

CHAPTER XII

THE STORAGE AND USE OF NON-BOOK MATERIAL

THE library has to preserve much material that is not in the comparatively straightforward form of books, and, indeed, much of the difficulty of organising a really comprehensive library service derives from what is generally called the 'non-traditional' presentation of knowledge.

Material thus encountered is not only the province of the 'special' librarian, but is to be found to a greater or less extent in all kinds of library, according to the initiative displayed by the librarian in gathering knowledge together and organising it for his readers. The problem of this 'special' material is thus threefold; first, location of publication and acquisition; secondly, making usable; thirdly, conservation; and it is with the last two problems that we are now concerned. The material with which we are to deal may be classed as (i) music, (ii) pamphlets, (iii) maps, (iv) periodicals, (v) illustrations, (vi) news-cuttings, (vii) micro-reproductions, (viii) gramophone records, (ix) lantern slides. With archive preservation, the average librarian is not greatly concerned, but something of the general principles will be included as bearing on the Local Collection.

(i) *Music*,¹ in bound form, is usually treated as books, and requires only especially deep shelving with vertical supports at more frequent intervals, perhaps 18" apart. It is not desirable to have these divisions made by rods, for nothing is easier than for a careless user to force a volume back around the rod and so to damage the leaves irreparably. Sheet music is undoubtedly best filed flat in boxes of suitable dimensions, having the fore-edge hinged to permit easy handling. Such boxes, similar indeed to the pamphlet boxes described below, should not attempt to hold more than perhaps twenty-five items (which will be listed in typescript on the inner side of the top cover) or both contents and box will suffer in constant use. More popular items may be cased in manila covers for protection, but such covers should be only of sufficient strength to cover the brief life of the piece concerned and to support the leaves from sagging when on the piano or music stand. It is extremely important that, whether bound as a book or protected by stiff manila covers, music scores should easily lie open flat (or they are unusable) and that the leaves should turn readily. Unless this is so, even the most careful musician is liable to damage the score. A modern development of potential value is lamination, by which process a thin

¹ See also Ch. XV.

film of cellulose acetate is fastened to each side of the sheets by a suitable liquid adhesive. Music thus strengthened is capable of a substantial number of issues.

(ii) *Pamphlets*, that is, paper-covered items of fewer than 50 pages, may be treated in several ways. The old, rather unsatisfactory, style was to bind up a suitable number into book form; and some libraries still stitch groups of pamphlets into stout paper or manila folders. It is more usual to provide special boxes with hinged cover and fore-edge, of folio, quarto and octavo sizes, in which pamphlets may be filed in classified order. An alternative is to use the modern suspension filing system; a method that has the great advantage of permitting very close subdivision, of giving visual indexing and, above all, of supporting paper-bound items. Larger pamphlets and those likely to be of more permanent value may be bound, either as specified for books or in a light storage binding.

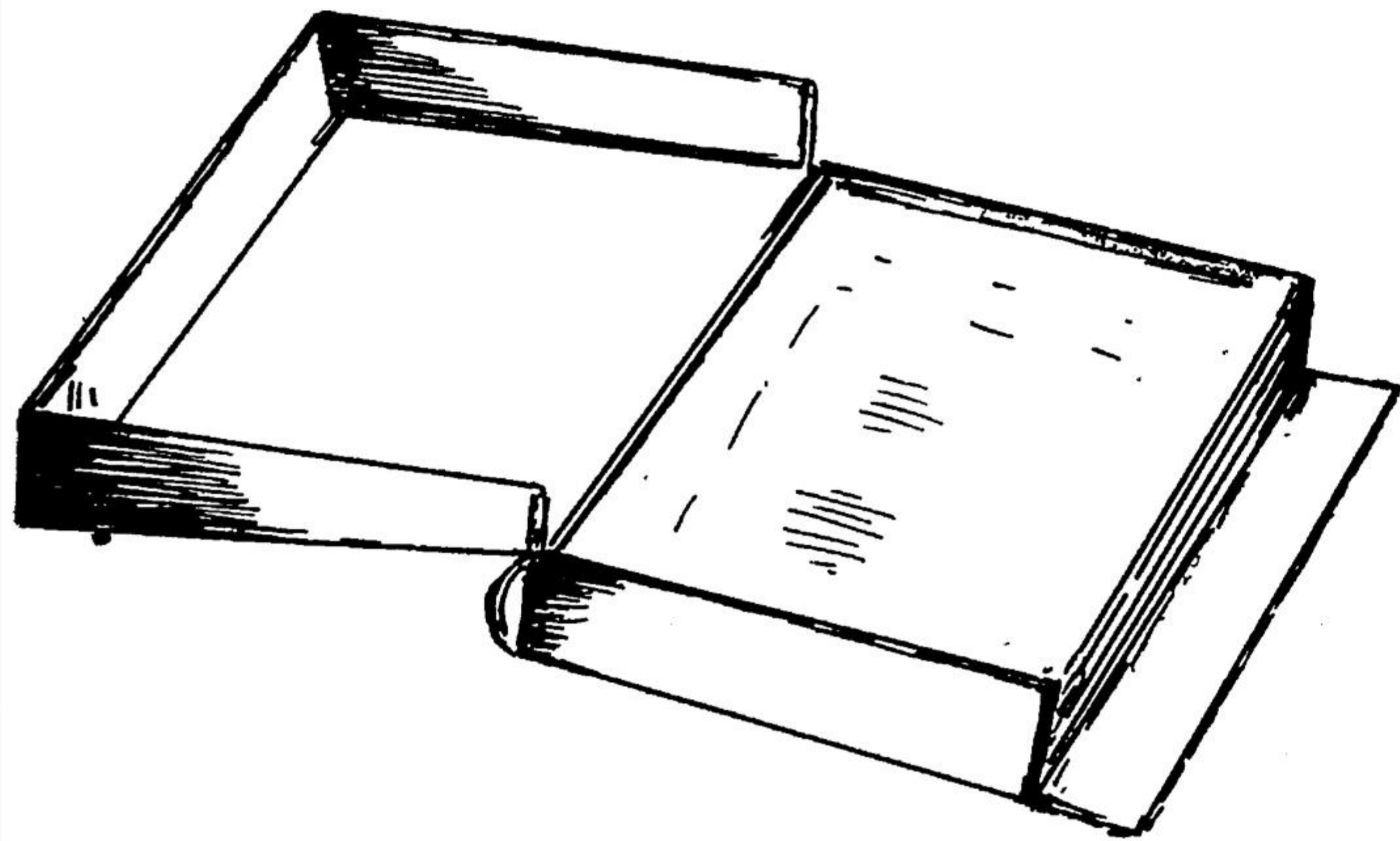


Fig. 33. A Pamphlet Box.

Patent files with springs or metal fittings should be avoided. To be of maximum usefulness, a pamphlet collection must either be classified minutely, or catalogued fully. With proper methods of storage, i.e. in classified files, the great expense of the latter method may perhaps be avoided, but it is correspondingly necessary to ensure the holdings of the pamphlet collection are not overlooked, and therefore the boxes or files should be conveniently and prominently located. There appears to be no available method of ensuring accurate replacement of used items, except by denying free access to the collection to all save the staff. The problem of weeding obsolete or unused material seems intractable.

Many librarians would prefer not to discard any of the material which is so ephemeral in form and so little subject to bibliographic control.

(iii) The storage and conservation of *maps* has been the subject of an authoritative report, prepared at the instance of the Library and Maps Committee of the Royal Geographical Society, by a committee representing the principal types of map collections, reproduced by courtesy of the Society.

I. GENERAL CONSIDERATIONS. Ideally, a map should be stored and conserved in the state in which it is issued. If deterioration should, or has, set in, the methods of repair and conservation used should respect its original or existing physical form. It will then be preserved for posterity as nearly as possible as it was designed by the maker. The committee considers that this principle applies to all maps, irrespective of the material on which they are drawn or printed. In practice, however, a broad distinction can be drawn between maps (for the most part printed and in current use) in working and record collections, and maps of archival importance mainly in record offices. . . . This principle, if scrupulously carried out would require precautions which may be beyond the scope of a large working collection of maps. For instance, changes of temperature and humidity will cause paper to expand or contract, and these can be controlled at a price. The committee considers that a map library of repute should make every endeavour to approach this principle closely and believes this can be achieved without disproportionate expenditure.

PRINTED MAPS

The extent to which this ideal is approached, at least for printed maps on paper, should be related directly to the standard of accuracy of the particular map, and to the requirements of potential users. A motoring map, merely showing the mileage between towns, etc., clearly does not demand the same standard of care as the sheets of a topographical survey from which measurements will be taken directly. A distinction can also be made between collections which are charged with preserving maps for posterity, and those in which maps may be largely regarded as 'expendable', i.e. are discarded when out of date or worn out, and replaced by current issues. For these latter the minimum standards of storage would be appropriate. For the above reasons the committee considers that maps on paper should be stored flat as issued, either vertically or horizontally. Maps which are published folded with or without covers are also often better preserved unfolded and flat. . . . It is also considered that in some circumstances it may be permissible and convenient to dissect wall maps, and other maps in rolls, and to store as flat sheets. . . . If maps must be folded, they should be dissected and mounted. The committee wishes in particular to emphasise the necessity

of storing the sheets of national topographical series as issued, and of avoiding cutting or folding them. These are scientific documents for the surveyor, geodesist, geographer and others, and should be treated accordingly. Folding or dissection cannot but reduce their value by hindering their efficient use. . . .

ATMOSPHERIC CONDITIONS

With maps, and more especially archive maps, it is essential, if damage by damp or organic growth is to be avoided, to have regard to the atmospheric conditions. The temperature should be kept steady between 55° F. and 60° F., without rapid rises or falls. The relative humidity should not exceed 65%. Ventilation is equally important. . . . The deleterious effects upon maps of persistent exposure to light, in storage and on exhibition, should also be borne in mind.

THE STORAGE OF PRINTED MAPS

. . . it appears that the following are the chief methods of storing sheet maps in use in Great Britain.

1. Flat in horizontal drawers
2. Unfolded, in vertical files
3. Other vertical and suspension methods
4. In Solander boxes, portfolios, guard books, or similar containers, folded when necessary
5. Folded, in vertical files, pigeon holes, etc.

The first method was used for all or some part of the maps in most collections, and was stated to be the method preferred in the majority of cases. One or two libraries use the second method and find it satisfactory, particularly for long series of uniform sheets, as it allows the index or sheet numbers to be consulted with ease, and the required map can be extracted, without moving a number of other sheets. On the question of metal versus wooden cabinets, the former have every advantage. They will withstand harder and longer wear, the drawers are less likely to jam and to require force to open and shut, with consequent damage to the maps. What is important, especially in the archival repositories, is that they are free from the risk of dry rot or worm, and reduce the risk of fire. The only advantage of wooden cabinets is their cost; on present prices, metal cabinets would cost approximately 50% more.

Horizontal Filing. Standard sizes of drawers are double-elephant (approximately 43" × 31") and antiquarian (54" × 32"). The former will accommodate most of the large topographical series, and smaller maps may be placed in two piles. The depth of the drawer should not be greater than 2½", otherwise it is difficult to get at the lower maps, and the drawer is too heavy. Each drawer should have a hood at the back which should extend for at least 9", and its fore-edge

should be visible when the drawer is fully open. There should be a clear space between the top of the pile of maps and the bottom of the drawer above. Each drawer will hold approximately 100 sheets. Stiff manila folders must be used to sub-divide the contents into convenient units, to reduce labour and damage in handling. It is desirable that the metal drawers should have ball-bearing suspension, and a lock device to lock the drawers in the open position. Some fittings to keep the folders and maps flat in the drawers are necessary. These may be flaps inside the drawer, wooden or leather covered metal battens, or weighted American cloth over the whole area. The front flap when raised should fall outside the drawer; if it does not, it hinders access to the drawer. If the front of the drawer is hinged, 'scooping' is avoided in handling maps. Cabinets carrying such drawers may be built to any given height. The upper ones may contain maps which are not often required, though this is not always easy to arrange. If the maps are being constantly referred to, the top drawer should not be more than 5' above floor-level. The ideal unit will have its top at a convenient height to form a table on which maps can be spread. In arranging a lay-out, provision should be made for some, at least, of the cabinets to allow this. If a large uniform series has to be housed . . . it may be practical and economic to order cabinets to suit the particular series, rather than to fit the maps to existing cases merely to preserve uniformity.

Vertical Filing. Maps may be filed vertically, unfolded, in files similar to ordinary letter files, in 'plan-files', where the maps are in folders which are compressed by springs and move backwards and forwards on ball-bearings, and in files employing various methods of suspension. The largest steel vertical file now available as a standard product will take maps up to 26" wide by 21" high. This has been found very useful in the Royal Geographical Society, as it will take many series, such as the Ordnance Survey Six Inch Map, unfolded. Another useful size, made for X-ray photographs, is $18\frac{1}{4}" \times 14\frac{1}{2}"$. Compared with horizontal storage, unit for unit, this method is economical of storage space. It is not necessary to mount the sheets. They should be put in linen-hinged strawboard folders, about 100 sheets in each folder. Each drawer should have at least two subdivisions, otherwise the weight of maps may make it difficult to extract maps from the back. The drawers should not be filled too full, or the tops of the folders tend to get torn.

Merits of horizontal and vertical filing. In general, horizontal filing is to be preferred, but it is essential that the precautions, which are enumerated above, should be observed, to avoid damage to the maps. Vertical filing is only satisfactory for long series of uniform sheet size, and where the sheets are small. In these circumstances, it affords economy in storage space, and reduces friction in handling the sheets.

Other vertical and suspension methods. 'Planfiles' and vertical suspension systems do not as yet appear to be extensively used in map libraries.

They would seem to be best suited for holding drawings and plans to which frequent reference is made. One feature of some of the suspension systems is that it is necessary to attach a strip of tough paper to one side of the map, by which it is suspended.

Portfolios. In the new map department of the Bibliothèque Nationale, the majority of the maps are kept in portfolios, which are stored horizontally on roller shelves. The portfolios are in five sizes, the largest being approximately 50" × 34". The stacks are 4' 6" high, with 9 or 10 shelves. The portfolios are carefully made, with interior linen flaps and ties, making them dustproof. In effect the portfolios correspond to the drawers of a cabinet. To consult the maps, however, it may be necessary to remove the portfolio to one of the tables provided and more time and effort are required to open the portfolio, find the map and replace the portfolio on the shelf. Against this extra demand on labour, is to be set a saving in floor space. This method is probably most justified where large numbers of maps, which are not frequently referred to, have to be stored. Solander boxes on shelves are convenient for storing smaller maps and those which are being kept folded, for one reason or another. To take standard topographical series without folding, they would be an inconvenient size to handle, and . . . the committee is opposed to folding this type of map.

Wall maps, maps on rollers, etc. . . . maps of this character should be preserved in their original form. It is arguable that wall maps formed by mounting a number of sheets might without harm be separated into component sheets and stored flat, especially if they are in a working collection of maps where they will be used for reference only. But in most cases, the wall map may well be required to fulfil the purpose for which it was designed, and consequently should not be broken up. Certainly no maps of an archival nature should be cut up for purposes of storage. The treatment of maps on rollers should follow where appropriate the recommendations in the section on archives. They can be hung vertically from hooks, or kept horizontally in racks or shallow troughs fixed to the wall, or if size permits, as rolls in the ordinary drawers. Small maps which have become rolls fortuitously should be stored flat.

Minimum standards of storage. The minimum requirements, given suitable atmospheric conditions, should be protection from dust, and easy accessibility. These can be secured by putting the maps in portfolios, large envelopes, or brown-paper parcels, up to 100 sheets in each, and storing them on simply constructed wooden racks or shelves. . . . The committee, however, strongly urges that, wherever possible, wooden cabinets with horizontal drawers should be regarded as the minimum acceptable standard in map storage.

Mounting. Maps on less durable paper, especially if in constant use, should be mounted on linen or other fabric. Many series to-day are

should be visible when the drawer is fully open. There should be a clear space between the top of the pile of maps and the bottom of the drawer above. Each drawer will hold approximately 100 sheets. Stiff manila folders must be used to sub-divide the contents into convenient units, to reduce labour and damage in handling. It is desirable that the metal drawers should have ball-bearing suspension, and a lock device to lock the drawers in the open position. Some fittings to keep the folders and maps flat in the drawers are necessary. These may be flaps inside the drawer, wooden or leather covered metal battens, or weighted American cloth over the whole area. The front flap when raised should fall outside the drawer; if it does not, it hinders access to the drawer. If the front of the drawer is hinged, 'scooping' is avoided in handling maps. Cabinets carrying such drawers may be built to any given height. The upper ones may contain maps which are not often required, though this is not always easy to arrange. If the maps are being constantly referred to, the top drawer should not be more than 5' above floor-level. The ideal unit will have its top at a convenient height to form a table on which maps can be spread. In arranging a lay-out, provision should be made for some, at least, of the cabinets to allow this. If a large uniform series has to be housed . . . it may be practical and economic to order cabinets to suit the particular series, rather than to fit the maps to existing cases merely to preserve uniformity.

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Mounting. Maps on less durable paper, especially if in constant use, should be mounted on linen or other fabric. Many series to-day are

printed on sufficiently tough paper to stand up to reasonable handling, so that the proportion to be mounted may not be large. All maps which are to be folded should be dissected and mounted. Mounted maps should not be folded without dissection as the paper will crack. Maps on photographic paper should be lined to prevent tearing and cracking. . . .

Repair. Map repair in a map library will be confined largely to mending torn maps. This is best done by mounting the whole map. Transparent cellophane should not be used for repairs on the face of the map, as it becomes discoloured and spoils the paper. . . .

Lamination. A method of preserving documents which is extensively used in the United States is that of lamination. The process consists of putting a map 'between two slightly larger sheets of cellulose acetate foil, and placing them in a press, where, by means of heat and pressure, the cellulose sheets are fused with the map.' While the committee understands that professional opinion in this country is divided on the merits of the process, the technique is capable of extended application to maps. The comprehensive report upon it which the U.S. Bureau of Standards is to issue in 1955² and the results of the experience . . . in the British Museum will be awaited with interest.

Section 3 of the Report is devoted to consideration of maps in archival collections, their storage, mounting and repair.

'Precautions while maps are in use. The first requirement is adequate table-space, so that the map can be spread out flat, and damage by folding or crushing avoided. The edge of the table may have a slot, to take the lower part of large sheets when the upper part is in use. Covered lead weights should be provided to keep the map flat. The second point is prevention of damage to the surface of the map when in use. If the map is valuable, it should be covered by a sheet of transparent material. The ideal to be aimed at is that the surface shall at no time be handled. Tracing should be carefully controlled: maps should only be traced through a transparent cover, and if possible tracing tables, lighted from below and designed to prevent the map from being unduly heated should be provided. The use of ink should be allowed only under safeguards, and ink-pots should not be placed on the tables. Maps of special value can be preserved from damage if photographs or photostats of them are available to students.'

(iv) *Periodicals* are not acquired in really large numbers save in the larger libraries and their subject departments or in the university and special libraries, but are nevertheless a most important part of the stock, especially if carefully selected and preserved. The problems of selection have been considered elsewhere, and it was observed that in this, as in many other branches of librarianship, no library can afford to stand alone, for the actual expense of purchase is by no means the only cost

² See also Barrow, W. J. *Document restoration processes*, Richmond, Va, 1953, etc.

of this kind of material, and only by retaining long runs of periodicals, plus indexes, can the full value be obtained. Co-operative bibliographic recording such as the *World List of Scientific Periodicals* and the *British Union Catalogue of Periodicals* has imposed a permanent obligation on some larger libraries. The development of indexing and abstracting services has greatly increased the liability of all libraries to require more or less extensive periodical holdings.

Current numbers of periodicals are usually displayed in the library within stout cloth-covered folders leaving the title printed on the spine and on the outside front cover. A strong cord or tape fastened along the inside of the spine allows the journal to be held in place. The whole range of covers is given an individual number and shelved in a rack of special design having thin numbered partitions for each cover and a fascia-board bearing the titles of the periodicals taken, together with the number (based on their alphabetical sequence) which will identify the location in the rack. It is no longer general practice to allot a special place for each title on the reading tables. For libraries having less use it is possible to display periodicals without these covers on the sloping shelf type of stand. Back numbers may be accommodated, until bound, on the shelf under the hinged sloping shelf. A list of current titles taken by the library, preferably in Visible Index form, for adjustability and for convenient recording of date of arrival, etc., should be readily available to staff and readers alike.

A problem of considerable difficulty is the preservation of back numbers, until either they are bound or are no longer in great demand. The method just mentioned is sound where readers are responsible; but more secure methods are often necessary. Thus, back numbers may be filed in pamphlet boxes to which the staff alone have access. A less ambitious, but still, within limits, very satisfactory method is to have open shelves or racks on which piles of periodicals may lie flat. This method needs some protection against dirt.

When periodicals are thought worthy of preservation, they should be carefully checked at intervals through the year for completeness, and due care should be taken to obtain title-page and index from the publishers when available. The checked file may then be bound in style according to the use anticipated. Most libraries desire to save space and money, and most periodical files receive only comparatively light wear, especially now that photo-reproduction has largely superseded the actual loan of whole volumes. A light storage binding is therefore perhaps all that is needful, that is, a cloth binding with boards of strength adequate to the weight of the volume. Leather is an unnecessary expense. Libraries may perhaps in the future derive some economy from micro-reproduction, especially with regard to some of the bulky technical journals, but at present the expense of such a method outweighs the advantages, except where a commercial firm has produced the original film (or micro card)

and is prepared to contract annually for future issues. Such services are available in this country and from the United States and usually involve subscriptions to the current journal plus a small annual charge for the micro-reduction. This is generally issued at a reasonable interval after the completed year, at a cost certainly less than that of permanent binding. A micro reader (suitable for microfilm or micro card) is of course necessary, though its cost should be considered in relation to general Reference Library use as well as with periodicals.

(v) *Illustrations* are best mounted on heavy paper of a colour suitable to the subject, but preferably neutral and unobtrusive. Corbett, in his authoritative book *The Illustrations Collection*, recommends sheets of 20.5" × 25.5" with a weight of 240 lb. per 1,000 sheets, but this size may be and probably will need to be varied, especially in the Local Collection. The mounting is done with a non-watery paste (illustrations usually being on coated paper) or by the process known as dry-mounting, and the material filed in vertical filing cabinets. Some libraries find it satisfactory to have illustrations mounted and filed in stout fibre boxes rather similar to pamphlet boxes—a more portable method, but extravagant of space and subject to much wear and tear. Portfolios of stout paper or light board are useful safeguards when illustrations are loaned.

(vi) *News-cuttings* may be treated as illustrations, and mounted, or they may, especially if on well defined local subjects, be pasted in guard books, or, best of all, perhaps, filed in envelopes of suitable size. The main consideration for clippings to be filed loose is to reduce them to a uniform size without unduly increasing the gross bulk of the collection. Hence, though backing slips are desirable, they are frequently dispensed with in favour of envelopes. Newspaper Libraries, which have great holdings of clippings, appear to find the envelope filing system satisfactory.

(vii) *Micro-reproductions* have hitherto implied microfilm, which is generally an acetate film, and as such requires to be stored in correct conditions of humidity and temperature. Friction on the film is to be avoided. Microfilm is most often in the form of rolls of up to 100 feet in length, and these rolls are stored in small aluminium cylinders provided with tightly fitted lids, on the surface of which is the identification of the film. These cylinders are stored in shallow drawer cabinets or on suitable shelves, but are most efficiently placed in a cabinet which has incorporated a chemical compound for the regulation of humidity and is so constructed as to allow a circulation of air between the rows of boxes. Microfiche is a flat form of microfilm that requires storage in protective envelopes, but after that may be filed vertically quite satisfactorily. Microcards and micro print need similar treatment to avoid the consequences of friction in handling. Photographic negatives, if film, are best treated as microfilm, but stored vertically in protective envelopes.

(viii) *Gramophone records*³ are a prominent feature of many libraries today, and have brought their own problems of storage and routine. For storage, it is necessary to have some form of shelving that will permit vertical filing. The provision made by well-known retailers seems eminently serviceable, which is shelves divided by thin struts at small intervals, as recommended for bound music. Records should be protected by heavy manila envelopes of appropriate size, and should be filed in such a way as to afford mutual support, but must not be too tightly wedged, or damage will ensue. The attractive 'sleeves' and the polythene envelopes issued with the records are unfortunately highly susceptible to damage, and may have to be replaced by more substantial protection. It would, however, be a great error to under-estimate the user. Most borrowers are likely to possess their own records and will respect public property more than experience has shown to be the case with books. Exceptions there will be, but inspection and fines systems should deal with them.

(ix) *Lantern slides* are customarily filed vertically in suitably sized drawers lined with baize and provided with slotted partitions at small intervals. The ideal is to prevent friction of the surface, and it is usual to require the reader to make choice from a catalogue before handling the slides. For protection when on loan, the library will provide a baize-lined box of dimensions and plan similar to the storage drawer, with two reliable fastenings and perhaps a leather securing strap.

Certain libraries have been recognised as approved repositories for Archives, by which is usually understood the written historical records of the community. These require very special care if the documents are to be preserved for all time and at the same time to be made available for use, and the specialised profession of Archivist has devoted much research to the storage, conservation and repair of this material. All librarians should be acquainted with their local Archive Repository and the work of the Society of Local Archivists in recommending standards of storage, etc. Briefly, archives must be kept clean, preserved from damp, fire and careless use. They must be stored in suitable containers (according to their format) in freely circulating temperature and humidity-controlled air. Such stores are best without natural light and some of the most suitable are in fact underground. Slatted shelving well away from the floor level is desirable.

Libraries will most often have the care of collections of deeds and similar local documents which are so valuable a source of local history. These parchments may quite simply be stored in stout envelopes within metal cabinets, but, naturally, measures should first be taken to see that the documents are clean and pest-free. This is peculiarly important if a collection of, for example, parish registers or old family account books

³ See also Ch. XV.

is received. The advice of a trained archivist should always be sought.

In conclusion, it may be suggested that the staff instruction book should contain clearly the precautions to be observed in handling any or all of this specialised material, together with a reasoned account of the hazards which make such instruction necessary.

CHAPTER XIII

WORK WITH CHILDREN: THE JUNIOR LIBRARY

THE organisation of the Children's Library (or, to give it a name more acceptable to the users, the Junior Library) depends essentially on the provision of rooms separate from the general public library and on the appointment of trained qualified staff. The emphasis is not in this country primarily on the educational function of the Junior Library, largely owing to the increasing provision of suitable libraries in schools and colleges, but rather on the establishment of the idea of a place wherein children will find books they wish to read, a place in which they *may* read and study and a place in which various 'club' activities can be organised for appeal to particular group interests. It has not yet been the practice to separate Junior and Adult library services as suggested by Werner Mevissen,¹ but, as he later remarks, when new buildings or services are planned, the separation might well be implemented. This would be of particular relevance in municipal housing estates and similar districts where a high proportion of the population is very young. The present situation is largely conditioned by the recent cessation of new building, save for branch libraries, and the fact that librarians must usually adapt some existing building, such as a newsroom, to the new service.

Ideally, the Junior Library would be a separate room adjoining, with possible communication into, the general library. There will be a separate entrance (not on the main road frontage if at all possible), a separate control desk and specially designed furniture.

Service with children, from perhaps five to fifteen years of age, is an intensely individual one, requiring careful understanding of their psychology, and high personal integrity, coupled with good disciplinary power. Such persons are rare and need to be selected for training as soon as possible from the general intake of staff, so that their full powers may be developed and utilised. Even in unsuitable premises, excellent work can be accomplished by the right person given sufficient support from the Chief Librarian.

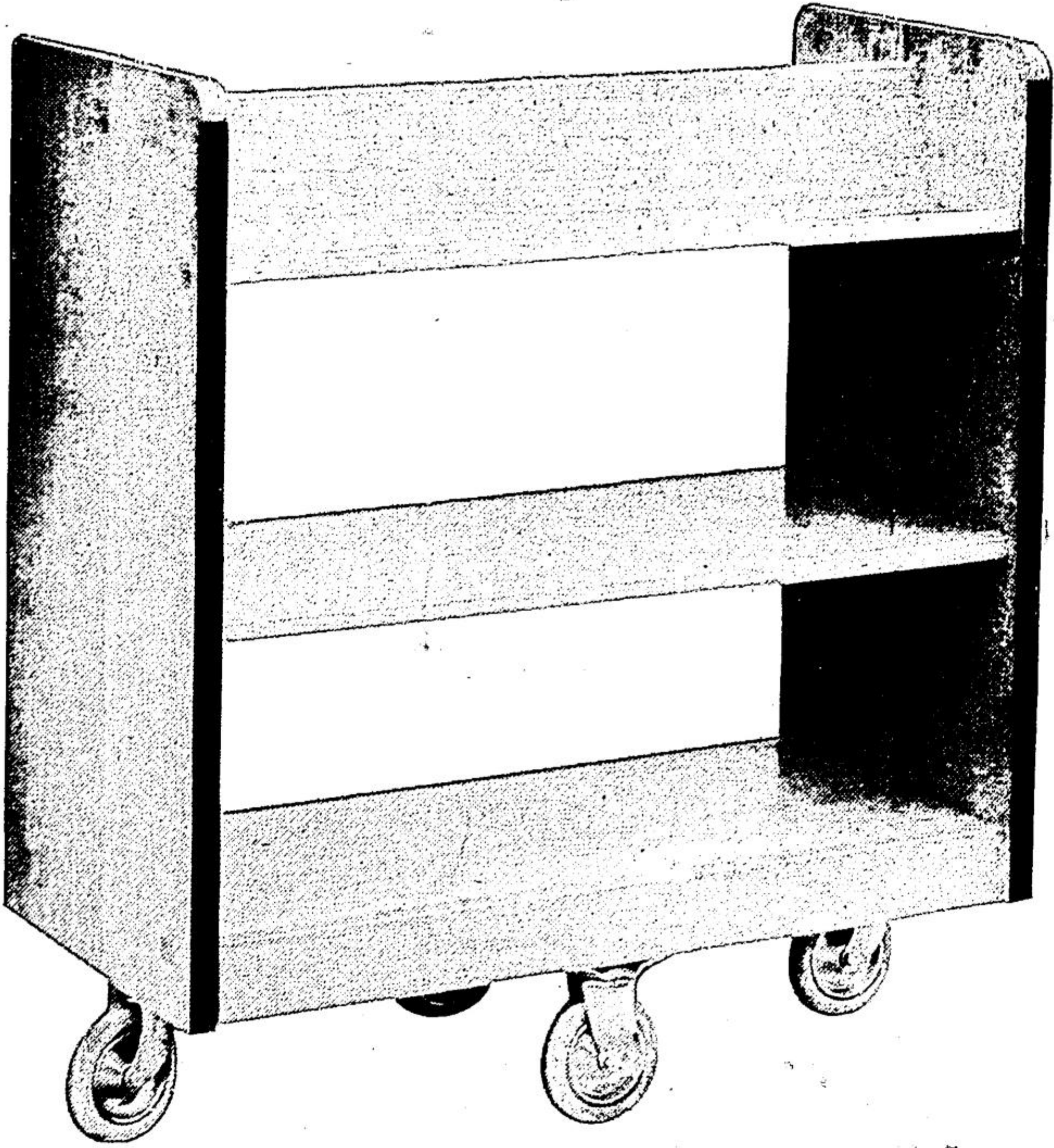
There seems no general evidence as to the optimum size for a Junior Library. Some reasonably modern branch libraries, such as Norbury, at Croydon, can give a very large proportion of the total floor area to

¹ *Büchereibau*, Essen, 1958, p. 33. 'Diese Umstände legen für die Kinderbüchereien eine noch stärkere Dezentralisation nahe als für die Erwachsenenbüchereien. Es muss sogar überlegt werden, ob nicht das Kinderbüchereinetz in einem grossen Umfang vom Erwachsenenbüchereinetz zu trennen ist.'

this department; other systems have preferred quite small 'children's corners' in general lending libraries. This latter is not to be recommended, though, in small branch libraries, it may be unavoidable. As shown in the accompanying illustrations, to do work with children effectively, the library must make concessions in the design of furniture and decorations; and to the physical limitations of height, both for shelving and for tables and chairs; the institutional air must be avoided. Some of the interiors here shown demonstrate clearly the friendly atmosphere desired—good windows and artificial light; attractive curtains; tables and chairs of pleasing design in light wood; pleasant decorative schemes, including pictures, flowers and exhibits of interest, such as models of aeroplanes, tropical fish. Room should always be available for quiet reading and study. Other rooms will be needed in addition, if there are to be 'extension activities', i.e. story hours, club gatherings, film showings, playreading. For these last the library lecture hall (if provided) may perhaps be utilised, but, with ingenuity, surprisingly good effects are achieved in rooms without stage or special equipment. The chief requirement of the furniture design is that the shelves (always of wood) should not exceed perhaps 5' maximum height and that sufficient provision be made for the really young readers and their picture books on very low shelves up to 2' 6" from the floor. It is desirable that shelving should be confined to the walls, leaving maximum unobstructed floor space. Special small tables and chairs may be designed to ensure that the larger boys and girls do not monopolise all the reading space.

All this furniture must be strongly constructed, preferably without sharp corners. The flooring should be as nearly noiseless as possible, such as rubber tiles, and of non-slip surface.

The staff control desk need not be the formal construction so frequently seen in the Lending Library; indeed, all that is needed is a basic office type desk with some drawers that may be locked. The users of the library can soon be taught to wait in orderly fashion to return their books, and if, as later explained, voluntary helpers are chosen from the children, the librarian can easily manage the really large influx which occurs after school hours. Perhaps the most valuable function of the Junior Library for the librarian is that thereby the idea of the full public library service is demonstrated to children at an age when they are most receptive, so that they may carry into later life the habits of reading widely and of relying on the library for books and knowledge of all kinds. At the present time, many homes are quite without books as family possessions, and there is genuine cause for fearing that the love of books for what they are and what they contain may perish among the younger generation. Mere borrowing from a library can never replace the joy of possession, but the spark may thus be kindled, and as opportunity offers, the young reader may take the initiative and start



Serota Book Trolley.

Plate No. 40.



Plate No. 41.

Book trolley or movable shelving unit? Compare with this E.K.Z. trolley the roller-mounted shelves illustrated in Mevissen's 'Büchereibau'.



Plate No. 42.

Sherwood (Nottingham) Branch Library. Free standing shelf units tending towards display cases. Is wood the most suitable medium? cf. pl. 65.

