

STATE NORMAL SCHOOL BULLETIN.

Series I. No. 4.

THE LIBRARY OF
STATE
NORMAL SCHOOL



OF

COLORADO.



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WORKING FORCE.

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Those listed under apprentices are studying the library work in its various phases, for which they get credit the same as those who elect Sloyd, Domestic Economy or Taxidermy.



HISTORY AND SCOPE OF LIBRARY.

The growth of the library of the State Normal School has been an interesting one. The first library room was eight by sixteen feet, with about one hundred volumes, most of which were reference works. This little room was on the second floor of the east wing, being intended for a cloak room. In this little room, during the fall of 1891, some real, earnest work was done. In the spring of 1892 the library was moved to the room now occupied by the first and second grades, on the first floor of the east wing. Books were added, cases purchased, a librarian secured, and much interest was centered in this new room, twenty-four by forty feet. It here became the den of every earnest student. In 1893 it was moved to the room occupied by the seventh and eighth grades. This room is twenty-six by fifty feet. Here it remained until 1894, when it was removed to its present quarters. The present room is thirty by ninety feet. It is here the library has made its growth. It is here where from fifty to one hundred and fifty students are constantly seen at work. It is a real delight to see these young people at work—quiet, earnest and intelligent in movement and effort. Fifteen thousand choice works, selected for the express purpose of Normal School work; a directory catalog, containing about seventy-five thousand cards, analyzing these volumes and arranging the subjects in an orderly form, indexes to the magazines, dictionaries, encyclopædias—all combine to make the library one of the most usable ones of the kind in the country. Besides all these aids, there is the one aid above all others that is valuable in a library, and that is the librarian. When all other means fail in finding what is wanted, the librarian is the last resort. Failure is not met here. If what is wanted is in the library, instantly he directs the student where it is found. The librarian is the most used individual about the institution. Training school children, Normal students and members of the faculty all call upon him. Indeed, the only use of the librarian is to be used by those who

want to make the best use of the library; but, for the best interests of the student in understanding how to use it, and to save his own time, he trains all how to use it. Instruction in the art of library-using is given.

The State Normal School Library is particularly rich along several lines. All the best works in nature study and science are found in it. It contains a number of classics along these lines: Buffon, Linnaeus, Lamarck, Cuvier, Nuttall's Ornithology and also his Sylva, Audubon, the Bridgewater treatises, Say's Entomology, and many others. It also contains all the best modern works in natural history and science. It is also particularly rich along the lines of American History, Pedagogy, Psychology, Philosophy, English and Literature, Art, Music, and current magazine literature.

The juvenile library is a very interesting and essential part of the work. There are many volumes of juvenile literature, ranging from what interests children in first grade to the high school, inclusive. Many of the books are found in the rooms of the different grades. Thus the children are led to read such literature as will form correct notions of life, and cultivate in them a taste for what is good and wholesome in the formation of character.

CLASSIFICATION.

The system of classification used in the Normal School Library is, with few changes, the one known as the Dewey or Decimal System. This is now very generally used throughout the United States, and has many advantages. By this system

All books upon any one subject stand together upon the shelves.

Books upon closely allied subjects precede and follow.

Fiction is arranged alphabetically by authors, all works by the same author being arranged alphabetically by titles.

(From the Introduction to the Decimal classification.)

The field of knowledge is divided into nine main classes, and these are numbered by the digits 1 to 9. Cyclopedias, Periodicals, etc., so general in character as to belong to no one of these classes, are marked 0, and form a tenth class, as follows:

| | |
|--------------------|----------------------|
| 000 General Works. | 500 Natural Science. |
| 100 Philosophy. | 600 Useful Arts. |
| 200 Religion. | 700 Fine Arts. |
| 300 Sociology. | 800 Literature. |
| 400 Philology. | 900 History. |

Thus all books on Religion begin with 2—that is, two hundred. All Histories begin with 9, or nine hundred, as 973, history of United States; 220, Bible.

Each class is similarly separated into nine divisions, general works belonging to no division always having 0 in place of the division number. This decimal division is repeated as often as necessary.

Classification.

| | |
|-----------------------------|---------------------------|
| 000 GENERAL WORKS. | 100 PHILOSOPHY. |
| 010 Bibliography. | 110 Metaphysics. |
| 020 Library Economy. | 120 Special Meta. Topics. |
| 030 Cyclopedias. (General.) | 130 Mind and Body. |
| 040 General Collections. | 140 Systems. |
| 050 General Periodicals. | 150 Psychology. |
| 060 General Societies. | 160 Logic. |
| 070 Newspapers. | 170 Ethics. |
| 080 Special Libraries. | 180 Ancient Philosophers. |
| 090 Book Rarities. | 190 Modern Philosophers. |

200 RELIGION.

- 210 Natural Theology.
- 220 Bible.
- 230 Doctrinal.
- 240 Devotional and Practical.
- 250 Homiletic. Pastoral.
- 260 Church.
- 270 Religious History.
- 280 Christian Churches and
Sects.
- 290 Non-Christian Religions.

