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THE UNIVERSITY LIBRARIES
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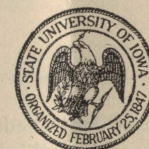
FACILITIES AND SERVICE

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FACILITIES AND SERVICE

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"The value of the ideas contained in books is as real and universal as food and clothing except for those who cannot read."

"The daily losses in energy and material that result from sheer ignorance on the part of otherwise intelligent persons of how to avail themselves of the contents of books must be colossal beyond all calculation."

WILLIAM S. LEARNED.

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INVITATION AND INTRODUCTION

Faculty and students of the University are cordially invited to make the fullest possible use of the facilities of the University Libraries.

What these facilities are, where they are located, the hours they are available, some suggestions for their use, and a few necessary rules, are given in the following pages.

Rules necessary for the protection of rare volumes or for assuring the presence in the Libraries of material and information rightly expected to be found there at all times may on occasion seem to hamper, but the University regulations concerning the libraries have been established with a view to fostering the best service to *all* concerned and to facilitate, not to hinder University work.

The University Libraries include the General Library located in the Hall of Natural Science, the Reserve Reading Room and Undergraduate Study Halls in the Old Chemistry Building, and the Departmental Libraries and smaller collections located at various places on the campus. These libraries contain approximately 215,000 volumes. All are under the charge of the Director of University Libraries. There is a Senate Library Board of nine co-operating in an advisory capacity, and the University departments with which Departmental Libraries are associated coöperate in the administration of the departmental collections.

Members of the Library Staff will be glad to add to the information summarized in the following pages and to receive suggestions for the improvement of the service.

A SUGGESTION TO STUDENTS

Many students think of the libraries only as study halls or as places in which to do required reading. Others, especially those busy in the professional schools, rarely enter the general library during their University careers. These students are overlooking a fine opportunity to extend their interests and to broaden their lives. Most students will never again have the unrestricted use of so large a collection of books and of so large a selection of magazines.

Our suggestions are these:

1. Take time regularly each week to read books on some subjects entirely outside of your regular work.
2. Make the acquaintance of some of the standard magazines which you have never read before.
3. Watch the books which are placed on the new book shelf and also choose for home reading books from the special cases in the General Reading Room which are kept filled with interesting titles.
4. Throughout your University course learn to use books as tools and as sources of information. Such knowledge will always be of value in countless ways.
5. Learn to know books as friends. Experience the sheer joy of reading and the inspiration that comes from intimate contact with the great minds of all ages.

DIRECTORY

<i>General Reading Room</i>	Main Floor	Natural Science
<i>Reserve Reading Room</i>	Second Floor	Old Chemistry
<i>Undergraduate Study Halls</i>	First Floor	Old Chemistry

Departmental Libraries

Animal Biology (Morphology)	108 Hall of Natural Science
Botany	206 Old Science
Chemistry	418 New Chemistry
Dentistry	8 Dentistry
*Education	New Recitation Hall
Engineering	2-N Engineering
Geology	102 Old Science
German	103 Liberal Arts
Greek-Latin	109 Liberal Arts
Mathematics	207-208 Physics
Pharmacy	207 Old Chemistry
*Philosophy and Psychology	New Recitation Hall
Physics	110-113 Physics
Romance Languages	1A, 18, 19, 121 Liberal Arts
Zoology	21 Natural Science

Medical Collections

Bacteriology and Pathology	311, 313 Med. Lab. Building
Histology	203 Med. Lab. Building
Physiology	104 Med. Lab. Building
Preventive Medicine and Hygiene	301, 314 Med. Lab. Building
Hospital Library (Clinical)	321 University Hospital
Nursing	518 University Hospital
Ophthalmology-Oto-Laryngology	The Dean's Clinic, Basement, S. E. Wing Univ. Hosp.
Pediatrics (Journals)	Children's Hospital
Psychopathology	Psychopathic Hospital

*Until the New Recitation Hall is ready, about Thanksgiving, the Education Library will be housed temporarily with the Chemistry Library, 418 New Chemistry Building, and the Philosophy and Psychology Library in 221 Liberal Arts.