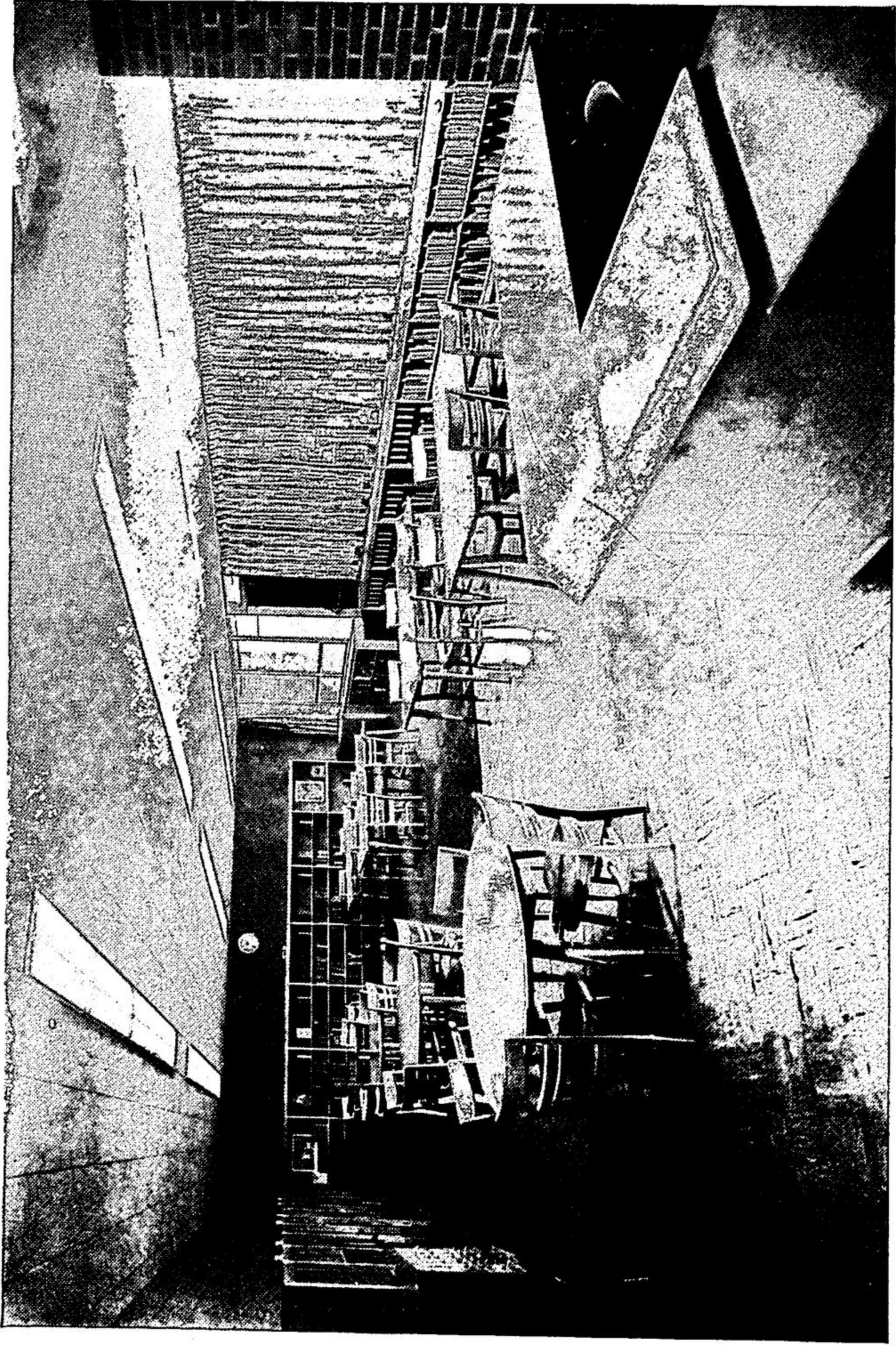


Plate No. 43.
Sjöstrom New Life Furniture in an American School Library. In style, pleasantly non-committal: but a heavy, formal counter.

acquiring personal copies. If these ideals are to be realised, it is necessary that a positive relationship should be aroused between staff and readers, so that routine practices of the former do not inhibit the latter in their approach to books and reading. Thus, whereas it is customary in the general lending library to invite enquiries from readers who are at a loss concerning, for instance, the arrangement of the book-stock, and to assume that those who do not enquire are satisfied, in the Junior Library, there should be definite instruction in the rules of the library, its arrangement, the classification and the value of the catalogue. This instruction may be done in several ways; either in co-operation with the local schools, to whole classes at the time of a regular school visit to the library, or on the initiative of the librarian, to selected groups of boys and girls several times during the year. At all times, however, individuals will need special instruction and this must be forthcoming either by the staff personally or through clearly written explanatory leaflets. So long as the shelves are adequately guided with effectively worded subject headings, there is little value in over-simplifying the classification scheme; if the main library uses, for example, the Dewey Classification to five figures, the same practice can apply with perfect satisfaction in the Junior Library. Boys and girls are usually quite intrigued by the ingenious features of the scheme, and derive considerable pleasure from using the subject index and the classified catalogue to locate actual books. In this, as in all work with young people, it is fatally easy to under-estimate the mental activity that is going on and to overlook the genuine desire most have to extend their knowledge of how things work.

Catalogue entries are, as in modern lending libraries, in a much more abbreviated form than required by the Anglo-American Code; but the rules for author entry may be followed. The principles of alphabetical and other filing orders cannot be learned too soon. One concession that may be made (it will probably also feature in the general library) is to simplify subject headings into popular forms, e.g. in botany and zoology, it would be pedantic to insist on scientific names of popular flowers and animals. It has been found that, given clear instructions, young people readily understand and appreciate the classified catalogue as being 'business-like' or 'scientific' or 'modern'; and the card catalogue is equally popular with the sheaf form. As either kind will be readily used, the catalogue display stand should be placed in a prominent position, near the staff desk, but with adequate floor space to allow easy consultation. In these conditions, damage to the cards or leaves of the sheaf catalogue need not greatly be feared.

The choice of stock in the Junior Library is of fundamental importance and demands that a carefully considered policy should be continued over a period of years and that sufficient funds be allowed for acquisitions as well as binding.

Very sound principles of book selection were long ago suggested by

W. C. Berwick Sayers, and it is perhaps only necessary here to give an outline of the main points. First and most important, the titles stocked should all be of good literary and moral standard; that is, written in grammatical English and free from glorification of anti-social behaviour. This is particularly difficult in the case of fiction, where the supply of straightforward stories seems to have diminished acutely of recent years. Secondly, books of fact should indeed be accurate and unbiassed. Thirdly, the physical presentation of the books should be worthy of the contents.

As a general rule, re-told stories from the classical literary authors are not desirable; but it should be recognised that so long as many of the great story-tellers of the past are published in such unattractive format (or in a style unsuitable for library use) such re-edited texts may be the only ones available. A choice will have to be made, comparable with that in the general library, as to the amount of popular light fiction to be stocked. If insufficient, the library will lose readers; if too much, then the worthwhile books may not be read. This is the case for work by the Junior Librarian in carefully holding a balance and using perhaps unusual means to ensure that readers do not blindly follow normal group instincts all the time.

It is particularly difficult to purchase sufficient non-fiction books suitable in subject treatment and format adequately to stock the Junior Library, and, despite the efforts of librarians to encourage publishers, many of whom would be of assistance, the real problem is to persuade authors of competence to turn their attention to this market. That the problem is not confined to this country may be seen from Mevissen (*op. cit. supra*) who goes so far as to make this shortage of titles a compelling justification for organising small junior libraries of no more than 4,200 books, lest demand overwhelm the stock and force the librarian into excessive duplication. A possible method of countering this shortage of non-fiction is to allow considerable freedom for suitable boys and girls to use the Lending Library non-fiction stock, even if they are under the approved age limit. This perhaps merely accepts a practice that quite certainly prevails even if librarians decline to recognise the fact! Boys and girls do not necessarily all mature mentally at the same speed, and the function of the library is certainly to encourage the use of books. In view of the nature of much contemporary fiction, it is perhaps prudent for the librarian to control access as far as possible and to reserve the right to decline to issue to children under 15 years. This rule, sometimes attempted, is usually thwarted by the use of children as messengers; but the fact that it can be invoked may prevent abuse.

The need to appreciate the rapid changes in child behaviour between 7 and 15 years, and in particular, the desire of various age groups to separate themselves from others (as, of course, in school) has led librarians to supply three categories of books—those for the youngest,

mainly picture books with easy text; the great bulk of the stock suitable for all who can read; and, thirdly, a section 'intermediate' to the general lending library. This intermediate library aims both at the mentally precociously advanced and at those who have grown older but who would still like some favourite books that had been read in the 'Junior' Library. To stock such a library calls for the utmost skill in child psychology, with a wide knowledge of books and reading habits. Furthermore, the readers in such a library are likely to be self-conscious and awkward, so much tact and understanding are needed from the staff. Perhaps these libraries may help to prevent the substantial drift away from membership that seems to occur so frequently among adolescents.

With the introduction of transparent plastic jackets or of laminated covers, there is no need for the Junior Library stock to appear dull and unattractive; but, as it is essential that the maximum life be obtained from worthwhile books, binding must be considered. If so, then modern bright cloth must be used, preferably types proof against dirt and water. So long as the text or pictures are attractive, the child reader is amazingly tolerant of the condition of the book. The librarian will, however, see the dangers of this in encouraging careless handling, and will act accordingly. Similarly, very careful attention must be given to repairs, replacing illustrations and removing pencil marks. All of this is frequently made the subject of formal instruction—as for the routine use of the library mentioned earlier—and in many Junior Libraries the visitor may see groups of youngsters keenly interested in the processes of repair or eager to make the attempts themselves.

Such participation of children, if done on a systematic plan, can be of excellent value to the library, and will have far-reaching effects in later years. The basic plan is to enrol 'Library Helpers', who undertake to come to the library for specified times on definite days, and will, after training, undertake counter work (discharging and issuing books), minor repair work, replacing books, and sometimes even helping other children to find books. Library Helpers must be treated fairly by the staff, but must also be kept in control; but given the right calibre staff, this should not be difficult. Once a year those who have given regular and faithful service will perhaps be given a celebration party by the library staff, a small gesture that is much appreciated.

That such schemes are sound and successful is proved by the fact that instances are known of former 'helpers' growing up, marrying, and later bringing their children to the library to enrol in a similar capacity.

Rules and Regulations for the Junior Library must be so worded as to be understood by the readers. The vouchers should be signed by the parent with perhaps a recommendation from the appropriate school teacher in addition. There is little point in making an age limit, as many parents like to borrow books to read to their very young children; but

the issue of a second ticket could well be deferred till the age of ten or even later.

Fines and overdue notices should be regular routine if only to bring home a sense of responsibility; the occasional hardship case must be met on its own merits.

Infectious diseases are of more importance than in the general library, and whereas there the readers scoff at the idea of infection, in the Junior Library it is taken much more seriously, and the usual practice of collection by the Public Health Authority from premises having a 'notifiable disease' should be followed. A list of these diseases may be obtained from the Public Health Department and should be available in case of question by parents. When the infectious period is over, the library will be notified by the authority, and the reader should always have his tickets returned by post immediately with an appropriate covering letter.

Hours of opening must be carefully related to school hours and holidays so that on the one hand the library is not available as a refuge for victims of minor illnesses and on the other, can profit from the increased leisure of the readers. Evening opening seems today rather unnecessary beyond perhaps 6.30 p.m., and if the library is open all day Saturday, 5.30 p.m. may then be quite adequate.

Special stationery e.g. book plates, date-labels, readers tickets, will be needed for this department, and should, as all library printing, be of good design and of utmost clarity.

A much desired, though infrequently provided, section of the Junior Library, is the Reference or Study Room where, in a quiet atmosphere, youngsters will find the facilities for home-work or independent study. The room would desirably offer a parallel with the open-access stock considered necessary for the main Reference Library, e.g. encyclopaedias, dictionaries, standard texts, sources of information. This would be expensive to provide and perhaps, at present, superfluous. There is, however, a growing appreciation of the home difficulties faced by children preparing for examinations or merely cultivating their minds, and progressive librarians are already moving in this direction.

All libraries should, however, always have on view the standard classical children's books and encyclopaedias, together with the reference books for recognised hobbies, such as stamp collecting.

In a service so individual as this, where there is such a high turnover of actual readers, continual publicity is needed to keep all potential readers well informed of the library activities.

This publicity, or Extension Work, as it is often called, usually takes the form of attractive posters (drawn and designed by the librarian) announcing group activities, new books, current interests, etc.; or of booklists preferably printed, on topics of more or less perennial interest, e.g. hobbies for the winter, sports and pastimes.

Basic material for display work is often found in the Illustrations

Collection, a collection of informative and artistic pictures gathered from books, periodicals, commercial publicity material and similar sources, and mounted on special manila sheets of neutral colour and in standard sizes. The management of this collection is the same as that described in Chapter XV, but it may be mentioned here that the Junior Library collection is more likely to be formed with a view to use in display than as a source of accurate information. Loans may of course be made to schools as from the main collection.

More personally, group activities are organised with a view to attracting to the library youngsters with special interests. Such group activities may be the reading of popular or classic favourite books; or story hours, wherein a capable member of staff tells, according to the audience, fairy tales from Andersen or similar source. For older members, play acting circles, film shows, stamp collection clubs are popular, especially when a authoritative guest speaker can be engaged. These activities flourish mainly in winter months after the library is closed; but those appropriate for younger members should be held earlier, and need, therefore, special rooms so as to avoid interference with the library work.

All these activities, and the enthusiastic Junior Librarian will think of many more, must only be entered upon if thereby the work of the library is advanced. Even if the idea of the public library as a social institution is accepted (as surely it must be) the repercussions at present on staff time, and ultimately the cost, must be carefully borne in mind. Moreover, unless good standards are maintained, positive harm may result. Much hard work and talent lie behind the successful extension activities of our great libraries; it is not impossible for less ambitious plans to be comparably successful even if the resources are fewer.

In view of the emergence of School Libraries since the war the question has frequently been asked whether the public library need continue the separate provision of Junior Libraries, and occasionally the question is put in another form, should not the two services amalgamate under the Public Library? The primary difficulties are that by no means all schools have adequate libraries; not all children go to the state schools; the schools have holidays, during which the buildings are closed; trained staff are not available in schools for full-time duties; and the organisation and discipline of the school makes it difficult for a non-teacher to function on school premises. Some Education Authorities do in fact request the Public Libraries to second one or more of their staff to do book acquisition, distribution and maintenance work for school libraries (cf. the County Library Schools Service), but this is not to be considered librarianship in the fullest sense of guiding readers in the choice of books. It would, moreover, be considered more appropriate for the stock of the School Library to be more closely related to the curriculum than would be the case in the Public Library. That the Public Library provision is recognised by teachers as something as yet beyond

their abilities is demonstrated by the frequency of requests for organised visits from schools either to view Reference Library treasures or to work in the library on some pre-arranged selection of subjects. Branch Libraries in particular find this latter type of visit especially fruitful on the early closing days when the library stock can be at the disposal of the teacher in charge and no inconvenience will result to the general public.

Perhaps this kind of co-operation between the two services is the most satisfactory, and in the final analysis is apt to resolve itself into the relations between the local Junior Librarian and the local Head Teacher.

The nature of the work of the Junior Librarian calls for some adjustment of the normal hierarchic staff structure. By definition, work with children is for specialists, and, whilst they function in the same premises as the remainder of the library staff, they must have considerable freedom to pursue their work. In a large system there will be a senior person in charge of all work with children, and to her all the branch Junior Librarians will be responsible for their work. Yet the Branch Librarian will naturally need to control activities within the premises for which he is responsible, and more particularly, for activities reaching the public outside. Whilst the Junior Library Service shares premises with the remainder of the library service, there is a potential source of friction that can only be avoided by firm definition of spheres of responsibility and action, coupled with a common desire to promote the work in hand.

CHAPTER XIV

NEWS ROOMS: MAGAZINE ROOMS

ONE of the earliest functions of the public library was to supply reading rooms in which newspapers and periodical literature were made available to that great majority of the population who could neither afford to purchase nor had other means of gaining access to sources of current information and recreation. As the standard of living has risen and other media of mass communication have developed, the public reading room has greatly diminished in importance, to such an extent indeed that many librarians actively regard these departments as wasteful and redundant. In many towns the large rooms formerly used as newsrooms or magazine rooms have, along with the obsolete Ladies Reading Room, been converted to services more immediately relevant to the library system, i.e. children's room, reference room, gramophone record library; or, when floor space was at a premium, have been suppressed in favour of extending the lending library.

Local needs will determine the continuance of these traditional departments, but even the most superficial observer will note the diminution in use that has coincided with social changes and question whether the time has not come finally to abandon this service.

Some examination of the true function of these rooms, rather than a statement of their abuse, seems desirable. Is it, for example, really proved that people do not wish to read more than one paper, or that only the least reputable of the community frequent the premises? Should not the library provide a cross section of all information sources? What is the selection of newspapers and periodicals available, and what is the organisation of the material for the user? The traditional layout of the news and magazine rooms clearly show the passive nature of the service. Material is merely placed in position, removed when new issues are received, and a certain supervision exercised to ensure the Bye-Laws and Regulations are not too obviously infringed. This does not coincide with the modern concepts of librarianship, and it is worth considering what might in fact be done to make better use of material which is fundamentally important.

This implies, firstly, adequate selection of both newspapers and the magazines. As an example, a library might well cease to supply all the most popular national papers, and instead, subscribe to some of the more important provincial dailies (these can be obtained, if necessary, by postal subscription). A central newsroom in a large authority may well be expected to do this and also to supply leading foreign papers. This

could be especially valuable in some of the more cosmopolitan cities, and, if related to the Commercial Library or the Information Department of the Reference Library, could acquire significant importance in the community. Proper care by the staff of the back numbers or an active policy of cutting informative items for preservation in the Clippings File, will ensure maximum utilisation of the papers.

A positive policy of this nature immediately calls into question existing methods of display and use. Earlier editions of this *Manual* show a great variety of devices for ensuring that papers be read without damage or mutilation and guarded against theft. None of these has been outstandingly successful and it may now be urged that the old fashioned stands be only used for such popular items as may still be taken and that those items which will be read for information be either hung on rods or issued by the staff from the service counter. A supervised room will soon cease to be abused, but, if staffing is impossible, it appears that the old stands or wall slopes will have to be retained.

Some librarians still feel it necessary to black out racing news, but not the Stock Exchange quotations; though perhaps the users of the one are more of a social nuisance within the library! It seems again the case for proper supervision, preferably by an honest, efficient man in uniform.

The problem of supplying magazines is much more complicated than that of the newspaper service, and in modern times involves consideration as part of the Reference Library and its departments rather than as a separate entity. The essential element here is the concept held by the librarian of the nature of the service as a whole. If an active supply of information and news is to be available to the community, then the library should ensure that an adequate selection of trade, technical and scientific journals is present either in the Reference Library or in the separate magazine room. Where there are subject departments, there is no doubt that each will have its own stock of periodicals and there may therefore be no need for the recreational or general titles. Nevertheless, there is a strong case for a continuance of a well stocked magazine room in medium and small authorities and in the branch libraries of the large system, if only on the grounds that this will be literally the only way in which the more worthwhile periodicals can reach a large proportion of the general public.

In such smaller libraries there are several possibilities for improving the appearance and use of the periodicals. The provision of reading tables and chairs in the lending libraries is valuable for more than one reason, and if the display racks or furniture for the periodicals are attractively designed, the general use and appearance of the library may be enhanced. In this respect much can be learned from contemporary American, German and Scandinavian libraries (see also *ante* pp. 105, 159).

That the more serious periodicals devoted to e.g. art, architecture, music and similar cultural subjects are really important to the com-

munity may be judged from the great demand for loan copies of back numbers. Many libraries, especially branch libraries of larger systems, have developed a routine for strengthening the covers of suitable periodicals, either by backing with stout brown paper or sewing on an outer protection of manila, and these items are invariably used to the maximum, supply rarely meeting demand.

This policy will naturally prevent the formation of files of back numbers, and the modern librarian has to be aware of his responsibilities in this respect. Co-operative bibliographies, indexes and location lists have gradually created a distinct obligation to review the periodicals holdings of the library and to consider very carefully the number of titles that can be retained either in bound form for perpetuity or in some more temporary form for limited period filing only. Recent work on these lines has disclosed an alarming poverty in public library holdings outside the very largest systems, and though the more recreational periodical publications may be the principal stock of the small library, it is certain that if fair service is to be given to the community much greater efforts at co-operative selection and preservation of periodicals should be made. A more imaginative selection of titles, having regard to local interests, might well prove most rewarding in the increased use of the library.

As regards the routine of purchase and control, quite simple methods will suffice. Selection should be made annually, and, once approved by the committee, the list should remain unchanged till the next year unless very good case can be made for alterations. Contracts for supply are usually placed with local newsagents, though these may not in some areas willingly deal with foreign titles. Journals obtained by membership of a society, if not great in number, may be ordered direct from the society. There are well known booksellers who specialise in the supply of both these categories to all kinds of libraries. Donations are undesirable as being almost invariably inspired by propagandist motives, and, as the library must avoid the impression of partiality, should generally be declined. An essential part of the routine of handling periodicals is ensuring prompt and regular deliveries of all the items required plus any supplements, title pages and indexes, if wanted for files and binding. All this is best achieved by using a visible index method (see Ch. XIX) on which can be recorded all the particulars, and late or non-arrival easily signalled.

Payment to the supplier will usually be against a monthly invoice submitted by him and carefully checked by the staff for non-supply and price variations. As much confusion can arise from inaccurate checking of, for example, the daily papers, the records should be clear and unambiguous.

When newspapers and periodicals are to be filed, it is necessary that adequate shelving should be allocated in a dust-proof room or that

provision should be made to keep off the worst deposition by the use of blinds or other protection. Ordinary metal shelving allows successful flat filing, and though this is extravagant of space where many titles are retained it is a common method, which allows easy access for use and for tidying. Some periodical racks¹ use the space under the display slopes for storing at least the previous few numbers. This is a great advantage, especially for the more serious reader, but encourages losses and makes annual binding practically impossible.

When public access to the file room is not granted, unbound numbers may be held together between pieces of strawboard of suitable size and thickness, fastened by broad tapes. This discourages careless use to some extent, and preserves the items against dirt. For frequently consulted files, pamphlet boxes may very well be used to keep perhaps one year of issues previous to binding. This is particularly useful in large reference libraries where considerable numbers of consultations of these files are continually made. The pamphlet boxes can be shelved adjacent to the staff service counter and thus be adequately controlled.

A list of newspapers and periodicals taken by the library, and the extent to which they are filed, should be prominently displayed. As the names or items change frequently, this list is most desirably in a visible index form.

The largest libraries publish lists of periodicals, newspapers and directories; and on a basis of regional co-operation, a number of locations lists for current holdings and files have been compiled, though the national coverage is very imperfect.

¹ See Mevissen, *op. cit.* p. 216.

CHAPTER XV

SPECIAL SERVICES

1. Within the Library Premises: the Music Department and Gramophone Records; Illustrations; Lantern Slides; Film Strips.

Contemporary librarians would generally concede that the provision of books is but one part of the library function; that in an age of audio-visual records of considerable diversity the library cannot confine its activities to one only. The way has long been prepared by the provision of Music Scores, of Illustrations Collections, Lantern Slides and, to a much lesser degree, of Micro-reductions. To these are now added Gramophone Records and Loan Collections of original artist paintings. The problem is therefore very real and by its very diversity tends to be approached sporadically in an individual manner on largely experimental lines, so that it is not easy to discover routine solutions universally applicable. Indeed, with the contemporary trend towards the subject department development of libraries, it seems likely that much of this work will become organised either into an Audio-visual Materials Department or be divided between the Music and Fine Arts Departments. The latter would seem a more acceptable solution.

THE MUSIC DEPARTMENT AND GRAMOPHONE RECORDS

The present situation suggests a considerable extension in the near future of services ancillary to music—gramophone records, tape recordings, but only to a lesser degree, actual music scores and the literature of music. Ideally, this group of material does not fall into the usual concept of a public lending library. Only the books will be appropriately classified, catalogued, shelved and issued by methods similar to those of the main stock. Music scores need special shelving (to give lateral support, greater depth and height), special binding, sometimes in a comparatively unconventional form; music bibliography, cataloguing and classifying are specialist activities; and the control of loans requires frequently not only knowledge of music notation but of the physical presentation of the work. Even so, few people have yet urged that this specialist minority service, primarily useful only to executants, should be curtailed on these grounds; yet these are substantially the objections raised against the provision of gramophone records and other non-book materials.

Most objections may easily be countered from first-hand observation of the service. Thus, the people who actually borrow records are themselves frequently the owners of records and are aware of the need for

care and of the intrinsic value of the material. Nevertheless, there are careless users and also accidents, so provision must be made to deal with damages, by inspection on return and by the deposit of a sufficient sum of money to reimburse the library or to act as a caution. The financial burden may be solved by forming the collection by means of an initial grant, specially included in the annual estimates and thereafter, by the levy of a sufficient charge for each loan, the scheme may be made not only self-supporting but even to show a balance sufficient to make possible replacements and reasonable additions to stock. The fact that some damage and loss may occur need not deny the majority of careful users this extra and greatly appreciated service.

Some doubt exists as to the legality of making charges for a special service and it was recommended in the Roberts Report that in any future legislation the loan of gramophone records and allied materials, together with their accompanying charges, should be made legal.

Some routines practised in gramophone record libraries may be of interest and are tabulated for convenience.

- (i) *Loan*:— may be limited to societies or may be freely made to individuals; the period is usually limited to a week.
- (ii) *Deposit*:— ten shillings seems a normal requirement; one ticket being allowed per person in return.
- (iii) *Charges*:— 6d. per record, even for multi-record works, seems frequent.
- (iv) *Access*:— the ornamental sleeves may be available for inspection by the public, with actual records stored in plain manila sleeves, vertically in cabinets accessible only to staff. On issue, the ornamental sleeve is filed in place of the record and at the counter the borrower's ticket is matched with a book-card giving the particulars of the record borrowed. This system enables fines to be charged if desired. Alternatively, an indicator system of cards showing details of the records, with a coloured tag to distinguish those already on loan, has been found very satisfactory, especially where accommodation is cramped. No purpose is served by allowing actual records to be handled during choice.
- (v) *Inspection*:— on return, records must be inspected for damage. This may be done quite simply under a magnifying glass; more elaborately, special machines will test not only for scratch marks but also for evidence of over-use, and abuse by incorrect stylus.
- (vi) *Selection of stock*:— quantity should not be the dominant aim—that is, the cheaper records should not be bought merely to enable a larger coverage of works or greater number of loans to be made. The great advantage of limiting issue to societies is that the librarian will be encouraged to purchase the best recordings and will be spared the 'cheap fiction' controversy. Statistics will clearly not seem so impressive, but the lasting appreciation of the

service will be more wide-spread, and the library will receive genuine publicity among those people whose opinion is to be valued.

- (vii) *Performance*:— if possible, recitals should be actively encouraged in the library premises and the possibility of planned series of musically illustrated lectures should be explored having due regard to Performing Right and copyright requirements. It seems unnecessary and is probably impracticable in most libraries to provide sound-proof cubicles in which borrowers may test records before making their choice.
- (viii) *Educational use*:— where music students are likely to use a Music Department, consideration should be given to providing turntables and headphones for individual listeners, *see* Plates 49, 72. This is specially valuable for recordings of musical research material and needs to be complemented by access to appropriate books. Such a development is rarely possible in British public libraries owing to unsuitable buildings.

ILLUSTRATIONS COLLECTIONS

A much older special service within the library is the provision of purely pictorial material, that is, the Illustrations Collection. Properly conducted, this should be a representative collection of pictures illustrating all manner of persons, places, events and objects; and will be of immense value to artists, commercial or otherwise, school-teachers, and very frequently, to the Reference Librarian.

The pictures are usually gleaned from periodicals, though occasionally discarded books or, better, donations, are a profitable source. It is very seldom that funds are available for the purchase of e.g. first quality reproductions of artistic masterpieces, desirable though this might be. In general, selection of illustrations must be guided by the quality of reproduction and merit for information rather than as a pretty picture. When selected, the pictures should be mounted on suitably strong manila sheets of standard sizes. The identity of the subject should be endorsed in Indian ink, a classmark allotted and written in the top right-hand corner. As accumulated, these illustrations should be filed in vertical filing cabinets of standard size (extra large mounts, few in number normally, may be stored flat in special boxes). Opinion varies as to the merits of a formal classification scheme, e.g. Dewey Decimal, or specific alphabetical subject headings; examples of each being available in the great illustrations collections. Specific classification appears the most fruitful in library practice, especially in view of the inherent grouping of related subjects. It is desirable to have a competent subject index as a companion to the collection for use by both staff and borrowers.

Loans from the collection should be made by entry on a special slip,

allowing for name and address of reader, the number of illustrations borrowed and their subject, together with the date. No restriction on the number to be borrowed need be enforced. Before leaving the library, all illustrations should be placed in a strong manila folder or other suitable carrier for protection during transit. Rules for these loans may well include a prohibition against damaging the mounts by drawing pins and cello tape.

LANTERN SLIDES

Lantern slides, often found as an adjunct to the Illustrations Collections, were for some years very much out of fashion, except those of local history interest. Historical slides are once again much sought after, especially by television producers, but the main public library use is likely to continue at the local history or geographical travel level.

Black and white slides may easily be prepared from book illustrations, photographs or maps, and modern colour photography readily yields colour transparencies easily mounted for use in a projector. This modern technique and the new popularity of home projectors has given a new interest to what seemed an obsolete service.

The library problem is mainly one of storage, which is simply the provision of suitably sized baize-lined drawers in cabinets similar to those used to house the catalogue. The drawers should have fairly frequent partitions to obviate friction between the slides and to give them support. Transport of slides should always be in special wooden containers, lined with baize or soft felt and secured with special straps independent of the carrying strap. Particular care should be taken to ensure that explanatory notes or commentary should be preserved for loan with the appropriate slides.

FILM STRIPS

Should the library have film strips as part of its stock, (and this may include micro films of periodicals or of book rarities) again special storage will be necessary. Short films of this kind are usually provided with individual aluminium cylinders with close-fitting lids for storage, and may be conveniently kept within these, especially as the title and other data may easily be written on a label attached to the upper end. All that is needed to preserve order in a large or growing collection is a series of small pigeon-holes in which the cylinders may be placed, so as to show the identifying labels. Film container and pigeon-hole may be numbered to facilitate filing and identification from the appropriate catalogue. The explanatory notes usually supplied with film strips should be carefully filed in an adjoining filing cabinet in similar numerical order, with the reference number clearly endorsed on the cover. Great care should be taken to inspect all film on return for scratch marks or any breakage and also to check that the accompanying text is intact.

2. **Extension Services:** special categories of readers; prisons, hospitals, housebound readers, deposit libraries.

In addition to the supply of specialised materials to special elements of the community, librarians today consider their responsibility extends beyond the walls of the library to include service to various categories of readers who need books, but who, for some reason or other, are prevented from visiting the library in person. Gradually and rather fortuitously, there has grown up a considerable number of these 'extension activities', and some examination of them is proper as affecting the main service and book provision.

The problem may be considered as involving (a) those who are able to visit libraries, but whose needs are in some way restricted and (b) those not able to visit the library. In (a) are included the blind, children at school, adolescents only contacted through youth clubs; in (b) are considered inmates of prisons, hospitals and the housebound (through age or infirmity). Within these two general groupings the service will primarily, though not exclusively, tend to be recreational and will not particularly involve a supply of specialised non-book materials.

The problem to the librarian is essentially one of economic deployment of resources, both books and staff. It is clear that over-extension of book-stock, chiefly of the recreational stock, and of staff may greatly weaken the general library service, without commensurate gain to any special category of reader. Caution must therefore be observed, especially in view of frequent appeals to provide 'a few books' in a room at a club without any further intervention. It is useful to recall that a library service implies the services of a librarian, and that voluntary workers are seldom an adequate substitute.

Extension services should, preferably, be organised in conjunction with existing agencies, which may already be functioning among the people concerned. Thus, the National Library for the Blind supplies books for blind readers, sometimes through the medium of the public library, but more frequently through their own local societies; the Schools will usually have their own libraries, even though welcoming block loans from the public library; the Youth Officer is the local expert on adolescents and their organisation; the Hospital Boards are responsible for the conduct of hospitals and libraries are frequently already referred by them to the St. John or Red Cross voluntary librarians; the Prison Commissioners have their regulations for amenities in their institutions; the local Welfare Officer is responsible for the aged and housebound. Local societies, musical, artistic, cultural, are more frequently obliged for accommodation at the library, but may be of value in promoting the use of specialised non-book material.

The librarian about to embark on extension services will do well to ascertain what, if anything, is already being done by these or similar agencies, and the establishment of some informal committee of respon-

sible representatives might be considered. At a minimum, consultation will be essential, for some of these organisations, e.g. hospitals and prisons, have strict regulations regarding access; most have only limited accommodation; some have funds available for the purchase of books or will wish to designate their own staff to work under supervision from the public librarian (schools, hospitals, prisons). It will be for the public librarian to make the most of the available resources in each of these organisations and to ascertain the competent authority with whom to negotiate. He must also realistically face the need to adapt his own library practices and routines to other particular circumstances.

PRISON LIBRARIES

An enlightened policy of penology has brought invitations from the Prison Commissioners to many local libraries to supply books to their institutions on a *per capita* basis of payment for books, together with agreements for co-operation between the Prison Officers, who are paid a special responsibility allowance for library duty, and the permanent library assistant chosen for the duty. This liaison with the public library will ensure a certain instruction in necessary routine methods, e.g. the operation of request services from the public library stock, the control of loans, and recording of elementary statistics. More important, a regular system of book exchange with the public library stock must be organised. Herein lies the contribution of the trained librarian and it will be a matter of professional pride that the prison library stock should not be the detritus of the public library, but should receive as careful attention in selection and maintenance as a normal branch library.

Internal access to the library service and discipline is a matter for the Prison Governor and will be greatly conditioned by the antiquated prison buildings so generally prevalent. As this service is basically comprised of books circulated from the public stock, no local maintenance or binding provision need be made and, in view of the personal nature of the request service, no catalogue will have to be provided.

HOSPITAL LIBRARIES

Though not functioning in such restrictive conditions, the library service to hospital patients has to adjust to the medical organisation and has developed to the fullest degree only when there has been the internal appointment of a librarian by the management with proper allocation of accommodation, finance and responsibilities. This policy will, in addition, permit proper library service to the nursing staff, if desired.

The great teaching hospitals of London have been well to the fore in this respect and much practical experience has been made available to the library profession from that source. Provision is, however, sporadic, and by no means universal. A most urgent problem is that of finding finance and the accommodation for books, with the necessary space for



Plate No. 44.

Institute of Education Library, London University. Typical of most subject libraries in its heavy proportion of quartos, pamphlets (housed here in boxes in main sequence) and other unbound material, and highly specific shelf guiding.



Plate No. 45.
Mercantile Library Branch, Philadelphia. Interesting aesthetically by virtue of different floor levels, oblique wall surfaces,
and cylindrical light fittings.

