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CONDENSED ACCESSION BOOK

THE OFFICIAL RECORD OF EACH VOLUME ADDED TO THE

LIBRARY

From *Dec* 1896 to 189

Including date and number of accession, author, title, place, publisher, date of printing and copyright, volume, size and number of pages, binding, source with name of giver or bookseller, cost, class and book number, with record of any change, rebinding, loss, sale or withdrawal as duplicate, worn out or undesirable

Prefaced with explanations, illustrations and rules for best methods of use

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Library Bureau

PUBLISHERS OF WORKS ON LIBRARY ECONOMY; MAKERS OF LIBRARY AND OFFICE LABOR-SAVING FITTINGS AND SUPPLIES

146 Franklin st. Boston

273 Stewart Building
New York

125 Franklin st.
Chicago

603 Chestnut st.
Philadelphia

21 Bloomsbury st.
London

A. L. A. Standard Accession-book

First of all records to be filled, and by no means last in importance, is the book of accessions, the history of the growth of the library. To this the librarian turns for final reference in doubtful cases. Here is the complete story of each volume, fully told, but in the most compact form. It is the official indicator for the whole collection. Each line is a separate pigeonhole, in which, if not exactly the book, all the condensed facts about the book are placed. Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost. The card is never misplaced, the entry does not mysteriously disappear, a new edition never supersedes. Once written, "it is enough," till the paper grows thin with wear and the binding crumbles with age or the ink-lines entirely fade out of ken. He may turn to his book of accessions to learn *what*, and *where*, and *when*, and *whence*, and *how much*, and feel sure of his answer. A well-made accession-book has an element of mathematical exactness unknown to any other catalog. It is the *editio princeps*.

Every volume has a line, and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month, and year are shown at a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs, nor of being compelled to rewrite them, as often happens in the shelf list.

The name catalog should not be applied to the accession-book or to the shelf list, but is restricted to the author, title, and subject catalogs, made primarily for the use of readers, while these are chiefly for official use. Commonly "accession" is used also as an active verb. Some object to this, and prefer entry-book and "to enter;" or record-book and "to record" or register and "to enter." "To register" confuses with the registration of readers. Additions or addition-book and "to add" is perhaps best, as entry on this record is technically the only way to "add" a book.

For this essential book many forms have been used, but the best feat-

ures of all were finally combined in the A. L. A. Model, made by a committee of experts who compared thuroly all the various forms collected, made and tested samples, and finally agreed on all the details of materials, ruling, printing, and binding.

The double page is divided by double lines into three groups. First on the left, after the date of addition, are the three numbers assigned by each library, viz., accession, class or shelf, and book, followed by the volume number. Next come author, title, and imprint entries, which belong alike to every book of the edition regardless of any library. Lastly come the notes of binding, source, cost, changes, loss, re-binding, sale, etc, this third group like the first pertaining solely to this copy and library: or in brief, the line is filled with the title, preceded by the special library numbers, and followed by the special library notes.

The desirability of the location number in the accession-book has never been questioned, but the frequent changes in that number as ordinarily used made its use impracticable. The best managed libraries now assign permanent numbers to their books, so that they may be called for from the oldest edition of the catalog as readily as from the latest. With such a system it is a great convenience to refer directly to the shelf where the book may be found without consulting intermediate catalogs, also to glance down the column of numbers and see in what proportion the various departments, as indicated by those numbers, are receiving additions. The decision of the A. L. A. Committee was unanimous in favor of these columns, for it is believed that every library will sooner or later adopt a relativ location and so need them.

The old arrangement had the *volume column* with the other imprint entries on the second page. Here, the volume immediately precedes the author column, and at the first glance it is apparent what the entry is; *e. g.*, v. 47, Harper's Magazine, is vastly more convenient than to follow across an entire page to the former place of the volume, with the attendant danger, both in entering and consulting, of getting on the line above or below, and thus making serious blunders. Practical use will convince those doubtful of the utility of the change. A still stronger reason is, that the volume-number is an essential part of the call-number or press-mark by which the book is found, and it is inconvenient to have the first part of this number at the beginning of the long line of entries, and the last part at the other end.

The colored lines help the eye in passing across the page, following one or two above or below, and thus avoiding the danger of getting off the line in crossing the fold.

It is economy to have a leather or canvas cover for the accession book while it is being filled. The cover is readily transferred to the next volume and lasts for many years, and as the volumes are filled they come out fresh and clean for preservation on the shelves, while without the cover they become very shabby and soiled in the course of necessary handling while entering 5,000 or 10,000 volumes.

It is cheaper to use the book with 10,000 lines for a library that expects to attain that number of volumes within any reasonable time; and for libraries of over 20,000 it pays to have a wood ledger case with partitions making a pocket for each book, to preserve it safely and conveniently. A steel ledger clip should also be used, to save needless handling in finding the place for current entries.

RULES FOR ENTERING

In the following rules a choice of two or more ways is given in several cases. Each user should, before making the first entry, read these rules thru carefully and cancel all the forms mentioned, except those to be used, and add neatly in manuscript any added rules that seem desirable, and a "List of special abbreviations used in this book," which will show names of agents, funds, etc., local in character, but occurring so often as to need contraction.

This done, a glance at the preface will for all time show what the rule was for entering in that volume, and explain any abbreviations not on the printed list.

1. *Enter each book immediately after it is collated and agreed with order-book and bill.*

a. The official business record of additions should be kept as strictly up to date as a cash account. If more books come in than can be written up at once, and some are wanted in special haste, they may be entered first, but under no circumstances should leave the library til properly added. Once bearing the accession-number, other facts are readily found; but a book without this guide is easily lost or confused with books from other sources or coming in on other dates. The accession-book corresponds to the invoice-book of a business house. As a package is opened, collate it with order-book and bill, to see that it is what was ordered, that the book is complete and in proper condition, and that the price is right. Check the price on bill, and enter it on order record, thus "agreeing" them. Then, if correct, enter the book *at once* on the invoice or accession-book. If incorrect or imperfect, do not enter it at all, for this fact decides that it is not to be "added" to the library

b. Pictures, statuary, maps, and all articles added to the library should be accessioned and numbered, so as to record the date, source, cost, and any other items of interest. Cards may also wisely be added under the names of artist and subject in the catalogs. It is well to have a special book of additions for these articles, if they are likely to be numerous; otherwise 100 or more numbers may be saved in a block at the front or back of the accession-book, thus keeping these peculiar articles together. To distinguish them and their numbers from books, prefix A, marking the first work of art A 1, and so on, the last number showing the extent of the collection. If wisht, a similar list for scientific specimens can be made under S 1, for maps under M 1, etc.

c. Maps, charts, etc., not in book form are stampd in the lower right corner, or near the title of the map. In the size column, length and breadth are given in cm; e. g., 41 x 52 cm.

