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LIBRARY STOCK AND ASSISTANCE TO READERS

A Textbook

By

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PREFACE

FROM 1938 onwards all students for the Associateship and Fellowship of the Library Association will be required to pass an examination in "Library Stock and Assistance to Readers". This subject is new to the Library Association's Syllabus and the ground to be covered is considerable and, necessarily, difficult to define. This book is primarily an attempt to help students preparing for this examination. We hope, however, that it will be useful to others—as a brief survey of public reference library practice, as a partial aid to book selection, as a handbook for reference workers who, though they may have no examination in view, wish to revise and extend their equipment, and so on.

Though there are other books dealing with portions of its field, this is we believe the first systematic treatment of this most important branch of librarianship. We are conscious of its limitations and will welcome constructive criticism which will help us to improve any later editions there may be.

LIONEL R. MCCOLVIN.

ERIC R. MCCOLVIN.

London, 1936.

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LIBRARY STOCK

INTRODUCTION

I

THE technique of librarianship has made great progress during the last three or four decades, with the result that libraries are better planned and equipped, organised and administered, the book stocks are more effective and better arranged, and readers are given increased facilities and greater assistance.

Nevertheless, in this process of technical improvement there has been a tendency to emphasise the methods by which we work at the expense of the material with which we deal. Especially so far as our educational and examinational curriculum is concerned we have paid more attention to libraries than to books, to the service rather than to the stock. It is not suggested that libraries are not now better provided, that the stock is not better selected; but it is suggested that, before regarding assistant and librarian as fully qualified for their work, we have not taken sufficient care to ensure that they are thoroughly conversant with the most important books and with the best methods of using them in the interests of readers.

This neglect is understandable. There are so many books, so many readers, so many different needs and approaches. How can one begin to study this immense subject? Can any student cover the ground in less than a lifetime? Yet this is true of all branches of knowledge. One *has* to begin somewhere; one can never exhaust any field of learning. So, difficult though it may seem to make

a systematic, useful survey of books, it is quite possible to begin by selecting those of everyday use and acknowledged importance and experimenting in a technique of book use.

As this book is itself an experiment it has its obvious limitations. The authors, however, have attempted to assist readers in the following ways:—

- (a) to draw the attention of those who work in libraries to a limited number of useful books which all should know since from their pages a great many of the enquiries of readers may be answered and by which they will be led to other sources,
- (b) to indicate a few of the many possible methods of approach to informative books,
- (c) to discuss the usual relationships of staff and public, and
- (d) to list a number of books most of which should be in every library.

II

Libraries are collections of books.

Like most collections, they are made for a purpose. In the case of a private library this purpose may be the mere pleasure of pursuit and possession; national, and to some extent local, libraries may collect in order to preserve from destruction books which future generations may require. As a general rule, however, libraries are made for present use, because readers and students of to-day require the books and information they contain.

Therefore the chief function of all who are employed in libraries is that of making their material available to would-be users. Library work, consequently, falls into five sections:— (a) book-selection, (b) the organisation and administration of the 'service,' (c) the arrangement of the material—shelf arrangement, classification, filing, etc., (d) the provision of catalogues, etc., and (e) the utilisation of material by and on behalf of the users.

We are concerned here chiefly with the last section, which is not the least important.

It may be maintained that, if a library is well stocked with carefully selected material, clearly arranged and fully catalogued, the public, when given full access to the library, may use it according to their needs. This is true up to a point—but only up to a point. It is true that the system should be such that the public can obtain most of their more generalised requirements without any processes or guidance other than those embodied in the system. The reader who knows what he wants, who wants something which is available in the stock, who is acquainted with the literature of his subject and knows how to find information for himself—such a reader should not have to seek the assistance of the staff in respect of such material. Neither should those who, reading for pleasure or on broad general lines of interest, are content to have access to a good stock from which to choose at will. These two types of user do and should form a majority of the borrowers from the average public library, and the more easily they can come, be satisfied and go, the more efficient the basic system. If there is too high a percentage of readers who require individual help either the stock is inadequate or the organisation and arrangement defective.

Nevertheless in any community there should be a certain proportion who do require the help of the staff. To these people the library assistant acts either as a guide or adviser or as an expert technical assistant. Unless the assistant is capable of filling these rôles the library must fall short of its full possibilities for service and fail in one of its most important functions.

The assistants can only become capable, however, after long and thorough practical experience. One can learn about books only by using them, about readers by assisting them. Yet practical experience alone may not produce efficiency. If the stock of the library where they work is deficient, if they take no steps to study the stock or to cultivate their memories, if they develop no system but

work haphazardly, assistants are not likely to be much help to users.

In the following chapters the student is helped to build up gradually a knowledge of books. To begin with it is better to know thoroughly the contents of a few important books than to know the titles of many. Next, as the material becomes less general and more specialised, the assistant tends to learn rather that such and such books exist, than to obtain a detailed knowledge of their contents. Thirdly, he must learn how to find out what other books there are on various subjects and how to get them. And so on. So we start with an intensive study of ordinary everyday items.

For convenience, the book is planned as a year's course, each chapter representing a week's work (with allowance for holidays—and revision).

It may be used by students preparing themselves for the new paper on "Library Stock and Assistance to Readers" which will form part of the Library Association's Intermediate Examination from 1938, and which must be taken also by all candidates for the Final who have passed the existing Intermediate examination. We need not remind students, however, that at the time of preparation the only guidance at the authors' disposal is that given in the printed syllabus of the Library Association and it is impossible to anticipate either what standards will be adopted by the examiners or what type of questions they will set. We can only advise students to prepare themselves as thoroughly as possible. More candidates fail because of insufficient preparation than because they lack intelligence, cannot express themselves, or suffer from nervousness—or for any of the many other reasons to which failure is sometimes attributed. The wider the field the more thorough the preparation should be. This section covers a very wide field. Thus, though students may feel that the authors impose upon them a hard year's work with many books to examine and many questions to answer each week, the course represents a minimum rather

than a maximum, and students will be wise to amplify the course as best they may and to seek every possible help from senior colleagues and tutors. The book is certainly not intended as a substitute for personal and correspondence tuition. The former is preferable, but at least every student should undertake regular written work and have all his answers corrected by some competent tutor.

The authors are fully alive to the fact that this is an imperfect book with many omissions and perhaps shortcomings which may be obviated with further experience. They will therefore keenly appreciate the comments and suggestions of tutors, students and all who will help them to make improvements in later editions.

In order to save space, full particulars, including publishers, prices, dates, etc., are not generally given in the following chapters. These can readily be ascertained by recourse to other sources, especially John Minto's 'Reference Books' and the Supplement thereto and I. G. Mudge's 'Guide to Reference Books,' both of which are indispensable tools.

Important.—Students *must* endeavour to examine for themselves the great majority of the items mentioned in this book and they must answer a majority of the questions and go through the various exercises provided. They will waste their time if they content themselves with memorising the titles of books they haven't handled and used.

A few words about the exercises :—As will be obvious they mostly have the one definite purpose of ensuring that students shall *use* reference books. So don't say to yourself 'it is a waste of time looking for this useless information'; it isn't. You may not want the information but you do want the personal contact with the book which is involved in searching for it. The questions, indeed, have been chosen with this in view and, of course, they can be answered from the sources indicated. Therefore if you are told (or if it is implied) that information is to be found in a certain book or certain books and

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you can't find it readily you may safely assume either that you've looked in the wrong places or that you haven't looked far enough. This does not, however, refer to a few questions in later chapters where you must apply your own knowledge and common sense to your own collections.

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CHAPTER ONE

PRELIMINARIES

First appreciate the true nature of a book. It is not a title or a number, but a gathering together of information and ideas. Each book has its own individuality—it deals with a certain field of knowledge, is arranged in a particular way, often with a particular purpose, and the information is presented from a particular viewpoint.

Of every book which you have occasion to use at all frequently—and of as many other books as possible—you should know—

- (a) Its approximate scope.
- (b) The date of the information—which is not necessarily the date of publication ; indeed it seldom is.
- (c) The method of arrangement.
- (d) Its reliability or otherwise ; its bias, if any ; its attitude if controversial.

Scope :—What is the actual field covered ? This is not necessarily indicated by the title, but note carefully any stated limitations. The preface may be helpful.

Does the book contain matter which you would not expect to find in a book with that title or of that type ?

Does it omit matter which you would normally expect to find in it ?

Is it written for a particular class of reader ? E.g. is it advanced or elementary, technical or popular ?

What is its general attitude—is it descriptive or critical, or historical or propagandist, or theoretical or practical ? Few books fall definitely into such clear-cut categories, but knowledge of the predominating tendency will often save time.

Remember that knowledge of the scope of books has a negative as well as a positive value. You want not only to find information, but to find it quickly; second to knowing where it is, is knowing where it isn't. Speed is important. Anyone can find anything if it is in one of the books in his library if he has enough patience and lives long enough. You need to find it with a minimum waste of time. Speed in research comes from acquaintance with resources, systematic approach and the proper handling of books.

Handling :—When you approach any book you can save time if you understand its method of arrangement and know of and use the various ways in which it is 'guided.' Chief of these are the Index and the List of Chapters.

Always use the Index first, if there is one. This may seem an obvious injunction, but it is surprising how many people, and especially those who think they know the book, do not as a matter of habit turn first to the index. The index will not always serve and it is usually unwise to assume that if it doesn't the book does not contain what you seek.

Initial survey :—Make it your business to survey every possible book mentioned in the following lessons and every other book in frequent use. When surveying a book—

- (a) read the binder's title—to help you to remember it readily when you see it on the shelves. Notice what the book 'looks like'—size, colour, number of volumes, etc.
- (b) read the title page. Note author, title, date, limitations, etc.
- (c) memorise author and short title
- (d) read through list of chapters
- (e) glance through the pages—noting contents, scope, method of treatment, arrangement, etc.
- (f) pay attention to special features—to important appendices, to unusual information, and, in the case

of books which are arranged according to a main plan, to any supplementary information (e.g. if in dictionary form to any supplementary sequences, tables, etc. Don't assume that in a dictionary *all* the data is in *one* alphabetical sequence; don't assume that in one arranged in historical order there are not chapters on non-historical aspects, etc.), to illustrations and maps, to summaries, etc.

Memory:—You must cultivate your memory. It is useless studying books if you forget them when the need arises.

A good memory can be acquired

- (a) by constant use of important books. This is obvious yet it is mentioned to remind you that the best way to become efficient is by practice,
- (b) by considering each book as a unit. Make a thorough study of a single book and you remember it; make a simultaneous examination of several and you are apt to mix them up. In other words, in reference work one must be content to proceed slowly, book by book, not trying to cover too much ground at once,
- (c) by mental (and actual) classification of books according to their subjects and types, and
- (d) by practising, from time to time; writing down, from memory, lists of books on various subjects and then checking them with this book, with your own shelves, etc., to discover what you have omitted; by deliberately pausing for a few seconds, after you have dealt with an enquiry, to ask yourself whether there was any other good source you *might* have tried.

Accuracy:—Be accurate. When you make a mental note of an author's name be sure you remember it exactly—e.g. if it is by Browne note the final 'e' or at some later date you may look for him in the catalogue under Brown.

A few *Golden Rules* for reference assistants :—

(1) Be sure you know exactly what it is that you are looking for. Get the enquirer to define his query in the most precise terms possible. Be sure that you understand it yourself. If in doubt ask the enquirer ; if he can't help you have recourse to reference sources. For example, if a reader wants information on the 'gallopade' find out first what it is—a horse ? an insect ? a military manoeuvre ? a dance ? This is an obvious example ; all examples are not—e.g. does the man who wants information on refuse disposal mean 'sewage' or 'household refuse,' two quite different matters. If you don't start properly you can waste a lot of time looking for data your reader doesn't want.

(2) Work from the most likely to the less likely source.

(3) Use your knowledge first. Then use your imagination.

(4) Never give an enquirer verbal information (excepting, of course, when this is unavoidable, as on the telephone). Show him the printed or other matter from which you obtain the information. Do this for three reasons :—to avoid any possibility of error, because the printed source might give him more detail, or supplementary material of interest, and because by handling it himself he may learn where to look for similar material on some later occasion and, at least, will be learning something about the source books on his subject.

EXERCISES :

(1) Take four important one-volume reference books and, after 'surveying' them, write a note about each, citing scope, method, contents, features, etc. Three days later see how much you can write about them from memory.

(2) Go to the shelves of your quick reference collection and examine the books on engineering. Two days later write down the authors' surnames and short titles of as many as you can remember and then check your list with the shelves.

(3) Make a list, in their usual order, of the various 'parts' of a book. State where you got your information.

(4) Take four books at random and examine their indexes. Use them and notice any differences. State which is the best and why? Open the text pages of one of these books at random and find the index references for the various matters dealt with thereon.

(5) Take four books from the shelves and turn up all the entries for them in the catalogue.

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CHAPTER TWO

DIRECTORIES

WE begin with directories because in the average public library they are among the most frequently used of reference books and the simplest to use.

The main purposes of directories are (a) to give the addresses of individuals, firms, organisations, etc., (b) to show who lives at a particular address, (c) to tell what firms, etc., there are engaged in a particular type of business or rendering a particular kind of service, (d) to give particulars of organisations, societies, etc., (e) to give the location of addresses, buildings, etc.

All directories do not give all this information; some give much more.

Different types of directories :—

- i. General, dealing with an area—a town, a county, a country.
- ii. Trade—(a) comprehensive, dealing with all types of business, etc., in a country or even in the world. Frequently these are “selective,” especially when the area covered is large. Selection may be based upon the importance and standing of the firms included or upon the less-desirable principle that only firms which pay for inclusion are listed. Note which principle has been adopted as some of the latter type are misleading and badly incomplete; prefer the former type. (b) Directories of single trades or groups of allied trades.
- iii. Professional directories.

Usual method of arrangement :—

- i. Preliminary information—on district as a whole, its government, officials, institutions, etc.
- ii. Alphabetical sequence of streets, etc., giving firms and private residents.
- iii. Alphabetical list of trades.
- iv. Alphabetical list of names of business firms.
- v. Alphabetical list of private residents.

Frequently iv and v are given in one sequence.

Examining a directory :—

Note :—(a) Its exact scope. If a town directory, does it include suburbs outside town boundary; if a trade directory, what allied trades are included, etc.

(b) Is it complete, according to its scope. If a local directory, does it include *all* residents or only better class residents; does it exclude certain (perhaps poorer class) streets. Most county directories are selective; individual town-directories are more likely to be complete. Trade and commercial sections of local directories are more likely to be complete than the private residents lists and residential street lists. If a trade directory, what is basis of selection, if any (see before).

(c) What is the date of the information?—inevitably the data was collected some time before publication. What is the exact date of publication? at what time of the year? Remember that directory information changes quickly.

If a directory (and, for that matter, any similar book) is not dated you can gain some indication by checking a known change of address, or new appointment, etc., and seeing whether it is correct or not.

(d) What is the method of arrangement? What sequences of information are provided? what do they include? how are they arranged?

(e) What other information is included—e.g. in preliminary pages, in shorter special lists, etc. As will be seen later

when examples are discussed most directories contain considerable miscellaneous material frequently of use when answering enquiries of other than an obvious "directory" character.

(f) Is there an index to this miscellaneous information and to the general arrangement of the book. Find it. And use it.

(g) What particulars of a resident or a firm are given in the various sequences. Frequently more information is given under the street heading than in the alphabetical lists or vice versa, e.g. sometimes such data as telephone number, degrees, special products, trade marks and registered names, telegraphic addresses, etc., is given in one list but, to save space, omitted in others. Thus, for example, you cannot assume that because John Brown's telephone number isn't given in the street list entry it won't be given in the private residents' list.

"*Kelly's Post Office London Directory.*" We draw special attention to this, which should be in every library, because it is an excellent example. Make a thorough study of its contents and method. Throughout this course remember that it is more useful to know a few books well—the more the better—than to have a superficial idea of many. The time you save because you know these few books will soon enable you to increase their number. To return to "*Kelly's P.O. London Directory*":—Notice that it contains much relating to the country as a whole, which is not purely London—e.g. list of abbreviations, consuls of foreign states in the British dominions, H.M.'s representatives abroad, lists of Peers, and Members of Parliament, a very good postal directory, a transport directory, passport regulations, etc.

Note that in the street directory the following data is given:—name of street, name of district, postal district, name of borough, where situated, reference to the map provided with the directory. There is a good "general index" at the beginning. This directory is *not* complete,

however. The buff books published by the same firm, each devoted to a district (and they are also issued for some sixty other towns in England) are, however, practically complete. If possible compare a street or two to see the extent of the omissions from the London directory.

County Directories. Kelly's, especially, contain masses of information additional to obvious directory lists. As is stated in the preface to one of them, the book "is also in some measure a gazetteer, giving a topographical account of every town, parish, village and township, and descriptions of the principal buildings and objects of interest. Full information is given as to the County Council, the wapentakes and County Court districts, the Cathedral, the Churches, with the value of the living and the names of the patrons and incumbents, the chief landowners, with details as to the principal seats, the hospitals, the acreage, soils and crops, the markets and fairs, the means of conveyance etc. . . . An article on the geology of the country, with a sketch map . . . is included."

Trade Directories :—The best international trade directory is "*Kelly's Directory of Merchants, Manufacturers and Shippers of the World*" (contains also information on trade marks and trade terms and much gazetteer material). See also "*Stubbs' Directory*" (British and Foreign).

Kelly's also issue British directories for groups of trades, e.g. building trades, leather trades, textile industries, etc.

When answering directory enquiries in this field consider first the line of approach (i.e. what is known already) and look first in the appropriate directory or section of a directory. E.g. if you want the address of XYZ Co., which is in business in Birmingham, the known elements are XYZ and Birmingham, try Birmingham directory, alphabetical commercial list. For a firm of gunsmiths, name vaguely remembered, but in Birmingham, try Birmingham directory classified trades list under "gunsmiths." For XYZ firm of gunsmiths, place of business not known, try

appropriate special trades directories, then general trades directories; if unsuccessful, try local directories for most likely localities, then others until field is exhausted. This exemplifies the first principle of all enquiry work—i.e. proceed from most likely to less likely, from known to unknown, from specific to general.

Professional Directories :—Examples are

- (a) "*Crockford's Clerical Directory*." In addition to complete alphabet of brief biographies, this gives an alphabetical list of benefices and information on the Church of England abroad. Note that the income, etc., of the parish, and its population, is given under the name of the incumbent in the first list mentioned above, not in the second. This is an example of the importance of knowing the method adopted in reference books and of always looking in possible places when the obvious place fails, for a careless assistant, seeking the income of a parish and not finding it in the geographical list might assume that the information was not given in Crockford at all.
- (b) "*The Medical Directory*" and "*The Medical Register*." If possible compare these two.
- (c) "*The Law List*."

The addresses of professional men, and other information regarding them, may also be found in the various lists of members of learned and professional societies such as the Institution of Electrical Engineers, the R.I.B.A., etc.

In difficult cases a little imagination may enable you to help an enquirer to get in touch with the person to whom he wishes to write. E.g. if he has been to a university his name may be found in a university calendar and the office of his former college may have his address, or if he has written a book the publishers may forward letters.

Lists of Directories are given in "*Willing's Press Guide*," also in *Cannons' 'Classified Guide to 1,700 Annuals*,"

though this is somewhat out of date. Obtain also a list of Kelly's Directories.

Telephone Directories. As most business firms and a large proportion of private residents of standing, professional people, etc., are on the telephone, telephone directories form an invaluable selective directory of the whole country. A complete set can be obtained at a very small cost and should be in every library. Assistants should remember to use them. *Directories of Telegraphic Addresses* (such as "Marconi's International Register of Telegraphic and Trade Addresses" and "Sell's Directory of Registered Telegraphic Addresses") are also useful in tracing business addresses.

Supplementary Directory Material. Although arranged by streets and consequently of limited utility, local Voters Lists may help in verifying and even in tracing names and addresses.

Sometimes we have to answer enquiries as to whether a person once lived in our town, or where in the town that person resided, or who once resided at a given address, and such enquiries may relate to a period prior to the publication of any directory. One may then have recourse to manuscript material preserved in the local official archives.

When dealing with difficult and important queries do not neglect the many *possible* if maybe unlikely sources—e.g. local guide books and their advertisement pages, who's whos, year books, trade periodicals, etc.

EXERCISES :—

(1) Take your local town directory and look through it page by page (excluding, of course, the long directory lists) and note exactly what information is included. Find out the rateable value of the borough, the addresses of the various congregational churches, the name and address of secretary of a chess or tennis or literary club, the whereabouts of a child welfare clinic and a list of motor coach operators.

(2) What material, if any, have you in your library which gives information regarding the inhabitants of your town prior to the first publication of a printed directory? List it.

Is there any such material (registers, rolls, etc.) in the town clerk's or other corporation department or elsewhere in the town? Can you ascertain its nature, extent and whether it is accessible to the library staff or public?

(3) Select some small town not nearer than 100 miles to your own and list all the directory information you can find relating to it.

(4) Look through the special trade and professional directories in your library. List any you have dealing with the following. If you have none or if those you have do not seem adequate find out what publications are obtainable:—electrical industries, timber trades, wireless traders, cold storage, building trades.