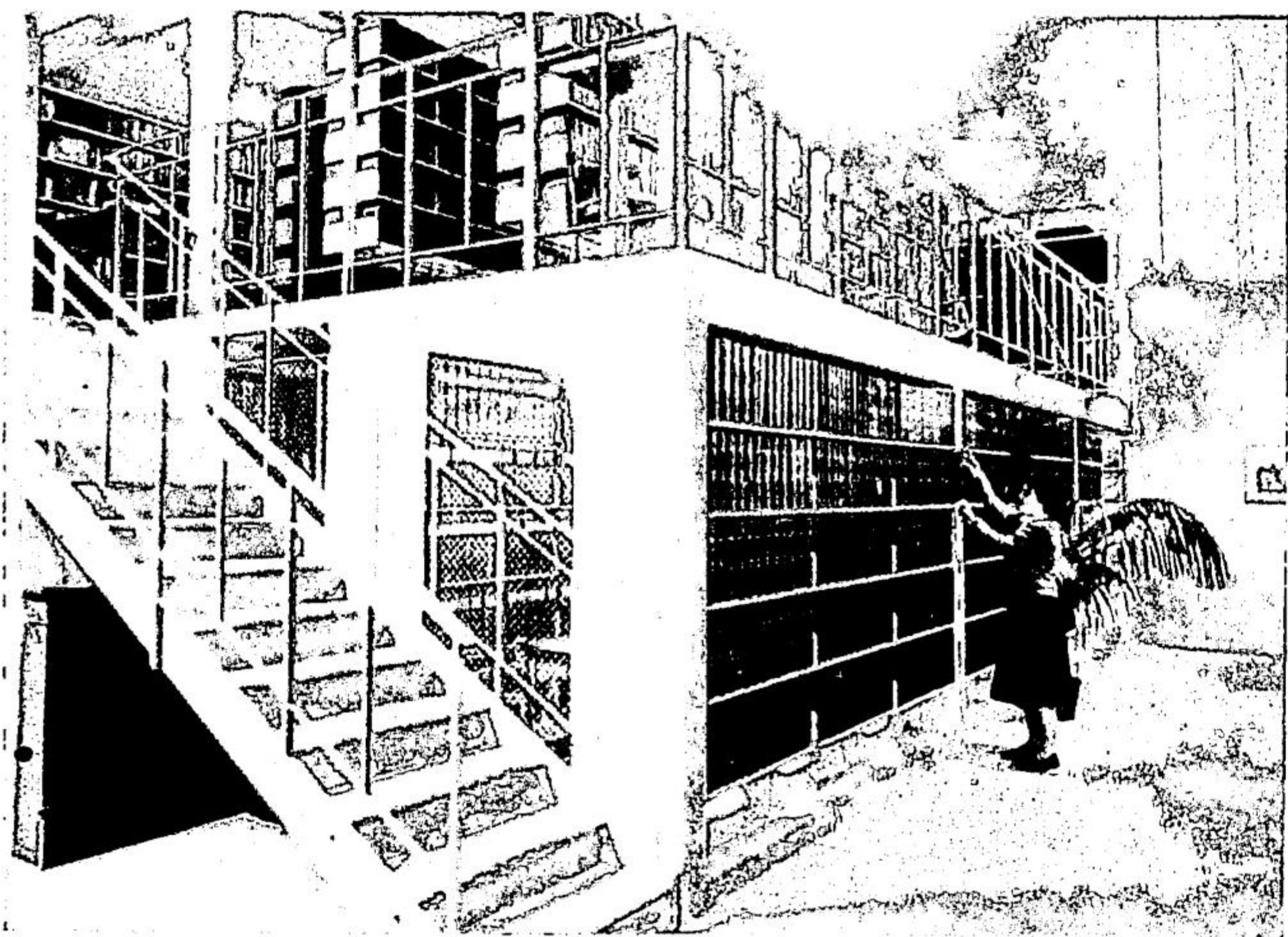


Plate No. 46.

Liverpool Public Library. Temporary stack accommodation in the Patents Library. The extensive alterations to the rapidly changing central libraries of Liverpool are fully described and illustrated in the Guide to the rebuilt Brown Library . . . 1961

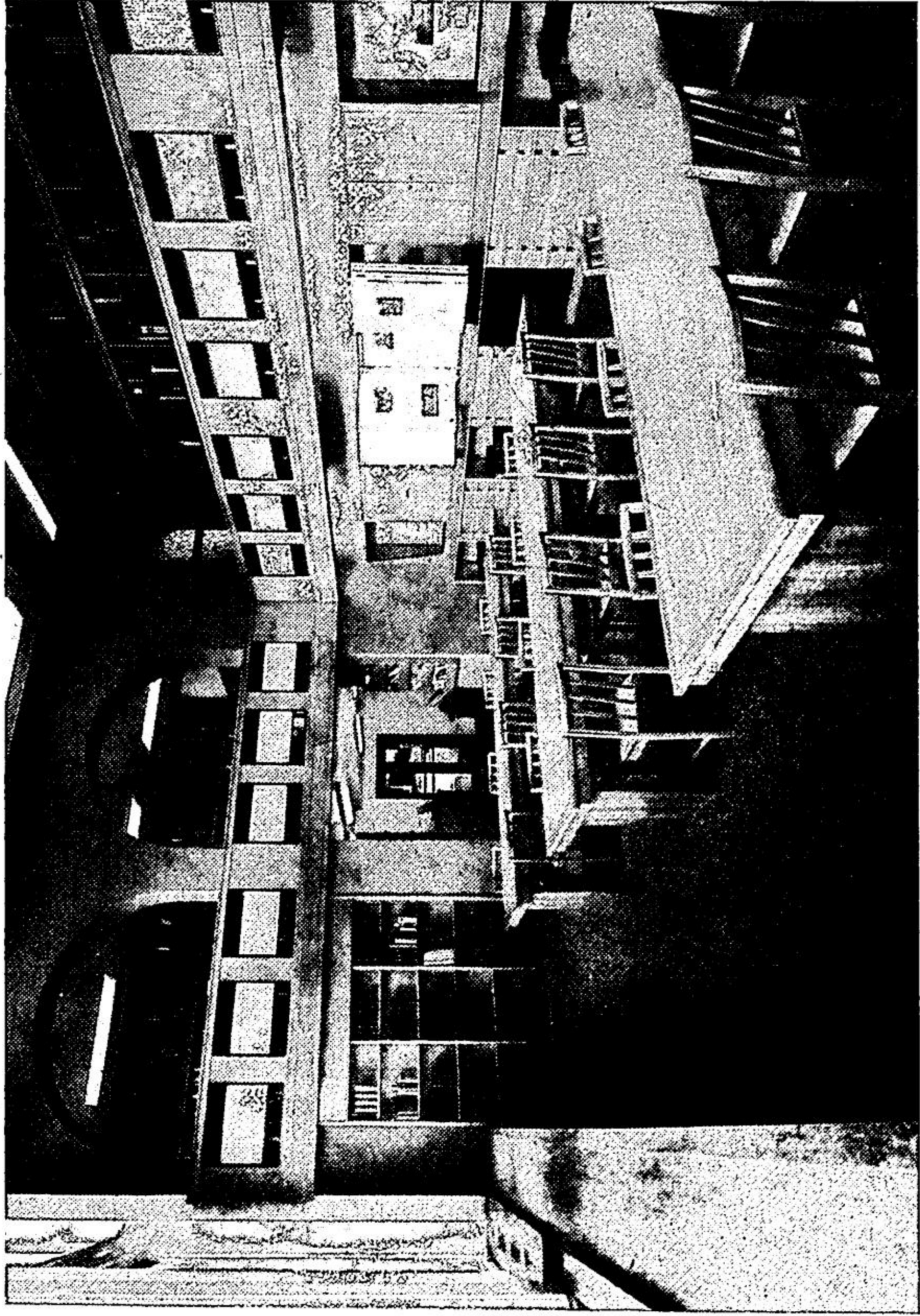


Plate No. 47.

Leeds Public Library. A subject department dealing with the literature of the fine arts.

office work—repairs, records, correspondence. The picture emerges of librarians requiring special instruction, not only in hospital routine, but in the psychology of patients and the correct approach to them. Almost the worst service, though made inevitable by present circumstances, is that from a trolley wheeled perfunctorily round a ward by an over-worked amateur, uninstructed in books, incapable of supplementing the meagre display or of understanding the individual needs of a patient. A seemingly more elaborate service, using properly trained staff, though initially more expensive, would ultimately be both more economic and more effective. It should be possible in modern buildings to provide adequate storage space to enable a reasonable request service to be implemented without undue delay, even if financial stringencies will prevent the establishment of properly equipped and staffed reading rooms for those patients who are allowed or are capable of leaving their beds for short intervals. When the public library organises the service, it is usual, rather than drawing on stock from the home reading departments, to form an independent hospital library book pool, changing stock between the institutions periodically, if necessary, and supplementing it on demand by a request service from the main public library.

Control is theoretically simple—patients are never discharged without formalities—but depends very considerably on the co-operation of the ward staff. The service being personal and individual, the name and ward of each reader may easily be recorded as the loan is made, on a suitable sized book-card, together with the date. When returned, this record may be initialled and cancelled by the librarian. Signatures from patients are less reliable than one might expect, but permanent addresses can usually be found if necessary from the almoner. The most obstinate problem to solve is the mysterious disappearance of books due to casual borrowing or lending among patients and staff; a certain percentage of stock will almost inevitably be lost this way each year. Selection of stock will necessarily cause much thought. A high standard of cleanliness is essential, therefore it is unwise to rely on books drawn from the general public collection. Choice of the titles to be supplied will require experience in assessing a happy mean between the lowest level of popular requests and an impossible standard of 'good literature'. Certain obvious rules such as the avoidance of morbid literature and those books of religious or other propaganda need hardly be stressed; far too little is known of the problems and reactions of patients in hospital surroundings to form easy judgements as to their likely reading tastes. There is no reason to presume that the public library reader will dramatically change his reading habits on admittance to a hospital, but unfortunately far too little is known of the individual 'average reader'.

HOUSEBOUND READERS

Readers who are unable to leave their homes to visit the library, the

'housebound' in modern terminology, are, to an increasing extent, being cared for by the library staff, who frequently organise a rota of visits to such persons as may be known to be in need of the service. Such readers may themselves notify the library of their interest or the Welfare Officer may introduce the library service to the potential reader; a society or even a casual visitor may likewise provide the link. However it is done, individual house visiting can clearly only be on a limited scale, unless voluntary workers can be organised into some scheme for systematic and regular calls. It is as important that due emphasis be laid on the regularity as on the continuity of the scheme; and it is in this that difficulties are inevitable. As in all social work, by no means everyone is suitable, and an enthusiast may ultimately be less effective than a patient, unimaginative but regular worker. Most local authorities have trained Welfare Officers on their staff, and it is with him that the librarian will work, once it becomes clear that there is a substantial demand for serving these housebound readers. In no part of librarianship is the lack of a printed catalogue more serious than in this extra-mural work, for it is virtually impossible that any person, trained librarian or not, should have the necessary knowledge of the library stock to give anything like an adequate choice to the handicapped reader. Should a mobile library service be operated (especially in towns) the actual choice of books may be greatly increased, but the repercussions on the time schedule of the mobile library of attempting this extension activity will be very serious, and not lightly undertaken.

DEPOSIT LIBRARIES

Most librarians are at times requested to provide 'a few books' in Youth Clubs, Old People's Homes, social institutions and W.E.A. or University Extension classes. During World War II such deposit libraries were frequently placed in A.R.P. centres, in army depots—indeed, anywhere where people might have occasional time to read, and the idea seems an ancient one, appearing well over a hundred years ago in philanthropic contexts. The modern librarian will certainly question the value of removing books from the main library service and from the care of the staff; he will also question the cost of refreshing the deposits at intervals, remembering especially the experience of county libraries, and will doubt whether any useful purpose is served unless his staff can be present to give the necessary service.

In certain circumstances, usually in schools and for organised educational courses, a carefully selected list of books may well be made available from the library resources, especially if the school is inconveniently far from the library or the lecture course is held after library hours. This policy is fundamentally different from the few boxes of books usually requested by other bodies—their interests are almost always recreational and, as has been observed elsewhere, this is an

expensive service which can only be administered at comparatively few points in the authority. When a definite commitment, as for a lecture course, can be undertaken and the library has a well-defined area of knowledge to cover, the service can genuinely be considered beneficial, though it is still necessary to make provision for careful control of these loan materials. An acceptable method is for the books to be despatched to the lecture hall and kept in boxes similar to those used by county libraries, and the key given in charge of the organising secretary. He or she will ensure that all books borrowed are signed for by the reader and that they are returned at the end of the course. Some special notice in the book is needed to indicate that it is on loan to the course and should not be returned direct to the library during the period covered by the course. It is of considerable advantage to the library service if one of the staff can supervise the operation of these libraries, providing if necessary, booklists and other material to indicate the further services which the library may offer to the students concerned.

SCHOOL LIBRARIES

Earlier editions of this *Manual* envisaged the development of School Libraries working in close relationship with the Public Library Service. This seems now unlikely to occur, in view of the latest Education Acts, which provide for adequate library accommodation in school buildings, a limited amount of finance for purchasing books; and recognise teachers as part-time librarians. Much good work will continue to be done for many years by co-operation between the two agencies, and it seems appropriate to refer to this part of the work here, having considered extra school work with children as part of the normal library work with children in Chapter XIII.

The librarian can do much to help the school-teacher, who is confronted with his own work plus that of the school library. Trained staff can be seconded (if the school is sufficiently large, and frequently in the case of the new Technical Colleges) to establish the new library, to lay down routines, prepare the books, catalogue, classify and indicate methods of book selection. For the initial period, this is sound, but it is also necessary to loan substantial numbers of books, while the school is building up a reasonable stock; to organise regular repair, discard or binding services; and to instruct the users, staff or students, in the correct function of a library. Here, the public library training and experience can be invaluable, though it should be subjected to modification, in view of the new organisation into which it has to fit. Particularly this is true of purchasing arrangements, which must coincide with the practice of the Education Authority for the requisition of all school stationery. It is prudent for the librarian to know of the rules and regulations of the school as well as those of the Authority, and to appreciate that even the Headmaster is not a completely free agent.

The training courses organised by various Institutes of Education, the work of the Schools Library Association and the joint Library Association-Schools Library Association Teacher Librarian Certificate have all helped to raise the standard of this immensely important work. Perhaps even more to be encouraged is the provision in public libraries of collections of standard recommended or otherwise desirable books suitable for school libraries, to which teachers are invited in order that they may inspect books before purchase. This is particularly appreciated in those areas where book-shops are virtually non-existent, and does much to widen the teacher's own knowledge of modern trends in writing for children.

CHAPTER XVI

BOOK STOCK: COLLECTION AND UPKEEP

I. ACQUISITION:—ORGANISATION AND ROUTINE

Of all the administrative functions of a library, none is more important than those collectively termed stock control. So closely related is the book collection to the purposes accepted by a library, so essential is the regular, adequate flow of additions to maintain the state of the existing collection, the further maintenance of it by replacing outworn copies and retaining titles considered essential, old and drab as they are, and the careful pruning of the collection so as to obliterate yesterday's mistakes while leaving a sound structure for future growth—that in research libraries much of this is done outside the library, by its clientele. The administrators of public library systems by contrast themselves bear the main responsibility for their contents: and it is not surprising that they attract public attention normally only by purchasing or failing to purchase some controversial document of the time.

The scope of this chapter does not extend to reviewing the various schools of thought in book selection, as these can only be considered integral to differing conceptions of library service itself, while outside public libraries, so closely linked is the library with its parent organisation—university, research institution, or whatever it may be—that there is little room for debate as to the underlying aims of book purchase. Even in public libraries, book acquisition in practice bears little resemblance to abstract discussion. The many faceted nature of books renders almost impossible any satisfactory application to them of hard and fast selection principles, while the more adequate funds of at least larger library systems in recent years have allowed them to acquire virtually every major English language publication and removed the poignancy of conflicting doctrines. About the financial aspects of book purchase it would also be out of place to dogmatise here. Libraries of roughly equal size tend to spend much the same, and the administrator of a public or university library will pay particular attention to the average book fund of the libraries most closely resembling his own, as revealed by published statistics and by personal correspondence, striving at least to keep abreast of this average. Public library authorities in Britain take into account also the suggested financial standards laid down from time to time by the Library Association, aware that these represent not radical idealism but a careful compromise.

Administratively, book acquisition, as distinct from stock control as a whole, raises three questions of practice, more profitable to discuss

than theories of selection. These are:— the extent to which control of selection can be delegated; the routine needed for securing adequate information about possible additions; and the routine to be followed in placing orders.

Like every other function of library service, book selection must be considered to reside initially in the authority itself. A community of thousands cannot select books: its elected representatives, serving as a library committee, can: and should they choose so to do, they are exercising no more than their rights—some would say, their duties. Obvious disadvantages do of course attach to any activity so full of minutiae when carried on by a committee, discontinuous in existence and transient in membership. Decisions cannot be obtained quickly, since meetings are normally infrequent: they are likely to be taken hastily in some cases, and in others after disproportionate heart-searching, according to the exigencies of business and the temper of committeemen; while even conscientious committees may have very vague ideas about the upkeep of existing collections. In great libraries, and those with widely scattered board or committee members, such as state or county libraries, delegation to the permanent executive is almost inevitable, general direction of acquisitions policy resting with the authority. Such policy may well be embodied in a published statement of selection aims, which can be invoked in controversial cases and which should offer considerable guidance to acquisitions staff in their work: clarifying the general aims of the library's buying, it will also set down its practice in the case of dogmatic politics and racial theory, religion and literary works of strong sexual colouring: for instance, the often quoted Baltimore Public Library policy statement, produced in the shadow of the McCarthy era. Even within the framework of a policy statement, and with the exception of works costing over some arbitrary price limit such as five pounds, which are usually referred for board or committee decision, the librarian should feel free to refer upwards for particular rulings at any time, whenever he prefers not to take the responsibility of interpreting or extending basic policy principles in relation to some debatable title. Since any book added may be the subject of comment from a newspaperman in search of a story or a disgruntled correspondent, it is as well for the librarian to have his weapons to hand, and to be sure of his authority for whatever he may do.

Particularly in large libraries, if selection has passed principally into the hands of the librarian, by custom or by formal delegation, he in turn may well question how far he should try to retain personal control over this, or should refer it to his staff. In smaller libraries, the chief finds much of his time spent on books: elsewhere, considerable internal delegation may take place, although it is rare indeed now for the book-fund to be split up among branch and district librarians without any

central co-ordination of their spending. In larger city libraries, selection may be the province of a committee of senior staff. An extension of this system, initiated in Baltimore, is to require staff members to prepare personal reviews of at least the more debatable items for the committee's decision. It is certainly well in departmentalised systems for subject librarians to make their contribution in selection in their own fields for the whole system, and for the voice of all public departments to be heard freely: but it is equally desirable that the chief should take a lively interest in acquisition matters. No other ambassador, after all, can so adequately represent the library in the delicate task of negotiating or soliciting large scale donations or the deposit of rare or unique materials, such as city and university librarian must often undertake. Nor can any other person assume responsibility for 'friends of the library' groups such as are associated with many of the richer collections. Outside the library, whether he will or no, its head is taken to be more than an official moving amongst officials.

In any organisation, acquisitions work requires continually two kinds of information: factual information as to what new books are available—information about titles, authors, publishers and prices—and on occasion interpretation, criticism and comment sufficient to justify a final 'yes' or 'no'. Too much should not, perhaps, be made of the second case. In many instances, the experienced selector knows from a glance at prospectus or booklist whether he wants the book or not: he knows that it will be sought after in his library, or he knows the standing of the author from previous works: or he knows that his library needs a book on that subject, shoddy and makeshift though it may be. Any library which makes its contribution to fresh thinking and discussion of current questions must contain many indifferent books: many new publications of this kind *must* be on the shelves on publication day if the library's reputation is to be maintained. In large European towns, it may be possible to arrange with local booksellers for most books to be available for inspection and purchase before publication: thus in Britain the schemes inaugurated in the 1950s by Liverpool, Birmingham and Bradford gave their libraries a marked advantage over those gearing their ordering and cataloguing to the arrival of the *British National Bibliography*. Many small American towns on the other hand must rely on the advance information provided in the Kirkus list or Bowker's *Books to Come* if they are to obtain their books by publication day. In Britain, long-standing agreements entered into by many libraries to place 'blanket' orders with their suppliers for all titles falling within certain categories represent another abeyance of the selector's critical function.¹ A further aspect of this lies in the fact that in special collections particularly much of the most useful material comes gratis on request direct from non-book-trade sources:— from great firms issuing

¹ For subject and other specialisation schemes, see Chapter VI on co-operation.

well-produced explanatory or background publications as an introduction to their work or products: from their research departments, in the form of individual papers and journals embodying such of their findings as are cleared for publication: from trade development associations, describing in general terms the products of a given industry. Thus in the case of building technology serviceable publications emanate from the British development associations alone covering brick and tile, cement and concrete, timber, lime, plaster board, fibre board, copper, lead and asphalt products. Any acquisitions librarian aware of the usefulness of such material to reinforce the normal book trade imprints ensures that his library is placed on the appropriate mailing lists to receive future issues automatically, as he does with the trade catalogues of the major engineering firms. Whatever the purchasing arrangements operating centrally in great library systems most subject libraries will obtain considerable quantities of such matter on their own initiative—all, of course, needing to be acknowledged punctiliously.

Thus most decisions can and must be taken quickly: the learned and cultivated discussion which characterised subscription library book committees 80 years and more ago will never return. In a few cases when there is good cause for hesitation—the expensive American publication, or the costly item from a new publisher—rather than obtain each debatable title on approval, it may be desirable to await reviews in the more important subject journals, late though these often are. In some libraries, marked cuttings from such reviewing sources may be clipped to the suggestion slip and this slip filed alphabetically under author in trays awaiting committee decision. Occasionally the *Book Review Digest* may be used to advantage, collating as it does the judgement of several different sources not always available in the original. Less profitably, application is sometimes made to local university staff, research scientists and persons connected with specialised local societies: but such judgements tend to be personal and unrelated to the needs of the library's collection. It would probably be true to say that the average acquisitions librarian spends more time checking through other libraries' accessions lists—above all, lists in fields of special local interest—than in the scrutiny of reviews once extensively practised. Keeping abreast of the flow of publishers' announcements, watching also for special pre-publication discounts, claims much of his time, as does interviewing the publishers' travellers, who are a traditional source of gossip and anecdote.

2. RECORDS AND EQUIPMENT

Little equipment is needed by an efficient Acquisitions Unit: nor need its records be many. An alphabetical 'Ordered' file of slips or cards, to be checked before any fresh orders are placed, forms the chief record. It is as well to use standard size 'proposal' slips, 5" × 3", on which both

readers and staff can note titles, publishers and prices, and to house the 'ordered' file in desk top cabinets. Each slip should have the bookseller and date of ordering added, or the order number by means of which this information can be found in the duplicate order sheets. Routine should include a regular, perhaps monthly, weeding to discover titles not yet supplied, slips not removed when the book was received, and other queries.

The second essential record is the desiderata file, showing the titles of those works considered basic to the collection, but out of print and as yet unobtainable through other channels: this will be used in checking through second hand, remainder, micro-publication, exchange and British National Book Centre lists, and in growing libraries may run to many trays. In any library, it is also desirable to have in the vertical files or elsewhere an alphabetical record of donors' names together with lists of the books presented by each: this may be wanted later for historical purposes and in any case is necessary out of mere tact. The

WREXHAM PUBLIC LIBRARY

SUGGESTION FORM

Author and title.....

Publisher..... *Price*..... *Date*.....

Suggested by (Mr. Mrs.
Miss)

Address

Fig. 34. Suggestion Slip. *Effective: but for filing purposes, better with author and title on separate lines. A single purpose form.*

person with books to dispose of is less offended by a polite refusal at the outset than by an acceptance followed a year or two later by complete ignorance as the the fate of the volumes presented.

For their factual information about new books, many British libraries make do with the *British National Bibliography* and the *Bookseller* week by week, the Stationery Office *Monthly List* less often, and the *Reference Catalogue of Current Literature* in the case of older works still in print. To them should be added an alphabetical file of the general

catalogues of major British and American publishers and any firms concentrating primarily on fields in which the library has special collections: perhaps also a directory of antiquarian booksellers, a dictionary of foreign book trade terms and a file of *Book Prices Current*. The competent Acquisitions Head will also see that some of the excellent current guides to non-British publications distributed gratis are at hand: the *Stechert-Hafner Book News*, Bowker's *Books from the United States*, and *Das Deutsche Buch* among others. Large libraries will subscribe to the current complete lists from major countries and possess the 'books in print' list such as *La Librairie française*: but there is little excuse for the Acquisitions Unit in a scholarly library taking out a long lease on the major bibliographies to the detriment of the open shelf reference collection. So essential a part of the service of a great library are such titles that it is better in the event of serious competition for their use to subscribe also to the main alternative title, shelving the *Bibliographie de la France* on open access and *Biblio* for staff use, and so on.

3. ORDERING, ACCESSIONING, PROCESSING

In its choice of ordering routine hardly any library is wholly free. For the purposes of audit, the routine adopted by every local government department must be acceptable to the authority's finance officer: all Ministry libraries, similarly, must conform in general with the requirements of the Treasury. In essence obviously the library, the bookseller and the treasurer should each have an adequate record of total purchases, and the former two should know also the titles associated with each separate order. Thus commonly the official order is a sizeable document with columns for author, title, publisher, published price, net price after discount is allowed, with one or two carbon copies taken from the original.¹ On the other hand, by arrangement with the bookseller and treasurer, it may be no more than a covering note on the lines 'Please supply . . . items as marked in copy of *British National Bibliography* for week ending, to a total of £... ..s. ...d.', while the full order form is used only for second-hand purchases, American, foreign and local items. This of course assumes that the majority of books are ordered only when listed by the *B.N.B.*: a limitation which to some would appear deplorable.

The running number method to distinguish rapidly one transaction from a large number of others is universal: thus, customers' orders in a large firm, personnel in the armed forces, and letters sent out of a busy organisation are all individualised in this way. Hence also the running number method normally applied to book orders. Similarly it may be helpful throughout the history of any volume in a library's collection to designate it by a number distinct from that carried by any other volume: hence the traditional practice of 'accessioning' books, so that

¹ Cf. the order form reproduced in Chapter V, p. 50.

any copy of any title can be recognised easily.² Such accession numbers have at various times consisted of stock numbers covering the entire collection in one sequence, or separate sequences of numbers representing books in each main class, such as pure science, or books in each department or branch: sometimes the sequence continues indefinitely, elsewhere numbers left vacant by books discarded are used again.

List No.....

Item No.....

Author

Title

Library	Purchase New	Purchase Secondhand	Coding Secondhand
C.L.L.			
A.G.			
A.			
A.X.			
T.H.			
W.E.			
Y.W.			
Total number of copies			
Coding New	/	/	Invoice checked by
B.N.B.			
Classified by	(m)		
	(a)		
Catalogued by	U.C. Card		Green Card
Multilithed			Allocated

Fig. 35. Combined Allocation and Process Slip. Used in a pre-publication ordering system based on one bookseller's lists not on order sheet, and thus in every respect exceptional. Top half completed after inspection of books at weekly selection meeting, bottom in cataloguing unit: forms retained for one year to show distribution of copies for purposes of audit.

² More generally, the term is also used often to cover all phases of the receipt and preparation of books.

Elaborate and time-consuming in busy libraries, such methods have produced various reactions. Some libraries many years ago concluded that there was little point in using one set of numbers to apply to books before receipt, and another after-arrival, deciding instead to use only the order number to distinguish each volume during its life in the collection—in charging routines, for instance. On the other hand, at much the same time a few libraries, British and American, Birmingham among them, chose to abandon accession numbers altogether, relying on copy numbers to distinguish one volume from another of the same title. The failure of the majority to follow this radical practice can perhaps be attributed to poor relations with the authority's audit department. Another expedient, that of allocating blocks of numbers to each of the library's regular booksellers, so that accessioning can be done by the latter as a concealed discount, is still in force: while automatic numbering stamps, reducing the clerical tedium of the process, are common in well-equipped libraries.

WREXHAM PUBLIC LIBRARY	
CLASS	CATALOGUED
ACCESS NO.	ALLOCATION
ORDER NO.	PRICE

Fig. 36. Process Stamp for Title Page Verso. Query: are locations and order numbers worth giving here? And in a small library, must the sole cataloguer initial every book?

4. MAINTENANCE

New books are but one aspect of stock maintenance: the discovery and filling of older gaps in basic stock, the replacement of essential titles which are worn out, the removal of less used but potentially useful books to storage, and the discarding of useless works are others, all appropriately grouped together as one man's responsibility—a field of responsibility accorded little recognition in terms of organisation until recent times. In Britain, this was perhaps first realised shortly after World War II, notably in Lambeth Public Library, where a drastic

stock revision begun as the prelude to a scheme of centralised cataloguing culminated in the appointment of a Stock Editor responsible for such duties. A useful by-product of this for other libraries was, incidentally, a series of checklists of 'basic' or standard works, each list on some specific subject and based often on collaboration with some body such as a professional society or teaching institution. Similar appointments made later in other metropolitan libraries and the designation of a bibliographical chief assistant in Sheffield challenge strikingly the absurdly departmental attitude to book provision hitherto too common in British municipal library practice.

Any unitary view of the book collection immediately provokes questions of policy such as were evaded earlier in this chapter:— How large a collection is to be envisaged ultimately? What balance should be struck between current and older publications? What proportion of periodicals should be filed?—and other questions which to the non-public librarian must seem a little odd. Almost by definition the term 'University Library' implies a library of size: a quarter of a million volumes, perhaps. No such connotation attaches to the phrase 'Public Library'. For many decades in Britain it has been customary to measure public library stocks by so many volumes, or fractions of a volume, per head of population, implying that the town of 20,000 and the city of a million people are equally served if their library has, say, one volume per person: that there is no minimum size at which a library ceases to be worthy of the name. This ignores what every experienced librarian knows: that the average volume in the small public library tends to be cheaper, less substantial, less informative, than the average volume in the larger. Equally, it ignores the obvious fact that the reader's only test of a library is how far it can enlarge and satisfy the circle of his interests. For him, not volumes per head but—with certain obvious qualifications—volumes per subject, adequately organised, are the relevant yardsticks, and he is uninterested in statistics of volumes in some other library which he might borrow if he knew about them.

Against this, it may be argued that today the reader's library of first resort—the library to which he goes habitually for greatest convenience, public or private—is a matter of less moment than formerly: that a regional branch library, an industrial research library and a training college are but outlets through which the National Library Service is made available, drawing indifferently on the resources of public, academic and other institutions: and that that library need be no more than a token collection. There is no need, the argument goes, for the average public library to keep older books: they will always be available on loan from the universities or the greater reference collections. Thus the printed catalogues of Westminster, for instance, are not amended even when the last Westminster copy of a book is withdrawn. The only realistic reply to this is that in few countries indeed does there exist any

document inaugurating a national library service. For the most part such co-operation as does take place is done only in the absence of agreements and commitments,—by compromise and by subterfuge, with innumerable sacrifices from a few libraries, often beyond what their authorities would consider reasonable, and much bare-faced cadging from debtor libraries: this patchwork affair being liable to be shattered at any time by some maladroit initiative from any group concerned. The only book one can be completely sure of, it can be argued, is in one's own basement. Unwillingness on the part of the holding library to lend: incompetence on the part of its staff: delays in the machinery of regional and national union catalogues: a complete absence of national arrangements to handle information queries unsolved locally—these may be potent reasons why a library of some size should conserve rather than discard its older books, or at least a considerable proportion of them. Very similarly, rather than be dependent on market fluctuations and other circumstances beyond its command, the expanding manufacturing firm may acquire control of the company supplying its most important raw materials. In each case, security, not profit or economy, is the motive.

In any event, remarkable as the success of most co-operative schemes has been from one point of view, no-one concerned for the library service can afford to forget how different these are from having direct access to a full library, and how much less rewarding. It is not merely that checks and annoyances beset the enquirer, that books come slowly or that he may be asked to pay postage incurred: these are pinpricks to be expected. It is, fundamentally, that the system works laboriously title by title, producing what was required of it and no more: it yields never a sight of riches unsuspected, never an unsought stimulus, none of the creative browsing which is an essential part of the use of any library, and for which bibliographies can never be a substitute. Moreover, it is a system almost wholly unequipped to deal with periodicals until they are on the way to be superseded, the serious use of which, despite indices and abstracts, must largely be of an exploratory and browsing nature. The very beginner in a new subject knows how useful can be the current issue of a good journal in his field—not for specific, known contributions, but potentially for facts and generalisations which may be found anywhere in it. Yet there is no provision for lending current issues. The student more advanced will want to consult all the current journals, say five in number, within his field in his own language, or to go through the complete file of one particular title. Yet there is no provision for bloc loans. In the course of an hour's reading, the 'student' or any interested reader may pick up half a dozen references to publications, all of which he would gladly consult in the original. None of them, perhaps, does he want to read in full: over none will he spend more than a quarter of an hour: yet all can make his knowledge wider and more

authoritative. Can anyone pretend that he is really encouraged, in a library heavily dependent on borrowing from outside, to pursue these and similar leads? If he does, what would, in a sound special collection, take no more than an hour, spreads over long weeks. Co-operation, in reality, is never a substitute for adequate special collections, freely accessible to the common man.

Thus an adequate library service for the intelligent reader implies several things:— 1. a generous cross section of the books of his generation, above all in his own language—of, say, the last thirty years. 2. the major periodicals in his tongue in each of the broad subject fields. 3. bibliographies—indices, catalogues, checklists and the rest—the key to material outside the library. 4. direct access to the mass of monographs, theses, offprints and such material in each field acquired by a research library. 5. access through the interlending schemes to such of the non-current material in various languages as he may specifically require. The selection policy worked out by a library represents its attempt to reconcile these demands with the background of its own funds, and its physical ability to store the various kinds of material handled: the less its funds, the more critical its scrutiny of possible purchases in the light of its chosen policy.

Large or small as the collection may be, every decision to add or withdraw a title should conform to the general pattern implied in that policy. Effective coverage over all broad subject fields (the 'horizontal' aspect of stock) precedes 'vertical' accumulations, the concentration of secondary materials in highly specific topics. This calls for consistency of rejection no less than of selection. A library which must rely chiefly for its information about Eastern European countries on the *Statesman's Yearbook* and John Gunther has no place for a thick Rumanian Government statistical publication in English, even through that Government may distribute it free. Its absence does little harm: its presence demands that of a score of other parallel publications such as that library evidently cannot afford. An open shelf collection on any subject may be at introductory level only: or at the level of the practitioner or teacher: or at research level: or it may attempt all those; but it should never venture into any level at which it cannot offer a full, successful and consistent service. Tempting as may be special price offers occurring from time to time, the buyer must not acquire isolated books above the level at which the collection is planned to work. Similarly, no library should accept the offer of considerable special collections to be donated unless it intends honourably to maintain them. The private collector who passes twenty pleasant years buying books on Goethe, finally to offer them to some public library when he has space no longer, may have little appreciation how much must be spent each year on literary and philological journals alone if his collection is to have any value to the research worker: books, even large numbers of books, are no measure

of its usefulness. No competent librarian is unaware of this. Without such intensive acquisitions work, involving the consultation of many expensive bibliographies year by year, the collection is a useless plaything: and too many such titular dignities encumber public libraries in the older countries, to the amusement of the specialist.

The courage to reject—and indeed to pay for the privilege of rejection—is no less necessary from the point of view of successful public relations than it is to satisfy some philosophical scruple of the selector. Without one clearly perceived pattern underlying the work of the stock editor, or whatever title he bears, the collection will soon exhibit little logic and many curiosities: it will offer delusive promises by surprisingly generous treatment of some fields and disappoint modest expectations in others equally important. Such a library gives too many footholds for hostile criticism, too little sure ground for a reasoned reply. It has always been a cardinal principal in the professional literature that the tail should not wag the dog—that vocal, particular demands should not bias selection in directions not otherwise judged desirable by the librarian from the evidence available. Yet in Britain in recent years so much attention has been paid to the costing of interlibrary lending that a number of libraries automatically buy rather than borrow any book requested by a reader if it is in print—irrespective of its further value or quality: a situation tinged with irony when the motives for first setting up interlending schemes are recalled. In a large library, in so far as this contributes to filling real gaps in the collection, this may be reasonable: in a small, it involves an element of chaos which is hard to justify.