2. *Use all the standard library abbreviations in all entries.*

These include dates, authors' forenames, place, size, binding, etc. See *Library Abbreviations* appended to these rules for full lists. So many facts are given in so little space, that it is important to save room by using abbreviations; and, as only those familiar with them use this book, the objection against their use in public catalogs does not hold good. All obvious contractions may be used in this book, specially in titles; e. g., "geog." for geographical, "hist." for history, "biog.," etc., etc. The compact L. B. dates are best for all library uses.

3. *Give day, month, and year in the upper left margin of each left-hand page, and the day and month before the first entry of each day.*

The running date at the top is used in turning to find books by dates. It applies to all entries til a new date is prefixt to the accession number. If a whole page or more are received the same day, the date in top margin is enough. Sometimes only a single book is added, but its date must be given as carefully as for the pageful, for dates, like other figures, are almost worthless if not exact. This date shows when the book came into the library; and, if the accessions were written up daily, it would also be the date of entry. A large number coming at once should be entered under the same date, to show that they came together, even if the entry takes several days. It is less account what day the line is written, than what day the book was received into the library. Some however give the date of entry rather than reception when different, as being easiest. Others note both dates. This shows

one reason for strict observance of Rule 1. If delay is necessary put the date on the cover where it will be covered by the book-plate, unless the order clerk puts, as he ought, the date on the inner margin of the first recto. If books accumulate they should be kept in order of reception; and, if any are specially wanted before the others, the lines may be counted off so as to accession in proper order.

4. *Give to each volume the next consecutive number on the first blank line of the accession-book, and enter this number on the lower margin of the first recto, after the title page of each volume received, and never assign the same number to another volume, even if the original be lost, sold, exchanged, or condemned, and an exact duplicate obtained.*

a. An accession-number is given each separate volume, and not to works, or sets, or lots, or series, or collections. Numbering *works*, in however many volumes they may chance to be, always leads to confusion. The last number should show how many volumes the library has received from the beginning. Books are often issued in parts and at intervals, like periodicals. If an effort is made to number books or works, rather than volumes, the first volume received in continuation makes trouble; e. g., v. 4 comes in to-day and should be numbered 1347; but v. 1, 2, and 3 are numbered 975. That entry must be found and altered to show that v. 4 is here. When v. 5 comes in, it must be again altered, and so on to the end. Such constant changes and erasures make a slovenly book, and are sure to beget confusion.

b. To number each lot as it comes, without trying to keep all the volumes of a set together, is a little better, as it saves changes; but, if an accession-book is kept at all, it is best to keep it properly, and let it show what it professes—the additions of each day in the exact order of their reception, without classification in any form.

c. In assigning *call-numbers* or *shelf-marks* by which readers call for what they want, books, and not volumes, are numbered. In the accession-book, *volumes*, not *books*, bear the number.

d. The rule gives a separate line to each volume. Some catalogers have put sets of 50 or 60 volumes all on one line. The only gain is a little paper; for the apparent saving of labor proves no economy in the end. The entries, if the same, are *dittoed* with labor too trifling for mention. One serves for the whole line, instead of dittoing each word; and even this is done only once in the life of the book. A single accession-book has 10,000 lines, or pigeon-holes for 10,000 distinct volumes. Trial of various plans proves it best to assign one of these pigeon-holes or lines across the book to each volume.

e. The rule assigns a given line to a given volume, and forbids its use for any other than that identical volume. There is no trouble then in recording titles, imprints, cost, source, binding, etc., for the different volumes of a set. If any volume is lost, or re-bound, or requires any note or comment to preserve its history and the record of its present state, the way is perfectly simple. If two or more volumes are put on a single line, confusion is sure to arise sooner or later, while by this rule any fact concerning any volume can be entered and found with the least possible labor.

f. Some libraries in replacing a lost book give it the same accession-number as the original. This is convenient and best for shelf-numbers, but is all wrong for *accession*-numbers. Lost books often come back after many years, and some day a wearisome effort to agree accounts discloses *two* books bearing the same accession-number. A book put in the library to-day in place of one lost five years ago was added *to-day*, and not at the time of the first purchase. It is e. g., the 1374th volume added to the library, and is to *take the place* of 975, which some one has lost.

g. Pamphlets not previously accessioned, when bound, are entered the same as new books, on the date when they come in from the bindery, which is the time of their reception as books. In the source column the word "Binding," in place of the agent's name, shows that the pamphlets had been in the library, but not entered.

h. In binding together two or more books already accessioned, the number of the first may be retained as the number of the collection, as it is the identical book, and all of it, with additions. In the Remarks column opposit each of the other volumes enter "Bound in No.——" with date.

i. This number as soon as assigned is stampd on the first recto after the title. When the book is re-bound, the number is preserved for immediate reference or identification after the book comes back from the binder. This is the most convenient place for this number, after the title itself, which it would deface, and the reverse of the title where the ink often shows thru or blots, and where it is harder to get a smooth surface for stamping. Even if given on the book-plate, it is repeated here as the plate is lost in re-binding.

j. If a numbering machine is used, stamp the accession number on the back of main author and subject card *bottom-side up*, so as to be read from the front when lockt in the catalog drawers, or crosswise of the back on the reverse of the upper left corner of the front. This number on the card often saves a double reference, and, the machine being set, it is

no appreciable labor to give the number wherever wanted. On the back it takes no space available for title or notes, and is just as convenient, if stamp'd bottom-side up. When at the accession machine it is not known how many cards will be written, so only the one main author and one main subject card is stamp'd. This is also an advantage, in that a card not stamp'd on the back is thus recognized at a glance as an "added entry" or secondary card. The numbering machine, tho costly at first, is a real economy in a library, where it saves its cost in time of clerks and catalogers, beside giving compact printed numbers of the highest legibility.

k. Numbers when in column are quicker to write and easier to read if only the last two digits are given except for each 10th number. For 60c. a 1000 extra, the book can be had with the numbers all printed in advance. This is much the neatest and in the end the cheapest way.

l. Numbers cannot be printed in advance if dates of entry or receipt of books are given on a separate line. This is sometimes done because a blank line (with only the date in the center) above and below the list of books received together sets them off distinctly as a group by themselves. This plan, however, besides making the very desirable printed numbers impracticable, breaks up the uniformity of numbers beginning each page, and reference is less ready. By our rule of a line to a number, and dates in the left margin, every page begins with an even 20, and the eye is greatly helpt in quick reference.

