OPEN ACCESS LIBRARIES

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THEIR PLANNING, EQUIPMENT AND ORGANISATION

BY

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WITH ILLUSTRATIONS, PLANS, ETC.

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OPEN ACCESS LIBRARIES

I

INTRODUCTION

TWENTY years ago the safeguarded open access system, or the controlled admission of readers directly to the book-shelves, was established in the Clerkenwell Public Library (now Finsbury), London, and there are many librarians to-day who will remember the tremendous outcry which greeted the first adoption of this method in 1894, and the doleful prophecies which were made as to disasters ahead. Instead of those forebodings being realised the system has made quite a triumphal progress throughout the British Isles, and is now thoroughly established as part of the policy of nearly every public library of importance. At this point it may be advisable to clear up a misconception which has been widely spread and has caused considerable misunderstanding. It has been stated that the adoption of the safeguarded open access system arose out of the

visit I paid to the United States in 1893. This is entirely erroneous, as my ideas on the subject were formulated as far back as 1891, when they were first printed in *The Library* for 1892 in the form of a paper entitled "A Plea for Liberty to Readers to Help Themselves." This was published anonymously (see Appendix C), with a plan of arrangement which has stood the test of 20 years' trial. This provided for fiction being arranged round the walls to obtain a big area for the distribution of borrowers, and the non-fiction was arranged in double sided stacks, standing at intervals of five to six feet in the centre of the floor. There was no such thing as proper, safeguarded open access as now understood anywhere in existence in America, when I was there. In fact, the American system was then, and is, according to recent information, devoid of proper checks and safeguards, which accounts very largely for the comparatively huge numbers of missing books one reads about in the reports of American Public Libraries.

At Cleveland, in Ohio, I saw what was represented to be open access, but it consisted of nothing more than the assistants unlocking the glazed bookcase doors when

any reader wanted to examine books on a particular subject. This applied to non-fiction only, all the fiction being kept behind a barrier and issued to readers on demand. There was also a small installation of open access at the library of Pawtucket, but the safeguards were not so adjustable as in England.

At the New York Mercantile Library, a subscription institution, I saw open access on a fairly large scale, but here again, safeguards and the guiding of shelves were of a very elementary kind, and the classification was far from perfect.

The methods adopted by me at Clerkenwell, and since vastly improved, represent the first installation of proper safeguards, so far as I can learn. These safeguards consisted of the following :—

1. The thorough re-classification of the books so as to secure that all kindred subjects should come together on the shelves. This is now very efficiently secured by means of the *Subject* and other detailed schemes of scientific classification.

2. The provision of a barrier fitted with automatic wickets which lock behind borrowers when they enter or leave the room.

This makes it certain that no reader can enter the room until he has discharged the book or books he previously borrowed, and that any fresh book he may borrow shall be entered to him at the point of exit.

3. The guiding of the bookcases and shelves so that readers are able to make rapid consultation from the classification index to the shelves where the subjects they require are stored. These, and the provision of ample manuscript and other catalogues, plus the guidance of the staff, are regarded as absolutely essential. The methods of applying those various requirements are described in the following chapters of this book.

It is not necessary in a brief introduction like this, to enter into the history of open access in earlier times. It will be sufficient to point out that from the earliest times, booksellers have allowed intending customers to examine their stocks before buying, a practice which is world wide at the present day. The first circulating library, established by Allan Ramsay in the High Street of Edinburgh in 1725, was arranged for such examination, and so were nearly all the subscription libraries, Mechanics' Institutions

and similar libraries established in later years.

Good specimens of open access reference libraries of the older kind exist at the British Museum, Patent Office Library, and Sion College, London, and there are plenty of others throughout the Kingdom. The London Library, founded by Carlyle and others, is a good example of an old established lending library to which the borrowers had, and have, direct access to the shelves.

The method is not novel, and the only thing about the modern installations which requires to be noted, is the fact that safeguards of the kind already mentioned have been introduced with the sole object of regulating and aiding the comparatively large number of borrowers who use municipal lending libraries.

To those library authorities who contemplate adopting the open access system, it is hoped that this text-book will be proved suggestive and useful for the purpose.

JAMES DUFF BROWN.

II

PLANNING

Reference Departments

The present chapters are concerned only with the planning of library departments which are organized on the principle of admitting readers directly to the shelves. Library planning in general is not included, as it has been dealt with fully in a number of works.[1] The admission of readers generally to the book shelves naturally requires the making of special arrangements, and it is these arrangements that are dealt with here.

The efficiency of any public department of a library depends very greatly upon its physical organization and setting. A badly or unsuitably planned department necessarily means less efficient work, owing to the

[1] Particularly Brown's *Manual of library economy*, 1907.; Champneys's *Public libraries: their design, construction, etc.*, 1907; and Soule's *How to plan a library building for library work*, 1912.

continuous necessity of overcoming the disadvantages of an awkward physical arrangement. On the other hand, when proper attention is paid to the mechanical side of the work to be performed—when everything is "in train"—the business of the department will run with more smoothness and consequent efficiency, and with a smaller expenditure of labour.

The planning of a department should, therefore, commence from the inside. A general idea must first be obtained of the probable nature and amount of the work, and the methods to be employed in its performance. When this has been formulated, it becomes much more easy to determine the arrangement of what may be called the "physical features" of the department—book-stacks, service counters, gangways, and the other details of furniture and planning.

New Buildings

The work of a reference department may be divided, roughly, into "study use" and "quick reference use." To put it in another way, the users of a reference department are generally either students (who spend some time in the department, and require a

number of books and consequently a good deal of table space), or persons merely wishing to look up a fact with as little delay as possible. The same mechanical provision answers for both kinds of readers; but the existence of the latter kind renders ease of access to certain parts of the collection necessary, and the existence of some mechanical aids desirable. These will be described in their places in the following pages.

The consultation of directories and some annuals is responsible for a large amount of quick-reference work, and it is a good plan to take these books away from the reference department altogether and place them in the periodical room, where they will be even more readily accessible and cause less disturbance to studious readers. A still better plan is to provide a small special room for the display and use of these books. The arrangement of this quick-reference section is dealt with in a later section, but the method is noted here because the elimination of this kind of book has a good deal of effect upon the arrangement and work of the reference department proper.

The ideal of the reference library is to provide the answer, so far as recorded know-

ledge goes, to any question that may be asked to satisfy either necessity or curiosity or in the furtherance of research. For small libraries this has to be narrowed down to the provision of a workshop collection of books likely to be useful in answering all ordinary questions or studying ordinary subjects. The suitable accommodation and equipment for the proper use of the books has also to be provided.

These are the principal functions of the department, and to some extent determine its position in a library building. Studious work necessitates quietness, so that the reference library should be so placed as to be sheltered from, for example, the noise of a busy thoroughfare. At the same time it should be in as accessible a position as is compatible with quietude. This position will vary according to the shapes and situations of building sites. The plans included in this book show how the problem has been solved in varying conditions.

The next proceeding is to calculate the probable amount of the work for which provision should be made.

In Brown's *Guide to librarianship* it is assumed that $\frac{1}{4}$ per cent. of the population of a district will visit a reference library each

day. So that a town with 50,000 inhabitants would furnish 125 readers daily. As the reference department will be open for 12 hours daily, this would give an hourly average of 10 ; but certain times of the day are much more busy than others, and in order to provide for this the hourly attendance must be doubled. The resulting figure, 20, represents the number of readers to be allowed for in planning a reference department for a town of the above size.

This factor, $\frac{1}{4}$ per cent., will be found useful in calculating the desirable size of the reference department in towns of medium populations, say from 50,000 to 200,000, or even in cases of smaller or larger towns when a rapid temporary calculation has to be made.

The following table, however, will be found more handy and accurate in making these preliminary estimates, because it is so arranged as to avoid the more obvious anomalies resulting from the rigid application of the average factor to very small and very large populations. The object is not so much to attempt to furnish a series of figures accurate under all circumstances as to provide a handy means of avoiding serious errors when estimating.

TABLE FOR ESTIMATING THE SIZE OF A PROPOSED REFERENCE LIBRARY.

Population	No. of places to be provided	Sq. feet per reader	Area of Room
10,000	6	24	144
25,000	12	24	288
50,000	20	24	480
75,000	30	24	720
100,000	35	24	840
150,000	40	24	960
200,000	60	24	1440
300,000	80	30	2440
400,000	100	30	3000
500,000	120	30	3600

This table has been compiled from the actual figures of libraries in use by the public. But it must be clearly understood that estimates based upon it are only preliminary estimates and are further affected by a number of factors. The geographical relation of the proposed reference library to other reference libraries already existing has some effect; for it is obvious that the reference library to be provided for a town otherwise destitute of such means of study and consultation should be larger than that to be provided in a town already catered for to

some extent by reference libraries open to students or the public. The most important factor in the determination of the final estimate is the amount of money available for building and upkeep. One of the most striking problems of librarianship is the great disparity between the library incomes of places of equal populations. The following examples are sufficient to illustrate the point :—

Place	Population	Library Income
Hawick	17,000	£440
Newton-in-Makerfield	19,000	£325
Edinburgh	321,884	£11,190
Islington	327,403	£8,200

It will be seen from this that estimates based upon population alone must frequently be impossible to realise in bricks and mortar. At the same time, the estimate based on population is the one that shows what *ought* to be provided. What must be done, therefore, is to form an estimate based upon the population factors (see Table above), and then to revise it (usually downwards unfortunately !) in accordance with the financial resources. In other words, what *should* be

provided must be modified by what *can* be provided.

The area allowed per reader (24 square feet for smaller libraries and 30 square feet for larger libraries) provides for table space, gangways, and the normal book storage : the areas resulting from the above estimates, therefore, represent the actual size of the room to be provided. Here again it must be remembered that we are dealing in averages only ; so that, for example, a place with a very large reference collection, all of which it is desired to shelve in the public room, would have to increase the area accordingly.

Reference Room Collections with separate Storage.

The stock of a reference library of any considerable size always contains a fairly large proportion of books that are used only occasionally. Long sets of the transactions of societies, or of other periodicals; reports and minutes of institutions and public bodies, and older books of all kinds, usually make up this secondary reference stock. It is of doubtful value to have this kind of matter displayed on the public shelves of an open access reference library : it is, in fact, a

waste of space and money to provide for it. Stock of this nature can be shelved much more economically in a separate book-store, without lessening its usefulness to an appreciable extent.

For the ordinary public library, book-cases round the walls of the reference department are all that are necessary for open-shelf purposes. Sufficient shelf space is obtained by this arrangement to take all the reference books that are in constant demand—all the most useful part of the collection. The residue can then be stored elsewhere, and issued on application.

This is the position that is forced upon all large reference libraries by reason of the physical impossibility of providing for all their readers and the whole of their stock within the limits of a single room. The British Museum library is completely typical of the method of arrangement. The reading room there contains on shelves round its walls a collection of about 20,000 of the most used books on all subjects. These books can be used by any reader without formality, and thus constitute an open access reference library. For all other books in the library, readers must fill up application forms. This

FIG. 1.—Royal Society of Medicine—Main Reading Room.

general plan of arrangement, which is forced upon all large reference libraries, is recommended to smaller ones on account of its economy and practical efficiency.

A criticism that has been levelled at this plan of arrangement is that "the placing of books around the walls wastes floor space otherwise available for readers." [1] Mr. Soule concurs with this opinion "for the double reason that it bars out just so many readers, and also that it necessitates movement which interferes with serious reading. As to the former objection, take a room 30 × 40, with a perimeter of 140 ft., less say 10 ft. for doors, 130 ft. net. If this is shelved all around, the shelving with the usual ledge, and the 3 ft. space in front of it needed for access, inspection and passing, 4 ft. in all, will take up 456 sq. ft., out of a total area of 1200, nearly two-fifths. Without the wall shelving, the room would hold tables for that many more readers—the use for which it is intended." [2] It is perfectly true that wall-shelving occupies more space than would be supposed without calculation, but this is no disadvantage in a room planned, as

[1] H. T. Hare in Lib. Assoc. Record, v. 8.
[2] *How to plan a library building*, p. 269.

FIG. 2.—Islington Central Library—Reference Library.

recommended above, to hold the shelving as well as readers' tables. The great advantage, also, of having the most used portion of the stock immediately accessible to readers is sufficient to outweigh the other considerations.

The accompanying views and plans (Figs. 1–3) show modern reference libraries arranged on this principle. The Islington Reference Library is a room 78 × 32 ft. (2496 sq. ft.) and, as will be seen, only wall cases are provided. These cases provide shelf room for about 5,200 volumes, a number that could have been increased considerably if the cases had been carried right round the room instead of being broken by the large panels seen in the illustration (Fig. 2). The books placed on these shelves are selected for their usefulness. They are the books in constant demand: the books that answer questions. A large book store in the basement of the building, capable if necessary of holding about 100,000 volumes, is used for the remainder of the stock. The open shelf stock, as will readily be understood, is continually revised in order to keep it up to date and maintain its usefulness.

The reading room, or main library, of the

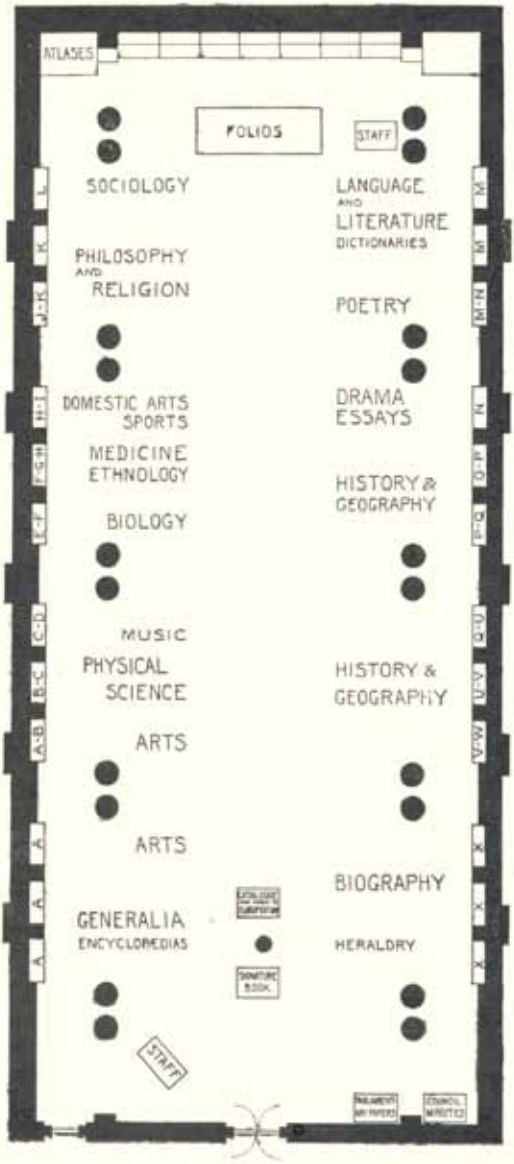


FIG. 3.—Islington Central Library—Plan of Reference Library.

Royal Society of Medicine (Fig. 1) presents much the same form of arrangement, although the method of differentiating the reading room collection from that in the store is hardly the same owing to the difference in the kind of use made of the library. Here also a very large basement stack room is provided.

The Alcove Plan.

Where it is desired to shelve a larger proportion of the stock on open shelves in the reference room, a variation on the old alcove plan may be employed. In a large number of the old monastic and college libraries, the book-stacks were arranged down each side of the room in the form of alcoves, with reading tables placed in the alcoves. This method had the advantage of providing for the storage of a large number of books, and was at the same time a most comfortable arrangement for readers, as each alcove formed what was practically a little private room. A modern variation of this plan is in use, among other places, at the Croydon Central Reference Library (Fig. 4). Standard stacks are used in conjunction with wall cases to form a series of alcoves down one side of the

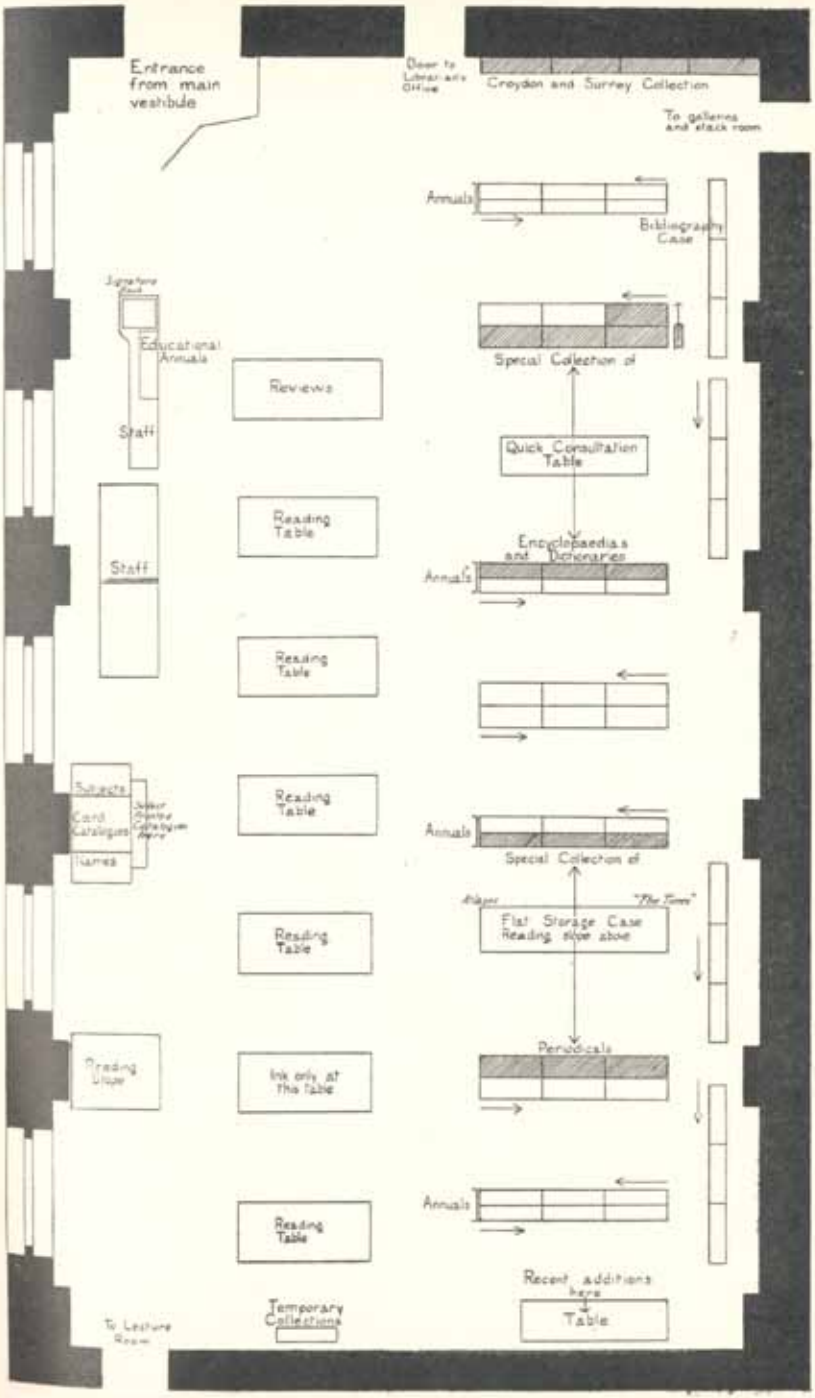


FIG. 4.—Croydon Central Library—Plan of arrangement of Reference Library.

room. The alcoves, however, are smaller than would have to be the case if reading tables were placed within them. The method provides a much greater accommodation for books without encroaching to a proportionate extent upon the accommodation for readers.

The same principle of placing on these open shelves a workshop collection of the most used books applies to this alcove plan as it does to the plans described previously; the less used portion of the stock is relegated to a stack room or book store to which readers, in the ordinary course of events, do not have access. The only difference is that a larger proportion of the stock is made immediately available by means of the open shelves.

Division of Reference Library into Special Departments.

An important development of reference library practice has been the provision, in addition to the ordinary general reference reading room, of various separate rooms for special classes of literature (see Figs. 5, 6). This affects only the larger reference libraries, but the method involves certain principles that are worthy of consideration in all libraries. It is chiefly in America that this

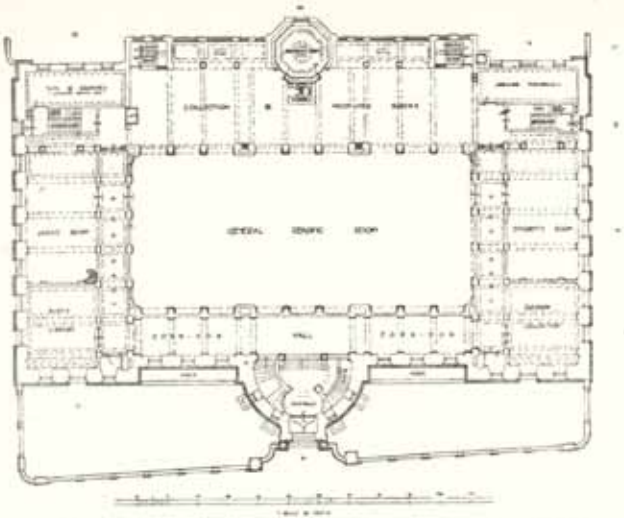
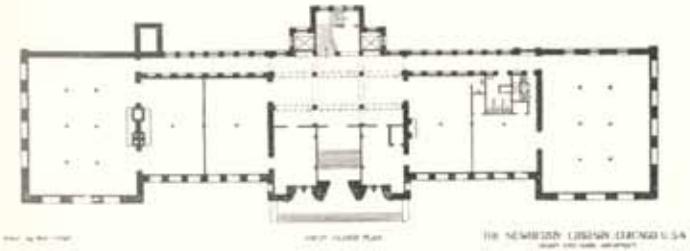


FIG. 5.—Mitchell Library, Glasgow—Plan showing Special Rooms.



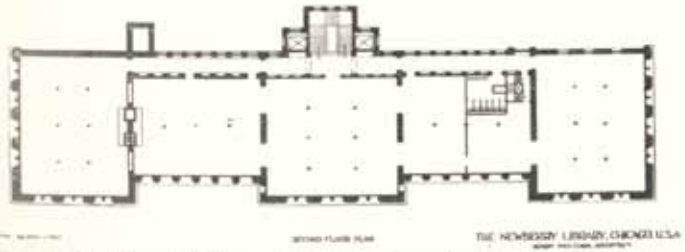


FIG. 6.—Newberry Library, Chicago—Plan showing Special Rooms.

segregative plan has been adopted—Mr. Poole of the Newberry Library, Chicago (see Fig. 6) was the chief pioneer—owing to the enormous growth of city reference libraries there.

Mr. Soule [1] gives the following as the most frequently provided special rooms, in the order of their need as the collection grows :—

1. Local literature.
2. Study.
3. Classes.
4. Patents, Science, Useful Arts.
5. Public documents.
6. Art : Prints.
7. Music.
8. Maps.
9. Education.
10. Lectures.
11. Exhibitions.
12. Pamphlets.
13. Bound serials.
14. Special collections.
15. Information.
16. Conversation.

Several rooms in this list (*e.g.*, Nos. 3, 10, 11 and 16) are for special purposes apart

[1] *How to plan a library building*, p. 322.

from the work of a reference library, and do not come within the scope of a description of reference departments. The rest, however, are all devoted to special departments of literature and, to an extent, are an attempt to develop the reference library on the departmental plan of a university.