Essentially the same applies to passivity in the face of the torrent of donated propaganda material against which all libraries in the older countries struggle—periodicals setting out the achievements of some small country in which few are interested, statistical handbooks from another in a hostile political bloc, the views on organic manuring of one near-fanatical minority, the eschatological convictions of another, manifestos and testimonials from an industry threatened with nationalisation; and so on. Even a research library, dedicated to the elusive ideal of completeness, would find little use for much of this material: the limited aims of the small public library find none. Nor, fortunately, does unsolicited donation of this kind oblige any library to accept or to display anything so presented: but, if the propaganda statements of one group are accepted, fairness demands that they be balanced by those of opposing parties. The extreme right-wing daily, presented willy-nilly to the library, must be offset by the corresponding left-wing organ, bought or solicited. Above all, the day's intake of this literature of persuasion must not be spread cynically on a table in the corner of the reading room in the hope of whiling away a rainy afternoon for some reader marooned. Solicited donations demand cataloguing and classi-

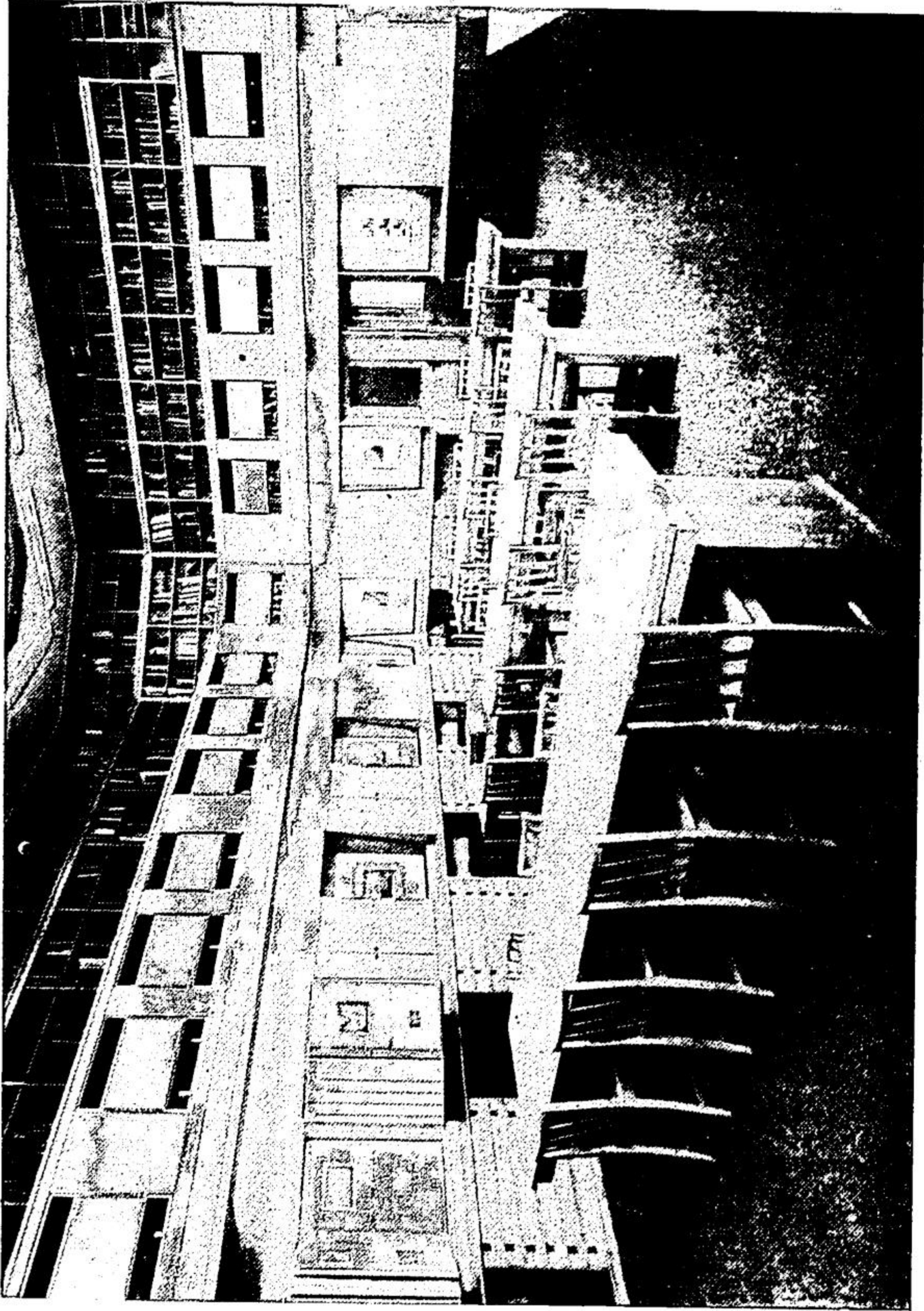


Plate No. 48.

Leeds Public Library. A subject library in converted premises. Note the specialized fittings.

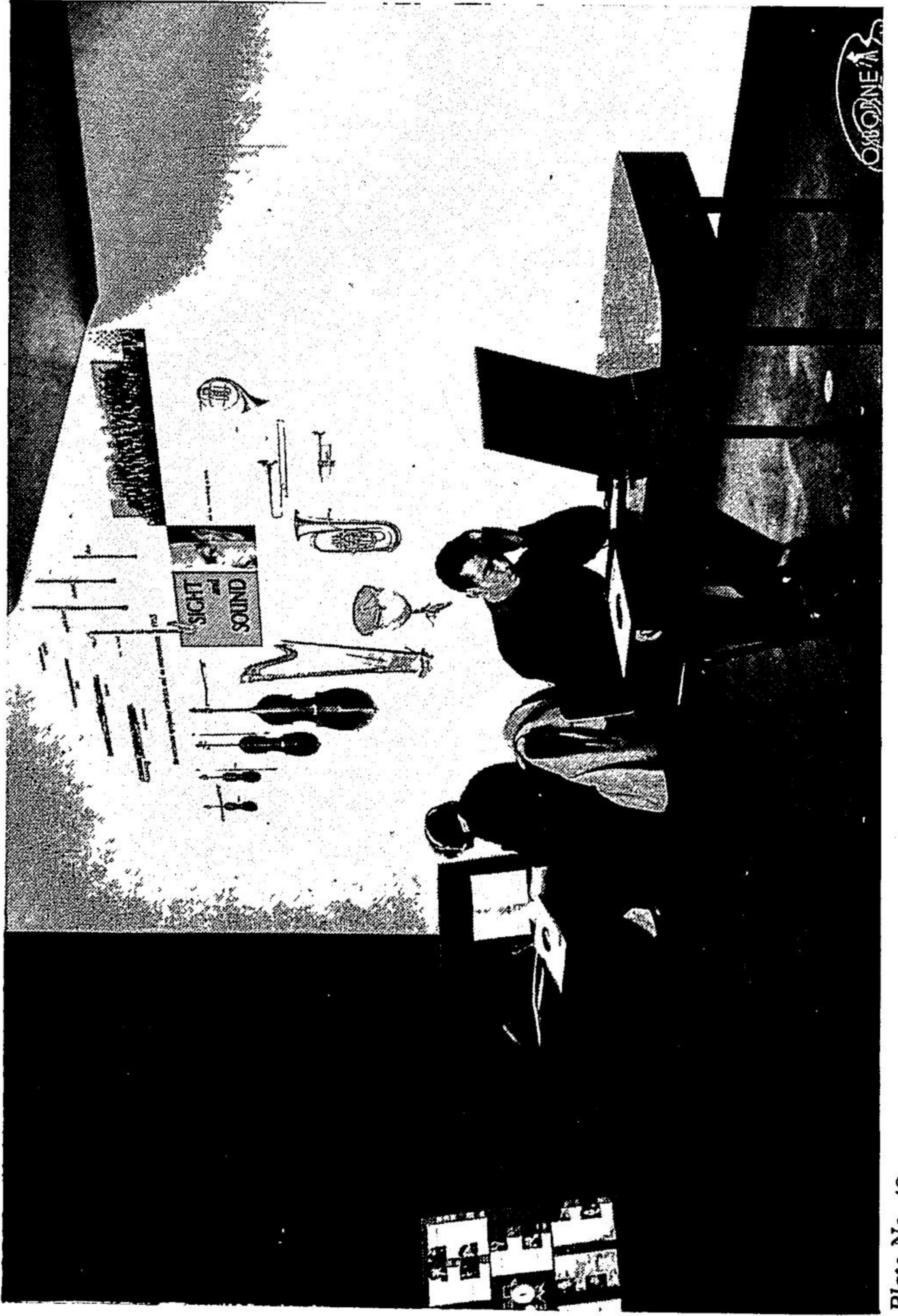
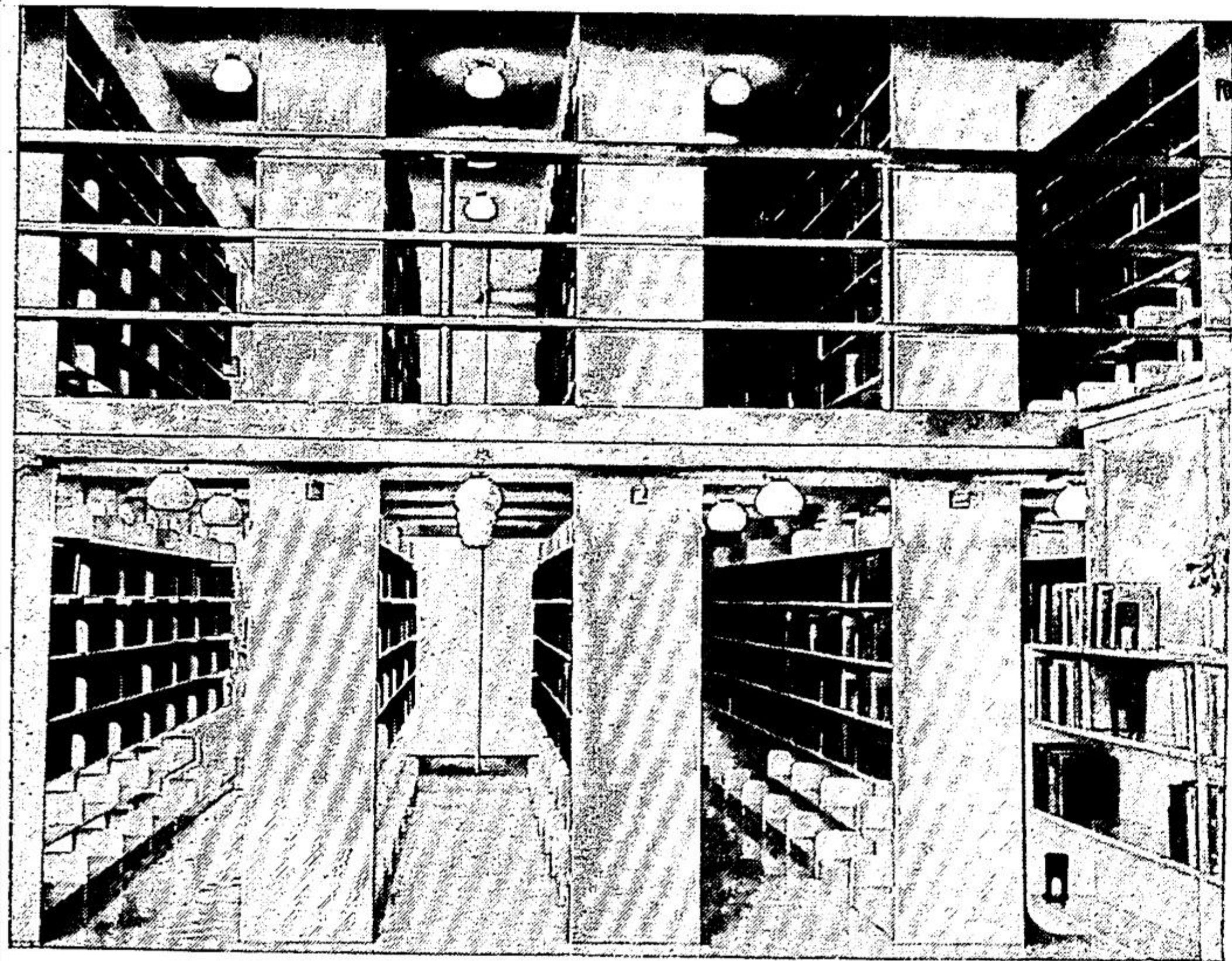


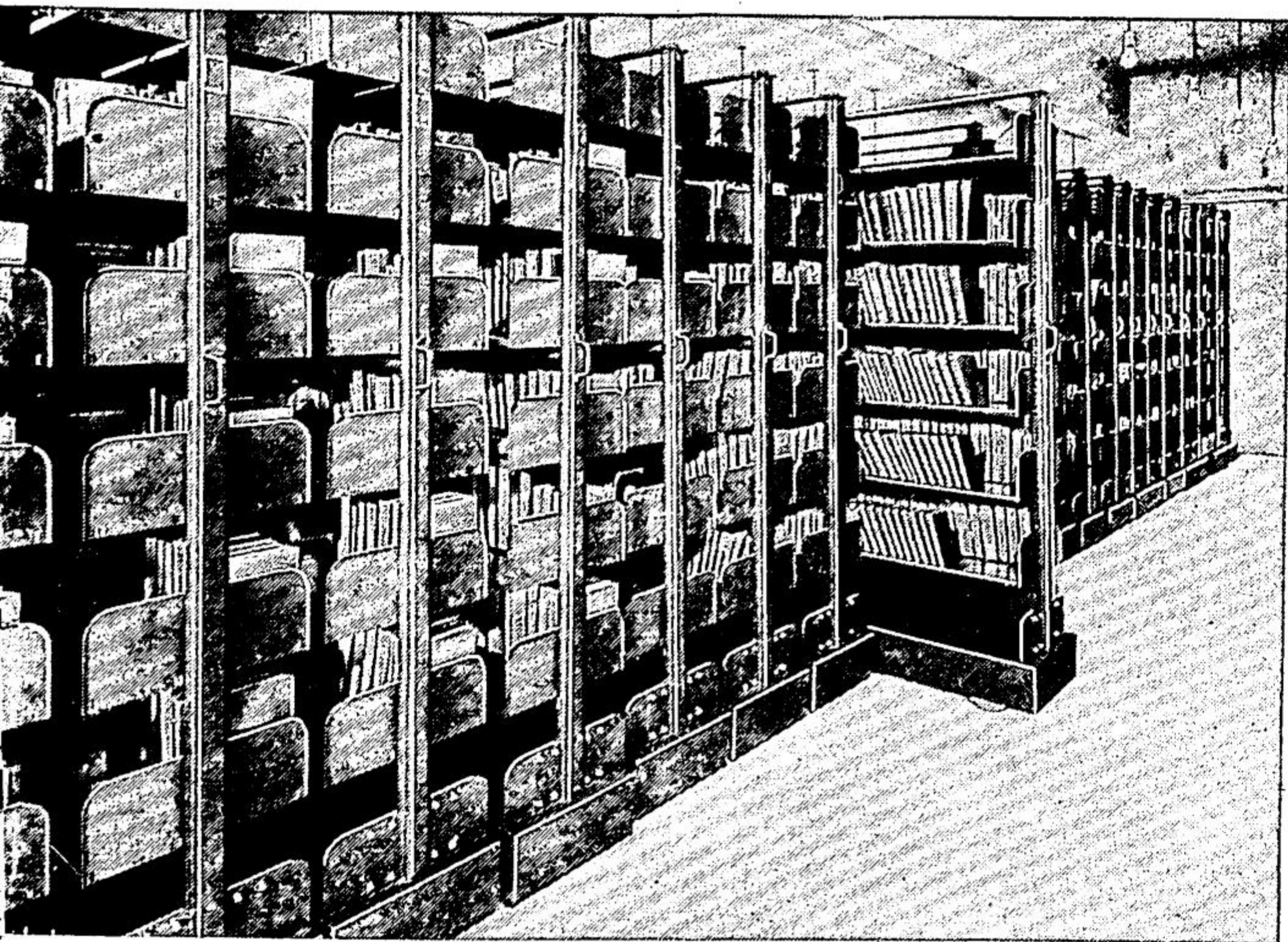
Plate No. 49.

Music Room, Cincinnati Main Library.



Interior view of Metal Bookstack by Luxfer Ltd.

Plate No. 50.



Compact storage showing movable cases by Luxfer Ltd.

Plate No. 51.

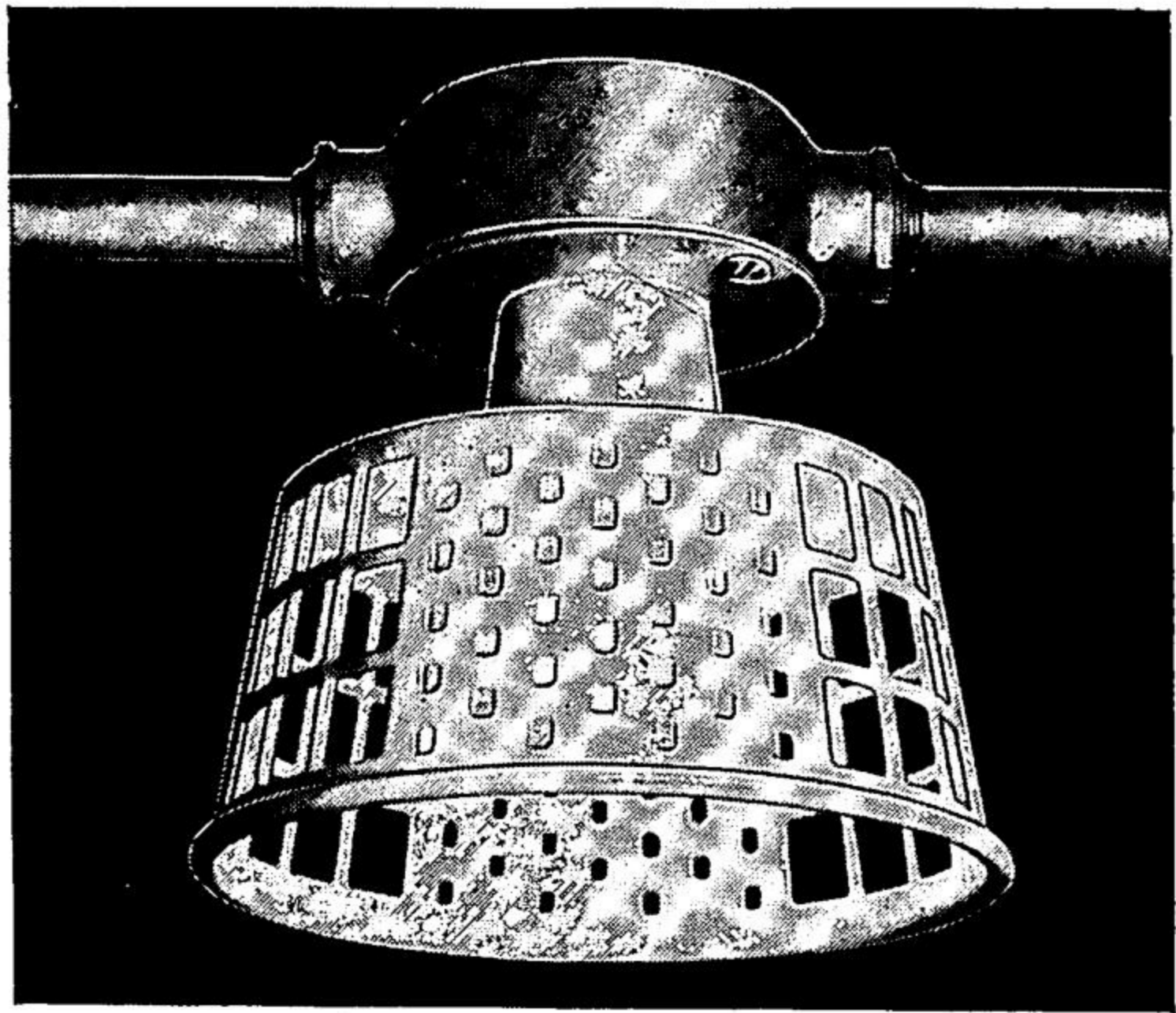


Plate No. 52.

Detail of light fitting for stack rooms by Luxfer Ltd. The pierced aluminium shade allows illumination of shelves but reduces glare in the passageways.

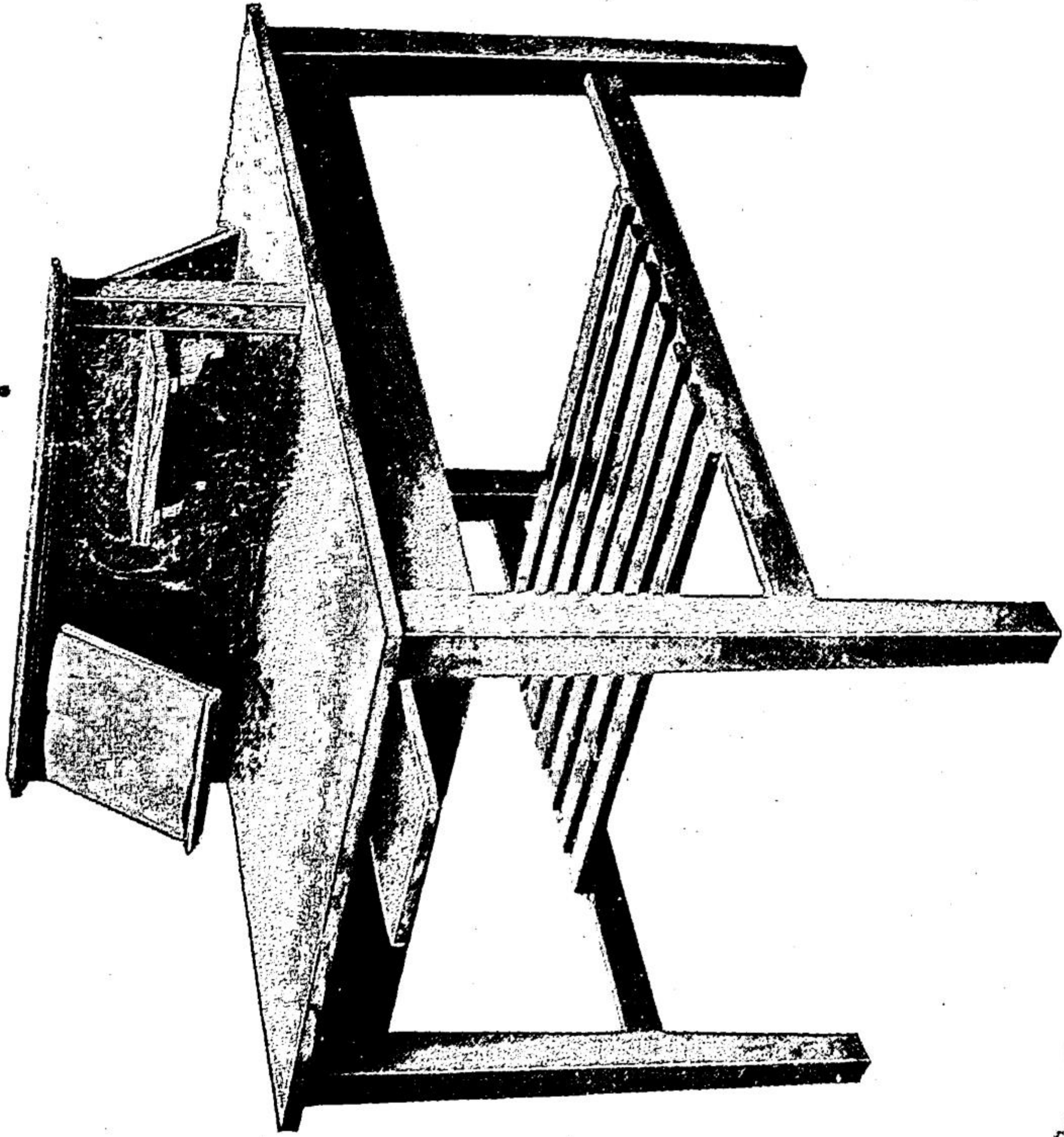


Plate No. 53.

Libraco Double sided Reading Table: a simplified version of Duff Brown's original pattern.

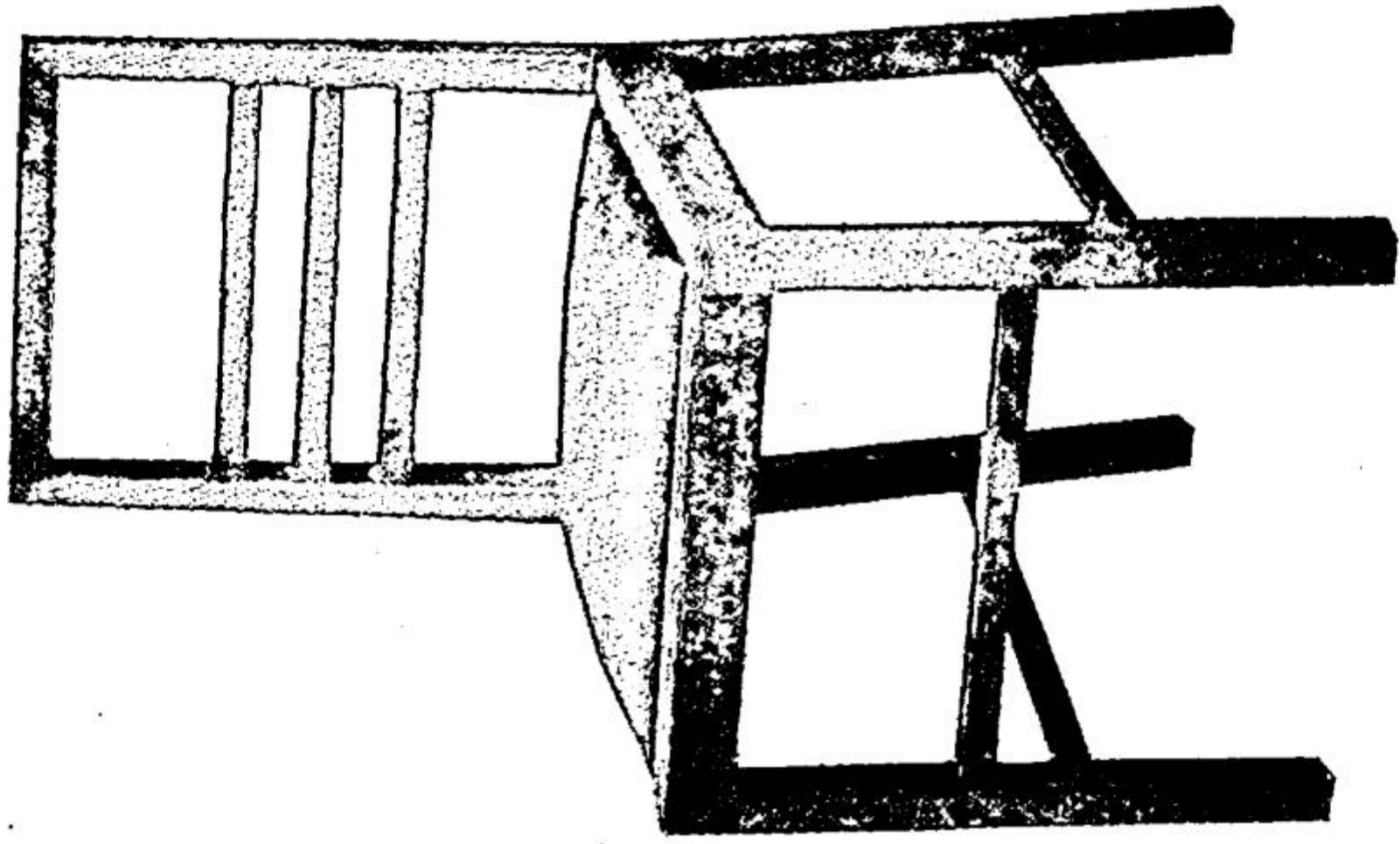


Plate No. 54.

Standard Libraco Reader's Chair.

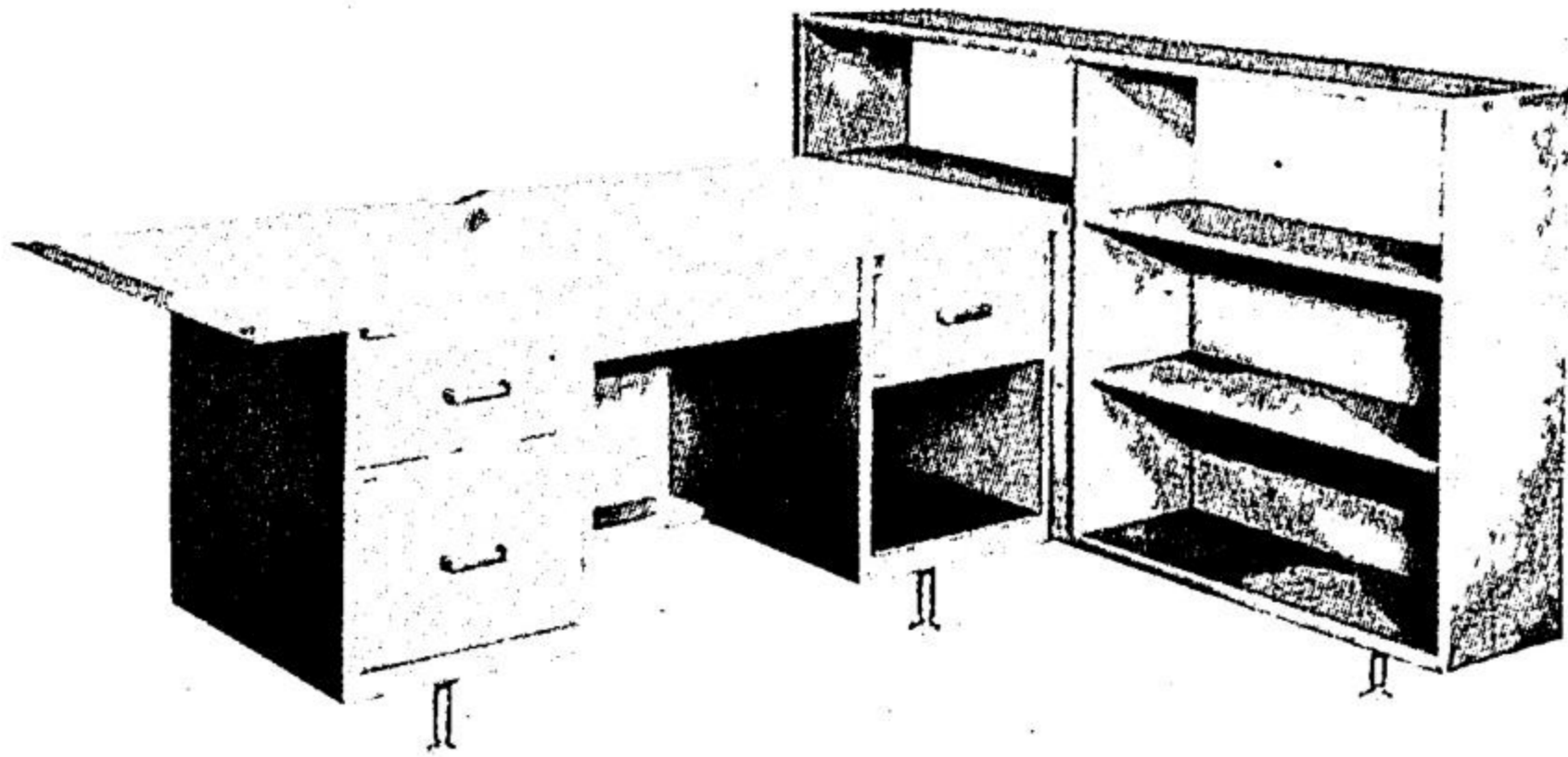


Plate No. 55.
Sjöstrom Circulation Desk. Typical of much American furnishing;
compact, functional.

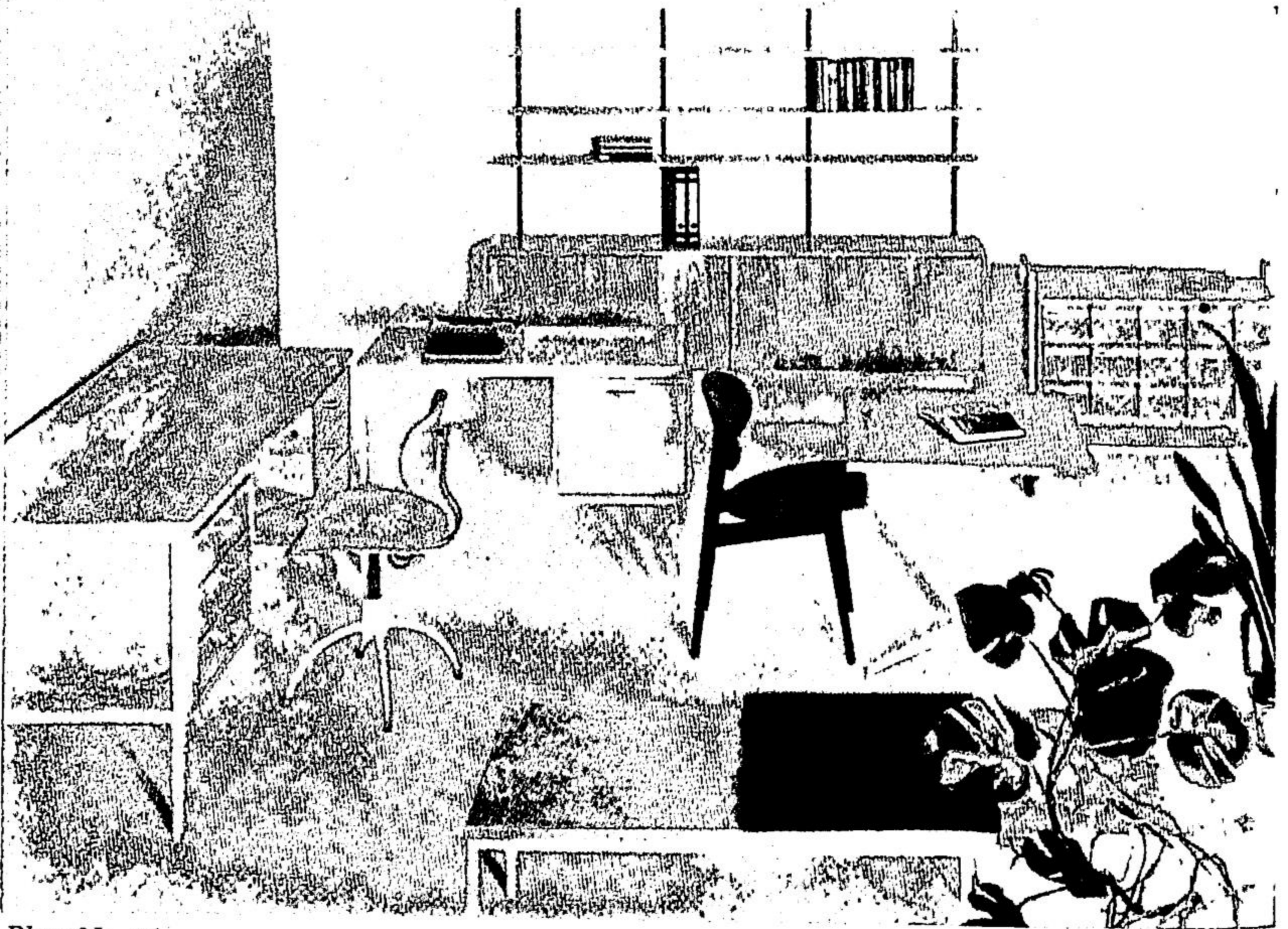


Plate No. 56.

E.K.Z. Office and workroom furnishings.