(5) Answer the following questions. All the required information is in "Kelly's P.O. London Directory":—Give addresses of firms specialising in steel for aircraft, of cancer hospitals, and of Welsh societies. Who are the directors of Henry Sherwood and Co., bill brokers? What goods are sold by Drew & Sons, of Piccadilly? Without using the map, say how you would walk from Camberwell Baths to Grace's Mews, Camberwell. Who is Lord-Lieutenant of Norfolk? Who is Director of the Royal Botanic Gardens, Kew? Give a list of the stations (in their order) on the Metropolitan 'Circle' line between Paddington and King's Cross. Where is Billingborough? How would you get there from London? What is the stamp duty on a bill of lading?

In what town does the British Envoy for Ecuador reside? Which firms, etc., have offices next door to the publishers of "Kelly's London Directory"? To what authority do they pay rates? May an unsolicited money-lending advertisement be sent by post? How often do ships leave London for Berbera? from which dock? Name the steamship line. Can you fly from London to Dorchester? by what company? What is the nearest public car parking place to the Marble Arch?

CHAPTER THREE

GENERAL YEAR BOOKS¹

In this chapter we cite a few publications, mostly annuals, of outstanding importance to the reference worker. If he really knows what he may find in these books, and how to find it quickly, he has to hand the answers to a surprisingly large proportion of enquiries, as these books are compact and comprehensive compilations of facts and figures relating chiefly to matters of current interest.

"Whitaker's Almanack" :—You must devote considerable time to a thorough study of this, the most important single work in any reference collection. There is thus no need to list its contents here. Note that there are two editions each year; the cheaper paper edition does not include sections on colonies and foreign countries or annual summaries. Be sure to have the complete Whitaker. There is a very full index at the front.

"Europa" :—A loose leaf publication kept up to date with additional and revised sheets, at frequent intervals. Of the two volumes the first is an *Encyclopædia of Europe*, the second the *European Who's Who*. The former is specially concerned with international relations, organisations, economic conditions, etc., and gives "a survey and directory of political, industrial, financial, cultural and scientific organisations in every European country," as well as information on "non-European institutions and repre-

¹ Special year books are mentioned later in the appropriate chapters dealing with reference books on special subjects.

sentatives in Europe." It is very important to study the arrangement and scope of this valuable publication because it *has no index*, but there is a list of contents at the beginning of the sections.

"*The Statesman's Year Book*":—This "statistical and historical annual of the States of the world" covers the government, local government, area and population, religion, education, justice and crime, finance, defence, production, industry, commerce, shipping, communications, money, etc., of each, briefly but authoritatively. There are very useful short bibliographies.

There are certain smaller books of this type—e.g. *The Daily Mail Year Book*. Do not in this or other instances ignore the shorter or more popular book as, in spite of its greater limitations, it may contain data not in more comprehensive works.

Though not a year book "*Keesing's Contemporary Archives*" is appropriately mentioned here as by it we can keep our year book material right up to date. This is an admirable compilation of reports and statistics covering a wide range and relating to all parts of the world. The information is necessarily brief, but remember that once you have the date of an event, etc., it is easy to turn to *The Times* or other periodicals for fuller information if needed; this date can be found quickly by using Keesing whereas *The Times* indexes are always some weeks or months late.

New parts are issued every week and so keep the chronicle of events right up to date. An excellent feature is the index which is cumulated and kept up to date week by week. Furthermore each report on an event or a subject contains a reference to the previous item on the same subject so that it is possible to trace a series of happenings, or the development of any theme backwards stage by stage to the first reference. This is most useful. The service started in 1931. There are occasional illustrations, portraits, maps and diagrams. Further illustrations were given

in another publication of the same firm, "Keesing's Contemporary Camera Chronicle," comprising batches of photographs of events and 'people in the news,' issued quarterly.

There are two American annuals which should more frequently be found in British libraries—"The World Almanac" and "The American Year Book."

"The World Almanack" is the United States' equivalent to our Whitaker. Published at the low price of sixty cents by the *New York World-Telegram* it deals very fully with American events and conditions (more fully, indeed, than Whitaker does with English affairs), but over three hundred of the thousand pages are devoted to foreign countries and general information. It has a full index, and is strongly recommended.

"The American Year Book," 'a record of events and progress,' edited with the co-operation of a board representing American learned societies, is primarily concerned with American affairs and reviews what has happened and been achieved in the fields of government, economics and business, social conditions, science, literature, the arts and education. There is a considerable amount of statistical information; the chapters describing new projects, inventions, important publications, etc., will prove of special interest to British users.

The "*Almanach de Gotha*" (for all but small libraries) gives information on the royalty and nobility, officials and diplomatic services of European countries as well as statistical and descriptive matter and bibliographies.

There are also many year books each dealing with a separate country. Those issued by the various countries of the British Empire are easily obtained (often freely) and are useful:—e.g. "*The Canada Year Book*" (Bureau of Statistics, Ottawa), the "*Official Year Book of the Union of South Africa*" (Government Printing Office, Pretoria),

"*The New Zealand Official Year Book*," "*The Official Year Book of New South Wales*," etc.

Others, relating to foreign countries, are listed in Mudge and in Minto.

EXERCISES :

(1) Having examined "*Whitaker's Almanack*," find the answers to the following questions. (Note—in this and similar exercises there is no need to waste time copying out the information sought ; just be sure that you could give it to an enquirer) :—

What are the chief rivers of Queensland ? What notable writers died during the previous year ? What was the annual sunshine at East Coast health resorts ? How many negroes are there in the United States ? What are the principal products of the New Hebrides ? What is the address of the Mathematical Association ? Who is the secretary of the Royal Academy of Music ? When does the moon rise on Jan. 16th ? What is the date of the Jewish New Year ? Who was born on Corpus Christi day ? What does K.T. mean, and which men can use the letters after their names ? Which is the highest mountain in South America ? How much does the U.K. contribute to the expenses of the League of Nations ? And who won the Open Golf Championship in 1930 ?

(2) Answer the following questions, using "*Europa*" :—What broadcasting stations are there in Bulgaria ? How much cotton was exported from Germany in 1935 ? List the most important museums in Hungary. Who are the leaders of the Swiss Radical-Democratic Party ? Show the growth of the British Labour Party since 1900. Give the addresses of some international feminist organisations, and list important literary periodicals published in Germany, Austria and Czechoslovakia.

(3) Answer the following questions, using the "*Statesman's Year Book*" :—List some histories of Ohio. Where is the Chad territory ? what is its capital and how many

Europeans live there? Give an account of the Chinese monetary system. When did Siam join the League of Nations? Give some account of the National Guard of the United States. What is the prevailing religion in Burma?

(4) Using "Keesing's Contemporary Archives":—(a) look up the last reference to the Danzig dispute and trace the course of events backwards for twelve months; (b) answer the following questions:—What important books were published in France and Italy last month? Give recent information on the percentage of population using motor cars in the various countries of Europe. What recent changes have there been in the British Cabinet?

(5) Examine all the year books your library possesses relating to countries other than England and America. Assuming that your library does not possess year books on the following countries make a list of those available:—U.S.S.R., Ulster, Sweden, South America and China. What is the date of the latest issue in each case?

CHAPTER FOUR

ENGLISH DICTIONARIES

THE term dictionary is applied to two different kinds of reference book:—firstly, to the book dealing with the derivation and meaning of words (and it is in this sense that the word is usually used and it is with this class of book that we deal in this and the next chapters); secondly, any compilations which are arranged on an alphabetical basis, such as Grove's 'Dictionary of Music and Musicians' (such books are dealt with in the chapters on reference books on special subjects, etc.).

There are three main types of dictionaries of a language, though the difference is often one of degree and of outlook and the three types overlap considerably—there are the purely 'etymological' dictionaries which show the origin, early forms and metamorphoses of words; there are general dictionaries which, while giving a certain amount of description of the meaning of a word, are concerned more with the "word" than with the "things" represented; and there are 'encyclopædic' dictionaries which, though they deal with the word, are primarily meant to give information about the "things." The encyclopædic dictionary also includes proper names of people and places and technical and scientific terms, etc., which do not come within the scope of dictionaries of the first two types. Examples of the three types are Weekley's, The Oxford English Dictionary, and Webster (see later). Students should study in detail the kind of information given in each and then compare a column in each dealing with the same part of the alphabet, noting the different treatment and what words are included in one and not in the others.

All the dictionaries mentioned below should be examined, noting particularly the following points :—

- (a) There will probably be at the beginning, a section, brief or elaborate, on how to use the dictionary, including the arrangement of the items under each word heading, information on pronunciation and the method adopted to indicate it, and the various abbreviations used. Study this section.
- (b) Note what information is given apart from that in the main alphabetical sequence. Supplementary sequences, tables, etc., are common, especially in encyclopædic dictionaries. Webster, for example, has extensive lists of abbreviations, of arbitrary signs and symbols, and of forms of address, and a gazetteer and a biographical dictionary. Note also whether there are any supplementary lists of new words or words previously omitted.
- (c) Note what illustrations are included—either pictorial representations of things, portraits, maps, etc., or verbal illustrations to show the history and use of the words. The latter, being usually quotations from literary sources, may enable you to trace quotations not to be found in other books.

The most important English dictionary is the "New English Dictionary on historical principles," edited by Sir James A. H. Murray and others—known also as "The Oxford English Dictionary" ('O.E.D.' or 'N.E.D.'). The first part was issued in 1884 and the last in 1928, but in 1933 a supplement of new words, words previously omitted, new meanings, etc., was published. This work should be in all except small libraries, which should have the two volume abridgement, "The Shorter Oxford English Dictionary," published in 1933.

The "Concise Oxford Dictionary of Current English," edited by H. W. and F. G. Fowler and based upon the above, is one of the best small desk dictionaries. "Chambers's Twentieth Century Dictionary" is another good small work.

The most important dictionary of the encyclopædic type is "*Webster's New International Dictionary*," the latest edition of which was published in 1934. It is claimed that it gives the largest number of entries ever included in a dictionary of any language; it is certainly a thorough and reliable work.

"*The Century Dictionary and Cyclopedia*," published in 1911 in twelve volumes, is the fullest and in many ways the best work of the type, but is now somewhat out of date and is out of print. Nevertheless it is well worth acquiring for any library which is without it. The last volume, "*The Century Cyclopedia of Names*," is especially useful. A smaller three-volume work partly based on the above is the "*New Century Dictionary*" (1927), but it is not to be preferred to Webster, or to "*Funk and Wagnall's Standard Dictionary*" (2 vols., 1913), a very good example of this type. There are various abridgements of Webster and the Standard, but in public libraries at least the fullest Webster should be provided, excepting at very small branches, where "*Webster's Collegiate Dictionary*" might suffice.

The best *etymological dictionaries* (apart, of course, from the Oxford English Dictionary) are *Walter William Skeat's* and *Ernest Weekley's*.

Daniel Jones's 'English Pronouncing Dictionary,' published by Dent, 1930, is useful because it shows the pronunciation in international phonetic transcription.

Two dictionaries of "*usage*," i.e. not guides to the meanings of words in the ordinary sense, but notes and examples of their correct and incorrect use, are *H. W. Fowler's* 'Dictionary of Modern English Usage' and *H. W. Horwill's* 'Dictionary of Modern American Usage.'

Dictionaries of synonyms and antonyms, i.e. of words with the same or similar meanings or with opposite meanings, are frequently used.

The most famous is *P. M. Roget's* 'Thesaurus of English Words and Phrases,' first published in 1852 and revised at intervals (latest edition 1925). In it words are classified in such a way that the precise signification of the words and

their relations with others can be appreciated. The arrangement may at first sight appear complicated, but there is a full index at the back; in any case the student will be repaid if he studies the arrangement carefully.

March's 'Thesaurus Dictionary of the English Language' (Cassell, 1925) is the largest work of this type, a combination of a dictionary of words giving definitions and synonyms with longer groupings of related words under numerous headings incorporated in the main sequence.

Others are those of George Crabb, J. C. Fernald, L. A. Flemming, E. B. Ordway, C. J. Smith and R. Soule.

The two best *rhyming dictionaries* are W. A. Loring's 'The Rhymer's Lexicon,' and John Walker's 'Rhyming Dictionary.'

Another useful work which may appropriately be mentioned here is *W. T. Rogers's 'Dictionary of Abbreviations.'*

A little book which should not be overlooked is *F. H. Collins's 'Authors' and Printers' Dictionary'*—not a work on printing, but a statement of the best methods of spelling, abbreviation, capitalisation, etc., to be adopted in cases of doubt, used by compositors and proof readers to ensure accuracy and consistency.

There are three further types of English dictionary with which students should be acquainted, i.e. dictionaries of early forms of the language, of dialect, and of slang.

The best dictionaries of *Anglo-Saxon* are J. R. C. Hall's 'Concise Anglo-Saxon Dictionary' (3rd edn., 1931), Henry Sweet's 'Student's Dictionary of Anglo-Saxon' and J. Bosworth's 'Anglo-Saxon Dictionary' (with the Supplement by T. N. Toller).

The standard *Middle English* dictionary is F. H. Stratmann's.

The outstanding *dialect dictionary* is J. Wright's 'English Dialect Dictionary' in six volumes, based partly upon the publications of the English Dialect Society which issued over thirty volumes on the dialects of various districts.

There are also several works on colonial and American dialects and usage. An important 'Dictionary of American

English on Historical Principles ' is in course of preparation under the editorship of Sir Wm. A. Craigie.

Two dictionaries of slang are the ' Dictionary of Slang, Jargon and Cant ' by Albert Barrère and C. G. Leland, and ' Slang and its Analogues ' by J. S. Farmer and W. E. Henley.

EXERCISES :—

(1) (a) Write a brief account (about 500 words) of the history of the dictionary. State from which books you obtained the information.

(b) Endeavour to reduce your account to 300 words, omitting as little information as possible.

(2) (a) Read the pages headed " General Explanations " at the beginning of the first volume of the Oxford English Dictionary.

(b) Using the same volume answer the following questions :—Who wrote the following : ' Her artful hands the radiant tresses tied ' ? What is ' agrimony ' ? How many different meanings has the word ' air ' ? What is an ' air-loop ' ?

(c) What is the meaning of the word ' antergic ' ?

(3) Answer the following questions :—What is an Orangeman, a carreau, a roller-coaster, a passionary, and a Geronomite ? What is the meaning of the following words :—bating, systolic, onierologist, bachur, and ophiology ?

(4) What is the meaning of the following abbreviations, used in the Concise Oxford Dictionary :—somet., Sc., exx., LL., mn., gr., Gk., Pr., pr. ? Look through the pages till you find an instance of each being used and make sure that you understand all the other abbreviations, etc., used in each of those entries.

(5) Which is preferable—' negros ' or ' negroes,' ' albinos ' or ' albinoes,' ' Neros ' or ' Neroes ' ? What is the difference between a ' vicar ' and a ' rector ' ? What is the difference between ' contrary ' and ' converse ' ? Is

it correct to write of a queer person as 'an old geyser' or as 'an old geezer'? How should you pronounce 'poisson'?

(6) What is the difference between 'resuscitation' and 'revivification,' between 'abrupt' and 'hasty,' and between 'quibble' and 'equivocate'? Give as many words or phrases as possible meaning 'to agree.'

(7) What books does your library possess dealing with the dialect of your own county?

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CHAPTER FIVE

DICTIONARIES OF FOREIGN LANGUAGES

DICTIONARIES of foreign languages are of two main types—
(a) bi-lingual dictionaries which give the equivalent words, etc., in two languages (i.e. the familiar Latin-English and English-Latin dictionaries) and (b) dictionaries of a foreign language which, for those who speak or study that language, serve exactly the same purposes as our Oxford English or Webster serve for us.

Library assistants should make themselves familiar with the method of arrangement, abbreviations, etc., of at least the most-used examples. On most occasions they will be required to give the meaning of words in a foreign language and here the chief warning is to take care that, in the many instances where the same words have different meanings or varied uses, the correct equivalent is given. Every library should possess English-foreign and foreign-English bi-lingual dictionaries of the most important languages; wherever possible these should be supplemented by good dictionaries of French, German, Spanish and Italian.

Reference workers should remember that answers to non-linguistic general queries may be found in foreign dictionaries; just as one might turn to an English encyclopædic dictionary for facts so one might use, say, a similar Italian dictionary for matters especially related to that people—e.g. information on an ancient type of Italian head-dress.

In the following paragraphs some of the more important dictionaries of foreign languages are noted. Check your own library to see which are in stock. If any are not in stock note which others you possess.

French :—

The outstanding French dictionary is *Émile Littré's* (4 vols., with a supplement, 1878; an abridged edition was published in 1914). See also the "*Dictionnaire de l'Académie française*," of which the first edition appeared in 1694 and the eighth edition, in 2 vols., was published by Hachette (1932-5).

For smaller libraries the illustrated encyclopædic dictionary, *Pierre Larousse's* '*Nouveau petit Larousse illustré*' is very useful.

Of the many English-French dictionaries the fullest and most recent is *Harrap's* '*Standard French and English Dictionary*,' edited by J. E. Mansion, of which the French-English volume was published in 1934, the English-French volume being promised for this year. *Alfred Elwell's* is good but somewhat older. Of one-volume works those of *E. A. Baker* (Cassell's French-English, English-French Dictionary), and *F. E. A. Gasc* and "*The Concise Oxford French Dictionary*," by A. and M. Chevalley (1934), are recommended.

Three useful adjuncts to the ordinary dictionaries are *J. G. Anderson's* '*Le Mot Juste: an Anglo-French lexicon with verbal illustrations*' (Dent, 1932), *L. E. Kastner and J. A. Marks's* '*Glossary of Colloquial and Popular French*' (Dent, 1930), and *O. Leroy's* '*Dictionary of French Slang*' (Harrap, 1935).

German :—

Despite the fact that a few parts of the alphabet have not yet been completed, *Jacob and Wilhelm Grimm's* '*Deutsches Wörterbuch*,' started in 1854 and still in progress, is the best historical German dictionary, somewhat on the lines of the Oxford English Dictionary.

The best English-German, German-English dictionary is that of *Eduard Muret and Daniel Sanders* (2 vols. in 4, 1929). *J. G. Flügel's* is not so up to date. Smaller examples are *Max Bellow's* (Longmans, 1915) and *Karl Breul's*, of which

the first volume (German-English) of the revised edition was issued by Cassell this year.

Italian :—

A useful one-volume work of the same type as Larousse is *Gian Battista Melzi's* 'Il nuovissimo Melzi.'

The best English-Italian dictionary is *Alfred Hoare's* (2nd edn., Camb. Univ. Press, 1925), of which an abridged edition in 2 vols. has been issued. See also the same author's 'Italian Phrase Book' (1926).

James-Grassi's dictionary is also useful, while *Giuseppe Baretto's* is a standard work, though much out of date.

Spanish :—

There is a Spanish 'Larousse'—"*Pequeño Larousse ilustrado*" (1919).

The most useful Spanish-English, English-Spanish dictionary is *Appleton's* (by Arturo Cuyás, 2 vols. in 1).

An excellent book on Spanish idioms is that of S. C. Becker and F. Mora (Ginn).

The best Portuguese-English dictionary is *H. Michaelis's* (Brockhaus—publ. in England by Pitman).

Other European languages :—

The following are all English bi-lingual dictionaries; fuller information in Minto and Mudge in most cases.

Danish and Norwegian—John Brynildsen; J. Magnussen; Ola Raknes.

Dutch—K. ten Bruggencate; J. Kramers.

Polish—W. Kierst (2 vols., 1926-29).

Russian—M. A. O'Brien (Allen & Unwin, 1930—uses the new orthography); A. Alexandrov.

Swedish—O. E. Wenström; A. L. Burt (publisher, New York).

Turkish—Sir James W. Redhouse ; I. Fahrettin ('New English-Turkish Dictionary,' 1931, Istanbul).

Oriental languages :—

Arabic—J. J. Hava.

Chinese—H. A. Giles ; K. Hemeling.

Japanese—S. Ichikawa ('Comprehensive English-Japanese Dictionary,' 1931, Tokio : Fuxambo) ; J. C. Hepburn.

Latin :—

Sir William Smith's Latin-English and *Sir William Smith and T. D. Hall's* English-Latin dictionaries are still standard works. There is an abridgement of the latter.

C. T. Lewis and Charles Short's is also valuable.

Cassell's (ed. by J. R. V. Marchant and J. F. Charles) is very suitable for branches and small libraries. See also *Walter Ripman's* most useful 'Handbook of the Latin language' (Dent, 1930), which contains a dictionary, a classified vocabulary and grammar.

Owing especially to the present interest in local records and historical manuscripts, dictionaries of *Mediæval Latin* are useful. The great work is *Charles Du Cange's* 'Glossarium.' A recent publication is *J. H. Baxter and Charles Johnson's* 'Mediæval Latin Word List from British and Irish Sources,' prepared under the auspices of the British Academy, and published by the Oxford Univ. Press (1934).

Lists of abbreviations, words and names used in English MSS. are given in *Charles Trice Martin's* 'The Record Interpreter.'

Greek :—

Henry G. Liddell and Robert Scott's 'Greek-English Lexicon' is the best. There have been various editions since the first in 1843 ; a new, completely revised and considerably enlarged edition is in course of publication in parts.

Good English-Greek dictionaries are those of *S. C. Woodhouse* and *G. M. Edwards*.

Hebrew :—

F. H. W. Gesenius' is the best Hebrew and English lexicon of the Old Testament. The smaller work by *P. Arnold-Kellner* and *M. D. Gross* covers Biblical, Talmudic and modern Hebrew.

To complete the list of desirable dictionaries—there should be works covering the languages of certain parts of the British Isles, i.e. :—

Irish—*Timothy O'Neill Lane*'s 'Larger English-Irish Dictionary'; *Edward O'Reilly*'s 'Irish-English Dictionary.'

