CONDENSED

ACCESSION BOOK

Volume II

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, rebinding, 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)

DIRECTOR NEW YORK STATE LIBRARY AND LIBRARY SCHOOL

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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 condenst 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 Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost.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a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost.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 activ 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 consecutiv 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, insted 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. Pamflets 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 pamflets 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 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 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. 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 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 pamflets 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 pamflet 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, publisht 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 ½, or better a superior* [2]*; e. g.,* [2]*mor. If the book has leather corners also, ¾, or a superior* [3] *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. $110[62]." 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
Alex.	Alexander, Alexandre
Alf.	Alfred
And.	Andrew, Andreas, André
A..	Anna
Ant.	Anthony, Anton, Antoine
Arch.	Archibald, Archambaud
Art.	Arthur
A:	Augustus, August, Auguste
A: a.	Augusta
A: in.	Augustin
A: inus.	Augustinus
Bart.	Bartholomew, Bartholomäus, Barthélemi
B..	Beatrice
B:	Benjamin
Bern.	Bernard, Bernhard
Cath.	Catherine, Catharine
C:	Charles, Carl
C..	Charlotte
Chris.	Christopher, Christoph (f), Christophe
Clar.	Clarence
Dan.	Daniel
D:	David
D..	Delia
Edg.	Edgar
Edm.	Edmund, Edmond
E:	Edward, Eduard, Édouard
E..	Elizabeth
Ern.	Ernest, Ernst
Eug.	Eugene, Eugen
F..	Fanny
Fer.	Ferdinand
Fitz W:	Fitz William
F.. s.	Frances
F:	Frederick, Friedrich, Frédéric
G:	George, Georg, Georges
Gert.	Gertrude, Gertraud
Gilb.	Gilbert
Gi. Bat.	Giovanni (Giam) Battista
G..	Grace
Greg.	Gregory, Gregor, Gregoire
Gu.	Guillaume, Gulielmus
Gst.	Gustavus, Gustav, Gustave
H..	Helen
H:	Henry, Heinrich, Henri
Hrm.	Herman, Hermann
Hip.	Hippolyte, Hippolytus
Hu.	Hugh, Hugo, Hugues
Ign.	Ignatius, Ignaz, Ignace
I:	Isaac, Isaak
I..	Isabella
Jac.	Jacob, Jacques
Ja.	James
J..	Jane
J:	John, Johann, Jean
Jos.	Joseph
Jose.	Josephine, Joséphe
Jul.	Julius, Jules
K:	Karl
K..	Kate
Kath.	Katherine
Lr.	Lawrence, Laurence, Lorenz, Laurent
L:	Lewis, Ludwig, Louis
L..	Louisa
L: e.	Louise
Marg.	Margaret, Margarethe, Marguerite

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

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

FOR HEADINGS

Besides the preceding 100 forenames

abr.	abridger
aftw.	afterwards
annot.	annotator
anon.	anonymous
b.	born
col.	collector
comnt.	commentator
co.	company
comp.	compiler
contin.	continuer
dep't	department
d.	died
ed.	editor
Gt. Br.	Great Britain
pseud.	pseudonym
pub.	publisher
sup't	superintendent
tr.	translator
U. S.	United States
&	and
( )	include maiden name of married woman
[ ]	include words or parts of words supplied
?	after a word or figure means *probably, perhaps*

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 [c'80]
cm	centimeter
col.	columns
ed.	editions
f.	folios
fac-sim.	fac-similes
gr. of por.	group of portraits
il.	illustrated—ions
l	leaves
mut.	mutilated