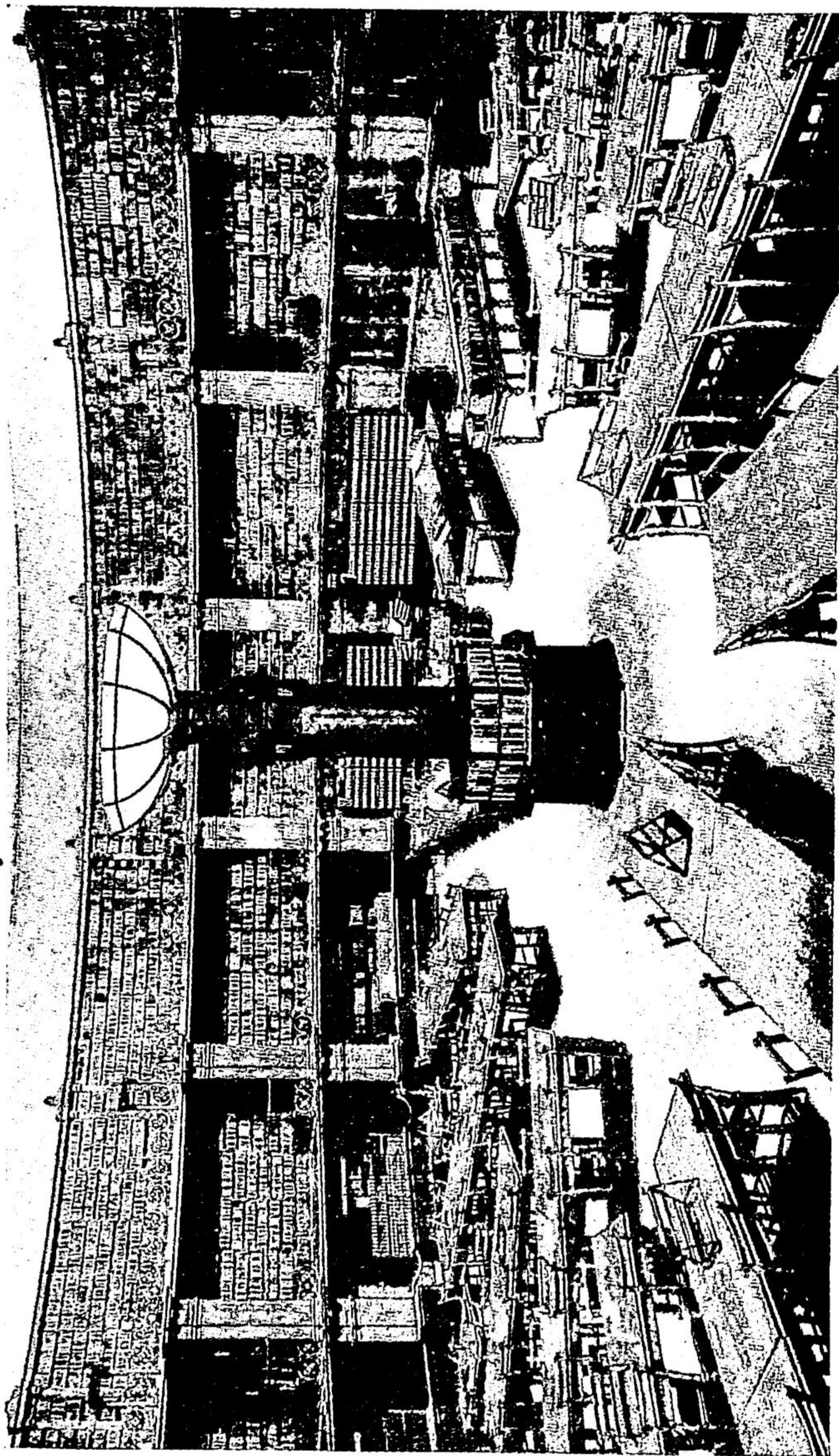


Plate No. 57.

The Picton Reference Library, Liverpool, in 1950. Alcoves since thrown open, some housing service points; catalogue moved to free standing cases; reading tables resurfaced in plastic by the library workshop. The great reading-room tradition.

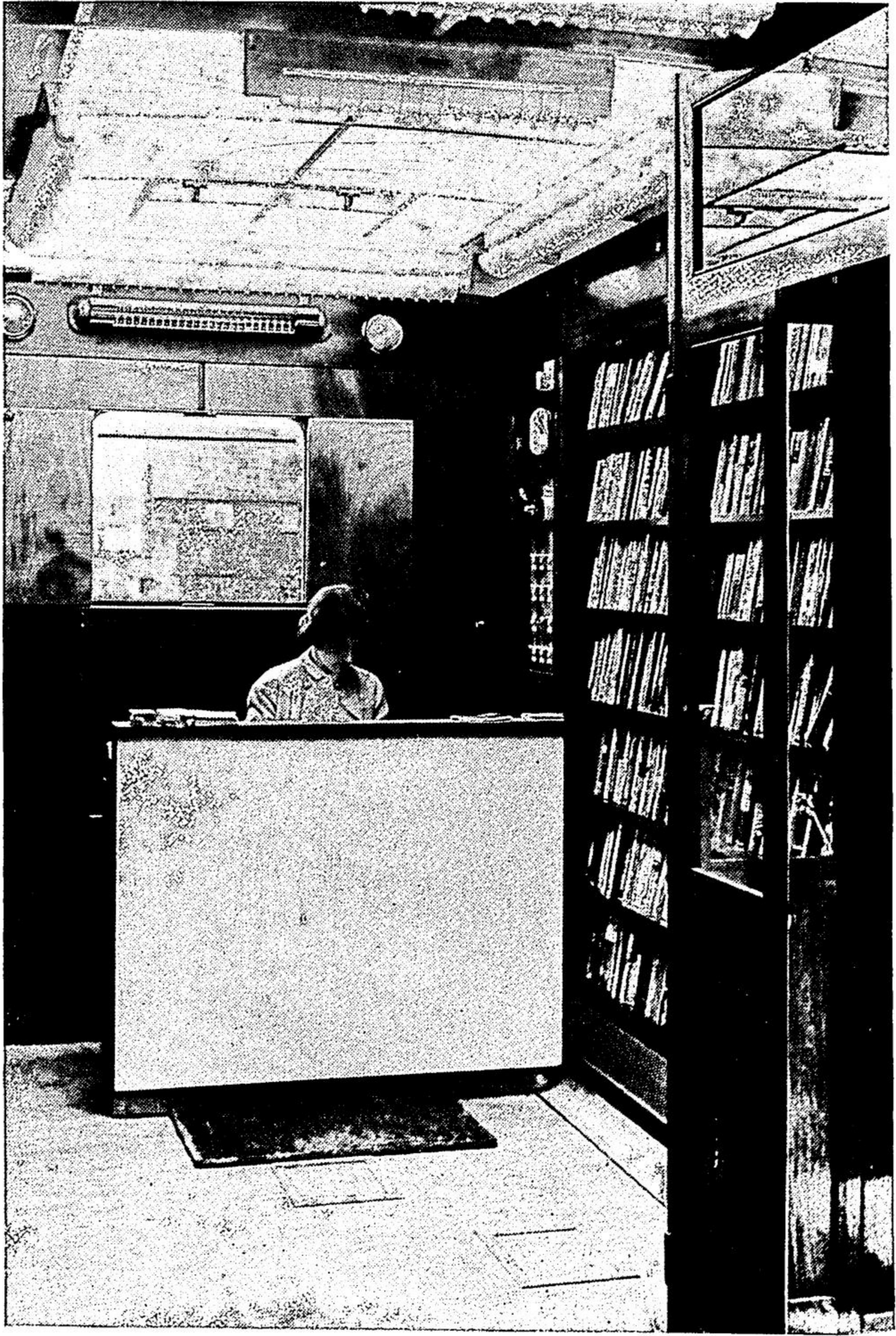


Plate No. 58.

Bedford Mobile Library: Staff Desk.

fication like ordinary bookstock: nine-tenths of unsought donations need go no further than the waste paper basket.

Current books and periodicals, bought or solicited, form the backbone of every collection: and every good public library embodies many men's judgements over a period of years as to the most useful books in any field. To buy and to weed is not enough, for the revaluation of existing literature in a subject which goes on continuously both dismisses old stalwarts and brings better appreciation of work originally ignored. Thus Stephens' once standard *Book of the Farm* is no longer read, while the tentative writings of J. J. Mechi and C. W. Hoskyns are considered of seminal importance. Continuous re-assessment of the collection in the light of current judgement must be a part of acquisitions routine. Every new booklist or select bibliography of any worth which enters the library—everything of the nature of English lists such as those from the National Book League and the County Libraries Section of the Library Association—must be checked against the catalogue so as to discover outstanding titles lacking. These and the best reading lists issued by major public and special libraries can have an appreciable effect on the collection within a few years. A good deal more rarely, outside surveyors may be called in to investigate the state of the collection as a whole: and for this purpose full scale published bibliographies and even catalogues may be used as yardsticks for sampling purposes.³ Thus in recent years the Lamont Library catalogue, Dagenham Public Library's *Four Thousand Recommended Books*, Walford's *Guide to Reference Material*, Seymour Smith's *Know-How Books* and the 'Librarian' *Subject Guide to Books*, have been suitable for use in different contexts. Costly though such analyses are in staff time and other respects they may succeed in giving the library some glimpse of the collection from the viewpoint of the informed reader: to which end the casual comment and partisan denigration which normally accompany press references to libraries contribute nothing.

Between books and periodicals the balance to be struck varies from subject to subject: within any subject, filing practice must vary from one title to another. Generally, periodicals are filed for so long as experience dictates and use can be found for them; but the use to which a journal is put changes with time, while usually one journal stands out clearly as far the most informative for reference purposes. Last year's *Builder* may not be consulted often, even in a college teaching building construction: but a complete file of it back to 1842 in a general reference library contains so much about persons, firms, prices, particular buildings and domestic history that it will hardly be discarded, though a building research station might find it no more than a nuisance. Apart from its intrinsic value, the fact that such a file has already been reported

³ For instance, the study of the bookstock in the classic Survey of Los Angeles Public Library by the Los Angeles Bureau of Budget and Efficiency.

to, say, the *British Union Catalogue of Periodicals* or the appropriate national list in question, constitutes a further reason for its retention, as does its adequate indexing in some available published source such as the *Subject Index to Periodicals*:⁴ the current periodical record form used by the library for each title may usefully include these points as routine safeguard. The number of national and regional union lists already in existence suggests strongly that much more collaborative planning for the co-ordination of filing amongst neighbouring libraries will develop: in England, even in the north, the absurd number of libraries filing *The Times* permanently and nothing but *The Times* is an obvious instance. Similarly, much more co-ordination of the initial subscriptions taken out could be achieved. Must every British library—so the visitor might well ask—take, say, the *Engineer*, *Electrical Review* and *Farmer and Stockbreeder*, when there are also, among others, *Engineering*, *Electrical World* and *Farmer's Weekly*?⁵ Circulation figures admittedly exert a telling influence, when funds do not run to buying every alternative: a larger circulation means a greater attraction to the advertiser, greater choice for his potential customer, a wider range of contributors and greater vitality generally. Thus in many instances the experienced acquisitions head will know at once which of the alternative periodicals serving any industry or trade he would prefer to have. Yet surprisingly few periodicals are genuinely indispensable in public libraries: moreover, since the circulation of leading trade journals amongst those interested is already so wide, there is some case for libraries displaying their less well-known competitors.

Chosen primarily for their success in combining the maximum of current information, presented in easily assimilable form, with frequent appearance and low cost, the periodicals in the small library differ markedly from those in the large, where the quarterly, the monthly, the journal of research and the abstract journal appear much more commonly, assuming a good deal more initial knowledge in the user. Essential to the exploitation of periodical material in both kinds of library are the collective indexes—essential in one's own library, not in someone else's. Even when most of the journals themselves are discarded, the indexes are necessary if co-operation is to be an effective service: and here, as so often, in the necessity for local subscriptions to such aids, the wastage of national resources occasioned by a multiplicity of small libraries is very clear.

In Britain at least most current contributions to the literature of book selection stress rather the national aspect of acquisitions work—the total effect of selection in the country's 600 libraries, and their degree

⁴ The overseas reader will supply here his own titles; the indices produced by Johannesburg and Toronto Public Libraries, the union lists edited by Freer and others, and so on.

⁵ These names are obviously chosen at random.

of success in atoning for the lack of a single unified service—than the mechanics of selection in individual libraries. This is very natural. Yet it is fitting to recall lastly that the librarian in any administrative framework has a very real responsibility to his local community—not to some abstract conception of national dimensions. But there are also other things to be remembered. Despite every appearance of individuality, the local community glimpsed from the librarian's windows may really be no more than a true and representative cross-section of the nation at large: for, whatever its accent, in age, educational background and social characteristics, the library public proves to be much the same in every industrialised society—in York as in Chicago, in Sydney as in Hamburg. Local pressures will always be felt acutely—pressure to acquire this or ban that. But the administrator goaded by such demands can console himself by reflecting that in any democratic community the most clamorous minorities are usually only better organised than the rest, and smallest in size. In the great reserves of tolerance—even of indifference—of the public at large lies the best promise of that stability essential in public administration and in the building of a great collection.

CHAPTER XVII

BOOKSTOCK: ADMINISTRATION AND RECORDING

I. BOOK ARRANGEMENT

The essence of efficient library service is to produce the book wanted or to suggest a similar title, with the minimum of delay. All routines for the control of the book collection and all stock records stem from this. The fluidity of the private library of earlier times, adequate enough for its owner who was also often sole user and who could recall the contents of a given shelf easily, produced a natural reaction in the nineteenth century, when a far larger public began to use libraries, and, so as to minimise confusion, books were given fixed shelf numbers made even more permanent by their inclusion in printed catalogues. With the advent of book numbering schemes based on the classification of knowledge, stock control changed again, and with the more recent stratification of libraries into large units undertaking the conservation of printed materials, and smaller units whose primary function is the circulation of current publications, the elements of the contemporary problem were in existence.

A single 3' shelf may hold thirty volumes, a single tier of 3' shelves some 200. For the rapid location of any individual book on the shelf, some number clearly marked on its spine is obviously necessary: ideally, a distinct number for every book in the collection, similar perhaps to the running number used annually to distinguish books in the current national bibliographies. In the stacks of the great storage libraries, such as the British Library of Political and Economic Science (L.S.E.), or the MidWest Inter-Library Center, Chicago, books are shelved in the arbitrary order of their receipt, disregarding their specific subject, every shelf used being filled to capacity and ample space left after the latest acquisition at the end of the sequence. For the non-professional assistant, this system provides a single distinct and unmistakable call number to locate: for the administrator, a simple permanent arrangement with none of the endless re-spacing needed in a classified library as it grows and a more effective utilisation of shelf space, since no room need be left on each shelf to allow for further insertions. By splitting the stock into three separate size sequences, each with its own serial numbering, more efficient use still can be made of stack capacity, while, since the system is based on a numbering of books and not of shelves, the whole collection can be moved into new premises with none of that re-lettering

normally necessary in the older fixed location systems, giving as they do a room, tier, and shelf number. But the *numerus currens* method presupposes certain conditions: (1) that the stack is closed, and readers will never have access to it; (2) that full subject and author catalogues provide the link between the reader and the book in the stack; (3) that the majority of requests are for a single book, not for several books all bearing on the same topic, which would be widely separated. In the open access libraries, public and private, which are a tradition of the English-speaking world, these are not often the case. The average reader, accustomed to an open-shelf collection, expects books to be in subject groups; thus, the comparison of one book with another, the discovery of alternatives when the book sought is absent, and the assessment of library strength on any specific topic are made the more rapid, while even if he is already familiar with most of the literature on his subject, classified order brings new titles sharply to the reader's notice. For the administrator, on the other hand, the 'walk-around' library arranged for self-service, although delegating much of the effort to the user, is not without its disadvantages. Every book bears a symbol common to all books on its subject, not a mark unique to itself; hence, in order to distinguish further between books in each group, 'author' marks such as those first devised by C. A. Cutter may be added after the class mark. Thus, the Library of Congress catalogues Kalima's *Die Slavischen Lehnwörter im Ostseefinnischen* as PH 264.S6 K3. Increasingly in large libraries class marks tend to be long and complex, employing perhaps numbers, often decimally arranged, and upper case letters, perhaps lower case letters representing different sequences, e.g. s for stack, p for pamphlet, and possibly more kinds of symbol. Nevertheless, few librarians consider the disadvantages of classified order to outweigh its general usefulness, and few are prepared to operate two systems, one for storage collections, the other for the open shelf.

Hence, any new library is almost always a classified library, and its administrator must either devise a classification or choose some existing scheme for it. It is not difficult for him to say what he wants of classification. The system he requires should be recent in date, offering a continuous service for the reporting of standard numbers for new subjects; helpful in its arrangement of topics; sufficiently exhaustive in its listing of specialised headings to break even a large collection into workable groups, though giving common topics brief symbols; adequate in its treatment of Asian and African no less than of European topics; and equipped with simple number-building devices so as to save the time of the classifier and the memory of the user. Since no such general scheme exists, the librarian in such a situation normally falls back on that most familiar to him. In public libraries, the Decimal Classification of Melvil Dewey is almost universal, since nine out of ten librarians have been trained in this scheme. A majority of university libraries use

the Library of Congress system, while, in Britain at least, a number of libraries concerned with education employ the Bliss Bibliographic Classification. In the average subject library for research use, if a special scheme has not been evolved, the Universal Decimal Classification is likely to be in force.

If it is decided that a classification must be decimal—and there are, after all, numerous published bibliographies and catalogues used by many who frequent libraries conforming with this order—the choice rests between the original Decimal Classification itself and the internationally edited Universal Decimal scheme. Dewey's classification, now in its sixteenth edition, and complemented at last by a regular bulletin of additions and amendments, revised as it is by the staff of the Library of Congress, and competently indexed, has still a good deal to attract anyone not over-critical on points of subject arrangement and not greatly moved to learn, for instance, that organic chemists have little good to say of it. As obsolete and as ubiquitous as a non-decimal coinage, the Decimal Classification is an obvious choice to many experienced librarians: and it is striking that in England not one public library chose to follow Edinburgh in the 1920s in changing over to the Congress scheme, despite the ample specification of subjects and frequently sensible arrangement which this remarkable system offers. By contrast, U.D.C., too often thought of as only applicable in subject libraries, offers certain solid merits: its detailed listing of specific topics, for instance, its generous provision of alternative placings, and its freedom from American emphases. Ignoring its optional numbers representing country, period and form of presentation, the basic subject numbers may be used to good effect in a science—technology department: elsewhere a somewhat Central European colouring characterises social and political sections.

Other schemes will be found in operation in all the older countries with more or less satisfactory results. A very few libraries in Britain still operate the old broad group, single letter systems such as that abolished by Wednesbury in 1954, using J for Junior, F for fiction, and an accession or author order within each of the dozen or so groups employed. Brown's Subject Classification works with surprising efficiency in libraries here and there: books are classified quickly by it, and shelved quickly. It is as well for the newly appointed administrator who confronts such a scheme, and finds it alien to his past experience, to ask himself whether any real gain to the reader is to be expected from the enormous labour of re-classifying a library according to some other scheme, itself far from perfect. Is the diversion of funds and staff into this amending of records justifiable in terms of greater knowledge and use of books? The average reader takes little notice of book arrangement: the specialist is almost equally oblivious, save for some notable blunder which catches his attention. It may be argued that re-classification allows a library to

utilise the services of central cataloguing agencies such as the British National Bibliography: so few libraries do in fact accept such services without some local modification that this is hardly a serious debating point. Something more than personal preference must be the basis of decision.

If re-classification is considered unavoidable, normal routine for this covers four principal phases:— (1) The period during which current accessions are classified by the new scheme but accumulated off the open shelves; (2) The phase of re-classification of all those titles in the main collection considered worth retaining; (3) A period when the two systems are operated side by side on the open shelves with a new catalogue, until the old sequence has shrunk significantly; and (4) The removal of the old sequence from the shelves, and the withdrawal of these titles as convenient. Since two distinct bottlenecks may form, one in the work of the professional classifier, the other in the clerical and manual work of altering volumes already in stock, it may be desirable for the inspection of stock to be re-classified and the pencilling in of the new class-mark to be done at the shelves long before the new sequence is begun, the books returning for the while to their old places, and for the final re-lettering to be done in a concentrated drive only when the fresh shelf sequence is started. The obliteration of the old class-mark need not be unsightly if a standard size square of grey cloth carrying the new symbol is fixed over it; and with those books on the point of binding, no re-lettering need be done to the original casing.

A few libraries will attempt a classification framed specially for their own requirements: in recent years, Detroit with its 'reader-interest' groupings, Harvard's Lamont Library, and University College, London provide instances of this. It seems no accident that such schemes are normally 'broad' in character, offering no fine sub-division of subjects: the labour of emulating the great general classifications, which may extend to listing a hundred thousand specific headings, would be enormous. It is also noteworthy that apart from simple translocation of subjects—e.g. the removal of landscape gardening from its original Decimal place 710 to 635—the commonest modification of standard schemes made by libraries is that of shortening class-marks or broad classifying. For the enquirer seeking for information on a fairly narrow subject—e.g. pig housing—this practice has the disadvantage that any publication on this topic (properly 636.4.083.1 by U.D.C.) will be given only the general number 636.4 and shelved with general works on pig breeding, while it might also be sought under 631.2, farm buildings. There may be a certain force in the reply that staff and readers are encouraged thus to examine more closely the material contained in more general books: that often the best information on the subject is to be found in a few pages of a standard work of broad scope, while the specific pamphlet or monograph material is of limited use. But this is

hardly the reason why broad classification is adopted in practice. The administrator is more interested in the claim that it saves time and clerical work: and he may even choose to adopt broad classification in his branch libraries and 'close' in his subject and information departments, so that different copies of the same book bear different class-marks according to their allocation. For very similar reasons one outstandingly efficient city library in the north of England still refused even in the 1950s to admit any edition of the Decimal Classification later than the 12th—a policy which could hardly be successful without a specific dictionary catalogue.

Whatever system is adopted, a clear record must be kept of class-marks used, and that record must be self-explanatory, so that, despite changes of staff or relief spells, any new classifier can carry on without error or inconsistency. A small library may simply tick in pencil every class-mark used in its copy of the printed schedules; a larger may make out a fresh card for each newly adopted class-number, filing these in class order as a master record which can be consulted by several persons at once.¹ Obviously also each class-mark must be alphabetically indexed under each suitable heading: if it is a number interpolated by the classifier in expansion of a standard general class-mark, the new heading or headings must be added in the printed index, or whatever record is used to keep track of such innovations.

For the most part, home-made classifications are found only in one department of the average public library, in its local collection (*see also* Chapter X): less often, by an extension of this, in the schedules covering principal local industries, especially if these are segregated in a science-technology library. In framing other special subject classifications, considerable guidance can be derived from the analytical formula PMEST—Personality, Matter, Energy, Space, Time—evolved by S. R. Ranganathan, recalling a little the approach of Kaiser's *Systematic indexing*, while many of the specific subjects required for filling each of the various facets can be gathered from titles of periodical articles, entries in book indexes, and similar sources. The arrangement of published abstracts and bibliographies may also help in the initial collocation of subjects.

2. THE CATALOGUE

Catalogues record books in the collection of a library: beyond this, however, little agreement exists about their aims. Some are virtually complete lists of the library's contents, while others are partial only: some of each kind contain in addition more than one library's holdings.

¹ Each card may record also all synonymous entries made for its topic in the public alphabetical subject index, thus providing a reversed staff key to the latter. This prevents identical index entries being made for different class numbers in ill-defined areas of the classification, and allows efficient catalogue maintenance, should future changes of practice take place.

There are perhaps at bottom two radically different views of the catalogue. The first, well established by the year 1900, is that a catalogue is the record of one library's stock, and a guide to the location of each book on the shelves: therefore, by this view, catalogues are to be kept scrupulously up to date, and the insertion of new entries and the removal of those for books discarded is vital. The second, developed by about 1950, is that the catalogue of the average public library is rather a token of that national library service discussed in Chapter VI than a thing of significance in itself; it is a list of books from which the reader may make his choice, but which are not necessarily within the library he chooses to use—which might even, in fact, never have been in it. By this view, catalogues differ little from printed bibliographies: and here one recalls the longstanding practice of most national and university libraries, of shelving a considerable bibliographical collection near their own catalogues, while the latter is often no more than a name index of stock. When Lanarkshire County Library decided in 1952 to discontinue its own catalogue of books, displaying only the *British National Bibliography* for the use of the public and relegating the alphabetical author catalogue to the status of a rough and ready staff tool for the discovery of the number of copies of any title and other essentially administrative information, this was only a logical extension of this practice. True, in a public library the Lanarkshire system makes the services of advisory staff of critical importance in handling requests and selecting titles suitable for each enquirer. But from the economic point of view, subscriptions to the *B.N.B.* were and still are decidedly cheaper than a year's salary for a professional cataloguer never in contact with the reader and subject to more than average incidence of physical ailments and staff malaise.

Nevertheless, in the older municipal libraries of Europe at least, the traditions of many years cannot lightly be set aside: moreover their conditions are different. The larger the library the more readers will use different parts of its catalogue simultaneously: the harder also the wear and tear which this will suffer; and the more meticulous must be the information it gives as to the shelf locations of books and particulars of copies held, unless staff time is to be wasted in checking such information. Thus a tradition exists in many city libraries of detailed individual cataloguing with a large number of local departures from the standard cataloguing rules:² cataloguing often fastidiously aimed at describing in detail every item in the collection. Such cataloguing today involves a heavy burden in the face of the great influx of pamphlet, report and similar literature which every library experiences. On the other hand,

² It is assumed that the reader is either familiar with, or is prepared to read elsewhere about, the principal cataloguing codes—the Anglo-American code of 1908, the American Library Association rules of 1949, the British Museum and Prussian codes—and current projects for their revision, recorded regularly in the *UNESCO Bulletin for Libraries*.

in the smaller public libraries, a tradition of bleak, condensed entries runs side by side with this—an entry reduced to author, title, edition, date, which in Britain is the direct descendant of the 'title a line' entry pioneered in the eighties by Haggerston of Newcastle so as to reduce the cost of the printed catalogue.

More often in practice than in textbooks the 'bibliographical' approach to cataloguing—stressing the value of full description of the book, containing collation, imprint and annotation—conflicts with this 'finding-list' attitude, which holds that the catalogue need do no more than identify each book so that the work itself can be obtained and examined. The enormous throughput of volumes in the cataloguing departments of larger public libraries using brief cataloguing contrast strikingly with the limited number of titles handled in the average university library where each receives a more elaborate entry which, since no policy for withdrawal normally exists in such libraries, may still be the entry used by the reader 200 years from now. The accessibility of the book—some may be housed in stores miles from the main or headquarters library, without adequate telephone, teletype or other rapid communications—the period of time for which it is likely to be in the library's collection and the approach of the user are major factors to be taken into account in formulating catalogue policy.

Cataloguing: Purpose and Policy

How much am I prepared to spend on my catalogues? What do I want recorded in them?—the administrator faced with rival views must ask when considering change. Shall they be separate branch and departmental catalogues, or a series of 'union' catalogues listing the aggregate resources of the library as a whole? Is there really anything to choose between the classified and dictionary catalogues? And after half a dozen such questions of policy, methods—the physical type of catalogue, method of production, allocation of cataloguing duties, and so on—can be settled later.

Of these policy questions awaiting the administrator's decision, one, the union catalogue idea, has seldom been widely discussed in either Britain or America. Typically, the only union catalogue in the average public library is a staff tool housed in the acquisitions or cataloguing unit, used as a convenient record of stock to date and of cataloguing precedents followed so far, as well as a medium for arranging branch and departmental interchange loans:³ while the catalogues of each of these latter service points record only their own narrow selection of stock. Yet

³ In a library with a unitary stock, not scattered among branches and departments, and with Acquisitions and Cataloguing staff working near to the public catalogues, the 'official catalogue' is obviously unnecessary. It can conveniently record tracings—the headings for added entries given each book—but these can almost equally well appear in the public catalogue themselves, at the foot or on the verso of each main author card.

in a minority of public libraries the union catalogue is itself a public tool, displayed at every service point—in card form, or in sheaf pages, or in book form; and the number of such libraries grows slowly. Where published statistics are available, they show normally a slight but distinct increase in internal book exchange compared with the conventional average. Thus in Britain, Glasgow and Liverpool, providing union catalogues in book form, make more effective use of their stock through intra-system loans than the comparable systems of Birmingham and Manchester: and it seems probable that a survey of libraries providing card or sheaf union catalogues would show similar results. If the difference in relation to total turnover of stock is only fractional, it nevertheless covers serious and useful material, deliberately sought after. No figures are available to show how many people consulting the union catalogue at a branch travel to the headquarters library so as to see a book known to be there: in metropolitan areas, with excellent communications, they may be numerous. Evidently, behind the question of catalogue policy lies the larger question how far the branch library today can contain an adequate cross section of the literature which the intelligent reader may need, in any European tongue. In 1900 a typical branch could perhaps hold most of the titles important in the smaller world of books then existing: but is it so today? In the London Metropolitan Boroughs, whose collections are typically distributed among a few larger branches instead of being for the most part concentrated at one central library, the union catalogue is a near indispensable tool of service. In a great and scattered system, such as Western Australia State Library, the catalogue of a transient individual branch collection can have little significance.

A case can of course be made out for other ways of supplying bibliographical information to distant service points. Printed or duplicated reading lists provide a partial union catalogue service, for subjects of current interest only; while it is sometimes argued that a headquarters union catalogue open to the public, coupled with a telephone inquiry service to branches operating from 9 a.m. to 8 p.m., or whatever hours the library keeps, is satisfactory. It may be cheap: but titles read out over a telephone are never a substitute for a list which can be studied at leisure. Teleprinter communication between branch libraries, as at Tottenham and elsewhere, possesses clear advantages. Closed circuit television would be better still: but any system which produces a queue of calls from distant service points must provoke demands for a return to conventional methods.

From the point of view of the reader it makes perhaps very little difference what internal pattern the catalogue follows. A 'dictionary' catalogue, well enough suited for finding quickly a number of sharply defined, unconnected subjects, delays the person who wants to work systematically from one topic to others closely related—from Agri-

culture to Animal Nutrition, Farm Machinery, Land Drainage, Livestock and Plant Protection. Classified catalogues, excellent for such extensive surveys, and essential in libraries serving multilingual communities—numerical headings are politically neutral, while index catchwords can be provided in as many tongues as are required—have the disadvantage of requiring the user whenever he ventures on unfamiliar ground to return to the subject index to find the appropriate class-mark. Some may argue that the Decimal Classification everywhere in force makes the classified catalogue a nonsensical instrument to use: few readers notice. There may perhaps in English speaking countries be some preference for the deceptive simplicity of a wholly alphabetical catalogue. Yet the final decision is apt to be taken for other reasons—because a shelf list can be combined with the classified catalogue: or if the dictionary type is adopted, because peculiar systems of book arrangement are in force—more than one scheme of classification, or a broad classification policy, stultifying the idea of a classified subject catalogue. There is little doubt that, unless it is allowed to sink into obsolescence, over a period of fifty years a large dictionary catalogue recording a permanent collection will need the more maintenance work, due to linguistic changes affecting both the headings used and the reference structure.

Since the physical form in which the catalogue is displayed to the reader can affect markedly the use made of any collection, this can also be regarded from one point of view as a matter of basic policy. Catalogues printed as books, and available in many copies, are portable and are bibliographies of a kind: card catalogues exist in one copy at one point in the library, while a sheaf catalogue, though mobile within the building, is also a single copy record. More than the convenience of the individual reader is at stake: the underlying question is the degree to which the library stock is made known, at what points within the library, and whether it can be made known at all in detail outside its walls. Bradford, pioneering in 1878 a printed union catalogue of all the Bradford libraries' holdings, at a time when it was common for each branch to have its own catalogue publications, at one stroke extended greatly the resources of the reader using any branch, and produced a valuable aid in publicity work. After 1900, in the era of the standard size card, written or typed by cheap clerical labour, with every branch or department having separate catalogues, the usefulness of the book catalogue was almost forgotten in comparison with the flexibility of the single-entry, single card method: never before had it been possible to handle additions and withdrawals so easily and so neatly. The accessions catalogue method developed by Liverpool and Glasgow in the 'twenties—perhaps on the model of the British Museum *Subject Index*—and adapted later by Stockholm, Bristol and Westminster, employs a regular five yearly, or it may even be annual, volume incorporating

titles added over that period; this naturally attracts most use until superseded in its turn by a later volume. No attempt is made to keep earlier volumes up to date by marking withdrawals, as was done in the older 'revised edition' catalogues common before 1914, since it is assumed that any title wanted will still be available through inter-lending services. Between the issue of catalogue volumes, temporary card or sheaf entries for current accessions may be provided, or all demands for newer publications may be handled by the enquiry service: meanwhile, obviously at headquarters and in each constituent library up to date shelf lists are maintained. For the basic premise of this catalogue approach is a consistent distinction between staff and public tools.

A variant of the book form, the loose leaf systematic catalogue—revised class by class as may be required from the information given in a master copy on cards or visible index strips, with fresh pages being sent out to branches to supersede those of the last 'edition' for the same class—has the advantage that sectional catalogues or bibliographies can be issued at any time for special purposes, while the labour of catalogue preparation and printing is more evenly spread than with the accessions-volume method. Loose leaf publications are seldom suitable for use outside a library: but for publicity purposes, printed booklists may be almost as effective, while from the point of view of sales to other libraries it is as well to recognise that so many bibliographic publications are issued each year that there is only a very limited market left.

Cataloguing routine: the irreducible minimum

The administrative approach to policy decisions tends to colour most thinking about catalogue provision: and it does so even in the fundamental question, what is to be included or excluded from the catalogue altogether. It is, of course, perfectly possible to argue that from the reader's point of view most large catalogues, containing books old and new, pamphlets, government publications, periodical runs, standard specifications, manuscripts and music, are far too cumbersome to be used rapidly or easily, and too reticent in interpretative or descriptive comment on the titles shown. For this reason, bluntly stated by him at the time, James Duff Brown set a precedent in British cataloguing with his Islington Public Libraries' *Select Catalogue and Guide* of 1910. In fact, this argument is seldom raised: yet almost every catalogue is covertly selective to some degree, simply for reasons of time, space and cost; and some considerable saving of time is effected by obvious economies. Thus a complete collection of British Parliamentary Papers can effectively be controlled by the sessional index of persons and subjects, rather than by card indexing, the whole collection being bound in the official order when title pages and indexes are issued. Industrial standards can be shelved in numerical sequence, the key to the whole

collection being the index of the *British Standards Yearbook*; United States atomic energy micro-cards filed numerically, and their contents traced through *Nuclear Science Abstracts*. Alphabetical or 'self indexing' shelf order obviates conventional cataloguing for several publishing types, especially annuals: town directories, university calendars, civic handbooks, company balance sheets and reports, trade catalogues, and the like. Patents are normally excluded from general catalogues. Yet all such exceptions do no more than nibble at the main burden of cataloguing and further drastic omissions from the catalogue may well be made. All pamphlet publications other than the major Government reports and those writings of well known political and literary figures likely to be sought in the catalogue may be excluded: to these, classified shelf order in a separate sequence provides sufficient access. University libraries may omit subject cataloguing completely, relying on the great printed bibliographies and indexes for their subject approach. The discussion of such attempts to reduce the labour of cataloguing dates back at least to the 1920s: a fair indication of the perennial nature of the problem and the gravity with which most administrators regard cataloguing arrears. For books not yet catalogued represent equipment lying idle, money wasted, and a considerable danger of money being again wasted unknowingly in buying books already purchased.

