENICS

Salisbury (Caleb W.) Parenthood and  
race culture: an outline of eugenics.  
1909.

Fig. 41.—Script subject entry in a classified catalogue.

EUGENICS

Salisbury (C.W.) Parenthood and race  
culture: an outline of eugenics.  
1909

G036

Fig. 42.—Script subject entry in a dictionary catalogue.



## MANUSCRIPT CATALOGUES—CARDS

Examples of these guides are shown in the following illustrations, as well as in the pictures of catalogue cabinets.

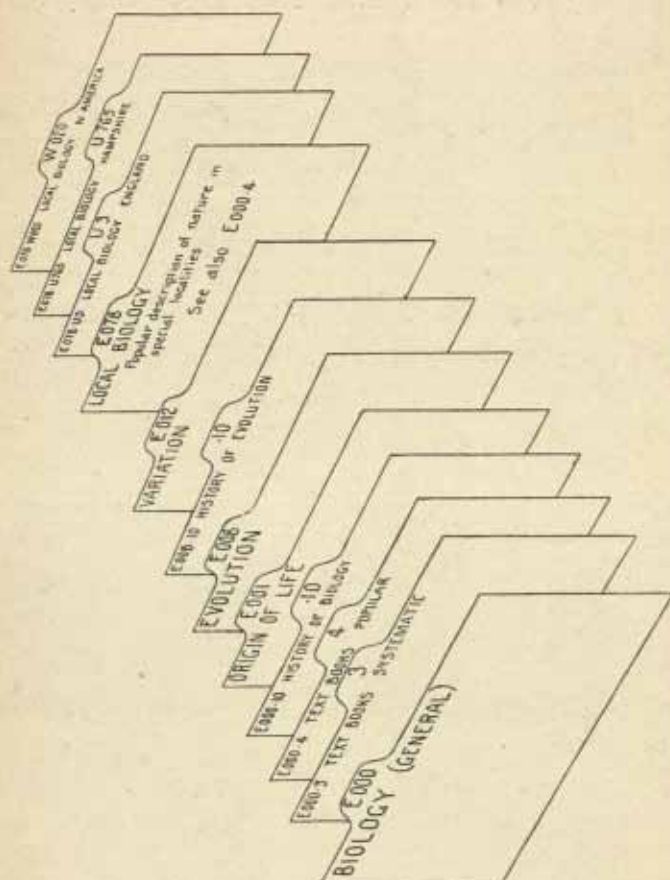


Fig. 43.—Guides for a card catalogue arranged according to the Subject Classification.

The early guides for card catalogues were made out of stout white cardboard, with projections, usually at the left-hand side, affording sufficient space on which to write the catch-words. The provision of elaborate coloured and many-tabbed guides appears to have been first introduced for a card-charging system in the seventies of last century by George Parr of the London Institution, although as late as 1897, a guide-card with a series of tabs at

## MANUAL OF LIBRARY CATALOGUING

different points of the upper edge, was the subject of a patent. Parr's system of guides is described in a paper read at Manchester in 1879, and published in the Transactions of the Library Associa-

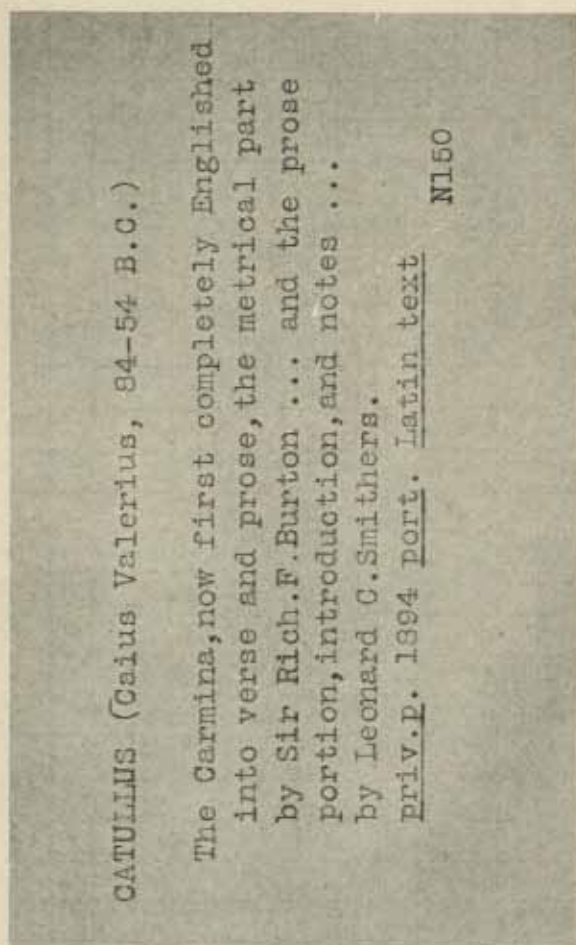


Fig. 44.—Typewritten author entry in an alphabetical catalogue.

tion for that year. Since then card catalogue guides have been introduced in immense variety, and every maker has something of a special kind. In some cases the guides are cut out of whole card-

## MANUSCRIPT CATALOGUES—CARDS

boards, with the projections formed along the top edge. In other kinds the projections are attached by means of eyelets and other mechanical means. Some of the projections are protected by xylonite against the risk of dirtying, and in other cases metal signals can be used to direct attention to particular subjects or subdivisions. The following illustrations show how the guides look in actual use, as worked in the Croydon Public Libraries, and they also give an idea of the appearance of a cabinet. Fig. 43 is an example of card-guiding by the Subject Classification.



Fig. 45.—Card catalogue cabinet. Croydon Public Libraries.

The old plan of storing the cards consisted of placing them in the drawers of a cabinet, and marking the contents of each drawer plainly on the outside. The illustration of a cabinet, Fig. 48, shows the usual guides and sliding runners which enable the whole extent of a drawer to be pulled free of the cabinet for purposes of examination.

Another form, Fig. 49, which is illustrated below has many im-



## MANUAL OF LIBRARY CATALOGUING

provements recently introduced. Among them may be mentioned an adjustable angle-block, for supporting the cards at a suitable angle for easy consultation : this can be screwed up tight at any point in a drawer, so as to retain a smaller or larger number of cards in place ; a special form of spring-rod on which the cards are strung or filed,

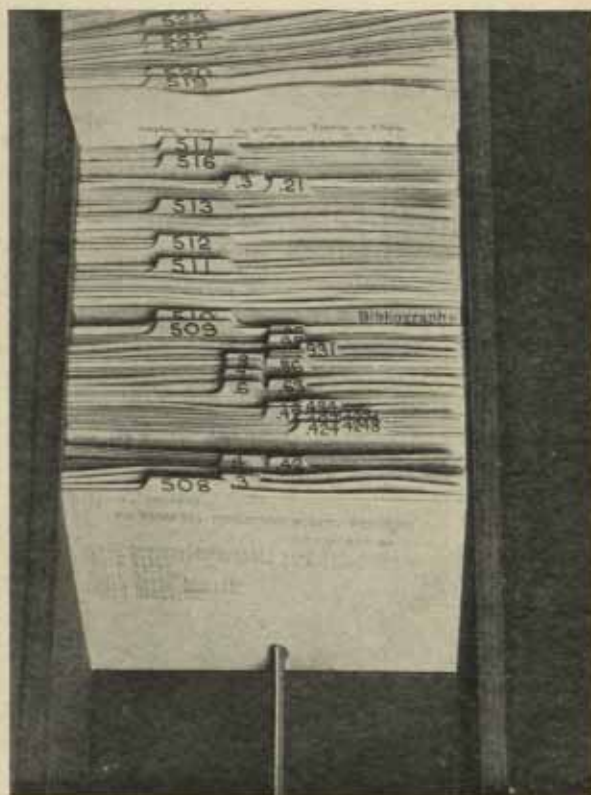


Fig. 46.—Numerical class guides. Croydon Public Libraries.

easily removable, but still capable of safeguarding the contents of a drawer against misuse by the public ; a special automatic catch at the front of the drawer to prevent it being pulled out accidentally, but which does not prevent any drawer from being taken away from the cabinet if required. Another important improvement introduced

## MANUSCRIPT CATALOGUES—CARDS

in 1902 was the modification in the sides of trays, whereby the woodwork was cut down so as to lighten the tray and enable the cards to be handled from the sides as well as the top. This variety is known as the "Sideless Tray".

The card catalogue in cabinets of fixed drawers is not, in some

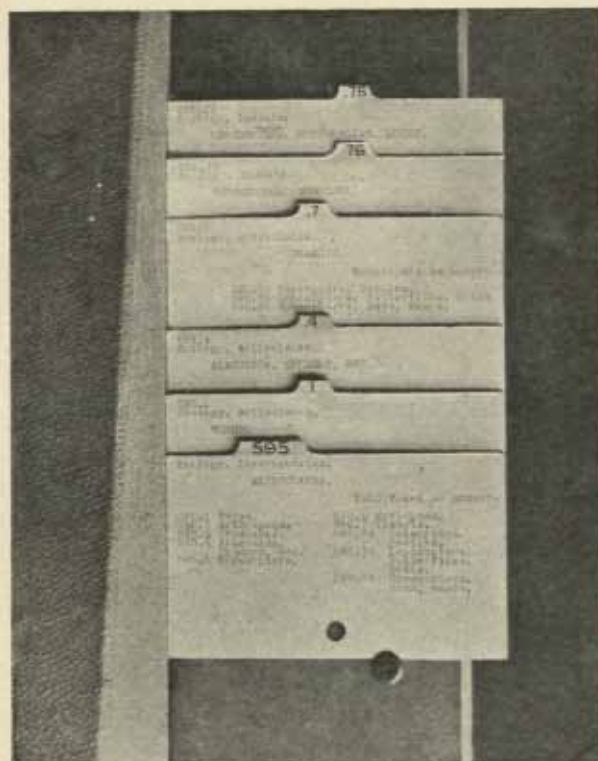


Fig. 47.—Numerical class guide with subdivisions. Croydon Public Libraries.

ways, such an effective arrangement as detachable trays or drawers stored in a suitable rack or cabinet. The fixed-drawer plan has various disadvantages, chief among which is the serious one that a single person consulting a cabinet may monopolize from 6,000 to 10,000 entries, according to the number of drawers forming a tier.

## MANUAL OF LIBRARY CATALOGUING

When there are four to six drawers in a tier it is impossible to adjust them so that both tall and short persons will find them equally accessible. The short person cannot examine the upper drawers without standing on tiptoes or a stool, and the tall person must



Fig. 48.—Card catalogue cabinet with sliding extension runners.

either dislocate his spine, or sit down in order to use the lower drawers. Then, only a few persons can use the catalogue at one time, as two persons will practically cover up three tiers, thus in some cases cutting off from other users at least 20,000 or more entries. There is also the difficulty of filling up application forms



## MANUSCRIPT CATALOGUES—CARDS

for books, as no proper writing surfaces are available. In addition there is also the difficulty of obtaining a good light on the lower

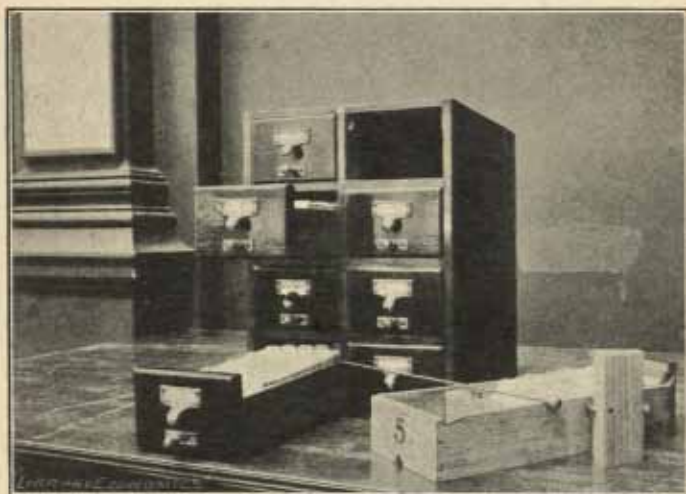


Fig. 49.—Cabinet of card trays.

drawers, and the large amount of space occupied by a large cabinet.

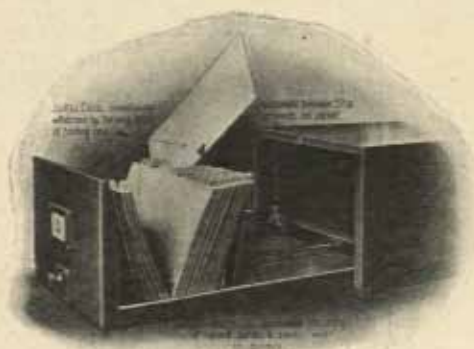
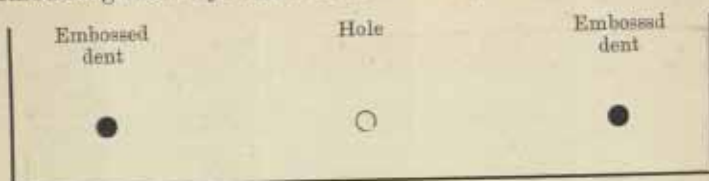


Fig. 50.—Sideless card catalogue tray.

When printed entries are mounted on blank cards, it is advisable to "guard" them, in order to balance the additional thickness of the

## MANUAL OF LIBRARY CATALOGUING

upper part, which causes bulging, by pricking the fronts of the cards, or embossing them by means of a blunt awl, thus :—



For commercial indexing purposes the card cabinet is a useful device, but for public libraries, especially those which are greatly patronized and where a manuscript catalogue in card form has been substituted for a printed catalogue, a more flexible and less rigid system is required. This will be found, so far as cards are concerned, in the various kinds of trays described and figured below. A good form, which is well safeguarded and not too heavy or clumsy, will be found in a tray which is provided with all necessary accessories in the form of locking-rod, guides, adjustable angle-block,

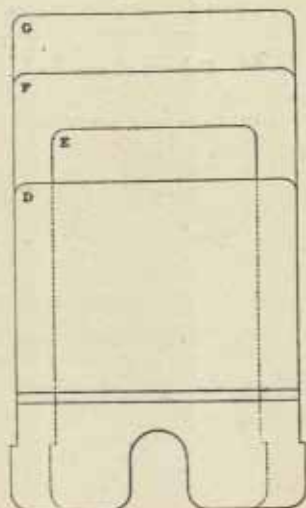


Fig. 51.—Cards for Bonnange catalogue trays.

outside label-holder, and felt pads to prevent it from scratching table-tops or other furniture. This kind of tray can be kept in racks of a convenient size, and it possesses the advantage of being detachable

## MANUSCRIPT CATALOGUES—CARDS

from the fitting, so that users can remove it to a table and not obstruct other seekers, or be obstructed in turn. (Figs. 49, 50.)

A French form of card catalogue tray was invented by F. Bonnange,<sup>1</sup> of Paris, in 1866 and improved in 1874. In this, the method of securing the cards differs from the rod threading through perforations, as in English and American models. The cards are hinged, and have shoulders formed in the slightly thicker lower portion, as

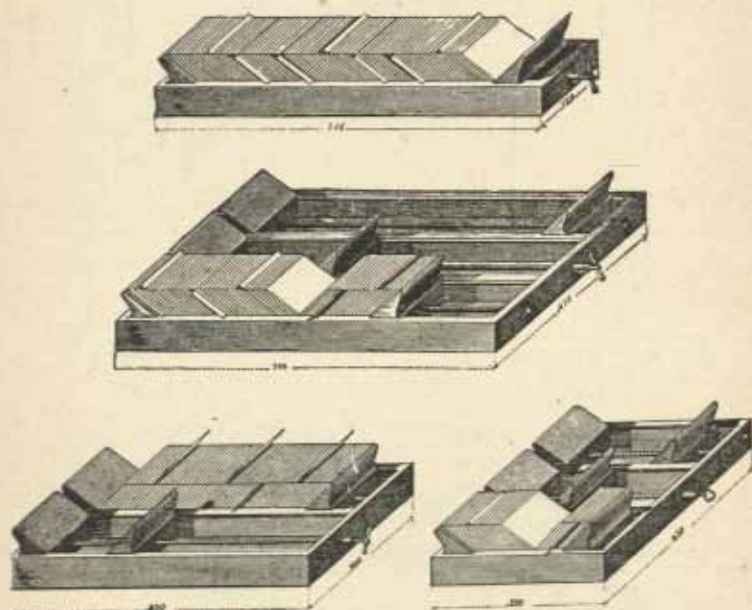


Fig. 52.—Bonnange card catalogue trays.

shown in the illustration, which is also slotted to clear the fastening. The hinged cards shoulder into side grooves formed in the wooden trays, and the slotted portion is placed astride a powerful endless screw; which traverses the tray from end to end, and carries a suitable block which acts as a travelling clamp. The screw is worked by means of a key, and when turned to the right the block travels forward along the screw till the cards are all firmly clamped between

<sup>1</sup> Bonnange (F.) *Nouveau système de catalogue au moyen de cartes*. Paris, 1866.