500 NATURAL SCIENCE.

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

300 SOCIOLOGY.

- 310 Statistics.
- 320 Political Science.
- 330 Political Economy.
- 340 Law.
- 350 Administration.
- 360 Associations.
- 370 Education.
- 380 Commerce.
- 390 Customs. Costumes. Folk-
Lore.

600 USEFUL ARTS.

- 610 Medicine.
- 620 Engineering.
- 630 Agriculture.
- 640 Domestic Economy.
- 650 Communication.
- 660 Chemical Technology.
- 670 Manufactures.
- 680 Mechanic Trades.
- 690 Building.

400 PHILOLOGY.

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

700 FINE ARTS.

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

800 LITERATURE.

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

900 HISTORY.

- 910 Geography and Description.
- 920 Biography.
- 930 Ancient History.
- 940 Europe.
- 950 Asia.
- 960 Africa.
- 970 North America.
- 980 South America.
- 990 Oceanica, etc.

The books on the shelves and the cards in the shelf list are arranged in simple numerical order, all class numbers being decimals. Since each subject has a definite number, it follows, that all books on any one subject must stand together. The tables show the order in which subjects follow one another. Thus, 512 Algebra precedes 513 Geometry, and follows 511 Arithmetic.

THE CARD CATALOG.

Near the charging desk is the card catalog, with about seventy-five thousand cards arranged alphabetically in two large cabinets. In one by subject and title, and in the other by authors. An average of about five cards are made for each book, in order to cover all topics included. There will be a card found in author catalog beginning with author's name. One with exact title on a blue card in subject and title catalog, and as many other white cards as there are important subjects through the book, each card beginning with that subject, as Electricity, Light, Medicine, etc., followed on second line by author.

In addition, each and every card gives the author, title, shelf number, and in most cases an analysis of the contents of the book, with size and number of pages.

The number at the left-hand top corner, called the shelf or call number, indicates the class to which the book belongs, and the book may be found by referring to the shelf upon which such class stands.

In addition to the catalog already mentioned, there is also the shelf list, in which the cards are arranged just as the books stand upon the shelves. This, however, is not for general use, but is for the use of the librarians in checking up the library.

INDEXES.

Besides the card catalog, there are a number of indexes of different kinds, as Poole's Index to Periodicals by years and comprehensive 1800-1899, the latter gives all the more important topics during that period, while the yearly volumes give more in detail.

The Cumulative Index to Periodicals by months and years. This indexes the principal magazines down to the current month.

The Annual Literary Index of General Literature.

The A. L. A. Index to General Literature is a very thorough index to essays, lectures, speeches, etc., in publications where the title does not indicate complete contents.

There are also a number of indexes to be found with the magazines, such as Harper's, Popular Science Monthly, St. Nicholas, etc. These are very complete.

For other indexes, see Dictionary Catalog of Periodicals.

FINDING BOOKS.

Books can be found by first finding the *class number* in either the author or subject-title catalog, then referring to the number boards at end of each book stack. These give the class and division of that stack. The books are arranged on the shelves in groups, each group including the books devoted to a single subject. The books in each group are arranged alpha-

betically by their authors' names. Closely allied subjects precede and follow.

Do not mix up the books. Remember that others want to find them. Students should assist the librarians as far as possible by returning any books they have used to their proper places on the shelves. If unable to find the proper place, the books should be left on the table, rather than put in a wrong place.

PERIODICALS, NEWSPAPERS, ETC.

The current numbers of 145 popular and technical monthly magazines and fifteen weeklies are kept on file in the reading room, near the charging desk. A list of these will be found in the Dictionary Catalog following. There are also subject headings in heavy-faced type, under which will be found the best magazines treating on that subject.

Newspapers. About thirty county newspapers are placed in the reading room. Three dailies are subscribed for; aside from these, all other newspapers are given by the publishers. A list is found following Dictionary Catalog.

Bound Magazines. Of bound magazines, the library has about 1,800 volumes, chiefly the standard monthlies. These do not go out of the library, except under special circumstances, but are used entirely as reference books.

Indexes. Under indexes can be found those devoted to indexing magazines, and an alphabetical list of catalogs, bulletins, etc., useful for reference work.

Poole's Index. Poole's Index is an index to the contents of the principal magazines of this century. An abridged form is in one volume for the years 1800-1899. Annual volumes give contents more in detail and bring it up to the present year.

