

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 Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost.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," till the paper grows thin with wear and the binding crumbles with age or the ink-lines entirely fade out of ken. He may turn to his book of accessions to learn *what*, and *where*, and *when*, and *whence*, and *how much*, and feel sure of his answer. A well-made accession-book has an element of mathematical exactness unknown to any other catalogue. 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a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost.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 catalogues, nor of being compelled to rewrite them, as often happens in the shelf list.

The name catalogue should not be applied to the accession-book, or to the shelf list, but is restricted to the author, title, and subject catalogues, 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

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	Pet.	Petrograd
Dub.	Dublin	Ph. or Phil.	Philadelphia
Edin. or Ed.	Edinburgh	San Fran. or S. F.	San Francisco
Eng.	England	St L.	St. Louis
Fir.	Firenze	St Pet. or St P.	St. Petersburg
Glasg. or Gl.	Glasgow	Stut.	Stuttgart
Göt.	Göttingen	U. S.	United States
Kjöb.	Kjöbenhavn	Ven. or V.	Venice
L. or Lond.	London	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.	Arizona	C. S. N.	C. S. navy
A. B.	bachelor of arts	Ct.	Connecticut
abp.	archbishop	D. C.	District of Columbia
A. D.	year of our Lord	D. C. L.	doctor of civil law
adjt.	adjutant	D. D.	doctor of divinity
adm.	admiral	Del.	Delaware
Ala.	Alabama	dist.	district
A. M.	master of arts	Eng.	England
Am. or Amer.	American	Fla.	Florida
A. R. A.	associate of the royal academy	F. R. S.	fellow of the royal society
Ark.	Arkansas	Ga.	Georgia
atty.	attorney	gen.	general
B. A.	bachelor of arts	gov.	governor
bart.	baronet	Gt. Br.	Great Britain
B. C.	before Christ	Ia.	Iowa
bp.	bishop	Id.	Idaho
brig. gen.	brigadier general	Ill.	Illinois
Cal.	California	Ind.	Indiana
capt.	captain	jr.	junior
card.	cardinal	Kan.	Kansas
Col.	Colorado	Ky.	Kentucky
C. S. A.	Confederate States of America or C. S. army	La.	Louisiana
		L. I.	Long Island

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

MONTHS

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

DAYS

Su 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.

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, Timothens, 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. J: John, J: Johann, J: 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 [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.	published, e. g., 1882 [⁸⁰]	tab.	tables
p.	page or pages	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.
incl.	including		Used in exact bibliographical work
introd.	introduction—ory		
Ital.	Italian		
Lat.	Latin		
lib.	library		
lit.	literature—ry		
med.	medical		

Never use title abbreviations for specially prominent words.

pin in a secret place; e. g., a pin hole through 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 bought 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 catalogue. 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, Gré- 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, Bartha- 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, Christoph (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
Per.	Ferdinand	Marg.	Margaret, Margarethe, Marguerite
Fitz W:	Fitz William		
F. a.	Frances		

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 the 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. 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, though 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, though 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 catalogues than here.

8. Give the binding material, indicating half binding by prefixing $\frac{1}{2}$, or better a superior ²; e. g., ²mor. If the book has leather corners also, $\frac{3}{4}$, 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 bought from the income of a special fund; or the name of the firm or library agent, of whom bought, 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, inter-

line it in the cost column, or better, to allow footing the cost for statistics, enter it in Remarks, next to cost column. If list price is given, it is useless to repeat the net price also in foreign terms.

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

c. When several volumes are bought at once, give cost of the series opposite the first entered, followed by a note of the number of volumes included; e. g., v. 4, 5, and 6 of some work come in together, and cost together \$13.44. Instead of dividing this up, and entering \$4.48 against each volume, make the entry against the first (v. 4) in this way: 3 v. \$13.44. Or (a more difficult entry to make neatly), connect the lines of the different volumes by a bracket, and write the cost against the center. For convenience in identifying what came on each bill, the date and total may be given in Remarks opposite the first entry; e. g., on line 10,431 the remark for a bill covering 30 v. would be "To 10,460 is bill of 19 N. 110⁰²." 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. Marie 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 graphically 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 detective mark, of which the place cannot be told to all interested. A much safer private mark is a perforation with an awl or

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 fixed. 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 catalogues; 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, instead of disappearing by accident or design before getting on the inventory [shelf list] and catalogues.

b. If the old fixed system is used, alcove, range, and shelf, instead of class, will go in the first column, for which the heading CLASS was chosen, for its brevity and applicability to almost any system. Nearly all libraries agree in using a book-number between this and the volume-number. Where the alphabetical arrangement is followed wholly or in part, these columns will be used for the words or letters and figures which determine the location of the book. These two columns are left blank till the book is catalogued, classed and shelf listed; for it is impossible to give the numbers accurately, till the shelf list is consulted. Even in the alphabetical systems there is a chance that the identical combination has occurred before, and must be differentiated.

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

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

6. Give the author's name and the title, as in the brief-title finding index.

a. Space allows only a brief title, and other facts are given with so much fullness that the book is readily identified. If the work is anonymous, leave the AUTHOR column blank, to be filled when authorship is discovered. The line separating author and title is faint, so as to be seen only when looked for to guide in making the 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 catalogues; 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 catalogues. 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* prefixed. 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

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 cataloguers 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 1274th 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 opposite each of the other volumes enter "Bound in No.—" with date.

i. This number as soon as assigned is stamped 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 through 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 locked in the catalogue 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 stamped 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 stamped. This is also an advantage, in that a card not stamped on the back is thus recognized at a glance as an "added entry" or secondary card. The numbering machine, though costly at first, is a real economy in a library, where it saves its cost in time of clerks and cataloguers, 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.

compared thoroughly 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 through 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 till 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 catalogues. 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 wished, 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 stamped in the lower right corner, or near the title of the map. In the size column, length and breadth are given in cm; e. g., 41 x 52cm.

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 catalogues 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.

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 till a new date is prefixed 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,*