## MANUAL OF LIBRARY CATALOGUING

it and the end of the tray; when turned to the left the block travels back and so releases the cards to enable insertions to be made. The upper portion of the cards being hinged and consequently free of the block, are not clamped, and can be turned over readily for purposes

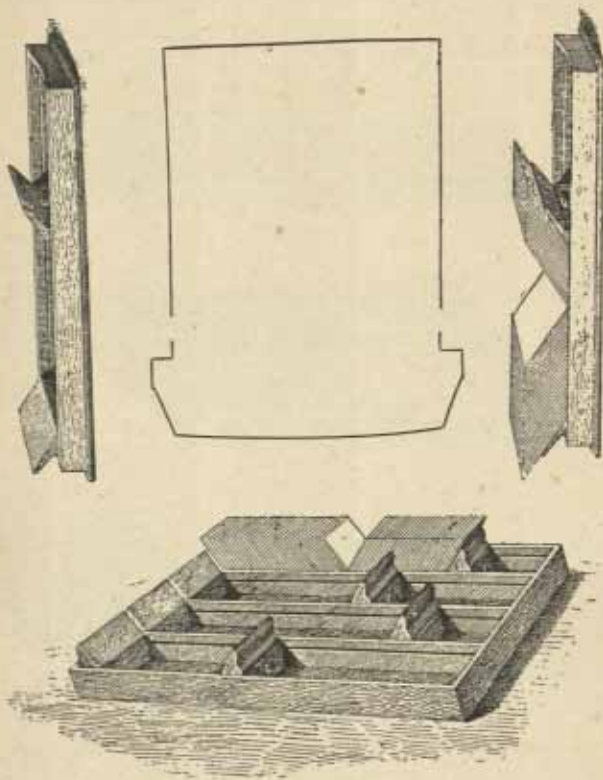


Fig. 53.—Staderini card trays and hinged card.

of consultation. Guides, alphabetical or numerical, may be inserted either above or at either side of the cards. Other forms of trays are also made by this firm. (Fig. 52.)

An Italian card tray on a somewhat similar principle to this was invented by Mr. A. Staderini,<sup>1</sup> of Rome, in 1890. It differs from the

<sup>1</sup> Staderini (Aristide), *Brevi cenni sopra due sistemi di schedario per cataloghi*. Roma. 1890.

## MANUSCRIPT CATALOGUES—CARDS

Bonnange tray in having a sliding-block gearing with a ratchet which is fastened along the bottom and made to engage or disengage by means of a key. The cards are similar in principle to those of the Bonnange system, save that the lower hinged half is not slotted. The illustration will explain better than words the appearance and other accessories of this tray. (Fig. 53.)

Both the Bonnange and Staderini methods share in common an advantage of some importance, *viz.*, the clamped lower portion of the card forms a counterfoil to show what has been taken, should a card by accident or design be removed or torn off. The accession number or brief title of the book can be written on the clamped portion of the card, and so will safeguard against loss and imperfections. This is an advantage not possessed by any of the ordinary card methods, because when cards are torn from the rods they leave no trace, and become lost for ever, leaving it very problematical whether a catalogue is perfect or not.

A card catalogue on a somewhat similar principle to the French

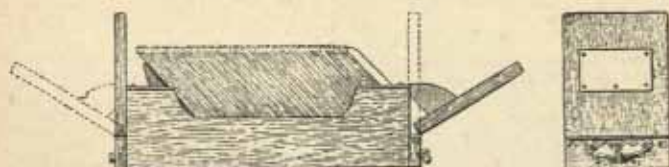


Fig. 54.—Duplex card catalogue.

and Italian forms just described is known as the Duplex Card Catalogue, and was invented in England to enable both sides of the cards to be used, thereby considerably enlarging the capacity of the catalogue, while materially reducing its bulk. It is fitted with falling ends which act as angle-blocks; a travelling angle-block which can be adjusted and locked at any point; a locking-rod for threading the cards upon in order to secure them; and xylonite label-holders. The cards are larger than ordinary catalogue cards, and instead of being hinged are simply creased at a short distance above the rod holes. This gives a slight bulge and enables the cards to have the necessary play. The trays are held lengthways in a position parallel to the body, instead of at right angles as in the case of ordinary trays, and the cards or leaves are simply turned over like those of a book. It

## MANUAL OF LIBRARY CATALOGUING

is a wise thing for a student desiring to obtain a good idea of the various makes of card catalogue cabinets, trays and guides, to obtain the illustrated catalogues of the different manufacturers, which can generally be had on application.

### THE SHEAF CATALOGUE

The sheaf catalogue<sup>1</sup> is not so widely used as the card system in Britain, but it has exactly the same advantages as regards the power of expansion and intercalation. It aims at combining the advantages of both book and card catalogues, by dividing the catalogue into handy sections so that the maximum number of readers can consult it at one time; providing means for continuous expansion in alphabetical order; safeguarding the contents of sections; reducing the amount of storage space occupied; and enabling users to handle and turn over the catalogue like the leaves of an ordinary book. The introduction of ordinary paper slips, which can be used in any typewriter, which can be easily stored in various forms of binders in book form, and which can be added to in manuscript without undoing the

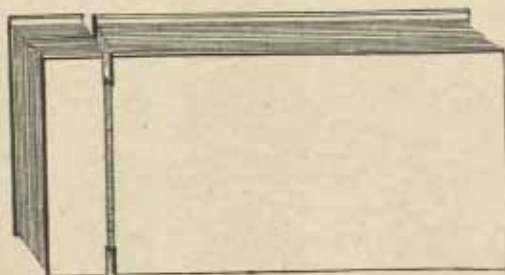


Fig. 55.—Leiden slip holder.

holder, is a real economy in library administration which has not received the attention it deserves. While 1000 entries in a card catalogue will occupy from 510 to 750 cubic inches of space, the sheaf-holders most in use will not take up more than 56 to 112 cubic inches of space for the same number of entries. The writing surface is also much larger, 1000 ordinary 5" x 3" cards giving 12,500 square

<sup>1</sup> Stewart (Jas. D.) *The Sheaf catalogue, a practical handbook on the compilation of manuscript catalogues for public and private libraries.* London. 1909. *iii.* This book contains everything necessary for the users of slip catalogues.



## MANUSCRIPT CATALOGUES—SHEAVES

inches as against sheaves with writing surfaces ranging from 26,000 to 36,000 square inches.



Fig. 56.—Staderini sheaf catalogue.

The slip catalogue known as the LEIDEN, from its first use in the University Library of Leiden, in Holland, in 1871, consists of

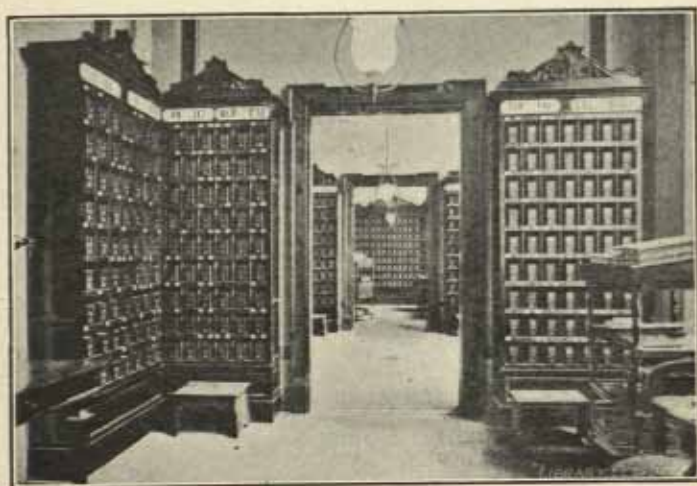


Fig. 57.—Staderini catalogue in the Victor Emmanuel Library.

bundles of slips, notched as shown in the illustration, Fig. 55, and secured by means of cord or catgut. The outer boards are hinged,

## MANUAL OF LIBRARY CATALOGUING

and notched to correspond with the slips, and the cord is tied firmly round the volume and into the slots, so as to bind the whole. These Leiden holders are only adapted for private or staff use, and must be kept in very thin sections, as the volumes get more loose and insecure the thicker they are made. As a means of holding any kind of temporary slip, this is, however, a useful device. The sheaves or "kapsels" devised in Germany by Lipman and Soenneckens are much more secure, as the slips are fastened in a metal back and are fixed in position by means of metal fittings which slip into the slots in the leaves. The illustrations below show the mechanism of one variety of this holder.

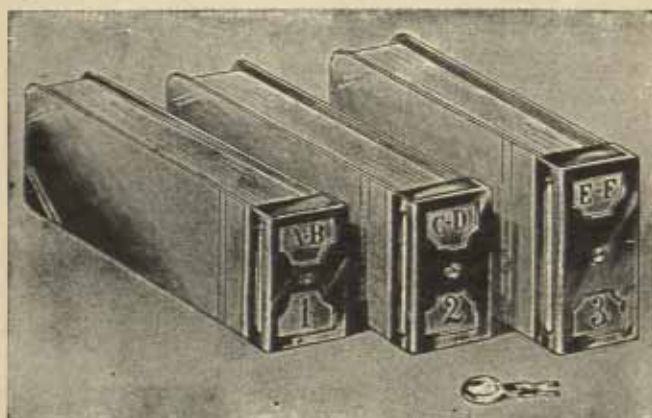


Fig. 58.—Lipman sheaf in volume form.

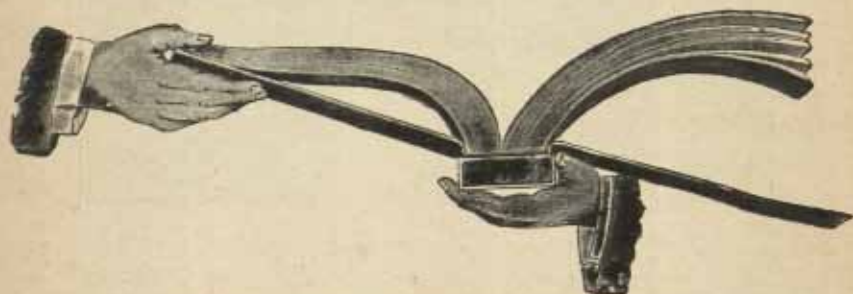


Fig. 59.—Lipman sheaf catalogue showing construction.

## MANUSCRIPT CATALOGUES—SHEAVES

Another mechanical slip catalogue-holder is the screw-binder invented by A. Staderini, of Rome. It comprises a fixed back and boards, to which two iron screw-bolts are attached. On these the slips, which are perforated to correspond with the bolts, are

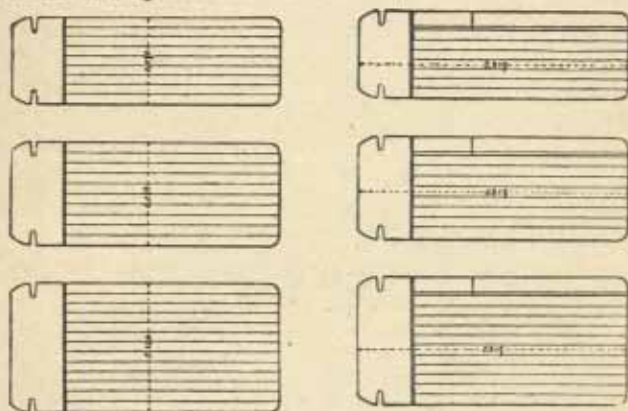


Fig. 60.—Lipman sheaf catalogue slips.

threaded, and the books are secured by means of brass screw-caps which fasten the boards to the bolts, and so make the volume rigid and the slips secure. These volumes are numbered and kept in

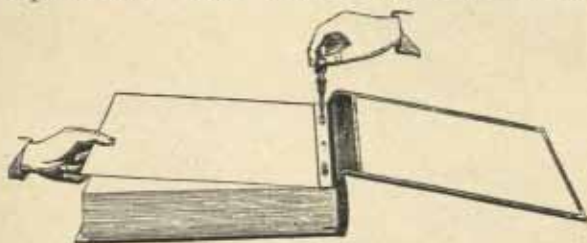


Fig. 61.—Sacconi sheaf catalogue.

pigeon-holes, which bear the volume numbers and letters denoting the section of the alphabet contained in each sheaf. (Figs. 56, 57.)

A "sheaf"-holder on exactly the same principle, but with a different and neater fastening, was invented in 1891 by Mrs. Sacconi-Ricci,<sup>1</sup> of Florence. This holder also fits into numbered

<sup>1</sup> Sacconi (Giulia), *Un Nuovo sistema di legatura meccanica per cataloghi*. Firenze, 1891.



## MANUAL OF LIBRARY CATALOGUING

pigeon-holes, and consists of perforated slips threaded on to two upright rods, which are kept in place by means of a sliding bar which, when screwed into place, locks the slips and boards into one compact volume. (Fig. 61.)

The most used and oldest of the British sheaf catalogues is the "Adjustable Catalogue-Holder," which was invented about 1892. This has a flexible leather back, and the slips are bound and unbound by the contracting and expanding action of two cylindrical screws, turned by means of a metal key. It is not necessary, as in

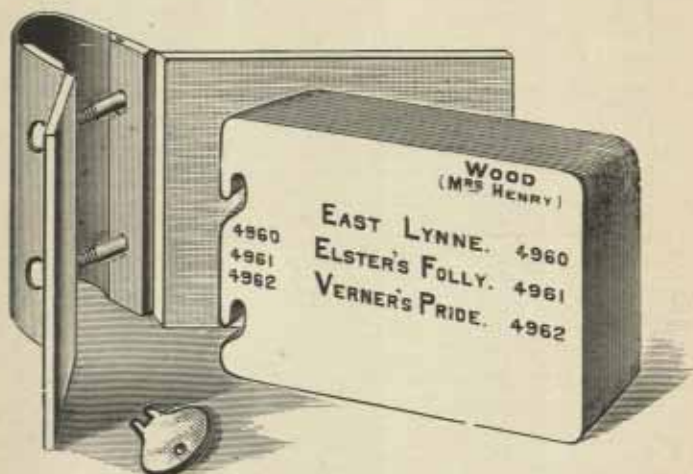


Fig. 62.—Adjustable sheaf catalogue, clamp fastening.

the case of all other sheaf-holders, to undo this one in order to remove the slips when additions are being made, the loosening of the screws being all that is necessary. The slips are punched at the back edge with bayonet-shaped or keyed slots, which give sufficient holding power when the screws are tightened to clamp the boards and slips into one solid and firm volume. The book numbers, if written on the clamped portion of the slips, will remain in the sheaf if entries should be wilfully torn out, and no catalogue could be rendered imperfect without the knowledge of the librarian. Xylonite label-holders are attached to the back of this form of sheaf, which enable contents labels to be changed at will, without

## MANUSCRIPT CATALOGUES—SHEAVES

pasting or damaging the back. A rack or pigeon-holes can be provided in which to store these sheafs in numbered, alphabetical or class order. (Fig. 62.)

The most recent form of catalogue sheaf is that illustrated below. It differs from the adjustable in having a rigid back, and but one screw. In other respects it is perhaps easier to manipulate than the binders just described. (Figs. 63, 64.)

The holder consists of a strong wooden back to which two stout covers are attached by means of hinges, specially designed to guard

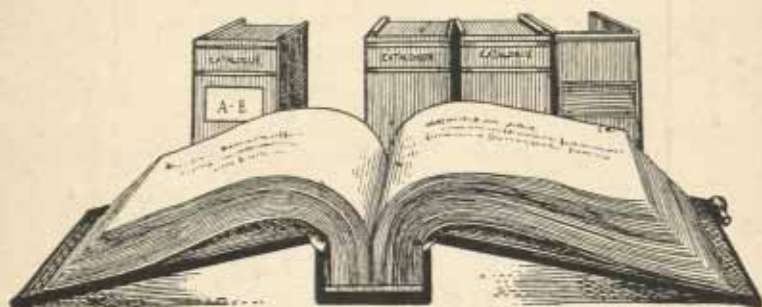


Fig. 63.—Adjustable sheaf catalogue, open for consultation.

against injury to the covers. Within the holder a special form of brass screw-fitting is mounted, upon which the slips are threaded,

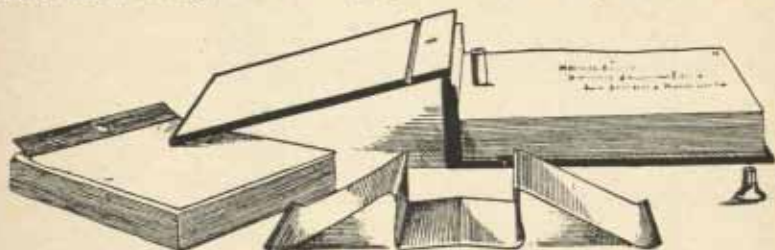


Fig. 64.—Adjustable sheaf catalogue, open for making additions with cradle and key.

so that when the covers are closed the whole sheaf is firmly secured by means of a special screw. A few turns of the key suffice to lock or open the holder.