Welsh—*William Spurrell*'s *Welsh-English and English-Welsh dictionaries*.

Gaelic—*E. Dwelly*; *A. Macbain*; *Malcolm MacLennan*; *Norman MacLeod* and *Daniel Dewar*.

Commercial and Technical Dictionaries :—The ordinary bi-lingual dictionaries must be supplemented as far as possible by various works devoted more specially to scientific, technical and commercial words and phrases, especially as the public library is catering more and more for business men, technicians and manufacturers. Frequently such terms do not appear in ordinary dictionaries either because these have been limited to the requirements of non-specialist users or because they are not sufficiently up to date, for the vocabulary of the technician, etc., is expanding rapidly to keep pace with new discoveries, methods and materials.

The following list includes only some works of fairly wide scope. There are many others devoted to smaller fields which it is impossible to include here—such, for example, as *A. M. Patterson*'s *German-English and French-English dictionaries for chemists*, or *Hugo Lang*'s *German-English dictionary of terms used in medicine*. Assistants should,

however, make a note of any works of this type in their libraries and remember them when the time comes (particularly as they will probably be classified under their subject-matter and so be scattered apart from other dictionaries).

Commercial Terms :—*Pitman* has published a useful series embracing words and terms used in commercial correspondence and also certain technical phrases. There is a volume for each of these languages (the author's name is in parentheses)—German (J. Bithell), Italian (G. R. Macdonald), Spanish (Macdonald), French (F. W. Smith) and Portuguese (Smith).

A somewhat older book is *Pitman's* 'Dictionary of Commercial Correspondence in English, French, German, Spanish, Italian, Portuguese and Russian.'

See also *J. O. Kettridge's* 'French-English and English-French dictionary of commercial and financial terms, phrases and practice' (Routledge, 1931), and *K. T. Langguth's* 'Financial dictionary: German-English, English-German' (2 vols., Routledge, 1933).

Technical Terms :—The most important publication in this field is the series of *Schlomann-Oldenberg* 'Illustrated technical dictionaries in six languages' (English, German, French, Italian, Russian and Spanish). There are now 17 volumes each devoted to a certain field and altogether covering most branches of mechanics, engineering and textiles. The original series (known as the 'Deinhardt and Schlomann Technical Dictionaries') began in 1906; the last volume (aeronautics) appeared in 1932.

Three other useful works are :—

Ernest Slater's 'Pitman's Technical Dictionary of engineering and industrial science in seven languages—English, French, Spanish, Italian, Portuguese, Russian and German' (5 vols., 1928–30); *A. Webel's* 'German-English technical and scientific dictionary' (Routledge,

1930); and *J. O. Kettridge's* 'French-English and English-French dictionary of technical terms and phrases used in civil, mechanical, electrical and mining engineering and allied sciences and industries, including geology, etc.' (2 vols. in 1, Routledge, 1925).

EXERCISES :—

(1) Using dictionaries mentioned in this chapter, find (a) when Bazin's novel 'La Terre qui meurt' was published; (b) a picture of an épaulard; (c) a reproduction of Puvis de Chavannes' picture 'L'Hiver'; (d) the tune of the Japanese national anthem; (e) the coat of arms of Monaco; (f) the Arabic alphabet; (g) pictures of a 'verderon,' a 'chouette,' a 'drossel' and a 'cardinal bird.'

(2) What is the meaning of the following words?—mouronnier, irriguer, chamelon, die Einteilung, sittenanmut, Hisbaenaedd, llyfrgellydd, and bibliothecae pracesse.

(3) What is the German for?—'cum grano salis,' fricassee, flowershow, 'do you say so!' Nova Scotia, and capital city; What is the Italian for?—circulating library, Warsaw, New Year's Day, tracing paper, and 'the more haste the less speed'; What is the French for?—P.T.O., Burma, an actor's 'cue,' bookshelves and postage-stamps.

(4) Have you in your library any grammars or other books giving useful vocabularies of any languages for which you do not possess separate dictionaries?

(5) Make a list of the language dictionaries you would place in a new branch library.

CHAPTER SIX

GENERAL ENCYCLOPÆDIAS

THERE is no need to stress the primary importance of general encyclopædias; they are collections of as much information on all aspects of knowledge as the size and methods of each one permits, they are arranged to make it as easy as possible to find required information and they are concise. Unless an enquiry is obviously best answered by some other known source, or type of source,—which of course is frequently the case—the assistant is not unwise to turn first to an encyclopædia (if for no other reason than that an encyclopædia entry even if insufficient for the present purpose may clarify the term and indicate the field for further enquiry).

We will not deal here with the history of encyclopædias (see Exercise 1).

Read carefully the section on Encyclopædias in Mudge, which gives some valuable guidance on assessing the merits and demerits of encyclopædias. Take two English encyclopædias and apply the 'tests' set out in this section.

Study the encyclopædias mentioned in this chapter and any others you may possess, noting especially the following :—

(a) What does the work include in addition to the main sequence? e.g. any supplementary sequence, maps (are these in a separate 'atlas' section? or scattered throughout the sequence? if so, is there a list of them?); any special lists, any instructions for use, etc.

(b) There are two types of arrangement—(1) that in which each item is given under its specific heading with the

result that there are many short and few long entries. In this, the usual type, there must be many cross-references from and to related subjects, from main to sub-divisions, from alternative heading-words, etc., but there is no index; (2) that in which longer entries are preferred, information on the various aspects of a subject which can appropriately be dealt with as a unit being brought together. The advantage of this method is that the longer articles give a better conspectus of a subject and its relationships and, though the reverse might seem to be indicated, it is frequently easier and briefer to give more information on a branch of a subject when that branch is incorporated in a general article than it would be if separate entries were used—e.g. on a particular insect in an article on its species which would deal with characteristics common to all members of the species. The outstanding example of this type is 'The Encyclopædia Britannica.' For such, however, an index must be provided and it must be used. (For convenience, however, refer first to the main sequence, under the appropriate heading, but refer to the index if it does not appear and unless the entry is completely satisfying do not neglect to refer also to the index, as this will show other headings under which different aspects of your subject are treated.) The importance of the Britannica index will be appreciated when you note that it contains over ten times as many entries as there are headings in the main sequence.

(c) Note carefully the bibliographical references at the ends of articles (and sometimes, as in the Britannica, at the ends of *sections* of the articles). The better the bibliographies the more useful the encyclopædia, as they help the enquirer to proceed to the next stage in his investigation.

English Encyclopædias:—The most important is, of course, "*The Encyclopædia Britannica*." Every library must possess it and every assistant must know it intimately—so we shall devote no more space to it here.

Yet, important though it is, it should be supplemented by other encyclopædias because these are arranged differently

and because, though smaller in compass, they undoubtedly contain much data not in the Britannica. Two notable works, the latest editions of both of which are later than the latest Britannica, are "*Chambers's Encyclopædia*" and the smaller and cheaper but excellent "*Everyman's Encyclopædia*" published by Dent.

A very useful and up-to-date one-volume encyclopædia is "*The Columbia Encyclopædia*," of American origin, published in this country by Harrap (1936). "*Routledge's Universal Encyclopædia*" (1 vol., 1934) contains a mass of miscellaneous data and is well worth having. A popular work with very many illustrations is now being issued in parts; it is "*Hutchinson's Pictorial Encyclopædia*."

Foreign Encyclopædias:—All but the smaller libraries should possess examples of the best foreign encyclopædias—because, for one thing, these are necessarily compiled from a different viewpoint which may add useful information and ideas, and, most important, because a foreign encyclopædia will naturally give more prominence to matters of national significance. Remember that the most comprehensive work has to be very selective and that this selection will always be designed to include what its users are most likely to seek and exclude what they are less likely to require.

It follows, therefore, that an American work will give full details of American towns which may be only mentioned in, or even omitted from, an English work; a French one, biographies of Frenchmen not considered sufficiently important for inclusion in an English work, and so on. Consequently, the encyclopædias of different nations supplement one another.

The following are brief reminders of important examples:—

American:—'Encyclopedia Americana'; 'New International Encyclopædia.' A useful one-volume book, containing in various sequences, tables and articles much that

is not in ordinary encyclopædias, is the 'Lincoln Library of Essential Information.' (published in Buffalo, N.Y., 1934).

French :—'La Grande Encyclopédie' (31 vols., 1885-1901—out of date in many fields, but one of the finest of all encyclopædias and particularly useful for historical, biographical and bibliographical material); the various "Larousse" publications, including the basic 'Grande Dictionnaire Universel du XIXe siècle' (1866-90); the more popular 'Nouveau Larousse Illustré' (1898-1906); the 'Larousse du XXe siècle' (a new edition of the 'Nouveau Larousse Illustré' 6 vols., 1928-33), the smaller 'Larousse Universel' (1922-3) and the monthly supplement, with an index cumulated every three years, 'Larousse Mensuel Illustré.'

German :—The two notable works, both well illustrated, are 'Brockhaus' Konversations-Lexikon' (latest edition, 20 vols., 1928-34), and 'Meyers Konversations-Lexikon' (17th edn., 17 vols., 1924-35). Abridged editions of both are also available, but an excellent work for the library where one of the larger encyclopædias is not justified is the less expensive 'Jedermanns Lexikon' (12 vols., 1929-34).

Italian :—One of the most useful of foreign encyclopædias, splendidly produced and illustrated and especially strong in the field of Italian art (on which grounds alone it is worth including in a large library) is the 'Enciclopedia italiana.' It will be completed in 36 vols., of which two-thirds are now ready, the first volume having appeared in 1929. A useful smaller work is the 'Piccola Enciclopedia Hoepli' (3 vols., 1913-27, with supplementary vol., 1930).

To conclude this chapter—assistants are reminded that occasionally information, especially illustrations and common everyday facts, will be found in more modest compilations such as the popular one-volume 'Pears' Annual' and in the various encyclopædias prepared specially for young people. And, of course, 'encyclopædia information'

is included briefly in the encyclopædic dictionaries already mentioned.

EXERCISES :—

(1) Write a short account of the history of encyclopædias. State the sources of your information.

(2) Consult two or three English dictionaries and compare the definitions of the word 'encyclopædia.'

(3) Choose four entries at random in either Chambers' or Everyman's and then seek the same data in the Encyclopædia Britannica.

(4) Find an article in the Britannica which gives a fairly full bibliography. See which of the works mentioned are in your library. Find out what other works you possess on the same subject.

(5) Obtain the following information from encyclopædias mentioned in this chapter :—(a) brief biographies of Mary Garden, Alvaro Obregon, Upton Sinclair, "David Grayson" and George Arliss; (b) which are the highest waterfalls and the highest volcanoes in the world?; (c) when were X-rays first used to show the molecular structure of crystals?; (d) what was the estimated direct cost of the World War? and what were the total war casualties?; (e) give an account of sciroccos, haboobs and dust devils; (f) find an illustration of a cubic octahedron, and a physical map of South America; (g) find a biography and portrait of the 96th Archbishop of Canterbury.

CHAPTER SEVEN

BIOGRAPHICAL DICTIONARIES

MANY enquiries are for information regarding persons, but biographical dictionaries can be used to answer a great number of questions which are not purely biographical but which can be linked up with an individual—e.g. the date of first performance of a play, or political or military events with which the person was associated.

Biographical dictionaries are of three types—universal (covering all countries and times), national (limited to the people of one nationality) and special (limited to people engaged in some field of activity, such as musicians, painters, saints, etc.).

Some of the most important are mentioned below. Remember, however, that much biographical information is found in encyclopædias; and do not forget that your library will possess some thousands of individual biographical works and, unless only brief information is required or specific facts are needed and given in the biographical dictionary, etc., you should refer early to shelves and catalogues.

Naturally, when you know what books your library possesses, you will save time by turning first to the most appropriate source, e.g. if for a musician to Grove's 'Dictionary of Music and Musicians,' if for an eighteenth-century Englishman to the 'Dictionary of National Biography,' and so on. This sounds rudimentary advice, but you can't follow it until you know your stock.

Universal :—The most useful is "*Lippincott's Universal Pronouncing Dictionary of Biography and Mythology*"

(5th edn., 1930). *Sir J. A. Hammerton's* 'Concise Universal Biography' (4 vols. in 2, Educational Book Co., 1935) deals with 20,000 persons and includes many small portraits.

Two smaller books are "*Chambers's Biographical Dictionary*" (1929) and "*Nelson's Biographical Dictionary*."

Though the information given is very brief, the "*Century Cyclopedia of Names*" is very useful; so is *A. M. Hyamson's* 'Dictionary of Universal Biography,' because though only one line is devoted to each person (name, description, birth and death dates) it embraces many people not mentioned in other similar works.

This is a field where older works may well be obtained and preserved because inevitably they include those of note at the time who have been excluded in later compilations. Unfortunately for the reference worker it is just these 'less important' folk about whom it is most difficult to glean information. Such biographical dictionaries are C. Knight's and A. Chalmers'. Somewhat out of place it may be said that for similar reasons old encyclopædias are worth keeping and trying on occasion.

National :—

English—We are fortunate in having the finest example of a national biographical dictionary in the well-known "*Dictionary of National Biography*"—the 'D.N.B.' Every assistant must know it thoroughly. The articles are very full, authoritative and provided with detailed bibliographies. Three decennial supplements have been issued and a fourth is promised. Corrections and additions to the D.N.B. are published in the Bulletin of the Institute of Historical Research.

The one-volume "Concise D.N.B.," giving a summary of all entries in the main work and supplements, is invaluable for small branches and as a desk book for the librarian.

There are, of course, many Englishmen not included in the D.N.B. Many of these, for the period from 1850, will be found in *Frederick Boase's* 'Modern English Biography' (6 vols., 1892-1921) and other nineteenth-century people in

T. H. Ward's 'Men of the Reign' (1885). Useful for earlier periods are *R. H. Farrer's* 'Index to the biographical and obituary notices in the Gentleman's Magazine, 1731-1780' (British Record Soc.), and *Sir W. Musgrave's* 'Obituary prior to 1800' (5 vols., Harleian Soc.).

Information regarding living British men and women is given in the indispensable annual "*Who's Who*." The biographies of those who died between 1897 and 1928 have been assembled in two volumes entitled "*Who Was Who*." These make the annual issues of 'Who's Who' for that period unnecessary, but, of course, libraries should keep all issues prior to and since that period.

Other lists of contemporaries (excepting those devoted to special classes, etc., to be mentioned later) are Kelly's 'Handbook to the titled, landed and official classes' and the 'Catholic Who's Who.'

We pass now to books dealing with the *British nobility and gentry*. Of these the outstanding is *Sir J. B. Burke's* 'Genealogical and heraldic history of the peerage and baronetage, the Privy Council and knightage' (94th edn., 1936), the most complete annual, giving full lineage. Next in importance is "*Debrett's Peerage, Baronetage, Knightage and Companionage*," while a much smaller work, suitable for branches, is "*Whitaker's Peerage, Baronetage, Knightage and Companionage*."

Other important works in this field are—*G. E. Cokayne's* 'Complete Peerage . . . extant, extinct or dormant' (new edn., in progress; Vols. 1-8, A-Moake, have been published); *Cokayne's* 'Complete baronetage'; *Burke's* 'Dormant, abeyant, forfeited and extinct peerages' (1866), and *J. W. E. Doyle's* 'Official baronage, 1066-1885' (1886).

An essential complement to the above is *Sir J. B. Burke's* 'Genealogical and heraldic history of the landed gentry of Great Britain.'

For notable *Scotsmen, Irishmen, and Welshmen* see—*W. Anderson's* 'Scottish nation,' *R. Chambers's* 'Biographical dictionary of eminent Scotsmen,' *J. S. Crone's*

'Concise dictionary of Irish biography,' 'Thom's Irish who's who,' and Robert Williams' 'Enwogion Cymru.'

American :—

The "*Dictionary of American Biography*," in course of publication under the auspices of the American Council of Learned Societies, commenced in 1928 and of which the first 19 vols. (to Wentworth) are available, will when completed provide a full and comprehensive work on the lines of the D.N.B. Nevertheless it is more selective than either of the following, which consequently include many additional names :—the "*National Cyclopædia of American Biography*" (23 vols. in 24, 1892–1933, with 4 'current volumes' giving biographies of living persons only), and "*Appleton's Cyclopædia of American Biography*" (7 vols., 1887–1900), which embraces the whole of North and South America.

Contemporary persons are given in "*Who's Who in America*." Canada is covered by W. S. Wallace's 'Dictionary of Canadian biography' and "*Who's Who in Canada*."

There are similar 'Who's Whos' for Australia, New Zealand, and South Africa.

European (General)—See "*The International Who's Who*" which is an enlargement of the second volume of the Europa Service, already mentioned.

France—There is no comprehensive work, but the new "*Dictionnaire de biographie française*," edited by J. Balteau and others, of which only Vol. 1 and parts of Vol. 2, not yet completing the letter A, are available, should ultimately stand as the French D.N.B.

Contemporaries may be found in "*Qui êtes-vous ?*" a who's who published every few years.

German—The best is "*Allgemeine deutsche Biographie*" (56 vols., 1875–1912). For living persons, including many notable non-Germans, see "*Wer ist's ?*" issued every two or three years.

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German—The best is "*Allgemeine deutsche Biographie*" (56 vols., 1875–1912). For living persons, including many notable non-Germans, see "*Wer ist's ?*" issued every two or three years.

Portraits—The “*A. L. A. Portrait Index*” (1906) is a most useful guide to portraits, in books and periodicals, of some 40,000 people. Other sources which will prove useful in finding portraits are the various general and periodical indexes (see later); do not forget standard illustrated books on the subject for which the person was famous (e.g. Garnett and Gosse’s ‘English Literature’).

Indexes—*P. M. Riches*’ ‘Analytical bibliography of universal collected biography’ (Library Association, 1934), though in the interests of ‘completeness’ it may include some unimportant material, is a guide to innumerable collections which might otherwise be overlooked.

See also *M. E. Sears*’ ‘Standard catalog: biography section’ (Wilson, 1927–32) and *H. Hefling and Eva Richards*’ ‘Index to contemporary biography and criticism’ (Faxon, 1934).

Biographical dictionaries dealing with special professions, etc., will be mentioned in the appropriate sections of the chapters on reference books on special subjects, but they should be kept in mind by assistants when answering biographical questions.

EXERCISES :—

(1) Obtain brief biographical details of Lavinia Fenton, Feng Yu-Hsiang, Walter Lippmann, Rowland Edmund Prothero, Alfred Stix, Hendrik Limborg and Mohammed Shems-ed-Deen.

(2) (a) How are the following surnames pronounced :—Lefebvre, Faggiuola and Comazzi?; (b) What is the Russian form of the Christian name ‘Abraham’ and the English equivalent of ‘Yakof’?

(3) Make a list of bibliographical references (in biographical dictionaries) to Lorenzo de Medici.

(4) (a) Obtain biographical information on the 15th Duke of Norfolk; (b) Find a list of the writings of Richard Graves the Younger; (c) What portraits of Milton are there?

(5) (a) Find a list of the Knights of the Cross of the Order of St. John of Jerusalem ; (b) What is the motto of the Order of the Thistle ? ; (c) Do viscounts or the younger sons of dukes have precedence ?

(6) Obtain information on the descendants of the poet Byron.

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CHAPTER EIGHT

ATLASES AND MAPS

THE subject-matters of this and the next chapter are so closely related that it is difficult to separate them; e.g. atlases often contain gazetteers and guide books contain maps, etc. However, as there is ample material for two lessons, we have attempted to divide it into two chapters, but recommend students to cover both before answering the exercises which are given at the end of Chapter 9 for both Chapters 8 and 9.

Maps, charts and plans serve a great variety of purposes—geographical, historical, scientific, legal, recreational, in connection with government, commerce, transport, industry, etc.—and many different types of information can be presented on them (anything, in fact, which can be dealt with on a regional basis). Therefore they can be of service not only for the geographical and topographical enquiries to answer which every assistant would normally turn to them, but also on a great many occasions when their value might not be so obvious and when they would be overlooked by one who had not awarded them thorough examination.

In order to present information in map form certain methods peculiar to cartography and various conventional signs are utilised. The assistant must understand these.

Scale.—A map is a bird's eye (or a God's eye) view of a portion of the world, every feature of which must be reduced proportionately so that the whole may be represented on a sheet or sheets of paper. The relation between the size of the actual thing (be it a country, a road, or a

lake) and the size of its representation on the map is the scale. The larger the area covered on a map so many inches long and wide the smaller the scale (and the fewer things it can show and the less accurate it will be as regards detail) and vice versa.

Scales are indicated in various ways—e.g. by a statement that it is one of so many inches to the mile or so many miles to the inch, by a diagram consisting of a line marked off at intervals showing what actual distance is represented by so much of the line, or by a 'representative fraction,' e.g. $1 : 10,000$, which means that every distance from point to point on the map represents 10,000 times the distance in actuality. Note that $1 : 10,000$ (or, as it may be shown, $\frac{1}{10,000}$) is a scale of nearly 6 inches to the mile; $1 : 50,000$ is approximately $1\frac{1}{4}$ inches to the mile; $1 : 500,000$ approximately 8 miles to the inch; $1 : 1,000,000$ (or $1 : M$ as it is sometimes shown) approximately 16 miles to the inch, and so on. Note carefully the scale of the map and remember that in an atlas the maps are not always all on the same scale. Sometimes you will encounter maps the scale of which is not indicated (e.g. the smaller maps found in books); in such cases you must, if the scale is essential to your purpose, try and find some scaled map of the region, measure some distance and work out the proportion.

