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CONDENSED ACCESSION BOOK

THE OFFICIAL RECORD OF EACH VOLUME ADDED TO THE

Library

From.....to.....

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, re-binding, loss, sale or withdrawal as duplicate, worn out or undesirable

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

By MELVIL DEWEY, M. A. (Amherst)

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MADE IN U. S. A.

L. B. Condensed 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 pigeon-hole, 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 Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost.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," til 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a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost.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 features 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 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.

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 stampt in the lower right corner, or near the title of the map. In the size column, length and bredth 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 stampt 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 stampt 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 stampt. This is also an advantage, in that a card not stampt 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.

1. 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 centre), 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 helped 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 alfabetical arrangement is followed wholly or in part, these columns will be used for the words or letters and figures which determin the location of the book. These two columns are left blank til the book is cataloged, clast and shelf listed; for it is impossible to give the numbers accurately, til the shelf list is consulted. Even in the alfabetical 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 definit.

6. Give the author's name and the title, as in the brief-title finding index. (For detailed rules see *Library Notes*, v. I., 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 lookt for to guide in making the titles 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* prefixt. 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., ²mor. If the book has leather corners also, $\frac{3}{4}$, or a superior² 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 unmarkt 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 bo't at once, give cost of the series opposit 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. Insted 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 opposit 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. \$110⁸²." 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:	Frederick, Friedrich, Frédéric
Alex.	Alexander, Alexandre	G:	George, Georg, Georges
Alf.	Alfred	Gert.	Gertrude, Gertraud
And.	Andrew, Andreas, André	Gilb.	Gilbert
A..	Anna	Gi. Bat.	Giovanni (Giam) Bat- tista
Ant.	Anthony, Anton, An- toine	G..	Grace
Arch.	Archibald, Archambaud	Greg.	Gregory, Gregor, Gre- goire
Art.	Arthur	Gu.	Guillaume, Gulielmus
A:	Augustus, August, Auguste	Gst.	Gustavus, Gustav, Gustave
A: a.	Augusta	H..	Helen
A: in.	Augustin	H:	Henry, Heinrich, Henri
A: inus.	Augustinus	Hrm.	Herman, Hermann
Bart.	Bartholomew, Bartho- lomäus, Barthélemi	Hip.	Hippolyte, Hippolytus
B..	Beatrice	Hu.	Hugh, Hugo, Hugues
B:	Benjamin	Ign.	Ignatius, Ignaz, Ignace
Bern.	Bernard, Bernhard	I:	Isaac, Isaak
Cath.	Catherine, Catharine	I..	Isabella
C:	Charles, Carl	Jac.	Jacob, Jacques
C..	Charlotte	Ja.	James
Chris.	Christopher, Chris- toph (f), Christophe	J..	Jane
Clar.	Clarence	J:	John, Johann, Jean
Dan.	Daniel	Jos.	Joseph
D:	David	Jose.	Josephine, Joséphe
D..	Delia	Jul.	Julius, Jules
Edg.	Edgar	K:	Karl
Edm.	Edmund, Edmond	K..	Kate
E:	Edward, Eduard, Édouard	Kath.	Katherine
E..	Elizabeth	Lr.	Lawrence, Laurence, Lorenz, Laurent
Ern.	Ernest, Ernst	L:	Lewis, Ludwig, Louis
Eug.	Eugene, Eugen	L..	Louisa
F..	Fanny	L: e.	Louise
Fer.	Ferdinand	Marg.	Margaret, Margarethe, Marguerite
Fitz W:	Fitz William		
F.. s.	Frances		

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

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

FOR HEADINGS

Besides the preceding 100 forenames

abr.	abridger	Gt. Br.	Great Britain
aftw.	afterwards	pseud.	pseudonym
annot.	annotator	pub.	publisher
anon.	anonymous	sup't	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 probably, perhaps
dep't	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 [v'80]	fac-sim.	fac-similes
cm	centimeter	gr. of por.	group of portraits
col.	columns	il.	illustrated—ions
ed.	editions	l	leaves
f.	folios	mut.	mutilated

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

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

FOR BOOK TITLES

Besides the abbreviations for honorary and other designations

acct.	account	mem.	memoir
ad.	additions—al	misc.	miscellaneous
Am. or Amer.	America—n	ms. mss.	manuscript—s
anal.	analysis—tical	N. A.	North America
ap.	appended	nouv.	nouvelle
apx.	appendix	pref.	preface, prefatory
biog.	biography—ical	pub.	published—rs
chron.	chronology—ical	rel.	relating—ive
comp.	compiled	rept.	report—ed—er
cont.	containing, contents	rev.	revised—ion
contin.	continuation, 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 supplied
Ger.	German—y	—	to and including, or continued
Gr.	Greek—cian	...	matter omitted
hist.	history—ical	?	probably, perhaps
hrsg.	herausgegeben		transition to another page
impr.	improved—ments		end of line on title page. Used in exact bibliographical work
incl.	including		
introd.	introduction—ory		
Ital.	Italian		
Lat.	Latin		
lib.	library		
lit.	literature—ry		
med.	medical		

Never use title abbreviations for specially prominent words.

FOR PLACES OF PUBLICATION

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

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

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

Ky.	Kentucky	N. S.	Nova Scotia
La.	Louisiana	N. Y.	New York
L. I.	Long Island	O.	Ohio
LL. B.	bachelor of laws	Or.	Oregon
LL. D.	doctor of laws	Pa.	Pennsylvania
lt.	lieutenant	pres.	president
maj.	major	R. A.	royal academician
marq.	marquis	Rev.	reverend
Mass.	Massachusetts	R. I.	Rhode Island
M. A.	master of arts	R. N.	royal navy
M. C.	member of Congress	S. A.	South America
M. D.	doctor of medicine	S. C.	South Carolina
Md.	Maryland	sc.	sculpsit, engraver
Me.	Maine	sr	senior
Messrs.	plural of Mr	S. T. D.	doctor of sacred 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 U. S. army
Mo.	Missouri	U. S. N.	U. S. navy
M. P.	member of Parliament	U. T.	Utah territory
Mr	mister	Va.	Virginia
Mrs	mistress	visc.	viscount
N. A.	North America	Vt.	Vermont
N. B.	New Brunswick	Wis.	Wisconsin
N. C.	North Carolina	W. T.	Washington territory
Neb.	Nebraska	W. Va.	West Virginia
N. H.	New Hampshire	Wy.	Wyoming
N. J.	New Jersey		
N. M.	New Mexico		

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.