Other Available Libraries

Ranney Memorial Library	305 Liberal Arts
Law Library	Top Floor, Law Building
State Historical Society Library	3rd Floor, Liberal Arts
Iowa City Public Library	Cor. S. Linn and E. College Sts.

FACILITIES

The General Reading Room in the Hall of Natural Science is for the use of all students in the University. It contains the general collection of reference books, general magazines (both bound sets and current numbers), current numbers of certain medical periodicals, daily newspapers, the books on the Reading List for Freshmen English, and another well-selected collection of interesting and popular works by modern authors.

The Central Circulation Desk, where all books from the stacks, whether to be used in the room or borrowed, must be recorded before being used, is located in the center of this room. Adjacent is the desk of the Superintendent of Circulation.

The Superintendent of the Reading Room and the Reference Librarian in charge of Government Documents also have their desks in the General Reading Room. It is their duty and pleasure to assist with your reference problems and to aid you in the use of the card catalogue and the reference books.

Reference books are shelved on the southwest wall of the Reading room, with the exception of the atlases, which have special cases provided for them. Dictionaries may be found on the tables throughout the room. Reference books are compendiums of facts on all conceivable subjects and are intended to be consulted when in search of definite information. They are essential to the working library because they enable one to find in a moment information that otherwise could be had only by extended research. Students should become familiar with these books in order to know where to look for a definite fact and where to go first for guidance when investigating a subject. Below are some of the most used reference books.

REFERENCE BOOKS

Atlases and Gazetteers

Century Atlas of the World
Lippincott's Gazetteer of the World (Heilprin)

Rand-McNally Commercial Atlas: v. 1, America; v. 2, Foreign Countries

"Times" Atlas and Gazetteer of the World

Biographical Dictionaries

Appleton's Cyclopaedia of American Biography

Dictionary of National Biography (British)

Lippincott's Universal Biographical Dictionary (Thomas)

Cyclopedias

Catholic Encyclopedia

Encyclopedia Americana

Encyclopaedia Britannica

Meyers Konversations-lexikon

Nelson's Loose-Leaf Encyclopaedia

New International Encyclopaedia

Nouveau Larousse, Illustré

Dictionaries

Century Dictionary and Cyclopedia

Murray's Oxford English Dictionary

Standard Dictionary (Funk & Wagnalls)

Webster's New International Dictionary

Literary Cyclopedias

Cambridge History of American Literature

Chambers' Cyclopaedia of English Literature

Moulton's Library of Literary Criticism

Warner's Library of the World's Best Literature

Periodical Indexes

Index Medicus, 1879 to date

Industrial Arts Index, 1913 to date

Magazine Subject-Index, 1907

Annual Magazine Subject Index, 1908 to date

Dramatic Index (Part 2 of Annual Magazine Subject Index), 1909 to date

New York Times Index, 1913 to date

Poole's Index to Periodical Literature, 1802-1902

Public Affairs Information Service, 1915 to date

Readers' Guide to Periodical Literature, 1900 to date

Readers' Guide to Periodical Literature: Supplement, 1907-1919

(Continued by)

International Index to Periodicals, 1920 to date

Engineering Index, 1884-1905. 4v

Engineering Index Annual, 1906 to date

Ready Reference Books

A. L. A. Index to General Literature

A. L. A. Portrait Index

Baker's Guide to the Best Fiction

Bartlett's Concordance to Shakespeare

Brewer's Reader's Handbook of Names, Allusions, etc.

Century Cyclopaedia of Names

Granger's Index to Poetry and Recitations

Haydn's Dictionary of Dates

Hoyt's Cyclopaedia of Practical Quotations

Ploetz's Manual of Universal History

Roget's Thesaurus of English Words and Phrases

Smith's Synonyms Discriminated

United States Catalog; Books in Print, and supplements 1912+

Special Subject Reference Books

Bryan's Dictionary of Painters and Engravers

Grove's Dictionary of Music and Musicians

Harper's Dictionary of Classical Literature and Antiquities

Larned's History for Ready Reference

Year Books

Annual Register

Congressional Directory

Minerva (universities, learned societies, libraries)

New International Yearbook

Statesman's Year-book

Whitaker's Almanak (British)

Who's Who in America

Who's Who (Living British men and women)
World Almanac

For a full list of reference books consult *New Guide to Reference Books* by Isadore Gilbert Mudge, Reference Librarian of Columbia University, published by the American Library Association in 1923, an annotated list of two hundred and seventy-eight pages.