n. t-p.	no title-page
p.	page or pages
p.	published, e. g. 1882 [p'80]
phot.	photographs
pl.	plates
por.	portraits
por. of gr.	portrait of group
pt.	part
ser.	series
tab.	tables
t-p.	title-page
v.	volumes
v. p.	various paging
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
ad.	additions—al
Am. or Amer.	America—n
anal.	analysis—tical
ap.	appended
apx.	appendix
biog.	biography—ical
chron.	chronology—ical
comp.	compiled
cont.	containing, contents
contin.	continuation, continued
cor.	corrected
dep't	department
ed.	edited—or—ion
Eng.	English
enl.	enlarged
Fr.	French
fr.	from
geog.	geography—ical
geol.	geology—ical
geom.	geometry—ical
Ger.	German—y
Gr.	Greek—cian
hist.	history—ical
hrsg.	herausgegeben
impr.	improved—ments
incl.	including
introd.	introduction—ory
Ital.	Italian
Lat.	Latin
lib.	library
lit.	literature—ry
med.	medical
mem.	memoir
misc.	miscellaneous
ms. mss.	manuscript—s
N. A.	North America
nouv.	nouvelle
pref.	preface, prefatory
pub.	published—rs
rel.	relating—ive
rept.	report—ed—er
rev.	revised—ion
S. A.	South America
sep.	separate
soc.	society
sup.	supplement—ary—ing
theol.	theology—ian
tr.	translated, traduit, etc.
trans.	transactions
U. S.	United States
vocab.	vocabulary
&	and, in all languages
[ ]	words or part of words supplied
—	to and including, or continued
. . .	matter omitted
?	probably, perhaps
‖	transition to another page
|	end of line on title page. Used in exact bibliographical work

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

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

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

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.

Size Notation

FOLD SYMBOL *Never use for size.*	SIZE LETTER *Never use for fold.*	OUTSIDE HIGHT *in centimeters.*
40°	Fe	Up to 10
32°	Tt	10 " 12.5
24°	T	12.5 " 15
16°	S	15 " 17.5
12°	D	17.5 " 20
8°	O	20 " 25
4°	Q	25 " 30
f°	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 hight the book falls, e. g., F^6 is between 70 and 80 cm high.

Prefix *nar.* if width is less than $\frac{3}{5}$ hight.
" *sq.* " more " $\frac{3}{4}$ "
" *ob.* " more than hight.

These dividing lines will be remembered by the three threes, $\frac{3}{5}$, $\frac{3}{4}$, $\frac{3}{3}$.

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

ABBREVIATIONS FOR BINDINGS

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

PLACE & PUBLISHER	YEAR	PAGES	SIZE	BIND'G	SOURCE	COST	CLASS	BOOK	VOL.	REMARKS

Date June 26.'09

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2001	Burroughs, John	Wake Robin											
✓ 2002	Gettemy, Chas F.	The True Story of Paul Revere	Little Brown & Co.	'06									
✓ 2003	Strong, Josiah	The Challenge of the City											
2004	Millard, C. N.	That Wonderful House that Jack Has											
✓ 2005	Johns John P. D.	The Worth of a Man.	Jennings & Graham	'07									
2006	Riis, Jacob.	The Making of an American	Grosset & Dunlap	'01									
✓ 2007	Welsh, R. E.	God's Gentlemen	Jennings & Grah										
✓ 2008	Matheson, Geo.	The Representative Men of the Bible	Armst. & Son	'07									
✓ 2009	Lennox, Cuthbert.	Practical Life Work of Henry Drummond	Jas Pott & Co.	'01									
2010	Kaufman, Hubert.	The Stolen Throne!	Moffat, Yard & Co.	'07									
✓ 2011	Dexter & Garlick	Psychology in the Schoolroom	Longman Green & Co	'08									
✓ 2012	Bashford, J. W.	God's Missionary Plan for the World	Jennings Graham	'07									
2013	Bryce, James	American Commonwealth.											
✓ 2014	Abbot, Lyman	Henry Ward Beecher	Houghton, M & Co	'04									
✓ 2015	Gunsaulus, Frank	Paths to the city of God	Flem. Revell Co	'06									
✓ 2016	Ruskin, John	Ethics of the Dust											
✓ 2017	" "	Mornings in Florence.											
✓ 2018	Grose, H. B.	Alien or American											
✓ 2019	Buckham, James	Where Town & Country Meet											
✓ 2020	Gibson, Wm. H.	Highways and Byways.											
✓ 2021	Stanton, G. Smith	Where the Sportsman Goes to Linger											
2022	Marshal, Wm K.	Bud.											
✓ 2023	Hillis, N. D.	The Quest of Happiness											
✓ 2024	Hegel, G. W. F.	The Philosophy of History	Colonial Press										
2025		Iowa School Report 1907 & 08.											