Date September 26th 1920
August

NUMBER	AUTHOR	TITLE
50 01	Jauszig, F. W.	Free trade, The tariff & reciprocity
02	Taylor, Fred. W.	Principles of scientific management
03	Klein, Joseph J.	Book-keeping and accounting
04	Kellogg, J. H.	Rational hydrotherapy
05	Haddock, Frank C.	Power of the will
06	"	Culture of courage
07	Rinehart, Mary R.	Altar of freedom
08	King, W. L. Mackenzie	Industry and humanity
09	McCord, James R.	A text-book of filing
10	Wilson, Woodrow	International ideals
11	Pearl, R. H.	Health by stunts
12	Frentz, Edward W.	Uncle Geb and his friends
13	Perkins, Lucy Fitch	The Scotch Twins
14	"	The Belgian twins
15	"	The French twins
16	Roberts, Charles G. T.	Jim
17	Butler, Ellis Parker	Swatty
18	Griffis, Wm Elliot	Dutch fairy tales for young folks
19	Bishop, Joseph B. ed	Theodore Roosevelt's letters to children
20	Couperus, Louis	The later life
21	"	"
22	"	Twilight of the souls
23	Hill, J. Arthur	Dr Adrian
24	Kilmer, Joyce	Spiritualism: its history
25	"	Poems, essays & letters

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
N.Y. Macm	1920	219	II	d.	McClurg.	1.54				WD Ja '22 through Wadl Boujel
" Harper	1919	144	0	"	"	1.73				WDA 50
" Appleton	1917	453	0	"	"	2.19				WD F'43
Phila. Davis	1901	193	2	"	gift	3.85				WD JL'39
Meriden, Pellon	1920	410	"	"	"	3.06				W'My'68
"	1918	450	"	"	"	3.06				WDDe53
B. Houghton	1917	47	S	"	"	.72				WDJa44
"	c1918	556	0	"	"	2.70				WDJa'58
N.Y. Appleton	1919	240	"	"	"	1.54				WD De 44
" Appleton	1920	190	II	"	"	1.54				WDDe53
" Macm.	1919	216	S.	"	"	1.23				WDDe48
B. Atlantic	1919	224	0	"	"	1.08				WD JL'42
" Houghton	1919	225	"	"	"	1.21				WD M'42
"	c1917	197	"	"	"	1.21				Disc.
"	c1918	202	"	"	"	1.21				WDM'55
N.Y. Macm	1919	216	II	"	"	1.54				Disc.
B. Houghton	1920	300	"	"	"	1.38				Disc.
N.Y. Crowell	1918	220	"	"	"	1.08				Disc
" Scribner	1919	240	"	"	"	1.80				WDMY'60
" Dodd	"	333	"	"	"	1.54				
"	"	370	"	"	"	1.54				WDJa44
"	"	321	"	"	"	1.54				WD Je'48
" Doran	1919	316	"	"	"	1.62				W'Mr'60
"	c1918	271	"	"	"	1.80			1	
"	"	290	"	"	"	1.80			2	

Date Sept. 27, 1920
Aug.

NUMBER	AUTHOR	TITLE
26	Gale, Zona	Peace in friendship village
27	Ferber, Edna	Cheerful by request
28	Russell, Charles E.	Bolshevism and the United States
29	McCook, Harold	Annals of the American Academies
30	Van Dyke, John C.	The grand canyon of the Colorado
31	Fowler, Nathaniel C.	How to get your pay raised
32	Keynes, John Maynard	Economic consequences of peace
33	Hansen, Harry	Adventures of the fourteen points
34	Kingsley Florence M.	Transfiguration of Miss Philura
35	Kolen, John	City planning
36	Bradford, Gamaliel	Portraits of American women
37	Davies, Marie J.	Blue-grass and Broadway
38	Richmond, Grace S.	Red Pepper's patients
39	Gulick, Luther Hal.	Philosophy of play
40	Maclaren, Sam	Young Barbarians
41	Pier, Arthur S.	The hilltop troop
42	Du Bois, W. E. B.	Dark water
43	Brown, Alice	The black drop
44	Richmond, Grace	Opinion of U.S. Circuit Court reversing judgement of District Court
45	Bachelor, Irving	A man for the ages
46	Bairnsfather, B	From mud to muck with Bill
47	Widdemer, Margaret	Winona's way
48	Braithwaite, W. S.	Anthology of magazine verse
49	"	"
50	Swift Edgar J.	Psychology & the day's work

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
N.Y. Macm.	1919	308	II	cl	M. Clurg	1.54				Wade 9/30/20 *24.62
" Doubleday	1919	366	"	"	"	1.26				Disc
Lud. Bobbs.	1919	341	"	"	"	1.54				WD Se'52
Phila. Am. Acad.	1928	791	0	"	Bindery				135-140	WD Je'59
" Scribner	1920	218	"	"	"	1.80				WD Se'52
Chi. M. Clurg	1917	290	"	"	"	.69				WD De'53
N.Y. Harcourt	1920	298	"	"	"	1.73				WD Se'54
" Century	1919	385	"	"	"	1.88				
" Funk	1901	81	S	cl	"	.29				WD Se'52
" Appleton	1917	447	II	"	"	1.93				WD Se'49
B. Houghton	1899	276	0	"	"	2.16				Disc
N.Y. Century	1919	373	II	"	"	1.26				WD A'51
" Burt	1917	285	"	"	Mrs M. C. Carpenter	.68				WDMr 3
" Scrib.	1920	291	"	"	bindery	1.10				v C Se'61
" Hodd	1910	318	"	"	old		7	m22y		WD My'42
B. Houghton	1919	208	"	"	"	1.14				WD My'42
N.Y. Harcourt	1920	273	"	"	"	1.44				
" Macm	1919	392	"	"	"	1.44				WD Ja'51
Chi. Doubleday	1908	16	0	pa	pamphlet	1.81				WD My'39
Lud. Bobbs	1919	416	D	"	old	1.38				WD Je '41
N.Y. Putnam	1919	313	"	"	"	1.21				WD A'44
Phila. Lips.	1919	304	"	"	"	1.16				Disc
B. Small	1919	319	0	"	"	1.80				WD Se'52
"	1918	285	"	"	"	1.80				WD Se'52
N.Y. Scribner	1919	388	II	"	"	1.54				v C Se'61

