

## CHAPTER XXI

### PROFESSIONAL LITERATURE

THE growth of professional literature since the first edition of this *Manual* has made it impossible and, indeed, undesirable for this chapter to attempt to give more than a selection of those titles or sources most likely to be of practical use to the librarian. Since that date the bibliographic control of the current literature of library science has been largely achieved; periodical literature is now digested and made more widely available in *Library Science Abstracts*; and, most important, more adequate collections of library literature are being maintained. Not least in this field are the recently founded collections at the Schools of Librarianship. Here, by virtue of the continued interest of the staff and students will be found along with the conventional book materials and sets of periodicals, the ephemera which so largely escape the bibliographer—duplicated documents, reports, correspondence, photostats. It is a development which adds greatly to the bibliographic resources of the profession, and deserves the fullest support.

The main omissions from this Select List lie in the areas of History of Librarianship, Bibliography and the actual apparatus of Book Selection. Much space could have been devoted to important items in series such as the Occasional Papers either those from the North Western Polytechnic or the Illinois Schools of Librarianship, for it is in this type of publication that the current problems of the profession are most frequently examined and reported on. They are, however, included in *Library Science Abstracts*, and no librarian will fail to include them in his professional reading. Further important omissions are in pure Administration, Office Economy and Reading Surveys which are easily discovered in current national bibliographies. Few references have been given to non-English material.

Attention may perhaps be drawn to the *Catalogue of the Library Association Library* (1958) invaluable for locating so much, though not, unfortunately including the great wealth of periodicals housed in that Library.

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 American Documentation.  
 Aslib Proceedings.  
 Assistant Librarian.  
 Bodleian Library Record.  
 Bookseller.  
 British Museum Quarterly.  
 Bulletin des Bibliothèques de France.  
 Bulletin of the New York Public Library.  
 Canadian Library Association Bulletin.  
 College and Research Libraries.  
 County Newsletter.  
 Fontes Artis Musicae.  
 Indexer.  
 Journal of Documentation.  
 Junior Bookshelf.  
 An Leabharlan.  
 The Library.  
 Library Association Record.  
 Library Journal.  
 Library Quarterly.  
 Library Resources and Technical Services.  
 Library Review.  
 Library Science Abstracts.  
 Library Trends.  
 Library World.  
 Libri.  
 New Zealand Libraries.  
 Notes: Music Library Association.  
 Occasional Papers: N.-W. Polytechnic School of Librarianship.  
 Occasional Papers: University of Illinois Library School.  
 Revue de la Documentation.  
 School Librarian.  
 Unesco Bulletin for Libraries.  
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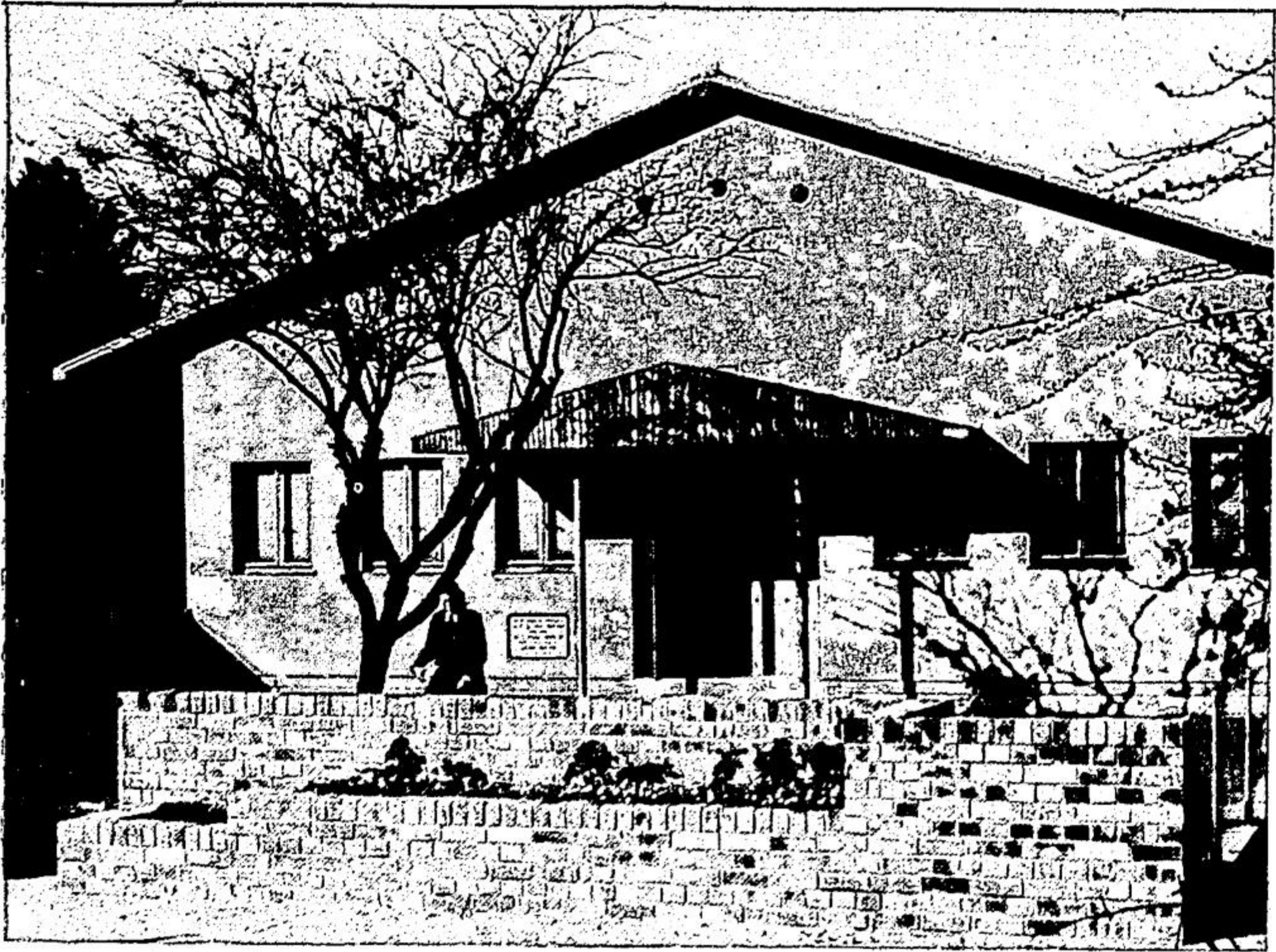
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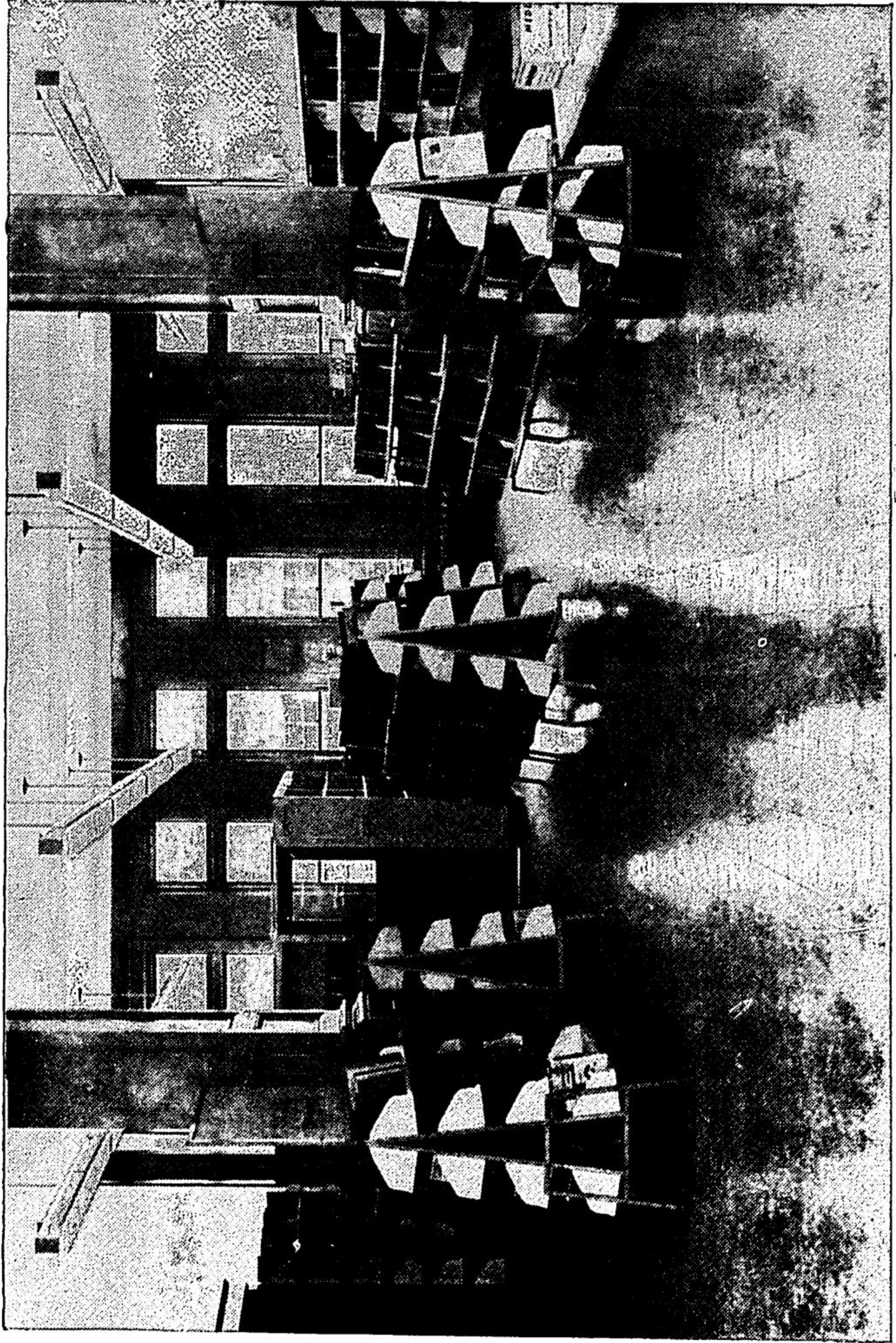