General Literary Index. The A. L. A. Index to General Literature indexes biographical, historical and literary essays, etc.,

other than magazine articles. It has an annual supplement, found at the end of the Annual Literary Index.

Subject Lists. The subject lists are not in any way exhaustive, but aim to give the principal periodicals devoted to the subject. Much additional matter on the same subject can always be found in many others.

Academy.

American Anthropologist.

American Geologist.

American Historical Review.

American Journal of Psychology.

American Kitchen Magazine.

American Mathematical Monthly.

American Microscopical Journal.

American Naturalist.

American Physical Education Review.

American Primary Teacher.

American School Board Journal.

Annals American Academy Political Science.

Annual Index to Periodicals.

Annual Literary Index.

ANTHROPOLOGY—

American Anthropologist.

American Journal of Archæology.

ARCHITECTURE—

Progress.

Scientific American.

Scientific American Supplement.

Arena.

ART—

Academy.

Art Amateur.

Art Interchange.

Art Education.

Art Study.
Athenæum.
Brush and Pencil.
Critic.
Eclectic.
International Studio.
Magazine of Art.
Progress.
Art Amateur.
Art Education.
Art Interchange.
Art Study.
Athenæum.
Atlantic Monthly.
Auk.

BIBLIOGRAPHY—

Annual Literary Index.
Book Buyer.
Book Lover.
Book News.
Bookman.
Bookseller, Newsdealer, Stationer.
Boston Public Library Bulletin.
Columbia University Bulletins.
Cumulative Book Index.
Current History.
Current Literature.
Dial.
Index to Periodical Literature.
Journal of Education (London).
Library.
Library Journal.
Literary World.
Literary News.
Literature.

Monists.
Natural Science.
New York State Library Bulletins.
Pedagogical Seminary.
Philosophical Review.
Physical Review.
Political Science Quarterly.
Popular Science Monthly.
Publisher's Weekly.
Review of Reviews.
School Review.
Stechert's Monthly List.
See also Indexes.

BIOLOGY—

American Microscopical Journal.
American Naturalist.
International Journal of Microscopy.
Nature.
Popular Science Monthly.
Science.
See also Botany, Natural Science, Science, Zoölogy.

BIRDS—

Auk.
Birds and All Nature.
Oologist.
See also Biology, Science, Zoölogy.
Birds and All Nature.
Book Buyer.
Book Lover.
Book News.
Book Reviews.
Bookman.
Bookseller, Newsdealer, Stationer.
Botanical Gazette.

BOTANY—

- Botanical Gazette.
- Bryologist.
- Bulletin Torrey Botanical Club.
- Plant World.
- Country Life.

Brain.

Brush and Pencil.

BUILDING—

- Art Amateur.
 - Art Interchange.
 - Scientific American.
- Bulletin Torrey Botanical Club.

Canadian Magazine.

Canadian Teacher.

Century.

Chautauquan.

Child Garden.

Child Study.

CHRISTIAN SCIENCE—

- Mind (Monthly).

CIVICS—

Municipal Affairs.

Public Opinion.

See also Economics, Politics, Sociology.

COLLEGE PUBLICATIONS—

See Crucible Exchanges.

Colorado School Journal.

Columbia University Quarterly.

Contemporary Review.

COOKING—

American Kitchen Magazine.

Good Housekeeping.

Household.

Ladies' Home Journal.
Table Talk.
Cosmopolitan.
Country Life.
Critic.
Crucible Exchanges, various college and school publications.
Cumulative Book Index.
Cumulative Index to Periodicals.
Current History.
Current Literature.

CRITICISM—

Academy.
Athenæum.
Book Buyer.
Book Lover.
Book News.
Bookman.
Bookseller, Newsdealer, Stationer.
Critic.
Current Literature.
Dial.
Literature.
Literary News.
Literary World.
Poet Lore.

CURRENT TOPICS—

Canadian Magazine.
Great Round World.
Literary Digest.
Nation.
Public Opinion.
Review of Reviews.
Week's Current.

DAILY PAPERS—

See list at end.

DESIGN—

Art Amateur.
Art Interchange.
Brush and Pencil.
International Studio.
Magazine of Art.
Progress.

See also Art.

Dial.

DOMESTIC ECONOMY—

See Cooking and House Decoration.

DRAMA—

Academy.
Athenæum.

Eclectic Magazine.

ECONOMICS—

Annals American Academy Political Science.
John Hopkins University Studies.
Municipal Affairs.
Political Science Quarterly.
Social Science.
Yale Review.