Date August 27th 1920

NUMBER	AUTHOR	TITLE
50 51	Leaf, Horace	What is this spiritualism
52	Gerould, Katharine T.	Modes and morals
53	Reeve, Arthur B.	Best ghost stories
54	Simons, A. M.	The vision for which we fought
55	Wood, Charles S.	Don't give up the ship
56	Morley, Christopher	Mince pie
57	Seaman, Cynthia H.	The slipper point mystery
58	Montgomery L. M.	Anne of the island
59	Morgan, George	The true La Fayette
60	Porter, Eleanor H.	Pallyanna
61	Grey, Viscount of Falden	Recreation
62	Quick, Herbert	From war to peace
63	Masefield, John	Reynard the fox
64	Doyle, Arthur C.	The new revelations
65	Nitche, Edward B.	Lip-reading
66	Harbois Mary C.	Courade Rosalie
67	Wright, Harold B.	Re-creation of Brian Kent.
68	Eaton, Seymour ed.	The worlds great scientists
69	"	Up to date business
70	"	Mathematics
71	"	Governments of the world today
72	"	Literature
73	"	"
74	"	"
75	"	American literature

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
Doran N.Y.	1919	185	0	cl.	McChurg	1 35				Wd Mar '52
N.Y. Scribner	1920	277	II	cl.	"	1 35				Se'52
" Boni	1919	217	5	lea	"	68				Disc
" Macm	1919	197	II	cl	"	1 16				WC Se'61
" "	1914	314	"	"	"		7	W 852		WD Ap'39
" Doran	1919	296	"	"	"	1 26				
" Century	1919	207	"	"	"	1 26				Disc
B. Page	1915	326	"	"	"	1 19				
Phila Rip.	1919	489	"	"	"	1 80				WD Ja'59
B. Page	1913	308	"	"	"	1 26				Disc
B. Houghton	1920	43	"	"	"	1 08				WD J'42
Dud. Robts	1919	278	"	"	"	1 08				WC Se'61
N.Y. Macm	1920	166	"	"	"	1 23				
" Doran	1918	122	"	"	"	.90				WC Fe'62
" Stokes	1919	315	"	"	"	1 80				WC Se 61
" Century	1919	473	"	"	"	1 37				Disc
Chi. Book	1919	352	"	"	"	1 21				WD Jo '41
N.Y. Doubly	1901	399	"	2 b.d.	Anna O'Conor	5.00				WD Oc'45
" "	"	392	"	"	"	—				WD J'42
" "	"	340	"	"	"	—				WD M'43
" "	"	291	"	"	"	—				WD W. B. J'42
" "	"	297	"	"	"	—				WD Je'45
" "	"	417	"	"	"	—				WD Je'45
" "	"	356	"	"	"	—				WD Je'45
" "	"	257	"	"	"	—				WD Je'45

Date Aug. 27th 1920

NUMBER	AUTHOR	TITLE
50 76	Eaton, Seymour ed	American literature
77	"	"
78	"	Three centuries of French literature
79	"	Popular studies of ancient peoples
80	"	" " in science
81	"	The world's great musicians
82	"	" " Artists
83	Grey, Jane	Wildfire
84	Sarkis, Albert P.	The amateur innkeeper
85	Grey, Jane	Lone Star ranger
86	Lock, Wm J.	House of Baltazar
87	Muir, John	The story of my boyhood & youth
88	"	Who's who for 1918-19 in America
89	"	" " 1920-21 "
90	Faber, Henry B.	Military pyrotechnics
91	"	"
92	"	"
93	Jones, R. R.	The Ohio river, charts, drawings...
94	Wilcox, Cornelis deW.	French-English military technical dictionary
95	"	Government salary tables
96	Clark, J. Reuben ^{ed}	Emergency legislation... 1917
97	McCoy, Joseph S.	Tables showing the prices of 2,374 goods
98	Filsinger, Ernest B.	Commercial traveler's guide...
99	"	" " " Maps
100	"	Historical Report of chief engineers

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
N.Y. Doubleday	1901	289	II	2bd	Anne Connor	—			2	WD Je'45
"	"	311	"	"	"	—			3	WD Je'45
"	"	438	"	"	"	—				WD Je'48
"	"	380	"	"	"	—				WDOc'46
"	"	395	"	"	"	—				WCSa'61
"	"	350	"	"	"	—				WDOc'46
"	"	325	"	"	"	—				WD Je'48
" Grosset	1916	321	"	cl	WageTCO					Disc
" Burt	1923	287	"	"	"	1.08	7	T27a		Disc
"	"	373	"	"	"					Disc
" Lane	1920	312	"	"	M. Churg					WDAg'44
B. Houghton	1913	287	0	"	"	2.34				WDAg'62
Chi. Marquis	1918	3296	II	cl.	Waffle	6.00			10	WDAg'62
"	"	302	"	"	"	6.50			11	WDAg'66
W. Govt.	1919	229	0	"	Government gift				1	WD Je'48
"	"	288	"	"	"				2	WD Je'48
"	"	230	"	"	"				3	WD Je'48
"	"	314	"	"	"					1 WD Je'40
"	"	582	"	"	"					WD P'43
"	"	272	"	"	"					WD My'36
"	"	1150	"	"	"					WD Je'48
"	"	38	"	"	"					WD My'40
"	"	592	"	"	"					WD Je'44
"	"		"	"	"					WD Je'44
"	"	437	"	"	"					WDJl'44