5. *Enter the class, book and volume numbers as soon as assigned, in ink if permanent, in pencil if liable to alteration.*

a. Some libraries are so numbered, or liable to so frequent changes in their shelf-numbers or press-marks, that it is best to give only volume-numbers, which remain fixt. Others give the press-marks in pencil, so that they can be readily altered. The columns can be left blank if the system does not admit of their satisfactory use. They are of very great value to libraries that have a shelf-number not liable to frequent changes. 1. They refer directly to the shelves and shelf lists without consulting the catalogs; 2. They make analysis and statistics vastly easier. They are the best check to show that all books paid for really get on the shelves, insted of disappearing by accident or design before getting on the inventory [shelf list] and catalogs.

b. If the old fixt system is used, alcove, range, and shelf, insted of class, will go in the first column, for which the heading CLASS was chosen, for its brevity and applicability to almost any system. Nearly all libraries agree in using a book-number between this and the volume-

number. Where the alphabetical arrangement is followed wholly or in part, these columns will be used for the words or letters and figures which determine the location of the book. These two columns are left blank till the book is cataloged, class and shelf listed; for it is impossible to give the numbers accurately, till the shelf list is consulted. Even in the alphabetical systems there is a chance that the identical combination has occurred before, and must be differentiated.

c. In the volume column, two volumes bound in one would be entered 1 & 2, 3 & 4, etc. One volume bound in two parts would be entered 1.¹, 1.², etc., each part on a separate line.

d. Give the number of the volume if more than one. If in only one volume, leave this column blank as 1 indicates that it is the first of a set of two or more. Make all entries of facts perfectly definite.

6. *Give the author's name and the title, as in the brief-title finding index. (For detailed rules see Library Notes, v 1., p. 111-131.)*

a. Space allows only a brief title, and other facts are given with so much fulness that the book is readily identified. If the work is anonymous, leave the AUTHOR column blank, to be filled when authorship is discovered. The line separating author and title is faint, so as to be seen only when looked for to guide in making the title line accurately one under the other. When author's name or title is very long, this line is simply disregarded, but in most entries there will be a little space between the author and the beginning of the title.

b. The form of author's name to be used, or the heading which takes its place in the author column for transactions and various other books, must correspond with the entry in the other catalogs; and, as it must be decided from them, a careless heading should not be written here at the risk of error. With this as with the class number, if in doubt, and the book must be entered at once, leave the author column blank, and fill in after the heading is decided for the other catalogs. A volume of pamphlets is entered under the heading used on the main card with a note; e. g., "& 9 other pam."

7. *Give the place, publisher, date, pages, and size, in accordance with rules for full titles, except that more abbreviations may be safely used.*

a. If several places or publishers are printed, give only the first named on the title; or the most important if the main publisher is given in large type with fine type names preceding. Some omit the publisher, but it should be once recorded somewhere to help identify each book or find a duplicate if needed. The publisher differentiates two editions of same place and date, and is often used in replacing, tracing, etc. If

omitted from all other records, give it here. Leave space between abbreviation for place and publisher, so it shall not look like a name and initials; *e. g.*, L. MacMillan, *not* L. MacMillan.

b. If something must be omitted to save labor, perhaps the publisher can be spared easiest, or the pages, if given on the cards.

c. Give the date of publication in years of the common calendar, and in Arabic figures. Never, here or elsewhere, use Roman numbers.

d. If it differs more than a year from publication date, always give year of copyright with *c* prefix. The line headed DATE is wide enough for six figures, so this important item specifying the real date of publication can be added.

e. The extent of a book depends on pages and size, so that both should be given. The paging is the most useful item that can be given in so small space; as it is on the cards it can be filled in with the class and book numbers without looking it up twice. It is one of the most useful items in identifying similar editions. A pamphlet is only a thin book, and is best described by giving paging; *e. g.*, "37 p. O." All the sizes (binding, paper, and type), as well as fold, in case it should be desirable, can be given by interlining, but except in rare books, the size-letter is sufficient. Give the size by the A. L. A. book-size rule. If it is on the line, call it the larger if it has been trimmed in re-binding; if untrimmed call it the smaller. For books paged in fragments, do not subtract, but give the first and last; *e. g.*, p. 613-1120.

f. An admirable help in quick and accurate sizing is Cole's Size Card, published by the Library Bureau. It gives by diagonal lines the proper prefix *nar*, *sq*, or *ob*, without separate measurement. It is kept inside the cover; some mark the size lines inside the front cover of the accession-book or paste in a Cole card, tho it is less handy to lay the book accurately on the card than to insert the card under the cover, which serves as an automatic guide to hold it in exact position.

g. The size of type is rarely given, tho to many an important item in choice of editions for reading. It is a part of size or extent, but is more useful on the catalogs than here.

8. Give the binding material, indicating half binding by prefixing $\frac{1}{2}$, or better a superior²; *e. g.*, ²*mor*. If the book has leather corners also, $\frac{3}{4}$, or a superior³ will indicate it. If by a famous binder, or otherwise remarkable, note in Remarks.

9. Under SOURCE write the name of the giver, if a gift; the name of the fund if bo't from the income of a special fund; or the name of the firm or library agents, of whom bo't, if from the general fund.

Some give the name of the supplying agents in all cases, prefixing the initials of the fund in the second case. The funds of each library are so well known that the initials are ample, so the column for SOURCE allows room for both agent and fund. Enter at least the initials of the agent in all cases.