EDUCATION—

American Educational Review.
American Journal of Education.
American Primary Teacher.
American School Board Journal.
Art Study.
Canadian Teacher.
Chautauquan.
Child Garden.
Child Study Monthly.
Colorado School Journal.
Columbia University Quarterly.

Education.
Educational Foundations.
Educational Review.
Elementary School Journal.
Inland Educator.
Intelligence.
Journal of Education (Boston).
Journal of Education (London).
Journal of Pedagogy.
Kindergarten Magazine.
Kindergarten News.
New Education.
Normal Instructor.
Paidology.
Pedagogical Seminary.
Popular Educator.
Pratt Institute Monthly.
Primary Education.
Primary School.
Public School Journal.
School Bulletin.
School Education.
School and Home.
School Journal (New York).
School Music Review.
School Review.
Teacher.
Teacher's College Bulletin.
Teacher's College Record.
Teacher's Institute.
Teacher's World.
Virginia School Journal.
Educational Foundations.
Educational News.
Educational Review.

Elementary School Teacher.
Emerson College Magazine.
Expression.

ETHICS—

New World.
Social Science.

FANCY WORK—

Harper's Bazar.
Household.
Ladies' Home Journal.

FASHIONS—

Harper's Bazar.
Household.
Ladies' Home Journal.

Forest and Stream.
Fortnightly Review.
Forum.
Frank Leslie's Monthly.

GENERAL PUBLICATIONS—

Arena.
Atlantic.
Canadian Magazine.
Century.
Chautauquan.
Contemporary Review.
Cosmopolitan.
Fortnightly Review.
Forum.
Frank Leslie's Monthly.
Harper's Monthly.
Harper's Weekly.
Independent.
International Monthly.
Ladies' Home Journal.

Literary Digest.
McClure's Magazine.
Munsey.
Nation.
New England Magazine.
Nineteenth Century.
North American Review.
Orient.
Outlook.
Overland Monthly.
Public Opinion.
Puritan.
Review of Reviews.
Scribner's Magazine.

GEOGRAPHY—

Geographical Journal.
Journal of School Geography.
National Geographical Magazine.
Peterman's Mitteilungen. (German.)
Scottish Geographical Magazine.

GEOLOGY—

American Geologist.
Journal of Geology.

See also Natural Science and Science.

Good Housekeeping.
Great Round World.

Harper's Bazar.
Harper's Monthly.
Harper's Weekly.
Health Magazine.

HISTORY—

American Historical Review.
Archaeologist.
Canadian Magazine.
Current History.

Great Round World.
Johns Hopkins University Studies.
New England Magazine.
Progress.
Trans. and Reprints of European History.
Yale Review.

HOUSE DECORATION—

American Kitchen Magazine.
Art Amateur.
Art Interchange.
Good Housekeeping.
Harper's Bazar.
Household.
Ladies' Home Journal.
Household.
Independent.
Index and Review.

INDEXES—

I.

Annual Index to Periodicals.
Annual Literary Index.
Atlantic.
Cumulative Index to Periodicals.
Periodical Literature (Poole).
Popular Science Monthly.
St. Nicholas.

II.

A. L. A. Index to General Literature.
Best Reading.
Books for the Young.
Cumulative Book Index.

Monthly Bulletin (U. S.).
Publishers' Library Catalogues. (Various.)
See also Bibliography.

Inland Educator.
Intelligence.
International Journal of Microscopy.
International Monthly.
International Studio.

JAPAN—

Orient. (Hansei Zasshi.)
Johns Hopkins University Studies.
Journal of American Folk-Lore.
Journal of Education. (Boston.)
Journal of Education. (London.)
Journal of Geology.
Journal of Pedagogy.
Journal of Royal Microscopical Society.
Journal of School Geography.

KINDERGARTEN—

American Primary Teacher.
Child Garden.
Child Study Monthly.
Kindergarten Magazine.
Kindergarten News.
Kindergarten Review.
Little Folks.
Primary Education.
Primary School.
Kindergarten Magazine.
Kindergarten News.
Kindergarten Review.

Ladies' Home Journal.
League of Social Service.

LIBRARY—

Boston Public Library Bulletin.
Library.
Library Journal.
Public Libraries.
And numerous catalogues.

Life.
Literary Digest.
Literary News.
Literary World.
Literature.

LITERATURE—

Academy.
Athenaeum.
Correct English.
Critic.
Current Literature.
Eclectic.
Literature. (London.)
Poet-Lore.

See also Bibliography and Criticism.

Little Folks.
Little Journeys.

McClure's Magazine.
Magazine of Art.

MANUAL TRAINING—

Art Education.
Art Interchange.
International Studio.
Manual Training Magazine.

MATHEMATICS—

American Mathematical Monthly.

