

Simplified Accession Book

Compiled by the

Wisconsin Free Library Commission

Volume I

Library

From 19 to 19

DEMOCRAT PRINTING CO.
MADISON
1907

Explanation of Simplified Accession Book

The accession book is a brief inventory of all volumes ever owned by a library, and the entries being in the order of addition to the library it shows the chronological growth. It is the most permanent of all library records as there is no danger of losing or misplacing entries, and it is the final reference for doubtful points. Various valuable statistics may be secured from the accession record; how many volumes ever owned, how many added through purchase, how many through gift, how many discarded and an invoice through the cost column which gives the basis for insurance.

Place of accessioning in the routine

Accessioning follows checking of bill, cost of each book having been written in inner margin of first recto (the right-hand page) after title page, with date of bill and dealer's surname.

Order of entry

Enter one volume to a line and never under any circumstances give the same number to two volumes or to whole sets. No two books should have the same accession number even if the original is lost, sold, exchanged or condemned and an exact duplicate obtained.

Date

The date used should be the date of bill, and if necessary to enter books of a later bill before an earlier one, do so, but never count off lines to allow space for the earlier bill. Use the short abbreviations for dates.

Accession Number

Write the accession number in the book in ink on the lower margin of the first recto after the title page, and it is a good practice to enter the number the first thing before any writing is done in the book, as it is sometimes omitted entirely if left for haphazard entry.

The accession number written on the book card and pocket helps in the identification of the book in the charging system, and is especially desirable when no book numbers are used on the fiction.

Author

Keep within the author column, writing above the line if necessary.

Use the surname as given on the title page, omitting initials, but for pseudonyms write in full, if a well-known name like Mark Twain. When both real name and pseudonym appears on title page enter under best known form.

For joint authors use both surnames with & sign between.

When a book is by several authors, use the first "& others" if more than two, or enter only by title if many.

For classics, use the best known form of the title for the author, e. g.

Arabian nights, in the author column with the title repeated as it stands on the title page, in the title column.

Publications of city, state or federal governments should have the regular catalogue entry in the author column, the name of city, state or country followed by name of department or office responsible for publication of the work, e. g. U. S.—Education dep't; Chicago—Board of trade; Wis.—Dairy & food com'n. Abbreviate such author entries as much as possible in order to save space.

Enter under official name of a body or organization responsible for a work, not under the editor or compiler, e. g. A. L. A. Proceedings 1896-97.

Enter under editor or compiler as author, only when wholly responsible for the work, e. g. Palgrave, ed. Golden treasury. When compiled or edited by several persons, use first surname "& others," e. g. Yale & others, ed.

Prefix names should follow catalogue entry, e. g. Amicis, not De Amicis.

Periodicals should be entered only in the title column, never in the author column. Follow the entry with dates covered by the volume.

When works by two different authors are bound together, use surname of first author in author column, and add title and author of second work after title of first work in title column.

Title

Use brief title, omitting initial article except when sense would be destroyed.

Never capitalize after an article if it is used, and do not put curves around the article as in cataloguing. Do not use capitals for any words in the title except proper nouns and adjectives. Use no punctuation except for abbreviations and a period at the end of title.

If a book contains two works by one author give both in title column with & sign between, beginning second title with a capital.

Give dates of proceedings, e. g. 1900-01, after title.

Publisher

Give surname of first publisher named.

Give all surnames in firm if necessary to distinguish between similar firm names.

Year of publication

Use title page date if given, otherwise last copyright date, or preface date. Do not use brackets if date is supplied from some source other than title page. If no date is found use abbreviation n. d. (no date).

Volume

Enter number of volume if more than one in the volume column. Enter the number of parts if in parts, e. g. ² pt. 1. Indicate series numbers when more than one as in the case of some periodicals, e. g. n. s. 13 o. s. 26 (new series 13, old series 26). If two volumes are bound in one they may be indicated in this way, 2 in 1. Do not use an abbreviation, v. or vol. in the volume column. Simply the number itself is sufficient.

Source

The surname of the dealer should be used when the volume has been purchased. For gifts use the name of the donor with initials. For books added by binding give the name of the binder.

Cost

Enter the actual cost in dollars and cents. Do not divide the cost of several volumes in a set, but give total opposite the first volume entered.