Pamphlet File

Often much valuable material on certain subjects is published in pamphlet form and, indeed, this is in many cases the only available material. Many of the pamphlets received by the General Library are arranged alphabetically by subject in a vertical file in the General Reading Room where they may be examined by applying to the Reference Librarian.

The book stacks of the University Library are located mainly on the first floor below the general reading room and in the rooms adjoining the reading room on the north.

The basement stacks contain the books on sociology, economics and commerce, political science, useful arts, including home economics, the fine arts including music, and large portions of the books on philosophy, religion, general medicine (especially older works), and natural science; also the serial set of United States government documents.

In the stack rooms adjoining the general reading room (known as the history and English rooms) are the books on history, biography, travel and geography, the collections in American and English Literature, many English translations of foreign classics, and works on philology and speech. Books on journalism and a portion of the bibliographical collections are shelved here also.

Trade and national bibliographies and printed library catalogues are shelved in room 110, the office of the Superintendent of the Order and Binding Department, in room 114, the Catalogue Department, and in part in rooms 14 and 15 in the basement, also occupied as work-rooms by the library staff.

A number of bound medical periodicals, mainly older volumes, have been moved temporarily to extra book stacks partitioned off in the Invertebrate Museum on the third floor.

The bound newspapers and several sets of bound general periodicals have been moved temporarily to the second tier of stacks in the New Chemistry Library, room 418 the New Chemistry Building.

Owing to the crowded condition of affairs and the needs of administration, the stacks are not open to undergraduates or the general public. Members of the faculty may have access to them and the privilege, necessarily limited, is extended to graduate students under a permit system described elsewhere. The policy of the Library is to lend all possible aid in research, but present circumstances render curtailment of certain privileges a necessity.

The Talbot Library, assembled by the late Mr. W. H. Talbot, of Sioux City, contains about 3,000 volumes, pertaining chiefly to natural history, exploration, voyage, and travel. It is shelved at present in Room 21, Natural Science.

The Currier Collection, a virtually complete collection of the publications of the University from 1855 to 1909, assembled by the late Dean Amos N. Currier, is shelved in one of the rooms adjoining the General Reading Room.

The American Library, purchased by alumni and friends of the University, contains many rare and valuable volumes pertaining chiefly to American history. It is shelved in the stacks adjoining the General Reading Room.

The Reserve Reading Room in the Old Chemistry Building is primarily for the consultation of books, other than periodicals, containing readings assigned to whole classes, and kept on reserve during the entire session. Magazines, government documents, and short-time reserves are kept at the central circulation desk in the General Reading Room. Complete lists of reserved books are kept at both the central circulation desk in the General Reading Room

and at the desk in the Reserve Reading Room. Reserve books should be called for by author and title (see further under Regulations of the University Libraries, p. 20).

The Reserve Reading Room will seat 350 students.

The Departmental Libraries contain books, periodicals and learned societies' publications pertaining to the special field of interest of the departments concerned. Books regularly shelved in the Departmental Libraries when put "on reserve" are usually reserved in the Departmental Library. In case of doubt ask the Instructor in charge of the course or the Library attendants in charge of the General and Reserve Reading Rooms.

Medical Group—The resources of the University Libraries relating to the various branches of medicine are located at various places on the campus. A portion of the collection, covering many fields and including many bound sets of periodicals, is shelved in the stacks of the General Library in the Hall of Natural Science, and the material is made available by calling at the central circulation desk. A few current medical periodicals are also filed in the General Reading Room.

Books, current periodicals, and to a certain extent recent bound volumes in special fields of medicine, will be found in the Departmental Libraries and office and laboratory collections previously noted.

All medical books are catalogued in the general catalogue of the entire library located in the General Reading Room, and the location of each is indicated on its card.