Date July

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2026	Secy of State.	Laws of Iowa, 33 G. A. 1909.						State					
2027	Auditor of State	Statistics of Cities & Towns 1907						"					
2028	Friends of Burns	Speeches, Essays & Poems on Burns					Paper	donated.					
7/7/09 2029	Churchill, W.	Coniston	Mc Millan	1906						Rebound Je '12	Waldorf.	7/451	
2030	Vray, Angelina W.	Jean Mitchel's School.	Pub. School Pub.	1908						Reserved, Je -	Burgmeier		
2031	Tarkington & Wilson	The Man from Home	Harper & Bro	1908									
2032	Smith, F. Hopkinson	Peter	Scribners	'09						Rebound Nov 1- '13	Waldorf -		
2033	Reed, Myrtle	Flower of the Dusk	G. P. Putnam	1909						Rebound Je. '16	"		
2034	Jamison, Mrs. C. V.	Lady Jane	Century Co.	1909						Rebound Je. '11 -	Burgmeier.		
2035	Phelps, Eliz. Stuart	Gypsy's Year at the Golden Crescent	Dodd Mead & Co							" "	'16	Waldorf.	
2036	" " "	Gypsy Breynton.								Rebound Je '11 -	Burgmeier.		
2037	" " "	Gypsy's Cousin Joy								"	Je '12	Waldorf.	45
2038	" " "	" Loving & Reaping.								Reserved Je '11	Burgmeier		
2039	Twain, Mark	Adv. of Tom Sawyer	Harpers										
2040	Wells, Carolyn	Patty Fairfield	Dodd Mead & Co	'09						Rebound Je. '11 -	Burgmeier.		
2041	" "	The Story of Betty	Century Co	'07						Reserved. Je. '11	"		
2042	Jackson, H. H.	Ramona.	L. B. & Co.	'08						Rebound Je. '15	Waldorf		
2043	Tytler, Sarah	The Old Masters	L. B. & Co.	'08									
2044	Bryce, James	The Holy Roman Empire	McM. Co.	'07									
2045	Brainerd, Eleanor Hoyt	Concerning Belinda.	D. P. & Co.	'05						Rebound Je 1- '11 -	Burgmeir	Both B.	
28 Aug '09 2046	Hawthorne, Rose	Memories of Hawthorne	Houghton & Mc.					(not accessioned before) Rebound -					
2047	Barr, Amelia	Trinity Bells						"					
2048	Castlemon, H.	Sailor Jack, the Trader.											
2049	" "	True to His Colors.											
2050	Coffin, Chas C.	Following the Flag											

Date

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
20 51	Corelli, Marie	Barabas											
20 52	Crockett, S. R.	Lone March.											
20 53	Daskam, J. D.	The Imp and the Angel											
20 54	Henty, G. A.	The Boy Knight											
20 55	Mulock, Miss	The Little Lame Prince											
20 56	Martin, Geo. M	Emmy Lou											
20 57	Meade L. T.	Polly.											
20 58	Munroe, Kirk	Thro. Swamp and Glade											
20 59	Molesworth, Mrs	Carrots.											
20 60	Norton, Chas L.	Midshipman Jack											
20 61	Raymond, E	Reels and Spindles.											
20 62	Bouvet, M	Pierette					8 S '09	Rebound					
20 63	Optic, Oliver	Snug Harbor						"					
20 64	Burnett F. H.	Giovanni & the Other											
20 65	Trowbridge	Fortunes of Toby Trafford.											
20 66	Alger, H.	Brave & Bold											Wd. Nov. 10
20 67	Trowbridge, J. T.	His One Fault											
20 68	Munroe, Kirk	The White Conquerors.											
20 69	Tomlinson E. T.	Two Young Patriots											
20 70	Wiggins, K. D.	Timothy's Quest											
20 71	Alcott, L. M.	Eight Cousins											
20 72	Doyle, A. C.	The Hound of Baskersville.											
20 73	Ward, Mrs. H.	Lady Rose's daughter.											
20 74	Optic, Oliver	Shamrock & Thistle.											
20 75	Alcott, L. M.	Jo's Boys.											

Date .....