Projection—This is important in the case of maps covering anything more than a small area. By 'projection' we mean the method adopted by the map-maker for overcoming the difficulty due to the fact that the world is round and its surface curved, whereas the map is flat. A line running east and west round the world at any point north or south of the equator is shorter than the equator, and the further north or south it is the shorter it becomes. There are various types of projection, ranging from that in which the surface of the globe is stretched, as though it were elastic, so that the distances appear very much greater as we go north and south than they really are, to the scientifically accurate representation of actual

proportions. When using small scale (and large area) maps you must heed the method of projection if distances, etc., are involved.

Note that there are 360 degrees in the equator and in every 'meridian' (i.e. circle round the world at right angles to the equator and passing through the poles), and one-sixtieth of each degree equals one mile. Naturally the length of a degree of longitude varies according to the latitude.

Compass Point—Almost invariably the north is at the top of a map. Frequently the compass points are indicated. Magnetic north is not the same as geographical north and allowance must be made for the variation.

Contours—Various methods are used to indicate heights—e.g. different colours for land above and below a certain height, contour lines which join all places of the same height. A great deal of information about the appearance, etc., of a district can be learned from contour lines—e.g. not only the actual heights of places but whether hills are steep or gently sloping, concave or convex, the position and depth of valleys, 'views,' and so on. The depth of the sea can be indicated similarly by colours and contour lines.

Characteristics—These are the signs, etc., used to indicate various features, natural and artificial—rivers, fords, canals, bridges, churches, castles, forests, etc., etc. Study these. It is surprising how much information you can gain from a map if you understand all it has to say.

Method of indicating location—In indexes to atlases and in gazetteers it is necessary to indicate the location of each place. There are several methods—e.g. stating that it is so far north (or whatever it may be) from another, larger, place; giving its latitude and longitude; dividing the map into squares, numbered and lettered in the margins, and telling in which square the place is situated; providing a numbered strip which pivots from one corner—this is

placed with its moving end against a given number in the margin and the place is found against a stated number on the strip, and so on.

As most of the distances one has to measure on maps are far from straight enough to be measured with a ruler, a map measurer, consisting of a small wheel which when run over the map shows the distance it has gone on a dial, is very useful. But unless you must be accurate a coin wheeled over the route, or a piece of twine, can serve.

Books on maps—Those who desire more information on maps and map-making should consult the following books :—‘ Map projections ’ by A. R. Hinks (C.U.P.) and the same author’s ‘ Maps and survey,’ ‘ A Key to maps ’ by Brigadier H. S. L. Winterbottom, and ‘ A Notebook of Ordnance Survey map reading ’ by G. A. German.

Ordnance Survey Maps—Users of maps of Great Britain are fortunate in having the finest series of maps available for any country. They are inexpensive and every library should possess as many as possible of those likely to be useful locally. Obtain a copy of the pamphlet ‘ *A Description of the Ordnance Survey Small Scale Maps* ’ (8th edn., O.S., 1/-). This describes and gives examples of those on a scale of 1 inch to 1 mile and less. A set of the 1 inch maps (4th ‘ Popular ’ edition) in 146 sheets covering England and Wales, at 1/6d. a sheet on paper, will provide any library with the most useful atlas of the country it could possibly obtain. Scotland is covered on 92 sheets. An improved ‘ Fifth edition ’ is in course of publication.

There are also $\frac{1}{2}$ inch and $\frac{1}{4}$ inch scale maps of Great Britain and, though naturally they give less information, they are most useful for cyclists and motorists. A ten mile to an inch map (on one or two sheets covering the whole country) is also available.

We would also draw particular attention to two series of special maps :—(a) the ‘ Period ’ maps (on 1 : M scale) representing Britain as it was in Roman times, in the

Dark Ages, and in the 17th century ; (b) the 'Aviation' maps on 4 miles to an inch and 10 miles to an inch. See also the 'Population' and 'Land utilisation' maps on the 1 : M scale.

On a larger scale are the 25 inches to a mile and 6 inches to a mile plans ; every library should possess the sheets covering its own area—preserving the old editions also.

International Map—An international map ('Carte Internationale du Monde') is in course of publication, over 300 sheets being now obtainable. Edward Stanford's are official agents. The maps are on the 1 : M scale and for many parts are the most useful maps available.

Other General maps—The Geographical Section of the General Staff of the War Office has issued many useful maps (see 'Catalogue of War Office maps,' 1935). Their 1 : 2 M map of Africa and 1 : 4 M map of Asia are the best available for those continents.

Bartholomew's publish 1 : 5 M maps of the United States and part of Canada, 1 : 6 M of Australia, 1 : 2 M of New Zealand and 1 : 10 M of South America. The Canadian Department of the Interior issues physical maps of Canada on scales of 60 and of 100 miles to the inch ; the U.S. Geological Survey a 1 : 2½ M map of that country, and Philip's publish a commercial map of South America on the 1 : 5 M scale.

Obtain if possible the catalogues of Stanford, Bartholomew and Philip.

Atlases—general—When selecting atlases, of which there are many, endeavour to have them up to date, secure the largest scale maps possible for the various regions, see that the indexes are comprehensive and indicate positions clearly, remember the value of those additional maps which show political, economic, meteorological, and other special aspects and prefer those atlases which are well produced and in which the information is presented clearly.

One of the best and most recent general atlases is

"*Philip's Centenary Handy General Atlas of the World*" (4th edn., 1934) which has 232 pages of maps and an index of 116,000 names. Maps of European countries are on a scale of at least 1 : 1½ M and those of other countries range from 1 : 4 M to 1 : 8 M. There are also astronomical maps and maps showing climate, vegetation, population, transport, occupations, languages, standard times, religions, etc.

'*Philip's International Atlas*' (1931) is similar but with fewer maps. See also "*Cassell's New Atlas*" edited by George Philip, 1934; *J. Bartholomew's 'Citizen's Atlas'* (4th edn., 1924) and '*Handy reference atlas*' (1933); "*Bacon's Large Excelsior Atlas*"; "*The Times Survey Atlas*" (1920-22, a cheaper edition in 1 vol. published by Selfridge); "*Harmsworth's Atlas and Pictorial Gazetteer*" (Educational Book Co., 1922); "*The Daily Telegraph Victory Atlas*" (1920); and the "*Century Atlas*" (1914, being Vol. 12 of the '*Century Dictionary*').

The "*Oxford Advanced Atlas*" edited by J. Bartholomew (5th edn., 1936) is specially useful for its many small maps showing temperature, rainfall, races, population, etc. "*Philip's Chamber of Commerce Atlas*" (1925) is a very valuable compilation of maps and text on the productions, trade, communications, etc., of the world. Similar information is given in the excellent '*Commercial atlas*' published by *Rand, McNally* (New York, 66th edn., 1935).

Two foreign atlases of importance are *P. Vidal de la Blache's 'Atlas générale'* (Paris: Colin, new edn., 1922) and *Adolf Stieler's 'Handatlas'* (Gotha: Perthes, 1925).

Atlases—Great Britain—"Bacon's County Atlas of England and Wales" gives 1921 census information and maps of each county (of which the scale varies slightly—approximately four miles to an inch). There are companion atlases for Scotland (3 miles to an inch) and Ireland (5 miles to an inch). The "*Ordnance Survey Atlas of England and Wales*" (1922) is on a scale of 4 miles to an inch.

See also *J. Bartholomew's 'Survey atlas of Scotland'* (1912).

"*Philip's Handy Administrative Atlas of England and Wales*" (1928) gives a useful series of small maps showing all the various local government areas and parliamentary divisions. There are similar volumes for Scotland and Ireland.

One of the best atlases of London is "*Bacon's Large Scale Atlas of London and Suburbs*" (4 inches to a mile) which includes maps of local government areas, etc. The "*Geographia Greater London Atlas*" is on 3 inches to a mile, based on the O.S. (which issues a London map on this scale on four sheets). See also the "*Authentic Map Directory of London and Suburbs*" (4th edn., Geographia, 1936.)

Geological Maps—The Geological Survey (now part of the Department of Scientific and Industrial Research) issues an important set of 1 inch maps (in two series, 'solid' and 'drift'). 'Memoirs' have been published describing the areas covered by various sheets. (See the list of memoirs, maps, etc., published by the Geological Survey to 1933.) There are also 6 inch maps covering coal fields and areas of special geological importance.

Historical Atlases—These comprise maps illustrating historical development, changes in political boundaries, etc. See 'Philip's Historical atlas, mediæval and modern' by *Ramsay Muir and George Philip* (6th edn., 1927); *W. R. Shepherd's* 'Historical atlas' (Univ. of London Press, 7th edn., 1930), one of the best smaller general historical atlases; *R. L. Poole's* 'Historical atlas of modern Europe' (Clarendon Press, 1902); *J. G. Bartholomew's* 'Literary and historical atlas' (4 vols., Dent, 1913-30); and *Karl Spruner's* 'Handatlas' (Gotha: Perthes, 1880). Volume 14 of the *Cambridge Modern History* is a modern history atlas.

For ancient history see *E. Reich's* 'Atlas antiquus' (Macmillan, 1908) and 'Murray's Small classical atlas' edited by *G. B. Grundy* (Murray, 2nd edn., 1917, reprinted 1932).

Road Maps—In the next chapter we shall mention various guides and road books containing maps for the motorist, etc. In addition to these there are many maps from which to choose—e.g. for the British Isles, the "*Dunlop Touring Maps of the British Isles*" (mostly 12 miles to 1 inch, publ. by E. J. Burrow), and "*Bartholomew's Contour Motoring Map of the British Isles*" (R.A.C., 16 m. to 1 in.); for the Continent, the Dunlop Road Maps of France, Belgium and Switzerland (15 m. to 1 in.), the 'Taride' Road maps of Belgium and Holland (Paris : Cartes Taride), the Michelin maps of France, Spain, Portugal, Belgium, etc., the 'Road map atlas' of the Royal Netherlands Automobile Club, and the road maps of the Oesterreich Touring Clubs, the Deutsche Automobil Club, the Magyar Touring Club, etc.

The *Cyclists' Touring Club* publishes useful 'Profile road books' covering England, Ireland, Germany, etc.

The "*Grosser Luftverkehrs-atlas von Europa*" (Leipzig, 1927) is an atlas of air routes, etc.

Old Maps—Every library should possess as many as possible of the older maps of its area as these will prove valuable for historical, legal and many other purposes. See *Thomas Chubb's* 'Printed maps in the atlases of Great Britain and Ireland, 1579-1860' (Homeland Association, 1927). For a good example of a catalogue of local maps see *H. A. Sharp's* 'Surrey maps.'

Charts—The average library may have little use for charts (i.e. maps of the ocean and sea-board); if they are needed consult the 'Catalogue of Admiralty Charts and other hydrographic publications' (H.M.S.O., 1934-5). See also 'Charts : their use and meaning' by A. Herbert Fowler (J. O. Potter, 1931).

Miscellaneous—The above can be supplemented in many ways. Many books contain maps (and this fact should be indicated in catalogue entries); miscellaneous maps from directories, time tables, local guides, etc. can be filed;

much useful material can be obtained (often free of charge) from railway, shipping, tourist, motor tyre and petrol firms, etc. For example the United States oil companies publish excellent road maps of each state which could hardly be bettered (at any rate no motorist over there seems ever to use any others).

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CHAPTER NINE

GAZETTEERS, GUIDE BOOKS, ETC.

GAZETTEERS are dictionaries of places and geographical features, stating their location and giving more or less description of their features (physical, architectural, etc.), population, industries, etc. Incidentally it may be noted that some of the older gazetteers may give descriptions and historical information not found in later works (or dealing with places as they *were*) and so, though they may be out of date in some particulars, they should not be discarded.

The most comprehensive general gazetteer is "*Lippincott's New Gazetteer*" (1906—the 1931 reprint containing a conspectus of the 15th U.S. census but being the same otherwise).

"*Cassell's World Pictorial Gazetteer*," edited by Sir J. A. Hammerton, is, however, a very useful book with numerous small maps and illustrations and giving the 1931 British census figures. "*Nelson's World Gazetteer and Geographical Dictionary*" though smaller is recent and handy. See also '*Longmans' Gazetteer of the World*' by G. G. Chisholm (1902) and "*Chambers's Concise Gazetteer of the World*" (1914).

Do not, of course, forget the indexes to atlases which act as gazetteers to some extent, while reference to the indexes to guide books, etc., will often lead one to similar information.

For the *British Isles* the best is J. G. Bartholomew's '*Survey gazetteer of the British Isles*' (8th edn., 1932, including an atlas, 10 miles to 1 inch). See also "*Bradshaw's Railway and Commercial Gazetteer of England*,

Scotland and Wales” and “*Philip’s Handy Gazetteer of the British Isles*,” a smaller work.

Though out of date “*Cassell’s Gazetteer of Great Britain and Ireland*” (6 vols., 1894–8) is a very thorough descriptive publication well worth its place in any library.

‘The Encyclopædia of the British Empire’ edited by C. W. Domville-Fife (3 vols., Virtue) includes a gazetteer of Great Britain and the Empire.

Though we will all turn automatically to guide books when meeting the needs of tourists and travellers we may forget that they embrace a great deal of material useful in many other connections—not only descriptive and historical data, information on routes, buildings, art galleries and museums and their contents, etc. For example, the preliminary pages of the Baedeker guides deal with such matters as money, passports, time, postal information, sport, etc., include excellent articles on the history and architecture of the country and give useful bibliographies of books and maps.

First we remind students of the following series, so well known as not to call for description:—*Baedeker’s*, the *Blue Guides*, *Cook’s Travellers’ Handbooks*.

Obtain lists of these series; note what countries are covered; take at least one example of each and examine it in detail.

The *Little Guides* (Methuen) consist of introductory articles and full descriptions of all places in the region, arranged alphabetically. The series, which is illustrated, covers the greater part of England (mostly in county volumes) and also Belgium, Brittany, Florence, Holland, Normandy, Paris, the Mediterranean, etc.

The *Michelin Guides*, primarily for motorists, cover Great Britain, Ireland, Belgium, France and Spain.

W. D. and S. Crockett’s ‘A Satchel guide to Europe’ (53rd edn., Allen & Unwin, 1936) is excellent, with useful bibliographies.

See also "*Motoring through Europe*," the official guide of the International Association of Recognised Motoring Clubs (Berne: Europe Motoring Ltd., 1929—editions in English, French, German, Spanish and Italian), covering also Morocco, Algeria, Tunisia and Egypt but excluding Russia.

The American guides by *C. E. Laughlin* ('So you're going to the Mediterranean,' etc.) though popular in style are really informative.

Other guides may, for convenience, be arranged by country.

Great Britain—The "*Automobile Association Road Book of England and Wales*" (also of Ireland), a descriptive gazetteer with full information on routes and road maps; *Ward Lock's* guides, some hundred and thirty in number, covering practically the whole of the country (though, as they are arranged so that each one deals with the vicinity of some holiday centre, there is a certain amount of duplication in one of pages embraced in another); The "*Dunlop Guide to Great Britain*"; The "*Shell*" Guides; the "*National Road Book*" by *R. T. Lang*, a new series to be completed in 5 vols. covering England, Wales and Scotland (Vol. I, South of England, 1936) consisting of routes with full descriptions of all places in route order; *Geo. Harvey's* 'Scotland: a guide' (Toulmin, 1932), and Dent's series, 'Wales for Everyman,' 'England for Everyman' and 'Scotland for Everyman' by *H. A. Piehler*.

Do not forget *Kelly's Directories*.

France—The "*Guides Joanne*."

Germany—"Continental Handbuch für Kraftfahrer" (Continental handbook for motorists) (Hanover: Continental Caoutchouc und Gutta Percha Compagnie).

Switzerland—"Guide Officiel du Tourisme Automobile en Suisse" (Geneva: Automobile Club de Suisse).

Madeira, etc.—*A. S. Brown's* 'Madeira, Canary Islands and Azores' (Simpkin Marshall, 1927).

Asia—*Barnabas Meistermann's* 'Guide to the Holy Land' (Burns, Oates and Washbourne, 1923); *Murray's* 'Handbook to India, Burma and Ceylon' (1926); *Carl Crow's* 'Handbook for China' (Shanghai: Carl Crow Inc.); *T. P. Terry's* 'Guide to the Japanese Empire' (Houghton, 1928); *C. W. Harrison's* 'Illustrated Guide to the Federated Malay States' (Malay States Information Agency, 1923).

Africa—'The African handbook and traveller's guide' edited by *O. Martens and O. Karstedt* (Allen and Unwin, 1932).

America—*Algernon Aspinall's* 'Pocket Guide to the West Indies' (Sefton, Praed); *Baedeker's* 'Canada'; *T. P. Terry's* 'Guide to Mexico' (Houghton). So far as the authors are aware the only thing approaching a general guide book of the United States is *Harman Black's* 'The Real North American Pocket Guide Book' (N. York: Real Book Co., 1926).

The information in guide books may be supplemented by material obtained, usually free of charge, from tourist and shipping agencies, the British offices of the national railway and travel bureaux of foreign countries, etc. Such material—and the various local guides, etc., published in this country by advertising firms (local 'official' handbooks, etc.) should be filed for permanent reference.

EXERCISES (Chapters 8 and 9) :—

(1) What is an isobar, an isobath, and a rift valley? and what are horse latitudes?

(2) Where are (or where were) Monterey, the Strait of Juan de Fuca, San Luis Potosi, Butte, Pedone, Brundulum, Gergesenés, Aquae Sulis, Gotham, Deva and Mona?

(3) Look up six places in a gazetteer or index giving latitude and longitude and find them on maps; look up six places in a gazetteer which does *not* give latitude and longitude and find them on maps.

(4) Open today's paper ; find reference to six places (of which you do not already know the location) ; trace them on maps ; what is the population of each ?

(5) Where are Greetland, Saleve, The Devil's Beef Tub, The Devil's Causeway and The Devil's Jumps, Judith River, New Machar and Pressova ?

(6) Take a sheet or sheets of the O.S. maps and find a conical hill, a deep valley, a concave slope and a precipice.

(7) How are the following indicated on O.S. maps ?—a bridge over a canal, a road over a river, a village post office, an embankment, a single-line railway, a coniferous wood, a parish boundary and a ford.

(8) Find detailed information on Locarno, Aberdeen, Whitstable and Pau.

(9) Show the growth, by population figures, of either Coventry or St. Albans, from the 17th to the 20th century.

(10) Prepare a list of maps, in chronological order, of your own town.

(11) Make as full a list as possible of the various kinds of information presented by special (i.e. non-geographical) maps in atlases mentioned in Chapter 8.

(12) Find three guide books dealing with the same area and write a brief comparison of their contents, method, etc

CHAPTER TEN

TIME TABLES

THERE are some strange people who, if asked to answer the favourite question: 'If you were put on a desert island and could have only one book, which would you choose?' would reply: 'Bradshaw's Railway Guide.' It undoubtedly has its fascinations, it is almost inexhaustible, one could play endless games with it—though it might induce home-sickness.

Time tables of all kinds are constantly in use in libraries, yet, for some unknown reason, many enquirers seem unable to handle them properly and quickly. Assistants should, therefore, make themselves acquainted with their arrangement and scope.

For general purposes the most useful is "*Bradshaw's General Railway, Steam Navigation and Hotel Guide for Great Britain and Ireland*" (monthly), a compilation of the time tables of all companies, with a full index of places. From Bradshaw one can find trains from and to any place in the Kingdom.

Another type, easier to use but naturally limited by its method, is the ABC time table, the main sequence of which consists of an alphabetical list of places giving under each particulars of the service to and from one particular town, e.g. in the case of the local time tables available in most districts, from that place, such as Glasgow, Ipswich, etc. You must, of course, know your local time tables.

There are two important London ABC time tables—the "*ABC Railway Guide*" (monthly) and the "*A to Z Time Tables*" (published by the Red Rail Guide Co., monthly). The latter is more comprehensive as, in addition to railway

and railway air services, it gives all important road coach services, a very useful foreign section and a set of maps of handy page size. Both give tables for London suburban services.

In addition the library should possess the official time tables of the various companies—the G.W., L.M.S., L.N.E.R. and S.R. in particular and their separate London suburban tables.

The London Passenger Transport Board issues handy time tables of bus, tram, coach and underground services.

Continental Services :—

The above give some information on travel in Europe but this should be supplemented by "*Bradshaw's Continental Guide for Travellers through Europe*" and the Continental time tables of the L.N.E.R. and S.R.

Air Travel—In addition to the 'A to Z Time Tables' see the "*ABC of Air Services*" (Air Services Time Tables, Salisbury Square, E.C. 4, monthly) and "*Bradshaw's International Air Guide*" (monthly).

Road Coach—See also "*Roadway Official Time Table for Motor Coach Services, Great Britain.*"

Steamships—Brief information in 'Bradshaw's Continental Guide' and the 'A to Z.' Fuller details and sailing lists from Thomas Cook's and various shipping agents.

Use of Time Tables—Study system of arrangement, indexes, lists of contents, and especially any instructions on how to use them (e.g. page 1 of 'Bradshaw'). Points to notice particularly are :—all notes, which are most important, indicating such matters as trains which do not run every day, variations in running times, through carriages, etc.; methods of indicating times before and after noon; the system of indicating up and down services in parallel columns frequently used in coach and in Continental time

tables ; trains which ' stop ' finally at some point in the column—as any trains shown below in the same column are independent trains ; references to other pages on which connecting services are given ; mileages, etc. In the case of Continental time tables note also any variations in time standards and how they are indicated (for it is not the same time in Paris as in Athens, for example ; in the U.S.A. there are five time zones, two or more of which may be crossed in one long journey) ; note also the distinction between express and ordinary services and the composition and accommodation of the trains.