New Undergraduate Study Halls—This fall two new undergraduate study halls have been opened on the first floor of the Old Chemistry Building, south entrance. The rooms are planned to help solve the problem of adequate room for quiet study on the campus and to offer reference facilities and experienced attendants to aid students in their work. Fifty individual desks are provided in one of these rooms and one hundred and eight individual study spaces at partitioned tables in the other. The rooms will be

open from 7:50 a. m. to 10 p. m. Part of the seating capacity of the room will be reserved for special use.

The assignment of a regular seat in these study halls will be accorded undergraduates who are prepared to demonstrate their need for and appreciation of this privilege. Application for seats should be made to Miss Bayne, Supervisor in charge, or Mrs. Loeck, Reference Assistant.

OTHER AVAILABLE LIBRARIES

The Mark Ranney Memorial Library contains 3,000 volumes bequeathed to the University by the late Mrs. Mark Ranney in memory of her husband, formerly a lecturer in the College of Medicine. It is deposited at present in Room 305 Liberal Arts Building. This library is particularly rich in *editions de luxe*, including many superb bindings which were made especially for Mrs. Ranney. The most distinctive set is a Sloane's *Life of Napoleon* with inlaid text and illustrations and sumptuous binding executed by Ernest Hertzberg of Chicago. This library is open daily except Sundays from 3 to 5 p. m. Books may not be taken from the room.

The Library of the College of Law occupies the top floor of the Law Building. It contains approximately 35,000 volumes including sets of the leading American, British and Continental legal periodicals.

Hours: 8 a. m.-12 m.; 1-6 p. m.; 7-10 p. m. Saturdays, 8 a. m.-12 m.; 1-6 p. m. Miss Helen S. Moylan is Law Librarian. Telephone Black 792.

The Library of the State Historical Society of Iowa is located on the third floor, south end, of the Hall of Liberal Arts. It is primarily a research library and contains approximately 65,000 volumes. Miss Ruth A. Gallaher is Library Research Associate. Telephone 313.

The Iowa City Public Library is located at the corner of South Linn and East College Streets. It numbers some 30,000 volumes. Hours, 9 a. m.-9 p. m.; Sundays, 2-5:30 p. m. Mrs. J. B. Gordon is Librarian. Telephone 1133.

HOW TO FIND A BOOK

CATALOGUES

The *General Catalogue* of the University Libraries is located in the General Reading Room to the right of the main entrance. It is a record of all books in the possession of the University except those in the Law Library.

This General Catalogue, or index of the libraries, is printed on cards and is "dictionary" in form, i. e., author, subject, and title cards are arranged in one alphabet. For example, a book by Mr. E. E. Slosson, entitled *Chats on Science*, will be found in the catalogue under the letter S, the data on the author card being assembled as follows:

504	Slosson, Edwin Emery
S63	Chats on Science. Century, 1924.

As this is a book of essays the general subject of which is science, it will also be found under the subject, *Science*, the data on the subject card being assembled as follows:

504	Science. Essays
S63	Slosson, E. E.
	Chats on Science. Century, 1924.

And as this is a book with a distinctive title, it will also be found under the title, the data on the title card being assembled as follows:

504	Chats on Science
S63	Slosson, E. E.

The *Union Depository Catalogue* located in the corridor outside the north entrance to the General Reading Room contains the printed catalogue cards of the Library of Congress, the John Crerar Library, the Harvard University Library and the University of Chicago Library. These libraries co-operate with each other and the Library of Congress and do not duplicate their printed cards. Thus in this union author catalogue we have a most useful tool in all phases of bibliographical work. It is strictly an author catalogue and will be found to be of special service in giving full title, place and date of publication, size and often contents of references found in reading and research. This union catalogue represents the books in the largest library in America (the Library of Congress) and in addition to this by including many titles from the other three libraries indicates where certain necessary books not on our own shelves may be found.

Departmental Library Catalogues—Books in the Departmental Libraries are virtually all catalogued in the Central Catalogue in the General Reading Room and in addition complete author catalogues are now available or in preparation for the separate departmental collections.