*Plate No. 75.*

*Clanwilliam Public Library, Cape Province, South Africa. Floor area 2,560 sq. ft.,  
population 930.*





*Plate No. 76.*  
*Yorkeville Branch Library, Toronto. A contrast of tilted skeleton shelving and heavy vertical emphasis from columns and windows.*



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APPENDIX I  
LIBRARY ESTIMATES

A typical specimen of Annual Estimates from a small library authority.

Explanatory Notes:—

1. Left-hand column. The numbers are a local notation to the principles of designating local authority expenditure as laid down by the Institute of Municipal Treasurers and Accountants.
2. Last column is blank for the final recommendation of the Finance Committee.
3. All items must be clearly specified.
4. The document is presented between November and January (in this case 1959-60).
5. Actual expenditure in 1958/9 is in the first column of figures, followed by the Annual Estimate for the year in progress.
6. Actual Expenditure 1959/60 is a close approximation of the financial position which will be realised on March 31st, 1960.
7. Estimate 1960/1 is the figure to be considered by the Finance Committee.
8. The following Schedule is the account which appears in the Treasurer's annual Abstract of Accounts (printed by every local authority). Herein is given the final expenditure in the year concerned (again in the IMTA approved categories).
9. The final three items are prepared for the Treasurer for his own use and for inclusion in the General Statistics of the authority.



LIBRARIES COMMITTEE ESTIMATES 1960/61.

No.	Expenditure	Actual 1958/59	Estimate 1959/60	Actual Expenditure 1959/60	Estimate 1960/61	Committees Recom.
11.	<b>LIBRARIES.</b>	£	£	£	£	£
1.	<i>General Expenses.</i>					
1.	Salaries	6,117	6,510	6,836	7,224	
2.	National Insurance	232	252	244	250	
3.	Superannuation	298	345	345	378	
15.	Furniture & Fittings	15	20	20	100	
22-1.	Books Purchased	3,108	4,000	4,000	4,000	
22-2.	Books Binding	433	600	600	650	
24.	Overalls (Clothing & Uniform)	—	20	—	20	
31.	Car Allowance	43	40	40	40	
40.	Printing & Stationery	170	150	150	200	
41.	Advertisements	2	10	5	10	
42.	Postages	60	60	60	60	
43.	Telephone	78	70	70	70	
44.	Interview Expenses	—	10	—	10	
45.	Travelling	25	20	20	20	
46.	Conference Expenses	35	35	48	40	
47.	Insurance	28	25	28	28	
67.	Subscriptions	41	35	31	35	
		10,685	12,202	12,497	13,135	



11. LIBRARIES.

2. Mobile Library HUW.948

- 1-1. Driver's Wages
- 1-2. Wages Cleaning & Greasing
- 32. Petrol
- 33. Oil
- 34. Tyres
- 35. Licence
- 37. Repairs & Maintenance
- 47. Insurance

517	450	500	500
46	50	50	50
99	100	100	100
1	5	5	5
—	13	—	15
46	47	47	47
48	50	40	50
15	15	15	15
772	730	757	782

11. LIBRARIES.

3. Cannock Library

- 1. Cleaner's Wages
- 8. Repairs & Decorations
- 10. Maintenance of Grounds
- 11. Heating & Lighting
- 13. Cleaning Materials
- 14. Water
- 16. Rates
- 78. Payments to Contractor  
(Window Cleaning)
- 80. Loan Charges

257	240	260	260
30	100	100	100
40	50	50	50
455	500	450	450
16	10	10	10
24	16	16	16
747	374	409	430
36	32	32	32
1,471	1,490	1,490	1,490
3,076	2,812	2,817	2,838
14,533	15,744	16,071	16,755

Carried forward



LIBRARIES COMMITTEE ESTIMATES 1960/61.

No.	Expenditure	Actual 1958/59	Estimate 1959/60	Actual Expenditure 1959/60	Estimate 1960/61	Committees Recom.
	Brought forward	£ 14,533	£ 15,744	£ 16,071	£ 16,755	£
11.	<b>LIBRARIES.</b>					
4.	<i>Hednesford Library</i>					
1.	Cleaner's Wages	47	45	50	50	
8.	Repairs & Decorations	3	5	5	5	
11.	Heating & Lighting	99	140	100	100	
13.	Cleaning Materials	—	2	2	2	
15.	Furniture for new building	—	—	—	200	
16-1.	Rent	35	35	35	35	
16-2.	Rates	44	44	49	51	
47.	Insurance	—	2	2	2	
81.	New Library Building	—	—	—	7,000	
		228	273	243	7,445	245



11. LIBRARIES.

5. *Heath Hayes Library*  
 8. Repairs & Decorations  
 11. Heating & Lighting  
 16-1. Rent  
 16-2. Rates  
 47. Insurance

Gross Expenditure

311-1. INCOME.

- Fines  
 21. Rent of Land  
 36. Telephone Calls

Net Expenditure

	—	5	5	30		
	14	20	14	15		
	20	20	20	20		
	13	13	14	14		
	—	1	1	1		
	47	59	54	80		
	14,808	16,076	16,368	24,280		17,080
	345	320	370	400		
	68	68	68	—		
	2	1	1	—		
	415	389	439	400		
	14,393	15,687	15,929	23,880		16,680



# CANNOCK URBAN DISTRICT COUNCIL

## GENERAL RATE FUND

### LIBRARIES.

YEAR ENDED 31st MARCH, 1960.