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
20 76	Henty, G.A.	With Wolfe in Canada.											
20 77	Eggleston G.C.	The Last of the Flatboats.											
20 78	Voynich, E.L.	The Gadfly.											
20 79	Rampe L.H.	Swiss Family Robinson											
20 80	" "	" "											
20 81	Meade L.T.	The Lady of the Forest.											
20 82	Stoddard, W.O.	Dab Kinzer.											
20 83	Ironbridge, J.J.	Doing His Best.											
20 84	Catherwood, M.	Lazarre											
20 85	Hall, Mrs. A.W.	Icelandic Fairy Tales.											
20 86	Mason, A.W.	Four Feathers											
20 87	Henty, G.A.	Bonnie Prince Charlie.											
20 88	Alger, H.	Strive and Succeed											
20 89	Coolidge, S.	A Guernsey Lily.											
20 90	Castlemon H.	Rodney the Partisan											
20 91	Alcott, L.M.	Proverb Stories											
20 92	Bangs, J.K.	The Idiot at Home											
20 93	Anderson, H.C.	Wonder Stories for Children											
Not. 1 to 99 20 94	Andrews, E.Benj.	The U.S. in our own Times	Scribners	1903									
20 95	Adams, Jane	Spirit of Youth & the City Streets	McMillan Scribners	1909									
20 96	Abbot, Jacob	Alfred the Great	Harper										
20 97	Bailey, L.H.	The Pruning Book	McMillan	1908									
20 98	Brown, Chas. R.	Social Mes. of the Mod. Pulpit	Scribners	'08									
20 99	Perry & Beeler	Our Am. Pioneers											
21 00	Channing & Lansing	The Story of the Great Lakes.	McMillan	1909									

Date Nov. 10. '09

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2/ 01	Emerton, Eph.	Int. to Study of Middle Ages	Ginn + Co										
2/ 02	Field. Eugene	Lullaby Land	Scribners										
2/ 03	George, Henry Jr.	The Menace of Privilege	McMillan	05									
2/ 04	Hart. A. B.	Source Book of History	"	08									
2/ 05	" "	Era of Colonization	"	08									
2/ 06	"	Welding of the Nation	"	09									
2/ 07	Hawthorne. N.	American Note Books	Houghton, Mif + Co										
2/ 08	" "	Our Old Home 2 vol Eng. Note Books	"										
2/ 09	" "	" " Vol. 2.	"										
2/ 10	Hill, Chas. T.	Fighting a Fire.	Century	'08									Received Je'11 Burgmeier
2/ 11	Harrison, Eliz.	Into Children of the Foothills	Sigma										
2/ 12	Hale, E. E.	Fairy at Home Travels	McMillan	'06									
2/ 13	Jackson. H. H.	California + the Missions	Little Brown Co	'07									
2/ 14	Keller, Helen.	The World I Live in											
2/ 15	Munsterberg, H.	The Americans	McClure Phillips										
2/ 16	" "	Psychotherapy.	Moffat, Yard Co.	09									
2/ 17	McCasland, Chas	Right and Riches.	Wilbur Pub. Co.										
2/ 18	Miller, Roman G.	Around the World with the Battleships	McClurg + Co	'09									
2/ 19	Long, Geo.	How to Make + to Mend	McMillan	'05									
2/ 20	Long, Geo.	Thots of Marcus Aurelius.	Putnam + Son										
2/ 21	Riis, Jacob	Children of the Tenements.	McMillan	'06									
2/ 22	Shaw, Albert.	Polit. Problems of Am. development.	Col. Univ. Press	'07									
2/ 23	Thompson. Holland	From Cotton Field to Cotton Mill.	McMillan	'06									
2/ 24	Van Dyke, H.	Councils by the way.	Hom. Orwell	08									
2/ 25	Robinson, J. H.	History of Western Europe.	Ginn + Co.										