Date October 1st 1920

NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
51 01	Bosher, Mary Cary		J-P. wanting					Bindary					Disc
02	Bangs John Kendrick	The idiot at home	N.Y. Harper	1901	313	S	cl	"					WD Jo '44
03	Anderson, Hans C.	Fairy tales	G-P. wanting		427	II	"	"					WD Jo '40
04	Brown Kathrin B.	Hallowell partnerships	N.Y. Scribner	1912	241	"	"	"					WDAE 44
05	Johnston Annie F.	Mary Ware's Promised land	B. Page	"	317	"	"	"					Disc
06	Sarver, Charles	The country boy	N.Y. Fly.	1911	307	"	"	"					Disc
07	Hyer Sidney	Boys and birds	B. Lothrop	1880	414	"	"	"					WD No '41
08	Mabie, Hamilton W.	Myths every child should know.	N.Y. Doubleday	1911	357	"	"	"					WD Jo '39
09	Freeman, Mary E.	The winning lady	" Harper	1919	328	"	"	"					WD No '55
10	Harris, Joel C.	Plantation pageants	" Houghton	1899	247	O	"	"					WD Jo '46
11	Burnett, Frances H.	Little Lord Fauntleroy	" Scribner	1915	290	II	"	"					WDMr. '41
12	Hess, Lawrence L.	La Brea - Los Angeles in three centuries	Los Angeles Security Trust	1929	208	"	pa	Mr J. F. Clark gift	917.949	H55			WD My '39
13	Ellis,	Wide awake girls at college	"	"	294	"	cl	Bindery					Disc
14	Kipling, Rudyard	2nd jungle book	N.Y. Century	1911	324	"	"	"		823	462		WD Jo '43
15	Roberts, Charles G. II.	The watchers of the trails	B. Page	1904	361	"	"	"					WD My '40
16	DuChaille, Paul	Ivar the Viking	N.Y. Scribner	1893	307	"	"	"					WDAE 44
17	Du Maurier, George	Szilby	" Harper	1895	464	"	"	"					WDD '57
18	Dickens, Charles	Little Dorrit	Phila. Peterson	nd	954	"	"	"					WD Mr '42
19	Porter, Sidney	Heart of the west	n.t.p.	nd	313	"	"	"					WD Mr '39
20	Porter, Sidney	Heroes of Chivalry	N.Y. Dodd	"	575	O	"	"			320	H43	WD Jo '44
21	Bouvet, Marguerite	Prince tip-top	Chi. McClurg	1899	134	"	"	"					WD Mr '42
22	Bottoms Phillis	The 2nd fiddle	N.Y. Century	1918	363	"	"	"					Disc
23	White, Stewart E.	The silent places	" Grosset	1904	304	"	"	"					Disc
24	Geland, Margaret	Around old Chester	n.t.p.	nd	378	"	"	"					WDJ '59
25	Lippman, Julie M.	Martha by the diary	N.Y. Holt	1914	201	"	"	"					WD Jo '41

Date Oct. 2nd 1930

NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
51 26	Bachelar	The light in the clearing	n.l.p.	nd	414	II	cl.	Bindary					Disc
27	Loring, A. R. & J. A. D. E.	The nations history the church of Britain	N.Y. Holt	1924	631	"	"	Grace Kemp gift	973	L56			W.C.J.'63
28	Phillips, David G.	The conflict	"	Grosset	1911	390	D	cl	Bindery				W.C.J.'62
29	Smith F. Hopkinson	Caleb West, master diver.	B. Houghton	1898	378	"	"	"					W.C.J.'62
30	Allen, Grant	An African millionaire	N.Y. Arnold	1897	317	"	"	"					W.D.A. 11
31	Alcott, Louise M.	Eight Cousins	n.t.p.	nd	291	II	"	"					Disc
32	Johnston Anne F.	Georgina of the rainbows	N.Y. Grosset	1920	348	"	"	Gift of M. Johnson					WD Mr'39
33	Chapman, J. Wilbur	Ivory palace of the King	N.Y. Ruell	nd	75	S	cl	Mrs Thome gift	242	C36			WD M. 43
34	Kelly, Myra	Little citizens	N.Y. Doubleday	1912	352	D	cl	Bindery					Disc
35	Tarkington, Booth	Penrod	"	"	1915	345	"	"					"
36	Clinton, F. J. Sander	Spaniard and the tree	Madrid n.t.p.	nd	115	B	pa	J. F. Clark	914.6	C16			WD Mr'42
37	Conner, Ralph	Black Rock	N.Y. Grosset	nd	270	II	cl	Bindery					Disc
38	Middle, Annie	A daughter of pioneers (Bear Street Albrook)	B. Quinn	1900	72	II	pa	pamphlet	928	Au8			Disc
39	Duckens, Charles	A Christmas in prose	"	Houghton	1893	118	II	"	7	7530			W.D.S.'67
40	Kipling, Rudyard	Jungle book	n.t.p.	nd	302	II	"	"					WD Jc'44
41	Bosher, Kate L.	Mary Cary	N.Y. Grosset	c1910	168	"	"	"					Disc
42	Dodge, Mary Mapes	Hans Brinker and the silver skates	"	Scribner	1916	393	"	"					WD Ja50
43	Webster	The real adventure	n.t.p.	nd	574	"	"	"					W.D.A. 44
44	Clemens, Samuel	Prince and the pauper	"	"	315	"	"	"					WD Ap'39
45	Wright, Mabel O.	Aunt Jimmie's will	N.Y. Maem	1913	272	"	"	"					W.D.J. 44
46	Reed, Myrtle	Threads of grey and gold.	"	Putnam	1913	371	"	"					W.C.J.'62
47	Barrie, J. M.	The little minister	"	Grosset	1897	375	"	"					Disc
48	Greene, Homer	Pickett's gap.	"	Maem	1913	208	"	"					WD Ja'46
49	Lock, W. J.	Idols.	n.t.p.	nd	366	"	"	"					W.C.J.'62
50	Gale, Jona	Friendship village	N.Y. Maem	c1908	323	"	"	"					W.C.J.'62

Date.....

NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
51	Johnston, Mary	Lewis Rand	B. Houghton	1908	570	II	cl	Bindary					DFK '88 rebound
52	Ewing Juliana H.	Six to sixteen	" Little	nd	296	S	"	"					WDJe '42
53	Brown, Alice	The country road	B. Houghton	1906	341	II	"	"					WDJe. '42
54	Fox, Frances M.	Farmer Brown and The birds	B. Page	1900	72	"	"	"		7	783c		Disc
55	Simmons, E. H. H.	Speculation in securities	Mass. Pub.	1929	v.p.	"	pa	pamphlet	332.6		514		WD My '39
56	Scott, Walter	Quentin Durward	" Burt.	nd	550	"	cl	Bindery					WC Co 64
57	De Foe, Daniel	Life and adventures of Robinson Crusoe	B. Shewell	c. 1898	192	"	"	"		7	II 367		WD Ja 50 v. 2
58	Holder, Charles F.	Along the Florida reef	N.Y. Appleton	1892	273	"	"	"					WC Se 61
59	Lahn	Captive of The Roman eagles	n.b.p.	nd	434	"	"	"					WD Mr '88
60	Church, Alfred G.	The burning of Rome	L. Maem	1891	312	"	"	"					WD Ag 44
61	Long, Wm G.	School of the woods.	n. G. p	1902	v.p.	"	"	"					WD Ag 44
62	Hugo, Victor	Les Misérables.	N.Y. Crowell	c. 1887	284	"	"	"				v. 2	WD Ag 44
63	Hook, Stella Louise	Little people	" Scribner	1888		"	"	"	595.7		H76		WD Je '46
64	Schultz, James W.	With the Indians in the Rockies	B. Houghton	1912		"	"	"	813		Sch 8w		Disc.
65	Wheeler, Wm A.	Who wrote it	B. Lippincott	1874		"	"	"	029.6		W56		WD Se '47
66	Parrish, Randall	Beyond the frontier	Chi M. Churg	1915	406	"	"	"	813		P266		WC JI '62
67	Wys, Hugo	Swiss family Robinson	n G P		292	"	"	"	833		W99s		WD Ja 50
68	Wright, Harold B.	Calling of San Matthews	N.Y. Burt	c. 1909	364	"	"	"	813		W93c		Disc.
69	Ried, Myrtle	At the sign of the jack o' lantern	" Putnam	c. 1905	353	"	"	"	813		R253		Disc.
70	Mulock, Winah M.	Little lame prince	B. Knight	1896	145	"	"	"	823		C84l		Disc.
71	Swain, Mark	Prince and the pauper	N.Y. Harper	c. 1909	309	"	"	"	813		T91r		WD Qc '43
72	Booth, Mand B.	Sleepy time stories	" Putnam	1910	177	"	"	"	813		1364s		WD Je '46
73	Reade, Charles	Hard Cash	L. Chatto	1906	626	"	"	"	823		R224		WD De '60
74	Ewing Juliana H	Jaw of the windmill	B. Roberts	1896	310	"	"	"	7		II 286		WD Ja 50
75	Mercier, Cardinal	Voice of Belgium	L. Bruno	1914	330	"	"	"					WD Ag '34

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Date Oct. 6th 1920

NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
5176	Churchill, Winston	Inside The cup.	N.Y. Macm	1913	513	II	cl.	Boundary					WD Je '42
77	Thomas	Three guardsmen	n.t.p.		592			"					Disc
78	Warner, Charles L.	Washington Irving	B. Houghton	1882	304	"	"	"		B	Ir-8w		WD '55
79	Emerson, Ralph W	Representative men	B. Phillips	1852	285	"	"	"	814.36	Em3r			"
80	Malory, Thomas	Boys King Arthur	N.Y. Scrib.	1892	403	"	"	"	398	M39			WDAg '55
81	Chapman, Frank M.	Color key to North American birds	" Doubleday	1903	312	0	"	"	598	C36c			WPAg '68
82	Holloway, Laura C.	Ladies of the White House	Phila. Bradley	1881	736	"	"	"	920.7	H72f			N JDa '67
83	Inman, Henry	Old Santa fe trail	Topeka Crane	1899	493	"	"	"	978.9	In60			WD '55
84	Russell, William	History of modern Europe	N.Y. Harper	1872	557	"	"	"	940.2	R91		1	WD Je '48
85	"	"	"	"	"	"	"	"	"	"		2	WD Je '48
86	"	"	"	"	603	"	"	"	"	"		3	WD Je '48
87	Allibone, S. Austin	Critical dictionary of English literature	Phila. Lippincott	1871	1154	0	"	"		012	Al5-	1	"
88	"	"	"	"	1172	"	"	"		"		2	"
89	"	"	"	"	813	"	"	"		"		3	"
90	Gleason, Arthur H.	Young Hilda at the wars	N.Y. Stokes	c1915	213	"	"	"	7	G97j			WD Je '41
91	Guillemin, Amedee	Electricity and magnetism	L. Macm.	1892	976	Q	"	"	537	G94c			WD Je '48
92	Scott, Leroy	Walking delegate	N.Y. Doubleday	1905	372	II	"	"	813	Sc03w			WD Je '41
93	Johnston, Mary	Hagar	B. Houghton	1913	390	"	"	"	"	564			WDAg '44
94	De Amicis, Edmondo	Heart of a boy	Chi Laird	c1895	290	"	"	"	853	Am5			WDSa '52
95	Olivant, Alfred	Bob son of battle	N.Y. Doubleday	1901	356	"	"	"	823	Ol4b			"
96	Reed, Myrtle	Lavender and old lace	" Grosset	c1902	267	"	"	"	813	R22f			Disc
97	Walt Whitman	Home canning manual for vegetables and fruits	Wash. Natl Food Comm.	1917	v.p.	"	pa	panphlet	664.8	N21c			WD Je '39
98	Harris Joel C	Told by Uncle Remus	N.Y. McClure	1905	295	"	cl	Binding	"	H24c			Disc
99	Jarkington, Booth	Congress of Canaan	"	"	388	"	"	"	"	T17c			WDAg '55
5200	Gask, Lillian	Folk tales from many lands	N.Y. Crowell	nd	286	"	"	"	398.3	G24			WDJ '59