For small and medium sized libraries the disadvantages of the plan greatly outweigh the advantages ; but as the reference library increases in size the advantages become more apparent and the disadvantages less. One difficulty that becomes obvious at an early stage is that many books, chiefly of a "quick-reference" nature, are wanted in more than one department. In large libraries as many copies of such books as are required can be obtained, but in smaller libraries this would be difficult. In libraries with limited financial resources—and most British libraries come into this category—it would be a waste of money.

The following special rooms are most likely to come into use in British municipal libraries :—

1. Local literature.
2. Quick reference, Information, Business.

(For directories, time-tables, commercial information, etc.)

3. Patents.
4. Music.
5. Special collections.

Others will no doubt be added in time as libraries grow, but those mentioned are sufficient for the purposes of our workshop municipal libraries. Occasionally special rooms have to be provided, apart altogether from considerations of utility, for special collections that are donated on condition that they be kept intact and apart.

Quick-reference Collections in Magazine Rooms, etc.

When a library system includes a properly-equipped central reference library, it is unnecessary to have special reference departments in the branch libraries. All that is necessary is a collection of the most used quick-reference books—dictionaries, encyclopædias, atlases, etc.—and these can be placed in a book-case in the periodicals room. The accompanying illustration (Fig. 7) conveys the idea of this arrangement better than verbal description.

This method should also be adopted in very small libraries that are unable to provide and equip a separate reference department.

FIG. 7.—Quick-Reference Collection, Glasgow Public Libraries.

Special Quick-Reference Departments.

If a small, easily accessible room on the ground floor is available, it can be equipped as a quick-reference department for the display of directories, time-tables, and a number of much used annuals.

By doing this, the reference library and reading room are relieved of a good deal of

casual reference work and its consequent traffic. Readers merely wishing to look at a directory, time-table, or a popular annual are also satisfied more promptly and conveniently, without disturbing the more serious readers.

This quick-reference department should be equipped with the necessary shelves, and a few chairs and small tables. But the more used directories should be fixed to sloping stands by means of a holder similar to those used for mounting current newspapers. This enables large volumes to be used easily ; and also, by making it necessary to stand while consulting them, goes far to prevent the monopoly of the principal directories by selfish readers or begging-letter writers.

If a special room is not available, this department should be included in the reading or periodical room rather than in the reference department.

Details of Planning

General.

An examination of the plans included in this book will show the general methods of arranging the fixtures in a reference library. There is, in reality, very little elaboration

needed. The following are some of the details of arrangement to which special attention should be directed.

The reference department should not be made a thoroughfare leading to any other public room. This holds good for all of the public rooms, but applies with especial force to the reference department, where quietness is so desirable.

As good oversight as possible should be secured over the whole of the department and over the exit or exits. It is not necessary to be able to see into every nook and cranny of the department from one point in the room; even if this could be attained it would be of little practical value, as the reference librarian is neither Argus nor a stalk-eyed crustacean! Too much attention can be paid to theoretical oversight as to anything else. At the same time, reasonable oversight is easy to secure, and should not be disregarded in planning the department.

Reading Space.

Reference library readers should be allowed *at least* 18 square feet each. This area should be increased if possible to about 24 square feet. The best method of ensuring the necessary

space and privacy to readers is to provide a separate table for each person. The illustration on page 83 shows a table that has been tested by use and found perfectly serviceable. The top of this table measures 3 ft. × 2 ft., and the remainder of the area is accounted for by the surrounding passage room and chair space.

Gangways and Passages.

Passages for public traffic should be at least 4 ft. wide. If chairs are being used the passage should be 6 or 8 ft. wide. Cross gangways between table ends, or table and book-case ends, should be at least 3 ft. wide, but may be reduced to 2 ft. if not much used. About 4 ft. should be left clear in front of all book-shelves. Book-cases facing one another should be at least 6 ft. apart. More space than the above should be provided where possible, as the greater openness of the room adds to its efficiency and provides a reserve of space for future increased accommodation.

Shelving.

Book-stacks throughout, whether wall or

standard, should not exceed 7 ft. 6 in. high. The shelves should be of a uniform 3 ft. in length, as this facilitates interchange and arrangement. Shelves intended for "oversize" books—except large folios, which should be shelved flat—can with advantage be reduced to about 18 in. in length.

In estimating the amount of shelving required in a new reference department, allow seven shelves to a tier and an average of eight volumes per foot run of shelving. This ignores the special provision that must be made for "oversize" books.

Lighting: Natural.

The admission of plenty of natural light is a most important consideration. Top lighting is the best, for several reasons. It does away with the necessity of endeavouring to avoid the direct rays of the sun, and it lights all parts of the room equally. It also leaves the lower wall space unbroken and free for the provision of book-cases. If thought desirable, for the sake of appearance or utility, it can be supplemented by windows in the higher wall space.

When top lighting is not possible, plenty of large windows must be provided. Champ-

neys [1] recommends the south and east aspects as being most suitable for the admission of daylight. He also recommends that the relation of glass area to floor space should not be less than 1 to 6, and where possible, 1 to 4.

It must be admitted that, where the surroundings are agreeable, a room lit by windows is more pleasant than one lit from the top. But many libraries are situated amidst surroundings which make a top light better even from the æsthetic point of view. A room lit principally from the top, too, is usually more quiet than one lit from windows in the walls.

Lighting : Artificial.

Electric lighting is the most desirable for all parts of a library. It can be manipulated more easily than any other form, is cool, and can be made to approach most nearly to natural lighting.

A conference on the lighting of libraries, held by the Library Association and the Illuminating Engineering Society, in January,

[1] *Public libraries : their design, construction and fittings*, p. 11.

1911, arrived at some conclusions that should be noted. These are as follows :—

"No unscreened, unduly bright source, such as a naked metallic filament, should be visible to the readers at close range. Either some form of indirect lighting should be employed or the lamps should be concealed by appropriate shades and reflectors, which both screen the eye and throw the light where it is needed.

"For the reading of modern print an illumination up to at least 3 ft. candles is desirable. But . . . provision should be made for a higher value, say of 4 to 6 ft. candles, or even more.

"For reference and students' libraries, where prolonged serious reading is done, the general impression seems to be that a combination of moderate general illumination and adequate local illumination is to be recommended. The local lamps must be screened from the eye, and the general illumination should also be without glare. . . . One objection to local lighting which deserves consideration, however, is based on the inconvenience of alterations in wiring should the positions of tables be re-arranged."

For shelf lighting two important points are

noted : " (1) The need for better uniformity in distribution of light over shelves, and (2) the need of screening the eyes from the lamp producing this illumination. . . . An average illumination of not less than 1 to 1½ foot-candles should be provided on the shelves."

The shades to be provided for table (local) lamps, should fulfil the following conditions :—" The complete screening of the lamp inside from the eyes of the reader ; the shade, if not opaque, should allow only a relatively small amount of light to escape through it in a diffused form so as not to cause anything in the nature of glare ; it should also be so designed as to produce a sufficiently powerful and uniform illumination, without streakiness, on the table below, and should absorb as little light as possible."

The full text of the papers read at this conference, and the discussion and conclusions resulting therefrom, are printed in *The Illuminating Engineer*, February and March, 1911 (also reprinted separately by the Library Association), and should be consulted by librarians and architects faced by the problem of lighting a new public library. Reference should also be made to the " Design of the illumination of the New

York City Carnegie Libraries," by L. B. Marks (1908); and to the report by the Town Clerk of Douglas (Isle of Man) on the lighting arrangements of public libraries (1903). Some of the special fittings are dealt with in a subsequent chapter.

Warming and Ventilation.

For warming a public building of any considerable size, a low-pressure hot water system is effective and easily managed. So far as the purpose of the present book is considered it need only be noted that care should be taken to keep all radiators, etc., away from gangways or other places where they would be an obstruction. One plan that has been adopted with success is to run the heating pipes around the wall within the base (which in any case should never be utilised for books) of the book-cases. If this is done it is necessary to protect the books from the heat by means of some heat-resisting material lining the pipe casing.[1]

Ventilation is best effected by ordinary windows, but it is sometimes desirable (usually, indeed, in large buildings) to provide some mechanical means as well. This,

[1] See Champneys's *Public libraries*, p. 25.

however, does not affect the planning of the department, and can be left to the architect or ventilating expert.[1]

Service Counters, etc.

In the ordinary municipal reference library there is no need of special staff counters or similar furniture. A staff table placed in a position that is advantageous for service and supervision is all that is necessary. In very large reference libraries a special staff counter, raised slightly above the level of the floor, becomes desirable.

Converting a Closed into an Open Access Reference Department

There is rarely any difficulty in changing an existing closed reference library into an open access one, owing to the fact that a room with shelves round the walls and readers' tables in the centre takes up no more space than a room divided into a book store and a readers' portion. The only instance where any difficulty can be experienced is a library where there is a large stock

[1] See, however, the works of Champneys, Burgoyne, and Soule.

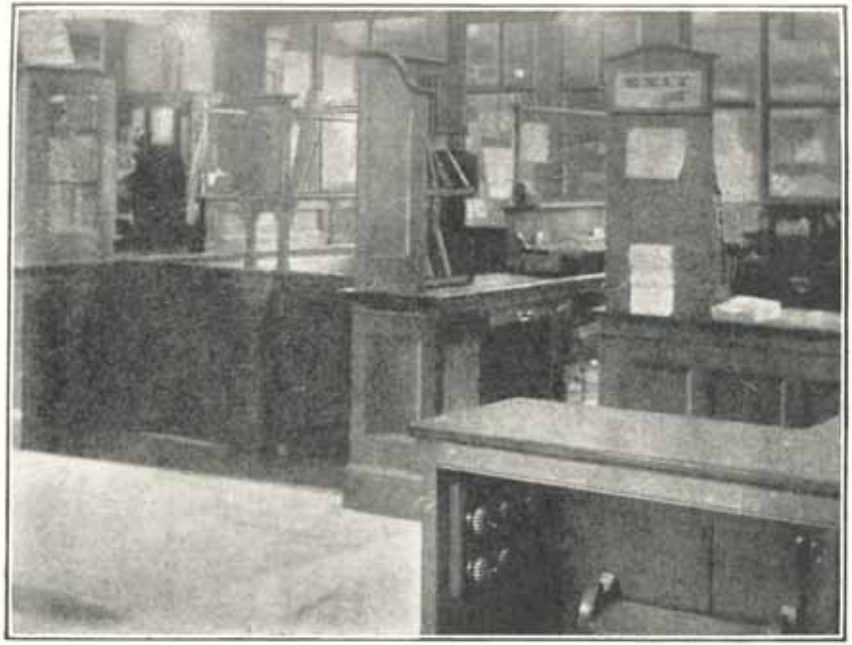


FIG. 8.—Croydon Central Library—Lending Department (showing Counter).

of books and very little reading space (which shows that the library is badly organised, insufficiently used, and needs urgent attention). Even such cases can be met by providing a useful selection of books on open shelves and relegating the remainder of the stock to a store section, whence they can be obtained by application. A slight re-arrangement of the book-cases and readers' tables, in accordance with the specimen plans printed here, and the removal of the barrier counter, is sufficient to change most closed reference departments into open access ones.

III

PLANNING

Lending Departments

As most of the work of a municipal library is done in the lending department, the general remarks on planning on pp. 16-17 apply with especial force here.

In estimating the size of a new lending library the following series of factors should be used. They have been obtained by an exhaustive series of calculations (made by the late James Duff Brown and myself) from the actual figures of about 400 British library systems. It must be distinctly understood that these factors are merely averages, and are intended to assist the librarian or the architect to make a preliminary estimate of the size of the room necessary in any given district. This estimate may have to be modified to keep it within the limits imposed by the amount of money available.

The proportion of the population of a district likely to use a municipal lending

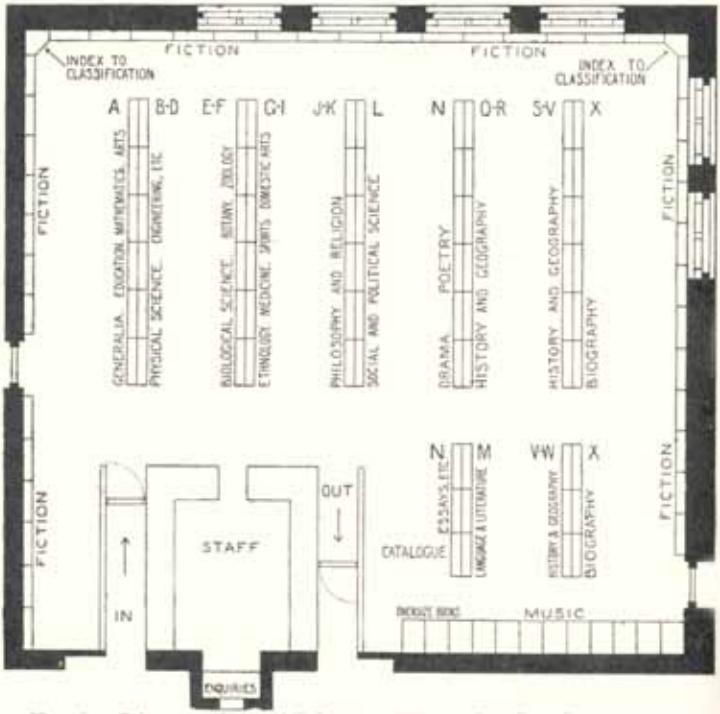


FIG. 9.—Islington Central Library—Plan of Lending Department.

library is 8 per cent. Each of these readers will borrow 28 volumes per annum. For each reader at least 3 to 4 volumes should be provided in the stock of the lending library.

So that "a town of 50,000 inhabitants would produce 4,000 borrowers, each of

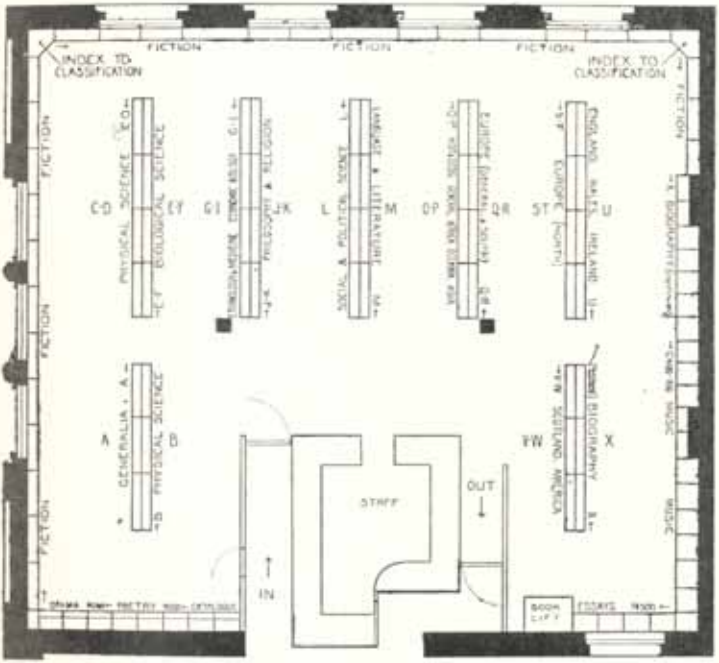


FIG. 10.—West Islington Library—Plan of Lending Department.

whom would read 28 books per annum, a total of 112,000, and a daily average (at 307 days) of 364 volumes. Assuming the library to be open 11 hours daily, that would

give an average of 33 per hour. Allowing half as many again, say 50 in all, as being the number likely to be present at one time, and multiplying by 25 square feet per reader, the total area of the room would work out at 1,250 square feet; which would hold 50 readers at a time, wall and standard book-cases, gangways, etc., and accommodate the 16,000 volumes necessary for stock." [1]

Having settled the size of the lending department to be provided, consideration can be given to its interior arrangement. The general objects that should be achieved are as follows: (1) space for the smooth circulation of readers throughout all parts of the room, without any blind alleys or inadequate gangways; (2) an obvious progression in the run of the book-stacks, thus allowing the arrangement of the books on the shelves to be displayed easily and clearly; (3) oversight from the staff counter (without making it a fetich); and (4) good natural and artificial lighting.

Arrangement of the Book-stacks.

The methods of arranging the book-cases in open access lending libraries are, roughly,

[1] Brown's *Guide to librarianship*, p. 76.

three : (1) Cases round the walls only ; (2) floor (or standard) cases arranged parallel to

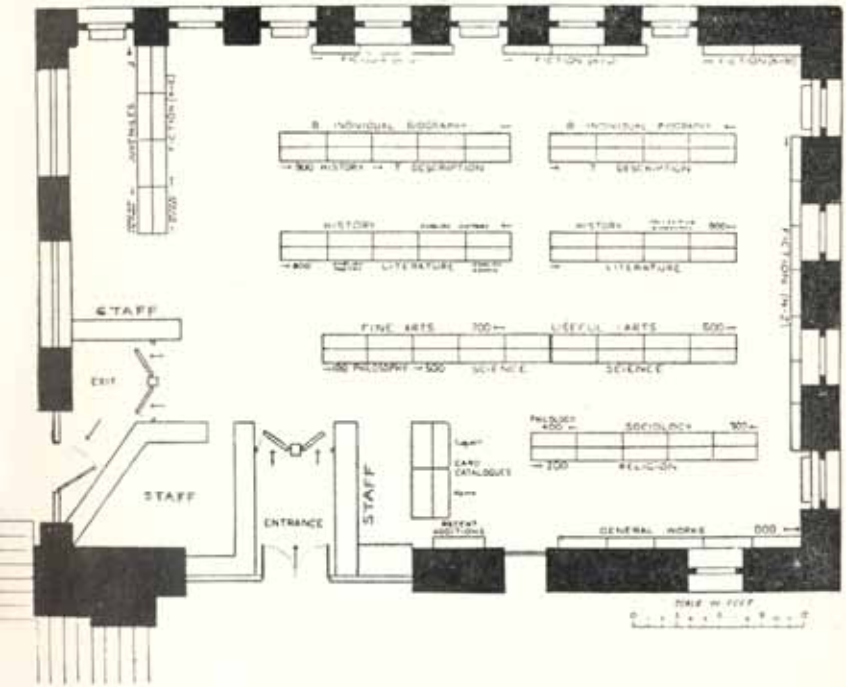


Fig. 11.—Croydon Central Library—Plan of Lending Department.

one another, and usually with the addition of cases round the walls ; and (3) floor-cases radiating in a semi-circle with the staff counter as centre. The first method, cases

round the walls only, applies to very small libraries or to children's lending libraries, and needs no special description (see Figs. 17, 19). Needless to say, it affords perfect oversight.

The second method, with the parallel arrangement of the standard cases, is the one in most general use. The plans included here (Figs. 9–11) show the method as applied to a number of lending departments that have stood the test of busy and continuous use. The chief advantage of this arrangement is that it makes the most of the space available, there being little or no waste space. It thus enables the maximum amount of stock to be carried in a given space. On the other hand, it will be noted that the oversight obtained from the staff counters is not ideal in any of the accompanying plans. It must be remembered, however, in connection with the oversight of a lending department, that members of the staff are frequently going round the room to replace returned books, and also that members of the public exercise a very considerable supervision over one another.

The third method, the radial stack, secures almost perfect oversight so far as the pos-

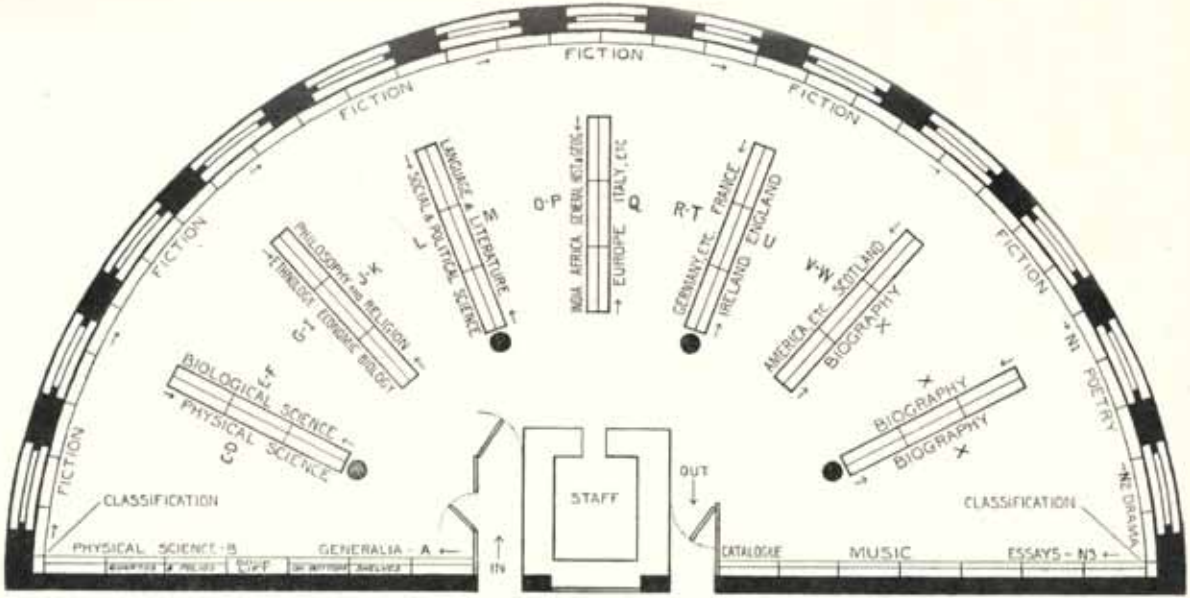


Fig. 12.—North Islington Library—Plan of Lending Department.

sibility of seeing every part of the room is concerned. The plans and illustrations shown here (Figs. 12–16) of lending libraries arranged on this principle will make this clear. The storage space for books, however,

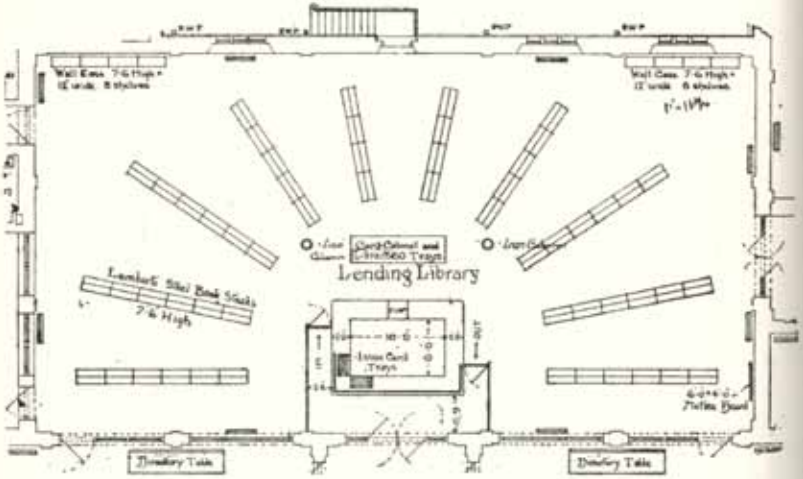


FIG. 13.—Lambeth Public Libraries—Plan of Lending Department, Herne Hill Branch.

is lessened by this arrangement owing to the waste of space at the corners of the room and between the cases at their outer ends. This waste of space is not so much in a room built specially to contain a radial stack (as in Fig. 12), but in rectangular rooms it is a serious drawback.