Added by

By checking on the line of the book, in the columns headed, Gift, Binding, it is possible to keep count of these different sources and the number of volumes added from them to the library in a given period. It is important to keep these records separate in order to save time when the annual report is made up.

Rebinding

The cost and number of books rebound may be kept in this column and the same figured up at the end of the year with very little added effort.

Withdrawn

It is necessary to keep a record of books withdrawn that the actual number of volumes in the library may be ascertained by subtracting the number of withdrawals from the total accession number.

Remarks

In the remarks column may be written any information desired not already provided for in the other columns.

Ditto

The ditto mark is a great time saver in accessioning long sets and may be used to advantage wherever possible. One ditto mark is sufficient in a column and the rows should be evenly kept.

PUBLISHER	Year	Vol	Source	Cost	Added By		Rebound		Withdrawn		REMARKS
					Gift	Bind-ing	Date	Cost	Date	Cause	

Date of Bill	Number	AUTHOR	TITLE	PUBLISHER	Year	Vol	Source	Cost	Added By		Rebound		Withdrawn		REMARKS
									Gift	Bind-ing	Date	Cost	Date	Cause	
5 Mar. 08	51	Riley J. W.	Afterwhiles	Brown	1896										
	52	Strachey Sir Edw.	La Mort D'Arthur	In Dublin	1899										
	53	Kostand Edmond	Cyrano De Bergerac	Dillingham	1898										
	54	Sill E. R.	Poems	Houghton	1887										
	55	Kipling Rudyard	The Vampire	Mansfield	1898										
	56	Saxe John Godfrey	Poetical Works	Houghton	1889										
	57	Spenser Edmund	The Faerie Queen	Constable Co.	1897	1									
	58	"	"		1897	2									
	59	Dryden John	Poetical Works	Warne & Co	1893										
	60	Du Chaillu Paul B.	Land of the Mud Night-Snows	Harper Bros.	1899	1									
	61	"	"		1899	2									
	62	Curtis Wm. Elroy	Between the Andes and the Ocean	Stone & Co.	9900										
	63	Barrows J. H.	A World-Pilgrimage	Ine Cling	1898										
	64	Hale Revd. Susan	A Family Flight Through Hispania	Deakins & Sons	1898										
	65	Stoddard C. W.	A Cruise Under The Crescent	Rand McNally	1898										
	66	Morris Mrs. Robert C.	Dragons and Cherry Blossoms	Dodd Mead	1896										
	67	Stoddard C. A.	Cruising Among The Cannibals	Scrubner	1903										
	68	Holmes O. W.	Our Hundred Days In Europe	Houghton	1891										
	69	Karageorzevitch B.	Enchanted India	Harper	1899										
	70	Kipling Rudyard	From Sea To Sea	Doubleday	1899	1									
	71	"	"		1899	2									
	72	Carnegie Andrew	A American Tour in Hand w/ Britain	Scribner	1894										
	73	Warren Dudley	A Little Journey In The Wild	Harper Bros.	1899										
	74	Parkman Francis	The California and Oregon Trail	P. L. Burd											
	75	"	Oregon Trail	Little, Brown & Co	1898										

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Date of Bill	Number	AUTHOR	TITLE
Jan 7 Mr. 08	/ 76	Cary, Edward George William Curtis	
	/ 77	Woodberry, S. E.	Edgar Allan Poe.
	/ 78	Warner, C. D.	Washington Irving
	/ 79	Bigelow, John William	Cullen Bryant
	/ 80	Higginson, J. W.	Margaret Fuller Ossoli
	/ 81	Carlyle, Thomas	Sartor resartus
	/ 82	"	Past & present
	/ 83	"	Heroes & hero-worship
	/ 84	Irving, Wash.	Life & letters
	/ 85	"	
	/ 86	"	
	/ 87	Downing, A. J.	Fruits & fruit trees of Amer.
	/ 88	Beresford, Lord	Break-up of China.
	/ 89	Bacon, Francis	Essays
	/ 90	Hodge, H. C.	George Washington
	/ 91	"	
	/ 92	Schurz, Carl	Life of Henry Clay
	/ 93	"	
	/ 94	Hodge, H. C.	
	/ 95	Morse, J. J.	Daniel Webster
	/ 96	"	Benjamin Franklin
	/ 97	"	Thomas Jefferson
	/ 98	Tyler, M. C.	John Quincy Adams
	/ 99	Goethe	Patrick Henry.
- d	00	Dawson, W. H.	Faust
			German life in town & country