CLASSIFICATION

Books are shelved in the University Libraries, with certain modifications in a few instances, according to the decimal classification devised by Melvil Dewey. In this system the field of knowledge is divided into nine classes. Cyclopedias, periodicals, etc., so general in character as to belong to no one of these classes, are marked naught and form a tenth class. These ten classes are:

- 000-099 General works, bibliography, cyclopedias
- 100-199 Philosophy, psychology, ethics
- 200-299 Religion
- 300-399 Sociology, political science, economics, law, education
- 400-499 Philology

- 500-599 Natural Science
- 600-699 Useful arts and industries
- 700-799 Fine arts
- 800-899 Literature
- 900-999 History, travel

Each class is divided into ten divisions and each of the divisions into ten sections. Then a decimal point is used, and beyond this the subdivision is repeated as often as is necessary. The subjects are arranged in simple numerical order, all class numbers being decimals. Since each subject has a definite number which is given to each book on that subject, all books on any subject will stand together. Thus all books on public finance are numbered 336 and will be found on the shelves immediately after those marked 335.

The analysis of a classification number is as follows: 336.2 signifies Class 3 (Social Science), Division 3 (Political Economy), Section 6 (Public Finance), Point 2 (Taxation). All books on taxation are marked 336.2, with additional numbers following the number after the decimal point to indicate the subdivisions of the subject of taxation.

Books by different authors bearing the same classification number are distinguished from one another by a combination of the initial letter of the author's name and figures by means of which they are arranged alphabetically. The two together, classification number and book number, form the *call number* which is written in the book and on the catalogue card, and which distinguishes that book from every other book in the University Libraries.

HOW TO BORROW A BOOK

1. In the general card catalogue find the card which represents the book you wish. In the upper left hand corner is the *call number* composed of figures and letters.

2. On the blue *call slips* found in holders at the ends of the catalogue cases write the call number; also the author's name, and the title of the book (with volume number, if any).

If the book is shelved in a departmental collection that fact is also indicated on the catalogue card by the name of the department (abbreviated) below the call number. It also should be copied on the blue call slip. Books marked for the following departments are shelved in the General Library: economics, English, history, home economics, medicine, political science, speech.

3. Present the call slip for books shelved in the General Library to an attendant at the central circulation desk. When the book is received sign the slip and leave it with the attendant.

4. When you have finished with the book be sure to return it to the central circulation desk.

5. When you wish to borrow a book for home use, another card must be signed at the central circulation desk before the book can be taken from the building.

6. Books in the Departmental Libraries must be obtained directly from the attendants in those collections. If there is no attendant, you must leave a record in the circulation book of the call number, author, title, date borrowed and your name and address. When you return the book enter the date returned in the space following your record of the date borrowed.

7. If the Departmental Library is locked, apply to the Superintendent of Circulation or the Superintendent of the Reading Room at the General Library or to the member of the department faculty who serves as Library Advisor for that Department.

REGULATIONS GOVERNING THE UNIVERSITY LIBRARIES

So far as practicable the following paragraphs apply to the Departmental Libraries and Collections as well as to the General University Library. In using a Departmental Library always ascertain its special regulations.

Hours—The General Reading Room, the Reserve Reading Room and the Undergraduate Study Halls are open from 7:50 a. m. to 10:00 p. m. daily except Sundays and legal holidays during the academic year. (Special notice is always given of shorter hours during the Summer Session and between sessions).

Hours of the Departmental Libraries vary; they can be learned from the Central Circulation Desk, the Superintendent of the Reading Room, or from bulletins on the doors of the libraries themselves.

Privileges—Full library privileges, including the borrowing of books available for circulation or home use, are extended to all officers and students of the university and (under certain necessary restrictions) to others in the state who find their local libraries not fully equipped to meet their needs.

However, the University library is maintained primarily to meet the needs of the University faculty and students. Others, both residents of Iowa City and non-residents, are urged to use their local public libraries or the State Traveling Library at Des Moines as far as possible.

Stacks—The stacks are not open to undergraduates or to the public. Members of the faculty may have access to them and admission is ordinarily given to graduate students upon the recommendation of the head of the department in which a student is doing advanced work. Application for stack privileges should be made to the Superintendent of Circulation or the Superintendent of the Reading Room. In view of the demand for stack privileges and the limited working space available in the stacks it may prove necessary to limit such privileges more than would otherwise be

the case. It is especially necessary that all the rules involved be observed by those using the stacks and that consideration for others be practiced.