Date Nov 10. '09

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2/ 26	Hunter, Wm.	Old Friends	Moffat, Yards Co.	'09									
2/ 27	Wright, M. Osgood	The Heart of Nature	McMillan	'06									
2/ 28	" "	Four-Footed Americans	"	06							Rebound Je. 16		Waldorf.
2/ 29	" "	Citizen Bird	"	07									
2/ 30	Whitney, Caspar	Musk-Ox, Bison, Sheep & Goat	"	04									
2/ 31	Shaler N. S.	Domesticated Animals	Scribners	07									
2/ 32	Kellog. Vernon L	American Insects	H. Holt & Co.	05									
2/ 33	Saunders. Marshal	Beautiful Joe	Chas. H. Bane	03							Rebound Act '13 - Waldorf, 40		
2/ 34	Sewell, Anna	Black Beauty	A.L. Burt								Received Je '11. Burgmeier		
2/ 35	De Foe, Daniel	Robinson Crusoe	" "								Received Je 11 - Burgmeier		
2/ 36	Greene, Homer	Burnham Breaker	Thos. Crowell Co										
2/ 37	Barbour, R. H.	The Crimson Sweater	Century Co	'08						4	Rebound Aug. 11. - Waldorf. 40		
2/ 38	Costello, Fred. H.	Sure-Dart	McClurg & Co	'09									
2/ 39	Davis, R. H.	The White Mice	Scribners	'09							Rebound July 1910 - Waldorf		
2/ 40	Allen, James Lane	The Bride of the Mistletoe	McMillan	'09									
2/ 41	Burnham, C. L.	Sweet Clover	Houghton Miff								Rebound. Je '11 Burgmeier		
2/ 42	Barbour, R. H.	Tom, Dick, & Harriet	Century	'07							Received Je '11 Burgmeier		
2/ 43	Brady, Cyrus T.	A Little Traitor to the South	Grosset & Dunlap								Rebound Je '13 Waldorf		
2/ 44	Booth, Edw. C.	The Post-Girl	Century	'08							" Je. '16 "		
2/ 45	Bacheller, Irving	The Hand-made Gentleman	Harpers	'09									
2/ 46	Grey, Zane	The Short-Stop	McClurg	'09							Rebound Je 11 - Burgmeier		
2/ 47	London, Jack	The Iron Heel	McMillan	'09									
2/ 48	Parish, Randall	My Lady of the South.	McClurg	'09							Rebound Je. '11 - Burgmeier B.B.		
2/ 49	Reid, Myrtle	Old Rose & Silver	Putnam	09				Wd. Jly - '51			Rebound. Nov. '13 Waldorf		Wd-Jly-'51
2/ 50	Rinehart, Mary R	The Man in Lower Ten.	Bobbs-Merrill	09							Rebound Je '11. Burgmeier		

Date.....

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2/ 51	Seton, Ernest J	Biography of a Silver Fox.	Century	09						Rebound Je'11	- Burgmeier B.B.		
2/ 52	Seton Grace G.J.	A Woman Tenderfoot	Doubleday Pg	'05									
2/ 53	Waller, M. E.	The Woodcarver of Lympus.	Little Brown & Co	'09						Rebound Je'15	-		
2/ 54	Wright, Mabel A	Poppea of the Post-Office	McMillan	'09						Rebound Je'11	Burgmeier		
2/ 55	King, Basil	The Inner Shrine	Harpers	'09						Rebound Nov'13	Waldorf		
2/ 56	Warren, Maude R.	Peter - Peter	Harpers	09						Rebound Je'15	-		
2/ 57	Gilson, Roy Reed	In the Morning Glow	Harpers	'04						rd. Jly - '51			
2/ 58	McGaffey, Sidney	Red Horse Hill	Little Brown & Co	'09						Rebound: Je. '16	Waldorf.		
2/ 59	Walk, Chas. E.	The Yellow Circle	McClurg	09									
2/ 60	Pyle, Howard	Men of Iron	Harpers										
2/ 61	Crawford, F. Marion	The White Sister	McMillan	09									
2/ 62	Muir, John	Stickeen	Houghton Mifflin	09									
2/ 63	Muir, Kate T	The Earth's Bounty	McMillan	09									
2/ 64	Barnes, James	The Clutch of Circumstance	Appletons	'08						Rebound Je'11 - Burgmeier			
2/ 65	Andrews, Jane	The Stories Mother Nature Told	Ginn & Co	88									
2/ 66	Ward, Mrs H.	Robert Elsmere	Smith, Elder & Co London	06									
2/ 67	Phelps, E. S.	The Life do Us Part	Houghton, Mifflin	08									
2/ 68	Fitch, Clyde	The Climbers	McMillan	'06									
2/ 69	Page, Thos. N.	Gentleman of the Black Stock	"	"				Rebound					
2/ 70	Philips D. G.	The Cost						"					
2/ 71	Muhlbach L.	Louise a Daughter of an Empress						Rebound					
2/ 72	Allen & Sachtleben	Across Asia on a Bicycle						"					
2/ 73	Matthews, B	Tom Paulding						"					
2/ 74	Trowbridge, J.	Three Boys on an Electrical Boat						"					
2/ 75	Meade, L. T.	Brit Girl Graduate						"					