	£	s. d.	£	s. d.	£	s. d.
<i>Administration</i>						
Employees						
Salaries	6,661	13 6				
N. Insurance	238	6 3				
Superannuation	339	8 1				
			7,239	7 10		
Premises						
Furniture & Fittings			25	15 6		
Supplies, Equipment & Tools						
Purchase of Books	3,821	11 6				
Binding of Books	362	6 1				
Protective Clothing	5	7 6				
			4,189	5 1		
Transport & Heavy Plant						
Car Allowance			39	3 11		
Establishment Expenses						
Printing & Stationery	166	1 10				
Advertising	22	10 9				
Postages	64	3 1				
Telephone	72	2 10				
Travelling	23	10 8				
Conference Expenses	48	4 0				
Insurance	34	2 10				
			430	16 0		
			37	14 3	11,962	2 7



p oyees  
 Wages—Cleaner  
 Premises  
 Repair & Maint. of Building  
 Maintenance of Grounds  
 Heating & Lighting  
 Window Cleaning  
 Cleaning Materials  
 Water  
 Rates  
 Tithe  
 Debt Management Expenses  
 Debt Charges  
 Principal  
 Interest

116 6 7  
 42 19 6  
 417 17 7  
 31 16 0  
 15 15 9  
 16 10 6  
 409 1 0  
 1,050 7 6  
 4 3 7  
 471 17 0  
 1,027 5 0  
 1,499 2 0  
 2,825 19 9

272 6 8

*Hednesford Library*

Employees  
 Wages—Cleaner  
 Premises  
 Repair & Maint. of Building  
 Heating & Lighting  
 Rent  
 Rates  
 Central Dept. Establishment Charges  
 Architect's Dept.  
 Carried forward

50 1 8  
 8 7 0  
 103 12 3  
 35 0 0  
 48 12 0  
 195 11 3  
 59 9 11  
 305 2 10  
 15,093 5 2

	£	s.	d.	£	s.	d.
Brought forward	15,093	5	2			

*Heath Hayes Library*

Premises

Heating & Lighting

Rent

Rates

14	16	7
20	0	0
14	3	6

49 0 1

*Mobile Library*

Employees

Wages—Driving

Wages—Cleaning & Greasing

Transport & Heavy Plant

Petrol

Oil & Grease

Licence

Repairs & Maintenance

Insurance

517	8	2
51	13	9

569 1 11

107	1	1
2	5	9
46	5	0
100	11	2
15	8	0

271 11 0

840 12 11

15,982 13 2



# INCOME

Fees & Charges		
Fines	382	10 5
Rents		
Rent of Land	.65	0 0
Acknowledgment Rent	3	0 0
Miscellaneous		
Telephone Calls	3	3 0
		<hr/>
		453 13 5

Number of Books issued

299,770

Cost per book issue

1s. 0d.

Cost per 1,000 Population

£360 19s. 5d.

## APPENDIX 2

### MOBILE LIBRARIES

DESIGN AND SPECIFICATION FOR A MOBILE LIBRARY [TRAILER CARAVAN TYPE], BEDFORD. (See plates 58, 59).

The Mobile Library recently introduced by the Borough of Bedford as an extension of the library service. The design was worked out by the Borough Engineer from the librarians' rough drawings and designs, and consists of a trailer caravan 22' by 8' 6", built by Messrs. P. G. Page, Ltd., of Colchester on a standard Lolode chassis which is built to carry four tons.

The Shelves themselves form the framework of the vehicle and are built of 1" (one inch) Sapele. The roof is on Vanlite, a type of fibre-glass which diffuses light and heat while permitting maximum daylight. It is available in large sheets and is flexible, so that the many leaky joints usually associated with a glass roof are avoided.

Shelves are tilted so as to avoid movement while travelling. No books are carried on the rear wall, which is used for counter position and rear window. When books are carried on the rear wall, emergency braking has been known to empty the shelves on the floor.

Ventilation is by a Ventaxia fan forward, and an opening sash window behind the counter. There are also two opening roof ventilators.

An important feature is the porch with double doors. The trailer form, and low chassis permit of the steps into the vehicle being entirely external, and this allows room for a porch with swing doors, which are in addition to the outer doors with folding flap roof which form the outer porch. These outer doors bolt at right angles, and on them are mounted the handrails for the steps. Where there are no inner doors on mobile libraries, the heat losses in winter are very great; more than can be replaced, and the mobile library is then a most unpopular place with staff.

Heating is provided by tubular heaters beneath the lowest shelves, the recesses being lined with asbestos, and fronted with aluminium grills. Further, there is an overhead infra-red heater, and a foot warmer behind the counter in the knee-hole. Small cupboards in these rear corners behind the counter carry fire extinguisher, electric kettle, and a six-foot wardrobe for the assistant's out-door clothes.

Lighting is by fluorescent tubes with "eggbox" reflectors. There is also emergency lighting, which with parking and traffic indicator lights and porch light are worked from batteries; and there is a trickle charge system. The electric supply is by plug in cable to locked boxes at each site providing 10 kilowatts.



The steps are a lightweight aluminium structure, carried loose in the trailer and hooked in position by the assistant when the library is opening.

The stock carried is 3,000 volumes, and 2,000 more are in reserve. The stock has been purchased over a year, and is designed to work without large subsidies from the Central Library; for it is estimated that most of the business will be new readership. Request and reservation services will be operated.

Cleaning and maintenance outside the vehicle to be carried out by the transport section of the Highways Department which has all the necessary tools.

The Library is being towed to the sites by a small motor-lorry of the Highways Department; and after standing overnight, will be towed on to the next site the following morning. The towing vehicle had to be modified by the addition of a Servo braking system. The trailer comes to the library once a week for replenishment of stock and inside cleaning by the cleaning staff; and to the Transport Depot at week-ends for mechanical and outward maintenance. In this way the Library need only be concerned in Library Service. Mechanical and driving problems are met by the Department best equipped to deal with them.

A final note on shelf dimensions. Fiction is shelved on the sides with lockers above. Non-fiction at the front end. Shelves are non-adjustable and so must be calculated with some nicety or (a) one loses a shelf by being over-generous or (b) one is unable to shelve a book which is a little bigger by having been too parsimonious. Side shelving is therefore 8½" alternating with 9½". Non-fiction shelving 9" alternating with 10" with some low shelves (four in number) being 11", 13", 12" and 12" to provide for the larger books.

In designing the vehicle the mobile libraries of the Bedfordshire County Library, the Luton Public Library, the Middlesex County Library and the West Riding County Library were visited and much useful help was derived from all of them. Especially they were frank about their difficulties, and warned us of the things to avoid.

The total cost of the vehicle was slightly under £2,000, and the preparation of sites about £500 including electric service points.

#### MOBILE LIBRARY SERVICES. Policy statement and Specifications for the County Borough of Bootle. (See plate 60)

The Libraries, Museum and Art Gallery Committee decided in 1957 to provide a mobile library to serve the perimeter areas of Bootle until such time as permanent branch libraries could be planned and built.

Two sites for branch libraries are reserved in this area, one of which will have a larger branch library with lecture and exhibition hall in addition to library departments. Future plans provide for the replace-



ment in the older part of the town, of the Marsh Lane branch, which was completely destroyed by enemy action in 1941.

A new branch library (£30,000) was completed and opened in the Orrell district in September 1955.

The perimeter estates offer difficulty in library planning owing to the self-contained nature of each area and their separation by canal, golf-course and industrial belts.

The mobile vehicle will serve the new housing areas from five centres and will be available at each for one afternoon and one evening (1.30-4 p.m. and 4.30-7 p.m.) during each week. On Saturdays the vehicle will be serviced and maintained. Stock exchange and readers requests will be dealt with each morning before the vehicle moves to the first centre of the day.