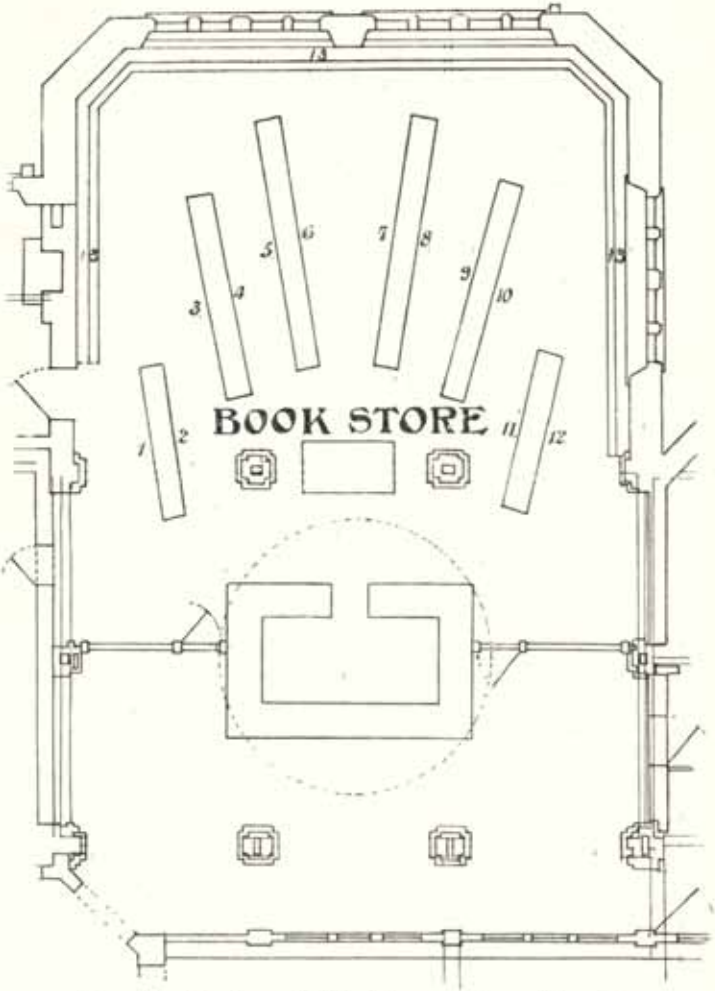


FIG. 14.—Montrose Public Library—Plan of Lending Department.

The radial arrangement of the cases is satisfactory from most points of view, in a semi-circular room built specially for the purpose, but here again the financial resources of the library may not be sufficient to cover the considerable extra expense of building the curved wall required, and the probable waste of a portion of the site. It is, nevertheless, difficult to imagine a lending library that is so effective in use and appearance, or that is better served in respect of natural lighting, than one specially constructed on the radial stack plan with windows all round the curved wall and perhaps a top light over the staff counter.

For smaller libraries in localities where site values are not too high, or where a sufficiently open site can be secured, this plan is undoubtedly the best that can be adopted.

For larger libraries, the advantages and disadvantages of both methods should be very carefully considered before any constructional work is undertaken. The disadvantages of the radial arrangement of the cases in a rectangular room, particularly, should be borne in mind.

The chief advantage, as has been men-

tioned, of the radial plan is ease of oversight. But this advantage can easily be over-

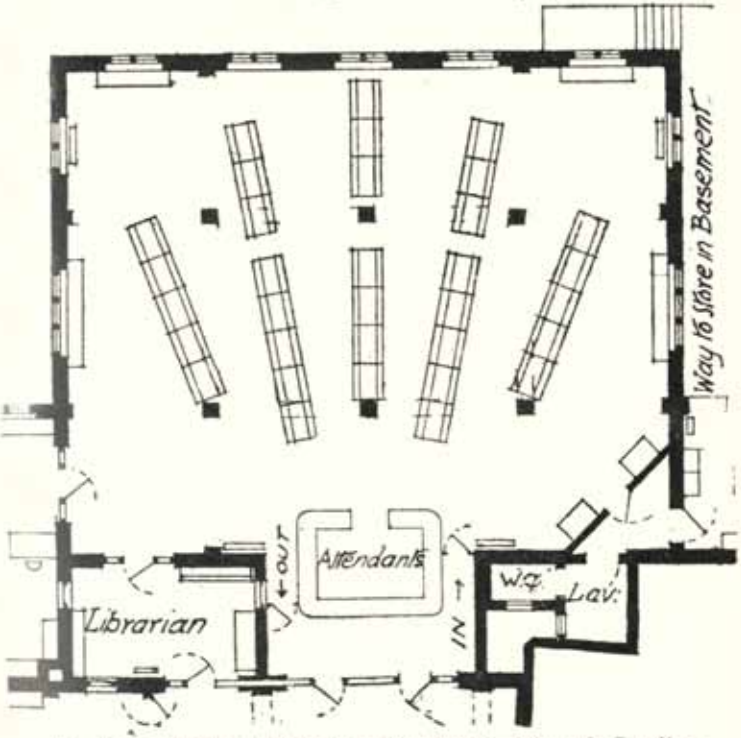


FIG. 15.—Bromley (Kent) Public Library—Plan of Lending Department.

estimated; and in our opinion it does not balance the loss of space necessarily entailed.

Another advantage of the radial stack in a

FIG. 16.—Eccles Public Library—Lending Department.

semi-circular room that is of some importance in small libraries with limited counter staffs,

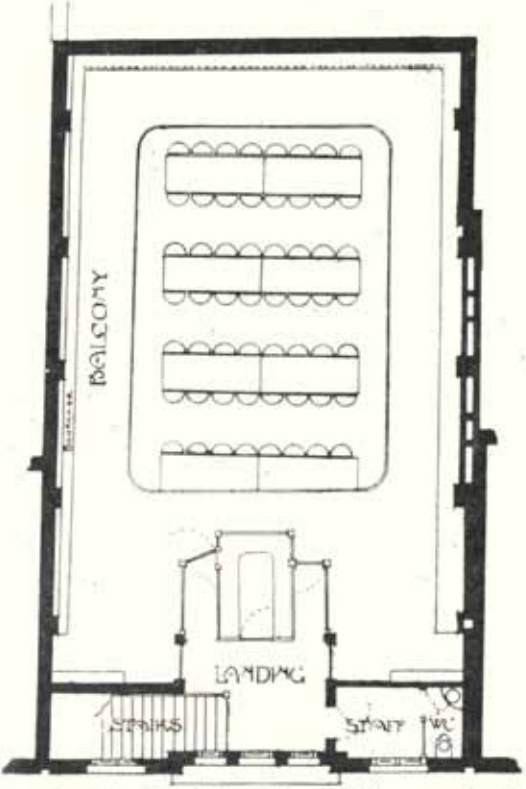


FIG. 17.—North Fulham Branch Library—showing Lending Department in gallery.

is that the distance from the counter to any part of the room is about the same, a feature

that makes the replacement of returned books and other visits to the shelves an easy and rapid process.

Gallery Plan.

Another method of planning a small library which secures lighting and oversight, but sacrifices space, was introduced by the late Mr. F. T. Barrett at the North Branch of the Fulham Public Libraries. In this plan, the lending department is arranged round a gallery (see Fig. 17), and a small staff is enabled to supervise not only the lending department but also the general reading room on the ground floor. By means of top-lighting it is possible to build a library on an otherwise impossible site by following this plan. It has been adopted recently in the Hackney Public Libraries also.

Details of Planning and Arrangement

The lending department should not be a thoroughfare to any other public department. This is particularly necessary, as only duly accredited borrowers should have access to the shelves.

Book-cases.

All book-cases should be of a uniform height of 7 ft. 6 in. The shelves should also be of a uniform length of 3 ft., except those provided for the storage of oversize books, which are best about 18 in. Wall shelves for fiction need only be 7 in. in depth. Books should not be shelved right down to the floor, but should start at least one foot above floor level.

Gangways and Passages.

Standard book-cases facing one another should be at least 6 ft. apart, with more space, if possible, between the outer cases facing the fiction wall-shelves. Cross gangways between the ends of cases should be at least 3 ft., and gangways where the ends of cases face shelves should not be less than 4 ft. It is advisable, also, to leave a good deal of space round the front of the service counter, particularly if shelves are placed there for returned books waiting to be shelved in their proper places. A suitable place must be left for the display of the library's complete card or sheaf catalogue.

Staff Counter.

The service counter should not be too large. A small counter suited to the amount of work to be done and the number of staff available, is much more efficient than a large one. In small libraries it is only necessary to have one assistant at work in the counter during a large part of the day, and then an unnecessarily large counter becomes a positive disadvantage. Long, narrow counters extending completely along one side of the room are unwieldy and largely useless. The details of the service counter are supplied in Chapter IV.

Entrances and Exits.

Closely connected with the counter arrangement is the question of the public entrance and exit. The best plan is to provide two doors, between which the counter should be placed (see Figs. 9, 11, 12). In the plans of the West Islington Library and the Herne Hill Library (Figs. 10, 13) an arrangement is shown whereby one large door is made to serve the same purpose.

Even with a rapid charging system, it occasionally happens during the rush hours

that a queue of persons gathers at the entrance to the department. It is advisable, therefore, for the sake of rapid working to arrange the entrance and exit so that the two streams of persons do not mix. This can usually be done by making the lending library door nearer to the entrance to the building the way in, and the farther one the way out.

Heating and Ventilation.

Little need be added to what has been said under this heading in Chapter III. If it is possible to keep the heating pipes and radiators out of the way this should be done. A comparison of the plans of the Islington and Croydon Central Libraries shows the advantage of the method of running the heating pipes round the room within the base of the wall shelving (Fig. 9) as compared with the ordinary wall radiator system (Fig. 11).

General Arrangement of the Stock.

This is fully dealt with in Chapter V., but the following points affect the planning of the department and must be included here.

Fiction should be placed in the wall cases round the room. This spreads the fiction-readers over a large space and prevents congestion of any of the gangways. There are more readers of fiction than of any other single class of literature, so that this arrangement is a practical one.

The plan has been tried of allocating the middle shelves of each tier throughout the room for fiction, and shelving the non-fiction above and below this band of romance. The idea underlying this arrangement is that persons looking for a suitable novel will see, and probably borrow, a non-fictional work instead. This plan is not likely to be adopted to any extent, as it dislocates the whole arrangement of the stock for a very slender reason.

The remainder of the stock should be placed in the standard book-cases in an orderly progression according to the system of classification in use. So far as possible each main class should commence with a separate case; or, if this is not practicable, with a new tier. Chapter V. contains instructions for the provision of the notices and guides required.

Partial Open Access

A combination of open access and closed lending library methods has been carried into effect in some places. The department

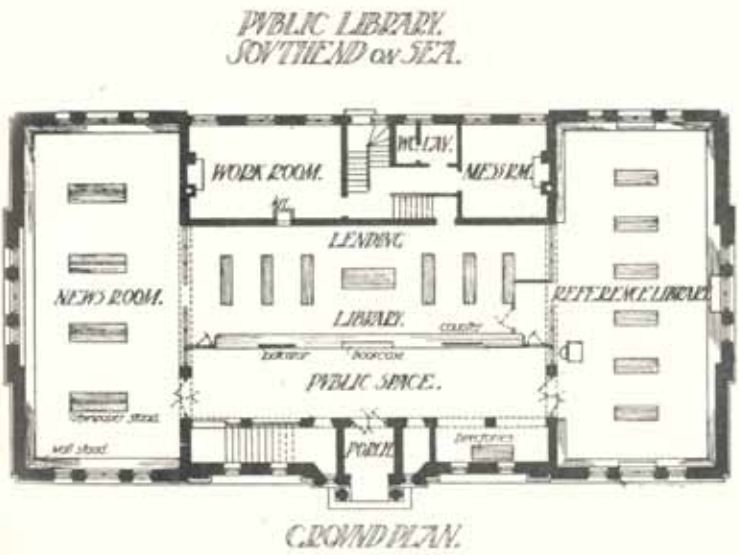


Fig. 18.—Southend Public Library—Plan of Lending Department (partial open access).

has been organised as an open access non-fiction library in conjunction with a closed (or indicator) fiction library. As a rule, this partial open access is soon replaced by open

access to the whole of the stock, and it is not to be recommended. The included plan (Fig. 18) shows how this compromise can be effected.

Partial Open Access: The "Standard Library" Plan

A kind of partial open access that might be tried in old buildings where the lending library is too cramped for space to display all its stock on open shelves, is an adaptation of the "Standard Library" idea introduced by Mr. Foster, of the Providence Public Library. His plan was to provide, in addition to the ordinary lending department, a special collection of the best books in the best editions set apart for consultation. The adaptation suggested here is to place all the best books of the lending library stock in the open access lending library; the remainder could then be stored elsewhere, and issued on application in accordance with one of the closed systems. The less-used stock could be stored very closely, and most buildings contain some small room or other space that could be utilised for this purpose. This is identical with the practice of many open

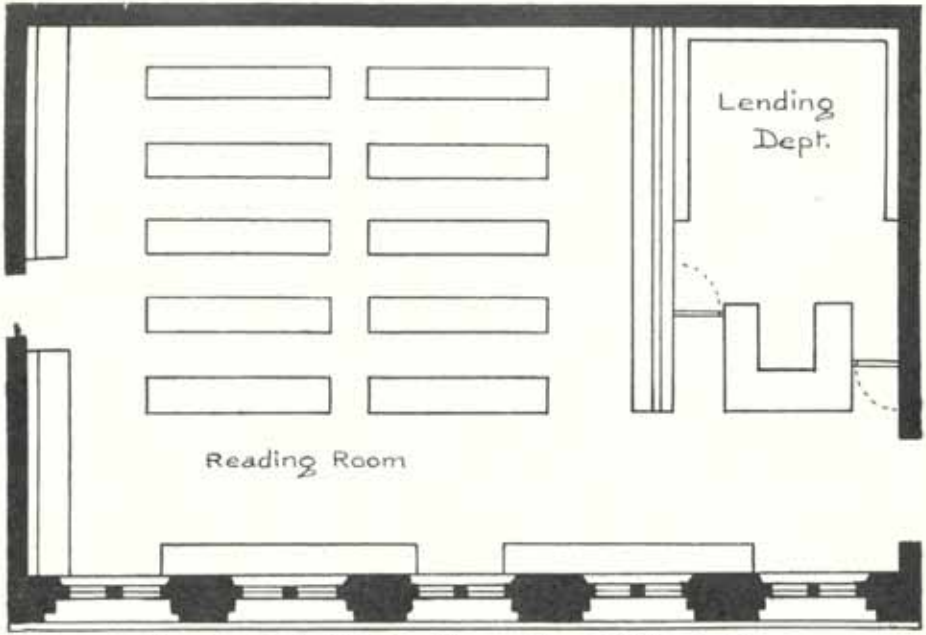


Fig. 19.—North Islington Library—Plan of Children's Room.

access reference departments, as described in the previous chapter.

Children's Departments.

In planning an open access children's department, the main problem to be settled is whether the lending library shall be divided off from the reading and reference portion, or whether these shall be amalgamated. Both methods of arrangement have much to recommend them. The solution of the problem must be largely local: very large libraries will find it most convenient to divide the lending from the reading portions, while small and medium-sized libraries will find the amalgamation more practical and useful.

The children's room should not be too large. Much better work can be performed in a small room than is possible in a large one. But this, again, depends greatly upon the staff available for the work.

Whether or not the lending library portion is separated from the rest of the department, the whole of the work can be carried on in the same room, the division being obtained by means of a screen.

The foregoing plan of the children's room

FIG. 20.—Cathays Branch Library, Cardiff—Children's Room.

at the North Islington Library (Fig. 19) shows how this division can be made; while the illustration of the children's room at the Cathays Branch of the Cardiff Public Libraries (Fig. 20) shows the amalgamated arrangement. In both plans of arrangement the entire supervision of the room is carried out from the staff counter.

Converting a Closed into an Open Access Lending Department

One of the objections frequently levelled against a proposal to convert an existing closed lending department into an open access one is that the latter system requires so much more space that the existing building is unsuitable. Carried out under ideal conditions as to space, the open access method would undoubtedly require a larger room than the one generally provided; but the ideal closed library would also occupy very much more space than do existing ones. The ideal is rarely realised in library planning, moreover, and an efficient open access library need take up very little, if any, extra space, than a reasonably arranged closed library.

As a matter of fact the space required is

very much the same with both systems, but it is differently arranged. The large space required in front of the indicator and service counter in a closed library is unnecessary in an open access one, and the extra area thus made available can be utilised in the wider spacing of the book-cases. In other words, the public service lobby is done away with, and its space is used to enable readers to move freely round the book-cases.

A few of the older closed lending libraries are, of course, unsuitable for conversion to open access under their present conditions. Very high book-cases, of the archaic type, will hold a large number of books (inconveniently) in a comparatively small room; and the change to the low modern book-cases might in itself necessitate the re-building of the room whichever system was in operation. Even in such seemingly hopeless cases, it might be worth while considering the possibility of weeding out the lumber from the stock of books, and thus making the change possible. For the sake of efficiency, the congested, high-shelved library wants re-organising in any event, whether on closed or open access lines. As a minor note it may be mentioned that the introduction

of the open access system usually results in increased issues, and consequently more shelf room.

There are few existing closed libraries,

Fig. 21.—Coventry Central Library—Lending Department before conversion to open access.

however, that cannot be converted to the open access system with comparative ease. One very busy library [1] was actually changed

[1] See Parker (W. H.) "Procedure in changing [the Hackney Central Library] from a closed to an open

from indicators to open access without being closed for a single hour; but this method seems rather too strenuous to be imitated generally.

FIG. 22.—Coventry Central Library—Lending Department after conversion to open access.

In reparing plans for changing a closed nto an open lending library, it is advisable,

library," in *The Lib. Assistant*, v. 9, pp. 63–70. This is an interesting description of the actual work done during the change.

first, to decide the arrangement of the entrance and exit, and the size and position of the service counter. As has been said previously, it is best to provide separate doors for the entrance and exit. As these doors need only be small ones (30 in. is ample) there should rarely be any difficulty about this. Many of the existing large doorways could be divided; or, in the case of very large doorways, a method similar to that shown in Figs. 10 and 13 could be adopted. A counter 10 ft. square (outside measurement) is ample for all medium-sized libraries, and only very busy libraries need anything larger than this. The shape of the counter can vary according to structural conditions; but a rectangular shape is to be preferred to a curved or multi-angular one, owing to the greater utility of its working and storage space.

Having settled these points, the arrangement of the book-cases can then be considered. So far as possible the dimensions given on p. 63 should be adhered to, but it must be remembered that they are only approximations and may be varied as occasion demands. In planning the positions of the cases, regard must be had to the questions

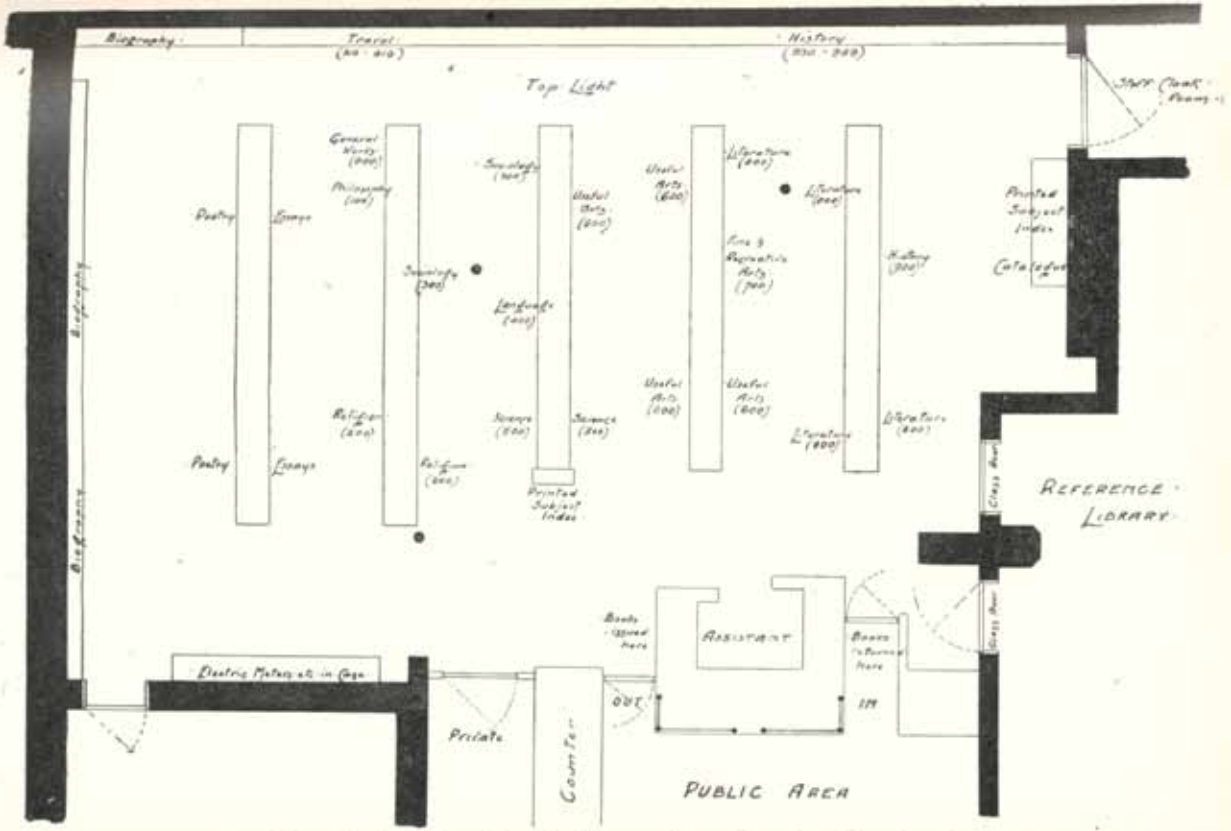


FIG. 23.—Coventry Central Library—Plan of Lending Department.

of space for public movement, storage capacity, and oversight. Between these various requirements a compromise may have to be effected, so they are placed in the order of their practical importance.

When these preliminary and general matters have been decided, work can be commenced on the details of furnishing (see Chapter IV.), and on the preparation of the charging system (see Chapter VII.).

If a closed library is at all a recent one, much of the furniture and fittings should serve in the re-organised department. Book-cases, for example, if of the modern low type, need not be altered. The long counter of the closed library may possibly be adapted with little expense to the altered requirements. The lighting points, also, usually have to be re-arranged.

It is impracticable here to give plans showing how the existing closed libraries could be altered to meet the needs of the safeguarded open access system, and the reader is referred to the plans illustrating this and other chapters as examples of the treatment of rooms varying in size and shape.

IV

EQUIPMENT

Materials

Wood is more used in the construction of library furniture and fittings than any other material. Metal is coming into use for certain purposes, notably standard book-cases and card-cabinets; but, speaking generally, wood is still the more used material.

In most modern libraries, steel standard book-cases are installed, with either steel or wooden shelves, and all the rest of the furniture and fittings, including all wall book-cases, are of wood. This plan certainly combines efficiency and cleanliness with a dignified and handsome appearance.

Oak is undoubtedly the best wood to use, not only on account of its appearance, but also for its lasting qualities. If oak is not used, the other woods best suited to library purposes are mahogany, walnut and teak.

In any case, a hard wood must be chosen. It is more expensive, in the first place, but against this must be set the continuous cost of upkeep for any of the soft woods. These latter must be painted or surface finished in some similar way, and, with the hard wear to which it is subjected, the expense of this treatment recurs every few years. Oak, on the other hand, can be fumed and wax-polished, and will then require very little future attention. On æsthetic as well as utilitarian grounds, there can be no question of the superiority of the oak and other hard woods.

It is not essential that the entire construction of the wall-cases and other fittings should be carried out in oak. The parts unseen will be quite as effective if carried out in good yellow deal.