Date

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
21 76	McCall, Sidney	Truth Dexter	Little Brown & Co	'06						Rebound Je '16			Waldorf.
21 77	Chambers, Robt.	The Firing Line	Appletons	'08						Rebound aug 11			Waldorf.
21 78	Cheney, Eliz. Mrs.	The King's Gold	Eaton & Maines	'00									wd. J'y - 5'
21 79	Swan, Annie S.	Love, The Master Key	Jennings & Graham	'06									
21 80	Hart, A. B.	Am. Hist. Told by Contemporaries vol III	McMillan	08									
21 81	" " "	" " " " " vol IV	"	"									
✓ 21 82	Watson, John	God's Message to the Human Soul	F.H. Revell	07									
21 83	Baldwin, J. M	Mental Developement	McMillan	'06									
✓ 21 84	Fernow, B.	Economics of Forestry	T.Y. Crowell	'02									
21 85	Preston & Dodge	Private Life of the Romans	Sanborn & Co	93									
21 86	Avebury, Lord	Scenery of Switzerland	McMillan	'06									
21 87	" "	" " England	"	02									
21 88	Bridges, T. C.	The Squirrel	A & C Black	07									
21 89	Quayle, Wm A.	Poets' Poet & Other Essays.	Jennings & Graham	97									
✓ 21 90	McLeod, Malcom J.	The Culture of Simplicity	Revell.	'04									
21 91	Taylor, J.	Holy Living vol I	Dent & Co										
21 92	" "	" " vol II	" "										
21 93	" "	Holy Dying	"										
✓ 21 94	Headley, J. T.	Napoleon and His Marshals vol. 1	Scribners	'08									
✓ 21 95	" "	" " " " vol. 2	"	"									
✓ 21 96	Lubbock, Sir Jno	Beauties of Nature.	McMillan	05									
✓ 21 97	Arnold, Matthew	Culture & Anarchy.	"	08									
✓ 21 98	Walmisley A. T.	Field Work & Instruments	Whittaker & Co.	'00									
21 99	Maxwell, Ellen B	Bishop's Conversion	Eaton & Mains	92									wd. J'y - '51
22 00	Woodward & O'Connor	Peter Pan Picture Book	Bell & Son	'08						Reserved Nov. 13 Waldorf			

Date .....

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
22 01	Mulock, Miss	Adventures of a Brownie	L.C. Page & Co.	96						Rebound. Je'11			Burgmeier
22 02	Brown, Mrs K.	Haremlik	Houghton Mifflin	09									
22 03	Duncan, Norman	The Mother	Revell	05									
22 04	Alcott, L. M.	Little men						Rebound.					
22 05	Coolidge, Susan	A Guernsey Lily						"					
22 06	Cason, Herbert	Cyrus McCormick	McClurg	09				donated by Pub.					Not before accessioned
22 07	Dye, Mrs Royal	Bolenge						" " Friend.					
9 Mr 10 22 08	Abbott, Jacob	A Boy on a Farm	A.B.C.	03						Rebound Nov 1913. Waldorf			
22 09	Baldwin, James	The Story of Roland	Scribners	09						" Je. '16			"
22 10	Ball, Sir Robt.	Star-Land	Ginn & Co	99									
22 11	Blanchan, Neltje	How to attract the Birds	Doubleday Page	03									
22 12	Buckley, A. B.	The Fairy-Land of Science	D. App. & Co	08									
22 13	Carroll, Lewis	Alicis adv. in Wonderland	McMillan	09						Reserved. Je'11. Burgmeier			
22 14	" "	Thro' the Looking Glass	"	08						Rebound Nov'13 Waldorf			
22 15	Champlin, J. D.	Y. F. Cyclopedia of Common Things	H. Holt & Co	08									
22 16	Cotes, Mrs Everard	The Story of Sonny Sahib	D. App. & Co	10									
22 17	Cutting, M. S.	Heart of Lynn	Lippincott	04						Rebound aug'11. Waldorf.			
22 18	Drummond, H.	Monkey that would not Kill	Dodd, Mead & Co	09						Rebound aug'11 Waldorf.			
22 19	Goldsmith, O.	Goody Two Shoes	Heath & Co.	09									
22 20	" "	" " "	"	"									
22 21	Irving, W.	Essays from Sketch Book	H. Mifflin									cop. 1	
22 22	Lang, Andrew	Arabian Nights	Longmans, Grun & Co	07								cop. 2	
22 23	Lang, Andrew	" "	"	"								cop. 1	
22 24	O'Shea, M. V.	Six Nursery Classics	Heath	09								" 2	
22 25	O'Shea, M V	" " "	"	"									