In designing the vehicle for such service we were concerned primarily with capacity rather than mobility and as it is not the intention of the Council to treat this form of service as a permanent feature, it was decided not to use a trailer type unit. We were also desirous of making the vehicle attractive in appearance; an advertisement for the library services, and as unlike a pantechicon as could be, consistent with the functional requirements of the interior.

The Library is built on to a Bedford Passenger chassis and has overall dimensions of 29' 9" long, 7' 9" wide and a height of 10' 3".

The counter unit is immediately behind the drivers cab, the assistant's seat being adjustable so that he may work either seated or standing. The section immediately in rear of the driver forms a full height wardrobe cupboard fitted with robe-hooks shelves and mirror. On the cab side it has a recessed shelf which falls to the horizontal position over the driver's seat forming extra counter space when the library is operating. The working area of the counter is 'L'-shaped terminating at the side entrance doors and having a side window above. The entrance has half-glazed draught screens either side and has two half-glazed doors, which are designed to lock back against the sides of the vehicle. They may also be locked at right-angles to the vehicle, when a sliding head canopy secures them, forming a small weather porch.

Natural lighting is provided by five panels 3' square in peach perspex in the roof. Three of these are adjustable for ventilation. A side window above the counter and styled rear windows add to lighting.

The library compartment is 24' by 6' and is shelved all around in Sapele timber, the shelves being tilted and backed at 90 degrees. Book capacity: 3,200 volumes. Residual space at the head and foot of each tier is utilised for storage. Slam catch panels at the head of each tier carry cork pads to take the subject or topic headings and running shutters at the foot provide cupboard space. The last two tiers and the rear tiers of the vehicle have been reduced in height to 4' 6" to form the Children's section, with windows above. The centre rear window is an emergency



escape. The bottom of all shelves carries a three-inch kicking plate, the floor being covered in apple green linoleum. The counter surfaces are covered in a matching green formica and the roof is enamelled in ivory.

The vehicle will be supplied with power at each centre, the interior being lit by fluorescent tubes fitted flush to the roof. Two fan type heaters, one in the counter unit and one in the rear bookshelves, provide heat and ventilation. A power point for an electric kettle is provided on the switchboard, for staff use. An inter-change switch on the dashboard enables parking lights also to be supplied from mains power at night. Auxiliary emergency lights are fitted in the compartment, operated from the vehicle battery.

The exterior of the vehicle is styled in a contemporary manner with polished aluminium liners and bumpers. The use of attractive colours, silver grey for the roof and upper panels, azure blue for the lower side panels and crimson within the styling panel give a luxurious appearance to the vehicle. Lettering is carried out in gold leaf lined with black.

At Netherton, the single part-time temporary library at present housed in the foyer of the Netherton Moss Primary school will be withdrawn when the mobile service is in full operation. The Committee is confident that the whole area will receive a much more adequate book service with this new equipment until such time as the branch libraries may be established.

#### SERVICE CENTRES

	<i>Houses</i>	<i>Population (Approx.)</i>
1. Park Lane area	2,014	7,200
2. Copy Lane Estate	363	1,350
3. Netherton Estate	1,699	6,100
4. Cabbage Inn Estate	418	1,550
5. Sterrix Lane Estate	831	3,000
		<hr/>
Total		19,200
		<hr/>



## APPENDIX 3

### SOME NOTES ON BUILDINGS

ANTRIM COUNTY LIBRARY—Factors relating to the Erection and Operation of a new Library Headquarters. 1953. (c.f. also Fig. 20.)

[By courtesy of the Antrim Co. Librarian and W. J. Murison, F.L.A.]

The function of the Library Headquarters is to house the following units:—

An administrative centre, wherein are performed the organisation, financial and clerical duties; it shall contain appropriate offices, waiting room and stores. (The waiting room could be used as a committee room for meetings when about thirty or forty members would be present).

The book accessions department, responsible for the ordering, receipt, accessioning, processing, classification and cataloguing of some 50,000 books per year. (The rate of intake may be doubled in the coming ten years.) Along with the appropriate offices there should be unpacking space, waste paper store and books accommodation.

The catalogue and location records. The catalogue lists every book in the system, as well as providing a schematic list in order of classification of all non-fiction books. The location records consist of a file of lists for each of the 300 centres and may be taken as occupying two four-drawer standard foolscap filing cabinets, along with a card index of all the books out on loan to the 300 centres; the card index may be taken as occupying 80 5" × 3" card index drawers at present, with a possibility of being doubled in the next ten or twenty years.

A reference and bibliographical centre, to provide the all-round book-guidance and general reference service to be expected from any library service, as well as offering bibliographical details needed in book-selection and ordering. Besides the offices some space should be provided for students using the reference books.

Archives and local collections, which are ancillary to, and could be housed with, the reference books.

Students', postal and request services, which serve students living far from a large branch and which organise the delivery of any books specifically requested by readers or branches. This could conveniently be housed with the reference and bibliographical section.

The mobile library support unit, which does the administrative duties for the mobile library service.

The circulation department, responsible for the exchange of the book-collection at the branches and centres throughout the county. Most of the new books sent out from the accessions department pass



into the active stock section whence they trickle into the main circulation stream which consists of the books returned from branches and centres at the rate of 100,000 per annum. The outflow to the branches and centres is at about the same rate but may rise to 250,000 in the next ten to twenty years. Transport of the books is in 250 boxes for which accommodation should be provided (say 40 boxes  $2' \times 1\frac{1}{2}' \times 1'$ ). Returned books are sorted and useless stock withdrawn, so that the waste paper store referred to under "Accessions department" should be large enough to accommodate withdrawals at the rate of 40,000 per annum max. and provision should be made for books to be repaired or rebound before returning to "active stock". It would be a matter of convenience to have the circulation department constructed to allow it to be split into two separate units, one for adult service and the other for junior service.

Reserve book-stack wherein are stored the books not in constant use. This should be made to accommodate 40,000 books immediately, with provision for the easy addition of additional shelving in five to ten years to double its capacity.

Circulation clerk's office and Deputy Librarian's room which should be conveniently near or within the circulation department.

Other requisite offices, including garage for six or more vehicles, cleaner's room, staff common room, with canteen facilities, male and female staff cloakrooms and toilet facilities, and a heating chamber.

In addition to the Headquarters Library, it is proposed to embody the Ballymena Branch Library in the new building in the Ballymena Castle Demesne. This should be appropriate for a population of 25,000, and include a quick-reference section and a junior library.

The general public should have immediate access to the branch and to no other department. Accordingly, it would be convenient to isolate the branch with perhaps only one staff door into the headquarters.

The main entry of the building should provide easy access to the administration and book accessions department. It should also provide access to the reference department and mobile support unit. The latter may, however, be served by another access route. Direct access by the vehicles must be given to the circulation department and mobile support unit. The heating chamber should be accessible to vehicles too, of course.

As noted earlier book-flow is as follows: Unpacking, accessions, cataloguing, after which to active stock for circulation or to students' postal, requests or mobile support for direct disposal. In the case of requests and postal service, the books pass back to the administration for disposal.

Every department, with the noted exceptions, should have natural light. The exceptions are the stores for waste-paper, stationery, and boxes. The standard of natural lighting in the Reserve Book-stack need not be of continuous reading level, but should be enough to permit the easy location of books in the stack.



Future development is likeliest in specialist services allied to the bibliographical units and in the circulation department.

BRIEF NOTES ON THE REGIONAL CENTRAL LIBRARY, ENUGU. (*see* plates 5, 6).

[By courtesy of Kalu Okorie, F.L.A., Regional Librarian, Eastern Region Library Board, Nigeria.]