10. Under COST give in dollars and cents the actual cost of the book, including exchange on foreign books.

a. A ruling for pounds, shillings and pence is not needed. So few books among the mass in the library will be so billed, that it is waste of space to devote three whole columns to these headings. Even in these cases convenience requires that cost be given in ordinary denominations, so that a moment tells an inquirer the cost of any book. If the exact amount in foreign money must be kept, interline it in the cost column, or better, to allow footing the cost for statistics, enter it in *Remarks*, next to cost column. If list price is given, it is useless to repeat the net price also in foreign terms.

b. If the list price is recorded, put it at the right of the source column, next to the left ruling of the cost column, using fr, m, and s for francs, marks, or shillings, and unmarked figures for dollars. If, because of rarity or *net* list price or special terms from auction or second-hand dealers, the price paid is *more* or *less* than usual for a book of that list price, prefix "n" (net) to the cost given, to show it is not an error in entry. Some wisely do not stop to look up list prices, but enter them only when already known.

c. When several volumes are bought at once, give cost of the series opposite the first entered, followed by a note of the number of volumes included; e. g., v. 4, 5, and 6 of some work come in together, and cost together \$13.44. Instead of dividing this up, and entering \$4.48 against each volume, make the entry against the first (v. 4) in this way: 3 v. \$13.44. Or (a more difficult entry to make neatly), connect the lines of the different volumes by a bracket, and write the cost against the center. For convenience in identifying what came on each bill, the date and total may be given in *Remarks* opposite the first entry; e. g., on line 10,431 the remark for a bill covering 30 v. would be "To 10,460 is bill of 19 N. \$110.⁰²." The date of the bill is always earlier than that of reception. 10,460 shows the line of the last entry included in the bill, as does the remark of the next bill, unless it is for a single volume, and so not recorded. It is often handy to check off special bills in this way, and the labor is trifling to thus indicate the extent of large bills. Mark gifts "g" in cost column, and if cost

is known add it in []; e. g., g [1.75]. For convenience in footing amount paid out for books and amount of gifts, it is well to enter the cost value assigned to gifts in red ink, as being more distinct than the [], and showing more grafically the proportion of gifts to each page. Some even write the entire line in red. Give items of cost carefully, thus making the accession-book for all practical purposes the invoice-book.

11. *Mark the cost of each book in inner margin of first recto after date of reception, when collating with the bill.*

From this place it is copied in the accession-book, and is often found of great convenience in determining value without consulting records or bills. The cost written in the inner corner of some special page agreed on in each library, serves to identify books with labels removed, or covers taken off in binding, or by accident, or by design where theft is intended; but any reader may wish to know the cost, and it is unwise to use it as a detectiv mark, of which the place cannot be told to all interested. A much safer private mark is a perforation with an awl or pin in a secret place; e. g., a pin hole thru the center of the fifth o used in the paging. This can hardly be found by accident or removed, if known, so as not to be detected by an expert.

12. *Under REMARKS indicate any re-binding, sale, loss, exchange, withdrawal as duplicate, binding in with another volume, or any change or disposition.*

The preceding entries tell what the book was when it came into the library. REMARKS tell of any changes, and of the final disposition in case the book is no longer in its accustomed place. This rule requires less labor than at first appears, and saves more than it costs. When books come in from the bindery, it is a very brief matter to open to their numbers, and note the new dress, with its cost. Then if the volume be lost and the reader wishes to pay for it, there is a means of knowing whether it was in paper as at first bo't for 25 cents, or in half morocco as re-bound, at an added cost of \$1. The accession-book is the book of final reference for these technical facts, that appear on no other catalog. The efficient librarian must be able *somewhere* to refer to everything of the kind, and for this no other record offers so great advantages.

The librarian who will keep an accession-book on the plan above described, will find himself well repaid. It will be in constant requisition, the final authority to which will be referred all doubtful questions regarding the past history or present state of any one or of all his books.

Library abbreviations

Compiled by MELVIL DEWEY

100 FORENAMES. CUTTER ABBREVIATIONS

Ab.	Abraham	F.. s.	Frances
Alex.	Alexander, Alexandre	F:	Frederick, Friedrich, Frédéric
Alf.	Alfred		
And.	Andrew, Andreas, André	G:	George, Georg, Georges
A..	Anna	Gert.	Gertrude, Gertraud
Ant.	Anthony, Anton, An- toine	Gilb.	Gilbert
Arch.	Archibald, Archam- baud	Gi. Bat.	Giovanni (Giam) Bat- tista
Art.	Arthur	G..	Grace
A:	Augustus, August, Auguste	Greg.	Gregory, Gregor, Gre- goire
A: a.	Augusta	Gu.	Guillaume, Gulielmus
A: in.	Augustin	Gst.	Gustavus, Gustav, Gustave
A: inus.	Augustinus	H..	Helen
Bart.	Bartholomew, Bartho- lomäus, Barthélemi	H:	Henry, Heinrich, Henri
B..	Beatrice	Hrm.	Herman, Hermann
B:	Benjamin	Hip.	Hippolyte, Hippolytus
Bern.	Bernard, Bernhard	Hu.	Hugh, Hugo, Hugues
Cath.	Catherine, Catharine	Ign.	Ignatius, Ignaz, Ignace
C:	Charles, Carl	I:	Isaac, Isaak
C..	Charlotte	I..	Isabella
Chris.	Christopher, Chris- toph (f), Christophe	Jac.	Jacob, Jacques
Clar.	Clarence	Ja.	James
Dan.	Daniel	J..	Jane
D:	David	J:	John, Johann, Jean
D..	Delia	Jos.	Joseph
Edg.	Edgar	Jose.	Josephine, Joséphe
Edm.	Edmund, Edmond	Jul.	Julius, Jules
E:	Edward, Eduard, Édouard	K:	Karl
E..	Elizabeth	K..	Kate
Ern.	Ernest, Ernst	Kath.	Katherine
Eug.	Eugene, Eugen	Lr.	Lawrence, Laurence, Lorenz, Laurent
F..	Fanny	L:	Lewis, Ludwig, Louis
Fer.	Ferdinand	L..	Louisa
Fitz W:	Fitz William	L: e.	Louise