Inter-library loans—Books needed by members of the faculty or graduate students and not available locally can usually be borrowed from other institutions for a short time. For such inter-library loans consult the Superintendent of the Circulation Department.

USE OF BOOKS

1. Books available for circulation may be borrowed for two weeks with the privilege, on request, of one renewal for a like period.

The usual loan period of two weeks may be extended to four for books needed by graduate students for thesis work, if requested at the time of issue. A further extension of two weeks may be granted with the understanding that books will be returned promptly when recalled.

2. Books may not be taken out of town without special permission.

3. Books taken from the libraries by members of the faculty for personal use shall be returned at the close of the academic year for inspection and repairs. During the holiday recess and at the end of the Summer Session, all books belonging to the libraries shall be returned, unless needed for further use, in which case they may be renewed.

The State Board of Education has ordered a semi-annual check-up of all books loaned out from the University Libraries.

4. Each book taken from the libraries must be signed for by the borrower who remains responsible for that book as long as it is charged to him. The importance of observing this regulation cannot be over-emphasized. A single case of forgetfulness or neglect may result in a vain search for the missing book, or the needless expenditure of money for its replacement on the theory that it is lost.

All books must be returned to the desk from which borrowed where the charge is cancelled.

5. All books taken from the libraries are subject to recall by the Director and must be returned immediately upon receipt of recall notice. Books recalled for class use if not returned within twenty-four hours become subject to the same fines as reserve books.

6. Books belonging to the groups named below may be taken from the libraries but rarely and then only by special permission of the Director and for a limited period. Practically, they do not circulate.

- a. General reference books, encyclopedias, dictionaries, atlases, etc.
- b. Bound or unbound periodicals
- c. Publications of learned societies
- d. Rare and unusually valuable books
- e. Unbound material which it would be difficult to replace if lost or damaged in circulation
- f. Books whose circulation may for special reasons be restricted by order of the Director

7. The following regulations govern the use of books in the Reserve Reading Room:

- a. Books should be called for by author and title.
- b. Only one book at a time may be taken.
- c. Every book must be returned to the desk within two hours by the borrower in person, who must see that he is given credit for its return.
- d. A fine of 25 cents will be charged for each book not so returned
- e. Reserve books may not be taken from the Reading Room without special permission
- f. Books usually may be taken out for the night and over Sunday after 8:30 p. m., and must be returned before 8 a. m. A fine of 25 cents per volume will be charged for failure to return the books by 8 a. m. After 10 a. m. the fine will be 50 cents per volume, per day.

Infractions and Penalties—The University Libraries aim primarily to serve effectively the entire faculty and student body, a group numbering some 8,000. The resources of the libraries include approximately 215,000 volumes to be consulted in or borrowed from more than twenty different places. The foregoing rules (and others) are necessary for successful administration on such a large scale. Any infraction of the rules is an infringement of the rights of many others and may inconvenience thousands. For this and other reasons severe penalties are established for failure to observe the rules or for their infraction, for damage to library property, for failure to sign a proper record when books are borrowed, and for signing a name other than the borrower's own.

Students who fail to pay library fines on reserve books or to return overdue books will have their credits withheld at the Registrar's office until such delinquent records are cleared satisfactorily.

In addition, for failure to observe regulations regarding the proper use of the University Libraries, students are subject to discipline through the regular disciplinary channels of the University. Penalties inflicted may involve fines, suspension of all library privileges, or suspension from the University as the case may require.

SUGGESTIONS FOR COMPILING A BIBLIOGRAPHY

A bibliography is a list of books or articles by a certain author or about a certain subject.

Compiling a bibliography is a task which falls to the lot of practically every undergraduate and is one which must be accomplished by every graduate student before his master's thesis will be accepted. The following suggestions are offered for those undertaking this task:

1. Define the exact scope and character of your bibliography.
2. Select books on the subject from the card catalogue. Often the catalogue contains references to existing bibliographies. Bibliography cards follow the subject cards in the catalogue.

3. Examine bibliographies found in books on the subject under investigation.
4. Consult magazine indexes, looking under every subject that may have a bearing on the topic.
5. Enter each reference on a card or slip so that finally these may be arranged in the order desired.
6. See that each entry is accurate.
7. Arrange the list alphabetically, topically or chronologically. The alphabetical arrangement by author is the one most commonly used.