The central library as planned is 'T'-shaped. It covers an area of 13,500 square feet and houses two very distinct departments—one, the public library for Enugu and two, the headquarters in the building itself. The latter is accommodated in the long two-storeyed "arm" of the design. The "link" is on the ground floor via the staff entrance and above, the first floor (accommodating offices and board room) runs into the main building housing the library departments as a "bridge" or mezzanine accommodating book stacks and connected with the staff area on the library floor below by means of a book lift and a circular staircase.

In this part of the building which accommodates the public library for Enugu there are no permanent divisions between the departments. There are two reasons for this, one being the need for flexibility and the other that the breeze, which is necessary to physical comfort in the humid tropics, shall not be inhibited. It was considered that the disadvantage of the noise factor inherent in such an arrangement was vastly outweighed by these two factors and in practice this has been found to be true.

In designing the building, the architects used various shading devices to reduce sun penetration and to allow easy cross-breeze flow. On the two-storeyed "arm" of the building a combination of horizontal concrete canopies and angled vertical louvres has been used and on the library of the building large vertical concrete louvres set on the angle have been used on the North and South sides, while the vertical strip windows on the East and West sides, are completely protected by fixed aluminium louvres.

The siting of the building was carefully chosen by the Library Board not merely as a "setting" for a pleasant building but strictly in order that it might be within easy reach of the whole population of Enugu.

ACCRA LIBRARY (*see* plate 7).

Notes by courtesy of the Director, Ghana Library Board.

The Accra Library was opened on May 7th, 1956, by the Governor Sir Charles Arden-Clarke. The library is sited on one side of a rectangular open space, and at right angles to the Supreme Court.

The main library block has been raised on pilotis to line through with the Supreme Court building, and thus provides car parking and garage accommodation underneath.



The reference and lending libraries with their associated stack rooms are superimposed one on the other to form the main block of the building. An octagonal block at the rear is linked to the main one by flying bridges, and houses the extension services department, the cataloguing department, and the board room and general offices.

The building is of reinforced frame construction, and through ventilation is assured by making the building "one room thick", and having all longitudinal walls of glass louvres from floor to ceiling. Protection from the sun is afforded by an external system of concrete "sun-breakers".

Dimensions:—of main rooms are—Lending and Reference libraries 2,880 sq. feet each; Cataloguing, Extensions Services, 1,550 sq. feet each.

The library serves the municipal area of Accra (pop. over 300,000), provides postal and mobile library services to the Volta and Eastern Regions, and is the Headquarters for the entire system.

Architects: Messrs. Nickson & Borys, London, Lagos & Accra.

#### ASHANTI REGIONAL LIBRARY. (*see plate 8*).

The first Regional Library to be built by the Gold Coast Library Board was opened in June, 1954. Designed with an open verandah which runs the length of the building giving access to all departments. Reinforced concrete columns and beams form the main structural frame, and infilling panel walls are built in cement and blocks. Windows are all louvred, and terrazzo tiles and parquet flooring are used throughout.

Dimensions: Lending library, 1,900 sq. feet; Reference library, 1,824 sq. feet; Stack room, 574 sq. feet; Children's library, 460 sq. feet.

The library serves the people of Kumasi, (pop. 220,000) and, by postal and mobile libraries the Ashanti and Northern Ghana Regions.

Architects: Messrs. Nickson & Borys, London, Lagos and Accra.

#### SEKONDI REGIONAL LIBRARY.

The second Regional Library was opened in July, 1955. Built on a terraced site the library is planned on the higher level, and partly projecting over the lower terrace on columns, to provide car and cycle parking.

Designed without interior walls, the Staff room being the only totally enclosed part of the library. The main departments are in two blocks linked by a shorter block through which the circulation space runs. A second link in the form of a balcony overlooking the patio on the lower terrace is accessible from the Reference Library and is used as an additional study area.

Dimensions: Lending library, 960 sq. feet; Children's library, 676 sq. feet; Reference library, 960 sq. feet; combined Stack and Workroom, 676 sq. feet. A service entrance is situated on the upper terrace for loading and unloading the mobile library.



The Library serves the municipal area of Sekondi/Takoradi (120,000) and the Western Region of Ghana by postal and mobile library services.

#### CINCINNATI & HAMILTON CO. LIBRARY SERVICE.

[With acknowledgements to the Libraries for the publicity material on which this note is based.]

Since 1898 the Library has been a county library serving a metropolitan, suburban, and rural area of 414 sq. miles with a current population of some 724,000. In addition to its headquarters the Library operates 40 branches, including one for regional service to the blind, four book mobiles, school stations and other special services totalling about 350 agencies. The book collection includes 1,650,000 volumes, plus unbound periodicals, pamphlets, pictures, films, recordings and other miscellaneous material. Circulation in 1954 was 3,644,351.

#### THE MAIN LIBRARY (1955)

Site area: 140 × 290 feet.

Building area: 140 × 180 feet.

Four book storage decks, three public floors give total area of approx. 200,000 sq. feet and a book capacity of about 1,650,000 volumes. Fully air conditioned sealed building, is conceived as a wholly open plan of infinite flexibility to meet changing needs, with the library organised on subject department lines. Interior freedom is achieved by resting the building on columns at intervals of 21 to 27 feet. A central enclosure extending through all floors contains elevators, stairs, conduits for building utility.

Two stack levels are below the main floor, and, with two more above the second floor, books are stored as near as practicable to the service areas. A book lift is available.

Notable features of the exterior are the stainless steel louvres of the Rare Book Room (adjustable to sun); the full length glass walls of the Ground Floor departments; the provision of a garden ornated terrace on the third floor; parking area; and a drive-in book return service.

#### LIGHTING IN THE KENSINGTON CENTRAL LIBRARY.

As the building is designed to provide maximum influx of natural daylight to the library and reading rooms, the lighting scheme in these rooms is to some extent supplementary. Yet it is adequate on its own account to give an overall level of illumination of approximately 15 lumens per sq. ft.

#### LENDING LIBRARY.

In the entrance hall, circular tungsten fittings with concentric metal louvres are recessed in Frenger acoustic tile ceiling panels. Similar fittings provide the main lighting in the lending library which has satin



walnut furniture and leads off the entrance hall. Indirect illumination is provided by three 200W tungsten lamps recessed in the top of each of the bookcases which are arranged along the sides of the room.

REFERENCE LIBRARY (*see* plate 64).

The reference library on the first floor is furnished and illuminated in the same way as the lending library, but in addition clerestory windows are lit by twelve 12ft. reflector units each housing four 5 ft. 80W fluorescent tubes. At each end of the reference section, there is a specially designed fluorescent fitting, 11 ft. long, housing four 5 ft. 80W fluorescent tubes and fitted with oval, ribbed Perspex enclosures.



## APPENDIX 4

### LIBRARY ASSOCIATION EXAMINATIONS

#### REVISED SYLLABUS: PRE-ENTRY QUALIFICATIONS

*(Re-printed from the Library Association Record for May 1961)*

1. Although the new Syllabus is essentially a two-tier structure, a pre-professional examination, similar to the present First Professional examination, is to be retained for those entrants to librarianship whose General Certificate of Education meets the present minimum pre-entry requirements but does not include two 'A' level passes. This is to continue in being for as long after the introduction of the new Syllabus as proves necessary. One of the subjects passed in the General Certificate of Education, whether at 'O' or at 'A' level, must be English language, and one other should be either a foreign language or mathematics or science, as this will be required of candidates for election to the Register.
2. The Syllabus now consists of an Intermediate Examination, conferring no professional qualification, and a Final Examination which leads to the Associateship of the Association. The Intermediate Examination consists of the first four of the papers that were proposed for the five-paper Registration Examination which is now abandoned. The Intermediate Examination must be taken at one sitting, but as it is four papers only and will be of a standard between that of the present First Professional and Registration Examinations, it will no longer present a formidable barrier to the part-time student. There is, moreover, to be provision for 'pass by compensation' and for 'reference' in the various parts of this examination.

