OF THE SYSTEM OF CATALOGUING
OF THE REFERENCE LIBRARY; WITH
REGULATIONS FOR VISITORS, HINTS
TO READERS AND STUDENTS, RULES FOR
CATALOGUING AND SUBJECT-HEADINGS
USED IN THE DICTIONARY INDEX

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649212293

Guide to the system of cataloguing of the reference library; with regulations for visitors, hints to readers and students, rules for cataloguing and subject-headings used in the dictionary index by Various

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd. Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

VARIOUS

OF THE REFERENCE LIBRARY; WITH REGULATIONS FOR VISITORS, HINTS TO READERS AND STUDENTS, RULES FOR CATALOGUING AND SUBJECT-HEADINGS USED IN THE DICTIONARY INDEX



PUBLIC LIBRARY OF NEW SOUTH WALES,

SYDNEY.

GUIDE TO THE SYSTEM OF CATALOGUING

OF THE

REFERENCE LIBRARY;

WITH

REGULATIONS FOR VISITORS, HINTS TO READERS AND STUDENTS,
RULES FOR CATALOGUING, AND SUBJECT-HEADINGS
USED IN THE DICTIONARY INDEX.

3rd EDITION-JULY, 1898.

SYDNEY: WILLIAM APPLEGATE GULLICK, GOVERNMENT PRINTER.

23335

Trustees :

THE HON. JAMES NORTON, LL.D., M.L.C., President.

THE HON. EDMUND BARTON, M.A., Q.C., M.L.C.
THE HON. J. F. BURNS.
THE HON. EDWARD GREVILLE, M.L.C.

THE HON. PHILIP GIDLEY KING, M.L.C. PROFESSOR M. W. MACCALLUM, M.A. ALEXANDER OLIVER, ESQ., M.A.

Officers-Beference Zibrary :

Principal Libraria	n and Sec	retary	4900	***	***	2004	***	HENRY C. L. ANDERSON, M.A.
First Assistant Li	brarian				520	1		GEORGE H. GIFFORD.
Second Assistant	Librarian	55.70	222	444		5555		Hugh Wright.
Cataloguers	***	•••	***		227	17575	{	C. J. Brennan, M.A. James Pierce.
Editor of the His	torical Re	cords o	of N.S	.w.		62.7	***	FRANK M. BLADEN.

107964

Library Sel Library GIFT

Z695 N49 1898 Library School

The Classification, which was adopted in 1869 on the formation of the Library, is distinguished by letters A to K, as shown in the following Synopsis:—

- A.—NATURAL SCIENCES, PHYSICS, MATHEMATICS, FINE ARTS, INDUSTRIAL ARTS AND TRADES.
- B.-HISTORY, CHRONOLOGY, ANTIQUITIES, AND MYTHOLOGY.
- C.-BIOGRAPHY AND CORRESPONDENCE.
- D .- GEOGRAPHY, TOPOGRAPHY, VOYAGES, TRAVELS AND ATLASES.
- E.—PERIODICAL LITERATURE, REPORTS AND NEWSPAPERS.
- F.—LAW, COMMERCE, ECONOMIC SCIENCE, POLITICAL ECONOMY, POLITICS, AND SOCIAL ECONOMY.
- G.—EDUCATION, METAPHYSICS, MORAL PHILOSOPHY, THEOLOGY, ECCLESIASTICAL HISTORY, AND OCCULT SCIENCES.
- H .- POETRY, DRAMA AND THE STAGE.
- J.-GENERAL LITERATURE, PHILOLOGY, AND COLLECTED WORKS.
- K.-WORKS OF REFERENCE.

Books belonging to the Australasian Collection have the letter M prefixed to the Class letters above.

In every Class the Presses holding the Books commence with No. 1 and continue with consecutive numbers to the end of the Class.

The Shelves in each Press are lettered from P to Z, so as to avoid the letter of a Shelf being mistaken for the letter of a Class.

The Books on each Shelf are numbered from 1 up to 40, or more, according to the length of a Shelf.

Large-sized Books, placed in Presses for holding large quartos and folios, which are not accessible to the public, are marked † or ‡ after the Shelf number. In order to obtain the use of Books so marked, and also all Books bearing the Class letter E, and Books relating to Australasia, which are all stored in the Basement or in the Galleries, visitors must make application to an Assistant of the Library.