A very good way of maintaining a sheaf catalogue for public use, especially in open-access libraries, is to provide a sheaf or

# MANUAL OF LIBRARY CATALOGUING

sheaves for each class of literature, and enter the books in class

Oliphant	
(Mrs.)	
Fiction	
Fiction	
Fiction	
Fiction	
Fiction	
Fiction	
Fiction	
OVER	

Adam Graeme.

Country gentleman.

Curate in charge.

Harry Joscelyn.

House in Bloomsbury.

Kirsteen.

Fig. 65.—Front of sheaf catalogue author slip.

order, using both sides of the slips for entries of small topics. These sheaves can be kept on the shelves with their classes. To



## MANUSCRIPT CATALOGUES—SHEAVES

this an author and title index can be provided in one alphabet, each author being kept on one slip or more, and both sides of the slips being used to ensure economy of space, and enable readers to find at once any particular book. Thus, on the front of the slip an

<b>Oliphant</b> (Mrs)	
Laird of Norlaw.	Fiction
Perpetual curate.	Fiction
Hester.	Fiction
<i>OVER</i>	

Fig. 66.—Reverse of sheaf catalogue author slip.

author entry might appear as in Figs. 65, 66, while on the back, or reverse side, the titles would be continued as shown by the illustration.

The matter of strict alphabetical order in such index slips is

	<b>Old</b>
Old court suburb, by Hunt	U306
Old curiosity shop, by Dickens	Fiction
Old dominion, by Johnston	Fiction
Old Mortality, by Scott	Fiction
Old world in its new face, by Bellows	Q037
<i>[and so on]</i>	
<i>OVER</i>	

Fig. 67.—Sheaf catalogue title slip.

of little consequence, owing to the concentration of entries which enables a consulter to note the contents with one sweep of the eye.

Title entries can be done in similar fashion, the leading word being used as the index or catch-heading, thus (Fig. 67). Here,

# MANUAL OF LIBRARY CATALOGUING

again, strict alphabetical order need not be maintained, owing to the

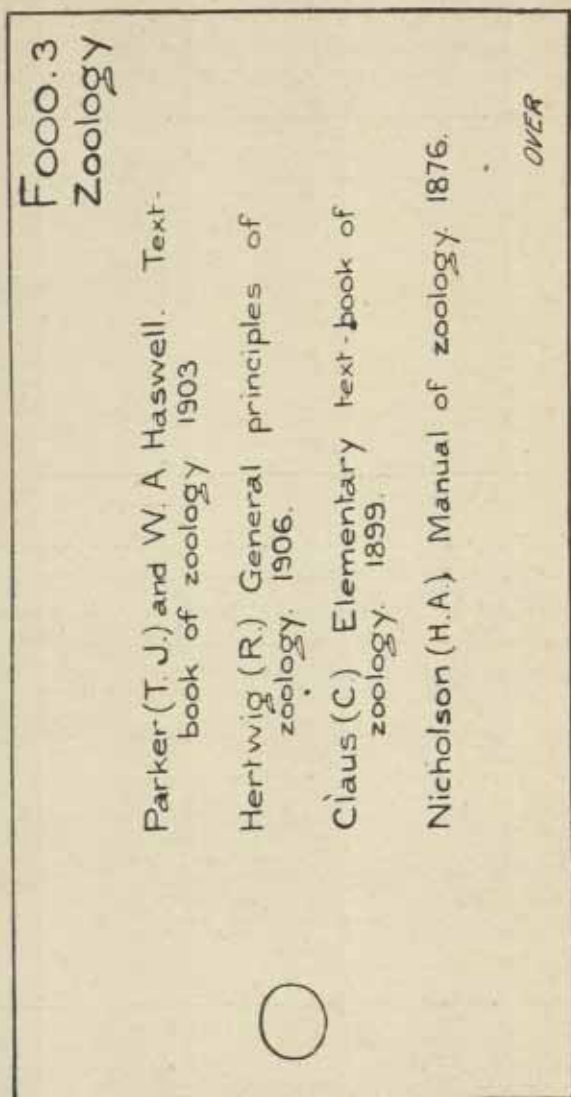


Fig. 68.—Sheaf catalogue subject slip.

comparatively small compass in which the entries are displayed.

The classified sheaves can be kept in the same manner, or, if it

## MANUSCRIPT CATALOGUES—SHEAVES

is felt that a separate slip should be written for each book, to ensure strict order, this of course can be done. But it is at best doubtful if this is necessary save in very large subjects. For example, entries like the above are quite easily discovered. (Fig. 68.)

Where annotations on a large scale are employed, it is best to make use of a separate slip for each entry.

In all kinds of sheaf catalogues a fair margin should be allowed round the entries, to preserve them against finger-marks.

The slips are punched so as to secure absolute uniformity in size and in the position of the holes. The hole being made in an oval form allows the slips to be easily threaded on, or removed from the screw-fitting.

The special construction of the holders prevents the slips from sagging or drooping at their free ends, a fault observable in both the Staderini and Sacconi forms. It is usual to "guide" all forms of sheaf or slip catalogues, by boldly writing catchwords on both outer corners of each leaf (*see* Figs. 65-6, 68), and indicating the contents by means of the xylonite label-holders on the backs.

In some libraries, catalogue-holders on the "loose-leaf" ledger principle have been introduced, but they cannot be recommended for general library use on account of their cost, great weight, and clumsiness.



## CHAPTER IX.

### MECHANICAL METHODS OF DISPLAYING CATALOGUES.

THERE are five chief methods of displaying manuscript and printed catalogues which merit attention, and each of these is represented by several variations of the same principle. It is needless to attempt to describe every device which has been introduced for the purpose of displaying catalogues and providing for additions and expansion, and we shall limit our selection to those which are best known, most effective, or most used. The five chief methods are the Page, Card and Sheaf, already described, the Placard and Panoramic, a nomenclature suggested in an article which appeared in 1893 in the *Library*, pp. 45-66.

The most elementary form of the page catalogue is the ordinary manuscript book, with stepped thumb-index or simple alphabetical division of the leaves, so many being allowed for each letter of the alphabet. This is an unsuitable variety for a public library, and should not be used for cataloguing purposes.

The British Museum public catalogue consists of large guard books, in which printed or manuscript slips of book entries are mounted on the tough cartridge paper leaves, so as to leave space for additions. When a page becomes congested, the slips can be transferred to other leaves on the adjoining guards, and the old and additional slips can be redistributed over the whole of the newly created space. This catalogue represents but one alphabet, or copy of the catalogue, in some hundreds of volumes, and each volume only holds a small portion of the alphabet, as from Bal to Bec. One copy of the catalogue thus serves many readers at one time. By distributing the entries over a number of volumes, congestion is less

## CATALOGUE DISPLAY

likely to occur than in catalogues complete in themselves in one or two volumes.

A variation of this system of guard book is to be seen in some public libraries where the whole of the catalogue is mounted in one volume or more. A number of copies of this style of page catalogue



Fig. 69.—Catalogue shelves, British Museum.

must be provided to meet public needs, and it is, on the whole, a less serviceable and much more expensive form than the catalogue on similar lines spread over a number of volumes. A good example of this kind of page catalogue is to be seen in the Mitchell Library, Glasgow, where it exists in the form of huge guard books displayed on special stands three volumes to each complete catalogue.

## MANUAL OF LIBRARY CATALOGUING

To overcome the difficulty of inserting additional leaves at pleasure in page catalogues, various kinds of adjustable albums, with movable leaves, have been introduced. At the Bibliothèque Nationale, in Paris, and elsewhere a catalogue is used consisting of thick, hinged leaves, punched at the back and laced into the boards, or secured by means of a screw fastening.

Another variety of this French binder designed to secure adjustability of leaves is that shown below in the illustration (Fig. 70), wherein the leaves are clamped by the pressure of two wooden slats, which are drawn together by means of two or more endless screws turned by a key.

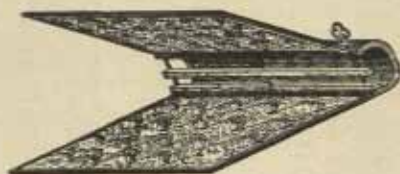


Fig. 70.—Adjustable screw binder.

For this kind of binder it is necessary to notch the leaves to correspond to the screws.

The principle of the sheaf binders can also be applied to page catalogues, and very successful page books have been made up from the various forms.

The whole of the devices just described are so arranged that leaves can be inserted, to a more or less limited extent, at any point. The British Museum type does not provide for unlimited additions, nor for any subsequent division of volumes, without much trouble and rebinding. The French and other adjustable leaved binders do allow for unlimited insertions, subject to the condition that the matter mounted on the pages must be redistributed. In an adjustable book new leaves can be inserted at any place till the volume is full, and then the contents may be divided and two books used, this subdivision and spreading being continued as the entries increase in number.

A form of page catalogue combining the powers of inserting new leaves at any point, and moving single entries about without having



## CATALOGUE DISPLAY

to paste them down or lift them up, is called the Rudolph Indexer. It consists in its book form of thick cardboard leaves, to which metal flanges are secured, down each margin. Each leaf is provided with a double-hinged fastening, which enables it to be hooked on to any adjoining leaf, so as to form a volume of any desired thickness, to which a pair of covers can be attached. The catalogue entries are written or printed on narrow cards, and these are slipped under the flanges which secure them by either end. To some extent this appears to be an improved revival of Conrad Gesner's flanged or threaded sheet, noticed on p. 182 of this book.



Fig. 71.—Rudolph indexer book.

There are certain advantages claimed for page catalogues which may be enumerated here. The chief is that a large group of entries can be scanned with one sweep of the eye, thereby facilitating the rapid finding of any particular entry. Another is that, being in book form, it is more easily manipulated than other forms of catalogue. Its comparative cheapness is sometimes put forward as an advantage over other forms, particularly cards, but on this point it is not wise to assume cheapness where so much time and labour are necessarily involved. As regards the claim to rapidity in turning up entries because a whole page is exposed at a time, there are considerable doubts as to its soundness.

The most ordinary form of placard catalogue is a manuscript or printed list of books on a large sheet or sheets, which is framed and hung on the wall where readers can see it. There are several varieties of these framed lists, which are used chiefly for lists of

## MANUAL OF LIBRARY CATALOGUING

additions. A form giving the power of moving single entries has been devised in England which is better than anything else usually seen. This consists of a frame with a movable back, on which xylonite slips are fastened in such a way as to form long columns with flanged sides. Under the flanges can be slipped pieces of cardboard the width of the columns, which slide up and down in the length of the column as required. The titles of new books can be written on these cards and arranged in any order thought best. By leaving some blank cards between every letter of the alphabet

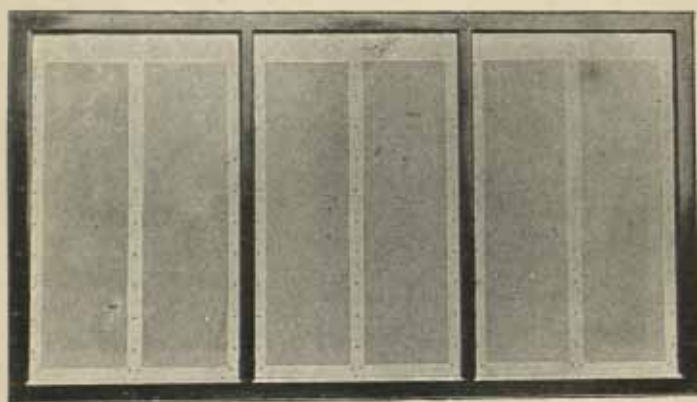


Fig. 72.—Adjustable placard catalogue.

or every class, additional entries can be added at any moment. If several frames are used, some hundreds of new books can be catalogued, and when full the entries can be transferred to the printed bulletin, or otherwise utilized, to free the frames for further additions. The illustration given above will show the nature of this adjustable accessions catalogue, which corresponds in principle with the adjustable Periodical List.

Several methods have been proposed or devised for displaying catalogue entries on an endless chain in a panoramic or continuous form, but none of them have proved of much practical value.

## APPENDICES.

### APPENDIX A

#### A LIST OF BOOKS ABOUT AND IN AID OF CLASSIFICATION

The following is a select list of some of the most useful works on the subject of classification, and makes no attempt at completeness. Mere pleas for the desirability of book-classification are omitted.

##### GENERAL WORKS

- Brown (Jas. D.) *Manual of Library Classification*. . . . 1898. (*Out of print*.)  
— *Manual of Library economy*. 1907. pp. 184-202.  
— *Subject classification*. 1906.  
Introduction, pp. 7-38.  
Cannons (H. G. T.) *Bibliography of library economy*. . . . 1910 [1911]. pp. 320-39.  
Contains a list of articles on classification in all its aspects which have appeared in professional periodicals from 1876 to 1910.  
Edwards (Edw.) *Memoirs of libraries, including a handbook of library economy*. 1859. 2 v.  
V. 2 contains a descriptive account of most of the important schemes of classification till about 1850.  
Graesel (Arnim) *Handbuch der bibliotekslehre*. . . . Leip. 1902.  
First ed. 1890. French trans. by Laude, 1897.  
Contains a section devoted to classification and systems.  
Maire (Alb.) *Manuel pratique du bibliothécaire*. . . . Par. 1896.  
Contains a section devoted to classification and systems.  
Petzholdt (Jul.) *Bibliotheca bibliographica*. . . . Leip. 1866.  
Contains brief outlines of the principal schemes from 1347 to 1862.  
Richardson (Ernest C.) *Classification, theoretical and practical*: (1) The order of the sciences. (2) The classification of books . . .



## CLASSIFICATION AND CATALOGUING

appendix containing . . . a bibliographical history of systems of classification. N.Y. 1901.

Rouveyre (E.) *Connaissances nécessaires à un bibliophile*. Par. 1899. 10 v.

V. 9 contains tables of various classification schemes.

United States Commission of Education. Annual report, 1892-3, vi., p. 861, contains H. Kephart, "Reference list on classification," a bibliography of matter and schemes.

### PHILOSOPHICAL BASIS: THE THEORETICAL CLASSIFICATIONS OF KNOWLEDGE

Aristoteles. *Organon*. Trans. by Owen. 1853. 2 v. (Bohn.)

— *Metaphysica*. Trans. by Ross. 1908.

Bacon (Francis) *Viscount St. Albans*. The Advancement of learning. Ed. by W. A. Wright. 1869. Later editions.

— Complete philosophical works. Ed. by J. M. Robertson. 1905. This contains the "Advancement of learning" and the "Parasceve".

Bain (Alex.) *Logic*. Part first, Deduction. 1870.

In addition to the ordinary descriptions of the predicables, categories, etc., Appendix A deals with "Classifications of the sciences," and includes his own system and much useful matter on the "Nature and classification of knowledge," pp. 21-30.

Comte (August) *System of positive philosophy*. 1875-79. 4 v.

Translated from "*Cours de philosophie positive*," 1830-42. See v. 4, p. 161, etc.

Also trans. by H. Martineau, 1853, of which recent editions have been published. See also Lewes' "Comte's philosophy of the sciences," 1853, also 1897, and at Spencer (Herbert) in this list.

Flint (Robt.) *Philosophy as scientia scientiarum, and a history of classifications of the sciences*. 1904.

Useful and suggestive. See also Shields in this list.

Fowler (Thomas) *The Elements of deductive logic*. Ox. 1866. 6th ed. 1905.

Chap. 8, pp. 59-68 discusses classification in general.

— *The Elements of inductive Logic*. Ox. 1869. 6th ed. 1904.

Contains a long and good discussion of natural and artificial classification schemes for science, pp. 52-89.

Hibben (John G.) *Logic deductive and inductive*. N.Y. 1906.

Chapter 6, pp. 50-66, gives a concise statement of the schemes of Bacon, Comte and Spencer, as well as other information. Chap. 4 describes the predicables and categories of Aristoteles.

## APPENDIX A—CLASSIFICATION

Jevons (Wm. S.) *The Principles of Science: a treatise on logic and scientific method.* 1874, 1905, and other editions.

Has important sections (pp. 673-730) on natural and artificial systems of classification, and on the five predicables. Jevons opposes book-classification by subjects, largely because in his time, no complete and good scheme had been published.

Joseph (H. W. B.) *An Introduction to logic.* Ox. 1906.