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Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
22 26	O'Shea. M. V	Old World Wonder Stories.	Heath	03							cop 1		
22 27	O'Shea. M. V.	Old World " "	"	03							cop 2		
22 28	Otis, James	Toby Tyler	Harpers								cop 1		Rebound Nov. '13
22 29	Otis "	" " "	"								" 2		Rebound De'12. Waldorf. 45
22 30	" "	Mr. Stubbs Brother	"						nd. Jly - 51		cop 1		Rebound Jl. '15
22 31	" "	" " "	"								cop 2		Rebound Jl. 1914
22 32	Pyle, Howard	Merry Adv. of Robin Hood.	Scribners	09						Rebound Jl. 1914, Waldorf.			
22 33	Rocheleau M. F.	Gr. Am. Ind. Products of the Soil	Flanagan										
22 34	" "	" " " Manufactures	"										
22 35	Scott, Sir Walter	Lady of the Lake	Burt										
22 36	Shaw, Edw. R.	Big People & Little People of Other Lands	L.B.C.										
22 37	Spyri Johanna	Heidi	Crowell							cop 1			
22 38	Stockton, F. R.	The Floating Prince	Scribners	08						Rebound Je 11 - Burgmeier			
22 39	Thackeray. W. M.	The Rose & The Ring	Stokes										
22 40	Wheeler, C. G.	Woodworking for Beginners	Outing Pub Co	09									
22 41	Wiggins. K. D.	Golden Numbers.	Doubleday Page	09									
22 42	Zitkala-Sa	Old Indian Legends	Ginn & Co										
30 Mr '10 22 43	De Foe, Daniel	Robinson Crusoe	Harper & Bro							Rebound Jl. '15			
22 44	Coryell J. R.	Diego Pinzon	"							Rebound aug 11 Waldorf.			
22 45	Auken, C. P.	Uncle Sams Secrets	Appleton & Co	10						" Je. 16 "			
22 46	Collodi, C	Pinocchio. Adv. of a Marionette	Ginn & Co							" " '16 "			
22 47	Paine, A. B.	Arkansaw Bear.	H. Altemus							Rebound Cop. 1 Je '12 Waldorf			
22 48	" "	" "	"							Rebound Cop. 2 Je '12 Waldorf 45			
22 49	Stevenson, R. L.	Child's Garden of Verse.	Scribners	09						Received. Je 11. Burgmeier			
22 50	Pyrnelle, Mrs L.	Diddie, Dumps & Tot.	Harpers							Rebound Jl. 1914			

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Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2251	Spyri, Johanna	Heidi	Hss. Crowell								cop. 2		
2 11·10 2252	Waldo Work							Bound mag				16	Bound by the Waldo Binding Co.
2253	" "							"				17	
2254	" "							"				18	St. Paul.
2255	Review of Reviews											37	@ 70.
2256	"											38	
2257	"											39	
2258	"											40	
2259	Outlook											89	
2260	"											90	
2261	"											91	
2262	"											92	
2263	"											93	
2264	Century											76	
2265	"											77	
2266	"											78	
2267	Harpers											117	
2268	"											118	
2269	"											119	
5 9·10 2270	Rice, Alice Hegan	Mr. Apps	Century Co	09				donated by Mrs. C.C. Coy				Rebound Jl. '15 -	
2271	Little, Frances.	Little Sister Snow	Century Co	09				" "					
19 0 10 2272	Tappan. Eva M	Story of the Greek People	Houghton Mc	'08									
2273		Who's who in America 1910-11	Marquis & Co	'10									
2274	Brownell. W.C.	American Prose Masters	Scribners	09									
2275	Jones, A. M.	Teaching Children how to Study	Macmillan	'09									