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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
52 01	Blakie, Wm G.	Personal life of David Livingstone	N.Y. Harper	1881	504	0	cl	Bindary		B	L76b		rebund
02	Ade, George	Artie	Chi Stone	1901	v.p.	S	"	"		813	A43a		with 1149
03	Edgeworth Marie	Sales	L. Day	1903	411	II	"	"		823	Ed3c		"
04	Burrows, James	Report of cases in the Court of King Ben	L. Burke	1777	v.p.	0	le	old		346.4	B94		WD Je '61 Campbell Case WD JL'39
05	Ashton, William E	Text book on the practice of gynecology	Phila Saunders	1907	253	Q	cl	"	gift	618.1	As		"
06	Porter Jane	Scottish chiefs	Chi Doubdne	nd	350	S	"	"		823	P83s		WD Je '41
07	Read, Opie	An Arkansas planter	" Rand	1896	315	II	"	"		813	R222		WD Je '44
08	Soulinson, Everett S.	Scouting with Daniel Boone	" Grosset	c1914	302	"	"	"		"	T59s		WD Ac '39
09	Johnston, Annie F	Little Colonel stories	B Page	1899	v. p	"	"	"		"	J64/s		Disc.
10	"	" Christmas vacation	"	1905	233	"	"	"		"	J64/s		Disc.
11	Harris Joel C.	Told by Uncle Remus	N.Y. Grosset	"	295	"	"	"		"	H24c		WD Je '48
12	Burt, Mary E	Poems that every child should know	"	1905	354	"	"	"		808.1	B95p		WD Je '56
13	Danvers N.	Raphael	London. Low	1883	112	"	"	"		B	R18d		WD Mr '46
14	Larkington, Booth	Conquest of Canaan	N.Y. Burt	1905	389	"	"	Reacessioned		813.	T17c	copy 2	WD Je '41
15	Johnston, Mary	Hagar	B. Houghton	1913	390	"	"	"		"	J64h	"	Disc.
16	Jameson, M. Ethel	A bibliographical contribution to study	Camb. Riverside	1901	157	"	"	New		824.86	R89		WD Je '45
17	Vanduyke, Henry	The lost word	N.Y. Scribner	1916	71	"	"	McChurg	1.44				WD Je '62
18	Semyson, Alfred	Poetic and dramatic works	B. Houghton	1898	887	"	"	"	2.52				"
19	Kipling, Rudyard	Kim	N.Y. Doubleday	1920	463	"	"	"	1.38				WD Je '59
20	Barrie, James M.	The little white bird	" Scribner	"	286	"	"	"	1.38				"
21	Shakespeare, Wm	Tragedy of Hamlet, Prince of Denmark	" American	1906	350	S	"	"	70				Disc
22	Kipling, Rudyard	Captains courageous	" Century	1919	323	II	"	"	1.44				WD Je '44
23	Arnold, Matthew	Sohrab and rustum & other poems	" Maern.	1919	219	S	"	"	42				WD De '60
24	Reade, Charles	Put yourself in his place.	" Burt.	nd	526	II	"	"	88				WD Ac '39
25	Andrews, M.R.S.	Perfect tribute	" Scribner	1920	47	"	"	"	58				"

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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
5-2 26	Kinsley, Helen	The boy's life of Abraham Lincoln	N.Y. Century	1920	307	I	cl.	McClurg.	1.35				Disc.
27	White, Wm Allen	Martial adventures of Henry & me	" Macm	1919	338	"	"	"	1.44				WD Je '41
28	Shaw Bernard	You never can tell	" Brentand	1918	126	"	pa	"	.58				WD Je 44
29	Irving, Washington	Tales of a traveller	" Burt	nd	382	"	cl	"	.66				
30	Mackerrlinck, Maurice	The blue bird	" Dodd	1919	287	"	"	"	1.44				
31	Palmer, George H.	The Odyssey of Homer.	B. Houghton	1891	387	"	"	"	1.08				WDC '89
32	Jackson, Helen H.	Ramona	" Little	1920	457	"	"	"	1.38				Disc.
33	Jerome, K. Jerome	Idle thoughts of an idle fellow	N.Y. Burt	nd	313	"	"	"	.66				Disc
34	¹⁹¹⁴ Great Northern Railway	New Cascade tunnel	" Great Northern	"	V.P.	"	pa	pamphlet	979.5	F61			WD Je '43
35	Swain, Mark	The adventures of Huckleberry Finn	N.Y. Harper	1912	405	"	cl	McClurg	1.55				WD Ap '39
36	"	A Connecticut yankee...	"	1917	447	"	"	"	1.55				Disc
37	"	Arabian nights entertainment	" Burt	nd	586	"	"	"	.88				WD Je '41
38	Wallace, Lew	Ben Hur: A tale of the Christ	" Harper	1908	560	"	"	"	.69				Disc
39	London, Jack	The call of the wild	" Grosset	1905	211	"	"	"	.68				Disc
40	Suton, Ernest Thompson	Lives of the hunted	" Scribner	1919	360	"	"	"	1.73				Lat
41	"	Biography of a grizzly	" Grosset	1900	167	"	"	"	.72				WDAc '58
42	Bennett, John	Master skylark	" Century	1920	302	"	"	"	1.37				WDF '88
43	Maekaye, Percy	The Canterbury pilgrims...	" Macm	1916	63	"	"	"	.90				WDAc '58
44	Malory Thomas	Boys King Arthur	" Scribner	"	403	"	"	"					
45	Baring, Maurice	An Outline of Russian Literature	" Holt	nd	256	"	"	reaccess.					VC JI '64
46	Baldwin, Charles	American Short Stories.	" Longman	1904	333	"	"	"					WD Je '45
47	Bascom, John	Philosophy of English Literature	" Putman	1898	318	"	"	"					WDSs '52
48	Bainton, George	The art of authorship.	" Appleton	1890	355	"	"	"				3	
49	Bagshot, Walter	Literary Studies.	" Longman	1898	357	"	"	"					WD Je 44
50	Bayne, Peter	Lessons from Carlyle, Tennyson & Ruskin.	" Harper	1879	449	"	"	"					