Library abbreviations

Marg.	Margaret, Margarethe	Rob.	Robert
	Marguerite	S:	Samuel
M:	Mark, Marcus, Marc	S..	Sarah
M..	Mary	Seb.	Sebastian, Sebastien
Mat.	Matthew, Mathäus,	Ste.	Stephien, Stepián
	Mathieu	Thdr.	Theodore, Theodor
N..	Nancy	T..	Theresa
N:	Nicholas, Nikolaus,	T:	Thomas
	Nicolas	Tim.	Timothy, Timotheus,
			Timotheé
Ol.	Oliver, Olivier	U:	Ulrich
O..	Olivia	U..	Ursula
O:	Otto	V:	Victor, Viktor
Pat.	Patrick	V..	Victoria
P.. a.	Paulina	Wa.	Walter, Walther
P..	Pauline	Wash.	Washington
P:	Peter, Pierre	W..	Wilhelmina
Ph.	Philip, Philipp,	W:	William, Wilhelm
	Philippe	Zach.	Zachary
R..	Rebecca	Z..	Zenobia
R:	Richard		

Where : and .. is used in English names, use ; and ., for the German form, and : and ., for the French. e.g., J: John, Ji: Johann, Ji: Jean.

FOR HEADINGS

Besides the preceding 100 forenames

abr.	abridger	Gt. Br.	Great Britain
aftw.	afterwards	pseud.	pseudonym
annot.	annotator	pub.	publisher
anon.	anonymous	supt.	superintendent
b.	born	tr.	translator
col.	collector	U. S.	United States
comnt.	commentator	&	and
co.	company	()	include maiden name of married woman
comp.	compiler	[]	include words or parts of words supplied
contin.	continuer	?	after a word or figure means <i>probably, perhaps</i>
dept.	department		
d.	died		
ed.	editor		

Use also the common abbreviations for political, military, professional and honorary titles.

FOR IMPRINTS AND NOTES

Use the size symbols, F Q O D S T Tt Fe, given at the end.

c	copyright, e. g., 1882 ['80]	fac-sim.	fac-similes
cm	centimeter	gr. of por.	group of portraits
col.	columns	il.	illustrated—ions
ed.	editions	1	leaves
f.	folios		

Library abbreviations

mut.	mutilated	por. of gr.	portrait of group
n. t-p.	no title-page	pt.	part
p.	page or pages	ser.	series
p.	published, e. g. 1882	tab.	tables
	[p'80]	t-p.	title-page
phot.	photographs	v.	volumes
pl.	plates	v. p.	various paging
por.	portraits	w.	(before words) with
		w.	(after words) wanting

In notes, the abbreviations in all these lists may be used.

FOR BOOK TITLES

Besides the abbreviations for honorary and other designations

acct.	account	med.	medical
ad.	additions—al	mem.	memoir
Am. or Amer.	America—n	misc.	miscellaneous
anal.	analysis—tical	ms. mss.	manuscript—s
ap.	appended	N. A.	North America
apx.	appendix	nouv.	nouvelle
biog.	biography—ical	pref.	preface, prefatory
chron.	chronology—ical	pub.	published—rs
comp.	compiled	rel.	relating—ive
cont.	containing, contents	rept.	report—ed—er
contin.	continuation,	rev.	revised—ion
	continued	S. A.	South America
cor.	corrected	sep.	separate
dep't	department	soc.	society
ed.	edited—or—ion	sup.	supplement—ary—ing
Eng.	English	theol.	theology—ian
enl.	enlarged	tr.	translated, traduit, etc.
Fr.	French	trans.	transactions
fr.	from	U.S.	United States
geog.	geography—ical	vocab.	vocabulary
geol.	geology—ical	&	and, in all languages
geom.	geometry—ical	[]	words or part of words
Ger.	German—y		supplied
Gr.	Greek—cian	—	to and including, or
hist.	history—ical		continued
hrsg.	herausgegeben	. . .	matter omitted
impr.	improved—ments	?	probably, perhaps
incl.	including		transition to another
introd.	introduction—ory		page
Ital.	Italian		end of line on title
Lat.	Latin		page. Used in ex-
lib.	library		act bibliographical
lit.	literature—ry		work

NEVER use title abbreviations for specially prominent words.

Library abbreviations

FOR PLACES OF PUBLICATION

Use first on cards.¹ In accession and all official records use shorter form.

Alb.	Albany	Lpz.	Leipzig
Amst.	Amsterdam	Lug. Bat.	Lugduni Batavorum
B. or Bost.	Boston	Mil.	Milano
Balt.	Baltimore	Mün.	München
Ber.	Berlin	N. O.	New Orleans
Brns.	Braunschweig	N. Y.	New York
Camb. or Cb.	Cambridge	Ox.	Oxford
Chic. or Ch.	Chicago	P. or Par.	Paris
Cin.	Cincinnati	Ph. or Phil.	Philadelphia
Copng.	Copenhagen	San Fran. or S. F.	San Francisco
Dub.	Dublin	St. L.	St. Louis
Edin. or Ed.	Edinburgh	St. Pet. or St. P.	St. Petersburg
Eng.	England	Stut.	Stuttgart
Fir.	Firenze	U. S.	United States
Glasg. or Gl.	Glasgow	Ven. or V.	Venice
Göt.	Göttingen	W. or Wash.	Washington
Kjöb.	Kjöbenhavn		
L. or Lond.	London		
Ley.	Leyden		

Also the common abbreviations for the states. Use for all languages when the equivalent name contains these letters.

TITLES, STATES, ETC.