Chap. 3. Of the predicables. Chap. 4. Of the categories. Chap. 5. Classification and dichotomy.

Mill (John S.) *A System of logic.* . . . 1843. 2 v. [Many subsequent editions.]

Chap. 7 treats "Of the nature of classification and the five predicables".

Mivart (St. George) *The Groundwork of science. A study of Epistemology.* 1898.

Ostwald (Wilhelm) *Natural philosophy.* 1911.

Useful exposition of knowledge classifications from science standpoint.

Pearson (Karl) *Grammar of Science.* 1892. Also ed. 1900, pp. 504-532.

Shields (Chas. W.) *Philosophia ultima or science of the sciences.* . . . N.Y. 1877. 3rd ed. 1888. 2 v.

V. 2 contains a historical and critical survey of the chief classifications of science, very much on the lines of Flint.

Spencer (Herbert) *The Classification of the Sciences.* 1864.

The appendix contains "Reasons for dissenting from the philosophy of M. Comte". Both essays are contained in v. 2 of his collected "Essays," 1897.

Thomson (J. A.) *Introduction to Science.* 1911. "Classification of the Sciences," pp. 82-124.

Venn (John) *The Principles of empirical or inductive logic.* 1889. 2nd ed. 1907.

Pp. 309-43 deals with division and classification.

Welton (J.) *A Manual of logic.* 1896. 2nd ed. 1907. 2 v.

V. 1, pp. 136-46, contains matter on the logical basis of classification.

## AIDS TO CLASSIFICATION

In the 10th Section of Stewart's *The Sheaf catalogue*, 1909, a useful list is given of some of the most necessary reference books for cataloguers, and among them are many which are valuable for classifiers. Generally speaking, to quote with additions from the Introduction to the *Subject Classification*—"It is absolutely necessary in applying this scheme of classification, either on a large or small scale, to make

## CLASSIFICATION AND CATALOGUING

use of good reference books. It is difficult, sometimes, to say where a place is, what a name means, when an event occurred, or who a person was, and for that reason the following books should always be accessible " :—

1. A good general GEOGRAPHICAL ATLAS, with full reference index. (Bartholomew's "20th century," Johnston's "Royal," Stanford's "London," or Stieler's "Hand-atlas" [German], are all good.)

2. Good CLASSICAL AND HISTORICAL ATLASES.

(Kiepert and Long are both useful for classical localities, and Labberton's atlas, or Spruner's "Hand-atlas" [German], are serviceable for general historical purposes.)

3. A good NATIONAL ATLAS for the country in which the library is situated.

Bacon's "Library atlas of the British Isles"; Bartholomew's "Survey atlas" of England and Wales; Phillips' "Handy atlas and gazetteer of the British Isles," a series of detailed county maps showing local government and parliamentary divisions. Lond. [1909].

4. A good modern GENERAL GAZETTEER.

(Chisholm's "Longmans' Gazetteer" and Heilprin's "Complete" [Lippincott] are excellent.)

5. A good modern NATIONAL GAZETTEER for the country in which the library is situated.

(Bartholomew's "Survey gazetteer" and Cassell's "Gazetteer" are both good.)

6. Haydn's Dictionary of dates, latest edition. (For the rapid finding of the dates of battles and other historical events.)

7. Blair's Chronological tables . . . revised by Rosse.

Rosse's An Index of dates. . . (Indexes the above.)

8. Haydn. Book of dignities. 3rd ed. 1894. (Gives succession of kings, bishops, and all kinds of British official personages.)

9. A good BIOGRAPHICAL DICTIONARY.

Patrick and Groome. Chambers's Biographical dictionary.

Phillips. Dictionary of biographical reference.

American, English, French and German "Who's Who".

10. A Dictionary of SCIENTIFIC AND TECHNOLOGICAL TERMS.

Hoyer and Kreuter. Technological dictionary.



## APPENDIX A—CLASSIFICATION

11. Dictionaries of most literary languages.
  12. Smith's Century cyclopædia of names. (Useful for geographical, biographical and other names, and for giving the vernacular forms.)
  13. Willis' Flowering plants and ferns. (Gives the common names of most important plants and shows the application of Engler's Classification.)
- Wijk. A Dictionary of plant names. Hague 1911. 2 v. Latin-Dutch, English, French and German names.
- For special names the various dictionaries and encyclopædias devoted to subjects must be used.

## CLASSIFICATION AND CATALOGUING

### APPENDIX B

#### LIST OF BOOKS ABOUT AND IN AID OF CATALOGUING.

In section 10 of Stewart's *The Sheaf catalogue*, 1909, there is a "Guide to cataloguers' reference books" which practically covers the whole ground, and renders it unnecessary for more than a selection to be given here. These, with the references occurring in the text and the books named in Appendix A, will be found ample for most purposes.

#### GENERAL

- Brown (J. D.) *Manual of library economy*. 1907. Pp. 220-70.  
—— *Manual of practical bibliography*. [1906.] Chap. 5.  
Cannons (H. G. T.) *Bibliography of library economy*. . . . 1910 [1911]. (Pp. 340-77 contain all the articles on every phase of cataloguing which appeared in the professional periodical press from 1876 to 1910.)  
Crawford (Esther) *Cataloging: suggestions for the small public library*. Chic. 1906.  
Hitchler (Theresa) *Cataloging for small libraries*. Bost. 1905.  
New York State Library. *A Selection of cataloguers' reference books in N. Y. State Library*. Albany 1903.  
Quinn (J. H.) *Manual of library cataloguing*. 1899. (*Out of print*.)  
Walter (Frank Keller) *Abbreviations and technical terms used in book catalogs and in bibliographies*. Boston: Boston Book Co. 1912.  
English, French, German, Danish-Norwegian, Dutch, Italian, Latin, Spanish and Swedish abbreviations and terms. Also Brief list of honorary titles and Brief list of places of publication.

## APPENDIX B—CATALOGUING

### NAMES

- Phillips (L. B.) Dictionary of biographical reference. 1871. New ed. Phil. 1889.
- Smith (Benj. E.) The Century cyclopædia of names. [1894.] 1903.
- Vapereau (G.) Dictionnaire universel des littératures. 2nd ed. Par. 1884.
- Who's Who. American, English, French, and German versions.
- Ballhorn (Fried.) Grammatography. A manual of reference to the alphabets of ancient and modern languages. 1861. (Useful for transliteration purposes.)

### PSEUDONYMS AND ANONYMS

- Barbier (A. A.) Dictionnaire des ouvrages anonymes. Par. 1872-78. 4 v.
- Cushing (Wm.) Anonyms. . . . 1890.
- Initials and pseudonyms. 1885-88. 2 v.
- Halkett (Sam.) and John Laing. Dictionary of the anonymous and pseudonymous literature of Great Britain. Edin. 1882-88. 4 v.
- Quérard (J. M.) Les Supercheries littéraires dévoilées. 2nd ed. Par. 1869-70. 3 v.
- Weller (E.) Index pseudonymorum. Regensburg 1886. 2 v.

*See also* books mentioned on pp. 100-101.



## CLASSIFICATION AND CATALOGUING.

### APPENDIX C

#### LIST OF TERMS AND PHRASES USED IN CLASSIFICATION AND CATALOGUING<sup>1</sup>

**Abbildung.** (*Ger.*) Illustration; cut; picture.

**Abbreviations.** See *Cata.* Rule 28.

**Abdruck.** (*Ger.*) Impression; print.

**Abhandlungen.** (*Ger.*) Transactions of a society.

**Abschnitt.** (*Ger.*) Section or part of a book.

**Added entry.** An entry in a catalogue other than the main entry, and which may consist of an editor, a title, or subject entry.

**Addendum** (*plural, da*). Something added or to be added.

**Additions, List of.** A list of recent books added to stock, and usually arranged in strict order of accession—the last book on the list then being correctly set out as the “latest addition”.

**Æt., ætatis** [*anno*]. (*Lat.*) In the year of his age.

**Aîné** (*fem., ée*). (*Fr.*) Elder, senior. This has occasionally appeared in catalogues as an author's name!

**Alinéa.** (*Fr.*) Paragraph.

**Alle Rechte vorbehalten.** (*Ger.*) All rights reserved.

**Allonym.** A false name, especially the name of some person assumed by an author to conceal identity and gain credit.

**Alphabetical order.** See *Cata.* Rule 29.

**Alphabetic-classed catalogue.** “A subject catalogue made by class entry, in which the classes are arranged alphabetically and the subdivisions of the classes are also arranged in alphabetic order.”

<sup>1</sup> Revised from the list, compiled by Wm. McGill and Wm. J. Phillips, which appeared originally in the *Library World* and afterwards in *Library Economics*, 1909.

## APPENDIX C—TERMS AND PHRASES

- Alphabetic subject catalogue.** A catalogue arranged alphabetically by subject headings only.
- Alternative title.** A sub-title, which usually follows the word "or" in a title; *e.g.*, *Christie's Mistake ; or, the adventures of an orphan.*
- A.N.** Absque nota. (*Lat.*) Sign denoting absence of particulars of place, date, etc., of publication.
- Anagram.** A transposition of the letters of a word or sentence so as to form a new word or sentence.
- Analytic.** The entry of a part of a book under a heading, with a reference to the title of the book where that part is. For instance: HOMER. Arnold (M.) On translating Homer. *In* Arnold's Essays, vol. 1. *See* Cata. Rule 26.
- Anhang.** (*Ger.*) Appendix.
- Anm.** Abbreviation of Anmerkungen (*Ger.*) = notes.
- Annotation.** A term in cataloguing "applied to all processes of describing the leading features and ideas of books in a succinct manner, whether by analysis, or criticism, or both together". *See* Cata. Rule 26.
- Anonyme.** (*Fr.*) Anonymous.
- Anonymous.** A work is considered anonymous if the author's name does not appear on the title-page or in the book. *See* Cata. Rule 13.
- Apoconym.** A name changed by the cutting off or elision of letters or syllables.
- Appendix.** A supplement or something added to a book.
- Appraisal.** The estimate of the value of a book regarding the subject with which it deals.
- Aquatint.** A method of etching on copper by means of acid, which imitates washes with a brush, giving the effect of a sketch in monochrome. Reproductions of coloured caricatures were made by this process.
- Arabic numerals** [so called]. 1, 2, 3, etc., as distinguished from Roman I, II, III, etc.
- Asterisk.** A mark thus \*, technically termed a star, usually used as a reference mark.
- Asyndetic.** A catalogue without cross references.
- Auflage.** (*Ger.*) Edition.

## CLASSIFICATION AND CATALOGUING

- Ausgabe.** (*Ger.*) Edition.
- Ausschnitt.** (*Ger.*) Extract.
- Author.** "The person who writes a book; in a wider sense it may be applied to him who is the cause of a book's existence." See *Cata.* Rule 1.
- Author catalogue.** See definition on pp. 103, 138 and 143.
- Author entry.** The entry of a book in a catalogue under its author's name as a heading.
- Author marks,** numbers, symbols. Tables of numbers or letters or combinations of letters and numbers used for numbering authors so as to distinguish one from another. There are several schemes in use, including Cutter's, Merrill's, and a new one by Mr. J. D. Brown, described in his *Subject Classification*.
- Author's proof.** The clean proof sent to an author after the compositor's errors have been corrected.
- Author's revise.** Proof bearing the author's or editor's corrections.
- Autonym.** An author's real name.
- Autorisierte Auflage,** or *Ausgabe.* (*Ger.*) Authorized edition.
- Band.** (*Ger.*) Volume.
- Bastard title.** See *Half-title*.
- Berichte Auflage.** (*Ger.*) Corrected edition.
- Billige Auflage.** (*Ger.*) Cheap edition.
- Binder's title.** The title lettered on the back of a book when rebound, to distinguish it from the publisher's title on cover.
- Black-letter.** Gothic and old English type; an expression also used to indicate old church type. It is the earliest form of movable type, made to imitate the letters of manuscripts.
- Blatt.** (*Ger.*) Newspaper; leaf of a book.
- Block books.** Books printed from wooden blocks. The pages were cut out in relief from a solid piece of wood. Supposed popularly to be the immediate predecessors of movable type, though some authorities hold that they came later.
- Body of the work.** The text (type) of a book, distinguishing it from the preface, appendix, notes, etc.
- Bourgeois.** The name of a type:

This line of type is Bourgeois.



## APPENDIX C—TERMS

**Bracket.** A sign used in punctuation thus [ ] and in cataloguing used to enclose words not stated on the title-page. Parentheses thus ( ).

**Brevier.** The name of a type, said to have obtained its name from its having been first used in printing the Breviary, or Roman Catholic abbreviated church service book.

This line of type is Brevier.

**Brilliant.** The name of a type.

**Broadside.** A sheet printed only on one side.

**Brochure.** A pamphlet, tract, or booklet, stitched, not bound; from the French *brocher*, to stitch.

**Buch.** (*Ger.*) Book.

**Bucherdruckerkunst.** (*Ger.*) Typography.

**Call number.** The number usually indicating the location of a book, and by which in closed libraries books are asked for.

**Canon.** The name of a type:

**Caps.** Abbreviation of the word "Capitals" and indicated in MS. to the printer by three lines ≡ under the word or letter to be made capitals.

**Caption.** The heading at the beginning of the text, chapter or section of a book.

**Caption title.** The title taken from the caption.

**Card catalogue.** See p. 182 *et seq.*

**Caret.** The mark ( ^ ) in writing to signify that something has been omitted or is wanted, and indicates where an addition or insertion is to be made. See Appendix G.

**Catalogue.** See definitions given on p. 137 *et seq.*

**Catalogue Raisonné.** (*Fr.*) A catalogue, alphabetical or classified, with notes and bibliographical details, in which the merits or demerits of the books are discussed. It is a common mistake to speak of a classified catalogue as a *Catalogue Raisonné*.

**Catch letters.** Letters (usually three) found in dictionaries, gazetteers, etc., at top of pages, those on *verso* page representing the first three letters of first word on that page, those on *recto* representing first three of last word on that page.

## CLASSIFICATION AND CATALOGUING

- Catchword.** The last word occurring after the last line of a page, such word being repeated immediately on the top of the following page. Still used in Acts of Parliament, etc.
- Cedilla.** A mark used under the letter *ç* to show that it is to be sounded like *s*.
- Chapter.** A division in a book, usually numbered.
- Chapter heads.** The headings to a chapter.
- Chronogram.** "A date expressed in words by means, generally, of a certain number of Roman letters being used to show the numerals." See p. 241.
- Cipher.** (*Fr.*, Chiffre; *Ger.*, Ziffer.) The initials of a name, or the arrangement of its letters in an ornamental manner, but disposed in such a way that it becomes a kind of private mark.
- Circa.** (*Lat.*) Around, about; used chiefly with dates, to express uncertainty, as *circa* 400 B.C. Usually contracted: c. 400.
- Circumflex.** Accented letters, thus: â, ê, î.
- Clarendon.** The name of a bold type, similar in appearance to the black type words on this page.
- Classification, broad.** The classification of books in their general classes, and into their more general divisions at such classes.
- Classification, close or exact.** The classification of books carried to its fullest extent, and separating the books into the smallest possible subject divisions.
- Classified catalogue.** A catalogue made by class entry, alphabetically or systematically. See pp. 138 and 153 etc.
- Classify.** To give the number, or letter and number, to books indicating their class in a given scheme of classification.
- Class letter or mark.** The distinguishing letter used by a certain library which shows to what class a book belongs.
- Class list.** A catalogue or list of books usually confined to one or more closely related classes. Entries are made very full, annotated, and additional information added, etc. See p. 165.
- Class number.** A number, letter, or combination of numbers standing for the subject of the book, and usually indicating its place in the library.
- Codex.** In its earliest application meant two or more waxen tablets

## APPENDIX C—TERMS

fastened together, later applied to books of vellum. Term also used to describe the various MS. versions of the Bible. *See* Volume.

**Collate.** To examine a book to see if the signatures are in sequence, and if maps, illustrations, etc., are complete.

**Collation.** Description of the pages, illustrations, maps, etc., of a book. *See* Cata. Rules 21-24.

**Collegiate press-marking.** An early attempt at classification; this "system consisted in the plan of lettering or numbering the presses in the library after assigning certain classes of books to each. The separate shelves of every press were numbered or lettered, and each volume on every shelf was differently numbered—each book being therefore fixed to a certain place."

**Colophon.** Information at the end of printed books, giving title, author's, printer's, or publisher's name, place of printing, etc. The colophon was used before title-pages were introduced. *See also* Cata. Rule 16.