MICROSCOPY—

American Microscopical Journal.

International Journal of Microscopy.

See also Science.

Mind (Monthly).

Mind (Quarterly).

Mind and Body.

Monist.

Monthly Bulletin Boston Public Library.

Monthly Catalog of Public Documents.

Munsey.

MUSIC—

Little Journeys.

Music.

Musical Record and Review.

School Music Review.

Nation.

National Geographical Magazine.

Natural Science.

Nature.

NATURAL SCIENCE—

American Microscopical Journal.

American Naturalist.

International Journal of Microscopy.

Natural Science.

Nature.

Physical Review.

See also Biology, Science.

New Education.

New England Magazine.

New York Times.

New York Tribune.

NEWSPAPERS—

See List at End of Catalog.

Nineteenth Century.
Normal Instructor.
North American Review.

Open Court.
Orient. (Hansei Zasshi.)
Outing.
Outlook.
Overland Monthly.

Pedagogical Seminary.
Peterman's Mitteilungen.
Philosophical Review.

PHILOSOPHY—

Mind.
Monist.
Philosophical Review.

See also Psychology.

PHYSICAL EDUCATION—

Emerson College Magazine.
Expression.
Health Magazine.
Mind and Body.
Physical Education Review.
Werner's Magazine.

PHYSIOLOGY—

Brain.
Mind and Body.
Physical Education Review.
School Physiology Review.
Poet Lore.
Political Science Quarterly.

POLITICS—

Arena.
Literary Digest.
Nation.
Nineteenth Century.
North American Review.
Public Opinion.
Popular Educator.
Popular Science Monthly.
Pratt Institute Monthly.
Primary Education.
Primary School.
Progress.
Psychological Review.

PSYCHOLOGY—

American Journal of Psychology.
Brain.
Child Study Monthly.
Mind.
Psychological Review.

See also Philosophy.

Public Libraries.
Public Opinion.
Publishers' Weekly.
Puritan.

RELIGION—

Independent.
Mind.
New World.
Outlook.
Open Court.
Review of Reviews.

St. Nicholas.
School Bulletin.

School Education.
School and Home.
School Journal.
School Physiology Journal.
School Review.
Science.

SCIENCE—

Academy.
American Geologist.
Athenaeum.
Auk.
Birds and All Nature.
Journal of Geology.
Journal of School Geography.
Literary Digest.
Monist.
National Geographical Magazine.
Natural Science.
Nature.
Open Court.
Popular Science Monthly.
Science.
Science Progress.
Scottish Geographical Magazine.

See also Biology, Botany, Natural Science.

Science Progress.
Scientific American.
Scientific American Supplement.
Scottish Geographical Magazine.
Scribner's Magazine.
SLOYD, see Manual Training.

SOCIOLOGY—

Annals American Academy Political Science.
Monist.
Municipal Affairs.
Social Service.

SPORTS—

Country Life.

Forest and Stream.

Outing.

Sports Afield.

Sports Afield.

Springfield Republican. (Weekly.)

Table Talk.

The Teacher.

Teacher's College Bulletin.

Teacher's Institute.

Teacher's World.

Trans. and Reprints of European History.

Virginia School Journal.

VOICE CULTURE—

Emerson College Magazine.

Expression.

Werner's Voice Magazine.

See also Physical Culture and Music.

WEEKLY PAPERS, see list at end of catalog.

Weeks Current.

Werner's Voice Magazine.

Yale Review.

Youth's Companion.

ZOOLOGY, see Biology.

NEWSPAPERS.

Boulder Tribune.

Canon City Times.

Central City Weekly Register Call.

Colorado Springs Telegraph.

Colorado Telegraph.

Denver Republican.
Denver Rocky Mountain News.
Denver Times.
Evans Courier.
Fort Collins Argus.
Fort Collins Express.
Fort Collins Weekly Courier.
Georgetown Courier.
Glenwood Post.
Greeley Sun.
Greeley Tribune.
Greeley (Weld County) Republican.
Gunnison Tribune.
Idaho Springs News.
La Junta Tribune.
Lamar Sparks.
Montrose Enterprise.
New York Times.
New York Tribune.
Pueblo Chieftain.
Ridgway Populist.
Saguache Crescent.
Salida Mail.
Silver Plume Silver Standard.
Springfield Republican.
Summit County Journal.
Telluride Journal.

BOUND VOLUMES OF MAGAZINES.

As soon as convenient after a volume is completed, it is bound and placed upon the shelves. At present the library has about 1,800 volumes. These are chiefly of the standard monthlies, art and educational journals. These, as a rule, do not go out of the library, but are accessible at all times. With them will be found the indexes in common use. Valuable matter upon almost

any subject can be found in these volumes, and students would do well to consult them freely. "The best things, by the best men, on the most worth-while topics, are in the magazines."