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NUMBER	AUTHOR	TITLE
52 51	Bancroft, Elizabeth	Letters From England.
52	Bagehot, Walter	Literary Studies.
53	" "	" "
54	The Works of Francis Bacon.	
55	Ringsley Charles	The Water Babies.
56	Stoddart, Jane	The Case Against Spiritualism.
57	Spargo, John	Bolshevism.
58	Hichens, Robert	Mrs Marden.
59	Greene, George W	History & Geography of the middle ages
60	Dyer, Walter	Ben, The Battle Horses.
61	Gray, Joslyn.	Rusty Miller.
62	Spillman, Harry	Personality.
63	Collins, Frederick	The Boy's Book of Submarines
64	Oppenheim, Phillipa	The Great Impersonation
65	Scott, Sir Walter	The lady of the Lake
66	Wheat, George S.	The Story of The American Legion
67	Benson, E. F.	Up and Down.
68	Dell, Ethel	The Lamp in the Desert.
69	Gibbs, Philip	Now It Can Be Told
70	The American Year Book.	
71	Oster, William	The Old Humanities and New Science
72	Merrick, Leonard	The Worldlings
73	The Labor Situation in Great Britain and France	
74	Mac Iver, R.M.	Labor in the Changing World
75	Reconstructing America	

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
N.Y. Scribner	1904	224	II	CL	reaccess.					WDSa'52
" Longman	1898	300	"	"	"				1	
" "	"	381	"	"	"				2	
" Houghton	1878	438	"	"	"				1	
" Dodd	nd	270	"	"	"					Lost
" Doran	"	141	"	"	McClurg	1.08				WDDe'53
" Harper	"	389	"	"	"	1.67				WCSa'61
" Doran	"	325	"	"	Old		940.1	C-83		WDAg'44
N.Y. Appleton	1851	454	"	"	McClurg	1.35				WDJe'48
N.Y. Holt	1919	310	"	"	"	1.08				Disc.
" Scribner	1920	248	"	"	"	1.14				Disc.
" Gregg	nd	206	"	"	"	1.60				WCSa'61
" Stokes Co.	"	220	"	"	"	1.10				WDJI'44
Boston, Little	1920	322	"	"	"	1.31				Disc
Chi. Ainsworth	1911	166	"	"	Mrs C.J. Fulton gift		821.83	Sc03L		WDDo'67
N.Y. Putman	1919	272	"	"	MacClurg	1.16				
" Doran	nd	333	"	"	"	1.21				WDJI'59
" Putman	1919	537	"	"	"	1.38				Disc.
" Harper	nd	558	"	"	"	2.16				WDJe'59
" Appleton	1920	873	"	"	"	3.85				WDJe'48
" Houghton	"	64	"	"	"	1.16				WDJe'44
" Outton	nd	334	"	"	"	1.31				WDJI'62
" "	"	433	"	"	"	1.93				
" "	"	230	"	"	"	1.54				WDJe'72
Boston Page	1919	422	"	"	"	2.16				WDJe'54

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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
52 76	Friedman, Elisha	Labor and Reconstruction in Europe	N.Y. Dutton	nd	216	D	cl	McClurg	2.70				WD De 53
77	Phodes, James	History of The United States.	" Macm.	1919	484	"	"	"	3.15			8	
78	Crane, Frank	Adventures in Common Sense	" Lane	1918	254	"	"	"	.94				W'My'68
79	Scott, Walter	Influencing Men in Business.	" Ronald	1920	186	"	"	"	1.54				WD J'42
80	French J. & Micklejohn R.	The Essentials of Lettering.	" McEraw-Hill	1912	94	"	"	"	1.13				WDF 77
81	Wade, Mary H.	Twin Travelers in South America.	" Stokes	nd	288	"	"	"	1.73				WD Je '46
82	Gale, Zona	Miss Lula Bett.	" Appleton	1920	264	"	"	"	1.26				WD Je '41
83	Holland, Rupert	Lafayette, We Come!	Phil. Jacobs.	nd	343	"	"	"	1.10				WC Ja '65
84	Roosevelt, Kermit	War in the Garden of Eden.	N.Y. Scribner	1920	253	"	"	"	1.44				WCAg'62
85	Marcosson, Isaac	Adventures in Interviewing	" Lane	1919	314	"	"	"	2.88				WCAg'62
86	Kidder, Frank	The Architect's and Builder's Pocket	" Wiley	1916	1816	"	"	"	4.80				WD F'43
87	Mead, Daniel	Engineering Relations.	" McEraw-Hill	1916	535	"	"	"	3.60				WD Je '48
88	Garnett, James	Beowulf.	" Ginn & Co	1912	110	"	"	"					
89	Lavell, Cecil	Reconstruction and National Life	" Macmillan	1919	193	"	"	"	1.50				WD Ja'47
90	Cole, G. D. H.	Social Theory.	" Stokes	nd	220	"	"	"	1.13				WD J'42
91	Graham, Hugh	The Acadian Exile.	Boston, Badger	"	154	"	"	"	1.16				WD De 53
92	Foebroke, Gerald	Character Reading.	N.Y. Putman	"	193	"	"	"	1.93				W'My'68
93	Goldsmith, Oliver	The Vicar of Wakefield	" Burt	"	342	"	"	reaccess.					
94	Shakespeare Wm	Romeo and Juliet.	" Am. Bk. Co.	"	224	"	"	"					WPA '68
95	Dickens, Charles	The Old Curiosity Shop.	London, Macmillan	1908	654	"	"	"					WDOc'59
96	Knoeppel C. E.	Installing Efficiency Method.	N.Y. Eng. Mag.	1918	258	"	"	McClurg	3.20				WD J'42
97	Mead, Edward S.	The Careful Investor.	Phil. Lippincott	nd	289	"	"	"	1.75				WD De 53
98	James, H. P. R.	Richelieu, A Tale of France	N.Y. Dutton	"	402	"	"	"	.72				
99	Clay, Paul	Sound Investing.	" Moody	1920	375	"	"	"	2.19				WD J'42
53 00	Hudders, E. R.	Indexing and Filing.	" Ronald Press	1919	292	"	"	"	3.08				WDMY'60