**Colour print.** Applied correctly only to an engraving printed from the plate in colour—not coloured by hand.

**Commentator.** *See* Cata. Rule 11.

**Compiler.** One who composes a literary work from materials collected from other works.

**Compound surname.** Name formed from two or more proper names, such as Halliwell-Phillipps. *See* Cata. Rule 8.

**Concordance.** (*Lat.*, Concordantia.) A book arranged so as to form an alphabetical index of all passages, or at least of all the more important words in any work.

**Concordancer.** *See* Cata. Rule 11.

**Continuation.** A book published as a supplement to a work already issued. Continued parts or numbers of a serial publication issued regularly or irregularly.

**Co-operative cataloguing.** Attempts made to catalogue books at, and to issue the slips from, a central bureau or office. *See* p. 179.

**Copy.** Matter sent to the printer to be set up in type.

**Corporate entry.** An entry in a catalogue of a work published by a body of men under their name. For instance: *Royal Society. Transactions of the Royal Society*, vol. 39. *See* Cata. Rule 14.



## CLASSIFICATION AND CATALOGUING

- Corrected edition.** A new edition of a book in which the errors, etc., have been corrected.
- Corrigenda.** Corrections to be made of errors in a book.
- Cover-title.** See Binder's title.
- Cross reference.** See Reference.
- Cryptonymous books.** Books in which the names of the authors are concealed under an anagram or similar device: Mesrat Merligogels = Master George Mills.
- Cut-in notes.** Side-notes inserted in the text of the book instead of in the margin.
- Cuts.** A technical expression for an illustration of any kind—electro, woodcut, or zinco.
- Dagger (†).** The second reference mark, coming after the asterisk; originally employed in Roman Catholic service books, etc., to remind the priest where to make the sign of the cross.
- Dates.** See Cata. Rule 19.
- Dedication.** An inscription to a patron, friend, or public character, prefixed to a literary work.
- Definitive edition.** An edition of an author's works which is usually undertaken by an editor after the author is dead. It is supposed to be printed from the original MSS., or most correct editions of the author's writings, to be complete, and to contain the "last word" on the works of the author.
- Dei gratiâ.** (*Lat.*) By the grace of God.
- Delete.** Take out, or expunge—in MS. or printed matter denoted by line through letter, words, or lines to be deleted, and the Greek letter *d* placed in the margin, as in Appendix G.
- Delt., delineavit.** (*Lat.*) He or she drew it.
- Derechos de propiedad.** (*Sp.*) All rights reserved.
- Diagram.** An outline sketch intended to illustrate a proposition or description in the text.
- Diamond.** The name of a minute type.
- Dictionary catalogue.** In a general sense any catalogue having its author, title, subject, and series entries arranged in one alphabet, with the necessary cross-references. See p. 146 and examples.

## APPENDIX C—TERMS

- Diplomatics.** The science of palæography as applied to the deciphering of old charters, diplomas, titles, etc.
- Druck.** (*Ger.*) Print; printing.
- Durchschliessen.** (*Ger.*). Interleaved.
- Eddit.** (*Lat.*) He or she edited it.
- Edition.** The full number of copies printed from the same setting of type, and published at the same time. *See* Cata. Rule 17.
- Edition de luxe.** A special edition of a book containing extras not in ordinary edition, such as extra plates, large paper, etc.
- 1<sup>a</sup> editio princeps.** The first edition of a book.
- Editor.** One who prepares or superintends for publication a work or matter not written by himself.
- Editor entry.** The entry of a book in a catalogue under the name of the editor.
- Einleitung.** (*Ger.*) Introduction.
- Elision marks.** Three dots, thus . . . used in cataloguing, etc., to show the omission of a word or words from the title.
- Entry.** The record of a book in a catalogue which may be under its main entry, added entry, title entry, etc.
- Entry word.** The first word entered on a catalogue slip, card, etc., to govern its place in the alphabetical or classified order of a printed or manuscript catalogue.
- Epitome.** An abridgment or summary of a book or writing.
- Ergänzt.** (*Ger.*) Completed.
- Errata, Erratum.** Mistakes discovered after a book is printed. The list of errata is usually printed on a small slip and inserted in the book by the binder, or printed on the backs of title-pages and elsewhere.
- Evaluation.** The estimate of the worth of a book on the subject with which it deals.
- Excerpt** (*pl., a.*) Extract, extracts.
- Exemplar.** (*Ger.*) Copy.
- Expurgated editions.** "Reprints" of books in which it has been decided by editors or publishers to leave out those parts deemed indecent or otherwise objectionable.
- Extra-illustrated.** Applied to books containing drawings, coloured

## CLASSIFICATION AND CATALOGUING

sketches, plates from other works, etc., in addition to its original illustrations. *See also* Grangerizing.

**Fac.** Small wooden or metal blocks, with emblematical figures carved thereon; have a hole in the centre to admit a capital letter. Ornamental initial letters at commencement of chapters are produced by "facs".

**Fasciculus.** A separate part or division of a publication.

**Figures sur bois.** (*Fr.*) Woodcuts.

**Finding list.** A very brief catalogue or list of books in a library, omitting bibliographical details.

**Finis.** (*Lat.*) The end, conclusion.

**First word entry.** *See* Title entry.

**Fixed location.** The marking of a book by shelf and other marks so that its position on the shelf should be always the same.

**Fly-leaves.** The blank leaves at the beginning and end of books between the end papers and the text.

**Foliated.** A term used to describe the marking of every leaf—not page—of a manuscript book with a consecutive number.

**Forename.** A name that precedes the family name or surname.  
*See* Cata. Rule 2.

**Format.** (*Fr.*) The term for the size, shape, etc., of a book.

**Form entry.** "Registry of a book under the name of the kind of literature to which the book belongs."

**Fortsetzung folgt.** (*Ger.*) To be continued.

**Fount.** The complete set of type constituting any particular class.

**Frontispiece.** A plate or illustration either facing or preceding the title-page.

**Gedruckt.** (*Ger.*) Printed.

**Gothic type.** The name of a type resembling Old English.

**Grangerizing.** The practice of inserting engravings, portraits, etc., not issued with the book. Named after Granger's *Biographical History of England*, because that book was often used for this purpose.

**Gravures.** (*Fr.*) Engravings.



## APPENDIX C—TERMS

**Guides, Shelf.** *See* Shelf guides.

**Half-title.** The short title of a book preceding the general title-page. Sometimes called the bastard title.

**Handbuch.** (*Ger.*) Handbook, manual.

**Heading.** Same as Entry word.

**Head-line.** *See* Caption and Running title.

**Heft, -e.** (*Ger.*) Part, parts.

**Herausgegeben.** (*Ger.*) Edited.

**Holzschnitt.** (*Ger.*) Woodcut.

**ib., ibid.** (*Lat., Ibidem.*) In the same place.

**Idem.** (*Lat.*) The same.

**I.e.** (*Lat., Id est.*) That is.

**Illuminated book.** "Mere pictures or pretty ornamental letters in sweet colours and elegant drawing do not constitute illumination, though they do form essential contributions towards it. . . . *Perfect illumination must contain both colours and metals* (gold or silver). To this extent it is in perfect unison with the other mediæval art of heraldry."

**Illuminator.** In the twelfth century the word was first applied to one who practised the art of book decoration. It meant one who "lighted up" the page of the book with bright colours and burnished gold.

**Illustrations.** Pictorial matter, plates, etc., supposed to elucidate the text of a book.

**Impression.** A number of copies of a book printed at one time. "When a book is reprinted without change it should be called a new impression."

**Imprimatur.** The license to print books sometimes seen on old works, showing that the licenser or censor of the press had authorized the book to be printed.

**Imprint** (Printer's). By the Copyright Act, the name of the printer of a book and place of printing require to be shown in the United Kingdom. This imprint is usually found at the end of a book, and sometimes on back of title-page as well; in pamphlets, etc., at foot of the last page. *See* Cata. Rules 18, 20.

## CLASSIFICATION AND CATALOGUING

- Imprint** (Publisher's). Name, place of publication and date, usually printed at the foot of title-page. See *Cata.* Rules 18, 20.
- Incunabula**. Term applied to the first books printed from movable types prior to 1500. *Lat.*, swaddling clothes or cradle books.
- Incut notes**. Side notes which are let into the text instead of the margin.
- Indent**. To place a line of type a little way in, as in the beginning of a fresh paragraph.
- Index**. A list (alphabetical, classified, or both combined) which serves to make known the contents (general or particular) of a book or series of books; denoting rather than describing, but clearly indicating pages, sections, chapters, or volume in which the subject of entry may be found.
- Indexer**. See *Cata.* Rule 11.
- Indexing, co-operative**. The indexing of the contents of a large number of journals and magazines, for a given period of time, by various persons.
- Index of matters**. A term used by Panizzi for what is known as a "subject index".
- Inedita**. Unpublished works.
- Infra**. (*Lat.*) Below.
- Inhalt**. (*Ger.*) Contents.
- Inhaltsverzeichnis**. (*Ger.*) Table of contents; index.
- Introduction**. The preliminary statement made by an author in explanation of the subject or design of his writing; also applied to an elementary treatise in any branch of study.
- Inversion of title**. In cataloguing or indexing, the turning about of a title to bring a particular word or words to the front, as better conveying its subject: *History of London—London, History of*.
- Italic**. Originally called Aldine. First volume printed in this character had the capitals with their stems upright like those of the current round-hand, and came from the press of Aldus Pius Manutius, in 1501.
- Jahrbuch**. (*Ger.*) Year-book.
- Jährlich**. (*Ger.*) Yearly, annual.

## APPENDIX C—TERMS

- **Joint author.** A person who collaborates with another or more in composing a book, the portion written by each not always being stated.
- Kapitel.** (*Ger.*) Chapter.
- Karte.** (*Ger.*) Map, chart.
- Large paper.** Books printed on larger paper than the ordinary edition are called large paper copies, or l.p.
- Leitfaden.** (*Ger.*) Text-book.
- Letterpress.** Printed matter from type distinguishing it from lithographic, etc., printing.
- Liber.** (*Lat.*) Book.
- Library edition.** "A vague term indicating the original issues of books in a larger or more substantial form than subsequent editions."
- Lieferung.** (*Ger.*) Part or number of a book.
- Limited edition.** Where a smaller number than usual of a book is printed, the number of each copy being inserted in ink at foot of a printed certificate stating that (so many) "copies of this work have been printed, of which this is No. . . ."
- Livraison.** (*Fr.*) Part or number.
- Livre.** (*Fr.*) Book.
- Location.** The shelf or press number where a book is shelved.
- Long Primer.** The name of a type :

This line of type is Long Primer.

- Lower-case letters.** Small letters, not capitals.
- Magazine, Library.** Periodicals issued by the library in which are given lists of the new books added, and other information about the library. Sometimes called Bulletins in the United States, and also Guides. See p. 173.
- Main class.** The main class in a classification scheme is the broad heading under which a book can be classified. Each main class being divided into sub-classes or divisions, and these again being divided into lesser divisions or sections.
- Main entry.** The principal or full entry of a book in a catalogue.
- Manuscript.** (Often written MS., in plural MSS.) is derived directly from the Latin *codices manuscripti* (books written by hand).



## CLASSIFICATION AND CATALOGUING

**Marginalia.** MS. notes written in the margins of books.

**Minion.** Name of a type :

This line of type is Minion.

**Monograph.** A book devoted to one subject.

**Movable location.** "The position of books in a library when arranged by their subjects rather than by a fixed shelf number, the relative position of the classes remaining the same, while the actual location of the books in the library is movable."

**Nachschlagebuch.** (*Ger.*) Reference book.

**Names.** See *Cata.* Rules 1-12.

**N.D.** No date of publication stated.

**Neubearbeitete Auflage.** (*Ger.*) Newly revised edition.

**Neue Folge.** (*Ger.*) New series.

**N.I.** No imprint stated on book.

**Nickname.** See *Cata.* Rule 12.

**Nom de plume, or Nom de guerre.** Pseudonym or pen-name.

**Nonpareil.** The name of a type :

This line of type is Nonpareil.

**Notation.** The figures, letters, numbers, or combination of letters and figures used to designate the shelf, book, or class number of the books in a library to facilitate their finding and replacing.

**Old English type :**

This line of type is Old English.

**Omission marks.** See *Elision marks.*

**Opus, opera.** (*Lat.*) Work, works. Used chiefly for numbering the works of musical composers, *Op. 3, Op. 16, etc.*

**Page catalogue.** A page catalogue may be made in an ordinary manuscript book and the entries made in some alphabetical order, or the catalogue slips may be written or printed and pasted in guard books in alphabetical or classified order. See pp. 210-14.

**Page-reference.** In bibliographies, the number of page on which the article, etc., indexed is to be found in a particular volume or volumes.

## APPENDIX C—TERMS

**Pagination.** The numbering consecutively of the pages of a book.  
*See* Cata. Rule 23.

**Palæography.** The science of studying and deciphering ancient manuscripts, documents, and inscriptions.

**Palimpsest.** "A manuscript which has been imperfectly obliterated from the vellum or other material on which it was written, so as to appear faintly under the new writing which has been imposed upon it. Many of these twice-written MSS. have been deciphered and found to be valuable."

**Pamphlet.** A small book, generally unbound, usually on some topic of current interest.

**Panoramic catalogue.** A method devised for showing catalogue entries on the endless chain principle. *See* p. 214.

**Paraphraser.** *See* Cata. Rule 11.

**Periodicals.** Newspapers, magazines, year-books and all kinds of publications issued in successive numbers or parts daily, bi-weekly, weekly, bi-monthly, monthly, quarterly, bi-annually, annually, or at other intervals. *See also* Cata. Rule 15.

**Pica.** The name of a type:

This line of type is Pica.

**Pinx., pinxit.** (*Lat.*) Painted (*it.*)

**Placard catalogue.** A manuscript, typewritten or printed list of books on a large sheet or sheets, framed and hung on the wall for consultation. *See* p. 214.

**Plate.** An illustration printed from a plate, a term often incorrectly applied to wood engravings; usually any full-page illustration printed on different paper from the book is called a "plate," the verso being blank.

**Prachtausgabe.** (*Ger.*) Edition de luxe.

**Preface.** A brief explanation or address to the reader at the beginning of a book or publication and separate from the body of the work.

**Press mark.** The letter or number in the catalogue or on the label, etc., of a book indicating its press number or location.

**Printer.** The person or firm who prints a book, as distinguished from the publisher who issues the book for sale to the book-

## CLASSIFICATION AND CATALOGUING

seller. Sometimes printer and publisher may be the same individual.

**Printers' "copy".** See Copy.

**Printers' mark.** A device used by some printers in order to distinguish their work.

**Privately printed.** Books issued from a private press, or not for sale. Rules 20, 28.

**Proof.** The trial print of MSS., plates, etc. Sometimes termed pulls.

**Pseudonym.** An assumed name used by an author. See Cata. Rule 12.

**Pulls.** See Proof.

**Quotes.** A printer's term for inverted commas.

**Reading list.** A list of the best books and articles on some subject, with hints and suggestions on studying the subject.

**Recto.** The right-hand side of a page. The uneven numbers.

**Reference.** In cataloguing, a direction from one heading to another, e.g., Argyll (Duke of) See Campbell.

**Register.** Alphabetical tables of the first words of chapters; introduced about 1469.

**Registerband.** (Ger.) Index volume.

**Reprint.** A second or new impression or edition of any printed work from stereotype plates or unaltered type. Also applied to reissues of old books in modern form.

**Revidierte Auflage.** (Ger.) Revised edition.

**Revise.** A proof after being corrected.

**Roman.** (Fr. and Ger.) Work of fiction.

**Roman numerals.** I., II., III., and so on, as distinguished from Arabic numerals, 1, 2, 3, etc.

**Roman type.** This character with lower-case, modelled after the cursive writing of the twelfth century, was first reduced to symmetry and used as a body type for book-work in 1471, by Nicolas Jenson, a famous printer of Venice. This type is Roman.