A. B.	bachelor of arts	C. S. N.	C. S. navy
abp.	archbishop	Ct.	Connecticut
A. D.	year of our Lord	D. C.	District of Columbia
adjt.	adjutant	D. C. L.	doctor of civil law
adm.	admiral	D. D.	doctor of divinity
Ala.	Alabama	Del.	Delaware
A. M.	master of arts	dist.	district
Am. or Amer.	American	D. T.	Dakota territory
A. R. A.	associate of the royal academy	Eng.	England
Ark.	Arkansas	Fla.	Florida
atty.	attorney	F. R. S.	fellow of the royal society
B. A.	bachelor of arts	Ga.	Georgia
bart.	baronet	gen.	general
B. C.	before Christ	gov.	governor
bp.	bishop	Gt. Br.	Great Britain
brig. gen.	brigadier general	Ia.	Iowa
Cal.	California	Id. T.	Idaho territory
capt.	captain	Ill.	Illinois
card.	cardinal	Ind.	Indiana
Col.	Colorado	Ind. Ter.	Indian territory
C. S. A.	Confederate States of America or C. S. army	jr	junior
		Kan.	Kansas

Library abbreviations

Ky.	Kentucky	N. Y.	New York
La.	Louisiana	O.	Ohio
L. I.	Long Island	Or.	Oregon
LL. B.	bachelor of laws	Pa.	Pennsylvania
LL. D.	doctor of laws	pres.	president
lt.	lieutenant	R. A.	royal academician
maj.	major	Rev.	reverend
marq.	marquis	R. I.	Rhode Island
Mass.	Massachusetts	R. N.	royal navy
M. A.	master of arts	S. A.	South America
M. C.	member of Congress	S. C.	South Carolina
M. D.	doctor of medicine	sc.	sculpsit, engraver
Md.	Maryland	sr	senior
Me.	Maine	S. T. D.	doctor of sacred
Messrs	plural of Mr		theology
Mich.	Michigan	sup't	superintendent
Minn.	Minnesota	Tenn.	Tennessee
Miss.	Mississippi	Tex.	Texas
Mlle	mademoiselle	U. S.	United States
Mme	madame	U. S. A.	U. S. of America or
Mo.	Missouri		U. S. army
M. P.	member of Parliament	U. S. N.	U. S. navy
Mr	mister	U. T.	Utah territory
Mrs	mistress	Va.	Virginia
N. A.	North America	visc.	viscount
N. B.	New Brunswick	Vt.	Vermont
N. C.	North Carolina	Wis.	Wisconsin
Neb.	Nebraska	W. T.	Washington territory
N. H.	New Hampshire	W. Va.	West Virginia
N. J.	New Jersey	Wy.	Wyoming
N. M.	New Mexico		
N. S.	Nova Scotia		

MONTHS

Ja F Mr Ap My Je Jl Ag S O N D

DAYS

Sn M Tu W Th F St

Use in this order "W 9 S 85" for "Wed. Sept. 9th, 1885."

Use usual abbreviations for days and months on catalog cards.

FIGURES

Never use roman numerals.¹ Use arabic figures, a half larger than the script, for all numerical expressions.

Library abbreviations

FOLD SYMBOL	SIZE NOTATION	OUTSIDE HIGHT
<i>Never use for size.</i>	<i>Never use for fold.</i>	<i>in centimeters.</i>
4 ^o	<i>Fe</i>	<i>Up to 10</i>
3 ¹ ^o	Tt	10 " 12.5
24 ^o	T	12.5 " 15
16 ^o	S	15 " 17.5
12 ^o	D	17.5 " 20
8 ^o	O	20 " 25
4 ^o	Q	25 " 30
f ^o	F	30 " 35
	F ⁴	35 " 40
	F ⁵	40 " 50
	F ⁶	50 " 60

For all books over 35cm high the superior figures show in which 10cm of height the book falls, e. g., F8 is between 70 and 80cm high.

Prefix *nar.* if width is less than $\frac{3}{4}$ hight.

" *sq.* " more " $\frac{3}{4}$ "

" *ob.* " more than hight.

These dividing lines will be remembered by the three threes $\frac{3}{4}, \frac{3}{4}, \frac{3}{4}$.

ACTUAL SIZE METHOD

Give all sizes in cm (for great accuracy add decimals), leaving the old symbols and names, 8° and Octavo to indicate fold only. Give hight first, followed by h, or by x and width, e.g., 23^h or 23 x 14. 23^h means between 22 and 23, i. e., in 23^d cm. All measures are taken outside the cover. Width is from hinge to edge not including the round. To measure paper or letter-press prefix p(aper) or t(ype) to figures, including in type neither folio nor signature lines; e.g., 23x14, p22x14, t17x10, 8° describes a book with size of cover, of paper, of letter-press, and fold.

Library Colors

The day colors are used, e. g., on Inspection Shelves, to mark by a colored thread the day on which each book is to go to its regular place in the library; or, they mark the day of a loan or mem., if the slips used are changed daily, as in some libraries. They are:—

Sn.	M.	Tu.	W.	Th.	F.	St.
Pink	Blue	Green	White	Red	Fawn	Salmon

The language colors used, e. g., in bindings are:—

- | | |
|-------------------------------|----------------------------------|
| 1. American, Light Brown | 6. Spanish, Olive |
| 2. English, Dark Brown | 7. Latin, Light Green |
| 3. German, Black. | 8. Greek, Dark Green |
| 39. Minor Teutonic, Dark Blue | 91. Minor Aryan, Light Blue |
| 4. French, Red | 92. Semitic, Yellow |
| 5. Italian, Maroon | 93-99. Hamitic, etc., Light Drab |

ABBREVIATIONS FOR BINDINGS

bds.	boards	dk.	duck	rox.	roxburgh
buck	buckram	mor.	morocco	rus.	russia
cf.	calf	pap.	paper	sh.	sheep
cl.	cloth, muslin	ro.	roan	vel.	vellum