Even after the most rigorous search for economies, most books in a library's collection need some kind of cataloguing: and a closer analysis reveals five phases of the cataloguing process in which some attempt may be made to reduce the quantity or speed the flow of work. These cover:

1. Elucidation of subject matter, verbal rendering of this, and integration in the subject catalogue;
2. Elucidation of authorship, and its integration with names already in the catalogue;
3. Selection of further descriptive details:
4. Method of recording the above details—manuscript, typing, etc.:
5. Method of producing entries for the public catalogue, duplicated, photocopied, etc.

The most drastic attack on all these phases is, of course, to abandon local cataloguing and to rely on cards printed by some external cataloguing agency—the *British National Bibliography*, the *H. W. Wilson Co.*, the *Library of Congress*, the *National Library, Canberra*, or others. Despite a century and more of thinking along these lines, relatively few libraries do this. The advantages of outside supply are not in dispute: the liberation of staff time for other work, and the high quality of entry obtained, in particular. On the other hand, certain common running troubles have always accompanied these: delay in obtaining the cards ordered: discrepancies of varying degrees of seriousness, between external and internal cataloguing practices: the fact that in larger

libraries as much as 30% of current accessions may fall outside the scope of the service, by reason of date or country of origin: and in popular libraries a persistent doubt whether the kind of entry supplied is in fact suited for a public catalogue. Every entry should after all be considered a public notice, an essay in effective communication designed to transmit its message swiftly and simply: and it can hardly be maintained that a *B.N.B.* or *L.C.* card, bristling with technical data, does this. Thus in Britain not a few libraries have preferred to take their entry from the weekly issue of *B.N.B.*, abbreviating considerably the information given there, and to duplicate copies internally.

If the whole entry is drafted internally, subject cataloguing will certainly account for much of the professional time taken, particularly in larger libraries. Fortunately, the larger system at least can develop some degree of subject specialisation among its cataloguing staff, or, like Edinburgh, devolve the task to staff in appropriate subject departments, who thus have control over subject cataloguing in their own field throughout the system. The small library with neither time nor specialised knowledge can do nothing save arbitrarily limit the number of subject entries,⁴ or still more regrettably reject the principle of specific entry in favour of broader, vaguer catalogue headings. With author headings, somewhat similar problems of differentiation arise: 'Robert Collison' may be the same person as 'Collison, R. L. W.' already listed in the catalogue, or not: the *British National Bibliography* or *Cumulative Book Index* may reveal this, but at the cost of some searching. Corporate bodies' official names may be equally difficult to discover. The 'no conflict' routine long practised by the Library of Congress eliminates such 'research' save in the case of obviously different authors with identically stated names, while commonly pseudonyms are accepted without further enquiry. All such practices derive from the old British Museum rule that the cataloguer must obtain his information from a perfect copy of the book to be catalogued: not from reference books, bibliographies or personal knowledge.

With most modern works, the quantity of information to be given about each book need not be great. For English books, authors, title, number of edition and date suffice, together with reprint date, if this applies: with non-British books, if the language of the title page does not indicate country of origin, place of publication is given. The term *pamphlet*, italicised or underlined, distinguishes shorter works better than a total of pages; the name of the series—'Royal Historical Society guides and handbooks, 5'—or that of an institutional publisher—'Plywood Manufacturers' Association of British Columbia'—can indicate the type of work. Such details take a few extra seconds to record: yet

⁴ It is less practicable in Commonwealth countries than in the United States to rely for analytical entries on such tools as the H. W. Wilson Co. *Standard Catalog* and *Essay and General Literature Index*.

once the master is prepared for duplicating, it is as easy to produce twenty full entries as twenty in abbreviated form.

When the entry is printed within the library, a further aspect—the manner in which the entry is first recorded—demands consideration. Every book purchased which reaches the cataloguer will have with it some kind of slip originally filed under author in the 'ordered' file pending receipt of the book: perhaps a proposal form made out in long-

Author's Surname:
(Capitals please)

Title:

Publisher: Date, if not
a New Book:

Price:

Reviewed or recommended in:

Your Name:..... Date:

M.E.Co.

Hud.

C.P.D.

Fig. 37. Combined Suggestion, Cataloguing Master, and Shelf List Slip. Bookseller's Names at foot, classmark to go at top left, tracings on verso.

hand by a reader, or if completed by Acquisitions staff typed or in a few libraries photocopied from booklist or sale catalogue.⁵ Why, unless this is illegible, should the cataloguer then set down once more author, title, edition, date and possibly other data? The original form can well serve as the master catalogue slip, the cataloguer merely adding details such as distinguishing forenames when necessary. On the other hand, in a great library with many books passing through the cataloguing unit, the original slip may be transferred on receipt of the book to a 'cataloguing-in-process' file so as to save the time of Acquisitions staff in their final check before placing fresh orders: and in this case the cataloguer may be expected to type the master copy himself, or cut the stencil

⁵ The SACAP routine inaugurated by Bro-Dart Industries, N.Y., on the other hand supplies the subscriber with the text of the review of any book dealt with in the *Library Journal*, an order form already made out for the book and an offset cataloguing master containing a complete entry ready for duplication.



Plate No. 59.

Bedford Mobile Library. A trailer unit, roomier than the typical rural mobile, and providing longer stops. Mains power connection at right.



Plate No. 60.

Bootle Mobile Library. Built on Bedford passenger chassis. Forward entrance provides long clear shelving run. Tilted sapele shelving with storage space above and below.

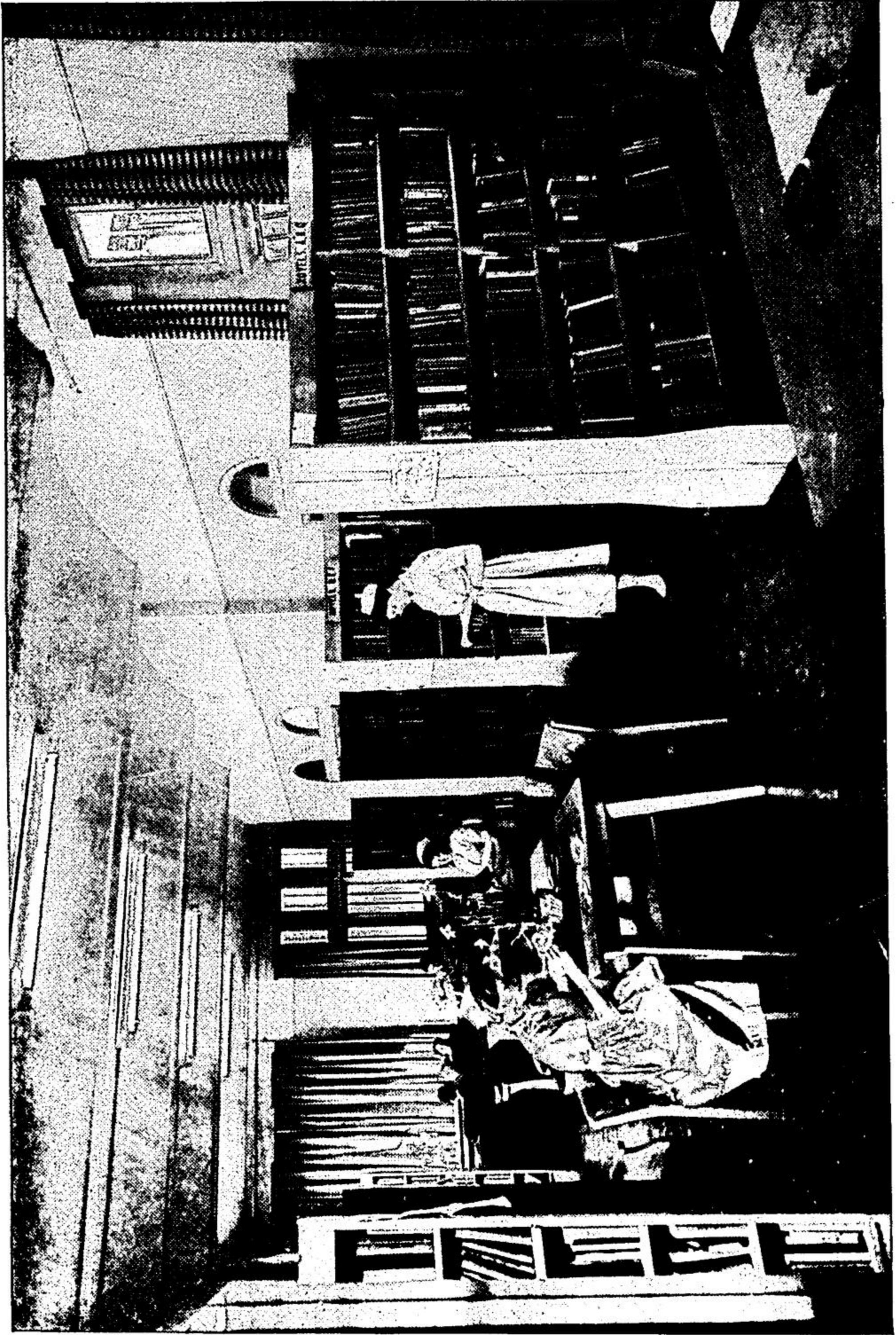


Plate No. 61.

Derby County Libraries. Hospital Library Staff Reading Room and Library.

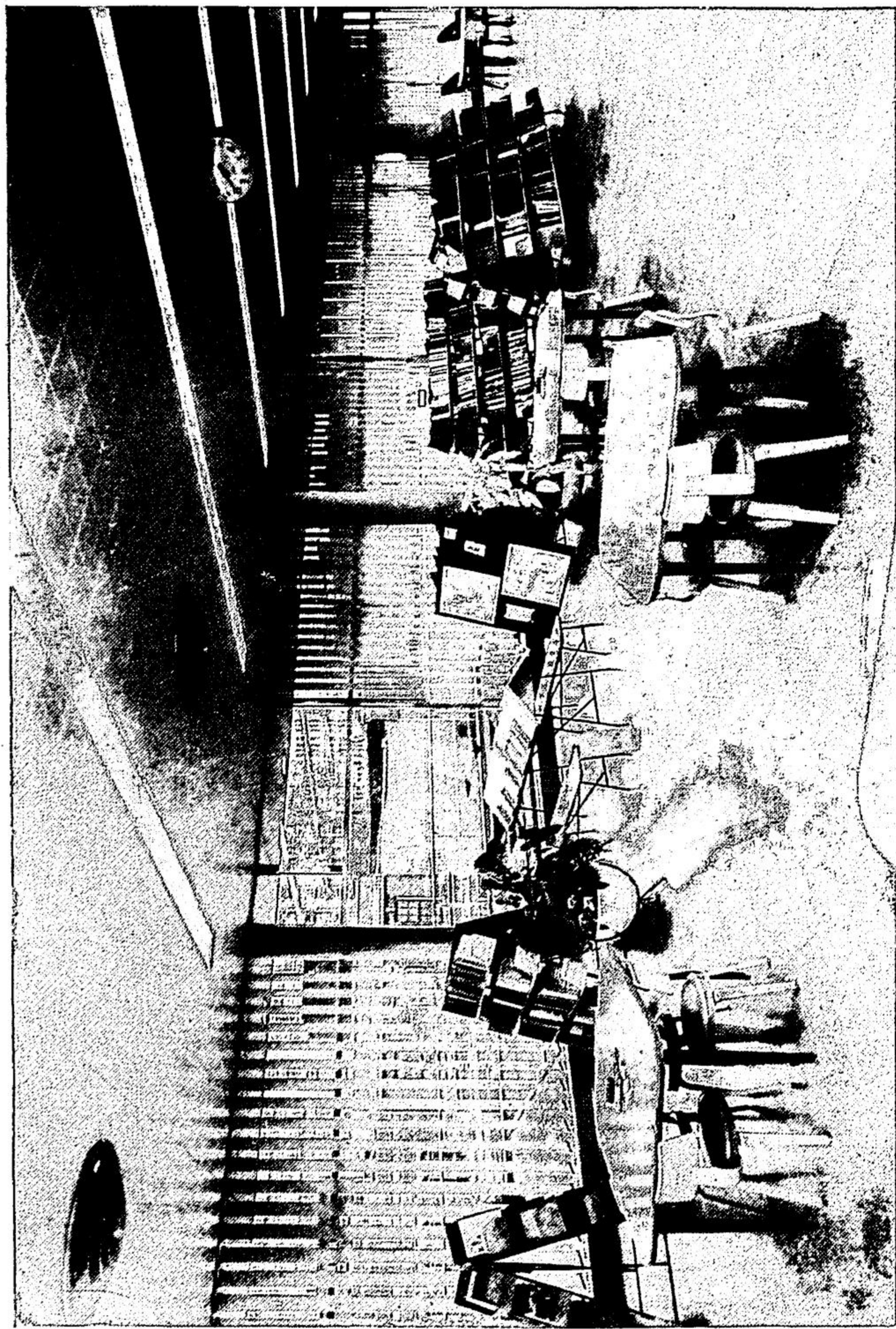


Plate No. 62.

Junior Library, Cincinnati. Ample space for circulation: excellent natural lighting: specially proportioned furniture.

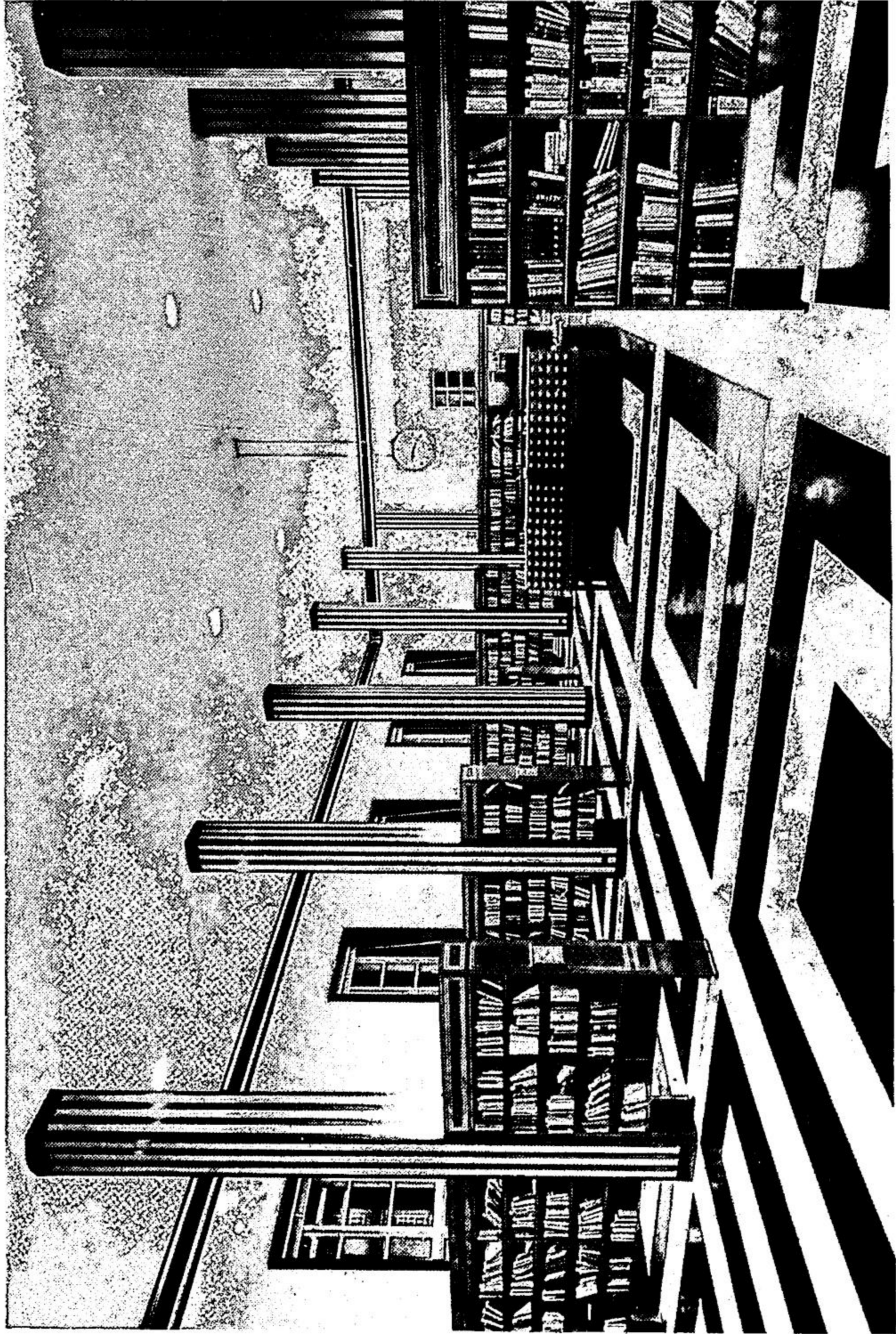


Plate No. 63.

Central Lending Library, Kensington (London). Minimal window space: harsh decorative effects: ceiling height made superfluous by air conditioning.

from which copies will be run off. As he must in any event supply the classification number by which the book is to be shelved, the cataloguer will also have more than one heavy tome on his desk as he goes through the day's quorum: Dewey, Sears, and a technical dictionary are obvious choices.

The final aspect of the cataloguing problem concerns the method of producing entries for the public catalogue. The average number of cards or sheaf pages required for a book in the average public catalogue may be put at 2.5—a figure which coincides exactly with none of the office reproduction processes. Carbons, giving two adequate copies on paper only, can of course be used for a single sheaf catalogue: every card, on the other hand, must be typed afresh. Repetitive typing of this kind, uninteresting as it is, is seldom done at a consistent level of efficiency: ideally every card requires the chief cataloguer's routine scrutiny before passing for filing. Until World War II little attention was paid in either Britain or America to the application of duplicators in catalogue work: yet in the larger libraries, where most titles are added to many branches simultaneously, and anything from ten to a hundred copies of the basic unit entry are required, their rôle is essential. Any library, in fact, which has four or more catalogues with a core of common titles to maintain needs to consider duplicating.

In general the advantage of machine duplication should be not only in saving time, in card checking saved once the stencil has been checked: it should also be in the high quality of the entry obtained, while a typewriter face chosen for its small and compact lettering, Elite in particular, will assure an economical use of the limited space available. Not every duplicating process, however, is wholly satisfactory from the aesthetic point of view. Hectographic (spirit) reproduction, though simple in principle, yields only violet, green or other copies, not black: stencil duplicating, though it employs black or other inks indifferently, gives even in expert hands the faintly broken, almost greasy print, recognisably home-made, and hardly comparable with letter-press or lithographic printing. On the other hand, the stencil duplicator is at least within the competence of any typist or secretarial assistant, and can usually be operated by her with an efficiency beyond that of the average professional cataloguer. Here a typical compromise is often made, the typewriter being used to produce copies of the basic unit entry up to ten in number and stencil duplicating, employing special card size stencils, for runs above ten. Ideally, the 'break-point' of ten will not be accepted by a library without careful comparative timing under its own conditions.

Small size masters, suitable for card duplicating, are now available for offset lithographic machines, these machines costing twice or three times as much as stencil units: but the entries so obtained differ so markedly from the average stencil product as rather to resemble a printed card in style and inking. As the stencil duplicator can also be

used for other office jobs, so the offset duplicator can be put to work to produce letterheadings, administrative stationery generally, booklists and other publications. Their running costs have been shown by O & M tests to be so much lower than those of other duplicating processes as to affect savings over a period of ten years more than equivalent to the replacement cost of the machine. In an intermediate price range, addressing machines, printing from a small embossed plate of metal, plastic or fibre, handle nothing larger than envelope size (nine lines for a catalogue card). Adequate in general appearance, the catalogue entry obtained from them is nevertheless often marred by the corner of the plate itself as well as the raised text smearing against the card. Despite their successful use in Germany and elsewhere, over a period of thirty years, it seems doubtful whether the average library is well advised to invest so much in so specialised a machine rather than in equipment suitable for a variety of uses.

3. THE CATALOGUING UNIT: GENERAL DUTIES

The drafting of a catalogue entry is a professional job, the printing of the entry a skilled clerical job, and the sorting of cards and books and their distribution into the correct bins for despatch to branches an unskilled, non-professional task which new or floating staff can do, as they can book preparation. A simple, economical flow of materials through the cataloguing department, with shelves and trolleys of adequate size and height, does much to help this, and to lighten the cataloguer's day.

The professional cataloguer, working from left to right, needs a trolley on either side of him, easy access to card files and reference books, and, on an average, one hundred square feet of floor space. In a large and old-established library, his personal reference collection may be numerically impressive, including superseded university calendars and academic directories, year-books and membership lists of learned societies, lists of periodical holdings, manuals of bibliographic practice and foreign language dictionaries; in the average public library system, it will not extend to more than *Chambers's Technical Dictionary*, a one-volume encyclopaedia, such as the *Columbia-Viking*, and last year's *Who's Who*—if he is lucky. Of the larger collection of bibliographic aids which may be used by the cataloguing unit, all that has been said about bibliographies and the acquisitions staff applies again.

Miscellaneous duties, which may fall to the cataloguing unit, include: responsibility for filing and general maintenance of the headquarters catalogues: preparation and upkeep of explanatory notices displayed with all public catalogues: training of new staff in catalogue use: and in some cases a degree of supervision over catalogue maintenance at branches, e.g. in the case of libraries providing card or sheaf union

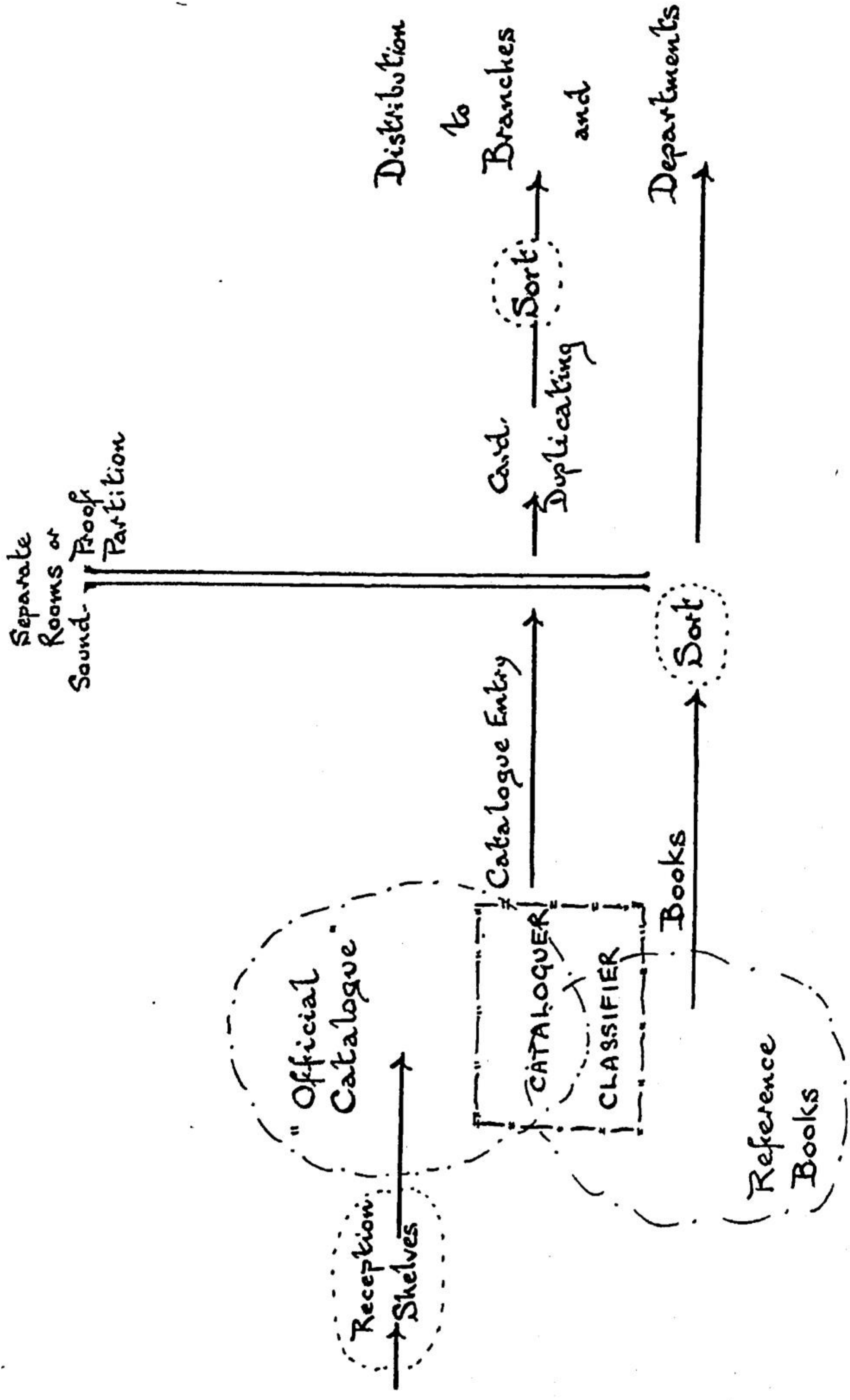


Fig. 38. A Flow diagram of an Accessions Department.

catalogue at branches and dependent on the circulation of withdrawals lists from the catalogue unit to keep them up to date.

All filing staff, particularly those not trained initially in the cataloguing unit, need clear written instructions, distinguishing the different catalogue sequences and the types of entry made, and the filing policy followed in the alphabetical catalogue—letter by letter, or word by word. There seems little to choose between the two, save that the latter more frankly acknowledges the artificial nature of arrangement in any large catalogue. The conventions used in most catalogues and bibliographies which contain different kinds of headings, as distinct from gazetteers or telephone directories, must also be set out:—person as author before person as subject, person before place, place-name in institutional author headings and in subject headings before place-name in book or periodical titles: and so on.

General catalogue maintenance as well as involving a strict watch for the physical state of the catalogue, its legibility and cleanliness, demands vigilant attention to drawers or binders which are becoming crowded, and which need the moving on and re-spacing of entries. Internal guides must be moved, amended, or added to as necessary. Such guides, with plastic-covered tabs protruding above the edge of the card or page, one to a hundred or fewer entries, or for every big block of entries under a single heading, save the time of the user and reduce wear on the cards when thumbing through for some elusive heading. On such points of routine depends the final impression made by the catalogue on its user: and it is as well for the chief cataloguer to bear continually in mind that, while the intelligent user may forgive a badly drafted entry as the product of professional pedantry, he can find no excuse for the catalogue which is merely sluttish and ill-maintained.

CHAPTER XVIII

BINDING AND THE CARE OF BOOKS

BOOKS are most frequently issued in this country in a form of publisher's casing, that is, a light straw-board cover over which is glued a more or less attractively coloured cloth. In contrast to traditional binding, this casing is attached to the book itself by narrow tapes projecting beyond the spine, to which they are glued, usually reinforced by mull, and only protected by the end papers pasted down on to the inside of the cover. The whole is admirably suited to private use, and not at all to the rigors of public handling, and, in fact, after a comparatively few loans, the book requires a new protection, and has to be bound to enable a more economic life to be obtained. Just what is the duration of this life is not certain, for it varies greatly in all categories of book; but experience has shown that it is fatally easy to give books too substantial a cover, and to find that the paper of the text has become unusably dirty before the binding is nearly worn out, or, on the other hand, the paper is so well protected that the text is obsolete before the copy has worn out. Rising prices have compelled rigorous examination of binding policy, and these semi-permanent bindings are now seldom seen outside the Reference Library, and even there are carefully considered.

The deciding factors are (i) the physical quality of the book itself; (ii) the permanent value of the content; and (iii) whether it would be in fact cheaper to buy a new copy than to bind. Certain categories of books are, however, always bound. Books of local interest; standard works, such as the Dictionary of National Biography; volumes of music, and well-produced coloured art books are obvious examples. A less obvious policy is to bind before necessary in order to obtain a longer ultimate life; a policy that is wise in the case of local directories, some encyclopaedias and other works issued with insufficient protection.

Fiction needs most careful consideration in view of the need for retaining a large fresh stock on the shelves and at the same time to avoid spending on the really ephemeral. It is a very responsible task to select such books for despatch to the binder. In the reaction against the over-strong bindings of a previous generation many librarians today advocate cessation of binding, especially for fiction, which they claim can be repurchased as cheaply as the cost of binding with an improved psychological effect on readers. Librarians of experience confirm that in order to keep continuity of actual volume of bookstock, binding is still necessary.

Much was formerly made of desirable specifications for library binding, but unfortunately such requirements are largely irrelevant owing

to the general introduction of machinery by the commercial binders and to the almost prohibitive expense of having orders specially bound to individual standards.

Sometimes a library authority insists that all binding must be done by tender. It must be recognised, however, that binding is a very varied matter, some books requiring special treatment, and that binders are equally varied in their ability to do special work. The best results can only be obtained if the librarian has power to send certain classes of work to the firms best qualified to deal with them. So far as general binding is concerned, the present-day combination of master-binders has levelled up prices until every binder quotes practically the same figures; so there does not seem much to be gained by tenders, except that legal formality which is so much approved by public authorities. If it is used, a book-binding specification should include every point which has any bearing on the cost, finish and workmanship of the books. The specification of the Society of Arts and that drafted by Mr. Douglas Cockerell are very comprehensive and many of their points could be included in a specification for library binding. As requirements differ in every library, it is impossible to attempt the drafting of a model specification which will meet every case, but the details set out in the following draft may prove useful and suggestive. Reference should also be made to the Minimum Specifications for Class 'A' Library Binding issued by the Joint Committee of the American Library Association and the Library Binding Institute, particularly for Part V 'Approved Materials', which, though American in intention, is valuable to other librarians.

DRAFT BOOKBINDING SPECIFICATION

To the Public Libraries Committee

of Date

Gentlemen,

..... undertake to bind books for the
Public Libraries Committee in the manner specified below, at the
prices stated in the annexed schedule, for one year from
to

All books to be carefully collated before being taken apart to detect missing or damaged leaves or anything that might make binding inadvisable.

All books to be well beaten or rolled, and care taken to avoid set-off of ink in new books.

To be sewn one-sheet-on, on strong tapes; the first and last sheets to be enclosed at back in paper strips. All sections broken at the back to be enclosed in strips and neatly overcast, not less than four stitches to the inch, before being sewn to the tapes. Four tapes to be allowed

for crown 8vos; other sizes in proportion. The tapes to be firmly secured between the back and front boards, which must be carefully split to receive them.

In leather-bound books, the back to be made close and flexible, without bands, save in cases to be separately notified, but with blind fillets in imitation of bands. Leathers as specified in schedule, with smooth cloth sides to match colour of leathers.

In cloth-bound books, the backs to be made open, with suitable linings. Edges to be very carefully cut, sprinkled and burnished, but only when the margins are not too small; otherwise to be left with proof and top edge only smoothed.

End papers to be of stout, coloured, marbled or printed paper, with at least one white leaf before and after the printed matter. (Or as an alternative—the special library end-papers to be used in all books rebound, etc.)

Linen or other strong cloth joints in all books.

Lettered in gold with author's name, title, class numbers, initials,

SCHEDULE OF PRICES

Sizes.	Half Leather	Quarter Leather	Cloth			
			Cloth	(Specify varieties available)		Buckram
Fcap. 8vo (6½" × 4") . . .						
Crown 8vo (7" × 4½") . . .						
Post 8vo (8" × 5") . . .						
Demy 8vo (9" × 6") . . .						
Medium 8vo (9½" × 6") . . .						
Royal 8vo (10" × 6½") . . .						
Imperial 8vo (11" × 7½") . . .						
Quarto (11" × 8½") . . .						
Folio (13" × 8") . . .						

Prices of other sizes to be in proportion.

Extras:

- Per inch for folios over thirteen inches.
- For lettering large initials in classes 800 and 920 . . . per hundred.
- For mending torn or broken leaves.
- For guarding plates in linen or jaconet, per dozen.
- For mounting and dissecting maps, etc., on fine linen, per sq. foot.
- . . . For extra thickness, if books more than half the width of boards. . . .

etc. as per sample diagram showing arrangements of lettering for each class. The colours of leathers and cloths for each class to be as specified in the diagram. The order of lettering and colours to be maintained unless altered by the instructions, and class letters and numbers to be placed at a uniform height of one inch from the foot of each book, irrespective of size.

Protective lacquer to be sprayed over lettered backs.

Include all wrappings, cancelled matter, and advertisement pages of certain magazines at the end of volumes, in their published order.

All materials used to be of the best quality, and the work done carefully and promptly. Deficiencies and irregularities in books, if any, to be reported to the librarian.

Each lot of binding to be finished and returned within weeks from the date of the order.

Should there be any extras chargeable beyond those provided for in this specification, they must be reported to the librarian before the work is proceeded with.

Samples of the manner in which propose to bind books in accordance with this specification are sent herewith.

Signature of firm.

.....

The greater part of library binding is done by machine, under competitive conditions, and it is largely owing to the drawbacks of the commercial bindery that many librarians have decided to establish library binderies for their own system. The plan has many advantages, such as the closer control of the work, the absence of shareholders' profits, a possible speeding up of books through the shop, and the ability to decide the style and quality of the product. The convenience of having books and especially periodicals always on the premises is very considerable, though it has to be remembered that interruptions to the flow of work cost time and money, and therefore diminish the total value of the bindery. Librarians have made some very successful experiments in this enterprise, but it is not always clear that the economies are in fact necessarily obtained. Claims that a library bindery is economically used for jobs such as making book-card pockets, illustration-mounting, magazine cover making, should be very carefully examined, for a substantial weight of experience is against such practice. If the establishment is concerned only with repairs, i.e. stops short of the sewing and other binding processes, these jobs are a useful assistance to the library staff, and of great convenience for speed or for meeting individual requirements. The basis of costing is the chief element of doubt; in particular, the amount of the librarian's time that must be expended in supervision of accounts etc. is not always clear. Nor is it easy to compare

results when establishment charges as to heat, light and power are so variable. One authority has said that unless a clear saving of well over £200 per annum is foreseeable, the experiment is not worth while the expenditure of the librarian's time and energy, and that may form the basis for decision. The most obvious grounds for decision will be the actual continued volume of work available. Unless there are upwards of 20,000 items for binding annually, no substantial economy can result to a public library.

A particularly interesting experiment which does not seem to have produced really satisfactory results in the special circumstances of public library use, is unsewn, or 'perfect' bindings. At first it was thought economies of money, time and labour would result, but wider experience shows that sewn bindings are still the most satisfactory for books that will be subjected to continued heavy wear. Publishers are however increasingly tending towards unsewn casings to replace the conventional sewn book.

Librarians are always interested in attempts at preserving the freshness of newly purchased books for as long as possible, especially those which are published with artistic and decorative dust jackets. Various methods have been tried to prolong the life of these fragile papers, such as backing them with a stiffer paper or attaching them to the book cover; but the most effective all-round method is to attach transparent plastic (PVC foil) covers to the book. These covers are reasonable in price (ranging from 4½d. upwards according to size and the quantity ordered), easily fitted by the staff, and certainly, by protecting the actual book from the elements, achieve much of the desired object. One firm offers prepared 'sleeves' in 27 sizes from 5½" × 14" to 12" × 22"; other firms supply the foil in rolls of various gauges of thickness. An expensive, but still developing, product is Melanex (I.C.I.) said to be virtually untearable. Some booksellers will supply books already in these covers, and attractive coloured covers have been made commercially available (under various trade names) for children's books and music. Such covers are heat sealed (laminated) and are less easily detached or damaged.

The appearance of the library shelves is greatly improved if the staff pay particular attention to the withdrawal from immediate use of books needing binding, those with loose leaves or in any way damaged. Date labels should always be kept neatly stamped and replaced as soon as necessary.