When assisting enquirers it is desirable to show them the actual tables, to avoid misunderstandings and so as not to accept direct responsibility. In all cases of doubt (e.g. in complicated cross-country journeys) recommend that they verify the times, etc., at the railway station or railway information bureau. Be sure you are using up-to-date time tables and taking cognisance of any supplement or alterations-leaflet that may have been issued.

EXERCISES :—

(1) Find the quickest train service from (a) London to Parsley Hay ; (b) Birmingham to Newcastle-on-Tyne ; (c) Liverpool to Derby ; and (d) Brighton to Worcester. Select trains which arrive at their destination as near as possible to 7 p.m. What routes will be taken and what changes will be made ?

(2) Obtain information on the air service from London to Johannesburg—how long will the journey take, the fare, from what address in London will the passenger depart and where will he book his seat and obtain full information.

(3) Make a list of local time tables for your own district.

(4) Obtain information on sailings from England to Osaka and to Jamaica—when does the next boat leave, from what port and how long will the voyage take.

(5) How many direct rail routes are there from London to Venice ? which is the shortest ? the quickest ? and the cheapest ?

Revision—Students may wish to take this opportunity, as the field covered in this chapter is small, to revise the previous chapters. They may wish, as a preliminary, to attempt the following Memory Tests. Answer them without any recourse to the library shelves, to this textbook or any other aids. If a student cannot answer them satisfactorily he should revise thoroughly the appropriate sections :—

(1) Give the short title, authors' surnames and initials if possible (except in case of anonymous works, etc.) and date (at least approximately) of (a) one good English-French, English-German, English-Italian, English-Latin and English-Spanish dictionary; (b) a dictionary of English dialects; (c) two English dictionaries of the encyclopædic type; (d) three English encyclopædias; (e) two universal biographical dictionaries; (f) a biographical dictionary of Englishmen and one of Americans; (g) two 'peerages'; (h) three important series of guide books; (i) an atlas of the world, an atlas of England; (j) two general gazetteers; (k) two important general British trade directories; and (l) two British and two American general year books.

(2) In what reference books would you first look for the following :—the latitude of a town, the meaning of an abbreviation, the address of a bank in Liverpool, the address of an author, when a major-general received his promotion, the meaning of a Latin motto, the French equivalent of an Italian noun, a short bibliography of works about an English statesman of the eighteenth century, and a street map of a provincial city.

(3) With what reference books do you associate the following names :—Stubbs, Muret, Baret, Larousse, Muirhead, Du Cange, Liddell, Boase, Bartholomew and Dod?

CHAPTER ELEVEN

REFERENCE BOOKS ON SPECIAL SUBJECTS— PHILOSOPHY AND RELIGION

IN the previous chapters we have attempted to survey some of the more general types of reference books and those which will answer many of the simple everyday enquiries. We pass on to reference books which each deal with some limited portion of the field of knowledge. Obviously we can cite only a selection of the many items which the larger library should possess. Longer lists are given in Mudge and Minto and the serious student will at least go through these lists and ascertain which books his own library possesses. Nevertheless it would take many years to acquire even a casual acquaintance with so many and the primary purpose of this chapter and those which follow is to indicate some of the more generally useful so far as the average public library assistant is concerned. These should be examined ; if your library does not possess any of them find out what it does possess by way of substitute. Thus you will gradually acquire a comprehensive knowledge of special sources and so will turn automatically in the first instance to the appropriate item.

It need not be stressed that the sensible procedure is to turn first to the most specialised reference book dealing with your specific enquiry.

The following sections are for convenience arranged roughly in the order of the Dewey classification. Only purely 'reference' books are included, histories, textbooks, etc., being mentioned in chapters 25-30. It is not suggested by this separation that items mentioned in those chapters are necessarily 'lending library stock.' On the contrary it cannot be too strongly urged that it is often difficult if not impossible to draw a sharp distinction between lending and

reference stocks; allocation to one department or the other must often be governed by questions of use—where will a book be most used? should it be represented in both departments?; many reference enquiries can be answered by books which normally are obvious 'lending' stock. We shall return to this question later. At the moment it is sufficient to say that books listed in Chapters 11–16 should normally be in the reference department; some of those listed in Chapters 25–30 may equally well be in the reference library or in both reference and lending.

Bibliographies, government and society publications, etc., are dealt with in the appropriate chapters.

Philosophy—

The standard encyclopædia is *J. M. Baldwin's* 'Dictionary of philosophy and psychology' (3 vols. in 4, 1901–5), still important though out of date as regards psychology. For the latter see *Howard C. Warren's* 'Dictionary of psychology.'

Religion—General—

James Hastings's 'Encyclopædia of religion and ethics' (13 vols., 1908–26), though expensive, is so comprehensive and valuable as to deserve a place in all but the small library. Note the word 'comprehensive'; it covers so much ground, including anthropological and psychological topics, philosophy, folk lore, and even economics and sociology in their relations with the main theme, that much material will be found in its pages that one might not at first thought expect.

Another important work, though not so often found in English libraries, is *Philip Schaff's* 'New Schaff-Herzog encyclopedia of religious knowledge' (12 vols., Funk & Wagnall, 1908–14).

Robert Ernest Hume's one-volume 'Treasure house of the living religions' is a collection of selections from the sacred books of eleven great religions, with other useful information.

The Bible—Dictionaries—

Again we cite first four works edited by *James Hastings*:—‘Dictionary of the Bible’ (5 vols., 1898–1902); a one-volume work, not an abridgement of the former, edited by Hastings, J. A. Selbie and others, with the same title (1909); ‘Dictionary of Christ and the Gospels’ (2 vols., 1906–8), and ‘Dictionary of the Apostolic Church’ (2 vols., 1916). These four supplement one another and are all desirable in a fair-sized library.

T. K. Cheyne and J. S. Black’s ‘Encyclopædia Biblica’ (4 vols., 1899–1903) is more for the student than the general reader.

‘The New standard Bible dictionary’ by *M. W. Jacobus* and others (Funk & Wagnall, 1926) is useful.

Bible—Concordances—

The most complete is *James Strong’s* ‘Exhaustive concordance’ (1926); two of the best known are *Alexander Cruden’s* and *Robert Young’s* (latest editions 1930 and 1920 respectively, both R.T.S.).

A concordance is an index of words, with their immediate context, designed to facilitate tracing a quotation or passage. When using concordances, to save time look first under the least common word in the passage in question. Note how the entries are arranged under the word headings—e.g. in a Bible concordance perhaps in the order of the Bible books.

Bible—Commentaries—

A valuable one-volume critical commentary is ‘A New commentary on Holy Scripture’ by *Charles Gore* and others. *A. S. Peake’s* commentary is smaller but useful.

Three important series, each volume dealing with a separate book of the Bible, are the “Cambridge Bible for schools and colleges,” the “International Critical Commentary” (in progress), and the “Expositor’s Bible.”

Bible—Texts—

Needless to say copies of the various texts of the Bible should be in every library—authorised and revised versions (preferably a parallel text edition), also the Douay version, and, except in small libraries, the Latin Vulgate and the Greek text.

Church History and Antiquities—

The two older works, *Sir William Smith and Samuel Cheetham's* 'Dictionary of Christian antiquities' (2 vols., 1875–80) and *Sir William Smith and Henry Wace's* companion 'Dictionary of Christian biography' (4 vols., 1877–87), have not been replaced by any later publications, though Henry Wace and W. C. Piercy's revised abridgement of the latter, 'Dictionary of Christian biography and literature to the end of the 6th century' (1911), covers part of the ground.

Roman Catholic Church :—"The Catholic Encyclopedia" (17 vols., 1907–22) is most important, covering much general ground, well illustrated and provided with good bibliographies. Small libraries unable to provide this may have one or other of the following one-volume works :—*W. E. Addis and Thomas Arnold's* 'Catholic dictionary' (9th edn., 1917), *D. Attwater's* 'Catholic encyclopædic dictionary' (1931), and the "*New Catholic Dictionary*" (1930).

Copies of the Catholic Breviary, Missal and Ritual should be available.

Church of England :—*Sidney L. Ollard and Gordon Crosse's* 'Dictionary of English church history' (1919).

Miscellaneous—The reference collection should also contain copies of the 'Book of Common Prayer,' hymnals, and Julian's 'Dictionary of Hymnology.'

Judaism—The "*Jewish Encyclopedia*" (12 vols., 1901–6) is a fine survey of the history, religion, culture and

conditions of the Jews. "*The Encyclopedia of Jewish Knowledge*" (edited by Jacob de Haas, publ. by Behrman, N.Y., 1934) is a useful one-volume work.

Islam—The "*Encyclopædia of Islam*" (4 vols. of which Vol. 3 is not yet completed, Luzac, 1911-34) is important, covering geography, biography, history, ethnography, etc., as well as religious matters. The smaller and older 'Dictionary of Islam,' by *T. P. Hughes* (1885, reprinted 1914), deals primarily with the religion.

Mythology—The most comprehensive publication is "*Mythology of All Races*," edited by L. H. Grey and others (13 vols., 1916-32). An excellent small work is *Marian Edwardes and Lewis Spence's* 'Dictionary of non-classical mythology' (Everyman's Lib., revised edn., 1929). Classical mythology is covered in *George Howe and G. A. Harrer's* 'Handbook of classical mythology' (Allen and Unwin, 1929).

Annuals—Examine the following year books which will be frequently consulted:—Crockford's 'Clerical Directory,' 'The Official Year Book of the National Assembly of the Church of England,' 'The Baptist Handbook,' 'The Congregational Year Book,' 'The Catholic Directory,' and 'The Jewish Year Book.'

EXERCISES :—

(1) (a) What are the powers, duties and liabilities of churchwardens? (b) In which dioceses are the following overseas parishes:—Binda, Coopernook, Jobarpur and Nandyal? Where are these places? (c) What is the meaning of prolocutor, sedilia and Rogation Days?

(2) Obtain information on (a) training for the Congregational Ministry; (b) the social conditions of the negroes in the U.S.A.; (c) Chinese family names; (d) The Miz-rachi; and (e) road travel in New Testament times.

(3) What are—the Talbot-Platan Law, Zöllner illusions, Taylorism, the Oraons, and dimissorial letters?

(4) Trace the following passages and look up the context:—‘My desire is . . . that mine adversary had written a book,’ ‘Like brute beasts that have no understanding,’ and ‘The iron had entered into his soul.’ What can you find in commentaries regarding the first passage?

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CHAPTER TWELVE

REFERENCE BOOKS ON SPECIAL SUBJECTS— SOCIAL SCIENCES

WITH a few exceptions, government publications, etc., are mentioned in Chapter 21; year books have been dealt with in Chapter 3; bibliographies in Chapter 19; indexes in Chapter 20.

General :—The most comprehensive work, covering all important aspects of the social sciences and their relations, is the "*Encyclopædia of the Social Sciences*" (15 vols., 1930-35) edited by E. R. A. Seligman and others, under the auspices of a committee representing ten American learned societies. The viewpoint is predominantly American, though the scope is international, and the articles tend to be 'wordy' and theoretical; nevertheless it is of value in English libraries, and the bibliographies and biographies are good.

An excellent English work, more limited in scope, is Sir Robert H. I. Palgrave's 'Dictionary of political economy' (new edition, 3 vols., 1923-26). The arrangement should be noted as it is peculiar; the first edition has not been re-set, the old plates being used with minor alterations, each volume being provided with a second alphabetical sequence bringing old articles up to date and incorporating new material; articles on the same theme thus appear in both sequences; there is also a list of articles and an index.

Statistics :—Current statistical information must be sought mainly in the various year books, etc., already

mentioned, in government publications and certain periodicals. Some of the publications of the *League of Nations* are extremely useful in this connection, notably the 'International statistical yearbook' (kept up to date by the 'Monthly bulletin of statistics'), also the 'World economic survey' issued by the L. of N. Economic Intelligence Service, and the "International Labour Office Year Book." Obtain if possible a list of League of Nations' publications and note their variety and scope.

M. G. Mulhall's 'Dictionary of statistics' (4th edn., to 1898) and A. D. Webb's 'New dictionary of statistics' (1911—a supplement to the above) are still useful as they include statistics relating to all periods from the earliest times.

In J. Stephenson's 'Statistical atlas of the world' (Pitman, 1927) much data is presented on maps and in tables and diagrams.

Commerce and Business:—See "*Pitman's Business Man's Encyclopædia and Dictionary of Commerce*" (4th edn., 2 vols., 1930), "*Pitman's Dictionary of Industrial Administration*" (edited by John Lee, 2 vols., 1928-9), Walter Grierson's '20th Century business practice' (6 vols., 1929), and two books by J. H. Vanstone—'Raw materials of commerce' (2 vols., Pitman, 1931, with illustrations and maps) and 'Dictionary of the world's commercial products' (Pitman, 1930). "*Pitman's Business Man's Guide*" (11th edn., 1935) is a very useful 'desk book.'

Francis W. Pixley's 'Accountant's dictionary' (2 vols., Pitman, 1930) is the most useful on that subject. For company law and practice see P. Tovey's 'Dictionary of secretarial law and practice' (5th edn., Pitman, 1935) and H. W. Jordan and S. Borrie's 'Company law and practice: an alphabetical guide' (Jordan, 1930).

Other branches of business are represented by "*Pitman's Dictionary of Advertising and Printing*," by G. J. Freshwater and Alfred Bastien (1930), and R. J. H. Ryall's 'Dictionary of costing' (Pitman, 1926).

Telegraphic codes—ABC and Western Union—are essential in the business library. Dictionaries of both Pitman's and Gregg shorthand should also be included.

Finance, etc.:—A good general work is *W. Collin Brooks*'s 'Concise dictionary of finance' (Pitman, 1934).

The standard manual of the world's monetary systems, foreign exchange, stamp duties, foreign weights and measures, etc., is *William Tate*'s 'Modern Cambist' (28th, centenary edition, ed. by *W. F. Spalding*, 1929). This is brought further up to date by Tate's 'Money manual' (vol. 2, 1933). *William F. Spalding*'s 'Dictionary of the world's currencies and foreign exchanges' (1928) is thorough and well illustrated.

For banking see *William Thomson*'s 'Dictionary of banking' (7th edn., Pitman, 1931) and *W. J. Weston and A. Crew*'s 'Dictionary of economic and banking terms' (Pitman, 1920).

Two of the most used works in this field are the annuals, the "*Stock Exchange Year Book*," and the "*Directory of Directors*."

For building societies see the "*Building Societies Year Book*."

Insurance:—Three Pitman publications cover the field fairly thoroughly. They are: *Bernard C. Remington*'s 'Dictionary of fire insurance' (1927), *G. W. Richmond and F. H. Sheriff*'s 'Dictionary of life assurance' (1930), and *J. B. Wilson*'s 'Dictionary of accident insurance' (1928).

Two annuals are the "*Insurance Blue Book and Guide*" and the "*Insurance Directory, Reference and Year Book*."

Law:—In the average library much demand will come from laymen seeking guidance on everyday problems. Quite the best work for this purpose is the well-known "*Everyman's Own Lawyer*," though *Graham Olver*'s 'Everybody's lawyer' (Nelson, 1930) and *W. J. Weston*'s 'Law for the layman' (2 vols., Pitman, 1934) are both useful.

Nevertheless every library should have the text of general Acts of Parliament, at least for the last few years. The annual volume of "*Public General Acts*" can be purchased for a few shillings. These volumes supplement the revised collection of statutes from 1235 to 1920 published in 24 vols. (H.M. Stationery Office). The Acts of Parliament for the current year which are of special importance should be purchased separately pending the issue of the annual volume.

All but the smaller libraries should possess that monumental work, "*Halsbury's Laws of England.*" The original edition appeared in 31 vols. between 1907 and 1917 being kept up to date by annual cumulated supplements. A new edition, however, was started in 1931; with the aid of an ingenious 'index adaptor' it is easy to use together the old and new editions until such time as the latter is completed. In 1923 a companion publication was commenced—"Complete Statutes of England, classified and annotated" (described as 'in continuation of Halsbury's Laws of England') (26 vols. and supplement).

In larger libraries Halsbury's Laws may well be supplemented by the "*English and Empire Digest*" (48 vols., Butterworth, 1919-30, with supplementary volumes), a 'complete digest of every English case reported from early times,' with additional cases from Scotland, Ireland, India and the Dominions.

Smaller works of this type are:—"Encyclopædia of the Laws of England" (2nd edn., 1906-19, 15 vols. and 2 vols. of supplement, bringing it up to 1918), *H. J. Stephens'* 'Commentaries on the laws of England' (18th edn., 4 vols., 1925) and *Joseph Chitty's* 'Statutes of practical utility' (6th edn., 16 vols., 1911, with annual supplements to date).

There are several dictionaries of legal terms, etc., of which one of the handiest is *H. A. C. Sturgess and A. R. Hewitt's* 'Dictionary of legal terms and citations' (Pitman, 1934). Two larger and important works are *F. Stroud's* 'Judicial dictionary of words and phrases' (2nd edn., 4 vols., 1903-9, with supplement, 1931) and *J. J. S. Whar-*

ton's 'Law Lexicon' (13th edn., Stevens, 1925) an 'epitome of the laws of England' and explanations of technical terms and phrases.

See also *P. G. Osborn's* 'Concise law dictionary,' and *W. J. Byrne's* 'Dictionary of English law.'

"*Stone's Justice's Manual*," a summary of law and procedure as they concern magistrates, is indispensable in all libraries, as also is the *Law List*, a directory, etc., for the legal profession.

Government, etc. :—" *Hansard's Parliamentary Debates* " will be well used in the average library ; where they are not available the best reports of Parliamentary proceedings are in 'The Times.'

"*Dod's Parliamentary Companion*," annual, gives information on members, elections, etc., while similar material and information on party organisations, together with general surveys and statistics on economic and political questions, is given in the party year books—the "*Constitutional Year Book*" (Conservative and Unionist Associations) and the "*Liberal Year Book*."

See the "*Encyclopædia of the Labour Movement*," edited by H. B. Lees Smith (3 vols., 1928), and *A. S. Rappoport's* 'Dictionary of Socialism' (Fisher Unwin, 1924).

Three useful yearbooks giving lists and biographies of officials and much descriptive and statistical material are the "*Dominions Office and Colonial Office List*," the "*India Office List*" and the "*Foreign Office List*."

Every library should take the "*Army List*," the "*Navy List*" and the "*Air Force List*." Note the contents of the half-yearly edition and half-yearly supplements of the first-mentioned.

Copies of the 'King's Regulations' and the 'Regulations for the Territorial Army' will also be useful.

See also "*Jane's Fighting Ships*" and "*Jane's All the World's Aircraft*."

For local government the essential annual is the "*Municipal Year Book*," giving full details of the officials, activi-

ties, finances, etc., of all local authorities as well as useful summaries and statistical tables.

Needless to say copies of all reports issued by the departments of your own local authority (as well as neighbouring and county authorities) should be available.

Hospitals, Charities :—The “*Hospitals Year Book*,” incorporating Burdett’s *Hospitals and Charities*, covers Great Britain and Ireland; the “*Annual Charities Register*” lists all hospitals and charitable organisations in or available for London; a smaller work is *H. Fry’s ‘Royal Guide to the principal London and other charities.’*

Education :—There are three encyclopædias, none of them, however, entirely satisfactory. The best, *P. Monroe’s ‘Cyclopedia of education’* (5 vols., 1911–13) is now much out of date, while *A. P. Laurie’s ‘Teacher’s encyclopædia’* (new edn., 4 vols., 1922) and *Foster Watson’s ‘Encyclopædia and dictionary of education’* (4 vols., Pitman, 1921–2) are somewhat popular in treatment.

There are several important annuals :—the “*Public Schools Yearbook*” (which also gives valuable information on training for and entrance to various careers); a similar work, the “*Girls’ School Year Book*,” the “*Schoolmasters’ Year Book*” (now published every second year), the “*Education Authorities Directory and Annual*” (published by the School Government Chronicle) and the “*Yearbook of Education*” (a survey of progress at home and abroad rather than a directory). The ‘*Handbook*’ published by the *British Institute of Adult Education* was most useful but has not been issued since 1928–9. Lists of private schools are ‘*Paton’s List of Schools and Tutors*’ and Truman and Knightley’s ‘*Schools*.’

“*Vocational Schools of Great Britain*” (Shepherd and Hosking) gives schools, colleges and training establishments for over 100 different careers.

The Universities Bureau of the British Empire issues a “*Year Book of the Universities of the Empire*.”

Every library should possess the *Calendars and regulations* of the various British *universities*—especially of those in its district, of Oxford, Cambridge and London (not forgetting the regulations for external students). Several universities will present copies of their calendars on application. Note the type of information given—e.g. lists of members, examination regulations, ‘set books,’ etc. See also the “*Student’s Handbook of the University and Colleges of Cambridge*” and the more readable “*Oxford University Handbook*” (1935).