Frequently it is well to arrange a bibliography in two groups, one containing books arranged alphabetically by authors, the other containing magazine articles arranged either alphabetically by title or author, by name of magazine or by date. In certain cases one method is preferred and in others, another.

The following facts about a book are given in careful bibliographical work:

1. Author's name; last name, first name, middle name or initial;
2. Title;
3. Name of translator or editor, if any;
4. Edition, if other than the first;
5. Place of publication (abbreviated);
6. Name of publisher (abbreviated);
7. Date of publication; and, if different, copyright date;
8. Number of pages; or, number of volumes if more than one;
9. Illustrations, portraits, maps, diagrams, if of especial value;
10. In the case of single chapters from books the arrangement is usually the same as the foregoing with the addition of the inclusive pages.

11. In the case of magazine articles the arrangement may be as follows: (See also No. 7, p. 24).
 - a. Title of article;
 - b. Author's name;
 - c. Name of magazine;
 - d. Volume number;
 - e. Inclusive pages;
 - f. Complete date.

Examples of entries*

(Book)

Pattee, Fred Lewis.

A history of American literature since 1870.

N. Y. Century. 1917. c1915.

(Single chapter from book)

Hungerford, Edward.

The personality of American cities.

N. Y. McBride. 1913. p. 108-126.

(Magazine article)

Treat, P. J.

California and the Japanese. Atlantic Monthly. 127: 537-46. April, 1921.

It should be borne in mind that bibliographies may be comprehensive and attempt completeness, or partial; and that partial or selective bibliographies should have their exact limitations carefully stated. The annotated bibliography, that is, the one accompanied by descriptive and critical notes which may well indicate also where careful reviews of the publication listed may be found, is, of course, the most valuable type of all, and in compiling any bibliography the compiler should keep such notes for his own information at least.

Further information of very definite value to the student compiling a bibliography will be found in *Guide to the Use of Libraries: A Manual for College and University Students* (Ed. 2. N. Y.

*The universal practice in libraries for both printed and card catalogues is to reduce to an absolute minimum the use of capital letters.

The H. W. Wilson Co. 1923. pp. 189-201), prepared by the reference librarians of the University of Illinois; in *Instruction in the Use of Books and Libraries: A Textbook for Normal Schools and Colleges* (Ed. 2 Rev. Bost. The F. W. Faxon Co. 1919. pp. 125-137), by Lucy E. Fay and Anne T. Eaton; and in Gilbert O. Ward's *The Practical Use of Books and Libraries* (Ed. 3. Rev. & Enl. Bost. The F. W. Faxon Co. 1922. pp. 72-76). James Duff Brown's *Manual of Bibliography* and Louis N. Feipel's *Elements of Bibliography* carry the subject somewhat further, and the library's resources in the field of advanced bibliography, of interest to graduate students and members of the faculty, are quite extensive.

LIBRARIANSHIP AS A PROFESSION FOR THE COLLEGE GRADUATE

Librarianship as a calling has several distinct advantages for the college man or woman desiring to be of service, and who is fond of books and has executive ability. While the profession does not appeal to those who gauge all callings merely by their monetary return, the librarian, if equal to his position, is associated with all the forces that make for social and educational improvement and is recognized as working for the community rather than for himself. For the individual who loves books it offers the privilege of working in the atmosphere of books, of communicating his enthusiasm to others and of putting his knowledge of books at their service.

In recent years the conception of a library's field and functions has grown so rapidly that library administration has become a recognized science, and librarianship is now officially recognized as a profession by the United States Government, by various foreign and state governments, by standard reference books, by prominent scientists and educators, and by other professions.

As with the other professions the best preparation for librarianship is through the professional training school, such training being taken preferably as post-graduate, after the completion of a full four-year college course whenever possible, and at all times preceded by as many years of formal academic study as can be afforded.