Reference Departments

The furniture and fittings of the ordinary type of reference department described in Chapter II. are best carried out entirely in oak. It will be remembered that there are no standard book-cases in the arrangement recommended there (see Figs. 1, 2). If,

however, the adapted alcove plan is to be used (see Fig. 4), it may be considered æsthetically desirable to encase the steel standard book-cases in the same wood that is being used for the rest of the furniture.

A room treated in this manner presents a good appearance ; and although appearances are often despised, they have a considerable effect upon public use. It is a somewhat remarkable fact that a mean-looking room invites disorder and mis-use, while one of dignified appearance promotes real public appreciation and use.[1]

Book-cases.

For ordinary book-cases it is unnecessary to do more than note some of the principal dimensions and requirements.

No book-cases should be of a greater height than 7 ft. 6 in., and the bottom shelf should be about one foot from the floor. This ensures that all books are within easy handling reach of the public and the staff—a most important point. The space between the bottom shelf and the floor is usually filled by the closed base of the case, but it may be

[1] See a brief note by the present writer in the *Library World*, v. 15, pp. 129–130.

utilised (as suggested on p. 45) for the pipes used in heating the room.

Shelves should be of a uniform length of 3 ft., with a depth or width of 9 in. excluding the back. Some shelves 18 in. in length and 14 in. in depth or width should be provided for larger books.

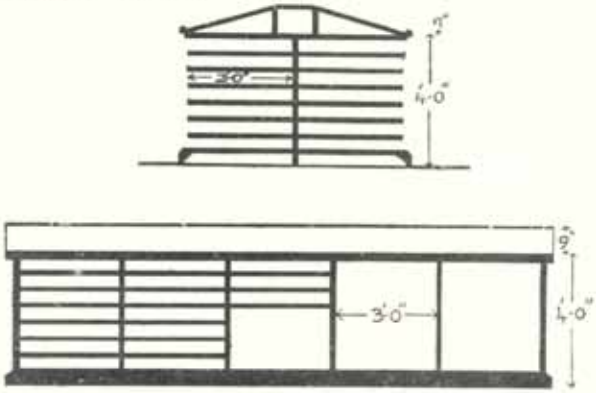


FIG. 24.—Book-case for very large books.

All shelving should be adjustable, and for this wooden shelving, Tonks's shelf fittings are to be recommended for their simplicity and effectiveness.

For very large books that should be shelved flat, a special book-case will have to be provided. The accompanying drawing (Fig. 24) shows a suitable case for this purpose.

The sloping top on this case enables readers to consult atlases and other large

FIG. 25.—Reference Library Table.

books more easily than at an ordinary table. A large double-sided case, such as that shown in the drawing, would of course stand some-

where in the middle of the room, but smaller single-sided cases can be placed against the wall in corners or other suitable positions. The shelves in these cases are not adjustable vertically, but should slide on either runners or special rollers.

Readers' Tables.

If it is possible to do so, a separate table should be provided for each reader. Proper reference work cannot be done where the readers are elbow to elbow, and separate tables give the necessary space and the desirable isolation. The form of table illustrated (Fig. 25) has now been adopted in a number of libraries. It provides a table space of 3 ft. × 2 ft. and is 30 in. high to the writing surface. The back is 9 in. high, and is furnished with a small ledge 4 in. wide for pens, etc. Local lights can be fixed easily to the backs of these tables.

Another form of table, chiefly remarkable for its lighting arrangements, is shown in Fig. 26. This form of table provides about the same amount of space as the other. The current for lighting is obtained from a floor plug on which one of the legs of the table stands. The connection with the lamp is

made by a wire inside the table-leg. The disadvantage of this method for public

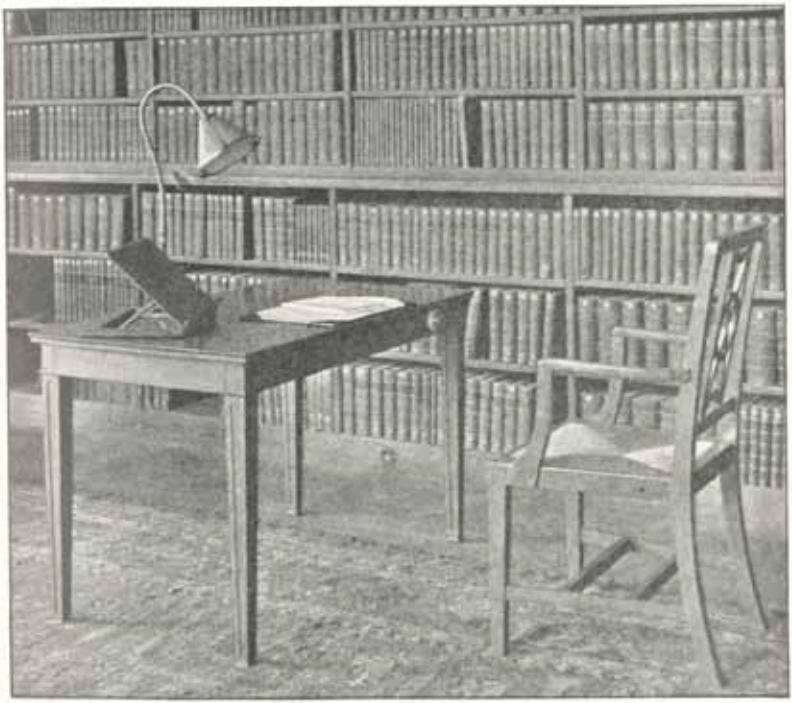


FIG. 26.—Reference Library Table (Royal Soc. of Medicine).

library use is that it anchors the table to a definite position. If the table is moved even slightly, the light cannot be obtained.

FIG. 27.—Bristol Central Library—Reference Department, showing tables.

Readers' tables with plate glass tops have been installed in a few libraries. They are

Block kindly lent by Messrs. Holbrook & Son, Ltd.

FIG. 28.—Portsmouth Central Library—Reference Department, showing tables.

cleanly, but that virtue is unlikely in itself to secure their general adoption.

If separate tables cannot be provided, the next best method is to divide the ordinary

long tables by means of screens. This secures a reasonable amount of isolation, and if sufficient table space is allowed to each reader is quite satisfactory. Tables divided in this manner are shown in Figs. 27, 28.

An ordinary, undivided long table is the least satisfactory accommodation for reference library readers.

Reading tables for use in children's rooms are best made to take readers on one side only. This arrangement promotes good order, although it requires a little more floor space than double-sided tables. In a large number of American children's rooms, circular tables are provided, but these possess no special advantages, and they give the room a confused appearance.

Lending Departments

Service Counters.

The chief special piece of furniture required in an open access lending department is the service counter. Particular attention must be given to this, as upon it the efficiency of the department largely depends. It should be large enough to enable all the necessary work to be done smoothly, but it should not

be too large (see p. 64). A counter that is too large is almost as unpractical as one that is too small, besides taking up floor space that could be put to better use.

For the ordinary lending library containing between 10,000 and 20,000 volumes, a staff enclosure 10 ft. square, outside measurement, is ample. This allows room for the charging system and the other routine work of the counter, and while it is large enough to cope with the work of the busy hours it is not unwieldy for the slack times when only one assistant may be stationed there. (In libraries of any considerable size it is inadvisable ever to have less than two assistants taking counter duty, in order that one may be free to attend to inquiries and emergencies.) A rectangular counter is better than one of any other shape because every inch of space can be utilised.

The card-charging system recommended in Chapter VII., while it is extremely rapid and effective, takes up more space than those employing the thin manila book-cards and readers' tickets. Most of the "returned books" side of the counter (the entrance) will be occupied by the charging trays, and this raises the problem of the best method of

providing counter space for readers returning their books, without unduly lengthening the counter. The best solution yet reached is to provide a narrow supplementary counter or ledge running along above the main counter-top at the public side. A similar ledge may be supplied at the exit side of the counter also, though it is not indispensable

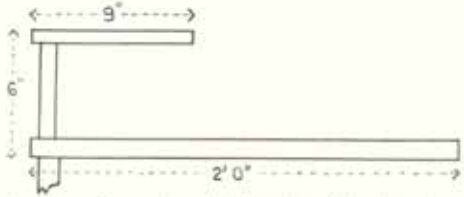


FIG. 29.—Lending Department Counter—Section showing main Counter top and supplementary ledge.

there. This ledge makes the whole length of the service counter available for the return of books as well as for the trays of the charging system. A reference to the diagram (Fig. 29) will make the construction quite clear.

The following drawings (Fig. 30, 31) contain all the necessary information for the planning of a counter. In altering the counter here described to suit special requirements, the dimensions given for the height and width of the counter-top, and the

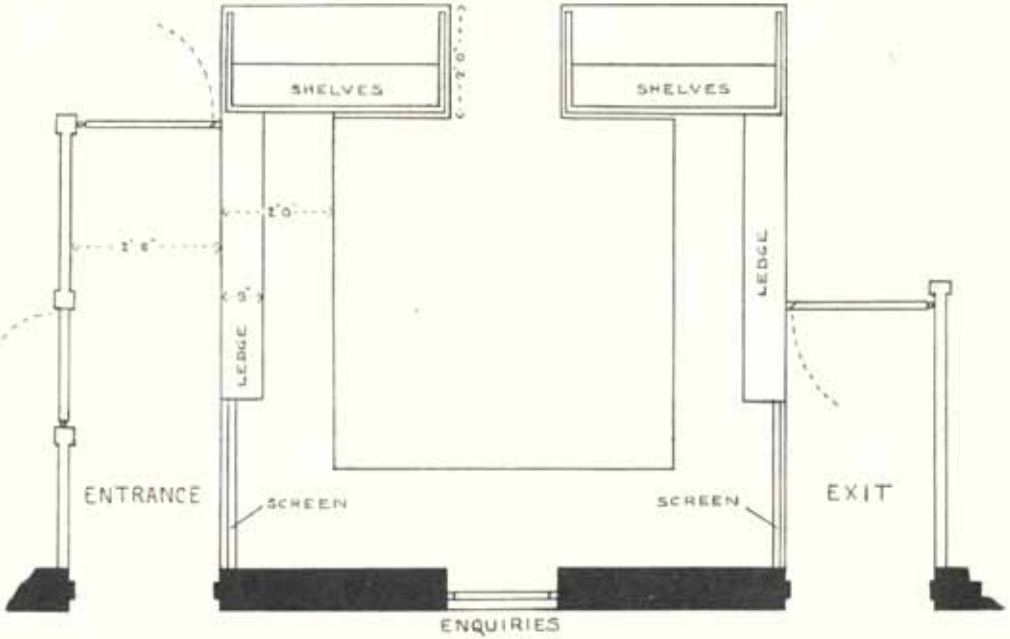


Fig. 30.—Plan of Counter for Lending Department.

supplementary ledge, should remain unchanged. The illustrations of the North Islington Library and the Hove Public Library (Figs. 32, 33) show a counter almost identical with the one of which details are given, and one that is similar in many ways.

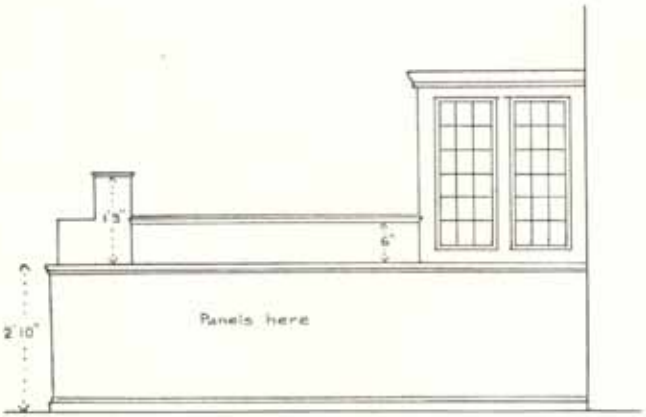


FIG. 31.—Elevation of side of counter.

Several points in connection with the counter illustrated may be noted. The glazed screen shown beside the entrance and exit doors serves partly to shut off the public from the parts of the counter at which other than issue-work is proceeding, but principally it sends readers forward to that portion of the counter near the controlling wicket-

gates where the actual work of discharging or charging books is being dealt with. It also acts as a protection for the staff against draughts.

FIG. 32.—Counter—North Islington Library.

The shelves shown at the library side of the counter are intended for books that have just been returned by readers. By placing them on these shelves until it is convenient

to return them to their proper places in the body of the library, they are made immediately available to readers and the service counter is relieved from their accumulation.

The double entrance wicket shown in the plan is for use during the very busy hours. They enable the readers to be passed more rapidly into the department, and save the necessity for a reader near the door passing behind another reader who is waiting near the top wicket for his books to be discharged. Another form of double entrance wicket is shown on the plan of the Croydon Central Lending Library (Fig. 11).

The inquiry window is not an absolute necessity, but it has the advantage of taking such work as registration and answering questions away from the busy part of the counter. The barriers on either side of the counter should be of at least of the same height as the main counter-top. They must be perfectly rigid.

Counter Fittings.

The most important counter fittings not yet described are the control wickets. These enable the staff to control the entrance and exit of readers, thus making it simple to keep

FIG. 33.—Counter—Hove Public Library.

all but registered borrowers out of the department, and to ensure that the charging and discharging of borrowed books is duly performed. These wickets should close and lock automatically, and it should not be possible for a reader to pass through until the catch is released by the assistant behind the counter.

The form of latch that is most used is shown in Fig. 34. The diagram shows one that is worked by means of a treadle, but it is possible to have instead a push knob just below the counter top if that is preferred. The disadvantage of either the simple treadle or knob is that the wicket can only be released from that one point. A much better plan, which can be arranged quite easily, is to make the wicket releasable by a board or slat extending along the length of the service counter that will act upon the treadle or knob when pressed.

The wicket-gate itself should not be a heavy piece of woodwork, because the noise it will cause in shutting will be unnecessarily loud. There is bound to be some noise when a wicket closes, if only by reason of the fact that it has to connect with a hollow counter which acts as a sounding-board. By using

as light a wicket as is practicable this noise is reduced to a minimum, and the latest improved forms of latches are also almost noiseless.

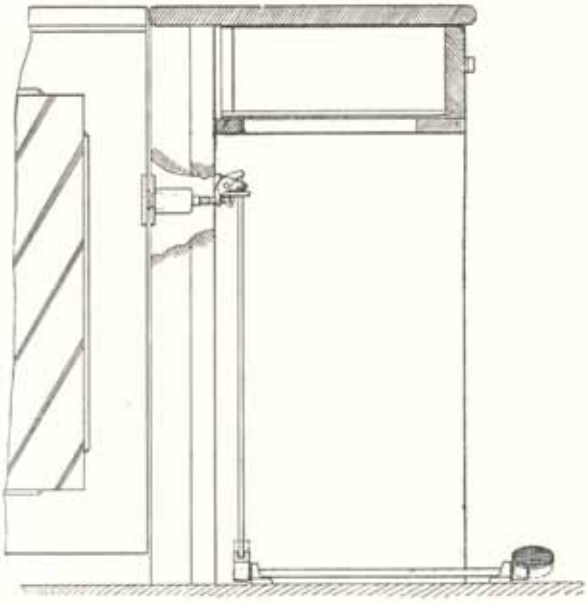


Fig. 34.—Treadle latch for Counter Wickets.

It is not necessary to have a heavy gate to prevent the passage of unauthorised persons. A light lattice-work gate is just as effective ; and, as will be seen in Fig. 35, the wicket has

even been reduced to a plain bar of the "gallows" type. An objection that has been raised to this last form of wicket, although it has not been experienced to any appreciable extent in practice, is that it allows dogs to enter.

Turnstiles instead of wickets have also been suggested, but an effective pattern of light turnstile suitable for this purpose has yet to be designed.

The mechanism for closing the wicket automatically is as important as the locking mechanism. The method in use in many libraries is to use a concealed floor spring, similar to those used in ordinary swing doors, for this purpose. These floor springs require a good deal of attention, and frequently get out of order. An ordinary coiled-spring above floor level has also been tried with some success.

The method that is now superseding all the methods in which springs are employed, is to render the wicket self-closing by means of its own weight. This is done by replacing the customary hinge by a "rising butt." The wicket then runs up-hill on its hinge when it is opened, and afterwards swings downwards again into the closed position.

The great advantages of this mechanism are that it is perfectly simple and get-at-able, and that there is nothing to get out of order.

Fig. 35.—West Islington Library—showing wicket.

It requires careful fitting in the first instance, however, but afterwards nothing is required but rigidity in the barrier and counter to which the wicket is fitted.

Interior Fitting of the Counter.

The inside of the counter should be fitted up with shelves for books temporarily withdrawn from circulation ("repairs," "reserved books," etc.) and for shelf lists, etc., and whatever is thought necessary in the way of cupboards, tills, or drawers.

Counters for Children's Lending Departments.

If a separate children's lending department is provided, a counter similar to the above will be necessary. It will be on a smaller scale, of course, and the side facing into the library (where the shelves for "returned books" are shown on the plan, Fig. 30) can be omitted entirely (see Fig. 19).

Shelving.

For all the book-cases in the lending department, the same dimensions as are given on pp. 81-82 for the reference department shelving should be observed. The strict observance of these dimensions is more important in the lending department than anywhere else.

The best combination of efficiency and appearance is secured by having all the wall-

cases made of oak (or the other hard wood in which the general furnishing of the library is being carried out), and installing metal floor stacks.

Regarding the wall-cases, little need be added to what has already been said. As the wall cases are to be used for displaying

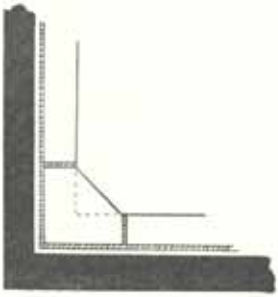


FIG. 36.—Plan showing stoppage of shelves at a corner.

the fiction stock, the shelves should be only 7 in. deep. This is an important factor in maintaining order and neatness among the books.

The shelves should not be carried right into the corners, but should be stopped about a foot away on each side. The corner can then be finished off with a plain panel placed diagonally (see Fig. 36), or the niche left open for displaying an index to the classification

scheme, a copy of the catalogue, or any other list or guide. If the corner is utilised for any of these purposes, the space can be increased with advantage.

The shelves for oversize books, as in the reference department, should be half the length of the ordinary ones. If a music collection exists, the shelves for this can be reduced to 1 foot in length, making them in effect as much a series of pigeon-holes as shelves.

The floor or standard book-cases can be made either entirely of steel, or of a combination of steel and oak. In some libraries steel cases with oak shelves are used, and this design has some advantages not possessed by the all-steel case. It is more easy to fix guides to the wooden shelves, and to alter the positions of these guides as required. Several methods of attaching guides to the fore-edges of metal shelves have been devised, so that this advantage of the wooden shelf over the metal one is fast disappearing.

The features that recommend steel for use in floor cases are indestructibility, economy of space, and the existence of various devices securing easy adjustment of the shelves. A

metal case, also, is a lighter type of construction than a wooden one, and this helps to secure oversight.

The cost of a metal standard book-case and of a similar case in oak or another hard wood, is practically the same. The question whether wooden or metal book-cases should be provided can therefore be settled on utilitarian and æsthetic grounds rather than on the score of expense.

For further information regarding the various types of book-cases in wood and metal, reference must be made to Brown's *Manual of library economy*, pp. 114–127, and Champney's *Public libraries*, pp. 30, 40.

Shelving for Children's Departments.

The only difference necessary between the shelving to be provided in children's departments and that in the departments for adults is in the height of the cases, which should not exceed 6 ft. It is also advantageous, however, to reduce the length of the shelves from 3 ft. to 2 ft., to facilitate the arrangement of the stock and the preservation of order.

A Concluding Note on the Equipment of Open Access Libraries.

Only the details of equipment of special importance to the efficient working of an open access library have been dealt with in this chapter. The numerous other details that apply equally to closed and open libraries have not been included.

It will be noted that there are practically no special fittings and furniture required for the working of the safeguarded open access system of issuing books. The counter is an ordinary piece of joinery; the wickets are simply latched gates; the charging system could be used in any type of library; and the book-cases are ordinary common-sense ones. The other essential requirement in an open access library, classification, is in reality essential to libraries of every type and condition.

V

CLASSIFICATION AND SHELF GUIDING

Classification

Exact classification is desirable in all libraries; in open access libraries it is essential. The public, being admitted to the shelves to select books, must be enabled to find particular books on given subjects at the expense of a minimum of time and thought. This can best be effected by means of a systematised classification, whereby all the books that the library contains on a particular subject are brought together and arranged in logical sequence. The old plan of dividing a library into about a dozen main classes, and numbering the books in each class consecutively as received, or even arranging them alphabetically under the several broad headings, is quite inadequate as an aid to the serious reader. An alphabetical arrangement under authors' names

might fulfil the requirements of a few readers who want books by certain authors, but it would by no means satisfy the needs of the greater number of readers who require books dealing with specific subjects, irrespective of authorship.

The gathering together of books relating to a particular subject, and their division into sections and sub-sections, is a help to the general reader, and to the student it is an incalculable boon. The closer the classification, the more useful it is to the student. An exception to exact classification, however, should be made in the case of the "form" classes. These classes, which include prose fiction, poetry, drama, general essays and individual biography, are better arranged in alphabetical order under general class headings.

In selecting a classification for an open access library, the following are the principal points to be considered :—

1. Primarily, the classification must be a subject classification, the several divisions and numerous sub-divisions being arranged under main class headings.

2. The scheme must provide for the whole field of knowledge as represented in books.
3. The grouping and arrangement of subjects must, as nearly as possible, follow a logical sequence.
4. The classification must be provided with a clear and understandable notation. This notation should be mnemonic, and planned on a flexible basis so as to allow for the intercalation of new or unrepresented subjects.
5. A good index must be appended.

The four principal standard book classification systems are Brown's *Subject Classification*, Cutter's *Expansive Classification*, Dewey's *Decimal Classification*, and the *Library of Congress Classification*. The last mentioned is planned on a very extensive scale to meet the requirements of a large national library, but its tables contain numerous repetitions which complicate its notation, and the notation possesses no mnemonic value. The other three schemes are more suitable for the purposes of ordinary public libraries. Each of these schemes has

been applied to a number of different libraries, and found satisfactory as regards notation and adaptability generally. They are applicable to both small and large libraries, as the degree of minuteness of classification can be varied, in each system, from a fairly to a fully detailed scheme, without altering the principle or plan of the system. Even in a small library, where minute classification may be considered unnecessary, it is advisable to adopt one of these schemes in which subjects are set out fully, as there is nothing lost and much gained should the library grow to larger dimensions.

Before adopting a scheme of classification, librarians are advised to study the several systems, information as to which may be found in professional text-books and periodicals. For the purpose of comparison the main classes of the three schemes mentioned previously are given, together with one section of each in detail.

The notation of the *Decimal Classification* is a " pure " or figure notation ; it is simple, within limits, and mnemonic, but the scope of the classification is restricted by the decimal system of ten places. The notation of the *Expansive Classification* is also

COMPARISON OF THE MAIN CLASSES OF THREE OF THE PRINCIPAL CLASSIFICATION SCHEMES.

SUBJECT (*Brown*).		EXPANSIVE (*Cutter*).		DECIMAL (*Dewey*).
A	Generalia.	A	General.	000 General Works.
B-D	Physical Science.	B	Philosophy.	100 Philosophy.
E-F	Biological Science.	BR-D	Religion.	200 Religion.
G-H	Ethnology and Medicine.	E	Biography.	300 Sociology.
I	Economic Biology.	F	History.	400 Philology.
J-K	Philosophy and Religion.	G	Geography and Travels.	500 Natural Science.
L	Social and Political Science.	H-K	Social Sciences.	600 Useful Arts.
M	Language and Literature.	L-P	Sciences and Arts.	700 Fine Arts.
N	Literary Forms.	Q	Medicine.	800 Literature.
O-W	History, Geography.	R-U	Useful Arts.	900 History (Geography, Biography).
X	Biography.	V-W	Recreative and Fine Arts.	
		X	Language.	
		Y	Literature.	
		Z	Book Arts.	