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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
53 01	Brown, Harry G.	Principles of Commerce.	N.Y. Macmillan	1918	207	II	cl.	McClurg	2 03				WC Se'61
02	Twyford, H. B.	Purchasing.	" Nostrand	1920	236	"	"	"	3.20				WD Se'68
03	Rutherford, Mark	The Revolution in Tinner's Lane	London, Unwin	nd	388	"	"	reaccess.					WD Je '42
04	Busbey, L. White	Made In Germany	Washington	1919	34	"	"	Government Printing Office.					WD My'39
05	Love, Albert G.	Defects Found in Drafted Men	"	1920	1663	"	"	"					WD Ap'39
06	U. S. Army	Engineer Field Manual	"	1912	497	"	"	"					
07	O'Brien, Edward	The Best Short Stories of 1915	Boston, Small	nd	386	"	"	reaccess.					
08	"	" " " " " " " 1916	"	"	471	"	"	"					
09	"	" " " " " " " 1917	"	"	600	"	"	"					
10	"	" " " " " " " 1918	"	"	440	"	"	"					
11	Austin, Jane	Sense and Sensibility.	" Osgood	1873	522	"	"	"					Disc
12	Curtis, George	From the Easy Chair.	N.Y. Harper	1892	231	"	"	"					WD Je'45
13	Hugo, Victor	Les Misérables.	"	1862	284	"	"	"					WD Je'44
14	Kipling Rudyard	The years between	N.Y. Doubleday	1919	153	"	"	McClurg	1.38	821.91	K62y		WD Je'44
15	Wilson, Woodrow	The new freedom	"	"	294	"	"	"	96				WD JI'42
16	Noyes, Alfred	Poems	" Macm	1918	193	"	"	"	1.23				
17	Galeworthy, John	The man of property	" Scribner	1920	386	"	"	"	1 38				
18	Stephen, Leslie	English literature & society...	" Putnam	1907	207	"	"	"	1 16				
19	Dunsany, E. J. M.I.P.	Plays of Gods and men	B. Luce	1917	207	"	"	"	1.35				
20	Burton, Richard	Masters of the English novel	N.Y. Holt	1915	357	"	"	"	1 16				WD Se'53
21	Jusserand, J. J.	Literary history of the English people	" Putnam	1907	562	0	"	"	5 39			1	
22	"	"	"	"	551	"	"	"	-			2	
23	Barrie, J. M.	What every woman knows	" Scribner	1920	160	II	"	"	1.04				
24	Baynton, Percy H.	London in English literature	Chi. U. of C.	1913	346	"	"	"	2 00				WD Ac '68
25	Phillips, Stephen	Herod a tragedy	N.Y. Lane	1914	126	"	"	"	1.16				WD Se'52

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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
53 26	Synge, J. M.	The playboy of the western world	B. Luce	1911	111	II	cl.	M ^c Clurg.	.96				
27	"	In the shadow of the glen	"	"	40	"	"	"	.58				
28	Hart, Albert B.	Source book of American history	N.Y. Macm	1920	408	"	"	"	1.05				
29	Masefield, John	Story of a round-house & other poems	"	"	303	"	"	"	1.23				
30	Jessopp, Augustus	Coming of the Friars	" Putnam	1917	344	"	"	"	1.35				W D No 67
31	Mason, Eugene G.	Ancassin & Nicolette	" Dutton	n.d.	235	S	"	"	.72				W D No 43
32	Downing, Elliot Rowland	A source book of biological nature study	Chi. U. of C.	c1919	503	O	"	"	2.40				W D J 67
33	Pearson, J. Gilbert	The bird study book	N.Y. Doubleday	1919	258	II	"	"	.90				W D Jc 48
34	Goddard, Henry H.	Kallikak family	" Macm.	1919	121	O	"	"	1.75				W D Jc 48
35	Downing, Elliot R.	The 3rd & 4th generation	Chi. U. of C.	c1918	164	"	"	"	1.80				W C Se 61
36	Berges J. & Caldwell	Practical botany	B. Ginn	c1911	545	II	"	"	1.51				W D Ac 68
37	Hodge, C. F. & Lawson J.	Civic biology	"	c1918	381	"	"	"	1.51				W C Se 61
38	Burbank, Luther	Training of the human plant	N.Y. Century	1917	99	"	"	"	.77				W D Ac 73
39	Black, R. Henry	Practical physics	" Macm	1920	487	"	"	"	1.58				W D 73
40	Richardson, W. P. & others	Rowe's commercial law.	Baltimore-Rowe	c1917	364	"	"	"	.96				W D 73
41	Miller, Frank Justus	Two dramatizations from Virgil	Chi. U. of C.	c1908	120	"	"	"	.80				W D Jr 45
42	Parloa, Maria	Home economics	N.Y. Century	1915	416	"	"	"	1.54				W D Oc 44
43	Page, Thomas Nelson	Gordon Keith	" Scribner	1920	548	"	"	"	1.38				W C J 62
44	Ward, C. H.	What is English	" Scott.	c1917	261	"	"	"	1.09				W D Jc 48
45	Ashmun, Margaret	Modern short stories	" Macm	1919	437	"	"	"	1.31				W D No 67
46	Cambrensis Giraldus	The itinerary through Wales	" Dutton	n.d.	210	S	"	"	.72				W D Se 52
47	Sharp, William	Poems and dramas.	" Duffield	1914	455	II	"	"	1.54				W D De 57
48	Brooke Stopford	History of English literature	" Macm.	"	338	"	"	"	2.03				W C No 61
49	Manning, Annie	The household of Sir Thos. More	" Dutton	n.d.	209	S.	"	"	.72				
50		The little flowers of St. Francis	"	"	397	"	"	"	.72				

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NUMBER	AUTHOR	TITLE
53 51	Essenwein, J. Berg.	Studying the short story
52	Guyser, Michael F.	Being well-born.
53	Wray, Angelina W.	Jean Mitchell's school.
54	Putnam, Ruth	Alsace and Lorraine
55	Colvin, Padraic	The boy who knew what the birds said
56	Horsman, Laurence	Prunellas: or, Love in a dutch garden
57	Bailey, Margery	Seven peas in a pod
58	Hough, Olney	Practical exporting
59	Barril, J. M.	Admirable Chrichton
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NUMBER	AUTHOR	TITLE	PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS
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80	Washington Booker T.	Working with the hands.	" Doubleday	"		0	"	"			326.92	W27	W ^m My'68
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