Date, Dec. 8, 1896-

Number	AUTHOR	TITLE	PLACE & PUBLISHER	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	REMARKS
✓01	Scott, Walter	Mumion.	Chic. Donohue		234					621	Sc-1		
✓02	Olby, Richard W.	Problems of today (Protection, Tariffs)	N.Y. Crowell Co	1888	296			Am. Rep. Pub. Soc.	50	337	El-9		
✓03	Welsh, Alfred H.	English literature & language.	Chic. Sniggs	1894				Am. Rep. Pub. Soc.	50	580	U-41		WITHDRAWN
✓04	"	"	"	"	"			"	1	60	"	U-42	WITHDRAWN
✓05	Murray, Alex. B.	Manual of "Hypothology"	Phil. Donohue	1876	408			Am. Rep. Pub. Soc.	50	296	W-41		WITHDRAWN
✓06	Jordan, William A.	Given I have known	London, Routledge	1866	490			Mrs. U.S. Heinemann	5	13	J-47		
✓07	Hickey, W.	The Constitution of the United States.	Phil. Colburn	1854	521			"		342	H-52		
✓08	Sanders, John	Rhetorical Reader.	N.Y.	1862	596			Mrs. H. Mills	5	574	S-20		WITHDRAWN
✓09	Gulley, J. H.	The Keperian, W. Northby Magazine	Columbus, Nichols	1838				3cf. Mrs. P.D. Foster	5	051	K-13		3 vs.
✓10	"	"	"	"	"			"			K-13		
✓11	"	"	"	"	"			"			K-13		
✓12	Monroe, Lewis B.	The Sixth Reader-	Phil. Longworth	1872	408			cl. Mrs. H. Mills	5	571	M-75		WITHDRAWN
✓13	Emerson, R. W.	Essays	Chic. Donohue					Mrs. L. Heinemann	5	14	Em-3	1	2
✓14	"	"	"	"	"			"			Em-3	1	
✓15	Chambliss, Henry E.	The Life & Labors of David Livingstone	Phil. Hubbard	1875	805			cf.		13	L-75		Rebound in box
✓16	Day, Mary L.	Incidents in the life of a blind girl.	Baltimore, J. Young	1859	206			cl.		F	D-33		WITHDRAWN
✓17	Plutarch	Plutarch's Lives, with notes by John B. Brough	N.Y. Lupton Co.		351			cl. Mrs. L. Heinemann	5	13	P-73		WITHDRAWN
✓18	Butterworth, Benjamin	The Great Composers.	Boston, Lothrop	1894	195			cl. Am. Pub. Soc.	1	73	73-97		WITHDRAWN
✓19	Taylor, Bayard	Central Africa, The White Nile		1854	522			cl. Mrs. L. Heinemann	5	916	P-21		WITHDRAWN
✓20	"	Lower State Agricultural Society, Dec. Report	West. Union, N.Y.	1870				cl.		K			2 copies, 1 in box
✓21	"	"	"	"	"			"					
✓22	"	"	"	"	"			"					
✓23	"	"	"	"	"			"					
✓24	Adler, G. J.	Dictionary of the German & Eng. Lang.	N.Y. Appleton & Co.	1867	293			"		423	Ad-5		WITHDRAWN
✓25	Pater, Walter	The Child in the House	Portland, The W. W. Moore	1896	45			P. Am. Rep. Pub. Soc.	1	50	528	P-37	
✓26	Meyer, Annie Nathan	Woman's Work in America.	N.Y. Holt & Co.	1891	457			cl. Am. Pub. Soc.	1	15	396	M-57	

Date, Dec. 4, 1896

Number	AUTHOR	TITLE	PLACE & PUBLISHER	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	REMARKS
26	Waite, Mrs. C. D.	The Women of the Bible	Chicago, Wm. B. Eerdmans	1880	250			cl. Mrs. F. M. Smith	2	75	2f-7		withdrawn Jan '20
27	Webster, Noah	International dictionary of Eng. Language	Mass. W. C. Brown & Co.	1855	2011			S-	5	25x-28			
28	Hair, James T.	Iowa State Gazetteer	Chicago, R. B. Wiley	1855	720			cl	5	20x-25	H-12		
29	Browning, Robert	Pomegranates from an English Garden	Phil. Lippincott	1855	137			cl Mrs. F. M. Smith	5	5x-7	K-32		withdrawn Jan '20
30	Dana, John	Public Library Hand-book	Chicago, L. B. Rouse	1882				cl	6	12x-14	W-19		
31	Kand, M. Nally	Universal Atlas of the World	Chicago, Rand McNally	1876	456			2nd Hand McNally	7	20x-25			
32	Sumner, William G.	What Social classes owe to each other	N. Y. Harper Bros	1881	167			cl	50	33x	Sm. 6		withdrawn Jan '20
33	Hutchinson, Joseph	Physiology & Hygiene	N. Y. Charles C. Thompson	1877	270			cl	40	6x12	K-97		
34	Green, John Richard	A short history of the English people	N. Y. Harper Bros	1874	372			cl Am. Bap. Pub. Soc.	1	20	7x2		WITHDRAWN 7/88
35	Hayne, Mrs. W. C.	What can a woman do	St. Louis, W. B. Eerdmans	1885	525			cl	5	6x7	K-19		
36	Dana, James D.	Manual of Geology	Phil. Burt & Co.	1870	810			cl	5	5x5	D-19		
37	Macaulay, Lord	Warren Hastings	Phil. Chauncy	1856	153			cl W. M. L. Heinemann	5	75	2x2		withdrawn Jan '20
38	Barland, Franklin	Main-Travelled Roads	Chicago, Stout & Kimball	1874	251			cl Brentano Pub.	1	28	7		WITHDRAWN 8/88
39	Fisher, George Park	The Christian Religion	N. Y. Chauncy	1856	114			cl W. M. L. Heinemann	50	2	80		withdrawn 8/31/89
40	Shakespeare, William	The Merchant of Venice	N. Y. Harper Bros	1876	171			cl Rev. F. Teach	4	82x	P3 Sm. 1		withdrawn Jan '20
41	(Harkness, ed.)	Complete Works of W. Shakespeare	Chicago, Belford, Clark	1857	1227			cl Mrs. F. L. Teach	5	82x	6 Sh. 1		
42	Lamb, Charles & Mary	Tales from Shakespeare	Chicago, Doubleday, Horne		233			cl Mrs. D. L. Heinemann	4	32x	E L-16		2x5 17x12
43	Stevenson, Robert Louis	Treasure Island	N. Y. Scribner's Sons	1885	290			cl Am. Bap. Pub. Soc.	67	7	8x4-1		withdrawn 8/88
44	Eliot, George	Romola	N. Y. Lovell Co.		535			cl Mrs. Russell	5	50	7		8x4
45	Hard, C. D. (Phebe)	Hedged In	Boston, Houghton	1892	295			cl Brentano Pub.	1	50	7		W-21
46	Warden, Florence	A Woman's Face	N. Y. International		378			cl			7		W-21
47	Shirwood, Mary	Barberine	Chicago, Sumner Co.	1881	365			cl	50		7		W-21
48	Watson, John M. (and MacKenzie, ed.)	Beside the Bonnie Brier Bush	Chicago, Doubleday, Horne	1885	258			cl Mrs. D. L. Heinemann	20	7	W-29		withdrawn 6/85
49	Looney, Rosa	Search for Basil Sydnhurst	N. Y. Lovell Co.		472			cl	75	7	K-18		Discontinued
50	Dickens, Charles	Little Dorrit	London, Chapman		522			cl Mrs. F. M. Smith	45	7	D-55		withdrawn Jan '20