COMPARATIVE SECTIONS OF THREE OF THE PRINCIPAL CLASSIFICATION SCHEMES

SUBJECT (*Brown*).	EXPANSIVE (*Cutter*).	DECIMAL (*Dewey*).
L970 Insurance.	II Insurance.	368 Insurance.
971 Tontines.	IA Accident Insurance.	·1 Fire.
972 Life Insurance.	IAG Agricultural Insurance.	·2 Marine.
973 Fire Insurance.	IB Boiler Insurance.	·3 Life.
974 Marine Insurance.	IC Credit and Bonds.	·31 Annuities.
975 Underwriting.	IF Fire Insurance.	·4 Accident.
976 Lloyds.	IG Glass Insurance.	·5 Animal and Crop.
977 Accident Insurance.	IL Life Insurance	·6 Plate Glass.
979 Other forms of Insurance.	IM Marine Insurance.	·7 Boiler.
980 Annuities.	IN Mutual Insurance.	·8 Credit and Bonds.
981 Superannuation.	IO Old-Age Insurance.	·91 Government Control.
982 Pensions.	IS State Insurance.	
983 Old Age Pensions.	IW Want of Employment.	
984 Premiums.	IX Tontines.	
985 Policies.		
986 Bonuses.		
987 Risks and Surveying.		
988 Actuaries.		

" pure " in its essentials, but figures are introduced to show locality, and in a small degree to indicate form, as dictionaries, periodicals, etc. The notation of the *Subject Classification* is " mixed," but it is mnemonic inasmuch as the letters, whether appearing as initial or qualifying symbols, and the categorical numbers, always mean the same thing. The categorical or qualifying tables economise space in the general tables, and permit of close classification without complicating the notation unduly.

Practical Application. Book Numbers

The class letters and numbers of all books should be written in the inside, preferably on the back of the title-pages, and should also be carried on to the labels, book-cards, and other records. The class symbol serves as the location mark and should, therefore, be shown clearly on the outside of the back of the book. It may also be used as the charging number, although some librarians prefer to employ the accession number for this purpose. There are, however, several advantages to be obtained by using the class number for charging purposes. The issues being arranged in the same order as the

books on the shelves, a more direct reference to any particular book is afforded; the keeping of statistics is simplified; and the work of stock-taking is facilitated. Cards arranged according to a class notation are as easy to put in order, and to refer to, when once the system has been mastered, as a single running numerical sequence.

In order to distinguish book from book in the same sub-division certain tables have been devised, of which the "Cutter Author Marks" will serve as an example :—

Abbott	= Ab 2	Gilman	= G 42
Acland	= Ac 6	Ireland	= Ir 8
Cook	= C 77	Ironside	= Ir 84
Cousin	= C 83	Scarbrook	= Sca 7
Crabb	= C 84	Scott	= Sco 6
Gardiner	= G 16	Scrofton	= Scr 5

Supposing, for example, there are five books on Ulster, and the Decimal Classification is in use, they would be differentiated thus :—

Abbott on Ulster	.. ..	941·6 Ab 2
Cook	,, ...	941·6 C 77
Gardiner	,, ...	941·6 G 16
Ireland	,, ...	941·6 Ir 8
Scott	,, ...	941·6 Sco 6

These distinguishing marks are intended mainly for purposes of charging, but they are of little practical use. It is quite a simple matter to find a particular book, even in a large section, if the books and charging records are kept in alphabetical order of authors' names under their topic numbers.

Tags and Lettering on Books

The method of showing the class number by means of a tag or label affixed to the back of the book is unsatisfactory. It is very difficult to get a tag that will firmly adhere to the back of a book for an appreciable time. Also, the surface of the tag must be of a light colour as a background for a lettering of black ink, and, should it adhere for a long time, it will become dirty and unsightly.

If ordinary tags are used, Dennison's small, circular, white tag, coated on one side with a thin gum, is to be recommended. The lettering on this and similar tags should be written or printed boldly with a permanent black and waterproof ink. A paper varnish applied to the tags after they are fixed will add to their durability.

The most satisfactory method is to dis-

pense with the tag altogether, and to have the classification or location number printed directly on the back of the book. Ordinary binders' lettering is to be preferred and, wherever possible, provision should be made for this lettering to be done on the library premises. When once the technical details have been mastered, the work of numbering or lettering in gold on the backs of books should present little difficulty to a person of average intelligence. If the operator is a novice he will need a certain amount of practice before he attains proficiency, but, by following the instructions given in Coutts' and Stephen's *Manual of Library Bookbinding*, he should be able in a short time to letter neatly and legibly. Should it be impracticable for this work to be done at the library, the books can either be sent to the binder to be numbered, or the gold-leaf impression substituted by a lettering of white ink, which should be applied with a pen or camel-hair brush, and allowed to dry. Directly afterwards, a thin coating of varnish should be brushed over it. This lettering is not so neat nor so permanent as the binders' lettering, but it will last, with ordinary wear, for two or three years.

The object of lettering is to facilitate the finding of books, and it must, therefore, be uniform, bold, and clear. There is a diversity of opinion regarding the arrangement of lettering. Most librarians and binders adhere to the orthodox method of putting the title first (generally in the second panel), the author's name in the middle, and the location or class number in a lower panel at a uniform distance from the bottom. On the other hand, some librarians prefer to have the class number in the top panel, the author's name in the second, and the title in the third. There are arguments for and against both methods, but the former undoubtedly results in greater uniformity, as the position of title and author's name corresponds with the large majority of books as issued by publishers. There is also an advantage in having a definite place for the class marks that is not altered by variations in the height of books. Whichever form of lettering is adopted it should be adhered to throughout the library system.

Plan of Arrangement

The arrangement of the books on the shelves is governed to some extent by the

plan of the library building, but so far as is possible the following rules should be observed :—

1. The books should be arranged according to their class symbols ; class following class in the order of the scheme of classification.
2. A division should be made between the main classes, *i.e.*, each class should commence in a new book-case or tier.
3. Fiction should be taken out of its class order and arranged in the cases round the walls, as this has the effect of distributing readers of fiction over a large area, and leaving more room for other readers in the passages between the intervening book-stacks.
4. " Oversize " books and music, owing to the special shelving required, should also be taken out of their class order and placed where convenient.
5. Juvenile literature should be placed in a separate children's room, although in some libraries it is included in the general lending library.

It is advisable, particularly if the library is a large one, to exhibit in a prominent place

a guide plan of the library, showing the position of the main classes, catalogue, etc. Such a plan is especially useful in those libraries where the natural order of the classes has been altered to suit special conditions and requirements. The style of plan is shown in Figs. 3, 9 *et seq.* The plan will be rendered more effective if the several main classes are differentiated by means of distinctive colours.

Guides to the System

Taking for granted that a satisfactory scheme of classification, adequately indexed, is in operation, it is necessary to provide guides so that a person of average intelligence can follow the system easily. When planning a scheme of guiding for an open access library it is advisable to place oneself in the position of an ordinary borrower on being admitted to the shelves for the first time. He is naturally bewildered by the array of books with which he is surrounded, and needs a simple rather than an elaborate system of guides to aid him. The method of guiding, therefore, must be plain and simple, but at the same time it must be efficient.

Index to Classification.

In the first place the subject-index to the classification should be made available for public use. Two copies, one on either side of the room, are desirable. These can be attached by rods to desks provided for the purpose. Over these there should be printed in plain letters, preferably white on a black ground, " Index to Classification." Regarding the index itself, the simplest method is to take that published with the classification scheme and to have it rebound in a strong library binding. There are, however, two objections to this method; the paper on which the index is printed is likely to be of a quality that will not withstand for very long the wear to which it will be subjected; and the index will contain a number of subjects unrepresented in the library. The first objection may be met by taking two copies of the index and mounting each page on jaconet or strong paper, and afterwards binding in book form. In this case the initial cost is doubled, as two copies are required to make one index, but it is more economical in the long run. Another way, that overcomes both objections, is to have the index typed

on paper of good quality and bound in sheaf form. By omitting subjects unrepresented in the library the index will serve as a key to the actual contents. New subjects, as they are added, can be inserted in their proper places with very little trouble. If card catalogues are in use, the index could be written up on cards, but the sheaf method has the advantage of preserving the book form familiar to the public.

Class Guides.

Each class, and its principal contents, should be indicated in a manner calculated to catch the eye of the public. An effective method of showing class headings is that of affixing guides in the form of signals at the ends of the cases, as illustrated in Fig. 37. For example, class L in Brown's *Subject Classification* would appear, thus :—

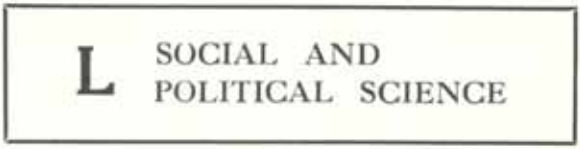


FIG. 37.—Main Class Guide.

Much detail is inadvisable in the case of the " signal " guides ; boldness and clearness are essential. A white lettering on a black or dark green ground stands out very clearly, and its effectiveness is increased if the sign is so made that it can be illuminated at night from the inside. Illuminated signs of this description are in use at Fulham ; they are in the form of an oblong box with glass sides, on which the lettering is duplicated so that it can be read from either side. In the same way, where ordinary guides are employed, duplex frames should be used, except in the instance of wall cases where the particulars are necessary only on the front.

Sectional Guides.

The " signal " guides should be supplemented by sectional guides covering the principal contents of the classes, which should be placed over the books in the centre of the tiers at an angle sufficient to enable them to be read easily. The form of the sectional guide is that of a framed card (about 12 in. by 20 in.) setting forth the chief divisions of a class, thus :—

L

SOCIAL AND POLITICAL SCIENCE

000 Social Science
100 Political Economy
200 Political Science Government
300 Central and Local Administration
400 Law
500 Trials. Actions
600 Criminology. Police. Penology
700 Contracts. Property.
800 Commerce and Trade. Money
900 Finance

FIG. 38.—Sectional Guide.

These guides merely indicate the relative position of the books, and not the exact shelf on which books on particular subjects are to be found. Their chief value is that the main divisions of a class or section can be seen at a glance, thus enabling the reader to follow the topic or shelf guides more quickly and intelligently.

Shelf Guides.

Of the methods of shelf-guiding in use the most common is that of attaching to the shelves small strips of thin white cardboard,

on which the names of the sub-divisions of the subjects represented are printed. For these labels a bold half-inch block type is suitable, and they can be lettered as required by the aid of a hand-printing set. There are several kinds of label-holders which can be fitted to the shelves, but the simplest and cheapest form is a piece of transparent xylonite bent at right angles. This can be

Fig. 39.—Shelf Guide.

fixed to the underside of the shelf with a drawing pin or screw, as shown in Fig. 39. Drawing pins are preferable to screws, as they fix the holder quite securely, and can be moved more conveniently when necessary. The advantage of this form of label-holder is that it can be cut to any size if wanted for small labels. Label-holders made of sheet metal are in common use. The upper and lower edges of the front of these holders are flanged so as to form grooves to receive the labels. An old type was screwed or tacked to the edge of the shelf, but later and improved forms are provided with projections

at top and bottom by means of which they can be fitted to the shelves, and moved forward or backward as required. Where metal holders are employed it is desirable to insert strips of xylonite in front of the labels to protect them from dust and damage.

Several labels may be fixed to a shelf, but generally two or three are all that are required. Too many labels tend to confuse readers and are often unnecessary. In addition to the names of subjects, the classification symbols should be shown. The class number need not be given on every label ; if it is shown at the commencement of each shelf it will provide a progressive numbering throughout the library that will enable readers who have consulted the catalogue, or subject-index, to find particular sections easily.

The method of shelf labelling, described above, is simple and effective, but it has certain disadvantages. The xylonite label holders are apt to get damaged, and let in the dust, to the detriment of the card ; and the metal holders are liable to be moved from their proper positions when books are taken from the shelves. Also the labels are necessarily small and only allow of bare information being given. For these reasons some

librarians have discarded shelf-guiding and have adopted tier-guiding instead.

Tier Guides.

The tier guide is a chart of subjects represented in one or more tiers. A form of chart for a single tier is as follows :—

CHART OF SUBJECTS IN THIS TIER
PHYSICS 535 LIGHT
PHYSICS 536 HEAT
PHYSICS 537 ELECTRICITY FOR ELECTRICAL ENGINEERING SEE 621-3
PHYSICS 537 ELECTRICITY 538 MAGNETISM
PHYSICS 539 MOLECULAR PHYSICS
540 CHEMISTRY 541 THEORETICAL
CHEMISTRY 542 PRACTICAL EX- PERIMENTAL

FIG. 40.—Tier Guide.

It measures approximately 5 in. wide by 10 in. high, but the height would vary slightly according to the distance between the shelves at different libraries. It is framed and can be fixed between the shelves in the centre of the tier, as shown in the following diagram (Fig. 41).

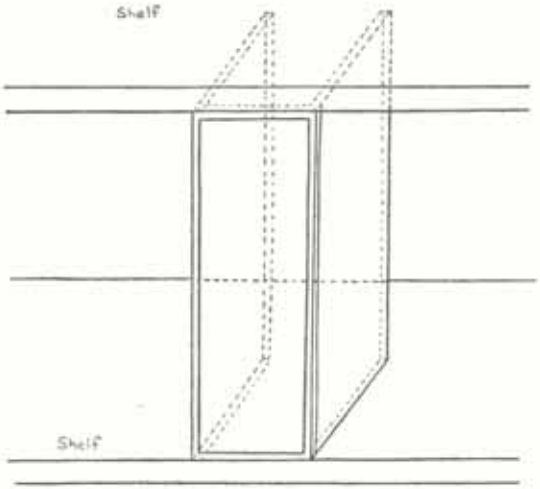


Fig. 41.—Tier Guide, Showing Construction.

If this method of fitting is adopted, side pieces must be provided so as to prevent

books slipping behind. The back of the frame should be movable in order to allow of alterations on the card. The side pieces could form part of the frame, and the whole fixed to the shelf; or the frame could be separate from the back portion, and hung to the shelf, thus making it possible to change the guides to different tiers, without taking out the cards. Where the tier-guide is fixed in this way it will mean a loss of shelving space averaging three or four books to a tier, but in many libraries this space could be afforded.

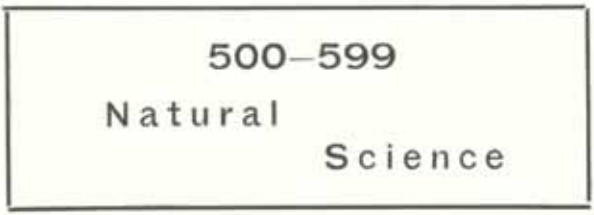
A variation of the foregoing plan is to attach the framed chart to the upright between each tier so that it projects at right angles. This method, however, is rather unsightly, and the frames are liable to be struck by readers. These disadvantages may be overcome by a hinged frame, enabling the chart to lie flat in front of the books at the beginning of the shelf, which can be pulled out at a right angle as required. Charts fixed according to this principle can be seen at the Croydon Public Library.

Another variation is to treat a whole side of a book-stack, instead of a tier, in similar

ways to those outlined. Sometimes the chart is fixed to the end of the stack.

Alternative Methods.

In the *Library World* (Vol. VIII., pp. 261–6) Mr. E. A. Savage, Chief Librarian of the Wallasey Public Library, describes the system of guiding introduced by him at the Bromley (Kent) Public Library. In this system the class guide is placed over the middle of each main class. The size of the guide, including the one-inch moulding of the frame, is 24 in. × 12½ in. The lettering is painted in white, black-shaded, on dark olive cardboard, and states the inclusive numbers and name of its class, thus :—

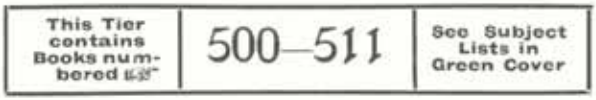


"The name on this guide (but not the numbers) is repeated on a series of coloured labels [each class having a different colour to

correspond with that shown on the plan exhibited in the library] which are held by xylonite label-holders fixed to the second shelf from the top of each tier or bay of the stack containing the class :—

Size, 5 in. × ⅞ in.

" On the third shelf from the top of each tier—that is to say, on the shelf beneath the coloured delimiting guide—is a white guide, also held by a xylonite label-holder.



" This guide is called the *Tier-Guide*, its object being to show plainly the contents of the tier."

The following diagram illustrates the scheme of shelf-guiding proper.

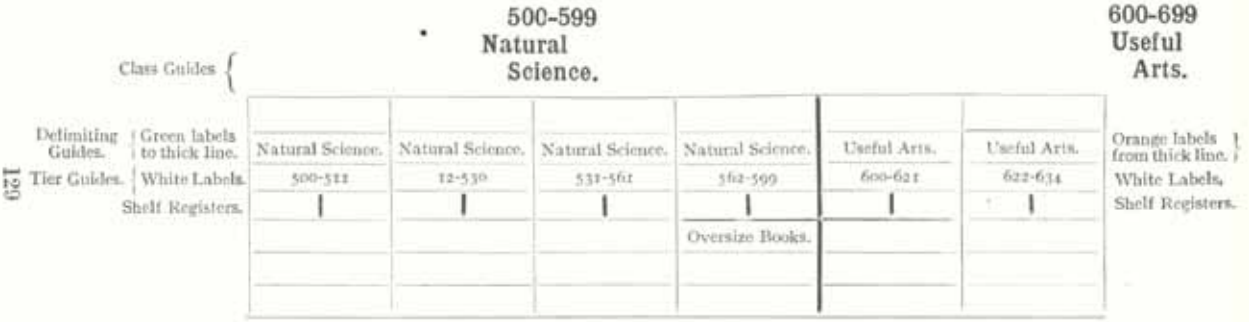


FIG. 42.—Diagram illustrating shelf guides.

Projecting from the books in the middle of the shelves underneath the tier guides are binders containing shelf registers for public use. On the inside covers of the binders class tables are pasted. For example, each of the four covers for "Natural Science" (see Fig. 43) contains a copy of the table of that class.

Books on the Subjects marked * are shelved in the Tier in which this Cover is placed.

NATURAL SCIENCE.

* 500	**General works**	550	**Geology**
* 501	Philosophy	551	Physical geology
* 502	Compends	552	Lithology
* 503	Dictionaries	553	Economic geology
* 504	Essays	554	Europe
* 505	Periodicals		Etc.
* 506	Societies		
* 507	Education		
* 508	Polygraphy		
* 509	History		
* 510	**Mathematics**		
* 511	Arithmetic		
512	Algebra		
	Etc		

FIG. 43.—Tier guide.

The shelf registers, or subject lists, are bound into the covers by clasps, and each section relates exclusively to the books in

the tier. The following is an example of part of one sheet. References to " oversize " books are given as in line 4.

Author.	Title.	Class No.
	Religion & Science	***215***
Argyll	The Reign of law. 1887.	
Billing	Scientific materialism. 1864.	
Bonney	Old truths in modern lights. 1894.	
Dick	The Christian philosopher. [On shelf for oversize books, following 299.]	
Draper	Conflict between religion and science. 1893.	

When available for circulation, all the books contained in these Subject Lists are shelved in this Division in order of class number. See Subject Index.

Fig. 44.—Shelf register for public use.

The advantage of this method is that the student, after finding the location of his particular subject from the subject-index, has all the other information he requires ready to hand. By referring to the shelf lists he can see, without reference to a card or other catalogue, what the library contains on a certain subject, and, at the same time, he has before him the books that are " in " at a particular time.

It is possible to apply the same principle where the subject catalogue is in sheaf form. In this case the catalogue would be placed on the middle shelf of the first tier in each class (see Fig. 45).

Reference Blocks or Dummies

Various methods have been devised to indicate the position of books which, for certain reasons, are located elsewhere than in their general order. For books withdrawn temporarily a piece of millboard, covered on the fore-edge with white paper, is sometimes used.

A projection overhanging the front of the shelf prevents it being pushed back, and enables it to be seen readily. Where the binding of books is carried out with dispatch these cards will not be necessary for this purpose, but they can, of course, be employed in other instances where books are withdrawn for a lengthy period.

More permanent dummies must be provided for books which, on account of their size, are located on other shelves. A handy form of shelf dummy is a block of wood, about 7 in. × 5 in. × $\frac{5}{8}$ in., painted white on

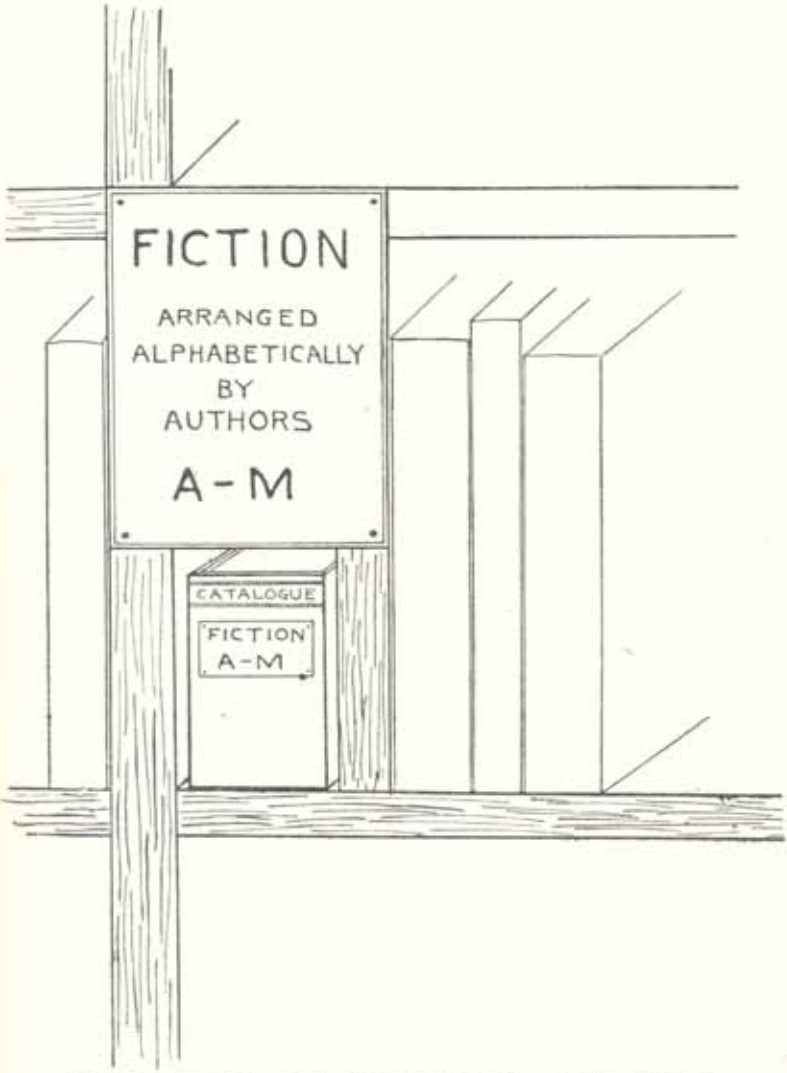


FIG. 45.—Application of Sheaf Catalogue to public shelves.

the front, or covered with white paper and varnished, and lettered with the title, etc.,

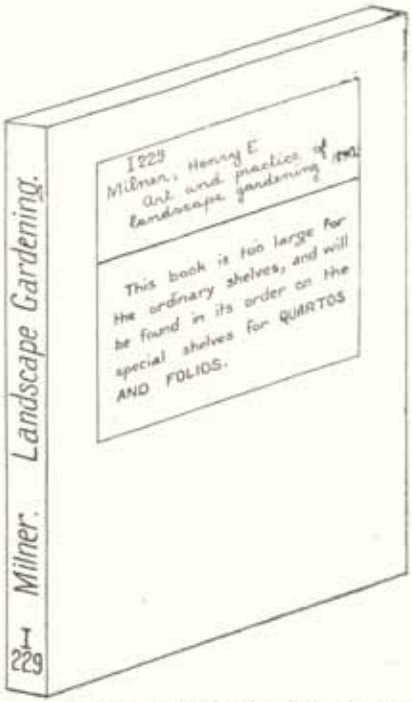


FIG. 46A.—Shelf dummy for books shelved out of order.

of the book it represents, as illustrated in Fig. 46.