EXAMPLE: —"Badger's Statutes of New Zealand" (vol. 1) is numbered MF 3 S 1, which means—Class F, Press 3, Shelf S, Book 1, in the Australasian Collection.

CLASS A.

NATURAL PHILOSOPHY, SCIENCE, MATHEMATICS, FINE ARTS, INDUSTRIAL ARTS AND TRADES.

Including :-

Acoustics; Aeronautics; Agriculture; Anatomy; Anthropology; Apiculture; Architecture; Assaying; Astronomy.

BIOLOGY; BOTANY; CHEMISTRY; COOKERY; CRYSTALLOGRAPHY.

DAIRY-FARMING AND DAIRYING; DOMESTIC ECONOMY.

ELECTRICITY; EMBRYOLOGY; ENGINEERING; ENTOMOLOGY; ETHNOLOGY AND ETHNOGRAPHY; EVOLUTION.

FINE ARTS [Decoration, Design, Drawing, Engraving, Etching, Music, Painting, Photography, Pottery, Sculpture]; FISHERIES AND FISH CULTURE; FORESTRY; FRUITGROWING.

GARDENING GEODESY; GEOLOGY.

HEAT; HOSPITALS; HYDRAULICS; HYGIENE.

INDUSTRIAL ARTS; IRRIGATION.

LIGHT AND OPTICS.

MANUFACTURES; MATHEMATICS; MEDICINE; METALLURGY; METEOROLOGY; MICROSCOPY; MILITARY ART AND SCIENCE; MINERALOGY; MINING.

NATURAL HISTORY; NAVAL ART AND SCIENCE; NAVIGATION; NUMISMATICS.

PALEONTOLOGY; PATHOLOGY; PHYSICS; PHYSIOLOGY; PNEUMATICS.

Science, History of; Sericulture; Ship-Building; Sports and Pastimes; Stock [Cattle, Horses, Pigs, Poultry, Sheep]; Surgery; Surveying.

Toxicology; Trades.

VETERINARY SCIENCE AND PRACTICE; VITICULTURE.

WATER SUPPLY OF TOWNS; WINE-MAKING.

Zoology.

CLASS B.

HISTORY, CHRONOLOGY, ANTIQUITIES AND MYTHOLOGY.

Including :-

AFRICA; AMERICA; ANCIENT HISTORY; ARCHÆOLOGY; ASIA; AUSTRALASIA.

EUROPE.

FOLK-LORE.

HISTORY-GENERAL; HISTORY, PHILOSOPHY OF.

MYTHOLOGY.

CLASS C.

BIOGRAPHY AND CORRESPONDENCE.

CLASS D.

GEOGRAPHY, TOPOGRAPHY, VOYAGES, TRAVELS AND ATLASES.

Including :-

AFRICA; AMERICA; ARCTIC AND ANTARCTIC REGIONS; ASIA; ATLASES, CHARTS AND MAPS; AUSTRALASIA AND ISLANDS OF THE PACIFIC.

EUROPE.

GEOGRAPHY-GENERAL: GUIDE-BOOKS.

HAND-BOOKS OF RESOURCES.

TOPOGRAPHY; TRAVELS.

VOYAGES.

CLASS E.

PERIODICAL AND SERIAL LITERATURE, REPORTS AND NEWSPAPERS.

Including :-

ALMANACS AND CALENDARS; ARMY AND NAVY LISTS; ASTRONOMICAL AND METEOROLOGICAL OBSERVATIONS.
CENSUS RETURNS; CIVIL SERVICE BLUE BOOKS AND REGISTERS.

DIRECTORIES.

ELECTORAL ROLLS.

GOVERNMENT GAZETTES; GUIDES AND HAND-BOOKS, YEARLY.

LAW REPORTS.

MAGAZINES, REVIEWS, AND PERIODICALS-GENERAL.

NEWSPAPERS.

PARLIAMENTARY DEBATES, AND VOTES AND PROCEEDINGS; PATENTS.

Societies and Institutions—Reports, Proceedings and Transactions of; Statistics; Statutes.