One of the most important instructions that should be given to the new assistant is the elements of light repair work, and the correct method of handling books. Much unnecessary damage is caused by injudicious use of flour paste, and in particular by the new transparent cellulose adhesive tapes. In fact, the task of the binder is greatly increased by ill-judged repairs of loose leaves or illustrations, and there should be careful supervision of the assistant 'doing repairs'.

Books should not be shelved too tightly, nor too loosely. The one damages the binding by the force necessary for inserting other books; the other causes larger books to sag and so strain the sewing. Is it necessary to add that the public will hardly respect books or keep them carefully if the staff are seen throwing books carelessly into heaps, or casually dropping them on the floor?

A frequently overlooked point is the need for care in opening new or newly bound books. If such books are too abruptly opened the glue on the spine or even the stitches will be strained, and permanent weakness will result. Careful even opening of the leaves starting from either end will ensure the book always lies correctly when being read, and there will be no need for the reader to force the book open by bending back the covers.

Dust and dirt are great enemies of books, and until libraries are air conditioned, dusting and cleaning the library are routine tasks that must be done regularly. In particular, no assistant should allow open shelves to accumulate dust, and, in the case of books brought from the stack, it should be a duty unobtrusively to remove dust before the book is handed to the reader.

Insect pests may be disposed of by placing the book, with leaves opened, in a warm cupboard containing paradichlorobenzene crystals (1 lb. to 10 cubic feet) for about two weeks.

Particular care should be given in libraries which have collections of old or rare books to ensure that the staff are fully aware of the special problems caused by e.g. ancient bindings with metal bosses and corners, or of fine ornamental bindings in general. It is essential that these bindings be either protected by loose cloth covers or enclosed in carefully fitted boxes lined with some soft material to guard against friction. Slip cases, unless very well made, can do much more damage than their absence. The normal careful handling of books should be supplemented by judicious application of leather preservative where appropriate. A safe formula is given by the British Museum Laboratory recipe, viz:

Lanolin (anhydrous) 7 oz. (avoir.), Cedar Oil 1 oz. (fluid), Beeswax $\frac{1}{2}$ oz. (avoir.), Hexane (or petroleum ether BP 60°–80° C.) 11 oz. (fluid).

Applied by hand, using wads of cotton-wool, the fluid cleanses a great amount of dirt from the old bindings, and this certainly enhances the appearance of old leather as well as retarding deterioration, without harming the skin. An alternative treatment is to dress the leather with 7% potassium lactate solution followed by an application of toluol and polyvinylacetate, which, when it dries, leaves as a glossy surface film the polyvinylacetate and seals the leather against sulphur dioxide in the air. As far as appearance is concerned, the result is remarkable, but it may be suspected that the brittleness of the leather will cause underlying decay to continue. None of these treatments will be effective if decay has gone too far or if storage conditions are bad.

Some valuable practical advice on dealing with the results of insect pests, moulds, damp and various stains will be found in S.M. Cockerell: *The repairing of books* (1958).

It is essential that for public purposes book covering materials should be of the most durable kind. Good quality binders' cloth is amazingly durable, but unless safeguarded by one of the modern water-proofing agents such as pyroxylin, needs the protection of plastic covers as previously mentioned in order to retain its best appearance after exposure to constant handling. Some of the buckram type cloths are available, and make admirable covers for those reference books which do not require the strength of leather bindings.

Recent experiments in the preservation of leather have enabled manufacturers to put on the market reliable leather for binding purposes, and the cautions which were formerly made against the deterioration of leather need no longer apply if good quality materials are being used. These guaranteed leathers conform to the PIRA test—one which assures the user that essential chemical salts have not been removed in the dyeing process.

The principal leathers used in fine binding are:—

Levant morocco, or real morocco, made from goat skin. This material should only be used for very valuable books which require a handsome and dignified binding. It is very durable, but expensive for ordinary work. A cheaper reliable form is niger, which is tough, durable, and suitable for general use, especially when guaranteed in conformity with the PIRA test as it is by all reputable firms.

Persian morocco, made from sheep-skin, is not so dear or so good as Levant morocco, being soft, but is a durable and satisfactory leather if a good quality is procured. It was formerly used for popular books in the non-fiction classes of the lending department, but has been superseded by niger. Heavy books could be bound in this leather, but pig-skin would be better, since the more it is handled the better it wears and keeps its condition.

Roan (now largely superseded by cloth binding) is a kind of inferior sheep-skin with a different grain and surface from persian morocco, and is a cheap leather often used for certain classes of books, such as the less popular works of travel, science, theology, fiction. It is unsuitable for heavy books, and not now to be recommended for any kind of book.

Pig-skin is the strongest leather of all, and also the most durable for much-used heavy books; but librarians should make certain that real pig-skin is supplied. All reference works, such as dictionaries, atlases, directories and other volumes which are being constantly handled, may well be bound in this.

It is claimed that good leather and good binders' cloth have little difference in durability and cost.

The routine work of preparing and despatching books to the binder

should be made as simple and regular as possible. Most commercial binders arrange to call at libraries at stated times, and if the library has its own bindery, a regular flow must be maintained. The staff therefore must have a regular duty included in their diary for preparing binding. Though shelves and counter assistants may remove books that are wearing badly, all those despatched for binding must be scrutinised by a senior who can judge whether the cost will be justified. Binders frequently make a small charge for detecting imperfect books, which should, if possible, be removed or made perfect by the insertion of facsimile leaves before despatch.

Binding Order Slip.

Details from the price list supplied by the binder. PUBLIC LIBRARIES.
	Central. No. 2987
	Style A Colour Red I
	Price Binder Ch.
Title	PERSONAL AND BUSINESS EFFICIENCY
Author	HENDERSON
Class Number	658
	Other Instructions Oversew

Fig. 39. An Individual Binding Slip to include special instructions.

The records that should be kept will vary according to the opinion of the librarian as to security. It seems unnecessary in the case of large numbers of fiction to have a traditional binding slip for each volume—a general order to bind a given number in a specified style, seems adequate, and the book-card in the binding file gives a check. But for non-fiction or works requiring lettering not given on the title page, more details may be given.

A binding order slip such as here illustrated, forming part of a duplicating book, is a safe record, which enables a check to be made on all details.

Special items, such as new volumes in a run of a serial, should be accompanied by either a specimen volume or a rubbing of the spine of a previous volume so that the binder may precisely follow the position of the lettering and tooling.

Date when sent.	Lettering.	Class and No.	Instruction.	Date Returned.

Fig. 40. A Binding Record Sheet.

A blind stamp of the authority coat-of-arms on the front cover of the book forms an effective indication of ownership, far more effective, incidentally, than the rubber stamp that used to be placed so frequently throughout books and on illustrations. The staff are quite able to operate the simple screw press and die that are necessary for this stamp, and, if the design is carefully considered, a pleasing result will be attained.

When a consignment of binding is returned to the library there should be a careful check to collate the actual numbers returned and the styles charged for on the invoice. This is particularly necessary for specially bound Reference Library and other exceptional books. Discrepancies may easily arise and must be detected at this stage and reported to the firm concerned. Most commercial firms will insert all necessary labels if the library supplies the appropriate quantities.

Books returned from the binder will each have lettered at the base of

the spine the classification number or author number for filing purposes, but when the book is still new the librarian must either employ a binder to visit the library for 'lettering' or adopt the modern method of electric stylus and foil. This process simply involves writing with a metal stylus (containing a small electric heating unit easily controlled by the operator) on a thin foil the underside of which is coated with coloured paint. This paint is transferred by the pressure of the heated stylus on to the book, and appears to make a very durable and visible impression. A choice of coloured foils is available.

Developments in classification frequently require that books should be re-lettered. Symbols may within the library be adequately covered by a coating of opaque lacquer or varnish and re-lettering effected above. The result is rarely entirely satisfactory, and important or permanently useful books should be sent to the bookbinder who can frequently remove old gilding and re-emboss the new letters without disfiguring the spine.

CHAPTER XIX

PRINTING, STATIONERY AND OFFICE MACHINERY

THE library is often judged by the quality of the printed material which is issued under its name, and no efforts should be spared to make all forms, book-lists and stationery worthy of the authority. Good printing is of course costly, but not disproportionately so when the difference between the effects achieved by a careful printer and those of a cheap jobbing man are compared. Modern papers, of infinite variety in finish, substance and colour, have made possible, with colour printing techniques, a standard never previously held practicable, and there exists a certain pleasant sense of emulation among librarians as to the reception of their printing by their own profession. The librarian may, therefore, with much advantage study something of printing practice, and become acquainted with the customs of the trade. He will find much of great interest in the processes that combine into the manufacture of a book or any printed item, and even a small knowledge of typography will assist in obtaining the attention and best work of the printer. Books such as Berry and Pollard's *Encyclopaedia of Type* and Hart's *Rules for Compositors and Readers at the University Press, Oxford*, are valuable as background and some of the trade journals help to keep the librarian informed of contemporary developments. Pamphlets issued by the Monotype Corporation and by Linotype illustrate a great variety of currently available type faces. It will be noticed that most printing houses have their own house style for punctuation and to a lesser extent, spelling, and if a different practice is desired, special emphasis must be made in the directions.

The main requirements of good printing are that it should be legible, pleasant to look at, be in harmony with the subject matter, and appear on paper appropriate to the face of the type. Experimental printing is no doubt of great effect in advertising, but the librarian has to remember that he is not responsible for a commercial concern, and that, although conventional types may seem dull to some, they are those whose value has been proved. Fashions in type change, witness the sudden interest in Gill Sans Serif before the last war, and the equally abrupt revival of long forgotten nineteenth century types in 1951. These fashions have their use for temporary lists and ephemeral publicity, but do not affect the solid mass of library printing, such as catalogues, and recurrent items, such as Guides to Readers, booklets of rules and regulations and routine forms. The inexperienced librarian may well gain confidence by

a careful study of those items singled out for praise in the *Library Association Record* review of Annual Reports.

Since the enforced paper economy and the difficulties of printing attendant on the last war, and the greatly enhanced cost of both in the post war world, many librarians have made experiments with office printing methods, some of which are almost as good as the print they are intended to replace. The chief principles of office printing are (i) adaptations to the typewriter-duplicator, (ii) use of spirit duplicator, e.g. the Banda or Ormig type of machine, (iii) the small, hand-set type printing machine, e.g. Roneotype, (iv) the photographic processes based on the lithographic principle, e.g. Multilith. Some of these processes produce excellent results, especially if the masters are prepared by skilful typists, but it must be confessed that they are poor substitutes for good quality printing from moveable type. A useful possibility, especially for letter-headings and similar repetitive matter, is the use of photo-offset lithography (Multilith or Rotaprint) to reproduce matter already printed by conventional methods. This appears a satisfactory product and secures a substantial economy.

Owing to poor appearance and possible non-permanence, spirit duplicating has largely lost favour. Hand-set type machines similarly appear to have been superseded.

As a measure of economy, there is much to be said for the production of internal administrative forms and records by typewriter and duplicator (e.g. Gestetner), but it seems very short-sighted to issue publicity matter, designed to attract readers, in this form. Purely ephemeral book-lists are frequently issued in this style, and where speed is an important element, perhaps office duplicating is the most satisfactory means.

A combination of Multilith with Varsityper has made possible a much better imitation of the many founts offered by conventional print and, as shown in the sections on *Publicity*, proves an acceptable version of the printed catalogue, offering, as it does, complete control within the library of the speed of the work and also potential use of the equipment for other purposes.

It will be noted that the decision as to which method of 'office printing' to adopt depends on a consideration of the capital cost of the machinery and the continuing cost of labour; continuity of use; the labour of preparation of the master required for duplication in relation to other routine processes in the library; and, of course, the appearance of the finished work with regard to its actual use. Few librarians can produce accurate cost figures for 'office printing', owing largely to local factors such as charges for space, heating, lighting, and also to the frequent practice of sharing expensive machines with other departments. Commercial suppliers are also likely to be vague as to precise costs that can be compared with the performance of other machines. The factual

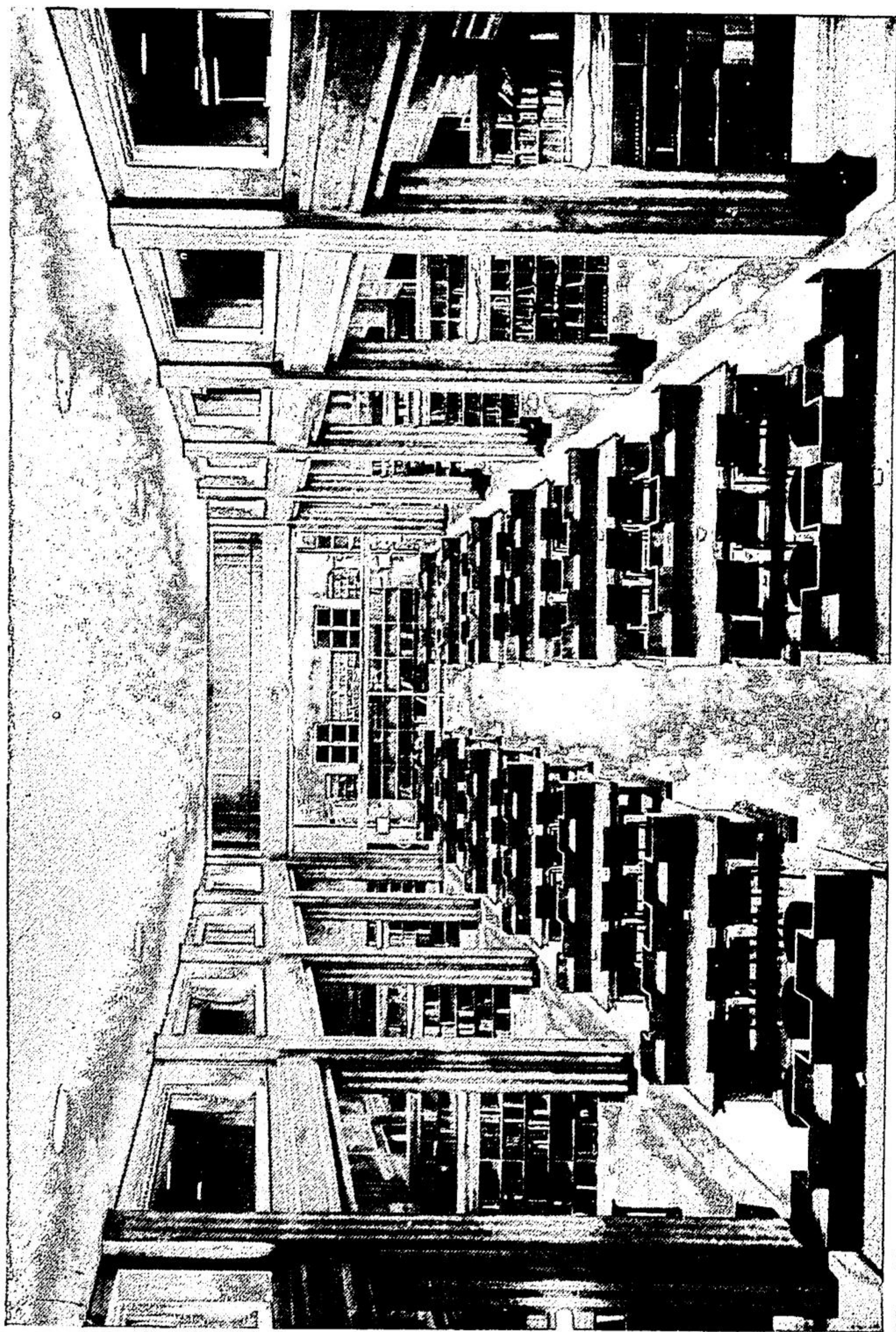


Plate No. 64.

Reference Library, Kensington. Spacious and easy to supervise: but devoid of any illusion of privacy for the reader.

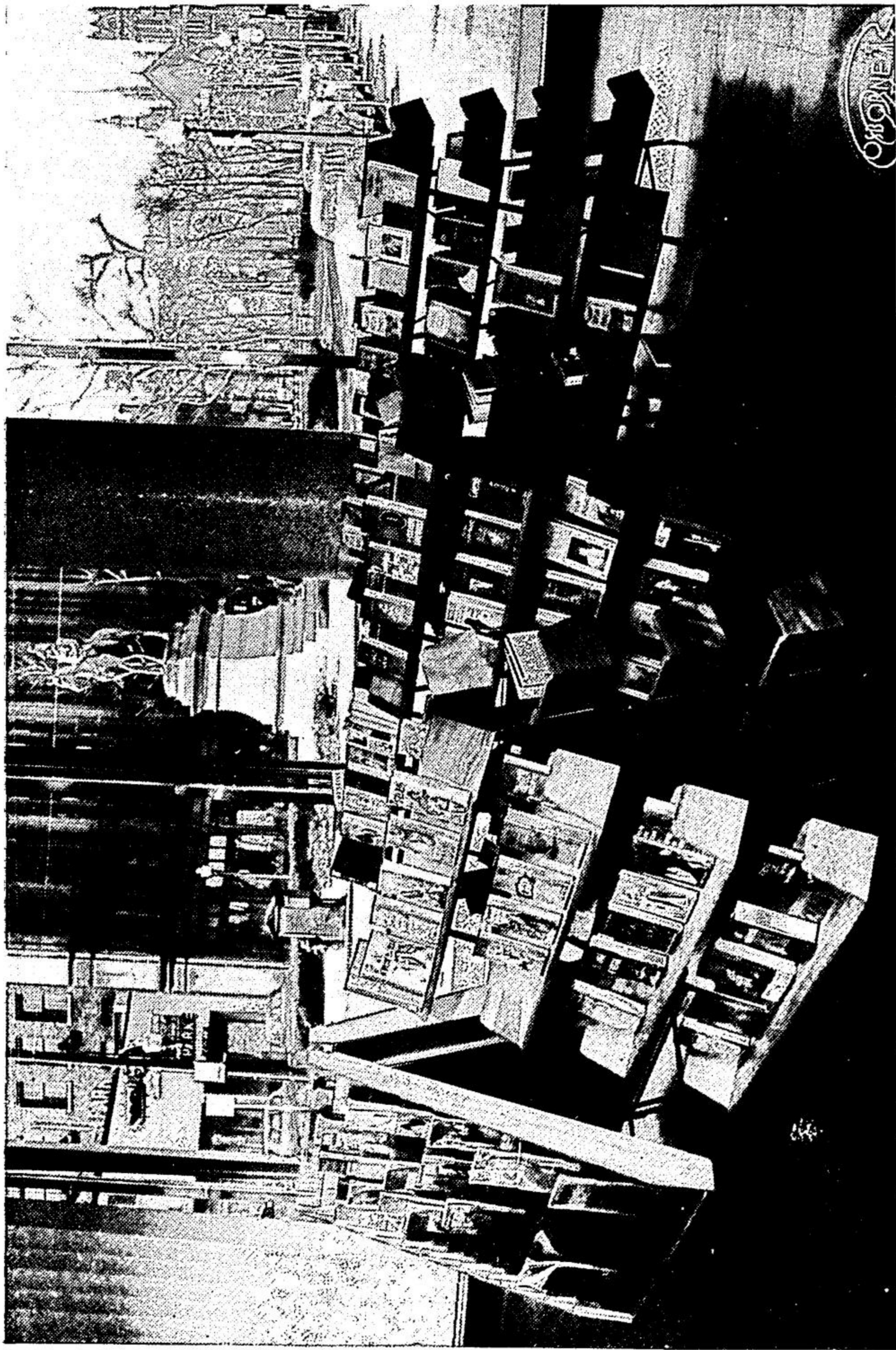


Plate No. 65.

Browsing Room, off main entrance, Cincinnati. Conventional shelving, or display units? Adaptable for either purpose, these tilted periodical and book racks create an interesting corner, seen from the sidewalk.

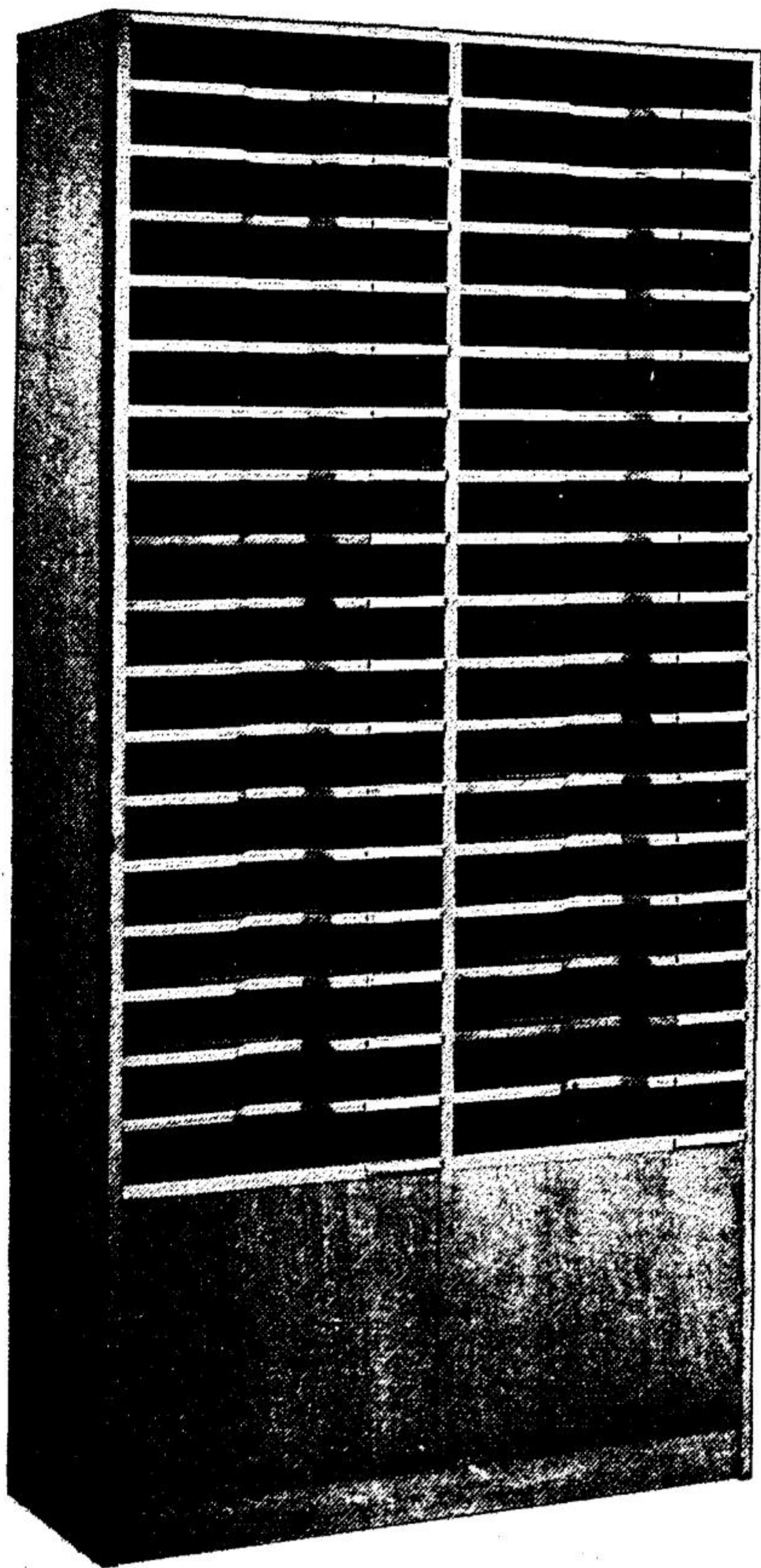


Plate No. 66.

Serota Periodicals Rack. With 36 compartments for current issues, cupboard space beneath will obviously not hold corresponding back files.



Plate No. 67.

E.K.Z. Catalogue Cabinet. Severely functional in appearance, but not designed to suit the reader who wishes to consult the lower drawers.

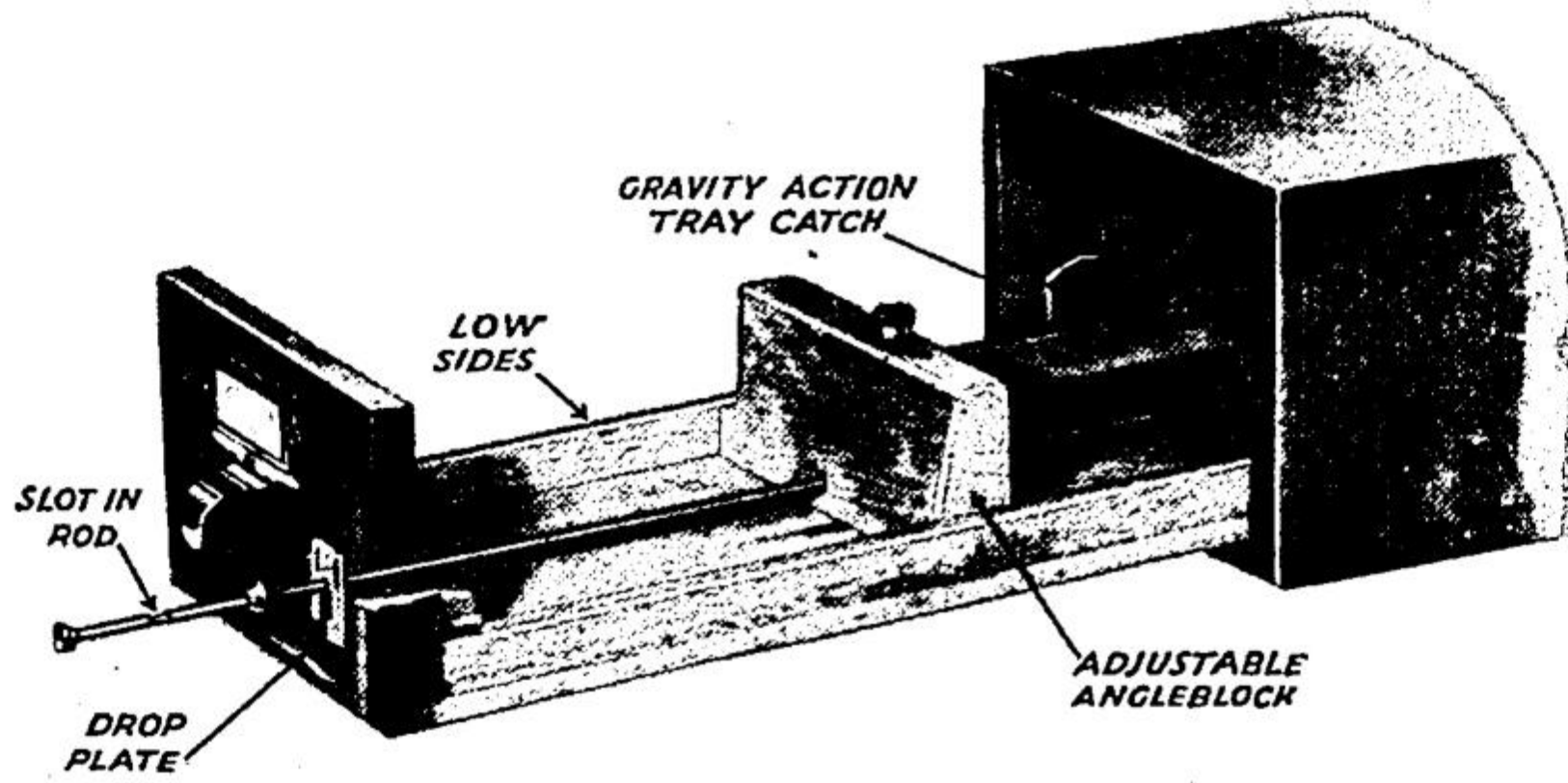


Plate No. 68.

Detail of standard non-tilted Libraco card catalogue.

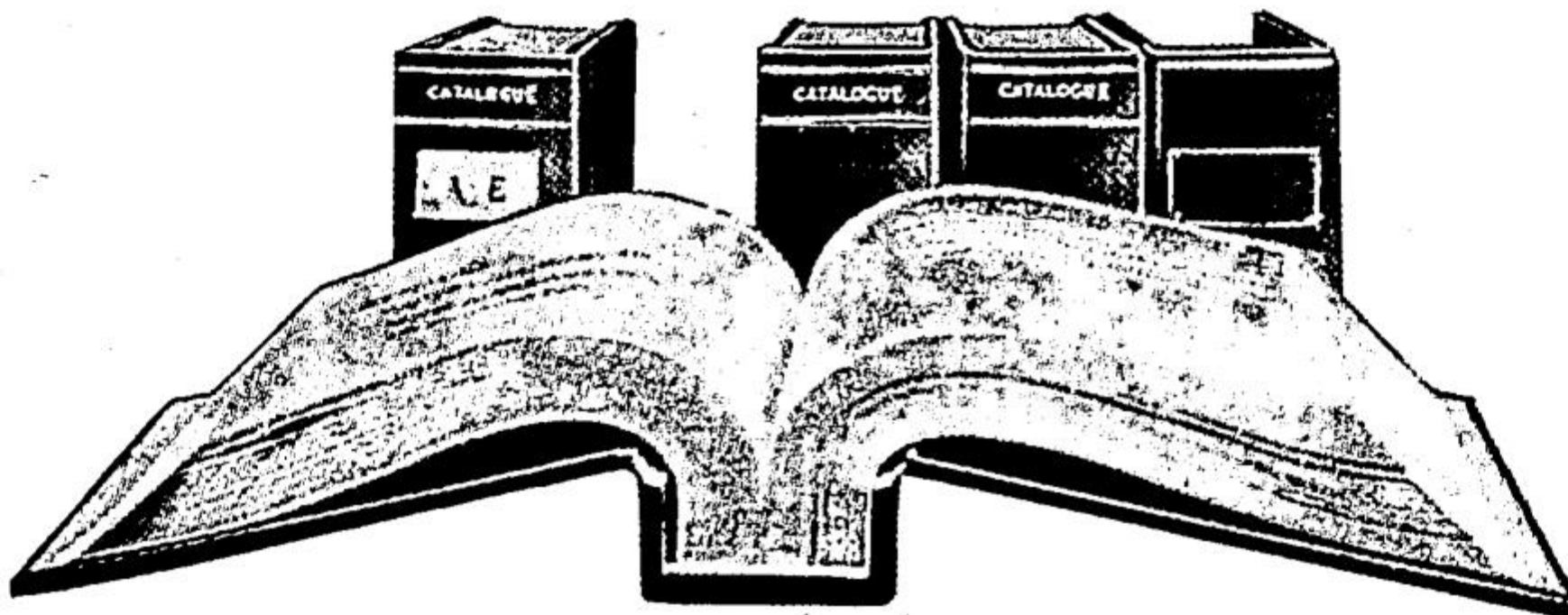


Plate No. 69.

Libraco Sheaf Catalogue Binders, open on shelf.

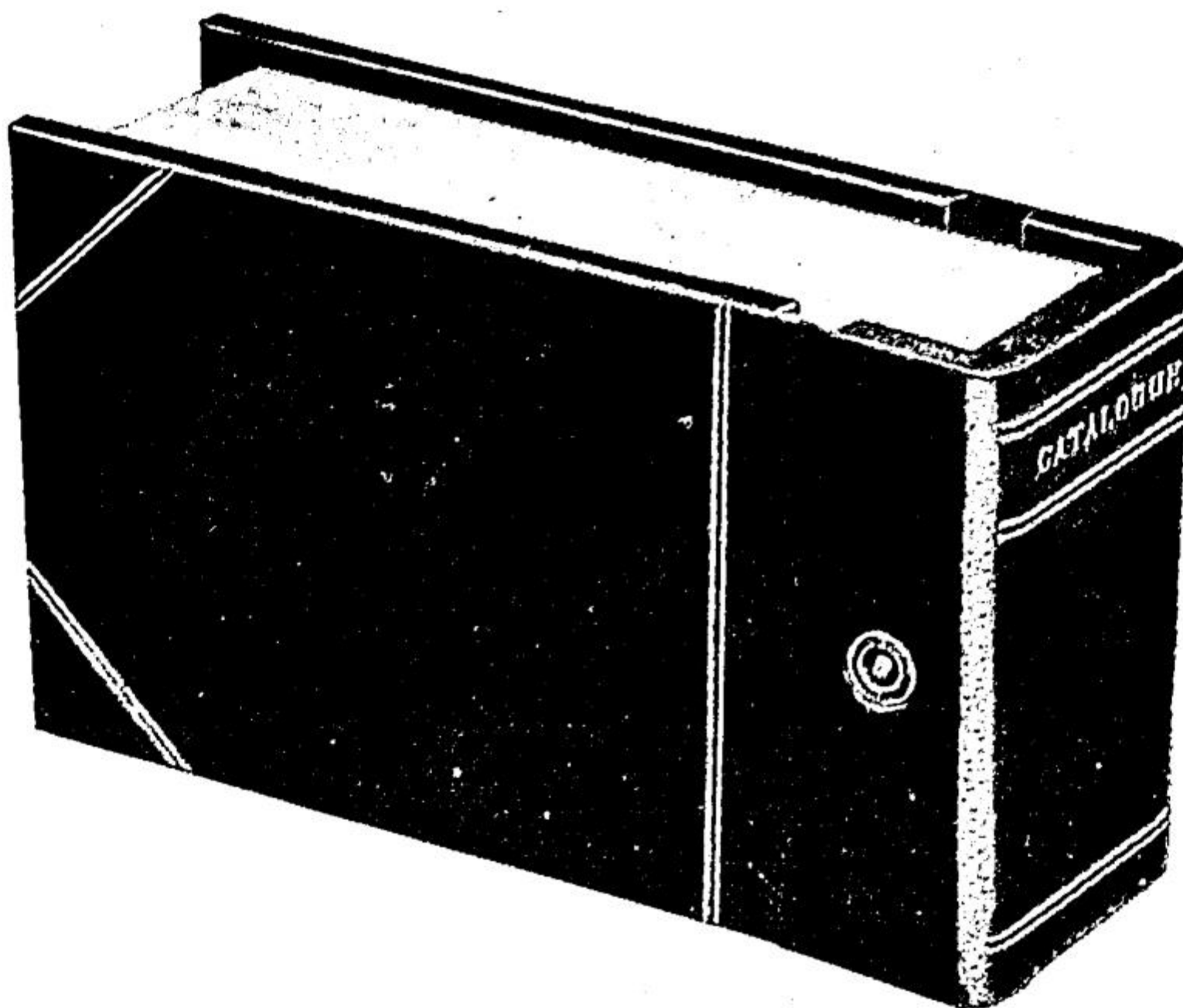


Plate No. 70.

Libraco Sheaf Binder.