A *finding list* is posted up near the volumes, giving section and shelf, thus: Century F5 would indicate that the Century could be found in section F on the fifth shelf.

A list of notable articles in the magazines for the current month, arranged by subjects, is posted on the bulletin board about the first of the month.

ACCESSIONS.

The library has now about 15,000 volumes and 1,200 pamphlets. The latter are all cataloged and placed in cases under their class number. Pamphlets are bound as soon as a convenient number bearing upon related subjects are collected. There are also about 3,000 mounted photographs and pictures, many of especial interest and 300 maps and charts.

One thousand and fifty volumes were added during the three months beginning September 1, as follows:

| | | | |
|----------------------|-----|--------------------|-----|
| Philosophy | 70 | Fine Arts..... | 80 |
| Religion | 60 | Literature | 110 |
| Sociology | 225 | History | 120 |
| Philology | 40 | Fiction | 20 |
| Natural Science..... | 120 | General Works..... | 105 |
| Useful Arts..... | 100 | | |

A good selection of public documents is on hand. This is especially rich in the departments of Science and Education. These documents are now being classified and cataloged, and we hope soon to have them well arranged.

SELECTION OF BOOKS.

In the selection and purchase of books there has been a purpose to make the development of the library even and well rounded. Each teacher has been on the alert for new and good books in his particular department. Recommendations have been made and purchases proportioned through the several departments as funds would permit.

SHELF ROOM.

Additional shelf room has for some time been needed, and is now supplied by the purchase of more steel stacks, having an additional shelf length of about 400 feet. Oaken cases have also been added around the walls, so that all books can now be given their proper positions.

BOOKS OF REFERENCE.

All the standard Cyclopedias, Gazetteers, Year Books, Reference Books, Dictionaries, etc., are at the west end of the main room, near the Document room. Here are to be found such as Encyclopedias—Britannica, International, Johnson's, Americana, Universal, Iconographic, Student's, People's, Spofford's, etc., etc.; Dictionaries—Century, Standard, New English, Biographical, Webster's, Worcester's, Encyclopædic, etc.; also the principal Dictionaries of modern languages, Spanish, German, French, etc., included in a very complete collection of the standard works of reference; Greek and Latin Dictionaries; Encyclopedias of Horticulture, Philosophy, and Music.

LIBRARY HANDICRAFT.

Instruction in Library Economy is given almost altogether by short talks and laboratory methods. Each student is expected to do a certain amount of practical work in the Normal School

Library, amounting to not less than two hours a week for the school year. "Learn to do by doing" is our method. Before completing the work, each student must have had actual experience in every department of the library. The instruction is intended to cover the complete history of a book through all processes in its construction, its reception into the library, and until it is rebound.

OUTLINE OF WORK.

Accessioning—Selecting books, selection and care of periodicals, stamping, labeling, pocketing, accessioning, etc.

Classification—The Dewey Decimal System is studied, and a certain number of books and pamphlets are given to each student to classify.

Catalog—Supplies, dictionary and author catalog, principal forms of catalog cards, ten selected books cataloged, preparation of lists of magazine articles, finding lists.

Shelf Arrangement—Shelf labels, arrangement of books, pamphlets, shelf list and inventory.

Loaning Books—Work at desk in giving out and taking in books, systems of book cards, etc.

Binding—Materials, tools, making of portfolio, transfer and charging boxes; preparation of books, magazines, etc., for the bindery; checking off returns, repairing, binding, etc.

Reference—Talks on the use of reference books, encyclopedias, indexes, hand books, ready reference, etc.

Bibliographies—General work; students prepare bibliography on some selected subject; prepare list of books.

General Library Topics—Buildings, regulations, copyright, etc.

Artistic Hand Work—Carved sides and illuminated books. Pyrographed sides and backs.

Under the last heading is included an artistic form of work, in which are correlated the sloyd, the art and the library departments. The sides of some of the bindings are made of hard

wood, having appropriate designs carved upon them. The backs of these same bindings are illuminated in the art department. Again, the sides of some bindings are pyrographed in beautiful designs and the backs illuminated.

CARE OF BOOKS.

The following is taken from *Modern Bookbinding*: "To open a new book, hold the book with its back on a smooth or covered table; let the front board down, then the other, holding the leaves in one hand while you open a few leaves at the back, then a few at the front, and so on, alternately opening back and front, gently pressing open these sections till you reach the center of the volume. Do this two or three times and you will obtain the best results. Open the volume violently or carelessly in any one place and you will likely break the back and cause a start in the leaves. Never force the back of a book."