**Rubric.** Catch words or marginal index words printed or written in red ink as a guide to the contents of pages.

**Running title.** The title at the top of each page of a book.



## APPENDIX C—TERMS

- S.A.**, *Sine anno.* (*Lat.*) Without date mentioned.
- Sammlung.** (*Ger.*) Collection, compilation.
- Sämtliche Werke.** (*Ger.*) Complete works of an author.
- Schriften.** (*Ger.*) Writings.
- Sculp** = *Sculpsit.* (*Lat.*) He or she engraved it.
- Seite.** (*Ger.*) Page of a book.
- Serial.** A publication issued usually at regular intervals as part of a series.
- Series entry.** The entry of the several works in a library belonging to a series under the name of the series as a heading. *See* *Cata.* Rule 25.
- Sheaf catalogue.** *See* p. 200.
- Shelf guides.** Mechanical guides, printed or otherwise, for guiding the borrowers or staff to where the books on certain subjects or by certain authors are shelved.
- Shelf list.** A brief list of the books as they stand on the shelves, and usually entered on sheets called shelf-list sheets.
- Shelf marks.** The marking of the shelf in classified libraries with the topic number or name of the subject represented on the shelf. Usually done by the staff with an ordinary rubber-printing set.
- Shoulder notes.** Marginal notes placed at the top corner of a book.
- Signature.** The printer's letter or figure at the foot of the first page of a sheet, or of a section, used for guiding the binder when folding or arranging for binding. The signature is also used by printers for identifying any particular sheet. The invention of signatures is usually accredited to Antonio Zorat, of Milan, in 1470. *See also* *Cata.* Rule 24.
- Sine anno.** (*Lat.*) Without date mentioned.
- Sizes of books.** *See* Appendix D, p. 240 *also* *Cata.* Rule 22.
- S.L.** = *sine loco.* (*Lat.*) Without place [of publication] mentioned.
- S.L. et a** = *Sine loco et anno.* (*Lat.*) Without either place [of publication] or date being mentioned.
- Small capitals.** The smaller capital letters, indicated in MS. by two strokes (=) underneath the letter or word to be so printed.

## CLASSIFICATION AND CATALOGUING

**S. nom. imp.** = Sine nomine impressoris. (*Lat.*) Without printer's name.

**Sobriquet.** Nickname or fanciful name.

**Specific entry.** "Registry of a book under a heading which expresses its special subject as distinguished from entering it in a class which includes that subject."

**Star.** See Asterisk.

**Stereotype.** Casts of pages of type on a metallic plate taken from —<sup>a</sup> a page of movable type by either plaster or paper process.

**Sub-class.** The headings into which the various main headings of a classification are divided.

**Sub-division.** One of the many divisions that a sub-class is divided into, in a scheme of classification.

**Sub-head.** A secondary heading under a main heading in a catalogue to divide the entries especially if they are large, *e.g.*, Scotland, Law.

**Subject catalogue.** See pp. 130, 138 and 152.

**Subject-entry.** "Registry under the name selected by the cataloguer to indicate the subject." See *Cata.* Rule 27.

**Subject-word entry.** "Entry made under a word of the title which indicates the subject of the book."

**Sub-title.** A secondary or subordinate explanatory title, as shown in italic part of the following title: "Ave Roma immortalis: *Studies from the chronicles of Rome.*"

**Superiors.** Small letters or figures placed above a word and having reference to a foot-note.

**Surnames.** See *Cata.* Rules 1-12.

**Syndetic.** "Applied to that kind of dictionary catalog which binds its entries together by means of cross-references so as to form a whole, the references being made from the most comprehensive subject to those of the next lower degree of comprehensiveness, and from each of these to their subordinate subjects, and *vice versa.*"

**Tafel.** (*Ger.*) Plate, table, index.

**Taschenausgabe.** (*Ger.*) Pocket edition.

**Teil, Theil.** (*Ger.*) Part of a book.

## APPENDIX C—TERMS

**Title-a-liner.** Entries in a catalogue cut down so that each is confined to one line.

**Title-entry.** The entry of a book in a catalogue under the first word of the title not an article.

**Title-page.** The page of a book stating the title or name of the book, its author's name, publisher, place, and date of publication. *See also* Cata. Rule 16.

**Tome.** (*Fr.*) Volume.

**Tomus.** (*Lat.*) Volume.

**Tous droits réservés.** (*Fr.*) All rights reserved.

**Translators.** *See* Cata. Rule 11.

**Transliteration.** A representation of the characters of one alphabet by those of another.

**Uncut.** "A term indicating that a book has not had its edges trimmed or cut in rebinding. Uncut leaves are generally described as 'unopened'."

**Variorum edition.** One with notes and readings by various commentators.

**Vermehrte Auflage.** (*Ger.*) Enlarged edition.

**Verso.** The left-hand side of a page, the reverse of "recto". The even number.

**Volume.** From the Latin *volumen* or *volumina*, a roll, a book or part of a book. A book may be in several volumes. The old *volumina* were parchment rolls of MS. which were afterwards written in page form, and so became codices or books as now understood, a series of bound leaves and not a continuous roll. *See* Codex, and *also* Cata. Rule 21.

**Vorwort.** -(*Ger.*) Preface; introduction.

**Watermark.** The mark used on paper to distinguish the maker or mill, consisting of semi-translucent names or devices seen when the paper is held against the light.

**Wrong fount.** (w.f.) Letters of a different series mixed with another fount.

**Zeitschrift.** (*Ger.*) Periodical publication.

**Zeitung.** (*Ger.*) Newspaper.



# APPENDIX D

## TABLE OF THE MOST USED BOOK SIZES

	<i>Octavo</i>	<i>Quarto</i>	<i>Folio</i>
Post . . . . .	$6\frac{1}{2} \times 4$	$7\frac{1}{2} \times 6\frac{1}{2}$	$15\frac{1}{2} \times 12\frac{1}{2}$
Foolscap . . . . .	$6\frac{1}{2} \times 4\frac{1}{4}$	$8\frac{1}{2} \times 6\frac{3}{4}$	$17 \times 13\frac{1}{2}$
Crown . . . . .	$7\frac{1}{2} \times 5$	$10 \times 7\frac{1}{2}$	$20 \times 15$
Post . . . . .	$8 \times 5$	$10 \times 8$	$20 \times 16$
Demy . . . . .	$8\frac{3}{4} \times 5\frac{1}{2}$	$11\frac{1}{4} \times 8\frac{3}{4}$	$22\frac{1}{2} \times 17\frac{1}{2}$
Medium . . . . .	$9\frac{1}{2} \times 6$	$12 \times 9\frac{1}{2}$	$24 \times 19$
Royal . . . . .	$10 \times 6\frac{1}{2}$	$12\frac{1}{2} \times 10$	$25 \times 20$
Super Royal . . . . .	$10\frac{1}{4} \times 6\frac{3}{4}$	$13\frac{1}{2} \times 10\frac{1}{4}$	$27\frac{1}{2} \times 20\frac{1}{2}$
Imperial . . . . .	$11 \times 7\frac{1}{2}$	$15 \times 11$	$30 \times 22$

IN collating an unpagcd book, the watermarks and their position, and regular and unbroken progression, are almost the sole guides to the completeness of a book, unless the collator actually reads it through page by page. In connexion with these variations in watermarks, etc., the Bodleian Library, Oxford, has printed an elaborate series of tables for describing book sizes according to folds, paper-mill names, chain lines, watermarks, etc.<sup>1</sup>

<sup>1</sup> Bodleian Library. *Supplement to the Staff Calendar*, 1911.

## APPENDIX E

### DATES OF PUBLICATION.<sup>1</sup>

UNTIL the formal title-page became generally established about 1520, most dates, if used at all, were placed in the colophon of the book. In many cases they were fully described in Latin words or phrases, such as "Anno quingentesimo sexto supra millesimum," meaning the year 1506, or the dates were supplied in Gothic or Roman figures. In some cases chronograms, or sentences in a kind of cipher, were used, and in these cases the date was usually indicated by means of capital letters. Most of these have been collected and translated by Hilton in his book on *Chronograms*, so that a single example will suffice to give an idea of their appearance.<sup>1</sup>

"StVLtVM est DIffICILes habere nVgas."

Stultum est difficiles habere nugas

Equal { V L V M D I I C I L V  
5, 50, 5, 1000, 500, 1, 1, 100, 1, 50, 5 = 1718

By adding all these Roman numerals together the year 1718 is obtained.

It is extraordinary how few persons, including library assistants, can read the Roman numerals so as to translate them into Arabic numerals. As this is a very important part of book description and cataloguing, it is necessary to explain the system clearly. Roman dates<sup>2</sup> are made up of the following signs:—

I, V, X, L, C, D, M, with certain subsidiary signs to be found in old books.

<sup>1</sup> Adapted from Brown's *Manual of Practical Bibliography*, 1907.

<sup>2</sup> Most good books on Arithmetic give the Arabic equivalents of the Roman numerals, and explanations as well.

## CLASSIFICATION AND CATALOGUING

Units are expressed by i or j or I and V, and we write I, II, III, .

			1	2	3			
III, or IV (otherwise 1 from 5),	V, VI (5 plus 1),	VII, VIII, IX						
4	5	6	7	8	9			

(1 from 10), X, XI, and so on. II is sometimes expressed as Z,  
10 11

and the lengthening of a i, I doubles its value : viI = 8.

Tens are expressed by X, XX, XXX, XL (10 from 50), L or I,

			10	20	30	40		50
LX, LXX, LXXX, LXXXX or oftener XC (10 from 100), and C.								
60	70	80	90		90			100

Hundreds are usually indicated by C, CC, CCC, CCCC,

100, 200, 300, 400,

D or IO, Io.

500.

Thousands are indicated by the letter M, but in old books it is more usual to find the signs CI<sub>0</sub>, cIo, and occasionally ∞ or X. The combination of these symbols gives the dates.

The important point to remember in connexion with Roman numerals is that certain numbers are obtained by means of deductions, and this must always be understood when a lower number precedes a higher one, as in IV (4), IX (9), XIX (19), XL (40), XC (90), CD (500 less 100) 400, or CCM (1,000 less 200) = 800. To illustrate this, here are four methods of writing a recent year in Roman numerals :—

MDCCCII = 1902, or 1000, 500, 400 and 2.

MDCDII = 1902, or 1000, 500, 500 less 100, and 2.

MXCVIIIM = 1902, or 1000 and 1000 less 98.

MCMII = 1902, or 1000 and 1000 less 100 plus 2.

Here are some other examples :—

MCCCCLXXZ = 1472.

CI<sub>0</sub>IO LXXVI = 1576.

MCCCXXC = 1480.

CI<sub>0</sub>IO XXXCI = 1581.

MIIJD = 1497.

M.VIcIX = 1609.

MID = 1499.

CI<sub>0</sub>IO CCL = 1750.

MCDXCIX = 1499.

CI<sub>0</sub>IO CCC = 1800.

∞ DLXX = 1570.

MDCCC = 1800.

MDLXXI = 1573.

When any one has once mastered these difficulties, there will be



## APPENDIX E—DATES

but little trouble in reading all the dates on title-pages or colophons likely to be encountered. When dates are expressed in words, they can always be translated by means of a dictionary.

As regards modern dates, there is usually little difficulty, unless one considers the misleading practice of those publishers who date books one year ahead of their actual publication. In October, November and December of every year, hundreds of books are issued which bear the date of the following year. This might easily lead to grave errors, and may even cause endless controversy in cases where claims to priority and other evidence were involved. Wherever it is possible to ascertain the exact year of publication it should always be noted. The British Museum makes a point of indicating dates of publication when they differ from those printed on title-pages.

## APPENDIX F

### THE PRINCIPAL CENTRES OF PRINTING, WITH DATES OF THE EARLIEST BOOK PRINTED IN EACH, AND LATIN AND OTHER FORMS OF NAMES.<sup>1</sup>

THE names of towns are omitted when the Latin and vernacular forms agree.

Aachen, Prussia : 1591. Aquisgranum (L.), Aix-la-Chapelle (F.).

Aalst : Alost.

Aarhus, Denmark : 1519. Arhuszia (L.).

Abbatisvilla : Abbeville.

Abbeville, France : 1486. Abbatisvilla (L.).

Abendonense Monasterium : Abingdon.

Aberdeen, Scotland : 1620. Abredonia (L.).

Abingdon, England : 1528. Abendonense Monasterium (L.).

Abredonia : Aberdeen.

Agram : Zagreb.

Aix-la-Chapelle : Aachen.

Albani Villa : St. Albans. (? Really Westminster.)

Alost or Aalst, Belgium : 1473. Alostum (L.).

Alostum : Alost.

Ambères : Antwerpen.

Amstelœdamum : Amsterdam.

Amstelredamum : Amsterdam.

Amsterdam, Holland : 1506. Amstelœdamum or Amstelredamum (L.).

Andegavum : Angers.

Andreapolis : St. Andrews.

Aneda : Edinburgh.

<sup>1</sup> Adapted and revised from Brown's *Manual of Practical Bibliography*, 1906.

## APPENDIX F—PRINTING CENTRES

- Angers, France : 1477. Andegavum (L.).  
 Angoulême, France : 1491. Engolisma (L.).  
 Antuerpia : Antwerpen.  
 Antwerp : Antwerpen.  
 Antwerpen, Belgium : 1480. Antuerpia (L.), Anvers (F.), Antwerpen (Flem.), Antwerp (Eng.), Ambères (Sp.).  
 Anvers : Antwerpen.  
 Aquisgranum : Aachen.  
 Argentina : Strassburg.  
 Argentina Reni : Strassburg.  
 Argentoratum : Strassburg.  
 Arhuszia : Aarhus.  
 Arnhem, Holland : 1582. Harnemium (L.), Harnhmia (L.).  
 Ascoli Piceno, Italy : 1477. Asculum Picenum (L.).  
 Asculum Picenum : Ascoli Piceno.  
 Astorga, Spain : 1547. Asturica (L.).  
 Asturica : Astorga.  
 Athenæ Rauracæ : Basle.  
 Augsburg, Bavaria : c. 1468. Augusta Vindelicorum (L.).  
 Augusta Taurinorum : Torino.  
 Augusta Tiberii : Regensburg.  
 Augusta Trinobantum : London.  
 Augusta Vindelicorum : Augsburg.  
 Aurelia : Orleans.  
 Aurelia Allobrogum : Genève.  
 Aurelianum : Orléans.  
 Avenio : Avignon.  
 Avignon, France : c. 1444 or 1497. Avenio (L.).  
 Bale : Basel.  
 Bamberg, Bavaria : 1460. Bamberga (L.).  
 Bamberga : Bamberg.  
 Barcelona, Spain : 1478. Barchino, Barcino (L.).  
 Barchino : Barcelona.  
 Barcino : Barcelona.  
 Basel, Switzerland : 1462. Basilea, Basilea Rauracorum, Colonia Munatiana (L.), Bale (F.), Basle (Eng.).  
 Basilea : Basel.



## CLASSIFICATION AND CATALOGUING

- Basilea Rauracorum : Basel.  
 Basle : Basel.  
 Besançon, France : 1486. Bisuntia, Vesuntio (L.).  
 Bisuntia : Besançon.  
 Bologna, Italy : 1471. Bononia (L.).  
 Bononia : Bologna.  
 Brescia, Italy : 1471. Brixia (L.).  
 Breslau, Prussia : 1475. Vratislavia (L.).  
 Brixia : Brescia.  
 Brno, Moravia : 1486. Brünn (G.).  
 Brugæ : Brügge.  
 Bruges : Brügge.  
 Brügge, Belgium : 1475. Brugæ (L.), Bruges (F.).  
 Brünn, Brno Slav. : Brunna (L.).  
 Brunna : Brünn.  
 Bruselas : Brüssel.  
 Brüssel, Belgium : 1474. Bruxellæ (L.), Bruxelles (F.), Brussels  
 (E.), Bruselas (Sp.).  
 Brussels : Brüssel.  
 Bruxellæ : Brüssel.  
 Bruxelles : Brüssel.  
 Bucharest : Bucuresci.  
 Bucharestum : Bucuresci.  
 Bucuresci or Bucharest, Roumania : 1678. Bucharestum (L.).  
 Budapest, Hungary : 1473. Ofen (G.).  
 Burgi : Burgos.  
 Burgos, Spain : 1485. Burgi (L.).  
 Byzantium : Constantinople.  
 Cadomum : Caen.  
 Caen, France : 1480. Cadomum (L.).  
 Cæsar Augusta : Zaragoza.  
 Cæsarodunum Turonum : Tours.  
 Cambridge, England : 1521. Cantabrigia, Capitabrigia, Camboricum  
 (L.).  
 Camboricum : Cambridge.  
 Cantabrigia : Cambridge.  
 Christiania, Norway : 1644. Christiana (L.).

## APPENDIX F—PRINTING CENTRES

- Coburg: Koburg.
- Coburgum: Coburg.
- Cologne: Köln.
- Colonia: Köln.
- Colonia Agrippina: Köln.
- Colonia Allobrogum: Geneva.
- Colonia Claudia: Köln.
- Colonia Munatiana: Basel.
- Colonia Ubiorum: Köln.
- Constantinople, Turkey: 1488. Byzantium, Constantinopolis (L.),  
Stambul or Istambul (Turk.).
- Copenhagen: Kjöbenhavn.
- Cracovia: Kraków.
- Cracow: Kraków.
- Crisopolis: Parma.
- Delft, Holland: 1477. Delphi, Delfi (L.).
- Delfi: Delft.
- Delphi: Delft.
- Dijon, France: 1490. Divio (L.).
- Divio: Dijon.
- Douai or Douay, France: 1563. Duacum (L.).
- Dresda: Dresden.
- Dresden, Saxony: 1520. Dresda (L.).
- Duacum: Douai.
- Dublin, Ireland: 1551. Dublinum, Eblana (L.).
- Dunedin: Edinburgh.
- Eblana: Dublin.
- Eboracum: York.
- Edinburg, Scotland: 1507. Aneda, Edinburgum, Edinbruchium  
(L.) Dunedin (Gael.).
- Edinburgum: Edinburgh.
- Elvetiorum: Strassburg.
- Engolisma: Angoulême.
- Eridanium: Milano.
- Firenze, Italy: 1471. Florentia (L.), Florence (F.).
- Florence: Firenze.
- Florentia: Firenze.