The new Final Examination will indeed be the final examination. It will be upon the completion of this (with the necessary service requirements that the Associateship will be awarded. Associateship will thus become the full qualification for Chartered Librarians, and we shall be rid of the present anomalous position whereby librarians are qualified when elected to the Register and yet not, in the eyes of the outside world, qualified as they still have the Final examination before them. The standard in each paper of the new Final Examination will necessarily be high, but the wide choice of papers will mean that each student can undertake a co-ordinated course of study with a bias towards his own particular interests. The papers may be taken separately and in any order.

Upon completion of the Final Examination, members who have completed 3 years approved service (including up to 2 years in a full-library school) and who have either a science or a language other than



English in their G.C.E. will be eligible for election as Associates. There will be no age limits on election to the Register. The date of the first examinations under this new Syllabus has been set at July 1964.

3. The minimum pre-entry qualification for the Intermediate Examination will be FOUR passes in the General Certificate of Education, of which TWO must be at Advanced level, and ONE must be English language. The acceptable equivalents are as set out in Examination Regulation 14 in the 1961 *Students' Handbook*. For those with minimum general educational qualifications as set out in Examination Regulation 4 in the 1961 *Students' Handbook*, there will be provided a pre-entry examination, similar to the present First Professional Examination, for so long as is necessary after the introduction of the revised Syllabus.

The pre-entry qualification for the Final Examination will be either a pass in the Intermediate Examination, or a university degree recognized by British universities.

Members who have passed the main Diploma Examination in Librarianship (i.e., Part I of the Post-graduate Diploma Course) of the London University School of Librarianship & Archives will be able to claim exemption from the Intermediate and Final Examinations.

### THE REVISED SYLLABUS

#### LIST OF EXEMPTIONS

- |   |  |
|---|--|
| (i) For having passed G.C.E. in 4 or more subjects, 1 being English and at least 2 at 'A' level (or equivalent of this as set out in the current Reg. 4). | Exemption from the pre-professional Examination.   |
| (ii) Graduates holding degrees recognized by British Universities.  | Exemption from the Intermediate Examination.   |
| (iii) For having passed Group A of the Registration Examination.  | Exemption from Intermediate, Paper 3, and 2 of Papers 1, 2, 3 of Final, List B.  |
| (iv) For having passed Group B of the Registration Examination.   | Exemption from Intermediate, Paper 4, and 2 of Papers 4, 5, 6 of Final, List B.  |
| (v) For having passed Group C of the Registration Examination.  | Exemption from Intermediate, Papers 1 and 2, and from Final, List A.   |
| (vi) For having passed Group D of the Registration Examination.   | Exemption from one of the Papers of Final, List C.   |
| (vii) For having passed any Part or Parts of the present Final Examination by the date of implementation of the new Syllabus.                             | No exemption. The present Final Examination to be continued for 5 years after the date of implementation of the new Syllabus to enable any such candidate to complete under the present regulations, and thereafter no further examination will be held. Alternatively, it would be open to such members to comply with the new requirements for Fellowship. After the expiry of 5 years the option of completing the Final Examination will be withdrawn. |



## APPENDIX 4

### LIBRARY ASSOCIATION EXAMINATIONS

#### REVISED SYLLABUS: PRE-ENTRY QUALIFICATIONS

*(Re-printed from the Library Association Record for May 1961)*

1. Although the new Syllabus is essentially a two-tier structure, a pre-professional examination, similar to the present First Professional examination, is to be retained for those entrants to librarianship whose General Certificate of Education meets the present minimum pre-entry requirements but does not include two 'A' level passes. This is to continue in being for as long after the introduction of the new Syllabus as proves necessary. One of the subjects passed in the General Certificate of Education, whether at 'O' or at 'A' level, must be English language, and one other should be either a foreign language or mathematics or a science, as this will be required of candidates for election to the Register.
2. The Syllabus now consists of an Intermediate Examination, conferring no professional qualification, and a Final Examination which leads to the Associateship of the Association. The Intermediate Examination consists of the first four of the papers that were proposed for the five-paper Registration Examination which is now abandoned. The Intermediate Examination must be taken at one sitting, but as it is only four papers and will be of a standard between that of the present First Professional and Registration Examinations, it will no longer present a formidable barrier to the part-time student. There is, moreover, to be provision for 'pass by compensation' and for 'reference' to the various parts of this examination.

The new Final Examination will indeed be the final examination. It will be upon the completion of this (with the necessary service requirements) that the Associateship will be awarded. Associateship will thus become the full qualification for Chartered Librarians, and we shall be rid of the present anomalous position whereby librarians are qualified when elected to the Register and yet not, in the eyes of the outside world, fully qualified as they still have the Final examination before them. The standard in each paper of the new Final Examination will necessarily be high, but the wide choice of papers will mean that each student can undertake a co-ordinated course of study with a bias towards his own particular interests. The papers may be taken separately and in any order.

Upon completion of the Final Examination, members who have completed 3 years approved service (including up to 2 years in a full-time library school) and who have either a science or a language other than



English in their G.C.E. will be eligible for election as Associates. There will be no age limits on election to the Register. The date of the first examinations under this new Syllabus has been set at July 1964.

3. The minimum pre-entry qualification for the Intermediate Examination will be FOUR passes in the General Certificate of Education, of which TWO must be at Advanced level, and ONE must be English language. The acceptable equivalents are as set out in Examination Regulation 14 in the 1961 *Students' Handbook*. For those with minimum general educational qualifications as set out in Examination Regulation 4 in the 1961 *Students' Handbook*, there will be provided a pre-entry examination, similar to the present First Professional Examination, for so long as is necessary after the introduction of the revised Syllabus.

The pre-entry qualification for the Final Examination will be either a pass in the Intermediate Examination, or a university degree recognized by British universities.

Members who have passed the main Diploma Examination in Librarianship (i.e., Part I of the Post-graduate Diploma Course) of the London University School of Librarianship & Archives will be able to claim exemption from the Intermediate and Final Examinations.

### THE REVISED SYLLABUS

#### LIST OF EXEMPTIONS

- |       |   |  |
|-------|---|--|
| (i)   | For having passed G.C.E. in 4 or more subjects, 1 being English and at least 2 at 'A' level (or equivalent of this as set out in the current Reg. 4). | Exemption from the pre-professional Examination.   |
| (ii)  | Graduates holding degrees recognized by British Universities.   | Exemption from the Intermediate Examination.   |
| (iii) | For having passed Group A of the Registration Examination.  | Exemption from Intermediate, Paper 3, and 2 of Papers 1, 2, 3 of Final, List B.  |
| (iv)  | For having passed Group B of the Registration Examination.  | Exemption from Intermediate, Paper 4, and 2 of Papers 4, 5, 6 of Final, List B.  |
| (v)   | For having passed Group C of the Registration Examination.  | Exemption from Intermediate, Papers 1 and 2, and from Final, List A.   |
| (vi)  | For having passed Group D of the Registration Examination.  | Exemption from one of the Papers of Final, List C.   |
| (vii) | For having passed any Part or Parts of the present Final Examination by the date of implementation of the new Syllabus.                               | No exemption. The present Final Examination to be continued for 5 years after the date of implementation of the new Syllabus to enable any such candidate to complete under the present regulations, and thereafter no further examination will be held. Alternatively, it would be open to such members to comply with the new requirements for Fellowship. After the expiry of 5 years the option of completing the Final Examination will be withdrawn. |



- (viii) For having passed the Exemption from the Final Examination, Part I Diploma Examination of the University of London.

## TABLE OF EFFECTS

If a candidate had passed Registration, Group: He would be required to sit the following:

A B C D

X

Intermediate: Papers 1, 2 and 4.

Final: One Paper from List A, One Paper from List C, Two other Papers, in subjects not covered by his successes in the Registration Examination.