One of the most valuable things a library can do for students is to give them an opportunity to learn the use and care of books. With our system of open shelves, abundant opportunity is given to everyone to develop habits, or to show those already formed, for their care.

Books should never be crowded tightly on the shelves. They should be so arranged as to gently support one another. In removing a book from its place on the shelf, tip the book from you at the top and with the finger placed under the bottom, gently draw it out. They are generally taken out by pulling at the top. Many books are completely broken from the covers by being pulled out carelessly in this manner. Do not pile books flatways upon those standing upright upon the shelves; it injures those upon which they rest. Books of moderate size should be always kept upright upon the shelves. Large ones should be laid flat on the side. Never allow books to lean, or the covers soon become warped and the backs break away.

Always allow them plenty of air, but keep them from direct sunlight, or the colors of many of the richest bindings will soon fade. They should not be placed near the ceiling, as the great amount of heat there will work great injury to them.

Treat a book as a good friend, then ordinary wear and tear, in honest handling, will only increase its value. Do not be in such a hurry that you can not put a book properly in place, or you will lose more time looking for it when next you need it. Others will need the book you are now using; put it where they will naturally look for it—in its place. Pass it on to them neat and clean, hoping that they will do the same for you.

Don't mark books.

Don't let them fall.

Don't get them damp.

Don't leave them in the sun.

Don't double back the covers.

Don't pile them up too high.

Don't hold a book by one of its covers.

Don't turn down the pages.

Don't put them where it is very warm.

Don't wedge them tightly on the shelves.

Don't lay books open face down on the table.

Don't put pencils, erasers or anything thicker than paper in them.

READING.

"Of the making of books there is no end." Probably about 25,000 new books appear annually. Yet the average reader can not read profitably more than about twenty-five books annually, or one in a thousand of those produced. The busiest reader must leave unread all but a mere fraction of the good books in the world. In the words of Bishop Potter, "To *know* a good book *well* is better than to know something *about* a hundred books at second hand. Be not alarmed because so many good

books are recommended. Do not attempt to read much or fast, but dare to be ignorant of many things."

The vast proportion of books we shall never be able to read. A great many of them are not worth reading. As a rule, they can not be better than the men who write them. Emerson says: "Never read a book that is not a year old. Never read any but famed books. Never read any but what you like." We can not, all, quite agree with the first or last rule, as it is well to know a little about the newer books, and often it is well to try to cultivate a taste for what we do not quite like.

Books, as a rule, are more profitable reading than the average newspaper or magazine, but one's scheme of reading is very defective if it takes no account of the news of the day.

The objects of reading are many. One reads for pleasure or pastime; to solve some present problem; to gather knowledge for future use; to ascertain facts of past history; to learn the character or style of a writer and to get style or form for one's own use. Whatever the object may be, reading should be performed with deliberation. The thought of the writer should be grasped and made one's own. No general rule can be given, as one reader might more thoroughly master a book in one week than another could possibly master in six months. A single book read with intention would be worth scores run over. The end and aim of all good reading should be the proper development of a good personal character, and the utilizing of our knowledge for the best interest of our fellow men.

LIST OF BOOKS FOR SMALL SCHOOL LIBRARY.

(In the following list the retail price is given. Most of these books, however, can be bought at a less rate for schools.)

Reference.

- Bartlett, J., Edition—Familiar Quotations; Little.....\$ 3.00
 Brewer, E. C.—Dictionary of Phrase and Fable; Cassell... 2.50
 Champlin, J. D.—Young Folks' Cyclopedia of Persons and

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| Places; Holt..... | 2.50 |
| Harper's Book of Facts; Harper..... | 8.00 |
| Lossing, B. J.—Popular Cyclopedia of United States His- tory; Harper (2 vols., Mor.)..... | 15.00 |
| Standard Dictionary of the English Language; Funk; (2 vols., half Russia, indexed)..... | 17.00 |
| World Almanac and Encyclopedia; New York World; (paper) | .25 |

History.

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| Dickens—Child's History of England; Porter & Coates...\$ | .30 |
| Eggleston—First Book in American History; Am. Book Co. | .60 |
| Church—Stories of the Old World; Ginn & Co..... | .40 |
| Coffin—Boys of '76; Harper..... | 2.40 |
| Coffin—Old Times in the Colonies; Harper..... | 2.40 |
| Higginson—Young Folks' History of the United States; Longmans | 1.00 |
| Pratt—American History Stories; Ed. Pub. Co. (4 vols.); each | .35 |
| Yonge, C. M.—Young Folks' Histories (6 vols.); each..... | .90 |

Biography.