## CLASSIFICATION AND CATALOGUING

- Francofurtum ad Mœnum : Frankfurt-am-Main.  
 Francofurtum ad Oderam : Frankfurt-am-Oder.  
 Frankfort. *See* Frankfurt.  
 Frankfurt-am-Main, Prussia : 1511. Francofurtum ad Mœnum,  
     Helenopolis (L.), Frankfort-on-Main (E.).  
 Frankfurt-am-Oder, Prussia : 1502. Francofurtum Marchionum,  
     Francofurtum ad Oderam (L.), Frankfort-on-Oder (E.).  
 Ganabum : Orleans.  
 Gand : Gent.  
 Gandavum : Gent.  
 Gebenna : Genève.  
 Genève : Genève.  
 Genève, Switzerland : c. 1477. Gebenna, Aurelia Allobrogum,  
     Geneva (L.), Genf (G.).  
 Genf : Genève.  
 Genoa : Genova.  
 Genova, Italy : 1474. Genua, Zena (L.), Gensa (E.), Gênes (F.).  
 Gent, Belgium : 1483. Gandavum (L.), Gand (F.), Ghent (E.).  
 Genua : Genova.  
 Ghent : Gent.  
 Glasgow, Scotland : 1634. Glascovia, Glascua (L.), Glasgua.  
 Glascovia : Glasgow.  
 Glascua : Glasgow.  
 Glasgua : Glasgow.  
 Granada, Spain : 1490. Granata, (L.).  
 Granata : Granada.  
 Gratianopolis : Grenoble.  
 s'Gravenhage : Haag.  
 Grenoble, France : 1490. Gratianopolis (L.).  
 Haag, Holland : 1500 or 1518. Haga Comitum (L.), s'Gravenhage  
     (F.), The Hague (E.).  
 Haarlem, Holland : [1445], 1483. Harlemum, Harlemium (L.).  
 Hafnia : Kjöbenhavn.  
 Haga Comitum : Den Haag.  
 Hague, The : Haag.  
 Hala Saxonum : Halle-am-Saale.



## APPENDIX F—PRINTING CENTRES

- Halle-am-Saale, Prussia : 1520. Hala Saxonum, Hala Magdeburgica (L.).
- Hamburg, Germany : 1491. Hamburgum, Hammona (L.)
- Hamburga : Hamburg.
- Hamburgum : Hamburg.
- Hammona : Hamburg.
- Harlemium : Haarlem.
- Harlemum : Haarlem.
- Harnemium : Arnhem.
- Harnhmia : Arnhem.
- Heidelberg, Baden (Ger.) : 1485. Heidelberga (L.).
- Heidelberga : Heidelberg.
- Helenopolis : Frankfurt-am-Main.
- Herbipolis : Würzburg.
- Hispalis : Sevilla.
- Holmia : Stockholm.
- Istambul : Constantinople.
- Kjöbenhavn, Denmark : 1493. Hafnia (L.), Copenhagen (E.).
- Koburg, Thuringia (Ger.) : 1482. Koburgum and Coburgum (L.) ; Coburg (E.) ; Cobourg (F.).
- Koburgum : Coburg.
- Köln, Prussia : 1463. Colonia, Colonia Agrippina, Colonia Claudia, Colonia Ubiorum, Ubii (L.), Cologne (F.).
- Krakau = Kraków.
- Kraków, Poland : 1474. Cracovia (L.), Cracow (E.), Krakau (G.).
- Kristiania, Norway : 1644. Christiania.
- Leghorn : Livorno.
- Leida : Leiden.
- Leiden, Holland : 1483. Lugdunum Batavorum (Lugd. Bat.), Leida (L.), Leyden (E.).
- Leipsic : Leipzig.
- Leipzig, Saxony : 1481. Lipsia (L.), Leipsic (E.).
- Leodium : Liège.
- Leyden : Leiden.
- Läburnum : Livorno.
- Liège, Belgium : 1556. Leodium, Leodicum-Eburonum (L.), Luik (Flem.), Lüttich (German).

## CLASSIFICATION AND CATALOGUING

- Lipsia : Leipzig.  
 Lisboa, Portugal : 1489. Olisipo, Olysipo, Ulyssipo (L.), Lisbon (E.).  
 Lisbon : Lisboa.  
 Livorna, Italy : 1613. Liburnum (L.), Leghorn (E.).  
 Loewen : Louvain.  
 Londinum : London.  
 London, England : 1480. Londinium, Londonium (L.), Londres (F.).  
     *See also* Westminster.  
 Londonium : London.  
 Louvain, Belgium : 1473. Lovanium (L.), Loewen (Flem.).  
 Lovanium : Louvain.  
 Lubeca : Lubeck.  
 Lubeck, Germany : 1475. Lubeca, Lubicensis urbs.  
 Lubicensis : Lubeck.  
 Luca : Lucca.  
 Lucca, Italy : 1477. Luca (L.).  
 Lugdunum : Lyon.  
 Lugdunum Batavorum (Lugd. Bat.) : Leiden.  
 Luik : Liège.  
 Lutetia : Paris.  
 Lüttich : Liège.  
 Lyon, France : 1473. Lugdunum (L.), Lyons (E.).  
 Lyons : Lyon.  
 Madrid, Spain : 1560. Madritum, Matritum (L.).  
 Madritum : Madrid.  
 Magdeburg, Prussia : 1483. Magdeburgum (L.).  
 Magdeburgum : Magdeburg.  
 Maguntia : Mainz.  
 Mailand : Milano.  
 Mainz, Hessen (Ger.) : 1448. Moguntia, Maguntia (L.), Mayence (F.), Mentz (E.).  
 Manchester, England : 1729. Mancunium (L.).  
 Mancunium : Manchester.  
 Mayence : Mainz.  
 Mediolanum : Milano.  
 Mentz : Mainz.  
 Milan : Malino.

## APPENDIX F—PRINTING CENTRES

- Milano, Italy : 1469. Mediolanum, Eridanium (L.), Mailand (G.), Milan (E.).
- Modena, Italy : 1475. Mutina (L.).
- Moguntia : Mainz.
- Monachium : München.
- Moscou : Moskva.
- Moscovia : Moskva.
- Moscow : Moskva.
- Moscua : Moskva.
- Moskva, Russia : 1554. Moscovia, Moscua (L.), Moscou (F.), Moscow (E.).
- München, Bavaria : 1482. Monachium (L.), Munich (F.).
- Munich : München.
- Mutina : Modena.
- Naples : Napoli.
- Napoli, Italy : 1470. Neapolis (L.), Naples (F.).
- Neapolis : Napoli.
- Norica : Nürnberg.
- Norimberga : Nürnberg.
- Nuremberg : Nürnberg.
- Nürnberg, Bavaria : 1470. Norimberga, Norica (L.), Nuremberg (F.).
- Odense, Denmark : 1482. Ottonia (L.).
- Ofen : Budapest.
- Olisipo : Lisboa.
- Olysipo : Lisboa.
- Orléans, France : 1490. Aurelia, Aurelianum, Ganabum (L.).
- Ottonia : Odense.
- Oxford, England : 1478. Oxonium, Oxonia (L.), Theatrum Sheldonianum (Sheldonian Theatre).
- Oxonio : Oxford.
- Oxonium : Oxford.
- Padova, Italy : 1472. Patavium (L.), Padua (E.).
- Padua : Padova.
- Palermo, Italy : 1477. Panormitum, Panormum (L.).
- Panormitum : Palermo.
- Panormum : Palermo.



## CLASSIFICATION AND CATALOGUING

- Papia : Pavia.  
 Paris, France : 1469. Lutetia, Lutetiæ, Parisiorum, Parisii, Parisius (L.).  
 Parisii : Paris.  
 Parisius : Paris.  
 Parma, Italy : 1472. Crisopolis (L.).  
 Patavium : Padova.  
 Pavia, Italy : 1471. Papia (L.).  
 Perugia, Italy : 1474. Perusia (L.).  
 Perusia : Perugia.  
 Petropolis : St. Petersburg.  
 Pilsen : Plszna.  
 Pilsna : Plszna.  
 Plszna, Bohemia : 1473. Pilsna (L.), Pilsen (G.).  
 Praga : Praha.  
 Prague : Praha.  
 Praha, Bohemia : 1478. Praga (L.), Prague (E.), Prag (G.).  
 Ratispona : Ratisbon.  
 Regensburg, Bavaria : 1485. Augusta Tiberii, Ratispona (L.), Ratisbon (E.).  
 Roma, Italy : 1467. Rom., Roma (L.), Rome (E., F.).  
 Rome : Roma.  
 Roterodamum : Rotterdam.  
 Rotomagus : Rouen.  
 Rotterdam, Holland : 1520. Roterodamum.  
 Rouen, France : 1483. Rotomagus (L.).  
 Sæna : Siena.  
 St. Albans, England : 1480. Albani Villa, Sanctus Albanus (L.).  
 [? Really Westminster.]  
 St. Andrews, Scotland : 1551. Andreapolis, Sancti Andræ (L.).  
 St. Petersburg, Russia : 1711. Petropolis (L.).  
 Salamanca, Spain : 1480. Salmantica (L.).  
 Salmantica : Salamanca.  
 Sanctus Albanus : St. Albans.  
 Saragossa : Zaragoza.  
 Senæ : Siena.  
 Sevilla, Spain : 1476. Hispalis (L.).

## APPENDIX F—PRINTING CENTRES

- Seville : Sevilla.
- Siena, Italy : 1483. Senæ, Sæna.
- Speier, Bavaria : 1471. Spira (L.), Spires (E.).
- Speyer. *See* Speier.
- Spira : Speier.
- Spires : Speier.
- Stambul : Constantinople.
- Stockholm, Sweden : 1483. Holmia (L.).
- Strasbourg : Strassburg.
- Strassburg, Alsace-Lorraine (Ger.) : 1460. Argentina, Argentoratum, Argentina Reni, Elvetiorum Argentina, Tribboccorum (L.), Strasbourg (F.).
- Stutgardia : Stuttgart.
- Stuttgart, Württemberg (Ger.) : 1483. Stutgardia (L.).
- Subiaco, Italy : 1464. Subiacum, Sublacense Monasterium (L.).
- Sublacense Monasterium : Subiaco.
- Taurinum : Torino.
- Theatrum Sheldonianum : Oxford (Sheldonian Theatre).
- Tholosa : Toulouse.
- Tigurum : Zurich.
- Toledo, Spain : 1483. Toletum (L.).
- Toletum : Toledo.
- Tolosa : Toulouse.
- Torino, Italy : 1474. Augusta Taurinorum, Taurinum (L.), Turin (F.).
- Toulouse, France : 1475. Tolosa, Tholosa (L.).
- Tours, France : 1484. Turonum Civitas, Cæsarodunum Turonum (L.), Turones (L.).
- Trajectum ad Rhenum : Utrecht.
- Trajectum ad Viadrum : Frankfurt-am-Oder.
- Trajectum Inferius : Utrecht.
- Trent : Trient.
- Treves : Trier.
- Treviri : Trier.
- Tribboccorum : Strassburg.
- Tridentum : Trient.
- Trient, Austria : 1475. Tridentum (L.), Trent (E.).

## CLASSIFICATION AND CATALOGUING

- Trier, Prussia : 1481. Augusta Trevirorum, Treviri (L.), Tréves (F.).
- Tubinga : Tübingen.
- Tübingen, Württemberg (Ger.) : 1498. Tubinga (L.).
- Turigum : Zurich.
- Turin : Torino.
- Turones : Tours.
- Turonum Civitas : Tours.
- Ubii : Köln.
- Ulm, Württemberg (Ger.) : 1470. Ulma, Vlma (L.).
- Ulma : Ulm.
- Ultrajectum : Utrecht.
- Ulyssipo : Lisboa.
- Upsal, Sweden : 1510. Upsalia (L.), Upsala.
- Upsalia : Upsal.
- Utrecht, Holland : 1473. Trajectum ad Rhenum, Trajectum Inferius (L.).
- Valladolid, Spain : 1492. Vallis Oletum (L.).
- Vallis Oletum : Valladolid.
- Varsavia : Warszawa.
- Venetiae : Venezia.
- Venezia, Italy : 1469. Venetia, Venetiae (L.), Venice (E.), Venise (F.).
- Venice : Venezia.
- Vesuntio : Besançon.
- Vienna : Wien.
- Vienne : Wien.
- Vindobona : Wien.
- Vlma : Ulm.
- Vlyssipo : Lisboa.
- Vratislavia : Breslau.
- Warsaw : Warszawa.
- Warszawa, Poland : 1578. Varsavia (L.), Varsovie (F.), Warsaw (E.).
- Westminster, England : 1475. Westmonasterium (L.). *See also* London and St. Albans.
- Westmonasterium : Westminster.



## APPENDIX F—PRINTING CENTRES

Wien, Austria: 1477. Vindobona (L.), Vienna (E.), Vienne (F.).  
Wirceburgum: Wurzburg.

Würzburg, Bavaria; 1475. Herbipolis, Wirceburgum (L.).

York, England: 1509. Eboracum (L.).

Zagrab, Hungary: 1527. Agram (G.), Zagrabia (L.).

Zaragoza, Spain: 1475. Cæsaraugusta (L.), Saragossa (E.).

Zena: Genova.

Zurich, Switzerland: 1504. Tigurum (L.).

*See also*

Cotton (Henry). *Typographical gazetteer*. Oxford 1831-66.

2 v.

Deschamps (P. C. E.). *Dictionnaire de géographie ancienne et moderne; à l'usage du libraire, etc.* Paris 1870.

# APPENDIX G

## PRINTER'S CORRECTIONS

SIGN.	DESCRIPTION	MARGIN MARK.	TEXT MARK	EFFECT OF CORRECTION.
^	Caret indicating position of correction	a/	Where <sup>a</sup> book	Where a book
∂	Delete letter or word or sign	∂	The <del>red</del> book	The book
...	Reinstate letter or word	stet	The <del>old</del> book	The old book
⊙ √ √ √	Punctuation marks	⊙ √ √ √	^ or ∂	
"	Add inverted commas or superior marks	" "	^ The book <sup>a</sup>	"The book"
-	Insert a hyphen	-	Order <sup>a</sup> book	Order-book
[	New paragraph	new par.	to order. [ The book	to order. The book
run on	To transpose a new paragraph	run on	as ever. As it was to	as ever. As it was to
( ) [ ]	Parentheses and brackets marks	( ) [ ]	^ or ∂	
≡	Large capital letters	caps. or E	WH <sup>E</sup> N	WHEN
≡	Small capital letters	small caps. or Rem	When	WHEN
—	Italics	ital.	<u>WHEN</u> the	<i>When</i> the
rom.	Roman Type	rom.	<u>When</u>	When
l.c.	Lower case letter	l.c.	The <del>Book</del>	The Book
w.f.	Wrong Fount	w.f.	The <u>Book</u>	The Book
⊙	Correct letter set upside down	⊙	The book	The book
x	Indicates broken type	x	The book	The book
↓	Projecting quadrat or quad	↓	The book	The book
trs.	Transpose	trs.	[book the]	the book
L or C	Reduce space between words	L or C	The book	The book
#	Increase space between words	#	The book	The book
□	Indent	□	The book but as	The book but as
= or {	Straighten line	crooked =	The book	The book
	Straighten alignment of margin		The book is of very great moment	The book is of very great moment
( )	Close up lines to gauge	close	(The book is not of very	The book is not of very

Words or letters required in different kinds of founts are usually indicated on the margins by words like De Vinne, Clar.=Clarendon, Long Prim., etc. Instructions intended for the printer only, should be surrounded by a line, for example: block here

## INDEX.

*Excluding Appendices and other Matter in Alphabetical Order.*

- ABBREVIATIONS, Christian names, 133.  
 — towns, 154.  
 Abstract sciences, 14.  
 Academic authorships, 117.  
 Accessions guides, 173.  
 Accident, 5.  
 Achard classification, 30.  
 Added matter, 121.  
 Adjustable classification, 9, 75.  
 — sheaf catalogue, 204-5.  
 A.L.A. Catalog, *see* American Library Association.  
 Aldus' classification, 9.  
 Alembert's classification, 9.  
 Alphabetical order, 135.  
 American-English cataloguing rules, 103-136.  
 American Library Association Catalog, 163-4.  
 Analytical entries, 129, 151.  
 Anglo-American cataloguing rules, 103-136.  
 Annotations, 127, 129, 140.  
 Anonyma, 116, 221.  
 Anthologies, 113.  
 Application of classification, 91.  
 Arabic numerals, 241.  
 Architecture classification, 63.  
 Aristoteles' classification, 6, 18.  
 — predicables, 5, 26.  
 — predicaments or categories, 5.  
 Association authorship, 117.  
 Author and subject catalogues, 138, 146.  
 — arrangement of works, 136.  
 — catalogues, 138, 143-5.  
 — entries, 139, 178, 186-7.  
 — joint, 112.  
 — marks, 59, 88, 224.  
 Authorship, 103, 117.  
 BACON-D'ALEMBERT, classification, 9.  
 Bacon, Francis, classification, 7, 18.  
 — Roger, classification, 7, 8.  
 Baconian classification, inverted, 9, 51.  
 Bain, Alex., 14, 18.  
 Baker, E. A., 140.  
 Baltimore, Peabody Institute, catalogue, 149.  
 Barbier classification, 56.  
 Battezzati classification, 56.  
 Bentham and Hooker botanical classification, 22.  
 — Jeremy, 10.  
 Bibliographies, 133.  
 Bibliothèque Nationale, catalogue, 212.  
 Biographical dates, 107, 132.  
 — numbers, 59, 88.  
 Biological classification, 3, 20, 26.  
 Birth names, 103, 108.  
 Bodleian Library, 240.  
 — — classification, 44.  
 Bonazzi's classification, 73.  
 Bonnange catalogue cards and trays, 196-8.  
 Book classification, with notation, 50-90.  
 — — without notation, 28-49.  
 Book-marking in classification, 91.  
 Book sizes, 240.  
 Boswell, *Johnson's Dictionary*, 182.  
 Botanical classification, 20-22.  
 Bouillaud classification, 30.  
 British Museum, 243.  
 — — author catalogue, 143.  
 — — catalogue, 210-11.  
 — — classification, 33.  
 — — subject catalogue, 152.  
 Brown's classification, *see* Adjustable, Quinn-Brown, and Subject classifications.  
 Brunet's classification, 30-31.  
 Brussels expanded decimal classification, 62.  
 Bulletins, 173.  
 Bure, de, classification, 30.  
 Byzantine names, 105.