Customs, Costume, etc. :—For these wide fields there are no comprehensive reference guides and assistants will need to draw upon the general stock. As *J. R. Planché’s* ‘*Cyclopædia of Costume*’ (2 vols., 1876–9) is limited in scope there should be a good selection of well-illustrated books on costume on the reference shelves. Quennell’s *History of Everyday Things* series is useful, too. For customs, folk lore, anniversaries, etc., *R. Chambers’s* ‘*Book of Days*’ (2 vols.), *William Hone’s* ‘*Everyday book and Table book*’ (4 vols.) and *John Brand’s* ‘*Popular antiquities of Great Britain*’ (edited by W. Carcw Hazlitt, 2 vols., 1905) are useful. A wide field is covered in a popular manner in “*Customs of the World*,” edited by W. Hutchinson, 2 vols.

Miscellaneous :—The “*Post Office Guide*” (semi-annual, with monthly supplements) gives full information on the postal service. There is sure to be a demand for up-to-date catalogues of British, colonial and foreign postage-stamps; *Stanley Gibbons’* is the best known, also *Whitfield King’s*.

Though it is somewhat slight and gives no references to further sources the little book “*Pros and Cons*” (8th edn., by H. Cousens, Routledge, 1935) is useful to debaters and writers of ‘papers’ on controversial matters of general interest. *E. Du Bois Shurter’s* ‘*Both sides of 100 public questions*’ (Noble, N.Y., 1925) is predominantly American.

EXERCISES :—

(1) What system of weights is used in Egypt for precious metals and stones ? What coinage is in use in the Hawaiian Islands, the Falkland Islands and Martinique ? What is 'garbling' ? What is the 'Bureau Veritas' ?

(2) (a) Get material on co-education (arguments for and against). (b) Obtain information and bibliographical references on the theory of increasing returns. (c) Obtain information on Teinds, Hundred Rolls and the teaching of economics. (d) Obtain information on May Day customs.

(3) What was the Elgin Commission ? Who were Vilfredo Pareto and Emile de Laveleye ? Who is Speaker of the New Zealand House of Representatives ? Who are the members of the Royal Commission on Private Manufacture and Trade in Arms ?

(4) What entrance scholarships are available at Cambridge ? Compare the requirements for the Bachelor of Music degree at various universities.

(5) Find the text of recent Acts of Parliament dealing with the protection of animals, with whaling, and with totalisators.

CHAPTER THIRTEEN

REFERENCE BOOKS ON SPECIAL SUBJECTS— SCIENCE

THIS immense field is only very partially covered by reference books (in the ordinary sense of the words); thus the enquirer needs to utilise on the one hand the output of new and specialised material to be found in periodicals and the publications of scientific societies and on the other the various textbooks, monographs, histories, etc., in the general stock. Only purely 'reference books' are listed here.

General:—The recent "*Hutchinson's Technical and Scientific Encyclopædia*," edited by C. F. Tweney and I. P. Shirshov (4 vols.) is very useful and contains a bibliography.

Terms:—*I. F. and W. D. Henderson's* 'Dictionary of scientific terms' (2nd edn., 1929) covers biology, botany, zoology, anatomy, cytology, embryology and physiology.

Tables—Mathematical, etc.:—*L. Silberstein's* 'Mathematical tables' (Bell, 1922) includes formulæ, definitions and theorems. For logarithms see "*Chambers's Seven Figure Logarithms* of numbers up to 100,000" (1922); for square roots, etc., *Peter Barlow's* 'Tables of squares, cubes, square roots, cube roots and reciprocals of all integer numbers up to 10,000' (Spon, 1930).

Interest tables, which are required for a wide variety of purposes, are given in "*Laurie's Tables of Simple Interest* . . . also compound interest, commission or brokerage"

(Routledge), and in "*Inwood's Tables of Interest and Mortality*" (83rd edn., edited by Sir Wm. Schooling, 1936).

There is a most important series of '*International Critical Tables of Numerical Data* of physics, chemistry and technology,' published for the American National Research Council (8 vols., 1926-33). A smaller work is G. W. C. Kaye and T. H. Laby's '*Tables of physical and chemical constants and some mathematical functions*' (5th edn., Longmans, 1926).

Astronomy, etc.:—A. P. Norton's '*Star atlas and telescopic handbook*' (Gall and Inglis, 1921) is a standard work. "*Hutchinson's Splendour of the Heavens*," edited by T. E. R. Phillips and W. H. Steavenson, is a useful, comprehensive popular work. The "*Nautical Almanac*" published annually by the Admiralty contains a great deal of astronomical information. This is perhaps an appropriate place to mention another official work, "*The 1931 International Code of Signals*" issued by the Board of Trade (2 vols., 1932-4) which covers visual and radio signalling, codes, aircraft markings, etc.

In the related field of chronology there are two very useful books—J. J. Bond's '*Handy book of rules and tables for verifying dates with the Christian era, giving an account of the chief eras, and systems used by various nations*' (4th edn., Bell, 1889), and Edward A. Fry's '*Almanacks for students of English history*' (Philimore, 1915), with lists of regnal years and saints days.

Physics:—There is one outstanding and invaluable work—Sir Richard Glazebrook's '*Dictionary of applied physics*' (5 vols., 1922-23) containing signed articles, with bibliographies, on all aspects of mechanics, engineering, heat, electricity, meteorology, metrology, light, sound, radiology, aeronautics and metallurgy. Each volume is arranged separately but there is a general index.

Chemistry:—There are three notable works, among others, which should be in all but the smaller libraries.

They are *J. W. Mellor's* 'Comprehensive treatise on inorganic and theoretical chemistry' (commenced in 1922, Longmans, to be completed in 16 vols., 14 of which are now published); "*Allen's Commercial Organic Analysis*" (5th edn., 8 vols., Churchill, 1924-30) dealing with the properties and analysis of products employed in the arts, manufactures, medicine, etc.; and, especially, *Sir Edward Thorpe's* 'Dictionary of applied chemistry' (revised edn., 7 vols., 1922-27, with a supplement in 3 vols., 1934-36). *I. M. Heilbron's* 'Dictionary of organic compounds' is another comprehensive work (in course of publication, Vols. 1 and 2 now ready, 1934-36).

C. T. Kingzett's 'Chemical encyclopædia: a digest of chemistry and chemical literature' (5th edn., Van Nostrand, 1932) is more popular. See also "*Van Nostrand's Chemical Annual*" and the "*Chemists' Year Book*" (Sherrat and Hughes, Manchester).

Two useful dictionaries are *William Gardner's* 'Chemical synonyms and trade names' (3rd edn., 1926) and the "*Chemical Age Chemical Dictionary*" of chemical terms (Benn, 1924).

Geology:—"Stanford's Geological Atlas of Great Britain and Ireland," edited by H. B. Woodward. (4th edn., 1913) is very handy. There is a small volume—"Photographic Supplement" (1913).

The assistant should also be acquainted with the publications of the *Geological Survey*, especially those dealing with his own area.

Meteorology:—The *Air Ministry* has issued a 'Meteorological glossary' (2nd edn., 1930) in conjunction with its book 'The Weather Map' (1930) on weather observation and forecasting.

See also *J. G. Bartholomew's* 'Atlas of meteorology' (1899—the 3rd vol. of Bartholomew's 'Physical Atlas').

Ethnology:—Though popular, "*Peoples of All Nations*," edited by J. A. Hammerton (7 vols., 1922-24), is very

useful, with its 5000 photographs, 150 maps and dictionary of races.

Botany :—*J. Sowerby's* 'English botany' (3rd edn., 12 vols., 1863-86, and supplement, 4 vols., 1892), with its coloured figures of British plants, is still a standard work.

See *B. D. Jackson's* 'Glossary of botanic terms' (4th edn., Duckworth, 1928) and *J. C. Willis's* 'Dictionary of the flowering plants and ferns' (6th edn., C.U.P., 1931).

Zoology :—The "*Cambridge Natural History*" (10 vols., 1891-1905) though a 'textbook' should be in the reference collection owing to the absence of any suitable quick reference work. There should also be a more popular 'natural history' of which the "*Harmsworth Natural History*," edited by R. Lydekker and others (3 vols., 1910-11) is reliable and well illustrated.

A handy volume useful for answering everyday questions is *W. P. Pyecraft's* 'Standard natural history' (Warne, 1931).

J. G. Bartholomew's 'Atlas of zoogeography' (Vol. 5 of the 'Physical Atlas'—1911) shows the geographical distribution of animals.

Two useful books on ornithology are *Alfred Newton's* 'Dictionary of birds' (Black, 1893-96) and *H. K. Swann's* 'Dictionary of English and folk names of British birds' (Witherby, 1913), not so much on natural history as on the folk lore, weather lore, legends, etc., of birds.

EXERCISES :—

(1) Obtain (a) bibliographical references on 'cobalt'; (b) a list of astronomical observatories throughout the world; (c) information on the geology of Worcestershire.

(2) Obtain information on :—the effect of pressure on the electrical resistance of mercury; physical constants of lubricating oils; freezing mixtures; and photo-electricity.

(3) (a) What are the cube and the cube root of 51?

(b) What are the compound interest on £1000 at $3\frac{3}{4}\%$ for 5 years and the simple interest for 100 days ?

(4) Find illustrations of a Greenland falcon, a paper nautilus, a hare's foot trefoil, a Pardine lynx and a purple emperor butterfly.

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CHAPTER FOURTEEN

REFERENCE BOOKS ON SPECIAL SUBJECTS— USEFUL ARTS

THIS class is rich in books of the year-book type which, because of their miscellaneous contents and various arrangements, need knowing if they are to be used to the best advantage.

Recipes, etc.—The most-used is "*Spon's Workshop Receipts*" (new edn., 4 vols., 1926, with supplement, 1930). "*Henley's Twentieth Century Book of Formulas, Recipes and Processes*," edited by G. D. Hiscox (new edn., 1934) is excellent, as is *Lewis Jameson's* 'Manufacturers' practical recipes' (new edn., 1929).

Engineering—General and Mechanical :—No library can be without "*Kempe's Engineer's Year Book* of formulæ, rules, tables, data and memoranda" (42nd annual issue, 1936), a fine, compact production covering all branches of engineering.

See also *Sir G. L. and H. B. Molesworth's* 'Pocket-book of useful formulæ and memoranda for civil, mechanical and electrical engineers' (28th edn., 1924).

For mechanical engineering we have the excellent American "*Machinery's Encyclopedia*" (7 vols., Industrial Press, N.Y., 1917), the single volume "*Handbook Encyclopedia of Engineering*" (same publishers, 1928), and the "*Mechanical Engineer's Handbook*," edited by L. S. Marks (3rd edn., McGraw Hill, 1930). Two very good English productions are "*Fowler's Mechanical Engineer's Pocket*

Book” (1930) and *William Kent’s ‘Mechanical engineers’ handbook’* (10th edn., 1923).

Engineering—Electrical:—The following are useful:—“*Fowler’s Electrical Engineers Pocket Book*,” “*The ‘Practical Engineer’ Electrical Pocket Book*,” “*Spon’s Electrical Pocket Book*,” and “*The Practical Electrician’s Pocket Book*.” A valuable comprehensive American work is *Harold Pender’s ‘Handbook for electrical engineers’* (1923).

For terms see the *British Engineering Standards Association’s ‘British standard glossary of terms used in electrical engineering’* (1926) and *S. R. Roget’s ‘Dictionary of electrical terms’* (Pitman, 1924).

Mining, etc.—The *U.S. Bureau of Mines* has published a dictionary of some 20,000 terms—*Albert Hill Fay’s ‘Glossary of the mining and mineral industry’* (Washington, Govt. Printing Office).

W. E. Skinner’s ‘Mining manual and mining year book’ deals primarily with mining companies, etc.

Automobiles:—“*Dyke’s Automobile and gasoline engine encyclopædia*” (Chicago, Goodheart Willcox Co.) is a very comprehensive and valuable work. *F. J. Camm’s ‘Practical motorists encyclopædia’* is a useful smaller English publication.

Radio and Wireless:—The fullest technical work is an American production, viz.:—“*Drake’s Encyclopedia of Radio and Electronics*,” edited by H. R. Manly (1932). “*The B.B.C. Annual*” (in succession to the fuller ‘*B.B.C. Yearbook*’) gives an account of the activities of the Corporation.

Aeronautics:—For terms see the *British Engineering Standards Association’s ‘British standard glossary of aeronautical terms’* (1923) and *M. M. Dander’s ‘Airman’s*

international dictionary' (Griffin, 1919) which gives terms in French, Italian, German and English. C. G. Burge's 'Encyclopædia of aviation' (Pitman, 1935) is a well-illustrated compilation to be recommended for general use. Somewhat technical but valuable in all but small libraries is the '*Handbook of Aeronautics*' published by authority of the Council of the Royal Aeronautical Society (Pitman, 2nd edn., 1934).

"*The Air Annual of the British Empire*" deals with service and civil aviation, the industry, engines, aircraft, components and materials, airways, airports, and air survey and photographic equipment. "Aircraft of the British Empire" by Leonard Bridgman (Low, 1936) gives descriptions and illustrations of all types now in use.

Agriculture :—The only up-to-date work is "*Baillière's Encyclopædia of Scientific Agriculture*," edited by H. Hunter (2 vols., 1931). Older works are the British "*Encyclopedia of the Farm*" (2 vols., W. Green, Edinburgh, 1911) and Sir R. P. Wright's 'Standard cyclopedia of modern agriculture,' and the sound American works by L. H. Bailey ('Cyclopedia of American agriculture,' and 'Standard cyclopedia of horticulture').

The Oxford University Agricultural Economics Research Institute issued a useful '*Agricultural Atlas of England and Wales*' (2nd edn., Ordnance Survey, 1932).

Gardening :—"Black's Gardening Dictionary," edited by E. T. Ellis (2nd edn., 1928) is a good popular work, as is R. Sudell's 'New illustrated gardening encyclopædia' (Odhams).

'The Complete book of gardening' by J. Coutts and others (Ward Lock, 1930) is an excellent work by well-known authorities.

Of the many books on special aspects of gardening we would mention M. Grieve's 'A Modern herbal' (2 vols., Cape, 1931), dealing with the medical, culinary, cosmetic and economic properties, cultivation and folk lore of herbs,

grasses, fungi, shrubs, etc., *W. J. Bean's* 'Trees and shrubs hardy in the British Isles' (3 vols., Murray, 1914-33) and *John Weathers's* 'The Bulb book' (Murray, 1911).

Domestic Animals, etc.:—"Hutchinson's Dog Encyclopædia," edited by Walter Hutchinson (3 vols., 1936), is very well illustrated and comprehensive. *E. C. Ash's* 'Dogs: their history and development' (2 vols., Benn, 1927) deals with the history and points of all breeds.

Blackie publish *D. F. Suttie's* sound one-volume 'Dictionary of poultry' (1929).

For the diseases, etc., of animals see "*Black's Veterinary Dictionary*," edited by W. C. Miller (1928). *G. H. Wooldridge's* 'Encyclopædia of veterinary medicine, surgery and obstetrics' (3 vols., Milford, 1923) is more for the professional man.

Domestic Economy:—The latest, massive, editions of *Mrs. Beeton's* 'Book of household management' and 'Family cookery' fully maintain that lady's fame. Another equally well-established volume, still in demand, is "*Enquire Within About Everything*" (118th edn., 1935).

See also "*Black's Domestic Dictionary*" (new edn., 1920).

Printing, Publishing, etc.:—*John Allan Holden's* 'Bookman's glossary' (2nd edn., Bowker, 1931) is most useful. Much miscellaneous data and numerous examples are given in "*The Print User's Year Book*," edited by C. C. Knights (annually, Vol. 1 published in 1934).

"*Clegg's International Directory of Booksellers, Publishers, etc.*" (Gravesend, 'The Librarian') and the "*British Book Trade Directory*" (1933) are indispensable tools.

W. A. Copinger's 'Copinger on the law of copyright' (6th edn., 1927) is the standard work on this important subject.

Shipping:—The great work in this field is, of course, "*Lloyd's Register of Shipping*" published annually (2 vols.).

Two useful smaller books are "*Lloyd's Calendar*" and the "*Shipping World Year Book*," containing a mass of miscellaneous data on navigation, and shipping and commercial practice.

"*Merchant Ships of the World*" (S. Low) in some respects supplements, with descriptions, '*Lloyd's Register*.'

E. P. Harnack's '*All about ships and shipping*' (1930) is an excellent, compact, popular book.

Textiles :—See H. P. Curtis's '*Glossary of textile terms*' (Manchester, Marsden, 1921) and the '*Encyclopædia of Textiles from the earliest times to the beginning of the 19th century*,' by E. R. Flemming (New York, Weyhe, 1928).

"*The Cotton Year Book*" covers all aspects of manufacture and the industry; "*Skinner's Cotton Trade Directory of the World*" deals chiefly with the companies and financial aspects.

Clocks and Watches :—Collectors make much use of F. J. Britten's '*Old clocks and watches and their makers*' (6th edn., Spon, 1932). The same author's '*Watch and clockmaker's handbook, dictionary and guide*' (1922) is a useful technical work.

See also G. H. Baillie's '*Watchmakers and clockmakers of the world*' (Methuen, 1929).

Household Repairs :—Of the many books on the repair and decoration of the house and its furniture and fittings—which books will always be well used—we would cite "*The Home Handyman*" ('*News of the World*'), clear, comprehensive and inexpensive.

Building :—" *Laxton's Builders' Price Book*" is an essential annual, while "*Spon's Practical Builders' Pocket Book*" (1927) and "*Spon's Architects' and Builders' Pocket Price Book*" are useful in all libraries, as is "*Specification*" (Architectural Press), an annual for architects, surveyors,

civil engineers, etc. *T. Corkhill's* 'Concise building encyclopædia' (Pitman, 1932) is a dictionary of terms, with numerous diagrams.

Miscellaneous :—It will be obvious that the foregoing list touches upon only a few of the many branches of industry and commerce, most of which have their own reference books, directories, etc. Libraries will naturally take those dealing with local industries and as many others as possible. To indicate the variety of such publications we would cite a few examples :—'The Transport Managers' Desk Book,' 'Chemical Industries,' 'The Electrical Trades Directory,' 'The Brewers' Almanack,' 'The British Plastics Year Book,' 'The Advertisers' Annual' and 'The Kinematograph Year Book.'

Medicine, etc. :—Though some libraries hesitate to provide many books on medicine or law this policy should not be carried to extremes, for not only are such works useful to practitioners and students—the general public is entitled to such information, and it is not for us to question their motives or be unduly concerned whether the layman might not be better advised to go to the doctor and the solicitor for his physic and his law.

The following works are suggested as a reasonable minimum.

The most useful type of medical dictionary is that of "*Quain's Dictionary of Medicine*"; unfortunately it is out of date and out of print. "*Black's Medical Dictionary*," edited by J. D. Comrie (9th edn., 1936), though not so detailed is very suitable for lay use.

There are several important works on materia medica, notably "*The British Pharmacopœia*," published by the General Medical Council (6th edn., 1932), *Wm. Martindale and Wm. Westcott's* 'Extra pharmacopœia' (20th edn., 1932) and "*Pharmaceutical formulas*" (10th edn., 2 vols., 'Chemist and Druggist,' 1929-34).

Medical directories have been mentioned earlier; the

official directory of nurses is the "*Register of Nurses*" (2 vols.), published under the direction of the General Medical Council.

Evelyn C. Pearce's 'A Short encyclopædia for nurses' (Faber, 1933), is recommended.

In addition to the above the library should possess a standard textbook on anatomy, e.g. *D. S. Cunningham's* or *H. Gray's* 'Anatomy, descriptive and applied' (24th edn., Longmans, 1930).

EXERCISES :—

(1) Obtain information on (a) the wireless weather shipping bulletin ; (b) the Weir 'Robot' boiler feed regulator ; (c) reinforced concrete roads ; and (d) the docks at Algoa Bay.

(2) Find (a) a table of the properties of saturated steam, and (b) the standard rates of wages for builders in various districts.

(3) Find (a) a list of dealers in crazy paving ; what area will a ton cover ? (b) the sizes and costs of galvanised corrugated iron sheeting and of metal casements.

(4) Obtain information on glaire, watch escapements, Sherardizing, aluminium paint, passe partout framing, painting by spraying, ebonite, and cochineal.

(5) Obtain information on (a) the Remy semi-automatic ignition system ; (b) motor car storage batteries ; (c) aero engine fuels ; and (d) altimeters.

(6) Find recipes for making shaving cream and for making artificial silk stockings ladder proof.

CHAPTER FIFTEEN

REFERENCE BOOKS ON SPECIAL SUBJECTS— FINE ARTS

General :—The only general 'Art dictionary' is that of J. Adeline (Virtue, 1891), a glossary of terms used in art, architecture, archæology, etc., somewhat out of date but still useful.

There should be one or more good general histories of art. *Joseph Pijoan's* (3 vols., Barcelona, Salvat Editores, 1927-8) is very well illustrated and has good bibliographies.

Two recommended annuals are "*The Year's Art*," edited by A. C. R. Carter, dealing with the events of the year, exhibitions, institutions, dealers, artists, etc., and "*Art Prices Current*," a record of auction sales.

Architecture :—The best encyclopædia is *Russell Sturgis's* 'Dictionary of architecture and building' (3 vols., Macmillan, 1901-2), though *J. Gwilt's* older 'Encyclopædia of architecture, historical, theoretical and practical' (Longmans, 1888, reprinted 1900) is very useful still. An earlier work is the 'Dictionary of architecture' issued by the Architectural Publication Society in 6 vols. in 1852-92.

Sir Banister F. Fletcher's 'History of architecture on the comparative method' (8th edn., Batsford, 1928) is an invaluable reference work.