Date, Dec 4, 1896

Number	AUTHOR	TITLE	PLACE & PUBLISHER	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	REMARKS
51	Collins, Wilkie	After Dark.	London, England	877				cf. London, England	8	F.	C 691		M. 76.1 23
52	" "	Antonina.	" "	656				" "	5	"	C 693		"
53	" "	Armadale.	" "					" "		"	C 693	2 vs.	"
54	" "	"	" "					" "		"	C 694		"
55	" "	Basil.	" "	576				" "		"	C 695		"
56	" "	The Black Robe.	" "	448				" "		"	C 696		"
57	" "	Blind Love.	" "	544				" "		"	C 697		"
58	" "	The Evil Genius.	" "	464				" "		"	C 697		"
59	" "	The Dead Secret.	" "	570				" "		"	C 698		"
60	" "	The Fallen Leaves.	" "	525				" "		"	C 698		"
61	" "	The Haunted Hotel.	" "	475				" "		"	C 699		Withd. 11/20/97 Rel. 11/20/97
62	" "	Heart & Science.	" "	539				" "		"	C 699		M. 76.1 23
63	" "	Hide & Seek.	" "	624				" "		"	C 699		"
64	" "	I say no.	" "	512				" "		"	C 699		"
65	" "	Jezebel's Daughter.	" "	416				" "		"	C 699		"
66	" "	The Law & the Lady.	" "	559				" "		"	C 699		"
67	" "	The Legacy of Love.	" "	480				" "		"	C 699		"
68	" "	Man & Wife.	" "					" "		"	C 699	2 vs.	"
69	" "	"	" "					" "		"	C 699		"
70	" "	The Moonstone	" "					" "		"	C 699	2 vs.	"
71	" "	"	" "					" "		"	C 699		"
72	" "	My Miscellanies.	" "	540				" "		"	C 699		"
73	" "	No Name, vol. 1	" "	576				" "		"	C 699		WITHDRAWN 11/20/97
74	" "	Poor Miss Finch.	" "	656				" "		"	C 699		Withd. 11/20/97
75	" "	The Dream of Hecate.	" "	608				" "		"	C 699		WITHDRAWN 11/20/97

Date, Dec. 4, 1896-

Number	AUTHOR	TITLE	PLACE & PUBLISHER	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	REMARKS
46	Collins, Wilkie	A Rogue's Life.	N.Y. Harper		320			cf. W. H. Harper	5	F	C 6927		23
47	"	The Two Destinies.	"		355			"	"	"	C 6928		"
48	"	The Woman in White.	"					"	"	"	"		WITHDRAWN
49	"	"	"					"	"	"	C 6929		WITHDRAWN
50	Wilkie, Mary E.	A New England Winter.	N.Y. Harper	1878	468			Am. Rep. Pub. Co.	25	"	W 60-		Don't
51	Dickens, Charles	Dombey and Son.	Phil. Lippincott	1847	531			"	9	"	D 55-		Don't
52	"	Uncommercial Traveller.	"		382			"	"	"	D 55-4		Don't
53	"	Old Curiosity Shop.	"		532			"	9	"	D 55-2		Don't
54	"	The Pickwick Club.	N.Y. Hunt & Co.		508			"	9	"	D 55-3		Don't
55	Watson, J. Madison	Independent Fifth Reader.	N.Y. Barnes & Co.	1878	336			"	9	371	W 53		WITHDRAWN
56	Lytton, Sir Ed. Bulwer	Last Days of Pompeii.	Chic. Reifol, Clark	1878	394			"	9	"	L 78-1		WITHDRAWN
57	Tennyson, Alfred	Poems.	Boston, Ticknor	1866	443			"	9	821	W 55-1		WITHDRAWN
58	McClure, J. B. ed.	Edison + His Inventions.	Chic. Reifol	1894	265			"	9	73-	L 74-		WITHDRAWN
59	Woolson, C. Fenimore	Anne.	N.Y. Harper	1882	570			cf. Am. Rep. Pub. Co.	125	"	W 88-		WITHDRAWN
60	White, E. E.	Complete Arithmetic.	N.Y. Van Nostrand	1883	360			P. Mrs. E. J. Tinsley	9	511	W 58		WITHDRAWN
61	Dixon, J. M.	The Valley and the Shadow.	N.Y. Russell	1868	336			cf.	9	518	D 91		WITHDRAWN
62	Rowbotham, J. Fred	The History of Music.	N.Y. Scribner's	1898	419			cf.	1.75	780	K 78		WITHDRAWN
63	Lytton, Lord	The Coming Race.	N.Y. Lovell	185				cf. F. Leva Russell	9	"	L 78		WITHDRAWN
64	Chellis, Mary Winell	Mark Dunning's Enemy.	Chic. Scribner	1880	363			cf.	9	J. F.	6-14		WITHDRAWN
65	Tarbox, Isaac N.	Uncle George's Stories.	Boston, Congregational	1868	140			cf. Mrs. E. J. Tinsley	9	J. F.	5-17		WITHDRAWN
66	Brewer, Rev. J. S.	Euphrates Valley.	N.Y. Hunt & Eaton	1883	16			cf. Mrs. J. Hanson	9	j	956	73-65	WITHDRAWN
67	Taylor, Alfred	A set of Tools.	N.Y. Hunt & Eaton	1883	12			p.	9	j	600	P 21	WITHDRAWN
68	Buckley, Rev. J. M.	Two weeks in the Yosemite Valley.	N.Y. Hunt & Eaton	1883	36			p.	9	j	970	73-85	WITHDRAWN
69	Adams, Dr. C.	Daniel Webster.	"	1883	16			p.	9	j	73	W 38-1	WITHDRAWN
70	Wise, Daniel	John Milton.	"	1883	16			p.	9	j	73	W 64	WITHDRAWN