The particulars should be given on both sides of the block, so that whichever way it

is withdrawn from the shelf the information can be seen.

A similar sort of block must also be provided to indicate the position of books written under pseudonymous names, as in Fig. 46B.

FIG. 46B.

If considered desirable, references can be made by means of blocks to other departments where certain subjects are represented more fully. In the *Library World* (Vol. X., pp. 246–8) arguments are given in favour of co-ordinating the various departments of an open access library by this means. To quote one instance: "A reader in a certain library recently wanted to borrow a book on the spinal cord. Nothing on that subject was in the lending library. He was referred to Quain's *Dictionary of Medicine*, and found nearly sixty pages in it on that subject. The book was in the reference department, and he would never have thought of going there" if the reference had not been given. It is, however, inadvisable to carry this principle too far; only the more important references

should be given, or it will be found in some cases that the blocks will outnumber the books.

Book-Rests

Most librarians will be familiar with the several forms of book-rest in general use, and it is, therefore, unnecessary to enter into

Fig. 47.—Tongued Metal Book-rest.

detail. A common form is a rectangular tongued metal rest (Fig. 47). The objections to this kind of rest are that it is apt to slide too easily, and books are liable to be damaged by its sharp edges.

A better form is that illustrated in Fig. 48. This is provided with flanged sides, by reason of which there is no danger of the books being damaged as may be the case where rests with sharp edges are employed. The flange at the

front could be used to mark off class or alphabetical divisions, but it is not recommended that it should take the place of the shelf-guide.

Another type of rest that is useful in classified libraries is a combined book-rest and shelf-guide. This is a plain wooden block mounted on a metal angle piece. The

FIG. 48.—Flanged Metal Book-rest.

objection to this form of rest is that it is apt to fall to the ground when books are removed carelessly from the shelves. This objection does not apply to the "Yale book-rest," which is screwed to the shelf, but this fitting is disadvantageous on shelves from which books are removed frequently. It is useful, however, in the case of large and heavy books that are liable to fall and overbalance the ordinary metal rests.

Auxiliary Appliances

A convenient form of book-holder, designed primarily for desk use, has been adapted very successfully to shelving purposes. As will be seen in Fig. 49, the upright ends slide along a

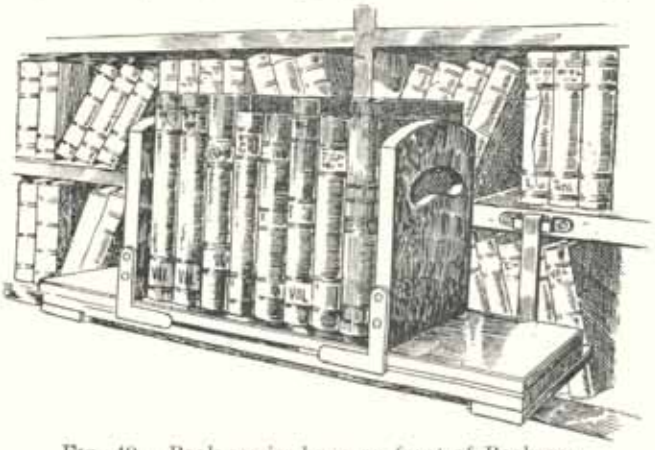


Fig. 49.—Book-carrier hung on front of Bookcase.

groove at the bottom and firmly grip a small or larger number of books.

By having hooks attached at the back, and staples to correspond fitted to the ends or fronts of book-cases, these book-slides can be used conveniently for shelving and other purposes.

In large libraries a book-truck will be

found useful for moving quantities of books to and from the shelves.

Misplacements

One of the principal arguments urged against open access is the misplacement of books by readers. This trouble has been much magnified; misplacements do occur, but, as a rule, they can be detected and rectified with little difficulty, if the class letters and numbers are printed boldly and clearly on the backs of the books. Experience has shown that misplacements happen more frequently in the class of fiction than in the non-fiction classes. Therefore it is advisable, in the case of fiction and other form classes, to print the first three letters of the author's name, in lieu of, or in addition to, the class number. For instance, if a book by Ainsworth, bearing the letters "AIN," is wrongfully placed next to those of Besant "BES," it can be seen readily.

In many libraries it is the custom to distinguish classes or authors by means of various coloured bindings. Provided that the durability of the material is not affected, it is desirable to make use of a variety of colours

for the covers of library books. This differentiation is useful in libraries systematically classified, especially in those conducted on the open access principle, as it distinguishes the various classes and constitutes a check whereby misplacements can be detected and corrected. It also facilitates the shelving of books by the staff, and this applies equally to libraries where the "closed" or barrier system is in operation. No colour scheme, however, is entirely satisfactory in these respects. The scheme may be perfect theoretically, but in practice it will be negatived to some extent by the treatment that library books receive at the hands of readers—which is calculated to darken light bindings in a very short time—and by the contiguity, on the shelves, of books in their original or publishers' covers.

Another method of preventing or detecting misplacements is the employment of small round spots of paper of varied colours pasted on to the backs of the books, and enamelled on the surface ; each shelf being distinguished by a particular colour, and each tier by a difference in the position of the spots. This method is described in Brown's *Manual of Library Economy* (section 247), but, in our

opinion, it disfigures the books and is unnecessary.

As a preventive, notices should be displayed at intervals over the books on the shelves, to this effect :—

PLEASE REPLACE BOOKS IN CORRECT ORDER, UPRIGHT ON THE SHELVES

Other aids are given in Chapter VIII., to which reference should be made.

VI

SPECIAL CATALOGUES

THE SHELF REGISTER

THE shelf register is an important tool in an open access library, its uses being many. It is a record of the books as they stand on the shelves, and, at the same time, is an inventory of the stock of the library. It should be examined frequently, as it assists in book buying by showing what subjects are well represented and what subjects require strengthening. It assists consistency in classifying by showing the classification numbers given to certain books. It may be used as the temporary classified catalogue in a new library, or in one changing its system to open access, until the printed, typewritten, or manuscript one is ready. If no catalogue is in existence, and if a list of the titles on a certain subject be wanted, the shelf register will give the required information.

It is not intended here to describe all the

varieties of shelf register as used in open access libraries, but three typical ones may be briefly noted.

One method is to have the shelf register on cards showing accessions number, classification number, author's name, brief title of book, and number of volumes if more than one. The cards are arranged in their classified order in trays, boxes, or the drawers of a cabinet. This method, however, has one or two disadvantages. All the entries on a special subject or bearing the same classification number are not seen at a glance, this, of course, being a hindrance in a busy library. The cards, moreover, are not so easy to work with as sheets at stock-taking, and owing to their size there is insufficient room for notes or for showing the various dates of stock-taking for any length of time.

Another method is to have the shelf register in sheaf catalogue form which, of course, should have all the features of a register on cards. It is certainly handy to use when stock-taking, although somewhat expensive for small libraries.

The method recommended is to have the shelf register on loose sheets measuring say $9\frac{1}{2}$ in. $\times$ 7 in., one sheet or more being used

for each class division or sub-division. The sheets are marked boldly at the top right hand corner with the class number, and the books are entered at their respective places as received. The entries should be brief, but inclusive, showing all the features of the other varieties. A ruling of this sheet is shown below (Fig. 50).

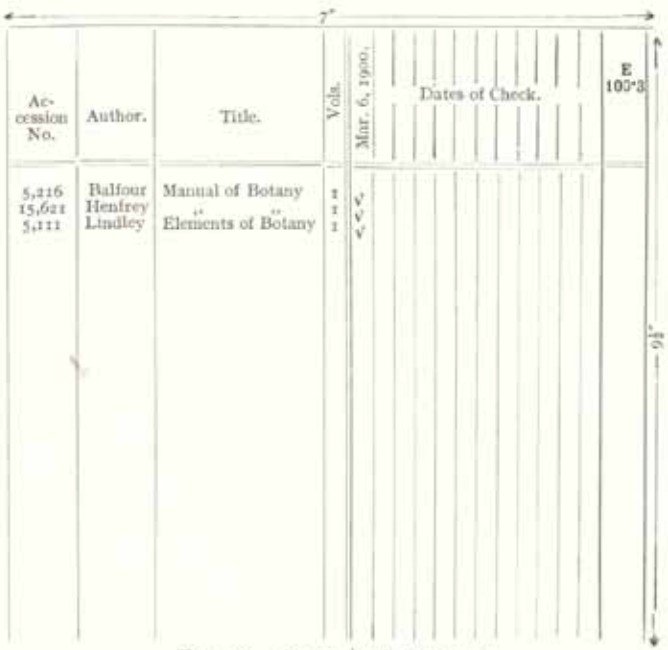


FIG. 50.—Shelf-check Register.

The narrow columns are to be used for entering the dates of the stock-takings, annually, or oftener if desired. If annually, the sheet will stand for twelve years. The date of stock-taking is entered, and the tick in the column shows that the book has been accounted for. Books missing are not ticked off but a note is taken for further search in the charging system, and lists of books at binding or elsewhere. The sheets should be examined frequently and any books not accounted for should be entered on sheets or in a book specially ruled for the purpose. This book should have columns showing particulars as to classification number, accessions number, author, title, date when missed, date of recovery, and any further particulars or information which it may be desired to record. It has been found to work well in practice to keep the sheets loosely in cloth-covered boxes measuring $10\frac{1}{2}$ in. $\times$ 8 in. $\times$ 1 in. with hinged side. The boxes must be labelled on the back showing their contents. It is well to protect the first and last sheets with a sheet of brown paper. This form of shelf register for, say, 20,000 volumes, will not require any more than 4 ft. of shelf room, if both sides of the sheets

be used. Some librarians may prefer to use one side of the sheet only and strictly keep to one sheet or sheets to one subject or phase of a subject. For instance, if the Subject Classification be used, and the heading F000 Zoology (general) is used for one sheet or sheets, the decimal or categorical points ·3 Text-books, systematic, and ·4 Text-books, Popular, ·438 Distribution, etc., may be allocated to their own sheets. This is a good plan although not necessary in an ordinary library unless in the case of a special collection. It is advisable to leave a few lines between each entry of each title if an alphabetical sequence of authors be wanted.

Owing to want of space and books getting out of date, it is necessary sometimes to remove books from the public room to a store or place set apart for crowded-out books. The shelf register should show their location by a certain mark, say a red ink cross, or the words "old stock" written against the entry; or a supplementary shelf register may be used showing these removals. It is necessary also to show the location of books which are either too large or too small for the ordinary shelves, and this may be done by a special mark, or by the symbols 4°, f°, or

12° against the entries, thereby directing to those parts of the library where the oversize, etc., books are shelved.

Printed Catalogues

Open access has changed considerably the point of view regarding printed catalogues. In a library conducted on the barrier system a printed catalogue of all the books contained in the library is necessary ; in an open access library it is not necessary, though perhaps it is desirable. The borrower to whom is granted direct access to the books has a great advantage over the borrower from a " closed" library in being able to examine the books for himself, and experience shows that far less use is made of printed catalogues in open access libraries than in barrier ones. Also, most catalogues cost much more to produce than is realised by sales, and become out of date soon after they are issued. These facts should be borne in mind when considering the question of the form a catalogue of an open access library should take.

The common forms of a library catalogue are : (1) The Dictionary, or Alphabetical ; (2) The Classified Catalogue ; (3) Class Lists.

The first is unsuited to a library conducted on the open access system because it follows an arrangement different from that of the books on the shelves. Also, it is bulky, expensive to produce, and quickly becomes out of date. The classified catalogue in its complete form is a useful tool for the student, but, if the library is a large one, it must be sold at a price that is prohibitive to many of the readers, and, like other forms of the printed catalogue, it is soon in need of revision.

Several objections to the printed classified catalogue were overcome by Mr. J. Duff Brown, in the year 1910, when he compiled for the Islington Public Libraries a "Select catalogue and guide: a classified list of the best books on all subjects in the Central, North, and West Libraries." This catalogue contains about one-third of the whole collection, and includes reference as well as lending library books. Conjoined with open access —which affords a ready means of ascertaining what books on a given subject are contained in the library—and with shelf lists, it should, with additions printed from time to time, satisfy the requirements of the public. The principle of such a catalogue, which lists only standard books and books that are likely to

become standard, is good ; but the matter of selection is difficult, and unlikely to meet with universal approbation.

The most general form of printed catalogue for an open access library is the class list. The advantages of the class list are that it is handy and convenient to use ; it can be annotated adequately without being unduly bulky ; the complete catalogue can be spread over several years, the various classes being issued in order of demand ; each section can be sold for a small price.

If a library decides to have a class list printed of one or more of the main headings in the scheme of classification used in the library, there are various points and aids to be remembered for the user's benefit. In compiling class lists it is important that all the necessary bibliographical details, annotations, explanations of obscure titles, minute sub-divisions of related subjects, and other aids which librarians should furnish in the list, should be shown as clearly as possible.

A printed class list is usually made up in the following way :—

Title, Preface or Explanation.
Scheme of Classification.
Brief Author Index.

Subject and Title Indexes.
List in Main Classes, etc.

The general get-up and style of all class lists are pretty nearly the same. Good examples are those of the public libraries of Peterborough, Newcastle, Waterloo-with-Seaforth, Brighton, Finsbury, etc.

A useful supplement to the catalogue is the lists of additions printed periodically in a monthly or quarterly bulletin. The usefulness of a magazine devoted to current library matters is not confined to open access libraries, but it is particularly valuable owing to the fact that, on account of economic conditions, the printing of a revised catalogue, or sections of a catalogue, may be long deferred.

Details regarding the compilation of class lists and library magazines will be found in the existing literature on those subjects.

MS. Catalogues

The advantage of the MS. catalogue over the printed form is that it can be kept right up to date. Perfect adaptability as regards the insertion or deletion of entries can be secured by having the catalogue written or typed on cards, and filed in a cabinet, or

on sheets bound in sheaf form. The MS. catalogue should be in two parts ; a "Name Catalogue," and a "Subject Catalogue." The name catalogue should include entries under authors, persons written about, series, and titles of books in which no definite subject is indicated. The subject catalogue should be arranged in a similar way to the printed class lists, and should be supplemented by the index to the classification.

Cards.

The card system has in recent years become very popular, and has advantages and disadvantages as a catalogue from the point of view of the public. Its principle advantage is that each entry is complete in itself, and cards can be inserted or removed without affecting the general scheme in any way. Another advantage is that, by an efficient system of guiding, the connection between the whole of the cards in each drawer can be seen at a glance.

The controversial details which may be brought up for or against a card catalogue, questions of wear and tear, loss of cards, the best style of cabinet for displaying or storing cards, the eyesight or stature of those

who cannot consult the cards with any sense of comfort, the question of one reader using a tray at the general catalogue debarring another from using the tray immediately below or above—all these points have been discussed before and need not enter into consideration here. Those wishing further information are advised to consult Sayers and Stewart's *The Card Catalogue*, where the subject has been gone into fully and which contains a select bibliography of card cataloguing.

Assuming, then, that our class list on a special subject is to be on cards, the question is whether it is an advantage for the borrower to have the class list placed or shelved with the books it represents, or whether the whole classified subject catalogue should be collected in one cabinet. If the cabinet or drawers can be secured to the shelf or tier at the class represented without in any way interfering with the borrowers' comfort, then it might be placed with advantage there. This is easily done with the book-like sheaf catalogue, a method of doing this is described and illustrated by Miss M. Gilbert in the *Library World*, V. 12, p. 161, Nov. 1909 (see Fig. 45), but there are difficulties in the

way of placing a cabinet or drawers unless a stand is made for the purpose and placed beside the books. Specimens of entries for the various headings and full directions for compiling class lists on cards will be found in the book noted above.

In Sheaf Form.

Regarding the sheaf catalogue, from the point of view of public convenience we stand certainly on firmer ground. It can be shelved anywhere; it resembles a book; it is portable; it can be taken in one's hand and held to any angle to suit the eyesight of the person consulting it; it divides the catalogue into easily handled sections; the sheets can be used in any typewriter if handwriting is decided against. Like the card catalogue it can be kept right up to date. If a leaf be torn out the contents of the sheet can always be traced if the accession number of each book entered is written on the portion of the sheet clamped into the binding of the volume, as this portion cannot be torn out by an outsider. It has been estimated that the card catalogue takes up twelve or fourteen times the space required for a corresponding catalogue in sheaf form, and this may prove a deciding factor

in libraries where space is cramped. It is a mistake to have the sheaf catalogue volume too large, as this tends to make the volume wear out quickly, besides being clumsy to use. A properly constructed sheaf catalogue should last many years. Full rules and other information for compiling a class list in sheaf form are given in Stewart's *The Sheaf Catalogue*.

Indexes.

The necessary indexes to a classified catalogue are Author, Title, and Subject. If a name catalogue, compiled on the lines suggested, is in existence, it will do away with the need for author and title indexes, inasmuch as the names of authors and titles of books in which no definite subject is stated will be catalogued already. This will leave only a subject-index to be provided. In most cases the index appended to the tables of the classification scheme can be adapted to this purpose (see pp. 118-119). But it is desirable, although not absolutely necessary, that the index should follow the same form as the catalogue, *i.e.*, if the catalogue is on cards the index also should be on cards, and the same principle should apply if the catalogue is in sheaf or book form.

VII

CHARGING SYSTEMS

WHATEVER method is devised or adopted for registering books loaned out to borrowers it must record: (1) who has the book; (2) what the book is; (3) when it is issued or due back. Simplicity and accuracy combined with rapidity of service are the essential features in any system of book-charging.

In libraries where borrowers are allowed free access to the shelves, the necessary records are taken by means of cards. Each book, on its accession to the library, has a small ticket or "book-card" written for it on which certain particulars regarding the book are entered. By this card, inserted in, or conjoined with, the borrower's ticket, the book is charged up to the borrower.

The chief difference between the two systems of card-charging to be described is the method of storing the book-cards when not required for registration purposes. In the one case they are kept in trays; in the other

in the books themselves; from this difference their names are derived. The former is known as the "Book-Card in Tray" system, the latter the "Book-Card in Book" system.

Both these methods fulfil the necessary functions of any book-charging scheme as already defined—to record all necessary information regarding the *Book*, the *Borrower* to whom it is loaned and the *Date* it is due to be returned—but the "Book-Card in Book" system, being the less complicated and decidedly the quicker of the two methods, is especially designed to cope with the needs and average issue of any modern up-to-date library, so will be somewhat more fully described.

Book-Card in Book System: Apparatus Required

Issue Trays.

The issue record is kept in long wooden trays (19 in. × 2¼ in. × 3¼ in.) (see Fig. 51) capable of holding 150 borrowers' tickets with book-cards conjoined; a brass rod, running in a groove at the bottom of the tray and fixed to both ends, is intended for the attachment

of the " date " and " fine " guides which are notched on their lower ends to catch on to the rod. They can be easily detached or

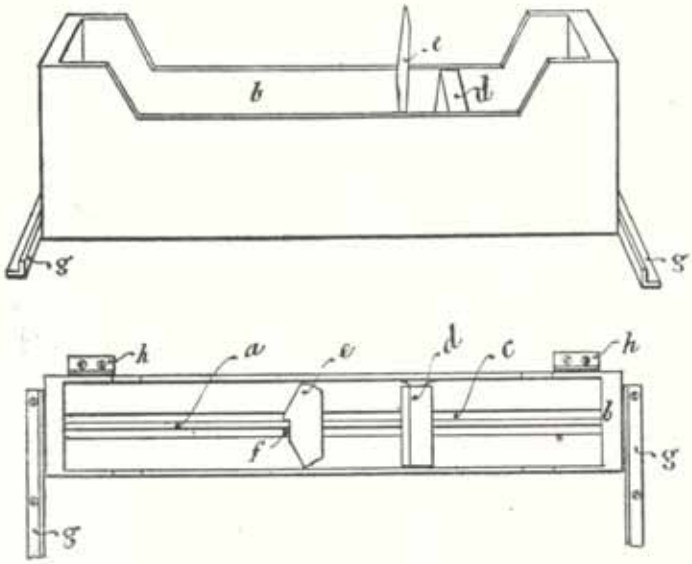


FIG. 51.—Card-charging trays.

moved backwards and forwards but it is impossible to pull them out accidentally.

Guides.

To aid in discharging the books each day's issue is placed after a *Date Guide* on which is plainly lettered the date the books are due

to be returned. They are of black fibre with figures painted in white enamel: 2 sets numbered from 1 to 31 inclusive will be sufficient.

Issue Guides.

For arranging and counting the day's issue, also to facilitate the discharging of books, the issue for each day is arranged in exact classified order by the first item written on the book-card: non-fiction, according to the class number, precedes fiction, which is in alphabetical order by the authors' surnames. These guides are of fibre, coloured red for non-fiction, grey for fiction, the former are lettered with the class letter or number; the latter with the first letter of the author's surname from A to Z inclusive. If 15 days are allowed for reading books, 13 sets of these guides will be in constant use. Each morning one day's issue is moved up into the "overdues" or books which have been kept beyond the time allowed and on which fines are owing. The issue guides are taken out and can be used for the current day's issue.

The *Fine Guides* register the amount owing on overdue books and are made of

white aluminium with the fines due plainly marked in black figures.

Various other guides will be required for "Borrowers' tickets not in use"; "Cancelled tickets"; "Books reported lost"; "Infected books"; "Binding," etc.

FIG. 52.—Issue tray, showing arrangement.

Wooden Blocks or Supports.

Wooden supports are required for keeping the issue compact and at any required angle, and lastly, a *Stamping Outfit* for dating the books with the day, month and year the book is due to be returned.

Book-Cards, Labels and Borrowers' Tickets.

A small manilla card (2 in. × 1¼ in.) is written for each book added to the library. The particulars given are as follows and in the order stated :—for non-fiction : the class number ; author's surname ; title of book ; accession number and, in the case of works in more than one volume, the volume number. For fiction : the author's sur-

name, title of book, and accession number. It must be particularly noted that the book is charged to the borrower by the *first* item on the book-card ; in non-fiction by the class number ; in fiction by the author's surname.

The Book-Card Pocket or Corner Piece.

A fan-shaped pocket made of tough paper for holding the book-card, is pasted by its two straight edges on the top right-hand corner inside the front cover of the book. On this pocket, particulars corresponding to those on the book-card are written ; the book-card is then placed in the pocket where it remains as long as the book is on the shelves.

Beneath the pocket is pasted the *Board Label* giving in brief information considered necessary : the name and address of the library, hours of opening and closing, etc.

On the fly-leaf opposite, a *Date Label* for stamping the date the book is issued or due to be returned, is pasted by its inner edge about $\frac{1}{4}$ in. from the hinges of the book ; the number of days allowed for reading the book should be printed plainly and conspicuously at the head of the label. It has been found that discussion over fines is reduced con-

siderably if the date the book is due back is stamped on the label, *not* the date it is issued.