Most reference libraries will include a representative selection of well-illustrated books on various aspects of architecture (e.g. H. Avray Tipping's 'English homes,' published by 'Country Life,' 7 vols., 1920-27) which because of their nature, size or cost are not regarded as

suitable for lending library purposes. This applies to painting, engraving and other sections of the art library. We would, however, express the opinion that even though such books are often better housed in the reference library they should be available for home use when required. Some libraries waste much of their art material by refusing reasonable requests for loan.

Sculpture :—There is apparently no general reference work. See the books mentioned in the later list of 'Representative Books,' also museum catalogues.

Ceramics :—Two standard works are *Wm. Chaffers*' 'Marks and monograms on European and oriental pottery and porcelain' (14th edn., 1932) to which the same author's 'The Ceramic Gallery' (Gibbings, 1907), a volume of illustrations, acts as a supplement, and *Wm. Burton and R. L. Hobson*'s 'Handbook of marks on pottery and porcelain' (Macmillan, 1928). *A. B. Searle*'s 'Encyclopædia of the ceramic industries' (3 vols., Benn, 1930) is a thorough, though expensive, treatment of technical aspects.

Libraries which can afford it should certainly possess *E. Hannover*'s beautifully illustrated and comprehensive three-volume work, 'Pottery and porcelain' (Benn, 1925).

Metalwork, Plate :—Again the standard reference book is by *Wm. Chaffers*—being his 'Hallmarks on gold and silver plate' (10th edn., 1922). The same author's 'Handbook to hallmarks on gold and silver plate' (6th edn., 1932) is a useful small work.

Attention is drawn also to two fine works by *Sir C. J. Jackson*—'English goldsmiths and their marks' (2nd edn., Macmillan, 1921) and 'An illustrated history of English plate, ecclesiastical and secular' (2 vols., 'Country Life,' 1911).

For pewter see *C. A. Markham*'s 'The New pewter marks and old pewter ware, domestic and ecclesiastical' (2nd edn., Reeves and Turner, 1928), and *H. H. Cotterell*'s 'Old pewter, its makers and marks' (Batsford, 1929).

"*An Encyclopædia of Ironwork*" (Benn, 1927) is a collection of illustrations covering the period from the middle ages to the end of the 18th century, with an historical introduction.

This is an appropriate place to mention the most useful work "*The Value of Antiques*" (Bath, J. W. Caldicott) dealing with silver, Sheffield plate, pewter, china, furniture, clocks, etc., and giving lists of dealers, etc.

Numismatics :—See the catalogues of the British Museum.

H. N. Humphreys' 'Coin collector's manual' (2 vols., Bohn's Library, 1887) is useful, as is the American 'Illustrated encyclopædia of gold and silver coins of the world' by A. M. Smith (1880). G. C. Williamson's edition of Wm. Boyne's 'Trade tokens issued in the 17th century' (2 vols., Stock, 1889-91) covers its field thoroughly.

Decoration, etc. :—The "Studio" year books of decorative art and similar works are most interesting surveys of recent developments.

H. Bossert's 'Ornament' (Berlin, Wassmuth) gives 2000 decorative motifs in colour, forming a survey of the applied arts of all ages and countries. See also the same editor's 'Peasant art in Europe' (Benn, 1927) and 'An Encyclopædia of colour decoration from the earliest times to the middle of the 19th century' (Gollancz, 1928) which deals with mural paintings and the like.

A standard English work is Owen Jones's 'The Grammar of ornament' (Quaritch, 1868).

Hermann Degering's 'Lettering' (Benn, 1929) has 240 plates illustrating modes of writing in western Europe to the end of the 18th century.

Furniture :—Two excellent books are Percy Macquoid and Ralph Edwards's 'Dictionary of English furniture from the middle ages to the late Georgian period' (3 vols., Country Life, 1924-7), and Oliver Brackett's 'Encyclopædia of English furniture' (Benn, 1927), a volume of illustrations.

Hermann Schmitz's 'Encyclopædia of furniture' (Benn, 1926) covers all European countries and the near and far east to the middle of the 19th century.

The catalogues of English furniture and woodwork in the Victoria and Albert Museum are very useful.

Needlework :—See *Mary Thomas's* 'Dictionary of embroidery stitches' (Hodder, 1935) and *S. F. A. Caulfeild and B. C. Seward's* 'Dictionary of needlework' (Upcott Gill, 1896).

Painting :—The indispensable reference work is *Michael Bryan's* 'Dictionary of painters and engravers' (new edn., 5 vols., Bell, 1903-5). *J. D. Champlin and C. C. Perkins's* 'Cyclopædia of painters and paintings' (4 vols., Scribners, 1892) is an American publication giving much information not in Bryan.

The largest dictionary of artists is *Ulrich Thieme and Felix Becker's* 'Allgemeines Lexikon der bildenden Künstler von der Antike bis zur Gegenwart' of which twenty-eight volumes, carrying the work to the letter R, have been published. A good French work is *Emanuel Bénézit's* 'Dictionnaire critique et documentaire des peintres, sculpteurs, dessinateurs et graveurs de tous les temps et de tous les pays' (8 vols., Paris: Roger et Chernoviz, 1911-24). *D. T. Mallett's* 'Index of artists' (N.Y., Bowker, 1935) gives very limited information but is useful as bibliographical references are included.

For brief information on living painters, etc., see "*Who's Who in Art*" (Art Trade Press).

Every reference library should include such standard histories as *Richard Muther's* 'History of painting' (2 vols., 1907) and 'History of modern painting' (4 vols., 1907), important works on the various schools (e.g. Crowe and Cavalcaselle on Italian art) and monographs on the outstanding individual artists.

Engravings :—Collectors will use *J. H. Slater's* 'Engrav-

ings and their value' (6th edn., 1929). This is supplemented by "*Print Prices Current*" (F. L. and E. L. Wilder, of Woodford Wells, Essex, Vol. 1, 1918-19 to date).

See also *A. M. Hind's* 'History of engraving and etching' (1927).

Photography:—See *Edward J. Wall's* 'Dictionary of photography and reference book for amateur and professional photographers' (12th edn., Iliffe, 1931).

The "*British Journal Photographic Almanack*" gives a mass of valuable information, reproductions, etc.

Music:—The musician is exceptionally well provided with reference books of which the outstanding—an example of reference-book making at its very best—is *Sir George Grove's* 'Dictionary of music and musicians' (3rd edn., edited by H. C. Colles, 5 vols., Macmillan, 1927-8).

This is in some respects supplemented by *W. S. Pratt's* American 'New encyclopædia of music and musicians' (new edn., N.Y., Macmillan, 1929).

Good though it is, 'Grove' is not so useful for musical terms, opera plots and other matters for which the following smaller works are necessary:—"Black's Dictionary of Music," edited by L. J. de Bekker (1924) and *Ralph Dunstan's* 'Cyclopædic dictionary of music' (4th edition, Curwen, 1925). *W. E. Quarry's* little 'Dictionary of musical compositions' (Routledge, 1920) is useful for its list giving the composers of songs, operas and instrumental compositions.

A. Eaglefield Hull's 'Dictionary of modern music and musicians' (Dent, 1924) is valuable for information on the composers of to-day. *David Erwen's* 'Composers of to-day' (H. W. Wilson, 1934) gives short biographical sketches and portraits.

We also strongly recommend the thorough 'Cyclopedic survey of chamber music' edited by *W. W. Cobbett* (2 vols., Milford, 1929-30).

For English music see *Jeffrey Pulver's* 'Dictionary of old English music and musical instruments' (Kegan Paul, 1928) and 'Biographical dictionary of old English music' (Kegan Paul, 1928), and *J. D. Brown and S. S. Stratton's* 'British musical biography' (1897, now unfortunately out of print).

Georg Kinsky's volume of portraits, facsimiles, and illustrations, 'History of music in pictures' (Dent, 1930) will prove useful.

For information on and addresses of present-day musicians see "*Who's Who in Music*" (Shaw Publ. Co.) and Rudall, Carte and Co.'s "*Musical directory*."

Of the many books on operas and their plots one of the best is *Gustav Kobbé's* 'Complete opera book' (Putnam, 1935).

Two excellent reference books on the violin must be mentioned—*A. Bachmann's* 'Encyclopædia of the violin' (Appleton, 1925) and *E. van der Straeten's* 'History of the violin' (2 vols., Cassell, 1933).

Sports and pastimes:—The fullest general encyclopædia, now somewhat out of date, is the "*Encyclopædia of Sports and Games*" (new edn., 4 vols., Heinemann, 1911); but the recent "*Encyclopædia of Sports, Games and Pastimes*" (Fleetway Press) is a very useful compact summary of the history, principles and practice, with rules and regulations and records. For indoor games see *L. H. Dawson's* edition of the standard work "*Hoyle's Games Modernized*" (Routledge), and *Emanuel Lasker's* 'Encyclopædia of games' (Dutton).

W. J. Lewis's 'Language of cricket' (O.U.P., 1934) is an unusual and interesting dictionary, but the necessary cricket reference book is, of course, "*Wisden's Cricketer's Almanack*."

There are similar annuals for other sports, e.g. *Lowe's Lawn Tennis Annual*, *Ayres' Lawn Tennis Almanack*, the *Golfer's Handbook*, the *Rugby Football Annual*, *Ruff's Guide to the Turf*, etc.

“ *Who's Who in the Theatre* ” (Pitman, 1936) in addition to biographical notices deals with recent productions, London theatres, etc. See also “ *Who's Who in broadcasting*,” edited by S. A. Moseley.

EXERCISES :—

(1) Find illustrations of (a) a fibula, an esconison and a midwall shaft; (b) Capo di Monte porcelain; (c) 17th century bookcases.

(2) (a) What is the present value of engravings by David Lucas; (b) Find examples of the use of chromium-plated steel for furniture.

(3) Find the information in Bryan's Dictionary on Francesco Turbido and endeavour to supplement it from other sources.

(4) Find reproductions of Hogarth's Lavinia Fenton, Matsys' The Misers, Holbein's Richard Southwell and of any works by Charles F. Daubigny, P. Wilson Steer and R. W. Sickert.

(5) Obtain information on the life and illustrations of the architectural work of Sir John Vanbrugh.

(6) Find (a) the story of 'Un Ballo in Maschera,' (b) a description and analysis of Schubert's 'Death and the Maiden' Quartet and of Mozart's G minor Symphony; (c) information on Sibelius, Pierné and Pfitzner; and (d) a short bibliography of books on Mozart.

CHAPTER SIXTEEN

REFERENCE BOOKS ON SPECIAL SUBJECTS— LITERATURE AND HISTORY

General :—First we would draw attention to two well-known compilations containing a very miscellaneous collection of information on the highways and byways of literature—*E. C. Brewer's* 'Dictionary of phrase and fable' (Cassell, 1928) and 'Reader's handbook of famous names in fiction, allusions, references, proverbs, plots, stories and poems' (Chatto, 1898). Kindred books are *W. S. Walsh's* 'Handybook of curious information' (1913), 'Handybook of literary curiosities' (1893) and 'Heroes and heroines of fiction' (2 vols., 1914-15) all published by Lippincott, *A. S. Ackermann's* 'Popular fallacies explained and corrected' (1923) and *E. Latham's* 'Dictionary of names, nicknames, and surnames of persons, places and things' (1904) and 'Famous sayings and their authors' (1906).

L. Magnus's 'Dictionary of European literature designed as a companion to English studies' (Routledge, 1916) and *Lewis Spence's* 'Dictionary of mediæval romance and romance writers' (Routledge, 1913) are useful for their particular fields.

When requiring a synopsis of a well-known literary work consult *Helen R. Keller's* 'Reader's digest of books' (1929).

Other works to be noted in this very miscellaneous section are *Stanley J. Kunitz's* 'Living authors' (1931) and 'Authors of to-day and yesterday' (1933), both published by H. W. Wilson and containing brief biographies and portraits of many authors about whom it is difficult to obtain information elsewhere, and *R. F. Sharp's* 'Short

biographical dictionary of foreign literature' (Dent, Everyman's Library, 1933).

Fiction :—The 'Guide to the best fiction' by *E. A. Baker and J. Packman* (Routledge, 1932) is invaluable in large and small libraries, listing English and American novels and translations from foreign languages in alphabetical order of authors, with title and subject index. Though much of the material in *E. A. Baker's* 'Guide to historical fiction' (Routledge, 1914) is incorporated in the aforementioned this is still valuable as the method of arrangement is different. See also *J. Nield's* 'Guide to the best historical novels and tales' (5th edn., Matthews and Marrot, 1929).

Authorship :—Information on the requirements of book publishers and of periodicals, and other data of interest to authors and journalists, is to be found in the "*Writers' and Artists' Year Book*" (Black) and the "*Author's Handbook*" (Lane).

Quotations :—There are several dictionaries of quotations of varying merit and method of arrangement, but libraries should possess as many as possible as each one contains some material not in the others. Two of the best English publications are *Sir W. Gurney Benham's* 'Book of quotations, proverbs and household words' (Ward Lock, 1929) and *John Bartlett's* 'Familiar quotations' (10th edn., Macmillan, 1914, reprinted 1926). See also Benham's 'Cassell's classified quotations' (Cassell, 1921).

Two of the best American publications—both more extensive than those mentioned above—are *Burton E. Stevenson's* 'Book of quotations' (Cassell, 1934) and *J. K. Hoyt's* 'New cyclopedia of practical quotations' (2 vols., Funk and Wagnall, 1923). See also *A. M. Hyamson's* 'Dictionary of English phrases' (Routledge, 1922), *W. F. H. King's* 'Classical and foreign quotations' (1904), *H. P. Jones's* 'Dictionary of foreign phrases and classical

quotations' (1910), 'Nuttall's Dictionary of quotations,' edited by James Wood (Warne, 1930), and the older, comprehensive but not altogether satisfactory 'Prose quotations' (Lippincott, 1889) and 'Poetical quotations' (1891) of S. A. Allibone.

Attention should also be drawn to a series published by Sonnenschein (Allen and Unwin)—'Dictionary of quotations (classical),' by T. H. Harbottle, (1907), Spanish, by Harbottle and M. Hume (1907), German, by P. H. Dalbiac (1906), French and Italian, by Harbottle and Dalbiac (1909), English, by Dalbiac (1912), and Arabic and Persian by C. Field (1911).

There are two excellent works on proverbs—G. L. Apperson's 'English proverbs and proverbial phrases: a historical dictionary' (Dent, 1929) and the 'Oxford dictionary of English proverbs' edited by W. G. Smith (Clarendon Press, 1935).

English literature—We mention first three important histories which should be in all libraries:—(a) the "*Cambridge History of English Literature*," edited by Sir A. W. Ward and A. R. Waller, 15 vols., 1907–27, a very full history invaluable for reference purposes. The bibliographies are excellent (though it should be noted that they are omitted from the recent cheap reprint as it is proposed to revise them and issue them separately), and the general index is useful (in addition to its normal purpose) for tracing the authors of works and for finding in which works certain characters appear.

(b) *Richard Garnett and Sir Edmund Gosse's 'English literature: an illustrated record'* (Heinemann, 4 vols., 1903) especially useful for the portraits and facsimiles of manuscripts it contains.

(c) "*Chambers's Cyclopædia of English Literature*" new edn., edited by D. Patrick and J. L. Geddie, 3 vols., 1922, which contains good biographical notices.

For biographical information consult *John W. Cousin's 'Short biographical dictionary of English literature'* (Dent,

Everyman's Library, 1929), *R. F. Sharp's* 'Dictionary of English authors' (Kegan Paul, 1904), and *S. A. Allibone's* 'Critical dictionary of English literature and British and American authors' (Lippincott, 5 vols., 1858-91).

'Contemporary British literature' by *Fred. B. Millett*, being a 3rd edn. of the work of that title by *J. M. Manly and E. Rickert* (Harrap, 1935), gives useful bibliographies of the authors' works and of material about them, together with study outlines.

Sir Paul Harvey's 'Oxford companion to English literature' (Clarendon Press, 1932) is a dictionary of authors, books, characters, allusions, etc.

C. W. Moulton's 'Library of literary criticism of English and American authors' (Buffalo: Moulton, 8 vols., 1901-5) gives brief biographical data followed by selections from criticisms of each author's work. "*Annals of English Literature*" (Clarendon Press, 1935) lists the principal publications of each year from 1475.

Individual authors—These more general works are supplemented by various dictionaries and concordances of the writings of outstanding individual authors. A selection of these is noted below:—

Austen—*G. L. Apperson's* 'Jane Austen dictionary' (Palmer, 1932).

Browning—*E. Berdoo's* 'Browning cyclopædia' (Allen and Unwin, 1916), and *Alexander Orr's* 'Handbook to the works of Robert Browning' (6th edn., Bell, 1892).

Burns—*J. Cuthbertson's* 'Complete glossary' (1886), *J. B. Reid's* 'Complete word and phrase concordance' (1889), and *J. D. Ross's* 'Who's who in Burns' (1927) and 'Burns handbook' (1931).

Chaucer—*J. S. P. Tatlock and A. G. Kennedy's* 'Concordance to the complete works' (Washington: Carnegie Institute, 1927).

Dickens—*A. L. Hayward's* 'Dickens encyclopædia'

(Routledge, 1924), A. J. Philip's 'Dickens dictionary' (2nd edn., 1928) and Gilbert A. Pierce's 'Dickens dictionary' (1878).

Eliot—I. G. Mudge and M. E. Sears' 'George Eliot dictionary' (Routledge, 1924).

Hardy—F. O. Saxelby's 'Thomas Hardy dictionary' (Routledge, 1911).

Keats—D. L. Baldwin's 'Concordance' (Washington: Carnegie Institute, 1917).

Milton—J. Bradshaw's 'Concordance to the poetical works' (1894) and L. E. Lockwood's 'Lexicon to the English poetical works' (1907).

Scott—M. F. A. Husband's 'Dictionary of the characters in the Waverley novels' (Routledge, 1910).

Shakespeare—J. Bartlett's 'New and complete concordance' (Macmillan, 1922); A. Dyce's 'Glossary' (1902), J. Foster's 'Shakespeare word book' (1908) and C. T. Onions' 'Shakespeare glossary' (O.U.P., 1919); M. Luce's 'Handbook to the works' (1906), E. M. O'Connor's 'Index to the works' (1887), J. Phin's 'Shakespeare cyclopedia' (1902), F. G. Stokes' 'Dictionary of the characters and proper names' (1924) and E. H. Sugden's 'Topographical dictionary to the works of Shakespeare and his fellow dramatists' (Manchester Univ. Press, 1925).

Shaw—C. L. and V. M. Broad's 'Dictionary of the plays and novels of Bernard Shaw' (Black, 1929).

Shelley—F. S. Ellis's 'Lexical concordance to the poetical works' (1892).

Tennyson—A. E. Baker's 'Concordance' (1914) and 'Tennyson dictionary' (1916).

Thackeray—I. G. Mudge and M. E. Sears' 'Thackeray dictionary' (Routledge, 1910).

Wordsworth—Lane Cooper's 'Concordance' (1911).

Dante—P. Toynbee's 'Dictionary of proper names and notable matters' (O.U.P., 1898).

American literature—The outstanding work is the "*Cambridge History of American Literature*" edited by W. P. Trent and others (4 vols., 1917-21), while there is a useful companion to the British volume previously cited—*J. M. Manly and E. Rickert's 'Contemporary American literature'* (Harrap, 1929).

French literature—See *Louis Petit de Julleville's 'Histoire de la langue et de la littérature française'* (Paris: Colin, 8 vols., 1896-99) which has good bibliographies and many illustrations.

German literature—See *Paul Wiegler's 'Geschichte der Deutschen Literatur'* (Berlin: Ullstein, 2 vols., 1930).

History—General—Every student must make himself acquainted with the fundamentally important Cambridge histories—*Cambridge Ancient History* (ed. by J. B. Bury and others, in progress), *Cambridge Medieval History* (planned by J. B. Bury, 8 vols., 1911-36), *Cambridge Modern History* (ed. by Sir A. W. Ward and others, 14 vols., 1902-24) *Cambridge History of the British Empire* (ed. by J. Holland Rose and others, in progress) and *Cambridge History of India* (ed. by E. J. Rapson and others, in progress).

Though somewhat out of date *H. F. Helmolt's 'World's history'* (Heinemann, 8 vols., 1901-7) is still a useful survey.

Dates, Chronologies, etc. In chronologies the information is arranged, in one sequence or in series of tables, in chronological order, showing the events of a year in various countries and fields of activity. When provided with indexes they act also as dictionaries of dates; otherwise they are useful for checking dates, for finding dates when approximate year is known and for comparative purposes.

Unfortunately one of the very best books in this field, containing full chronological lists under countries and

covering political, and social history, science, art, literature and births and deaths, with a good index, is now out of print; we refer to *C. E. Little's* 'Cyclopedia of classified dates' (Funk and Wagnall, 1900).

Joseph Haydn's 'Dictionary of dates and universal information relating to all nations' (25th edn., Ward Lock, 1910) is a standard English work, but in many respects it is superseded (though remember that such books always contain *something* not to be found in later books and so should not be discarded or overlooked) by *Helen R. Keller's* 'Dictionary of dates' (N.Y.: Macmillan, 2 vols., 1934), while *J. N. Larned's* 'New Larned history for ready reference, reading and research' (Springfield, Mass.: Nichols, 6 vols., new edn., 1922-4), with its many long articles, is a valuable dictionary-encyclopedia of universal history.