X

X

Intermediate: Papers 1 and 2.

Final: One Paper from List A, One Paper from List C.

X

X

Intermediate: Paper 4.

Final: One Paper from List C. Two other Papers, in subjects not covered by his successes in the Registration Examination.

X

X

X

Final: One Paper from List C.

X

X

Intermediate: Papers 1, 2 and 4.

Final: One paper from List A, Two other Papers, in subjects not covered by his successes in the Registration Examination.

X

X

X

Intermediate: Paper 4.

Final: Any two Papers, in subjects not covered by his successes in the Registration Examination.

X

X

X

Intermediate: Papers 1 and 2.

Final: One Paper from List A.

X

Intermediate: Papers 1, 2 and 3.

Final: One Paper from List A, One Paper from List C, Two other Papers, in subjects not covered by successes in the Registration Examination.

X

X

Intermediate: Paper 3.

Final: One Paper from List C, Two other Papers, subjects not covered by his successes in the Registration Examination.

X

X

Intermediate: Papers 1, 2 and 3.

Final: One Paper from List A, Two other Papers, subjects not covered by his successes in the Registration Examination.

X

X

X

Intermediate: Paper 3.

Final: Any two Papers in subjects not covered by his successes in the Registration Examination.

X

Intermediate: Papers 3 and 4.

Final: One Paper from List C, One Paper from List B, Three other Papers, in subjects not covered by his successes in the Registration Examination.

X

X

Intermediate: Papers 3 and 4.

Final: One Paper from List B, Three other Papers, subjects not covered by his successes in the Registration Examination.

X

Intermediate: All Papers.

Final: One Paper from List A, One Paper from List B, Three other Papers.

## SYLLABUS OF EXAMINATIONS

*Summary*

The Syllabus consists of two Examinations, named the Intermedia



and Final Examination respectively. The *Intermediate Examination* consists of four Papers of three hours each, all to be taken at one and the same sitting:

- (1) The Library and the community.
- (2) Government and control of libraries.
- (3) The Organization of knowledge.
- (4) Bibliographical control and service.

The minimum requirement for passing the *Final Examination* is six Papers of three hours each, which may be taken together or separately, and in any order. The Papers will be selected by the candidate from three Lists (lettered A, B and C) as follows: one, and only one Paper, from List A, and one or more Papers from each of Lists B and C. A candidate may take more than the minimum number of Papers.

#### List A

1. Academic and copyright libraries.
2. Special libraries and information bureaux.
3. Public (municipal and county) libraries.

#### List B

1. Theory of classification.
2. Theory of cataloguing.
3. Practical classification and cataloguing.
4. History of books and printing.
5. History and present state of the book trade in Great Britain.
6. Analytical bibliography.
7. Machines and technical equipment and processes in libraries.
8. Dissemination of information.
9. Archive administration.
10. Paleography and diplomatic.
11. History of libraries and librarianship.
12. Library service for young people in schools and public libraries.
13. Hospital libraries.

#### List C

1. Bibliography and librarianship of English literature (including literature of the Commonwealth).
2. — — of Welsh language and literature.
3. — — of French language and literature.
4. — — of German language and literature.
5. — — of Spanish language and literature.
6. — — of Italian language and literature.
7. — — of Literature of the United States.
8. — — of General and Indo-European philology.
9. — — of Classics (i.e., Greek and Latin language and literature).
10. — — of Slavonic language and literature.
11. — — of Literature for children.
12. — — of Archaeology and ancient history.
13. — — of Medieval and modern history.
14. — — of Geography.
15. — — of Religion.
16. — — of Philosophy (including ethics and logic).
17. — — of Psychology and Education.
18. — — of Social Anthropology, Ethnology and Folklore.
19. — — of Political Science and Law.



20. — — of Economics and Commerce (including administration and business management).
21. — — of Fine Arts (excluding Music).
22. — — of Music.
23. — — of Medicine.
24. — — of Mechanical engineering.
25. — — of Civil engineering, building and mining engineering.
26. — — of Electrical engineering.
27. — — of Mathematical and physical sciences, pure and applied.
28. — — of Chemistry and chemical technology.
29. — — of Natural history and biological sciences.
30. — — of Africa (South of the Sahara).
31. — — of Near East (including Egypt and Africa North of the Sahara).
32. — — of South Asia (India, Pakistan, Burma, mainland of S.E. Asia, and Indonesia).
33. — — of Far East (including Asiatic Russia, China, Japan, and Korea).
34. — — Latin America and the Caribbean.

### DETAILED SYLLABUS

#### *Definitions*

Throughout this Syllabus the following definitions apply:

- Academic libraries**—The libraries of universities, university colleges, and all other institutions forming parts of, or associated with, universities and other institutions of higher education which have students.
- Public libraries** —Rate-supported libraries, whether Municipal or County, open to the general public.
- Special libraries** —All libraries which are not academic, public, or national libraries.
- Library materials** —Books, periodicals, pamphlets, reports, microforms, maps, gramophone records, tapes and all other audio-visual records.

#### INTERMEDIATE EXAMINATION

*Paper 1. The Library and the community* (compulsory 3-hour paper).

*The general aim of this Paper is to put the library into its social context, showing the growing needs for it and how it attempts to meet those needs.*

History of libraries and librarianship in the British Isles during the 19th and 20th centuries. The library in society, its aims and functions.

The kinds of libraries: national, academic, public, special and private. How the different demands on each call for different types of provision.

Library co-operation in all its aspects.

Professional education and qualification.

Professional and other associations connected with librarianship.

*Paper 2. Government and control of libraries* (compulsory 3-hour paper).

*The aim of this Paper is to deal with the practical conduct of the institutions which have evolved as the result of the considerations covered by Paper 1.*

Government management and finance of libraries. Staffing and division of work.

Sources of supply and methods of acquisition of library materials. The conditions governing admission and methods of registering readers. Methods of circulation and allied subjects.



*Paper 3. The Organization of knowledge (compulsory 3-hour paper).*

The organization of knowledge through classification schemes, catalogues and indexes. A knowledge of the basic principles of classification and the structure and main features of general schemes of classification.

Author and title cataloguing: a general comparative knowledge of the AA, ALA, and BM Codes.

Descriptive cataloguing: the contents of catalogue entries and their functional variations.

Subject cataloguing.

Physical forms and forms of arrangement of catalogues and indexes. Filing rules.

Centralized and co-operative cataloguing and indexing.

*Paper 4. Bibliographical control and service (compulsory 3-hour paper).*

General bibliographical control: principles and methods of selection of library materials.

Enquiry techniques: assessment of enquiries: literature surveys and searches: preparation of bibliographies, bulletins, abstracts, indexes; methods of bibliographical citation.

Types of general reference material and special forms of material and their uses.

Dissemination of information to users and potential users of the service.

Copyright problems relevant to library work.

Contemporary book and periodical production, rebinding, documentary reproduction. Micro-form publishing.

## FINAL EXAMINATION

In this examination questions will be asked on detailed aspects of the various subjects and their application to current conditions. A critical knowledge of these subjects will be expected.

*List A, Paper 1. Academic and copyright libraries (3-hour paper).*

The history and functions of Academic and copyright libraries, with special reference to those in the United Kingdom, the Commonwealth, Europe, and the United States of America.

Government; finance; organization; administration.

Buildings: siting, planning, equipment and fittings.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Stock: administrative aspects of selection and acquisition, and of classification and cataloguing, access and control.

Special departments and collections; departmental libraries.

Relation to teaching and research: instruction of students: services to outside readers: regulations.

Academic libraries and co-operation.

*List A, Paper 2. Special libraries and information bureaux (3-hour paper).*

The history and functions of special libraries, information bureaux, and those national libraries that have a specialized function (including the N.C.L.) with emphasis on those in the United Kingdom, the Commonwealth, Europe and the United States of America.