University Calendars and Registers.

YEAR-BOOKS.

CLASS F.

JURISPRUDENCE, COMMERCE, ECONOMIC SCIENCE, POLITICS, POLITICAL ECONOMY AND SOCIAL ECONOMY.

Including :-

BANKING.

CIVIL SERVICE; COMMERCE AND TRADE; CURRENCY.

ECONOMIC SCIENCE.

LAW

MEDICAL JURISPRUDENCE.

POLITICAL ECONOMY; POLITICS.

SOCIAL ECONOMY; STATUTES (GENERAL SYSTEMS AND CODES)

CLASS G.

THEOLOGY, ECCLESIASTICAL HISTORY, MORAL PHILOSOPHY, MENTAL PHILOSOPHY AND EDUCATION.

Including :-

BIBLE, THE—COMMENTARIES, CONCORDANCES; BIBLES AND TESTAMENTS, HYMN-BOOKS, PRAYER BOOKS, RITUALS,
CHRISTIAN CHURCHES AND SECTS; CHRISTIANITY; CHURCH INSTITUTIONS AND WORK; CHURCH POLITY,
Administration and Ordinances; Churches (Buildings), History and Records of; Clairvoyance.

ECCLESIASTICAL HISTORY; EDUCATION.

FREEMASONRY.

HYPNOTISM.

KINDERGARTEN.

Logic.

Magic and Occult Sciences; Metaphysics; Mind and Body; Missionary Work; Moral Philosophy.

PHILOSOPHY—GENERAL; PHRENOLOGY; PHYSIOGNOMY; PSYCHOLOGY.

Religion—General; Religion and Science; Religion in Education; Religions—Non-Christian; Religious Allegories.

SERMONS; SOCIAL ETHICS.

THEOLOGY.

CLASS H.

POETRY AND DRAMA.

Including :-

ACTING.

BALLADS AND POPULAR POETRY.

DRAMA, THE; DRAMATIC LITERATURE.

HUMOROUS POETRY AND PARODIES.

POETRY, COLLECTIONS AND SELECTIONS OF; POETRY-THEORY, PHILOSOPHY AND ART OF; POETS-WORKS OF.

STAGE, THE.

CLASS J.

LITERATURE, PHILOLOGY AND COLLECTED WORKS.

Including :-

BIBLIOGRAPHY; BOOK RARITIES.

COLLECTED WORKS; COMMENTARIES AND LITERARY CRITICISM.

DICTIONARIES OF LANGUAGES.

ELOCUTION AND PUBLIC SPEAKING.

FICTION.

HIEROGLYPHICS; HUMOUR AND COMIC LITERATURE.

JOURNALISM.

LIBRARIES AND LIBRARY ECONOMY; LITERATURE, HISTORY AND CRITICISM OF LITERATURE—GENERAL.

Manuscripts; Miscellaneous Literature [Addresses, Essays, Lectures, Speeches, Prose Selections].

PALEOGRAPHY; PHILOLOGY.

CLASS K.

WORKS OF REFERENCE-GENERAL.

Including :-

CATALOGUES OF BOOKS, FINE ARTS, MUSEUMS, &C.

DICTIONARIES OF NAMES, PROVERBS, AND QUOTATIONS.

ENCYCLOPÆDIAS AND WORKS OF GENERAL INFORMATION; EXHIBITIONS-CATALOGUES AND REPORTS OF.

HERALDRY AND GENEALOGY.

Norz.—Works of Reference on Special Subjects are placed in their Respective Classes. Dictionaries and Encyclopædias of Agriculture, Architecture, Botany, Chemistry, Engineering, Gardening, Industrial Arts, Mathematics, Medicine and Science are placed in Class A, each in its own section; Dictionaries of Archeology, Chronology, and History are placed in Class B; Dictionaries of Biography in Class C; Dictionaries of Geography and Gazetteers in Class D; Almanaes, Calendars, Directories and Year-books, issued at regular intervals, are placed in Class E; Dictionaries of Commerce and Trade, Economic Science, Law and Political Economy in Class F; Philosophy and Theology in Class G; and Dictionaries, Concordances, Grammars and Glossaries of Languages in Class J.