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| Bolton—Poor Boys Who Became Famous; Crowell.....\$ | 1.00 |
| Farmer—Boy's Book of Famous Rulers; Crowell..... | 1.00 |
| Farmer—Girl's Book of Famous Queens; Crowell..... | 1.00 |
| Frost—Lives of the Presidents; Lee & Shepard..... | .90 |
| Hughes, T.—Alfred the Great; Macmillan Co..... | 41.00 |
| Irving—Life of Washington; Crowell..... | 1.00 |
| Morse—Abraham Lincoln; Houghton (2 vols.)..... | 2.50 |
| Pratt—Story of Columbus; Educational Pub. Co..... | .40 |
| White—Plutarch for Boys and Girls; Putnam..... | 1.75 |

Natural Science.

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| Andrews—Seven Little Sisters; Ginn & Co.....\$ | .50 |
| Andrews—Stories Mother Nature Told; Ginn & Co..... | .50 |

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| Burroughs—Birds and Bees, Sharp Eyes; Houghton Co.... | .40 |
| Gray—How Plants Grow; Amer. Book Co..... | .80 |
| Gibson—Sharp Eyes; Harper..... | 2.50 |
| Miller, O. T.—First Book of Birds; Houghton..... | 1.00 |
| Morley, M. W.—Bee People; McClurg..... | 1.25 |
| Scudder, S. H.—Butterflies..... | |
| Thompson—Wild Animals I Have Known; Scribner..... | 2.00 |

Travel.

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| Butterworth, H.—Zig Zag Journeys in Europe; Estes & Lauriat | \$ 1.50 |
| Irving—Sketch Book; Ginn & Co..... | .25 |
| Knox—Boy Travelers in Central Africa; Harper..... | 2.00 |
| Knox—Boy Travelers in South America; Harper..... | 2.00 |
| Towle, G. M.—Marco Polo; Lee & Shepard..... | 1.00 |

Mythology, Etc.

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| Andersen Fairy Stories; Houghton..... | \$.40 |
| Æsop's Fables; Ed. Pub. Co..... | .30 |
| Baldwin—Fairy Stories and Fables; Am. Book Co..... | .35 |
| Baldwin—Old Greek Stories; Am. Book Co..... | .45 |
| Church—Stories from Homer; Macmillan Co..... | .50 |
| Church—Stories from the Odyssey; Macmillan Co..... | .50 |
| Hale, E. E.—Arabian Nights..... | |
| Holbrook—Round the Year in Myth and Song; Am. Book Co. | .60 |
| Ruskin—King of the Golden River; Putnam..... | .75 |
| Scudder—Book of Folk Stories; Houghton-Mifflin Co..... | .40 |
| Scudder—Fables and Folk Stories; Houghton-Mifflin Co.... | .40 |

General Literature.

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| Alcott, L.—Little Women..... | \$.50 |
| Alcott, L.—Little Men..... | .50 |
| Clemens—Tom Sawyer..... | |
| Cox—The Brownie Book; Century Co..... | 1.50 |
| DeFoe—Robinson Crusoe; Crowell..... | .75 |

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| Eggleston—Hoosier School Boy; Scribner..... | 1.00 |
| Harris—Uncle Remus; Appleton..... | 2.00 |
| Hawthorne—Wonder Book; Houghton-Mifflin Co..... | .40 |
| Hawthorne—Tanglewood Tales; Houghton-Mifflin Co..... | .40 |
| Hawthorne—Twice Told Tales; Houghton-Mifflin Co..... | .30 |
| Homer's Iliad—Bryant's Edition..... | |
| Homer's Odyssey—Bryant's Edition..... | |
| Hughes, T.—Tom Brown at Rugby; Porter & Coates..... | .30 |
| Kingsley—Water Babies; Crowell..... | 1.00 |
| Kingsley—Westward Ho; Crowell..... | 1.00 |
| Lanier—Boy's King Arthur; Scribner..... | 1.00 |
| Lamb—Tales from Shakespeare; Ginn & Co..... | .40 |
| Longfellow—Evangeline; Houghton-Mifflin Co..... | .25 |
| Lytton; Last Days of Pompeii; Porter & Coates..... | .30 |
| Scott; Ivanhoe; Porter & Coates..... | .30 |
| Stowe—Uncle Tom's Cabin; Porter & Coates..... | .30 |
| Sewell—Black Beauty; Rand-McNally..... | .75 |
| Shakespeare—Hudson's Edition; Ginn & Co..... | |
| Wallace—Ben Hur; Harper..... | 1.20 |
| Whittier—Snowbound; Houghton-Mifflin Co..... | .25 |
| Whittier—Child Life in Poetry; Houghton-Mifflin Co..... | 1.60 |