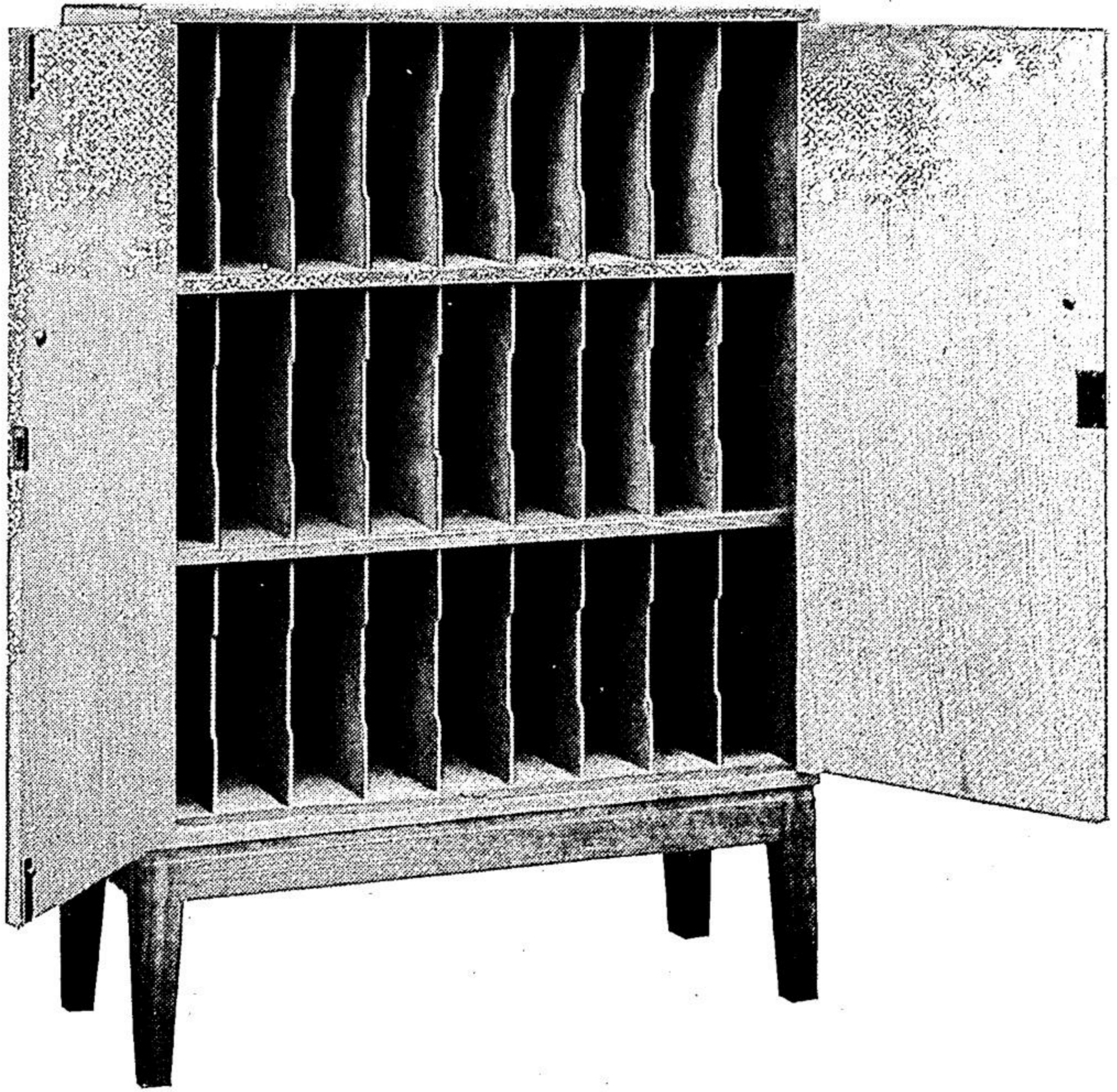


Plate No. 71.

Serota Gramophone Record Cabinet.



Plate No. 72.

The Music Library, Toronto.

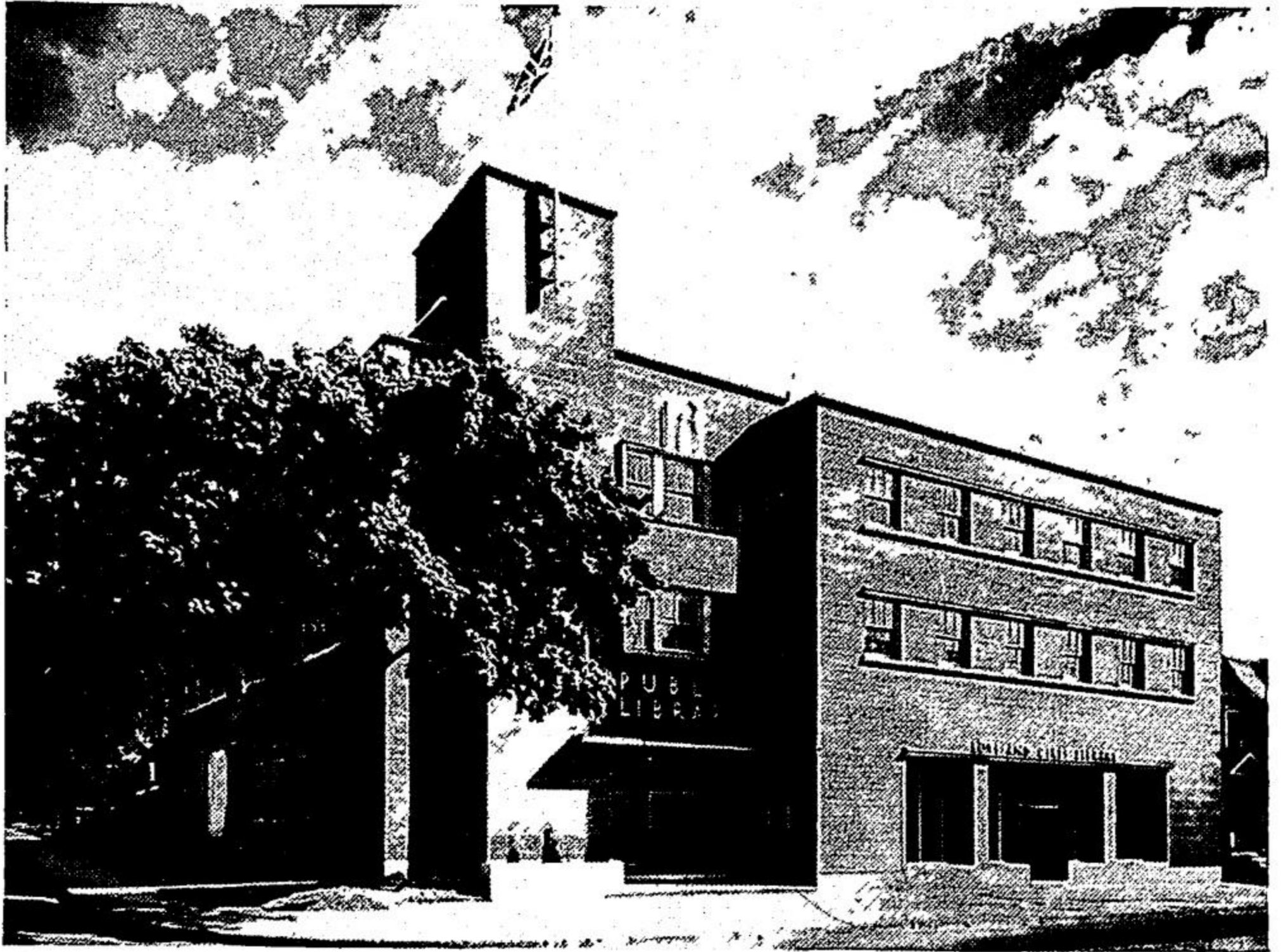


Plate No. 73.

Deer Park Branch Library, Toronto. A good site, a big building: but less stimulating outside than within.

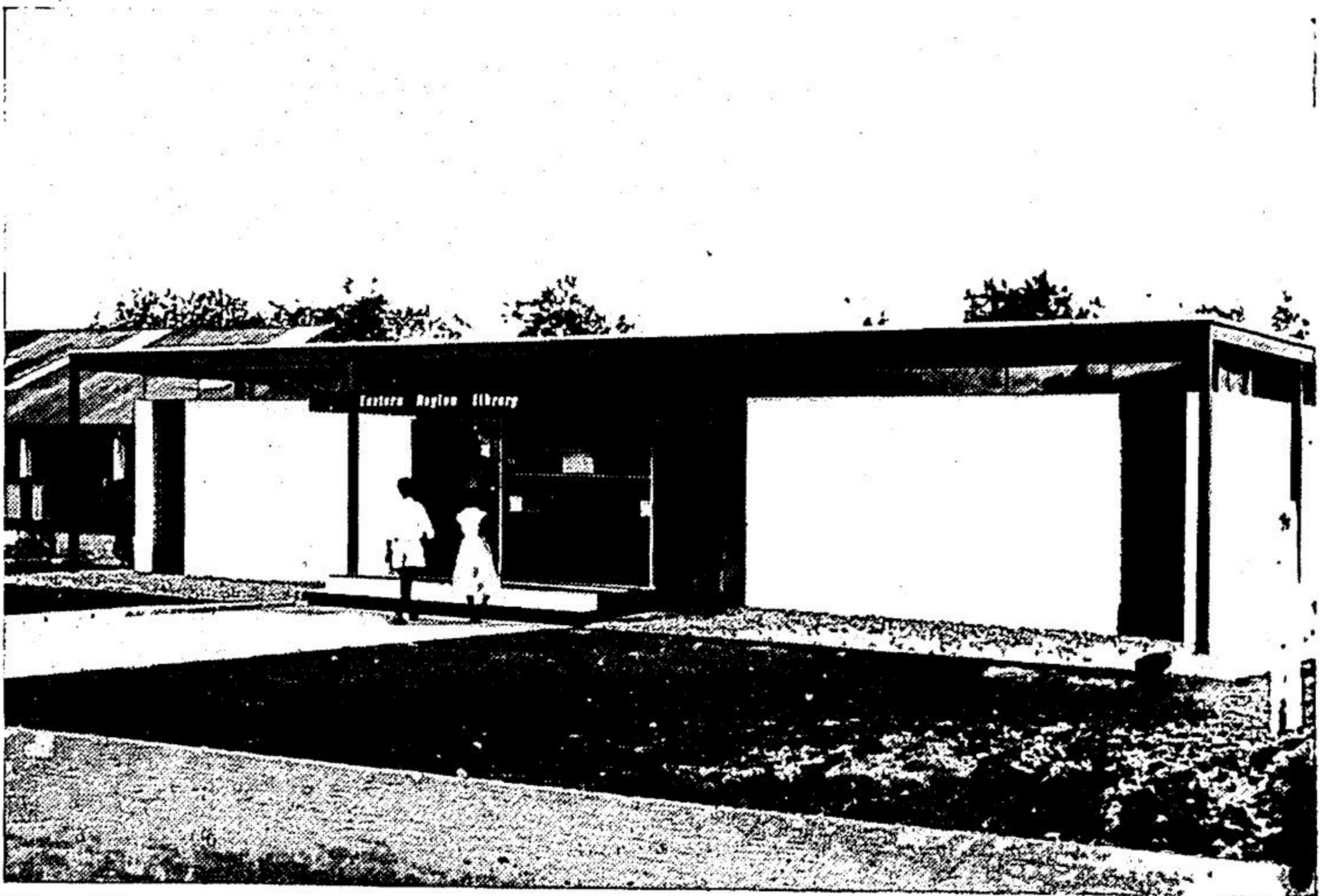


Plate No. 74.

Koforidua Branch Library, Eastern Region, Ghana. Effective functional architecture: curiously, almost as anonymous as a traditional building.

guidance in the Manchester Corporation Organisation and Method Unit enquiry (1958) is therefore of particular value as also H.M. Treasury O. & M. Bulletin.

The paper on which library correspondence and forms are printed calls for some consideration, in view of the great variety of qualities on the market. External letters are worthy of good quality, though not extravagant, paper; economy being achieved through the provision of various sizes of headed paper—foolscap folio, quarto and octavo. Some valuable time may be saved by printing the more formal communications, leaving space for variants, such as dates. Envelopes of matching size are essential. Suitable matter may be sent on post-cards.

Internal communications in any organisation call for the provision of memorandum forms—on cheap paper, especially when, as in the public departments, assistants are continually noting down brief items and telephone messages. Routine forms, as described under the different departments in which they are used, may frequently be produced by office duplicator. Some of the larger Reference Libraries, however, find it desirable to print Book Requisition slips. Durability and strength are not the criteria by which such temporary matter should be judged, and it is merely wasteful to use good correspondence papers on such as duplicating machines. If a home bindery is available, a useful source for 'scrap pads' is found in using the blank reverse side of suitable superseded papers glued together and secured by a strip of mull—the product being cut to convenient size by the guillotine.

MISCELLANEOUS WRITING MATERIALS: ink, although much displaced by the modern ball point pen, is still necessary in a library. There should be available black Indian ink, also good quality red and blue for records, where permanence is desirable. White ink for lettering class numbers on books and coloured inks for posters may be needed. Ink-pots should be used in the modern reservoir type or in an unspillable design. It may be prudent to supply such facilities in public departments for those who need to refill their fountain pens. Blotting paper should be available if special places are allocated to those using ink in a Reference Library: for staff, it is a useful writing or working surface which helps to preserve desks or tables against unsightly stains. Pencils are by custom supplied to staff and are available in Reference Libraries, although frequently secured to a writing pad or desk. Carbon paper is supplied in varieties suitable for the work, according, for instance, to the number of copies required. It is possible to have types which do not offset on the users' hands and some modern (expensive) varieties are white. Some stationery forms are now manufactured carbon-backed if duplicate records are required, but this does not seem particularly useful to libraries, except in the form of Receipt Books, which should certainly be so designed.

Any library evolves its own individual forms and types of stationery, but all need a proper method of storage and check on the extent of use

to avoid sudden shortages. Supplies of appropriate stationery will always be available in each department and the assistant in charge of each will regard it as a responsibility to maintain this even flow of material, but some central control is necessary, both to guard against emergency and to facilitate ordering and financial control. A central storage, whether merely a cupboard or room with shelving and cupboards, under definite control of a responsible administrative assistant (perhaps the Librarian's secretary or a clerk in charge of general stores and supplies) is clearly most desirable. Issues of stationery should only be made in a large system against some formal requisition and should always be carefully entered on record sheets appropriate to each item. These sheets (which may be ruled and duplicated) will give official designation of the item, source of supply, date and quantity of orders and entries of withdrawals for use. Such a system, whether elaborated to the full, or simplified for a small organisation, is necessary to prevent undue extravagance and holding of stocks in departments where they may become soiled and wasted. Clear reference to numbering on the shelf or other indication of the location of each item saves much time and encourages tidiness.

The vast expansion of the office equipment industry has made accessible to librarians a surprising number of labour-saving devices, and a critical acquaintance with current publicity is advantageous. Not all new gadgets are in fact worth installing, and some are not in the least applicable to our work; but it should be remembered that the administrative departments of the library are closely analogous to the administrative departments of many commercial firms. With the caution that all administration exists to facilitate the service departments, we may consider in what directions office equipment and machines may assist.

Printing and duplicating machines have been considered previously, and reference need only be made now to the importance of a good quality stencil duplicator, preferably electrically operated, if long runs are anticipated. Electric typewriters are speedier than hand-operated models, and give superior results as far as appearance is concerned, but they are expensive. Varsityper models with change of founts most nearly approach the appearance of print; initial cost is very high and possible use is sufficiently small to discourage most librarians from acquisition. For the volume of work, conventional printing might even be more economical.

The most obvious applications of office equipment are in filing cabinets, visible index systems, internal communications and document copying. Filing cabinets (vertical files) are invariably now of metal, with enamel finish in either dark green or grey. They are supplied in units of three drawers of a standard size to accept quarto and foolscap type papers and it is now usual to add a suspension system by which the individual folders are mutually linked along their edges and supported

at both ends on metal bars attached to the front and rear of the drawer. The folded top of the file (the 'leading edge') is wide enough to accommodate a contents list or title of the file typed in to a narrow piece of stout paper which is in turn slipped under a xylonite holder fitted to the edge itself. Thus, a suspension file system displays immediately on opening the drawer, the titles of the files and their arrangement. It is not possible readily to withdraw the manila folders, as in the older free filing system, but the suspension technique banishes completely the problems of supporting loose folders, of rescuing those which slip under others at the rear, or indeed of the excessively bulky file.

A development of the vertical suspension file is the lateral system—identical in principle, but arranged so that the folders are visible left to right rather than from above front to rear. An ingenious supporting device enables insertion and withdrawal of papers to be done from the front into the pocket, and the leading edge has a plastic indicator to receive the typed title of the file. A metal flap can be drawn down over the front of the file after use, for security.

Lateral filing is of great value where floor room is restricted and it is undesirable to have several feet of space occupied by the extended drawer and the user, but as a storage system it is not so satisfactory in that the pockets do not mutually support each other and documents seem rather readily to become entangled or pushed out of sight.

The arrangement of these files (and they have superseded box files and other earlier methods) is at the discretion of the user. Substantial intercalation of new files is possible, and the enormous advantage of the visible title makes any arrangement readily acceptable so long as it is simple and appropriate to the material. Alphabetical subject heads, if carefully controlled and limited (consider the Kaiser system of indexing) have been found admirable in use; but for correspondence or personal files, alphabetical letter order may be just as satisfactory. Classified order with, e.g. Universal Decimal Classification numbers, is particularly acceptable if a specialised pamphlet or document collection is in question.

Visible indexes are an attempt to retain the advantages of a card catalogue and simultaneously allow the user to scan the entries as in the old guard book catalogue. The aim is achieved in one of two ways, each appropriate to a particular purpose. The first, and most useful, is usually marketed under the name Kardex and consists of a series of flat metal trays with slotted edges into which a series of cards (usually 5" × 8") attached to a thin rod, are fitted in such a way that each card leaves exposed about $\frac{1}{4}$ " of the card below it. The cards themselves may be lifted to reveal the under side (the rod serving as a hinge) and it is therefore possible to use the whole of each surface for record purposes. A conventional unit may have five or six trays each containing 50-100 cards; each tray being pulled out towards the user on a hinged fitting

so that it slopes downwards for ease of consultation. Titles, captions and other information are recorded on the exposed leading edge and are protected by xylonite. The method is particularly valuable for recording periodical holdings (q.v.).

The alternative method is really a strip index, in so far as entries are typed on a narrow slip of stout paper and slid into a xylonite holder which in turn is fitted into a flat metal tray with flanged edges which prevent the items falling out. Such visible strip indexes may be used flat on a wall, for instance, or attached to a central hinge in units of four or five.

Rotary index systems now publicised are an adaptation of the rotary catalogues cited in the early editions of this Manual. They do not seem to offer the contemporary librarian many advantages over any other system.

Internal communication within the library is essential if time and labour are to be conserved. Extensions of the central Post Office telephone will be in all main departments, but, to economise the work of the switchboard, it is useful in a large system, to have a private inter-communication system such as the dictograph; essentially a desk microphone with ear-phone for reception. Suitable models are available for use on desks (e.g. in the Librarian's office) or on walls (e.g. in the Stack Room). The librarian may well find it desirable to install one of the modern devices such as a tape recorder, for dictating letters in the absence of his secretary. These machines are now so well equipped with play-back mechanisms and controls for erasing unwanted matter that they seem preferable to the earlier wax cylinder machines. They are certainly more economical in space and greatly superior in vocal reproduction.

CHAPTER XX

LIBRARY PUBLICITY: PRINTING, REPORTS, DISPLAY

A PUBLIC service may appeal to its users as being essential to their comfort, their way of life; as being a source of pleasure or recreation whose supply is only possible through a community agency; or as being potentially pleasurable and useful, but being comprehended by a minority only, must be demonstrated at work before popular support accrues. Transport, television, libraries—are examples of each of these categories, and each show, in turn, the need for definite action by which the appropriate service is presented to the general public in order that those who wish shall know of the service, make use of it when desired, and be willing, if necessary, to provide finance. But in this century public utilities are not alone in clamouring for the attention of the people: never before, perhaps, has so much money, skill and industry been so directed towards attracting the notice of potential audiences or consumers. The best endeavours of the state, of consumer councils, of educationalists, have been unavailing against the ensuing mass vulgarisation, universally deplored by all thoughtful persons. In this clamour, services such as libraries, of great intrinsic value to the community, but in themselves offering no fantastic immediate rewards of pleasure or of money, are liable to be overlooked and, in the general struggle for public funds, find themselves shouldered aside in favour of more obviously popular enterprises. Libraries, it is agreed, must speak up for their cause, or be trampled underfoot.

How then is this to be done, bearing in mind the essential weakness, in a British local government context, of any service which spends, but does not earn, revenue? A good wine needs no bush, it is said; a good library service will attract the support it needs to become better. But does this follow in practice? Consider only the appearance of library buildings: the cheap make-shifts, the shared accommodation, the ingenious adaptations of superseded prisons, barns, halls, chapels, *et al.*; the siting of these and their distribution in relation to population. The survey is not inspiring, and it is clear that a very great deal of new planning and building is needed if the public library service is to be effectively housed—a minimum requirement indeed. In an earlier chapter, some of the desiderata of library buildings, their location and appearance, have been considered; it is appropriate in this chapter, devoted to the projection of the public image of libraries, to draw attention to the illustrations of contemporary libraries included in this volume.

so that it slopes downwards for ease of consultation. Titles, captions and other information are recorded on the exposed leading edge and are protected by xylonite. The method is particularly valuable for recording periodical holdings (q.v.).

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A worthy exterior and location do not, however, themselves make a library service. For that there must be books in the widest connotation of 'forms of recorded knowledge', staff, and a policy directing the method of service. No effective propaganda for libraries can be undertaken without clear aims—the nature of the audience and the object to be publicised; for, without these, any action must necessarily be lacking in intensity and extravagant in execution. A sound library policy must therefore be formulated.

It is not sufficient passively to rely on good bookstocks adequately arranged with effective service to attract people to the library, for there can be little doubt that the great majority of the general public do not use the library either through ignorance of its existence and its services, or because it is not thought worth while to do so. The facilities of the library have continually to be put before the public eye, and when interest has been roused, the library itself must honour the expectations aroused. As every library authority tends to differ in its resources of one kind or another, so must the emphasis of its publicity, claiming no more than can be realised locally.

This external publicity may be at a national level, or it may be purely individual and local; but it is quite clear that certain things are more appropriately handled at each level. Thus, the centenary celebrations of 1950 were an admirable opportunity for general publicity in the national press through the Library Association, and at local level the pamphlet *Centenary Assessment* directed primarily at telling authorities how to measure their performance, was particularly effective. Similarly, the report of the Roberts Committee was used nationally for the advancement of the public library service as a whole, but locally certain recommendations only were used to enhance local book funds. It is not yet possible in this country to use radio and television to the extent possible in, for example, U.S.A., Australia, or Canada; but there have been especially in the Regional programmes, a surprising number of interviews and talks by local librarians; the B.B.C. is undoubtedly a sympathetic body, despite the rather unpromising material. Certain national newspapers faithfully report the Annual Conference; the opening of new buildings; or important new developments in service. It is rare that genuine controversy arises, but the recent Libraries (Public Lending Right) Bill provoked an unusually sustained correspondence in which librarians were certainly adequately represented. Nor has the formation of the National Lending Library for Science and Technology passed un-noticed.

Though it does not seem practicable to form a national agency for the design and production of display posters or similar material, an interesting development has been the appointment last year of a Public Relations Officer to the Library Association, and the organisation of courses in the technique of publicity, with the especial aims of distinguishing

'newsworthy' matters for communication to the press and of ascertaining the correct level at which this should be done. Locally, some librarians have shown considerable gifts in this direction. One well-known library in the south-west has made a great name by the projection at all possible public functions of coloured slides of the new central and branch libraries; elsewhere, others have found illustrated lectures on local history of great attraction to audiences normally non-library-minded. Similarly, reports of the installation of Telex; of the inauguration of new subject departments; of new buildings; all these will be given ample treatment by the local press, if the librarian can organise his material in a form acceptable to the journalist mind. Unfortunately, editors are too often only concerned with 'human interest', and this libraries can seldom supply in the sense understood by the popular press. Mere sensationalism is certainly of no value to libraries.

The work of the libraries in connection with special categories of readers (*see* Chapter XV) has a distinct publicity value. Who will not recognise the visual impact of the county mobile library proudly displaying its identity when encountered on a lonely country road? Much publicity work, however, goes on in comparatively unheralded service such as the Hospital, Prison, Old People's Libraries; all making their impact on sections of the community unable to visit the library itself in person, perhaps never having heard of this service, but greatly moved by this inclusion in the community.

Such external public relations represent in total the library as the public sees it—not as the librarian, often immersed in policy and routine considers his organisation—and it is often thus that the standing of the library in the community will be judged.

Public relations policies and extra-mural services do not necessarily link the library building and the public to the extent of inducing new registrations of readers or increased use of the reference library. To provide this link, people must be induced to think of the library, to associate it as the potential supplier of their needs, and to identify it not only as a cultural centre for the humanities, but also as an agent in supplying scientific and technological facts. Some libraries have developed this concept to the extent of organising definite Arts Centres wherein the plastic arts, music and drama can find accommodation for exhibitions, concerts, stage productions; all this in close collocation and preferably in the same building with the library service normally given. This concept of the library function in the community is particularly valuable in those provincial towns which suffer so much culturally from the dominance of the metropolis, and is largely made possible by the active assistance of the Arts Council of Great Britain in organising and to some extent subsidising loan exhibitions of the works of famous artists, actual performances by high-standard orchestras, instrumental ensembles or individual artistes. Other sources of aid are the national

museums and art galleries, which have available loan exhibitions of wide appeal and of which the high standard is guaranteed. Proper accommodation for these activities is necessary and it is frequently the modern function of the old library Lecture Hall or newsroom to be adapted for this purpose. In those areas where Art Galleries and Museums are part of the Public Library, only by vigorous use of these loan exhibitions is it normally possible for adequate freshness of exhibits to be maintained.

Somewhat analagous to this attempt to appeal to the cultural interests of the community is the formation of special groups which have interests in the library service, and which may be convened by the librarian, meet in the library premises, and discuss subjects of common interest. Thus, the Dudley Public Library organises a flourishing Teacher-Librarian Forum for school teachers who have library responsibilities. Throughout the academic year evening meetings are addressed by speakers, engaged by the librarian, of particular appeal or with topical interest; discussions, formal and informal, are stimulated, usually starting over light refreshments during the interval following the main address. Much useful exchange of ideas has resulted, and it is known that the teachers appreciate the breakdown of their normal isolation and the circulation of practical technical advice.

More general in scope are societies of 'Friends of the — Library', formed to link the librarian with community interests, sometimes to assist the organisation of seasonal programmes of lectures and social events, more rarely to acquire desirable items for the library stock. Valuable co-ordination work among local societies may be performed by this means, but considerable diplomacy is often needed in handling personalities.

The evaluation of all these activities is the degree to which the library service is benefited. If this does indeed result, then staff time and labour are well expended, but 'extension work' which is merely a projection of the librarian's own interests can rarely measure up to this requirement.

Failing positive extension work due to the lack of accommodation or staff to organise the programmes, the outside public may be reached by printed publicity. This may be the actual printed catalogue of the library; selected lists from it; lists of recent additions; lists of books on currently topical subjects; guides to the library services; reports on the work of the library. Conventional letterpress printing is expensive, but if executed artistically and to a good standard of production, cannot be surpassed for publicity matter of all kinds; and every librarian should know sufficient of the mechanical problems of the printer to take an intelligent interest in designing and producing whatever the library issues in print. Knowledge of type faces is easily gained from either trade catalogues or examples of the work of other libraries; knowledge of paper—vital to the appearance of all printed matter, is similarly to be obtained from trade literature or from discussion with the chosen printer. Good

taste in layout is of more importance than startling, showy unconventional effects; and is the logical outcome of extensive and critical study of other printed material. A most effective result may be obtained by choosing a definite style of layout and carrying it through all the printing done for the library. This has been done by Leyton Public Library, fortunate in having available locally a commercial press of very high standard, whose characteristic use of type ornaments and flowers makes such a pleasant, if rather mannered, addition to the range of publicity materials. Recent accessions to the range of coloured papers, with great variety of surface finish, have, with greater awareness of the value of coloured inks, made possible many effects not hitherto economic. Librarians have been very active in exploiting these techniques, particularly those involving over-printing.

If the whole library catalogue is to be printed and kept current, conventional printing will be too expensive in actual cost and will involve very heavy commitments of staff time in preparation and in the various stages of proof-correcting. It is therefore more usual either to print periodic lists of additions, with annual cumulations, disregarding withdrawals (as at Westminster) or to adopt non-conventional printing methods such as offset lithography from typescript. This method is suitable for the reproduction of existing card catalogues (e.g. the offset lithographic reprint of the Library of Congress catalogue) and is economic at a much lower number of copies than is conventional printing. On a smaller scale, offset lithography can be used within a library for the reproduction of select lists, reading lists, etc., with excellent results, especially if an electric typewriter is used. If it is possible to utilise one of the makes with alternative type faces, the result can be greatly improved, though the time of production will be substantially increased. Good offset lithographic printing, using different type faces, is much to be preferred to stencil duplication for booklists, unless this latter can be really expertly produced, so as to preserve adequate inking, even impression and correct register on the page. Too often, duplicating is hastily done and gives a very shoddy impression of the responsible authority, nor is the combination of duplicated text with printed cover much more successful. Costs of good printing are necessarily higher than these alternatives; the choice must be made on the question of standard and possible effect on the recipient.

The most usual item of library printing is the Annual Report; not so much as an official document as the best means of telling people just what the library has done, is doing and wishes to do. For such a document 'prestige printing' i.e. good standard of workmanship, attractive layout and effective paper is most desirable. Libraries generally on this occasion try to include suitable half-tone block illustrations of new buildings or old views from the local collection, to the very great enlivening of what is basically a rather difficult document to compile or to read.

The contents of this Report are too often statistical (not always in the approved Library Association form), pages of detailed analysis of issues, stock movements, attendances at meetings, lectures, etc., with little or no adequate formulation of opinion on trends and policies for the future. As a publicity item this is foredoomed; but great numbers are still issued. A few authorities, perhaps conscious of this waste, have ceased publishing Annual Reports at all; others issue them at three or five yearly intervals. There is no particular standard for presentation of these documents, but a comparison of many different reports seems to indicate a growing preference for avoiding the book style and a tendency towards oblong pamphlets with increased emphasis on pictorial illustration; statistical information, if given, is reduced to a minimum and placed at the end of the text. This text shows a welcome increase of frank admission of shortcomings due to lack of money or buildings or staff; the language, too, tends to be less formal and more vigorous. With increasing frequency, the cost of new books is being published and its relation to the popular appreciation of the library underlined.

Library magazines are now regrettably much less frequently published than formerly. Before the last war, it would have been possible to cite numerous instructive British examples: today, it is much more a problem to find any that are more than of local interest in respect of accession lists of new books. Perhaps owing to the decay of book selection in the larger libraries, perhaps due to the need for concentrating resources, or even to the growth of other publicity methods, few libraries now print journals to rank with the *Manchester Review* or the *Croydon Readers' Index*. The profession is the poorer. Intelligent well-written comment by the librarian on interesting but less publicised books is welcomed by readers of the library magazine as a substitute for personal discussions with the staff, that so many would genuinely appreciate if available; but high standard work of this order and of the volume and frequency necessary, imposes an impossible strain on the staff of most libraries. Yet if the work is to be done, it must be at the highest level of competence, and here; perhaps, is the opportunity for a national enterprise, for even though the difficulties of producing an annotated select book list are formidable, the value of good comment is incalculable especially to smaller libraries. An almost insuperable difficulty would be the discovery and employment of a suitably qualified editor without whose personality the whole enterprise would be nullified.

Within the library building considerable attention has been devoted since 1920 to the problems of

(a) decoration (usually attempts to renovate or modernise old structures) and

(b) to the presentation of book stocks.

These by no means separated questions have in common the recognition of changing and aesthetic standards and the modern preference for

ephemeral structures or furnishings—attitudes only possible in an affluent society lacking social integration. The implied justification for librarians following popular fashions is that unless buildings and services are presented in a 'contemporary' style, libraries will cease to attract or retain their public. This is perhaps within limits, true; few would suggest the Victorian and Edwardian presentation of libraries is adequate today; but there is grave danger of allowing the solid standards of that era in service as well as in the material surroundings, to be lightly dismissed without providing superior alternatives.

Changed concepts in buildings and furniture are shown in the illustrations to this volume; and attention is particularly to be directed to the 'open plan' or 'market-place' concept, so frequently exemplified in German and American libraries; the grouping of home-reading and reference functions; the collocation of libraries with open spaces or gardens; the invitation to linger in a library for cultural activities—reading, music, art, films; and especially to the new informal layout of shelving, book-racks and displays. The routine processes of circulation control are no longer dominant, and there is the maximum freedom of access.

These new attitudes will completely transform conventional librarianship and its relations with the public; not, it is to be hoped to the detriment of service to readers, but rather to its enhancement as a consequence of better understanding of crowd psychology. Thus it will no longer be held adequate to rely on printed notices (shelf guides) as sufficient attraction to the book stock; nor will rigid adherence to the order of the classification scheme (with careful directions to oversize sequences) be the final guide to the reader. More detailed and better informed acquaintance with reading habits will result in more functional groupings of books, even if only temporary, and, if the burden on staff, in keeping track of locations will be formidable, yet the use of stock is almost certain to be at a higher level of efficiency. The present day 'displays' of existing books taken from an insufficient, if not obsolescent stock to illustrate contemporary issues or topics are often too amateur to be worthy of comment! Unless such displays are the result of specially acquired books, there seems little point in spending staff time or buying materials for them. New books too, 'sell' themselves—they do not need special emphasis.

Behind the whole idea of 'internal publicity' is the fact that it is only a substitute for the librarian's function of ensuring the reader obtains the book he requires or has interest in, even if for the moment. Libraries with insufficient staff naturally try to complement their power by offering the reader 'self-service'—open access libraries were but a stage in the development—it should, however, be recognised that the limitations are many, and that the logical consequences may react unexpectedly on staff/public relation. The analogy with the 20th century department store is not entirely a happy one.

Given a suitable building the means of displaying book stock to best advantage will be

- (i) well-designed and arranged shelving;
- (ii) clear information as to the order of the books;
- (iii) supplementary to the main order, special groupings of books selected to coincide with reader interests rather than the classification order.

These last, usually called, for brevity, 'displays' are of great importance in the popular library and call for high standard of production. This production will include specially designed separate furniture (perhaps shelving inset into vestibule walls); special sections in the regular shelving sequence; the use of materials familiar in commercial art, such as peg board, for mounting appropriate captions or illustrative materials. Only an experienced artist can rival commercial advertising standards, and very few libraries indeed can afford to employ such a man. It is interesting to note, however, that recently Plymouth City Library has employed such an assistant whose duty includes the formation and management of displays that can be sent to local society meetings, exhibitions and public events. Some county libraries regularly display at agricultural shows.

The costing of this work presents an interesting problem in itself—staff time, materials, transport are involved—but unfortunately little evidence is available for comparison. Libraries large enough to employ technical staff—carpenters, electricians, bookbinders, may find it possible to include the equipment and labour necessary for manufacture of these display boards and their ancillaries. At Liverpool shelf guides and direction notices for the Libraries are thus produced to specification speedily and effectively, using a die stamping machine and coloured plastic sheet for lettering and photographic enlargements of typescript for longer notices. The results are most pleasing, and the libraries professional staff is not involved.

Few libraries have failed to transform that appearance of their shelves by using one of other of the transparent plastic 'sleeves' for protecting ornamental book jackets; and it may be that problems of selection for the reader are thereby increased. No one would deny that the appearance of a public library has been completely changed, and that the consequent brightening of the shelves should provide the impetus for further advances. It remains to be seen which trade variety (and there is a good choice) is best; from the administration angle it seems that purchase of a brand which offers a wide range of actual sizes ready backed for the insertion of the jacket is superior to the purchase of rolls of the plastic without such backing. Prepared 'sleeves' are superior to lamination by the staff, in so far as the machine costs a fair sum of money and the results are not always reliable. Books may of course, be purchased with covers laminated, this is a different matter and may be regarded as

practicable, particularly in the Children's Library, as a means of achieving brighter shelves.

The book stock in the contemporary home reading library will then be bright in appearance, interestingly and constructively arranged on functional furniture, within light cheerful surroundings; staff will be freely available with trained knowledge to assist in selection and to obtain books not immediately to hand, routine processes will not impede. Such libraries are already being realised, and more will follow.