Date of Bill	Number	AUTHOR	Title	PUBLISHER	Year	Vol	Source	Cost	Added By Gift	Rebound Binding	Withdrawn Date	REMARKS
7/1/03	1	Clough A. H.	Lives of Illustrious Men Plutarch	Little	1895							
3/1	2	Plutarch	Lives	"	1895-1							
3/1	3	"	"	"	"	2						
3/1	4	"	"	"	"	3						
3/1	5	"	"	"	"	4						
3/1	6	"	"	"	"	5						
3/1	7	Grant U. S.	Personal Memoirs	Century	1895-1							
3/1	8	"	"	"	"	2						
3/1	9	Ireland John	The Church and Modern Society	McBride	1903	1						
3/1	10	Broner F. K.	Second thoughts of an Idle Fellow	Dodd	1899							
3/1	11	"	"	Holt	1890							
3/1	12	Jackson Helen	A Century of Dishonor	Roberts	1893							
3/1	13	Elliot George	Her Life Letters & Journals	Murill	1							
3/1	14	"	"	"	"	2						
3/1	15	"	"	"	"	3						
3/1	16	"	Theophrastus Miscellaneous Essays	"								
3/1	17	Mackenzie A.	Voyages to the Arctic	Amsterdam	1902	1						
3/1	18	"	"	"	"	2						
3/1	19	Lewis & Clark	Lewis and Clark Journals	"	1902	1						
3/1	20	"	"	"	"	2						
3/1	21	"	"	"	"	3						
3/1	22	Fish John	The Idea of God	Houghton	1897							
3/1	23	"	Through Nature to God	"	1899							
3/1	24	Gladden W.	Social Salvation	"	1902							
3/1	25	Super C. W.	Between Heathenism & Christianity	Kewell	1899							

Date of Bill	Number	AUTHOR	TITLE	PUBLISHER	Year	Vol	Source	Cost	Added By		Rebound		Withdrawn		REMARKS
									Gift	Bind-ing	Date	Cost	Date	Cause	
9 Mar '08	3 51	Wagner Charles	The Simple Life	Ingleton	1904										
	3 52	Wilcox Ella. W.	Men, Women & Economics	Conkey	1898										
	3 53	Wiggin Kate D.	Children's rights-	Houghton "											
	3 54	Winn Chas. D.	Saunterings	" 1872											
	3 55	Wilson C. D.	Making the most of our selves	Ingleton	1905										
	3 56	Wallace Henry	Letters to the farm boy	Inchullan	1900	3									
	3 57	Wingate Chas. F.	What shall our boys do for a living	Doubleday	1898										
	3 58	Wyckoff W. A.	The Workers, The East-	Scribner	1899										
	3 59	" "	The West-	" "											
	3 60	Warden O. S.	Winning Out-	Lathrop	1900										
	3 61	Marcel G.	Recruits of a Bachelor	Burt-											
	3 62	Winterburn F. H.	From the child's stand point-	Baker & Taylor	1899										
	3 63	Winn Chas. D.	A Hunting of the deer & other essays	Houghton	1888										
	3 64	Gladstone W. E.	Loalir Gleamings	Scribner	1897										
	3 65	Bayne S. G.	The pith of astronomy	Harper	"										
	3 66	Andrews T. W.	Manual of the Constitution of the U. S.	Samuel Adams	1887										
	3 67	Parkman Francis	The Jesuits in North America	Little	1901										
	3 68	Durus Victor	The history of the middle ages	Holt	1891										
	3 69	Thwaites R. G.	The Colonies 1490-1760	Longmans	1897										
	3 70	Muir John	Our National Parks	Houghton	1902										
	3 71	Warden O. W.	Pushing to the front-	Successo	1897										
	3 72	Johnston Alex-	History of American politics	Henry Holt	1902										
	3 73	Murry Alex. S.	Manual of mythology	Ince & Mayhew	1895										
	3 74	Warden O. W.	Rising in the world	Crowell	1897										
	3 75	Tinne R. W.	In tune with infinite	" "	"										

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