The *Borrower's Ticket* is made of cardboard backed with linen and faced on the upper half only with white paper on which the borrower's name, address, enrolment number and the date the ticket expires are written in clear, legible characters; the lower half is shaped like a pocket for holding the book-card of any book loaned to the borrower. For this reason the borrower's ticket is called the "Ticket Pocket." On this pocket the name of the library is either embossed or printed. Additional tickets are of a different colour from the ordinary ticket and have the word "Extra" or "Music," as the case may be, added to the lettering on the pocket.

The method of working this system is as follows:—On filling in the requisite form of application and this being found in order, the borrower is given his ticket, which he retains while choosing a book. He then hands both book and borrower's ticket to the assistant at the charging counter, who stamps the date label, takes out the book-card from its pocket in the cover of the book, quickly compares the particulars on the

book-card with those on the book-pocket to see that they agree, slips the book-card in the pocket of the borrower's ticket, and, so conjoined, places them in rough, classified order behind guides in a tray containing the day's issue, and finally hands the book to the borrower. As explained already, the issue, at the end of the day, is arranged in exact classified order, is counted and placed after the previous day's issue, from which it is only separated by a date guide.

To discharge the book when returned by a borrower, the assistant looks at the date last stamped on the date label, goes to the corresponding day's issue, then glances at the book-pocket to ascertain the author and title, or if non-fiction, the class number and author of the book. The position of the corresponding book-card and borrower's ticket in the issue is at once detected. They are taken out, the book-card is replaced in the book-pocket, and the borrower's ticket is handed to the owner, who keeps it till he has chosen or wants a book.

This system works without a hitch, and is a model of scientific simplicity. If carried out as designed, the books are arranged on the shelves in strictly classified order and

tally with the arrangement of each day's issue, which is also in classified order. In fiction the author's surname is the basis for arrangement; by this the book is placed on the shelves, charged up to the borrower, and finally takes its place in the day's issue.

The Book-Card in Tray System: Apparatus

Although the books may be arranged by subjects on the shelves, the charging, as a rule, is done by means of accession numbers only. The book-cards, when not in use for charging purposes, are stored in "Book-Card Trays" in exact numerical order of accession numbers, 1000 cards in each tray. To facilitate charging, these are sub-divided by *Book-Card Guides* marking off hundreds. By this arrangement it is possible to ascertain if a book is in or out without going to the shelves, but considerable additional counter space has to be provided.

The Issue Trays, Angle Blocks, Date, Fine and Miscellaneous Guides are similar to those already described, but as the day's issue is arranged in *numerical* order the *Issue Guides* are used to separate it into thousands. The number of these guides required will depend

upon the number of books in stock: a lending library of 15,000 books would require for each day's issue a set of guides numbered from 1 to 15, *i.e.*, one guide for each thousand books. The number of sets required will depend upon the days allowed for reading.

Book-Card Guides.

As explained already the book-cards are stored in trays, 1000 in each tray, and are divided into hundreds to accelerate charging. A set of 9 guides marked from 1 to 9 inclusive will have to be provided for each thousand books stocked.

A sorting tray is sometimes used for placing the conjoined borrower's ticket and book-card in rough order at the moment of issuing the book; but, as a rule, an ordinary issue tray, with guides, will be found to answer the same purpose.

Book-Cards.

The particulars given are the same for fiction and non-fiction; the accession number, written on the top left-hand corner, author's surname, title of book and volume number. In non-fiction the class-number is added on the top right-hand corner of the ticket, but is

not used for charging purposes. These cards (4 in. high × 2 in. wide) are of stout manilla and ruled up into columns for recording the borrower's number and date of issue.

Borrowers' Tickets (3 in. × 2 in.) can be either of the linen-backed variety or of manilla, in which case columns are also provided for recording the number of the book borrowed with the date of issue. It is kept in a loose paper pocket. For charging purposes it is estimated that one "Issue Tray" will hold about 400 borrowers' tickets with the book-cards conjoined—making 800 in all.

The Date Labels and *Board Labels* can be identical with those used in the "Book-Card in Book" system. The "Book-Pocket" will not be required, but a blank space must be left at the head of the board label for writing the accession number of the book.

To register the book to the borrower: On applying in the usual way the borrower is given his ticket in a small paper pocket. Having chosen a book, he hands both book and borrower's ticket to the assistant, who stamps the date label, looks at the accession number at the head of the board label, takes out the corresponding book-card from its

numerical sequence in the tray where it is stored and slips it behind the borrower's ticket in the small pocket provided for that purpose; the book is returned to the borrower and the conjoined tickets placed in a sorting tray in rough, numerical order. At the end of the day the issue is arranged and counted; if considered necessary a record is made on the book-card of the borrower's number and date of issue; and on the borrower's ticket of the number of the book borrowed, also the date of issue. It is then placed after the previous day's issue.

When the book is returned, the assistant looks at the date and accession number; the book-card with the borrower's ticket is taken out of the issue; the book-card, for the time being, is placed at the back of the tray where it is stored (and into which, at the first opportunity, it is afterwards inserted in its exact order); and the borrower's ticket is handed to the borrower.

The chief drawback to this system is that at busy times, especially when there is a sudden rush, it is difficult to keep the book-cards of returned books inserted in their proper order in the trays, and borrowers wishing to take these books have either to

wait till the book-cards are sorted out or a note has to be made of the book issued. It is also more difficult to record daily statistics by classes, as the arrangement of the issue is in numerical, not classified, order.

The chief points in its favour are : (1) The book-cards, being stored in trays, indicate books in or out ; (2) It is impossible for a mischievous person to tamper with the book-cards ; (3) Records can be made of all books issued to a borrower and the borrowers of a certain book.

None of these characteristics are of much importance, however. Indicators, even the best of them, are not always infallible, and borrowers prefer to go to the shelves themselves to see if a book is in or out. The risk of book-cards being destroyed or interchanged has been found to be so small as to be practically *nil*, and lastly the records are so rarely used that they can easily be dispensed with.

By carefully comparing the two systems, it will be found that the " Book-Card in Book " system is especially adapted to libraries with a large circulation where quickness of service is a desideratum ; that it is more economical as regards cost ; there is an appreciable saving

in counter space; the counting of the day's issue by classes is greatly simplified; and finally, that assistants acquire a considerable knowledge of the books, their authors, titles and subject-matter.

Treatment of "Overdue" Books

The overdue book and the defaulting borrower occur in every library to a greater or less degree, and their treatment is governed very largely by locality. In residential or small provincial centres the problem is much less acute than in those in which the population is composed of folk who come from the four corners of the earth, and drift from one part to another with frequency. In the former, it is an annoyance in that it is the most fruitful cause of friction between the public and the staff; but there is no very great difficulty in recalling overdue books. In the larger towns with floating populations, the recall of overdue books is frequently difficult because the borrower has disappeared and cannot be traced; he causes an unnecessary amount of money to be expended upon the replacement of volumes which have not been returned.

Details of administration which affect overdues are the registration of borrowers; the period of issue and method of penalising borrowers who retain books unduly; and the methods by which overdue books are recalled.

Registration of Borrowers.

It is commonly held that the rule requiring non-ratepayers or non-voters to obtain the signature of a guarantor or recommendor whose name appears on the current burgess-roll or in the local directory, minimises the danger of the abuse of the privileges accorded to such persons by the library. To a certain extent this is true, but it must be recognised that the person requiring an endorsement of his application for a borrower's ticket, frequently obtains the signature of a tradesman who knows little or nothing of his customer, and signs the application simply because he dare not risk a loss of custom. Moreover, no guarantor is legally liable for obligations incurred by the person guaranteed save in cases where his signature has been witnessed formally. Also, it is logical to presume that the person who would hesitate to decamp and leave his guarantor to bear the penalties

of his wrong-doings, would be the one who would be loth to leave his obligations to the library undischarged. But the endorsement of forms has been proved to be useful in that it provides a possible reference for information as to a defaulting borrower's whereabouts, and a person who may be induced to bring moral pressure to bear upon a defaulter. Information as to the borrowers' business addresses should be insisted upon, for these are invaluable when one is endeavouring to track a borrower who has failed to give notice of a change of address.

Period of Issue.

The length of time for which books are issued, the rules governing the renewal of books, and the fines imposed all have influence upon the number of overdues. It is not reasonable to limit the issue of any book to a period of less than fifteen days—counting the days of issue and return, especially as public library readers are not of the leisured class ; nor is it reasonable to refuse the right of renewal for a similar period, whilst further renewal might very well be left to the discretion of the assistant-in-charge. Moreover, borrowers should be

allowed to renew books by post or telephone ; it is unnecessary to require them to bring books back to be re-stamped. Liberality in these respects on the part of the authorities tends to reduce the number of fine-payers. Although the system of fining borrowers has been discontinued in at least one library, it is still the common practice to penalise those readers who are careless about returning books by imposing fines of varying degrees, and this would seem preferable to the suspension of tickets for long or short periods, provided that the fines imposed are not excessive. One penny a week, or part of a week, plus the cost of whatsoever notices may be necessary for the recall of the book, is quite sufficient, and borrowers are quite as loth to part with that small sum as with a bigger one.

Detection and Recall of Overdue Books.

The card-charging systems described previously cause the cards for overdue books to declare themselves automatically, for the book-cards are arranged in sequence either behind the date on which the books are due to be returned, or behind that on which they were issued. As soon as that date is passed,

or as soon as the period of fifteen days has passed, all the book-cards lacking renewal tickets behind that particular date have become overdue, and the persons on whose tickets they are charged are liable to fines. The practice of taking out all the various class-guides from an issue as soon as it enters the overdue period is helpful in preventing confusion and, generally speaking, no overdue issue is sufficiently large to need guiding. The remaining guides, as may be seen from Fig. 52, represent the date-guides, guides setting forth the amount of fine, and guides showing the number of notices sent to remind borrowers.

For the first two weeks during which books are overdue, no action is taken beyond imposing the fine, but as soon as a book is two weeks and three days overdue, it is wise to send a post-card notice (Fig. 53) to the borrower to notify him of the fact; should this bring forth no response a second notice, which may be a replica of the first, with the addition of "SECOND NOTICE" printed in red upon it, or in the form of a letter, should be sent at the end of another week. The letter should be couched after the following terms:—

BOROUGH OF BLANKTON.

PUBLIC LIBRARIES.

Jan. 30, 1915.

I beg to remind you that "The Study of Sociology" by Spencer, borrowed by you from the Central Library and due on Jan. 13, has not yet been returned, and that the fines for the detention of the same, plus the cost of this application, now amount to 4d.

N. WISEACRE,
Chief Librarian.

DEAR SIR,

I beg to remind you that the book entitled "The Study of Sociology," by Spencer, borrowed by you from this Library, and for which one application has been made already, has not been returned.

The fines for the detention of same, plus the cost of this and previous notice, now amount to 6d., and I shall be glad if you will call and settle the matter by Wednesday, February 10.

I am,
Yours faithfully,
N. WISEACRE.

FIG. 53.—Overdue Notices.

By this time, the number of cards in the tray should be very considerably reduced, but those borrowers who have not returned their books should receive a visit from the janitor. For this purpose a book should be prepared in which are set forth details of the book borrowed, date when it should have been returned, and number of notices sent (Fig. 54).

Date due.	Name and Address.	Author and Title.	Notices.	Remarks.
13 Dec. '14.	Snooks, T. 14, Blankton Rd.	Fenn. It came to pass, 62377.	2	Landlady says ticket ought to be cancelled, borrower not responsible for her actions.
13 Dec. '14.	Moke, A. 16, The Row.	Schooling. British Trade book, L800.	2	Left six months. Present address:—7, Daw St.

FIG. 54.—Record of Overdues.

Should the janitor be unable to recover the book, an application couched in the terms of the letter for the second notice should be sent to the business address. This action is usually most effective, but should it not be so a letter must be addressed to the guaran-

tor detailing the facts, and asking for information.

DEAR SIR,

Mr. —— of —— who became a borrower from this library on your recommendation has failed to return a book entitled —— by —— which was due on ——. Written and personal application has been made for the return of the book, but without result.

I should be glad if you would take steps to ensure that the book is returned at the earliest moment.

Yours faithfully.

(Letter for Guarantor.)

In cases where the offending borrower has left the district without notifying his change of address and has been qualified to borrow books on his own responsibility, it becomes necessary for the janitor to practise as an amateur detective, and to ferret out information from all possible sources—neighbours, tradespeople, landlords, etc.

Should all efforts to trace the borrower prove fruitless, the librarian will remove the book-card and ticket from the issue;

the borrower's ticket will be cancelled, and particulars of his offence marked plainly on his form which will be re-inserted in its sequence in the registration boxes; particulars of the book, together with the borrower's name and address and caretaker's report, will be entered in the Defaulter's Register (Fig. 55). The book-card will be kept on one side till such time as it shall be deemed desirable to replace the book.

Date due.	Author & Title	Class.	Name & Address.	Notices.	Guarantor.	Remarks.
21 Oct. '09.	Dickens. Pickwick Papers. 59040	N 020	Blank, D. 14, Blank St.	1		Empty house. Caretaker Reports "Gone to Canada—no address."

FIG. 55.—Record of Defaulters.

GENERAL MANAGEMENT OF THE COUNTER

All work connected with the routine of the library must be attended to promptly if confusion is to be avoided. A daily work sheet assigning special duties to each assistant is

a valuable aid, as it prevents such items as the treatment of overdues, repairs, bespoken books, and the clearing up of any temporary queries being overlooked because no one in

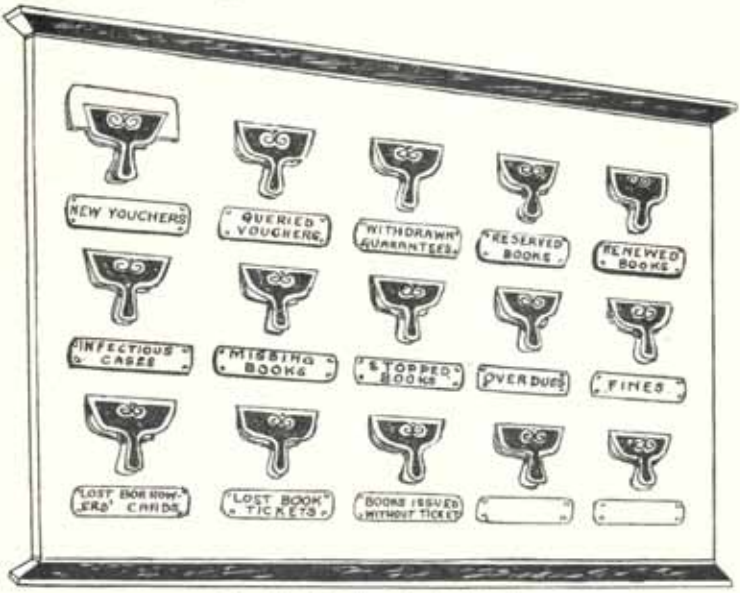


FIG. 56.—Staff orderly board.

particular is responsible. It also helps to draw attention to work left unfinished or accumulating for any reason. In a busy library this attention to counter routine is most essential. The decks must be always

cleared for action. A form of staff orderly board for displaying current and urgent matters, shown in Fig. 56, can be made easily out of a board and some ordinary large paper clips.

VIII

SPECIAL RULES AND REGULATIONS

General

The rule that "borrowers duly enrolled on the register of the library shall have the right of direct access to the books on the shelves" has a wider significance than is apparent. To some minds this clause may convey little or nothing more than a difference in the issuing of books, but underlying the adoption of open access is an important principle that affects rules and regulations generally. The open access system is the outcome of the progressive movement in librarianship that endeavours to dispense with superfluous restrictions. Consequently it may be assumed that library authorities adopting the system will frame their rules in a liberal manner, and allow as much freedom to borrowers as is consistent with efficient administration.

Every person on entering the reference library should be required to sign his or her

name in a book kept for the purpose, and should then be at liberty to select books from the open shelves. The filling in by the borrower of a form for books wanted from the open shelves is unnecessary; statistics of books consulted can be compiled by the assistant when replacing the books. Readers should be requested to leave the books they have consulted on the tables, or to deliver them into the hands of the assistant, and *not to replace them on the shelves.*

The principle as to the minimum use of forms should also apply in the lending department. Taking the principle of freedom a little further, borrowers should have facilities in the way of extra or students' tickets, the renewal of the issues of books by letter or telephone, etc. These facilities, of course, can be granted as well in a library conducted on the "barrier" system, but the point it is desired to emphasise is that the granting of direct access to the shelves generally implies other concessions of the nature indicated.

Instruction of the Public in System

In order that the public may obtain the maximum benefit from the system, borrowers

must be instructed in the methods employed at the library. If possible, an assistant should explain to every new borrower: (1) The method of taking out and returning books; (2) The scheme of classification and the arrangement of books on the shelves; (3) The catalogue, subject and other indexes; (4) The system of tier and shelf-guiding. A reasonable time should be devoted to this work; otherwise the borrower may depart with very confused ideas. In the larger libraries there might be provided an "Inquiry Desk," in charge of an assistant specially qualified for this duty. During periods of slackness the time of the assistant could be occupied by registration or other clerical work. In the smaller libraries, of course, this information work will have to be done in conjunction with general counter-service.

Little difficulty should be experienced in explaining the several aids and guides in a way that will be intelligible to the ordinary lay mind. It is suggested that some such method as the following be employed.

1. The borrower should be informed that the counter near the entrance door is the place to return books, and that near the exit

door is the place where he will be required to give up his ticket and see that the book he has chosen is duly stamped.

2. The position of the main classes should be indicated. There should be exhibited prominently a plan of the library (see pages 50-55) showing the position of the several classes. This plan should be shown to the borrower, and attention drawn to the fact that the guide-cards over the book-cases correspond with the subjects outlined on the plan.

3. It should be pointed out that the books are arranged on the shelves according to their subjects (each book bearing its class number), and, in the case of fiction and other form classes, alphabetically by authors' names.

4. A movement towards the catalogues should then be made, and the following instructions given :

If you know the author's name, look in the *name catalogue* for the word in its alphabetical order.

If you only know the title of the book, look in the catalogue for the first word

(excluding articles) of the title in its alphabetical order.

If you want a book on a special subject, look in the *index to the classification*, or in the *subject catalogue*.

In all cases the location of the book is shown by the class-mark following the entry.

If you cannot find what you want, ask the librarian or one of his assistants to help you.

It will be helpful if these instructions are printed, framed, and exhibited in proximity to the catalogues.

5. A test-case should be made from the catalogue to the shelf. Supposing, for instance, the borrower wants a work on chemistry. The class number is obtained from the subject-index, or catalogue, and a journey is made to the shelf. This affords a favourable opportunity of explaining the use of the shelf-guides.

It is important that borrowers should be acquainted with the fact that members of the staff are always prepared to answer questions, and to render assistance in every

way possible. Experience has shown that the dispositions of many persons prompt them to depart unsatisfied rather than ask for information.

Staff

Whether or not a library is popular depends to a large extent on the personnel of the staff. Pleasant manners and general courtesy beget confidence, and confidence between the readers and staff of an open access library is particularly desirable. The arrangement of the time-sheet has much to do with the health and temper of the staff. The old practice, still prevalent in many libraries, of making each assistant work in the morning, afternoon and evening, with breaks of about $1\frac{1}{2}$ hours for dinner and $1\frac{1}{4}$ hours for tea, and one half-day off duty (from 1 o'clock) is neither to the advantage of the library nor the staff. A much better and, in most cases, workable time-sheet is that based on the "shift" principle (see Fig. 57). The hours of duty are 42 per week. Each assistant has one half-holiday, one evening off, one early morning (8.45) and one late night (10 o'clock). The time-sheet illustrated is suggestive; the

SUGGESTED TIME SHEET.

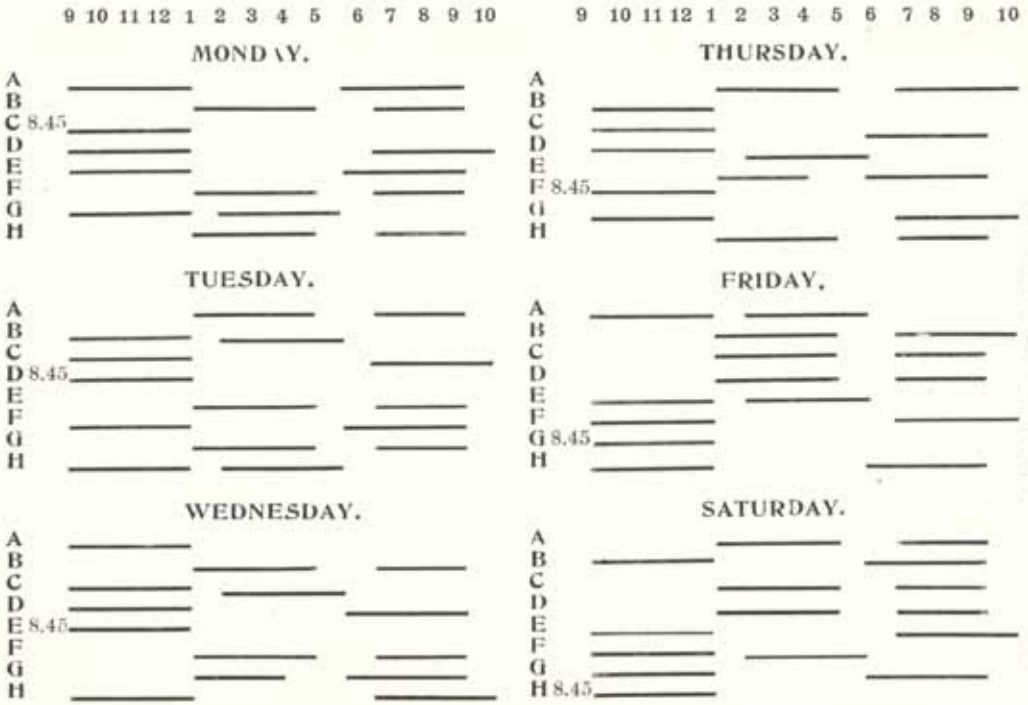


FIG. 57.—Staff time sheet.

items will vary according to local needs. In some libraries, particularly where an early closing day is in vogue, it would be a simple matter to arrange for each assistant to have an additional evening off every week.

Numerically, the staff required for an open access library is about the same as that needed for a library conducted on the "barrier system." If there is any difference, the advantage is on the side of open access, as the time occupied in correcting misplacements, etc., is more than counterbalanced by the time spent in actual book-service.

It is essential that the shelves should be kept tidy and the books in strict order, and it is a good plan, in libraries of any pretension to size, to make certain assistants responsible for certain sections of the library. In order to methodise the work it is suggested that a sheet should be drawn up each day on lines similar to the following :—

Daily Checks :	Lending.	Juvenile.	Refer-ence.	Reading Room.
Cash				
Charging System Issue				
Shelves : Div. 1.				
" " 2.				
" " 3.				
" " 4.				
Periodicals				
Calendars				
Dating Stamps				

NOTES :

Fig. 58.—Staff work sheet.

A list of instructions should be drawn up for the guidance of the staff, and should include the following items :—

1. The shelves must be kept tidy, and the books in strict order. The books must be arranged and straightened up every morning, and at all times when disorder is observed.

2. When replacing books on the shelves, assistants must take care to replace them correctly, both in the fiction and non-fiction classes. If books are noticed to be out of their correct places, they must be rectified at once.

