

HOW TO ORGANIZE A LIBRARY

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649246670

How to Organize a Library by Zana Kate Miller

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

ZANA KATE MILLER

HOW TO ORGANIZE A LIBRARY

How to organize a library

By
Zana K. Miller

Librarian of Library Bureau

*Western Reserve University Library School 1905; formerly, In-
structor and Library Visitor for Wisconsin Free Library
Commission; Secretary of North Dakota Public
Library Commission; Librarian of Spies
Public Library, Menominee, Michigan*



Library Bureau

BOSTON · NEW YORK · PHILADELPHIA · CHICAGO
*Salesrooms in Leading Cities of the United States
Great Britain and France*

Z
665
.M65



Copyright, 1921
by Library Bureau



263.
Wine
3-5-47
23125

Introduction

FREQUENT requests come to Library Bureau for a brief pamphlet describing the most essential library records and the simplest methods of carrying on a small library. Most of the questions asked have been answered in the following pages written for the beginner in library work.

The chief sources used in preparation of this pamphlet, outside the experience of the librarian who compiled it, are:

An apprentice course for small libraries, by the faculty of the Library School of the University of Wisconsin.

Cataloging for small libraries, by Theresa Hitchler.

School library management, by Martha Wilson.

These publications should all be read and studied by any one who wishes to understand more thoroughly the best methods for the management of libraries.

Only the most essential records are herein described.

The catalog numbers throughout the text refer to Library Bureau "Library supplies" catalog. They are introduced to aid in the selection of suitable library supplies.

Where libraries are large enough to warrant it, a state organizer should, by all means, be secured to start the work and give such instructions as will enable the local librarian to continue it.

Where no state aid is available a trained librarian who can present proper credentials showing ability to do the work should be engaged. It is far easier and cheaper in the long run to have the organization work correctly done than to have to do it over again later.

The American Library Association, 78 East Washington Street, Chicago, will gladly assist inquirers in securing the services of trained and competent librarians either for permanent or temporary positions.

Information relating to the convenient planning of a library, its arrangement, shelving, and other necessary furniture, is not included in this pamphlet. Library Bureau welcomes all inquiries concerning these matters, and its entire experience extending over forty years is at the command of its friends, without obligation.

How to organize a library

Classification

THE classification of books is grouping them in logical order according to subject and giving to each book a class mark which will indicate the particular group to which it belongs. Classification should not be confused with cataloging, which is described elsewhere in this pamphlet.

The Dewey Decimal classification, published in book form, is the one commonly used. It is the most practical, as it is easily understood and may be expanded at any time to fit the needs of a growing library. The abridged edition of this classification (Cat. no. 1002) is recommended for libraries having less than 5,000 volumes. A still smaller edition of the classification, entitled "Outline of the decimal classification," consisting of one thousand divisions, is in preparation. This is intended only for very small libraries. The unabridged edition (Cat. no. 1004) will be needed for libraries which are likely to grow rapidly.

The decimal system divides the field of knowledge into nine main classes, which are numbered from 100 to 900. Cyclopedias, periodicals, etc., so general in character as to belong to no one of these classes, form a tenth class, numbered 000.

The following outline shows the main classes and the first subdivisions in the logical order in which the subjects follow one another.

HOW TO ORGANIZE A LIBRARY

Classes

000 GENERAL WORKS	500 NATURAL SCIENCE
100 PHILOSOPHY	600 USEFUL ARTS
200 RELIGION	700 FINE ARTS
300 SOCIOLOGY	800 LITERATURE
400 PHILOLOGY	900 HISTORY

Each of these ten classes is subdivided into ten divisions, as follows:

Divisions

000 GENERAL WORKS	240 Devotional Practical
010 Bibliography	250 Homiletic Pastoral
020 Library economy	Parochial
030 General cyclopedias	260 Church Institutions
040 General collections	Work
050 General periodicals	270 Religious history
060 General societies	280 Christian churches and
Museums	sects
070 Journalism	290 Ethnic Nonchristian
Newspapers	
080 Special libraries	300 SOCIOLOGY
Polygraphy	310 Statistics
090 Book rarities	320 Political science
	330 Political economy
100 PHILOSOPHY	340 Law
110 Metaphysics	350 Administration
120 Special metaphysical	360 Associations and insti-
topics	tutions
130 Mind and body	370 Education
140 Philosophic systems	380 Commerce
150 Mental faculties	Communication
Psychology	390 Customs Costumes
160 Logic Dialectics	Folklore
170 Ethics	
180 Ancient philosophers	400 PHILOLOGY
190 Modern philosophers	410 Comparative
	420 English
200 RELIGION	430 German
210 Natural theology	440 French
220 Bible	450 Italian
230 Doctrinal Dogmatics	460 Spanish
Theology	470 Latin

HOW TO ORGANIZE A LIBRARY

480	Greek	750	Painting
490	Minor languages	760	Engraving
500	NATURAL SCIENCE	770	Photography
510	Mathematics	780	Music
520	Astronomy	790	Amusements
530	Physics		
540	Chemistry	800	LITERATURE
550	Geology	810	American
560	Paleontology	820	English
570	Biology	830	German
580	Botany	840	French
590	Zoölogy	850	Italian
600	USEFUL ARTS	860	Spanish
610	Medicine	870	Latin
620	Engineering	880	Greek
630	Agriculture	890	Minor languages
640	Domestic economy		
650	Communication	900	HISTORY
	Commerce	910	Geography and travels
660	Chemic technology	920	Biography
670	Manufactures	930	Ancient history
680	Mechanic trades	940	Europe
690	Building	950	Asia
700	FINE ARTS	960	Africa
710	Landscape gardening	970	North America
720	Architecture	980	South America
730	Sculpture	990	Oceanic and polar regions
740	Drawing Decoration		
	Design		

Each book in the library is classified according to the group in which it falls. Thus a book on English history would be numbered 942, viz.: Class 9 (History), Division 4 (Europe), Section 2 (England). All books are arranged on the shelves in simple numerical order according to class numbers, which brings all the books on kindred subjects together. Books in each class are arranged on the shelves alphabetically by author.