The library field offers a great variety of opportunities and provides for the utilization of many varying types of ability. This is strikingly illustrated in the specifications for library service in the Federal Government recently approved by the Personnel Classification Board in Washington, where the library service of the government is divided into half a dozen separate classes with from one or two to seven grades within each class. Thus in its varying aspects library service is seen to involve work that may be purely mechanical or clerical (either requiring definite skill and intelligence), or work that is technical or scientific or professional to

a high degree; rare scholarship, expert research ability, real administrative genius, or a combination of all of these qualifications.

The Director of the library and heads of the library's departments will be glad to confer with students seriously interested in librarianship as a profession.

EDUCATION FOR LIBRARIANSHIP

Available agencies offering education for librarianship have recently been classified into eight groups by the Temporary Library Training Board of the American Library Association. These range from Graduate Library Schools to apprentice classes in public libraries and correspondence courses under combined educational and commercial auspices. Where these various agencies are and what they offer will gladly be explained to students interested.

The best preparation for successful work in the library field especially for positions of major responsibility, is one or two years of attendance at a professional school after college graduation. However, university summer sessions have for some years been offering six to eight weeks' intensive courses in the technical and professional fundamentals of librarianship, thus paving the way for entrance into certain types of positions or providing the preliminary training which has determined students to carry their professional studies into more advanced fields.

The State of Iowa has been offering this type of library training for nearly a quarter of a century, first under the Iowa State Library Commission and later at the University with the coöperation of the Commission. In 1925 the twenty-fourth annual session of the Library Summer School will be conducted, June 11 to July 24, inclusive. Not only will those engaged in library work whose experience has not included formal training appreciate this course, but University students from freshmen to seniors and graduates will find its various courses of great value in their use of libraries here or elsewhere and of direct benefit in connection with their regular college work whether undergraduate or graduate in character.

Students interested in the University's Summer Library School are asked to confer with the Director of Libraries, who is also Director of the School, or with the heads of the library's departments.

Students who are interested in the development of courses in the use of books and libraries as an aid to their University work are also invited to discuss the subject.

HISTORY OF THE GENERAL LIBRARY

When Amos Dean of Albany, N. Y., was elected the first President of the State University of Iowa in July, 1855, one of the first instructions he received from the Board of Trustees was to purchase at a large eastern sale books for the beginning of a University library. These books were received in the early fall and paid for by warrant No. 31, dated November 9, 1855. In 1857 it became necessary to close the University because of lack of funds, but provision was made to care for the library during the interim and to replenish it "as circumstances may require." These facts show how necessary the Trustees considered a library as a part of the University, for one of their first acts after choosing a President was to provide books, and they arranged for the growth of this collection even when instructional work had been discontinued.

The duties of the librarian were at first combined with those of a professor, and Professor Frederick Humphrey was the first to have the position. He was successively followed by the Hon. T. S. Parvin and Dean A. N. Currier.

Under Dean Currier's administration, which extended from 1869 to 1879, the library was for the first time thoroughly organized. A broad policy in the purchase of books was adopted; the first accession register was begun, and two manuscript subject indexes were prepared—one of books and the other of periodical articles. Since 1879, the librarian has given full time to the work and the position has been filled by Mrs. Ada North, J. W. Rich, Mrs. Bertha G. Ridgway, Malcolm G. Wyer, later librarian of the University of Nebraska and now librarian of the Denver Public Library; Jane C. Roberts, Grace Wormer (Acting-Librarian), and John Boynton Kaiser. Mr. Kaiser was for ten years librarian of the Public

Library in Tacoma, Washington. He began his duties as University Librarian in February, 1924. On July 1, 1924, the librarian's title was changed to Director of University Libraries and Library School.

Two disastrous fires have visited the library, one in 1897 which destroyed practically the entire collection and another in 1901 which destroyed the medical library.

The first quarters of the library were in the Old Mechanic's Academy, on ground now occupied by the University Hospital, but it was soon transferred to Old Capitol. The next move was to the old Physics building, and in 1902 the library was taken to the third floor of the Hall of Liberal Arts, where it remained until October, 1907, when the present rooms in the Hall of Natural Science were occupied. Here the General Library will remain until it moves into a new building designed entirely for its use.

STAFF ORGANIZATION 1924-25

GENERAL ADMINISTRATION

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REFERENCE DEPARTMENT

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Mary Brown Humphrey,
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STATE LIBRARY OF IOWA



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