3. Readers should be requested to aid in keeping good order among the books, and should be asked to replace them upright in their proper places.

4. When a book is issued, the title of the book must be checked with the book-card to prevent error.

5. When a book is discharged, the name of the borrower must be checked with that on the ticket. The date on the borrowers' tickets must be examined, and the addresses of borrowers checked periodically.

6. Only ticket-holders are permitted to pass the barrier. Companions or friends of borrowers, without tickets, must be asked to wait outside.

7. Bags and parcels carried by borrowers should be taken at the entrance counter, and delivered at the exit counter.

8. A careful watch must be maintained over all borrowers, in order to prevent any hiding of books, misplacements, the removal of books that have not been duly charged, or any other abuse of the library.

9. Readers of all kinds must be treated with civility, and every effort should be made to assist them in their inquiries and studies. The rules are to be enforced impartially, firmly, and politely. Any causes of complaint against readers should be reported to the librarian.

10. Books inquired for by readers, but not in stock, and readers' general suggestions, must be entered in the book (or on the slips) provided for the purpose.

Rapidity of Service

The principal rules governing rapidity of service are :—

1. The general arrangement and management of the counter.
2. A simple and expeditious charging system.

3. The accessibility of the books.
4. A logical classification, adequately indexed, and supplemented by catalogues and other mechanical aids.
5. An intelligent and well-organised staff.

The first four items are concerned largely with mechanical methods and aids, and are dealt with in other chapters, but it may be mentioned here that the "Book-card in Book" system is by far the most expeditious method of charging. Where this system is in operation 12 books per minute can be issued quite easily by one assistant. The discharging of books takes a little more time as the trays of cards cover a larger area; fines are received at intervals, and occasionally disputants have to be reasoned with.

Whatever mechanical methods are employed they must be supplemented by efficient staff organisation if the maximum service is to be obtained from them. It is by no means uncommon to find an assistant engaged in work such as cataloguing, which requires concentration of thought, and at frequent intervals endeavouring to attend to the needs of the public at the service-counter. In such cases, one or the other, or probably

both, of the duties must suffer. In small libraries these " jack-of-all-trades " methods are unavoidable, but in larger libraries, adequately staffed, the duties of each member of the staff should be mapped out day by day, as indicated in the following form of work-sheet, the initials of the responsible assistant being entered in the columns provided for the purpose.

Public Service & Routine:	9–11	11–1	1-3	3–5	5–7	7–9	9–10
Lending Library:—							
Entrance (or Receipt Desk)							
Ditto							
Exit (or Delivery Desk)							
Inquiry Desk							
Shelving							
Repairs							
Reserved Books							
Overdue Books							
Queries							
Registration of Borrowers							
Juvenile Library:—							
Counter Service							
Shelves							
ReferenceLibrary:—							
Ordinary Service							
Information Bureau							

Fig. 59.—Staff work-sheet.

This work-sheet should also provide for other general and special duties, but as these are not concerned with actual book-service it is unnecessary to note them here.

Losses

Emphasis has been laid by the opponents of open access on the losses occasioned by the system. In actual practice such losses are small, and quite insignificant when compared with the advantages which the system affords.

Books are lost owing chiefly to three causes: (1) Mistakes made in charging; (2) The non-return of books, the borrowers of which have left the neighbourhood and cannot be traced; (3) Theft by borrowers. The first can be prevented by efficient management; the second is unavoidable; both are common to all libraries. The third is more likely to happen in libraries where direct access to the books is granted to borrowers, and it is, therefore, necessary to take special precautions in order to guard against losses by theft. Such precautions may be summarised thus :—

(1) Stamp every book—on the title-page, plates, and at intervals, the text—

by means of a metal stamp and indelible ink, or perforating stamp. In addition, impress, in blind, on the outside of the front board an ownership mark, containing the name of the library. This is done by means of a press, the cost of which is about £6. The impression made on the board is practically ineffaceable.

(2) Maintain a careful watch over all borrowers. Pay special attention to any borrower who may be suspected, but endeavour to prevent him seeing that he is suspected.

(3) If one or more books cannot be accounted for in any one class, watch that section of the library particularly.

(4) See that the latches of the entrance and exit gates are in working order.

Where proper precautions are taken, the loss of books by theft is not a serious matter. Firstly, most readers are honest; secondly, the intrinsic value of the average library book is small, and this, coupled with the fact that ownership marks are numerous, renders "the game not worth the candle"; thirdly, there

is the risk of detection, not only by the staff, but also by other borrowers.

Stock-taking

Wherever possible, stock-taking should be effected without closing the library. A few years ago it was customary to close public libraries for a week or fortnight in order to take stock of the books; now it is becoming general to check the stock without closing, library authorities reserving to themselves the right to close at any time should it be deemed necessary. Although one cannot go so far as to say that the system of open access has brought about this change, one may affirm that the non-closing method of stock-taking is the outcome of the forward movement in librarianship that had its birth in the idea of dispensing with superfluous restrictions.

In theory the method of taking stock without closing the library is quite simple. One has to check :—

1. The books on the shelves.
2. The books out, *i.e.*, issued to borrowers.
3. Books withdrawn from stock temporarily, *i.e.*, repairs, binding, etc.

4. Books withdrawn from stock permanently.

In practice the check may or may not be complicated by the recording or charging methods employed. Most libraries conducted on the open access system are closely classified and worked by means of the card-charging method. The reference to the charge is generally (1) by the stock or accession numbers, or (2) by class symbols followed by an alphabetical sequence of authors and titles.

Where the charging system is arranged according to accession numbers, the process of stock-taking is retarded owing to the fact that the record of books "out" does not correspond with the classified order of the books "in." If the books are checked by means of the accessions book, or a duplicate numerical record, the treatment of the issues is straightforward, but the process of checking the books on the shelves is protracted, especially in a large library, as it necessitates turning over, forward and backward, numerous pages comprising some thousands of numbers.

If the stock is checked by the aid of a classified shelf-list, the position is reversed.

It is then an easy matter to mark on the list the books contained on the shelves, but the numerically arranged issue presents more difficulty, particularly in the case of fiction where there may be as many, or more, books out than at home. If the book-cards of books "in" are filed in trays on the counter the difficulty can be surmounted by checking the whole of fiction "in," extracting the corresponding cards from the trays, sorting the remainder, which will represent books unaccounted for, and afterwards checking the records. The objection to this method is that it is hindered by, and causes an obstruction to, public service. The work must, therefore, be done expeditiously at a slack period of the day.

When, as is most desirable, the book-card is placed in the book while the latter is in the library, the difficulty of taking stock of a classified library with a numerically arranged issue is increased. The alternative to the retrograde method of calling all books in, and suspending circulation for a short time, is to take a section of the library, mark on the check-list the books that are in at a given time, and stop all books in that section as they are returned. At the conclusion of a

certain period the overdue issues, which should not be large, could be checked for the remainder.

			1907	1908	1909	1910	1911	1912	1913				B 750
31262	Brewer	Motor Car Construction							√	√			
27454	Farman	Auto Cars	√	√	√	√	√	√	√				
22934	Hasluck	Automobile	√	√	√	√	√	√	√				
23814	M'Creedy	Motor Book	√	√	√	√	√	√	√				
22192	Sloss	Motor Car	√	√	√	√	√	√	√				
29791	Norris	Steam Road Wagons	√	√	√	√	√	√					
29774	Wallis-Tayler	Motor Vehicles	√	√	√	√	√	√	√				

FIG. 60.—Section of shelf-list showing stocktaking records.

Under this system, however, the initial check of a particular section could not be completed in less than two or three weeks, and there is the danger of its being impeded by assistants inadvertently re-shelving books before they are checked.

From the point of view of stock-taking, the best method is to arrange the issues and similar records in the same classified order as the books on the shelves. By this means stock-taking is simplified. The work is done by the aid of the shelf-list, columns being provided for checking purposes. A class, or

section of a class, that can be dealt with completely during a morning or afternoon, is taken. First, the books on the shelves are checked ; then the corresponding sections of the several daily issues, followed by an examination of the books awaiting shelving ; afterwards the current day's issue is checked in case any books wanted have been taken from the shelves during the processes. The non-public records, such as " Binding " and " Withdrawals " can be examined at leisure. Thus it is possible to check completely every section of the library in the course of a few weeks without impeding public service.

IX

LESSONS TO SCHOOL CHILDREN ON THE USE AND SYSTEM OF THE LIBRARY

It is impossible to work in a library of any type for very long without being impressed by the lack of knowledge—even on the part of highly educated people—as to the methods of using books and libraries so that the maximum of information may be extracted from them. Not only so, but the world is exceeding slow to comprehend what are the various classes of books at its disposal, and the purpose which each class serves. Various schemes of extension work have been devised by the modern librarian to remedy this state of affairs; and the lesson on the Use and System of the Libraries is intended to train children—who will be the readers of to-morrow—to a fuller understanding, and a more scientific use of books and libraries. It is more common in America than on this side of the Atlantic, and is less liable than

other branches of extension work to incur the strictures passed by some librarians on the methods in vogue in some of the children's libraries in that country. By its means the child is led to a more liberal conception of the work and policy of public libraries; is taught to discriminate between the various kinds and classes of books and the information to be obtained from them, and is shown how to use them to the best advantage. He is familiarised with the planning and arrangement of libraries; catalogues and methods of classification are more easily understood by him; and the library becomes a part of his daily life—an institution without which he would be handicapped more or less seriously.

This library lesson may be given both in libraries lacking special children's departments, and in those in which special provision is made for the children. In the former, only those children who are about to leave school, and therefore about to become qualified to be users of the library, are admitted; in the latter, all children over the age of ten should be allowed to come to the lesson. The wisdom of admitting children under that age in libraries where any child who can read and

write may become a member, is questionable ; in any case, a shorter, less elaborate and very simply worded lesson should be prepared for these very young children.

The person chosen to prepare and give these lessons should be one who has a sympathy with, and a comprehension of a child's mind ; one who is gifted with a plain, unvarnished flow of language, and a fine sense of the rhythm of speech ; one without any curious peculiarities (which distract and disturb the child's attention), and with a self-possession which no untoward incident, no heart-searching question, can disturb ; moreover, one who is steeped to the finger-tips with a knowledge of the subject.

When these lessons are being organised, it is wise to gain the sympathy of the school authorities, the local Boy Scout Association, and other institutions interested in children, for experience has proved that notices in the library itself are of little value in attracting an audience. Outside the area of the London County Council, inspectors have been sympathetic, and in several instances have allowed the children to attend these lessons during school-hours ; and the men at the

back of the Boy Scout Movement are becoming increasingly anxious that the lads shall make a fuller and better use of books and libraries than heretofore. Through these agencies groups of from twenty-five to thirty children should be invited at various periods to attend at the library for the library lesson—wisdom will point out the desirability of substituting the word "talk" for the more formal "lesson" in these invitations.

The ideal "lesson" consists of a series of "talks," each complete in itself, but each leading up to the other, and all of them together forming a complete and harmonious whole. No one lesson should exceed an hour at the outside; half-an-hour is preferable when the child has no books or other objects to examine. Care should be taken, in cases where books are used to illustrate one's remarks, that the books selected are typical of their class, and arranged as simply as possible by the plan to which the remarks refer.

The introductory talk or lesson should be upon the purpose of libraries; the children should be told very briefly and succinctly of the libraries which have existed throughout

the ages ; they should be shown how modern municipal libraries are called into being, and imbued with a sense of responsibility by learning that each citizen helps to support the town library. The various departments of the library should be described, and the special work of each pointed out, and the talk should close by a description of the manner in which people may become members of the library. The success of this talk may be increased by a judicious use of lantern slides in places where lantern and slides are available.

The second talk should be concerned in a general way with The Book—its physical make-up and its several parts. Into this should be woven a brief description of the correct way of handling books. The average child has an instinctive love of the beautiful in books as in other things, and illustrations of how books should be handled, with an explanation of the harm which may come to them through injudicious opening ; through the use of pencils, hair-pins, exercise-books, latchkeys, etc., as bookmarks ; through leaving them in excessively hot places, and so on, will have a beneficial effect upon one's hearers. The use of the negative should be

avoided as far as possible in this description, and a book should be in the hand for purposes of illustration.

The third talk should be devoted to explanations and illustrations of the manner in which books help people; the various classes of books should be described, and their purposes illustrated; and a very brief explanation of the difference between the literature which merely informs and that which is known as pure literature should be given; it should be pointed out that neither is to be despised, and that each has a legitimate place in the life of a man.

The last talk in this series of lessons should describe very clearly the method by which books are classified; the arrangement of the books on the shelves, and the system of cataloguing in vogue should also be explained. The make-up and arrangement of the catalogue, together with the way in which it may assist readers in their search for books, should be demonstrated with great thoroughness. It is essential that the children should be taken round the library during this talk. It is also wise to give one's hearers a short and simple test at the end of each talk; this serves to keep the children's

interest from flagging, and indicates how far successful the work is proving.

The following is an interesting example of an "examination paper" used in connection with a visit of school children to a library. It was prepared by Miss Fearnside and was used in the Waterloo-with-Seaforth Public Library recently. It will be noted that the inducement of a "competition" was held out to the students, and this no doubt helped the success of the scheme. The questions indicate a number of the lines along which instruction to children in using a library should proceed.

COMPETITION

SEARCH FOR INFORMATION IN THE PUBLIC LIBRARY
WATERLOO

Name of Competitor.....

Questions.	*Answers.*
1. Why has Carnegie given many Public Libraries ?	
2. The Number in the Card Catalogue for books about "telegraphy" is 654. What books can you find in it about this subject ?	1. 2. 3. 4. 5.

3. Find from the Card Catalogue who wrote:

(*a*) Treasure Island,	(*a*)
(*b*) Little Dorrit,	(*b*)
(*c*) Lancashire Witches,	(*c*)
(*d*) The Three Musketeers.	(*d*)

4. Find from the Author Catalogue how many works by Sir Walter Scott can be borrowed from the Library.

5. What periodicals dealing with technical and scientific subjects may be seen in the Library ?

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

6. Certain periodicals are offered for sale when taken off the tables. How many are offered to-day ?

7. What is the name of the Mail Boat for New York, sailing from Liverpool, February 21 ? Where did you find the information ?

8. In which daily paper would you find a report of the Liverpool Markets ?

9. What List (other than in the daily papers) of vacant situations can you see in the Library ?

10. What Maps are to be seen on the walls of the Library ? 1.
2.
3.
4.
5.
6.

11. Find from the Directory (Councillor) John McEvoy's private address ? In which Directory and which section did you find it ?

12. Find from the Directory the list of newspaper reporters in Liverpool. How many are there ? In which section did you find it ?

13. Where will you find a list of the Manchester Hospitals ?

14. Find a good train from Liverpool to London. State line, stations, and time of departure and arrival.

15. What can you find in the Reference Room on :
(*a*) Poultry. (*a*)
(*b*) Animals. (*b*)

16. What is the difference between "a dirigible" and an "aeroplane" ?

17. What is the meaning of the word "altruism"?

18. How many feet is a fathom?

19. Describe from the Flag sheet the colours of the Lamport and Holt line of steamers.
    1. Funnels. (1)
    2. Flag. (2)

20. In which of the books on scouting will be found, "How to find a lost trail"?

21. Find from the exhibits in the Museum where the following birds make their nests?
    (*a*) Kittiwake gulls. (*a*)
    (*b*) Coots. (*b*)
    (*c*) Larks. (*c*)

22. Which birds are specially protected by the harmony of their colouring with the vegetation? 1. 2. 3.

23. Where can you find books and papers that will answer most of the questions you wish to find out?

APPENDIX

A

Select List of References on Open Access Practice

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APPENDIX

B

Some Factors and Statistics

The following are some of the most used factors in organising and planning open access libraries. They are placed here for convenience in an abbreviated form, but will be found in detail in the body of the book.

Reference Departments—the Estimates of Size.

Assume that about $\frac{1}{4}$ per cent. of the population will visit the reference library daily. Divide this figure by the number of hours the room is open daily (usually 12) and double the result. Allow each reader 24 square feet, or 30 square feet in large libraries. The resulting area allows for the inclusion of the normal amount of shelving.

See the Table on p. 21.

Lending Departments—Estimates of Size.

Assume that 8 per cent. of the population will become borrowers from the lending

library. Each borrower will read, on average, 28 volumes per annum. Find probable yearly issue, and daily average (307 days). Divide the daily average by the number of hours the department is open daily, the resulting figure representing the average hourly attendance of readers. Allow half as many again to provide for the maximum attendance during busy periods. Allow 25 square feet for each person, and the result will represent the desirable area for the department, providing for all furniture, fittings, gangways, etc.

In estimating initial stock, allow 3 volumes to each reader.

Book-cases.

No book-case to be over 7 ft. 6 in. high; in children's departments, 6 ft.

Shelves to be of uniform length of 3 ft.; in adult departments, and 2 ft. in juvenile departments.

Shelves for "oversize" books to be 1 ft. 6 in. in length, and for music, 1 ft. in length.

In estimating the amount of shelving required, all 8 volumes per foot run in reference departments, and 9 volumes per foot run in lending departments.

Ordinary shelves should be 9in. deep; shelves for fiction only, 7 in. deep; and for "oversize" stock and music, 14 in. deep.

Gangways.

Leave at least 6 ft. between book-cases facing one another. Cross gangways between the ends of cases to be at least 3 ft.; and a gangway between the end of a case and shelves to be at 4 ft.

Staff Counters.

Main counter top, 34 in. high and 2 ft. broad. Supplementary ledge, 6 in. high and 9 in. broad.

APPENDIX

C

"A PLEA FOR LIBERTY" TO READERS TO HELP THEMSELVES, containing the original suggestions on open access by James Duff Brown.

[From *The Library*, v. 4, 1892, pp. 302–305. This short article is included here as being a document of considerable historical interest. The method of working the system has been greatly simplified since it was written.]

There has been so much discussion recently about charging or lending systems in public libraries, that a brief note on the subject from an unusual point of view may not be thought amiss. We call it "unusual," because it is rather that than novel, having over a century's antiquity to boast of; and the idea for lending library management about to be described is, therefore, only to be considered as a fresh application

of a good old method. The original lending library, or circulating library, as it was commonly called, had no counter to speak of, and subscribers were allowed direct access to the books on the shelves. This plan is in vogue at the present time in all kinds of commercial and proprietary subscription libraries. It is the plan now, worked in various reference libraries, to which readers have access under certain restrictions, and may be seen in operation in the British Museum, Sion College, London, and various collegiate and other libraries. Most important of all for the purpose of this note, it is in operation successfully in various town libraries in England, the Colonies, and the United States—and *any person from the street*, being clean and of proper age, may have unrestricted access to the books on open shelves. This being so, why is it that borrowers in Public Lending Libraries are kept at bay by barriers and all sorts of mechanical contrivances, notwithstanding that they are all guaranteed and, to a large extent, well known to the staff? If Tom, Dick, and Harry, minus any credentials whatever, can enter reference libraries at Bradford, Cambridge,

Melbourne, and elsewhere, to select his reading, why is it that Thomas, Richard, and Henry, fully vouched for and carefully selected, cannot exercise a similar privilege? It is simply because of the *Rules and Regulations!* and also because of a certain traditional distrust of the public makes librarians and their masters dread an annual loss of half-a-dozen volumes in the effort to make their readers thoroughly satisfied, by permitting the right of free selection unhampered by bad catalogues, and indicators which save trouble only to the staff. The outstanding fact and universal cry in all popular lending libraries, is not only that borrowers cannot get the books they want, but also that they cannot chance upon any book likely to suit them, owing to catalogues being mere inventories, and the existence of all sorts of barriers, which make the selection of books a heart-break and a labour tinctured with disgust. The number of persons who leave our lending libraries with the conviction that they are impositions is too great to be easily calculated, and for the credit of modern librarianship, it is, perhaps, best that nothing definite should be known. What lending

libraries want, in addition to a less suspicious method of dealing with the public, is a better means of making their book-wealth known, while giving a less elaborate system of charging and service. To some extent the proposal about to be made meets every want which can arise in the public use of a library, while it also sweeps away the artificial intermediaries, which have been gradually adopted to meet the requirements of small staffs, and the various exigencies of charging systems designed for speed in issues and accuracy in recording. In short, the proposal simply amounts to this: *Let the public inside, and place the staff outside, the counters.* The small plan[1] which accompanies this note shows almost at a glance how a given area—in this case 1,900 square feet—can be made to accommodate 20,000 volumes, and be arranged so that 2,000 borrowers can be effectively served in a day with a staff of three or four, and a cheap author-catalogue one-third the ordinary size. The book shelves are ordinary standards about 7 ft. 6 in. high, raised 9 to 12 in. from the floor by a narrow step, and spaced about 6 ft. apart. In these the books are closely classified according to subjects and

[1] See *The Library*, vol. 4, 1892, p. 305.

authors (in the case of fiction), and properly numbered and marked as in libraries where public access and close classification go hand in hand. Each class would have a differently shaped location label, and each shelf of a tier a different colour of label, to get over the disarrangement difficulty. The movable location would be used, and the backs of the books would simply bear a label, according to class and shelf, with the shelf number conspicuously marked on it, the classes to be arranged so that fiction would go all round the walls alphabetically, and subjects so distributed that crowding would be reduced in the different divisions. The whole to be so plainly labelled and marked, that only the blind would be unable to find a given subject, author or number. There are many ways of doing all this, which need not at present be entered upon. Each borrower on joining receives an identification card, which he retains till it expires, and in addition a small pass-book, bearing his name and number, and ruled to show the numbers of books read and dates of their issue, is kept at the library. When he enters to get a book he simply shows his identification ticket bearing his number, and the assistant

hands over the pass-book and allows him to pass the turnstile on the left of plan. At this turnstile umbrellas, hand-bags, etc., must be left, and unsatisfactory messengers and non-registered borrowers stopped. The reader proceeds to the shelves and makes his selection, probably contenting himself with Hooker's *Ecclesiastical Polity*, on finding Mrs. Henry Wood all out! He then goes to the turnstile on the right of the plan, and hands his book and pass-book to the assistant, who simply enters the book number in it, and dates both book and pass-book. The reader then goes out, leaving the pass-book. A simple card-charging system enables the librarian to tell all the books out, and who has them; who among the borrowers have books out, and who have not; as well as when any given book is due back at the library, and the issues of a given day. When a book is returned the same routine is observed, except that the assistant goes to a dated tray for the pass-book instead of to the stock of unclaimed tickets. In this way a complete and simple plan is worked, which has advantages in economy to the library and real usefulness to the public, not to be gained by any other lending

library system now in use. The educational value to the readers would be enormous, and the popularity and standard of reading of every library would be largely increased. The arrangement of the plan provides for such a degree of supervision that thefts would probably be less common than at the first glance seems likely; while the presence of an assistant, free to help readers, and keep order among both books and people, would add to the value of the whole scheme. It is not for the writer of this to suggest weaknesses in it, nor to affirm that the arrangements of old-established libraries could easily be altered to admit of the plan being adopted; but it is for him to claim some consideration for the scheme, especially from those who have it in their power to make it a feature in new buildings. The subject is one which deserves the best thought which librarians can give, and it may be that the plan is actually less revolutionary and dangerous than it may seem at first sight. In any case it is felt necessary to safeguard the position now taken up, by stating that all the possible arguments in favour of the plan have not been advanced.

On the other hand, three points are ad-

mitted as possibly, though not probably, adverse to the general adoption of the scheme, and these are—possible thefts, possible disarrangement, and the possible increase of the idler. But are these, and even the somewhat more probable objection of additional wear and tear to the books to be set against the enormous advantages to the public of proper access to their own libraries ?

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