# INDEX

- CABINETS, catalogue, 193.
- California University classification, 74.
- Capitals, 120-1.
- Card catalogues, 182, 189, 192, etc.
- mounted, embossing of, 196.
- Catalogue, author-alphabetical, 138, 143-5.
- author and subject, 138, 146.
- authors, subjects, titles, 138.
- card, 179, 182, 191-200.
- — cabinets, 191-200.
- classified, 138, 153.
- class lists, 165.
- compilation, 187.
- dictionary, 138, 146-52.
- eclectic, 146.
- forms, 187.
- guides, 189, 192, 209.
- handwriting, 179, 185.
- history, 187.
- indexes in classes, 166.
- manuscript, 142.
- printed, 142.
- printing specifications, 178.
- select, 146.
- sheaf, 200-209.
- subject, 138, 146, 152.
- Cataloguing aids, 220.
- and classification, 95-99.
- codes, 100-101.
- co-operative, 179.
- rules, 103-136.
- Categorical tables (subject), 82.
- Categories, 5.
- Changed names, 110.
- Chemistry, classification, 26.
- Children's catalogues, 171-2.
- Christian names, 105, 132, 133.
- Chronograms, 123, 241.
- Class guides (shelves), 92-4.
- Classification aids, 215-9.
- and cataloguing, 95-9.
- definitions, 1-4.
- Classified catalogues, 138, 153.
- Class lists or catalogues, 165.
- Clerkenwell historical class list, 166.
- Codes of cataloguing, 100-101.
- Coleridge's classification, 12.
- Collation of books, 124, 125.
- Collections, 113.
- Colophons, 120.
- Combination of class numbers, 63.
- Commentaries, 114.
- Commentators, 113.
- Compilation of catalogues, 137.
- Compound names, 110.
- Comte-Ostwald classification, 11.
- Comte's classification, 10-11, 14, 18.
- Concilium bibliographicum, 179.
- Concordances, 113.
- Congress, library of, classification, 78, 179-81.
- Contents of books, 128, 129.
- Continuators, 112.
- Co-operative cataloguing, 179.
- Corporate authorship, 117.
- Correcting for the press, 256.
- Croydon, card catalogue, 191, 192, 193.
- Readers' index, 174.
- Crystallography, classification, 26.
- Cutter, author-marks, 59.
- C.A., 133, 135, 138, 148.
- Cutter's classification, *see* Expansive classification.
- Cuvier, mammalia classification, 24.
- DATE marks, 88.
- of publication, 123, 132, 241.
- Dates, biographical, 107.
- Decimal classification, 18, 55.
- — Brussels expansion, 62.
- Definitions of classification, 1-4.
- De Morgan on classification, 99.
- Description of books, 124.
- Dewey's classification, *see* Decimal classification.
- Diagrams, 133.
- Dichotomy, 7.
- Dictionary catalogues, 138, 146-52.
- Difference, 5.
- Dignitaries, 107.
- Diseases classification, 26.
- Distinctions, 106, 132.
- Draper's classification, 2.
- Dummies, shelf, 93.
- Duplex card catalogue, 199.
- ECCLESIASTICAL personages, 109.
- Eclectic catalogues, 146.
- Editions, 122, 132 (limited), 132.
- Editors, 113, 132.
- Edmond, J.F., 61.
- Edmands' classification, 88.
- Edwards' classification, 40, 50.
- Engineering classification, 63.
- Engler's botanical classification, 22.
- English names of towns, 244-55.
- Entries, imaginary, 133.
- order of, 132.
- Ephemera, 119.

# INDEX

Epitomes, 114.  
 Ersch classification, 36.  
 Evolution in classification, 6, 14.  
 Expanded decimal classification, 62.  
 Expansive classification, 18, 64.

FACSIMILES, 133.  
 Family names, 108-9.  
 Fiction catalogues, 167-8, 171.  
 Finsbury catalogues, 167-8, 171.  
 — Quarterly guide, 174.  
 Fletcher's classification, 71.  
 Forenames, 105-6, 132.  
 Form entries, 137.  
 Forms of catalogues, 137.  
 Fowler on classification, 4.  
 France, use of cards in, 183.  
 French classification, 30.  
 — names of towns, 244-55.

GARNETT, RICH., 33.  
 Garnier's classification, 30.  
 Genealogical charts, 133.  
 Genus, 5.  
 Georgi's use of word "dictionary," 146.  
 German names of towns, 244-55.  
 Gesner's catalogue, 29.  
 — classification, 147, 182, 213.  
 Glasgow public libraries, 45, 148-50.  
 Glossary, 133.  
 Governmental authorship, 117.  
 Greek names, 103-4.  
 Greenwood's Librarian's Library, 137.  
 Guard book catalogues, 210-13.  
 Guides, catalogue, 189, 192, 209.  
 — shelf, 91-4.  
 — to accessions, etc., 173.

HAMPSTEAD dictionary catalogue, 150.  
 Handwriting, catalogue, 179, 185.  
 Harris, W. T., classification, 50, 56.  
 Hibben on classification, 4.  
 Hopwood, H. V., 62.  
 Horne, T. H., classification, 32.  
 Huxley on classification, 2.

IDEALISM in classification, 6.  
 Illustrations, 133.  
 Imperfections, 125.  
 Imprint, 124-32.  
 Indexers, 113.  
 Indexes, catalogue, 145-6, 166.  
 — classification, 60, 93.  
 — one place, 83.  
 — relative, 60.

Institut International de Bibliographie  
 classification, 62, 179.  
 Institutional authorship, 117.  
 International scientific classification,  
 76, 179.  
 Islington Select classified catalogue, 154.  
 — — — — — economical entry, biography,  
 160.  
 — — — — — fiction, 158.  
 — — — — — music, 157.  
 — — — — — poets, 159.  
 — — — — — extended entry, 156.  
 — — — — — index, 155.  
 Italian names of towns, 244-55.

JAST on classification, 4.  
 Jevons on classification, 4, 96-7, 99.  
*Johnson's Dictionary*, 182.  
 Joint-authors, 112.  
 Jussieu's botanical classification, 21.  
 Juvenile catalogues, 171-2.

KNOWLEDGE classification, 1-19.

LANGUAGE, entries, 139.  
 — of books, 122.  
 Latin names, 104.  
 — — of printing centres, 244-55.  
 Leibnitz, classification, 32, 36.  
 Leiden slip catalogue, 200.  
 Lewes on Comte's classification, 10.  
 Lewin, P. E., 146.  
 Library of Congress classification, 78.  
 Librettists, 112.  
 Linné or Linnaeus botanical classifica-  
 tion, 20.  
 Lipman sheaf catalogue, 202.  
 Literature, classification of pure, 99.  
 Locke's classification, 9.  
 Logic in classification, 6, 18.  
 London Institution, 33.  
 — Library, author catalogue, 144.  
 — — subject catalogue, 145.  
 London, Wm., catalogue, 30.

MCGILL, WM., 222.  
 Manuscript catalogues, 140-2, 181.  
 Manuzzi's classification, 29.  
 Maps, 133.  
 Marks for printers' corrections, 256.  
 Married women, 110-11.  
 Martin classification, 30.  
 Materialism in classification, 15.  
 Maunsell's catalogue, 29.  
 Memoirs, 133.

# INDEX

- Merlin's classification, 37.  
 Middle Temple dictionary catalogue, 146.  
 Mill on classification, 3.  
 Milman, W. H., 61.  
 Minute subdivision, 89.  
 Misprints, 122.  
 Mitchell Library, Glasgow, catalogue, 211.  
 Mnemonic classification, 53, 56.  
 Monarchs, 107-8.  
 Mosaic cosmology, 16-17, 18.  
 Mounted cards, embossing of, 196.  
 Music, 103, 112, 133.
- NAMES, abbreviations, 133.  
 — changed, 110.  
 — common *versus* scientific, 131.  
 — compound, 110.  
 — forms of, 103, 231.  
 National Home Reading Union, review, 173.  
 — Library of Wales, cards, 179.  
 Natural science classification, 3, 20, 26.  
 Naudé's classification, 29.  
 New York Monthly Lists of Additions, 176-7.  
 Nicknames, 114.  
 Nobility, 107-8.  
 Non-notational book classification, 28-49.  
 Notational book classification, 50-90.  
 Notes, 127, 129.  
 Numerals, Arabic and Roman, 241.  
 Numerical class guides, 192-3.
- OGLE, J. J. classification, 45.  
 Omitted matter, 121.  
 Open-access and catalogues, 141, 205.  
 Ostwald-Comte classification, 11.  
 Out-of-print books, 141.  
 Oversize books, 93.  
 Owen, Mammalia classification, 25.
- PAGE catalogues, 210-13.  
 Pagination, 125, 132.  
 Palermo's classification, 37.  
 Paper, large, 132.  
 Paraphrasers, 113.  
 Parascene (Bacon's), 9.  
 Paris classification, 30.  
 Parodists, 113.  
 Parr, George, card catalogue tabs, 189.  
 Patent Office, London, catalogue, 138, 169-70.
- Peabody Institute catalogue, 149.  
 Pearson's classification, 14, 18.  
 Peoria classification, 51.  
 Periodicals cataloguing, 119.  
 Periodic law, 26.  
 Perkins' classification, 68.  
 Pervasive sciences, 14.  
 Philip, A. J., 142, 178.  
 Phillips, W. J., 222.  
 Pittsburgh Bulletin, 176.  
 — children's catalogue, 172-3.  
 — classified catalogue, 161.  
 — — author index, 162.  
 Placard catalogues, 210, 214.  
 Place of publication, 123, 132, 134.  
 Plans, 133.  
 Popes, 107-8.  
 Porphyry, Tree of, 6, 14.  
 Port Elizabeth select catalogue, 146-7.  
 Portraits, 133.  
 Predicables of Aristoteles, 5, 26.  
 Predicaments of Aristoteles, 5.  
 Prefixes, 103.  
 Press corrections, 256.  
 Prensner's classification, 36.  
 Prideaux, W. R. B., 182.  
 Princes, 107-8.  
 Princeton University classification, 77.  
 Printed catalogues, 140-2, *et seq.*  
 Printers' corrections, 256.  
 Printing centres, 244-55.  
 — specifications, catalogue, 178.  
 Privately printed, 122, 132.  
 Property, 5.  
 Prosser, R. B., 183.  
 Pseudonyms, 114, 221.  
 Publication, date of, 123, 132, 241.  
 — place of, 123, 132.
- QUINN-BROWN, classification, 48, 50.  
 Quinn's *Manual*, 177-8, etc.
- RATIONAL classification, 68.  
 Readers' Review, 173.  
 References, *see* Rules; entry, 186.  
 Relative indexes, 60.  
 Reprints, 141.  
 Revisions, 113.  
 Richardson's classification, 15, 18.  
 Roman numerals, 241.  
 Rowell, J. C., classification, 74.  
 Royal dignitaries, 107.  
 — Institution classification, 38.  
 — Society catalogue, 179.  
 Rozier, Abbé, card catalogue, 182-3.



# INDEX

Rudolph Indexer Book, 213.  
 Rules for cataloguing, 103-136.  
 SACCONI sheaf catalogue, 203.  
 St. Albans, Viscount, *see* Bacon, Francis.  
 Sandys, Geo., catalogue, 31, 148.  
 Sayers, W. C. B., p. vi, 60.  
 Schielen's *Bibliotheca enucleata*, 147.  
 Schleiermacher's classification, 36.  
 Schütz-Hufeland classification, 32.  
 Schwartz classification, 53, 56.  
 Science classification, 20-27.  
 Sciences, order of, 14.  
 Scientific, International, classification, 76.  
   — names, 131.  
 Screw binder, catalogue, 212.  
 Script catalogue entries, 186, etc.  
 Series, 126, 132, 139.  
 Sheaf catalogues, 200-209.  
 Shelf classification, 91.  
   — marking, 92.  
 Signatures, 125.  
 Signet Library, catalogue, 31, 148.  
 Sion College classification, 61.  
 Sizes of books, 125, 132, 240.  
 Slip catalogues, 200-209.  
 Smith, L. P., classification, 44.  
 Sobriquets, 115.  
 Society authorship, 117.  
 Sonnenschein's classification, 45.  
 Spanish names of towns, 244-55.  
 Species, 5.  
 Specifications, catalogue printing, 178.  
 Spencer's, H., classification, 11-14, 18.  
 Staderini card trays, 198.  
   — sheaf catalogue, 201, 203.  
 Stadler, August, 14.  
 Stewart, J. D., 200.  
 Subdivision, minute, 89.

Subject catalogues, 138.  
   — classification, 18, 49, 79.  
   — entries, 130, 139, 178, 188.  
 Supernatural origin of matter, 15.  
 Supplements, 114.  
 Surgeon-general's catalogue, 151-2.  
 Surnames, 103, 132, 221.

TABLES, 133.  
 Terms, cataloguing, 222.  
   — classification, 222.  
 Theoretical classification, 1, etc., 216.  
 Thienemann's classification, 36.  
 Tier guides, 92.  
 Title entries, 139, 179.  
 Title-pages, 120 *et seq.*, 132.  
 Titles of honour, 106.  
 Topic guides, 92.  
 Towns, abbreviations, 134.  
   — Latin and Vernacular names, 244-55.  
 Translators, 113.  
 Transliteration, 104, 121.  
 Trays, catalogue, 191-200.  
   — sideless, 192.  
 Trübner's classification, 39.  
 Type, 165.  
 Typewritten cards and guides, 190.

UNDERSIZE books, 93.

VERNACULAR forms of names, 103.  
   — NAMES OF TOWNS, 244-55.  
 Vincent, B., 38.  
 Volumes, 124, 132.

WATERMARKS, 240.  
 Wundt, Wm., 14.

ZOOLOGICAL classification, 22-6.







C. 140

Carl  
5/18/37

N.C.

Archaeological Library,

Call No. 025. 431 B 70 <sup>37009</sup>

Author—

Title— Library classification  
and cat.

Borrower No.	Date of Issue	Date of Return
Kunkun	31/4/70	14/4/70

*"A book that is shut is but a block"*

CENTRAL ARCHAEOLOGICAL LIBRARY  
GOVT. OF INDIA  
Department of Archaeology  
NEW DELHI

Please help us to keep the book  
clean and moving.