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Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
2 2 76	Schauffler, R.H.	Washington's Birthday	Moffat Yard & Co	10									
2 2 77	" "	Lincoln's Birthday -		'09									
2 2 78	Leupp. F. E.	The Indian & His Problem	Scribner										
2 2 79	Hillis. N. D.	Great Books as Life's Teachers	F.H. Revell										
2 2 80	Stack. F. W.	Wild Flowers every Child should know	D.P. & Co.	09									
2 2 81	Bacon. Dolores	Pictures every Child should know											
2 2 82	Blanchan Neltje	Birds every Child should know											Rebound fe. '16 Waldorf.
2 2 83	Eddy. M. G. B.	Science & Health	Allison V. Stuart	'10									
2 2 84	Hawthorne N.	Tales	H.M. & Co	00									
2 2 85	Palgrave. F. T	Golden Treasury -	Macmillan	'09								V. 1	
2 2 86	" "	" "	"	"								V. 2	
2 2 87	Dresser. H.	Power of Silence	Putnams	09									
2 2 88	Parsons. F. H.	According to Season	Scribners	'02									
2 2 89	Richards L. E.	Florence Nightingale	Appleton	09									
2 2 90	Beers. C. V.	a Mind that Found Itself	L. G. & Co.	'13									
2 2 91	Crockett W. S.	Footsteps of Scott	G.N. Jacobs										
2 2 92	Palmer. G. V.	Life of Alice Freeman Palmer	H.M. Co	'10									
2 2 93	Matthews, F. S.	Field Book of Am. Wild Flowers	Putnams	'10									
2 2 94	Baker. Ray S.	Following the Color Line	D.P. & Co	'08									
2 2 95	Ward. J. H	The English Poets	Macmillan	'08								Vol 1	
2 2 96	"	" " "	"									Vol 2	
2 2 97	" "	" "	"									Vol 3	
2 2 98	" "	" "	"									Vol 4	
2 2 99	Washington. B. T.	Story of the Negro	D.P. & Co	'09								V. 1	
2 3 00	" "	" " " "										V. 2	

Date

Number	Author	Title	Place & Publisher	Year	Pages	Size	Bind'g	Source	Cost	Class	Book	Vol.	Remarks
											Rebound	Oct. '18	Brabant valt .50
2301	Brooks E. S.	True Story of Christopher Columbus									Rebound	Je '12	Waldorf
2302	Diemer -	Automobiles	Am. Sch. of Corresp.	09									
2303	Int. Year Book -		D. M. & Co.	'10									
2304	Chenoweth, C. V. B.	Stories of the Saints											
2305	Paine, R. D.	The Head Coach	Scribners	10									
2306	Royle, E. M.	The Silent Call.	Scribners	10									
2307	~~Dimmer~~	~~Mr. Dooley Says~~											
2308	Watts, M. S.	Nathan Burke	McMillan	10									
2309	Burnett, F. H.	Editha's Burglar	Caldwell										
2310	Connor, R.	The Doctor	F. H. Revel							Rebound	Jl. '14	Waldorf	
2311	Beach, Rex	Going Some	Harper Bros	'09						Rebound	Jl. '15	"	
2312	Johnson Owen	The Varmint	B. & T. Co	10						"	Je. '16	"	
2313	Kipling, R.	Actions & Reactions	D. P. & Co	09									
2314	Harvey & Co.	On Track & Diamond	Harpers	09						Rebound	Je. '16	Waldorf.	
2315	Lee, Jeanette	Happy Island	Century Co	10									
2316	Sidney, Marg.	Five Little Peppers.	L. L. & Co.	09						Rebound	Jo 12 -	Waldorf. '18	
2317	" "	Five Little Peppers Midway	"							Rebound	Jl. 1914		
2318	" "	Five Little Peppers Grown Up.	"										
2319	Ellis, K. R.	Wide-awake Girls	Little Brown & Co	08						Rebound	Nov. 13	Waldorf	
2320	Gaskell, Mrs.	Cranford	A. L. Burt								Cop. 1		
2321	" "	"	"								Cop 2		
2322	Stowe, H. B.	Uncle Tom's Cabin	A. L. Burt							Rebound	Je. '16	Waldorf.	
2323	Scott, Sir W.	Quentin Durward	Thos. Crowell								Cop 1		
2324	" "	" "	"								Cop 2		
2325	Kipling, R.	Pook of Puck's Hill	D. P. & Co	06									