Main features of organization function and administration, with special reference to variations in type of library according to specialization of subject and clientele.

Building: siting, planning, equipment, and fittings.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Stock: administrative aspects of selection and acquisition; of classification,



cataloguing and indexing; and of the handling of unpublished material, including confidential documents.

Special libraries and co-operation.

*List A, Paper 3. Public (municipal and county) libraries (3-hour paper).*

History, development and characteristics of rate-supported libraries in the United Kingdom. Comparative study of public library provision in the Commonwealth, Europe and the United States of America.

Library law and other relevant legislation in the United Kingdom; bye-laws and regulations.

Government; finance; organization; administration.

Buildings: siting, planning, equipment, and fittings.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Stock: administrative aspects of selection and acquisition; classification and cataloguing; access and control.

Public libraries and co-operation.

*List B, Paper 1. Theory of classification (3-hour paper).*

Historical development of the theory of library classification, with special reference to the period since 1876.

Comparative study of major general schemes of classification, their development and principles, and their application in general and special libraries.

Construction, revision and modification of general schemes and of schemes for special collections and for particular purposes.

Notation.

Relation of classification to methods of information storage and retrieval, including mechanical and electronic methods.

Relation of classification to subject cataloguing and indexing.

*List B, Paper 2. Theory of cataloguing (3-hour paper).*

*This paper deals with the listing and descriptions of library materials for the purpose of catalogues, bibliographies, indexes, abstracts, etc.*

History and purposes of cataloguing.

Comparative study of the major cataloguing codes, including their development and revision.

Application of the principles of cataloguing to general and special problems.

Theory and practice in dictionary, classified and name catalogues, subject headings and subject indexing.

Problems arising from the different physical forms of catalogues.

Relation of cataloguing to methods of information storage and retrieval, including mechanical and electronic methods.

*List B, Paper 3. Practical classification and cataloguing (3-hour paper).*

This paper is intended to test general competence in practical cataloguing and classifying. Candidates will be given a number of facsimilies or transcripts of title-pages (with informative notes) which will form the basis of tests in classification, descriptive cataloguing, and selection of headings for main and added entries and references. They will be permitted the choice of one of the following general schemes of classification: Bibliographic, Colon, Decimal, Library of Congress, Subject, U.D.C. Each will be required to provide for his own use a copy of the scheme in which he chooses to be examined; and also will be permitted to take into the examination a copy of the Anglo-American code, and of either Sears' *List of subject headings*, or, Library of Congress *Subject headings used in the dictionary catalogue*.

*List B, Paper 4. History of books and printing (3-hour paper).*

Predecessors and early forms of the book, their materials and make-up. History of manuscript books. Printing materials and methods.

History of printing and the evolution of the book. The materials of which



books have been and are now being made, and their history. History and methods of binding and binding decoration. Book illustration, its functions, methods and history, from the decoration of the manuscripts to the present day. Book design; fine printing; private presses.

*List B, Paper 5. History and present state of the book trade in Great Britain (3-hour paper).*

Authorship. Publishing. Bookselling. The Stationers' Company. Censorship. Copyright and Legal Deposit in Great Britain and Ireland. The Net Books and Library Licence agreements. Book Trade bibliography.

*List B, Paper 6. Analytical bibliography (3-hour paper).*

The function of bibliography and the development of bibliographical method, investigation and research. Collation and description in detail. Principles of bibliographical editing and knowledge of its application.

*List B, Paper 7. Machines and technical equipment and processes in libraries (3-hour paper).*

The administration, assessment of suitability, and economics, of machinery and technical equipment and processes appropriate to: library binderies, documentary reproduction, audio-visual aids, business operations. The application of technology to library problems.

*List B, Paper 8. Dissemination of information (3-hour paper).*

Presentation of ideas, including composition, style and language, readership, choice of material. Types of publications: reviews, house journals, annual reports, etc. Methods of reproduction and printing. Editing, including law of libel. Preparation for the press. Copyright in dissemination. Abstracting and form of abstract journals, preparation of reports and publicity materials. Collation of abstracts with originals. Principles and practice of indexing in special libraries, and the recent developments in mechanical and electronic methods.

*List B, Paper 9. Archive administration (3-hour paper).*

The provisions made for the preservation and care of central and local records in the United Kingdom.

Definition of archives. Provenance and location of British archive accumulations.

Functions and duties of Keepers of records, and archivists.

Organization and administration of archive departments.

Classification, calendaring and cataloguing of archives; the provision of means of reference.

Problems connected with archives of recent dates, appraisal and destruction, records management technique.

Physical care of archives; repository buildings and equipment, methods of storage and repair.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Buildings: siting, planning, equipment and fittings.

*List B, Paper 10. Palaeography and diplomatic (3-hour paper).*

Handwriting of Western Europe, with special reference to English book-hands and document hands to the present day. Development of documentary form in Britain in royal and ecclesiastical administrations. Official scribes, notaries, scribes, and writing masters. The private deed. Abbreviations. Illuminations. Descriptions of manuscript books and documents.

*List B, Paper 11. History of libraries and librarianship (3-hour paper).*

Classical and medieval libraries in broad outline only.

The dissolution of the monasteries and the development of academic and



national libraries, mainly in Great Britain but in broad outline for Europe also. Growth of the great private collections from Cotton onwards. Naudé; Leibnitz.

The development of municipal and parish libraries, especially in Great Britain. The Royal Society; scientific and learned society libraries.

Circulating and subscription libraries.

Mechanics' Institute libraries.

The broad lines of the development of the modern libraries and of national library services in all parts of the world, and their social background.

*List B, Paper 12. Library service for young people in schools and public libraries (3-hour paper).*

History, development and characteristics of public and school libraries in the United Kingdom, and overseas where significant.

General provisions of current educational legislation relevant to libraries.

Main features of organization, function and administration of libraries for children.

Buildings: siting, planning, equipment and fittings.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Stock: selection for different types of libraries for young people and for various ages and degrees of reading ability.

Reference work. Reading surveys. Display work and extension activities. Use of libraries in relation to teaching.

Mental growth of children and adolescents, linguistic and reading ability at various ages, social development, backward children.

*List B, Paper 13. Hospital libraries (3-hour paper).*

*This paper deals with the provision of a general library service to hospital patients and staff in all kinds of hospitals, and not with medical librarianship as such.*

The history and functions of the hospital library in the United Kingdom, and overseas where significant. Types of hospital library organization.

Main features of hospital organization, function, and administration.

Government; finance; organization; administration.

Buildings: siting, planning, equipment and fittings.

Staff: selection, training and qualifications, salaries and conditions, duties and deployment.

Stock: administrative aspects of selection and acquisition; care and maintenance; classification and cataloguing; access and control.

Hospital libraries and co-operation.

The psychology of the sick: general principles of mental and physical rehabilitation. The therapeutic value of reading. Extension work with patients.

*List C, Papers 1-34. Bibliography and librarianship in a special field (3-hour paper).*

*This paper concerns itself with the bibliography and librarianship of the subject, and does not seek to test subject knowledge as such. Candidates will be assumed to possess a sufficient background knowledge of the subject to enable them to grasp the bibliography of the subject. It is recognized that each of the sections of this Syllabus will not apply equally to all subjects. Papers set will reflect the varying emphasis given to parts of this Syllabus in different subjects.*

Bibliographical apparatus: bibliographies, catalogues, guides to libraries and literature, indexes, abstracts, Principal works and editions. Periodicals.

Special types of materials. Classification and cataloguing: treatment of the subject in general bibliographical classification schemes. Special schemes of classification. Special problems of classification and cataloguing within the subject field.

Outstanding collections in the field, their contents, special features and availability.

Societies and other organizations in the field and their publications.

Selection of material. Exploitation of the collection.

Production of bibliographical aids.



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