Two good smaller compilations are "*Nelson's Dictionary of Dates*" (1930) and *Eric F. Smith's* 'Dictionary of dates' (Dent, Everyman's Library, 1911). The above are supplemented by *T. B. Harbottle's* 'Dictionary of battles' (Allen and Unwin, 1905) and 'Dictionary of historical allusions' (Sonnenschein, 1904), and *E. C. Brewer's* 'Historic notebook' (1891). See also *J. N. Kane's* 'Famous first facts' and 'More first facts' (H. W. Wilson, 1933 and 1935).

The most recent chronological work is "*The March of Man*," edited by L. H. Dawson (Encyclopædia Britannica Co., 1935), a 'chronological record of peoples and events from prehistoric times to the present day,' containing a time chart, an historical atlas and illustrations. Others are *R. J. Hart's* 'Chronos, a handbook of comparative chronology: . . . in history, art and literature, 8000 B.C. to A.D. 1700' (2nd edn., Bell, 1921), *G. P. Putnam's* 'Handbook of universal history' (Putnam, 1927), *G. P. Gooch's* 'Annals of politics and culture, 1492-1899' (C.U.P., 1901), *H. B. George's* 'Genealogical tables illustrative of modern history' (6th edn., Clarendon Press, 1930), *M. Morison's* 'Time table of modern history, 400-1870' (Constable,

1908), and *Arthur Hassall's* 'European history chronologically arranged, 476-1920' (Macmillan, 1920).

The "*Annual Register*," a 'review of public events at home and abroad,' published annually since 1758, summarises history, foreign affairs, literature, art, science, etc., and includes obituaries.

English History—See the books mentioned in the chapter on representative books.

A useful reference book is *Sir Sidney Low and F. S. Pulling's* 'Dictionary of English history' (Cassell, 1928).

Information on the British Empire will be found in 'A Historical geography of the British Colonies,' edited by *Sir C. P. Lucas* (8 vols. in 14, Clarendon Press, 1905-31, some of the volumes having been revised recently while others are a little out of date).

English history—Documents. It is useful to remember certain representative collections of sources and documents, among them the following:—*G. B. Adams and H. M. Stephens's* 'Select documents of English constitutional history' (Macmillan, 1901), *A. E. Bland and others's* 'English economic history: select documents' (Bell, 1914), *D. O. Dykes's* 'Source book of constitutional history from 1660' (Longmans, 1930), *Sir C. G. Robertson's* 'Select statutes, cases and documents to illustrate English constitutional history, 1660-1832' (2nd edn., Methuen, 1913), *William Stubbs's* 'Select charters and other illustrations of English constitutional history from the earliest times to Edward 1st' (9th edn., O.U.P., 1913) and *J. R. Tanner's* 'Tudor constitutional documents, 1485-1603' (2nd edn., C.U.P., 1930), and 'Constitutional documents of the reign of James 1st' (C.U.P., 1930).

English history—Regional—While every library will possess all available material on the history of its county, each should also obtain if possible some material on the history of other regions, notably the volumes in the

exhaustive and authoritative series (still in course of publication), the "*Victoria History of the Counties of England*" and the older, standard county histories of which G. Ormerod's *Chester*, E. Hasted's *Kent*, R. Thoroton's *Nottinghamshire* and E. W. Brayley and J. Britten's *Surrey* are good examples.

A. C. Humphreys's '*Handbook to county bibliography*' is a useful 'bibliography of bibliographies relating to the counties and towns of Great Britain and Ireland' (Strangeways, 1917).

Ancient History.—The classical work on antiquities, mythology, etc., used by Keats when writing his poems,—*J. Lempriere*'s '*Classical Dictionary*' (rev. edn., Routledge, 1898) is still useful, though it is largely superseded by *Oskar Seyffert*'s '*Dictionary of classical antiquities*' (rev. edn., by H. Nettleship and J. E. Sandys, 1902) and *H. B. Walters*' '*Classical dictionary of Greek and Roman antiquities, biography, geography and mythology*' (C.U.P., 1916). See also *Sir William Smith*'s '*Classical dictionary of Greek and Roman biography, mythology and geography*' (1894), and '*Smaller classical dictionary*' (Dent, Everyman's Library, 1910), and *Sir William Smith* and others' '*Dictionary of Greek and Roman antiquities*' (2 vols., 1890-91).

Genealogy, etc..—Useful bibliographies are *T. R. Thomson*'s '*Catalogue of British family histories*' (Murray, 1928), and *G. W. Marshall*'s '*Genealogist's guide*' (1903).

The most important manuals of coats of arms, etc., are *A. C. Fox Davies*' '*Art of heraldry*' (Jack, 1904), '*Complete guide to heraldry*' (1909) and '*Book of public arms*' (Jack, 1915), and *James Fairbairn*'s '*Book of crests of the families of Great Britain and Ireland*' (4th edn., 2 vols, Jack, 1912).

See also *F. J. Grant*'s '*Manual of heraldry*' (Grant, 1914) and *Charles Boutell*'s '*Manual of heraldry*' (Warne, 1931).

"*Titles and Forms of Address* : a guide to their correct

use " (3rd edition, Black, 1932) is a useful little handbook.

Names—For surnames see *C. H. L'Estrange Ewen's* 'History of surnames of the British Isles' (Kegan Paul, 1931), *Henry Harrison's* 'Surnames of the United Kingdom' (Morland Press, 2 vols., 1912-18) and *C. W. Bardsley's* 'Dictionary of English and Welsh surnames' (1901).

For place names see the various publications of the *English Place Name Society*, and *E. Ekwall's* 'Concise Oxford dictionary of place names' (Clarendon Press, 1936) and *J. B. Johnston's* 'Place names of England and Wales' (Murray, 1915).

Flags—*William J. Gordon's* 'Manual of flags' (Warne, 1933) is the most comprehensive and recent work on this subject.

EXERCISES :—

(1) Who wrote the following :—

- (a) A circulating library in a town is as an evergreen tree of diabolical knowledge ;
- (b) It is more blessed to give than to receive ;
- (c) In the country of the blind the one-eyed man is king ;
- (d) The English winter, ending in July to recommence in August ;
- (e) Where man is not, nature is barren ;
- (f) I went into a public 'ouse to get a pint o' beer ;
- (g) As much imagination as a pint pot ;
- and (h) Confined as in a depth of Abyssinian privacy.

(2) Obtain information on the writings of J. F. Marmontel, Emile Erckmann and Carlo Gozzi.

(3) Who wrote 'The Pleasures of Imagination,' 'Struwelpeter,' 'Mariana in the South,' 'Ramona' and 'Glenallan.'

(4) In what works do the following characters appear :—
Ritchie Sahib, Grandmother Smallweed, Captain Plume,

Do-Better and Do-Best, Mr. Tedman, Quasimodo, and Wamba.

(5) (a) When was the battle of Montebello fought and what forces were engaged ? ; (b) find a brief account of Pontiac's war, and state where you would look for further information ; and (c) find information on the Taborites, on escheat, on the Corn Laws, and on the Red River Expedition.

(6) (a) What is the meaning of the mottos ' A fynno Duw deuld ' and ' Saigeadoir collach a buadh ' ; (b) Find an illustration and description of the coats of arms of the University of London and the City of Gloucester ; (c) Find maps of the Ottoman Empire in Europe in 1870, showing the early colonisation of North America, and showing post-war changes in N.E. Europe.

(7) Who were Eris, Canachus, Somnus and Marica ?

CHAPTER SEVENTEEN

BIBLIOGRAPHIES—GENERAL

WE do not propose to deal in detail with bibliographies as the ground will be covered thoroughly by students when they are preparing for another section of the Library Association's examinations. We must, however, draw attention to a few representative bibliographies and stress the importance of bibliographical publications, especially in view of the extension of library co-operation.

Bibliographies are lists of books. In one sense a library's own catalogue is a bibliography; the English Catalogue is a bibliography, so is the list of three or four items at the end of an encyclopædia article. They are valuable for many purposes, including the following:—(a) to tell what books have been published on any subject, by any author, etc. As soon as the resources of one's own library have been exhausted one must, if the enquirer and reader are not to be left unsatisfied, next discover what other books there are which will help. It may prove desirable to purchase these books for one's library; if not they are probably to be borrowed from some other library. Unless bibliographies are used fully inter-library co-operation cannot be complete; (b) even when books cannot be borrowed bibliographies will indicate books which a student may seek in other libraries, national, university, special, etc.; (c) as will be seen from the above, they are invaluable for book selection purposes; (d) they may even be an additional key to one's own resources as their analytical entries, etc., may disclose material not shown in one's own catalogue.

Bibliographies are not sufficiently provided in the average library; they are not used often enough by the staff; there

are not in existence enough bibliographies of the practical, selective, analytical type which can improve immensely the range and quality of serious library work.

Bibliographies are of five main types—general (covering, according to their scope, books of various nations and periods, e.g. J. C. Brunet's 'Manuel du Librairie' and J. G. Graesse's 'Trésor de livres'); national (listing the literary output of a country); selected (lists of 'best' books on all notable subjects); library catalogues (listing their own holdings); and special (dealing with one particular subject). These are, of course, only rough categories, as particular bibliographies may belong to more than one type (e.g. the subject catalogue of a well-selected library serves as a library catalogue, a guide to best books and a series of special subject lists).

Bibliographies of bibliographies—Note the following:—W. P. Courtney's 'Register of national bibliography' (Constable, 3 vols., 1905–12), H. Stein's 'Manuel de bibliographie générale' (Paris: Picard, 1897), L. Vallée's 'Bibliographie des bibliographies' (Paris: Terquem, 1883) and G. Schneider's 'Handbuch der bibliographie' (Leipzig, Hiersemann, 1930). R. A. Peddie's 'National bibliographies' (Grafton, 1912) is a useful list (new edition in course of preparation).

A select list of national bibliographies is given in E. R. Dingwall's 'How to use a large library' (Cambridge: Bowes & Bowes, 1933).

See also Minto and Mudge and such textbooks as A. Esdaile's excellent 'Student's manual of bibliography' (Allen & Unwin, 1931) and H. B. Van Hosen and F. K. Walters' 'Bibliography, practical, enumerative, historical' (Scribner, 1928).

National Bibliography. Students must know the following:—(a) the "*English Catalogue*," published annually (covering the period 1801 to date, with cumulated volumes, latterly for five yearly periods); (b) the "Reference Cata-

logue of Current Literature" (Whitaker, 1936); (c) the "United States Catalog" (4th edition, including books in print on Jan. 1st, 1928, five year supplement, 1928-32, two year volume 1933-4, annual volume 1935, continued by 'Cumulative Book Index,' monthly—see later. Since 1929 this list has included British publications and books in English issued in all parts of the world.).

For lists covering earlier publications see Minto and Mudge.

Subject Lists—Two of the most valuable—and every library should possess them—are the "*Subject Index of Modern Works added to the British Museum Library*" (the first 3 vols. covered the period 1881-1900 since when supplements have been issued every five years) and the *London Library's* 'Subject Index' (1909, with a second volume covering accessions from 1909-22).

The former is supplemented by *R. A. Peddie's* excellent 'Subject index of books published before 1880' (1st series, 1933, 2nd series, 1935, publ. by Grafton).

We may refer here also to the author catalogues of the British Museum (1881-1905, new edition in course of publication) and the London Library—both of them tools of the utmost importance.

'Best Books' lists—There are two very thorough classified lists of important books on all subjects but both are unfortunately somewhat out of date—*W. Swan Sonnenschein's* 'Best books' (3rd edn., 5 vols, 1910-31, with a 6th, index, vol., 1935, Routledge) and "*Standard Books*" (Nelson, 4 vols., 1912-15).

The annual volumes of "*Best Books of the Year*" (Gravesend : Philip, new series, 1929 to date) are, however, most useful, while the "*Standard Catalog for Public Libraries*" (H. W. Wilson, 1934, with cumulative annual supplements) is a carefully selected list of some 15,000 books in Dewey order with author, title, subject and analytical index; excepting in certain sections such as

technology, education, etc., where there is naturally a bias towards American practice, it is very serviceable in British libraries.

Smaller guides to reading are *W. Forbes Gray's* 'Books that count' (Black, 1923), *Bessie Graham's* 'Bookman's manual' (4th edn., 1935), and *J. M. Robertson's* 'Courses of study' (3rd edn., 1932).

Miscellaneous—A brief list of special bibliographies is given in Chapter 19. Students, however, must remember that bibliographical references are to be found in many places—e.g. as footnotes in the pages of a book, as short lists of books recommended by an author, even in prefaces and introductions in which an author mentions some of his sources; we also find bibliographies in many standard informative books and sometimes (e.g. the Cambridge Histories) these are of the greatest importance; there are bibliographies in encyclopædias, general and of special subjects; libraries publish subject catalogues and book lists and include reading lists in their bulletins—these should be secured and filed; the guides to current publications cited in the next chapter help in this direction also—and so on.

EXERCISES :—

(1) Examine the British Museum Subject Index, read the 'Note' preceding page 1, study the headings under a country and note how the entries for books are arranged under the headings (i.e. not in one alphabetical sequence but according to a further implied classification). Then find particulars of recent books on (a) the work of George Duhamel; (b) English monastic life; (c) education for business; (d) St. Luke's Gospel; and (e) the Gallipoli campaign.

(2) Find particulars of books dealing specifically with the following :—cats, harness and saddlery, Newfoundland, the Court of Star Chamber and whaling.

(3) Find recognised authoritative books on the following :

—spiders, British naval history, optics, bricks, the Pyrenees and the early history of Ireland.

(4) Find (a) brief introductory textbooks on English history during the reign of Anne, Italian literature, the Russian language and algebra ; (b) popular books, for the general reader, on orchestral music, libraries, Antarctic exploration and ecclesiastical architecture ; and (c) practical books on journalism, automobile repairs, house decoration, aquaria and rose-growing.

CHAPTER EIGHTEEN

BIBLIOGRAPHY—CURRENT LITERATURE

THE bibliographies in book form, however, must necessarily be to some extent out of date and we frequently need information on recent publications.

The most usual problems are (a) to trace the author of a book of which the title or subject is known, or *vice versa*; (b) to trace publisher and price of a book of which author and/or title and/or subject is known; and (c) to find out what books have been published recently on a given subject.

The chief sources of information on current books are :—

(1) "*The Reference Catalogue of Current Literature*," published by Whitaker, 1936, which lists most of the English books in print at the time of publication in two sequences—of authors and of titles. The entries are brief and no date of publication is given; additional information may be found by reference to the publishers' catalogues (see later) though these, more often than not, will not give dates; if the date is desired search through the 'English Catalogue.'

(2) *Publishers' Catalogues and announcements*. These should be filed. Though as a rule it is necessary to discover the publisher from other sources, referring to these catalogues only for details, it is sometimes possible to trace books with their aid if the student makes a habit of glancing through them as they come and notes the type of book in which each publisher specialises. E.g. if the book it is sought to trace is likely to have been published by, say,

P. S. King, Batsford, or the Oxford University Press, it is easy to look in these catalogues and time may be saved. The more the assistant knows about current books the better ; he should certainly try to see non-fiction additions to his own library and, especially, examine all new reference books as a matter of routine. Incidentally, when trying to trace books it is sensible to consult one's own catalogues early in one's search.

(3) "*The English Catalogue*" already mentioned is the handiest source.

Neither (1) nor (3) have any subject arrangement but as important subject words in the titles are listed they are useful (but not complete) guides to the books on a subject.

(4) "*The Publisher's Circular*" gives each week a list of new books (authors and titles in one alphabet). These lists are cumulated each month. Keep at least the monthly lists until they are replaced by the year's English Catalogue.

(5) "*Whitaker's Cumulative Book List*" issued quarterly and cumulated is very useful because it gives an arrangement under main subject classes. This is based upon the weekly lists appearing in '*The Bookseller*.'

(6) Two monthly advertising lists supplied free by booksellers are useful because they are arranged under main subjects (with author and title index). These are '*Whitaker's Current Literature*' and '*Simpkin Marshall's Books of the Month*.'

(7) The lists issued by the *National Book Council* are frequently more up to date than other existing bibliographies. Short, selective lists, mostly compiled by societies and organisations interested in their subjects they have authority but may have bias, though this is no disadvantage as the scope and the viewpoint of the compilers are always obvious. These lists are handy and should be filed.

(8) *The ASLIB Book list* is a new quarterly publication covering technical and scientific publications, selected by experts, classified, and graded as elementary, advanced, specialist, etc.

(9) The often excellent book lists and reading lists issued

by various public libraries are worth more consideration than they are sometimes accorded. Those such as are issued by Leeds, Sheffield and Bristol (to cite only those three) are very useful.

(10) "*The Times Literary Supplement*" is the best and most comprehensive review of current books. Shorter reviews are included in a list in the last pages which is arranged under main subject headings.

(11) Other general *reviews* should not be overlooked by those seeking to keep in touch with current books but are too cumbersome to use for tracing purposes. But the reviews in specialist periodicals—e.g. technical and trade, scientific, musical, etc., are valuable in tracing books on a subject, as they review items of particular interest to their readers.

(12) The important *United States Catalog* series published by the H. W. Wilson Co., New York, now (since 1929) includes not only American publications but all books in the English language wherever issued. All essential particulars are given in one alphabet of authors, titles and subjects. The work is kept up to date. The monthly 'Cumulative Book Index' is cumulated quarterly and half yearly, forming an annual volume. For 1933-34 there is a two yearly cumulation; for 1928-32 a five yearly cumulation; these supplement the 'United States Catalog' of books in print (American only) in 1928.

Other valuable Wilson publications are cited in other chapters.

(13) "*The American Library Association Booklist*" is a monthly list of recommended books, carefully selected and well annotated. Though intended for American libraries it is useful to English librarians.

EXERCISES :—

(1) Trace two recent general books on :—French history, television, English local government, the ballet, and the cinema, and find reviews of the books on one of those subjects.

(2) Mention one specialist periodical reviewing books on each of the following subjects :—

Astronomy, drawing, electrical engineering, amateur theatricals, the violin, psychology and geography ?

(3) You wish to spend £20 filling gaps in your library's section on botany and bringing it up to date. What steps would you take ?

(4) Trace as many books as possible (giving author, title publisher and price of each) published within the last 12 months and dealing with one of the following subjects :— South America, costume, chess, life assurance, or Shakespeare.

(5) Ask someone to give you the title, or the subject, or the author (only one particular in each case) of six recently published books. Find the following particulars of each :— author, title, publisher and price.

CHAPTER NINETEEN

BIBLIOGRAPHIES OF SPECIAL SUBJECTS

IN this chapter we list a few useful and representative bibliographies dealing with special subjects. Examine as many of these as possible; examine also any others, not in these lists, which your library may possess.

The following list does not include library catalogues and select lists, etc., but they are very important. Often the best subject bibliographies available (at least so far as comprehensiveness is concerned) are the catalogues of the libraries of learned and scientific societies and similar bodies.

Many of these are mentioned in Mudge and Minto. Especially important are the select lists and the bibliographies devoted to special topics issued by such libraries as the British Museum, the Victoria and Albert Museum, the Library of Congress, the Patent Office Library, the British Library of Political Science, etc. For assisting the general reader the A.L.A. 'Reading with a purpose' series and the excellent 'What to read' handbooks of the Leeds Public Libraries are recommended.

Library economy—

Burton (Margaret) and Vosburgh (M. E.). *Bibliography of librarianship*. (Library Association, 1934.)

Library Association. *Year's work in librarianship*. (Vol. 1, 1928 to date.)

Social sciences, etc.—

Association for Education in Citizenship. *Bibliography of social studies: a list of books for schools and adults*. (O.U.P., 1936.)

- Batson (H. E.). Select bibliography of modern economic history, 1870-1929. (Routledge, 1930.)
- Fabian Society. What to read on social and economic subjects. (Allen and Unwin, 6th edn., 1921.)
More books to read. (Fabian Soc., 30 pp., 1927.)
- Gross (C.). Bibliography of British municipal history. (Longmans, 1897.)
- Holdsworth (W. S.). Sources and literature of English law. (Clarendon Press, 1925.)
- London Bibliography of the Social Sciences. (London School of Economics and Political Science, 4 vols., 1931-4, continued by supplements of which the first covers 1929-31.)
- Manwaring (G. E.). Bibliography of British naval history. (Routledge, 1930.)
- Maxwell (Leslie F.). *Ed.* Sweet and Maxwell's Complete law book catalogue. (Sweet and Maxwell, Vol. 1, to 1650, 1926; Vol. 2, 1650-1801, 1931; Vol. 3, 1801-1932, 1933.)
- Stevens and Sons, Ltd. Where to look for your law as set out in the latest legal textbooks. (4th edn., 1930.)
- Zimand (S.). Modern social movements: descriptive summaries and bibliographies. (H. W. Wilson, 1921.)

English language—

- Kennedy (A. G.). Bibliography of writings on the English language from the beginnings of printing to 1922. (Milford, 1927.)

Science—

- British Science Guild. Catalogue of British scientific and technical books. (3rd edn., 1930.)
- Mason (F. A.). Introduction to the literature of chemistry for senior students and research students. (O.U.P., 1925.)

Medicine—

Osler (*Sir William*). *Bibliotheca Osleriana* : a catalogue of books illustrating the history of medicine and science. (O.U.P., 1929.)

Fine arts—

Courtauld Institute of Art. Annual bibliography of the history of British art. (Vol. 1 for 1934, 1936, in progress.)

McColvin (E. R.). *Painting* : a guide to the best books. (Grafton, 1934.)

McColvin (L. R.). *Music in public libraries*. (Grafton, 1924—new edition in preparation.)

Literature—

Crawford (J. R.). *What to read in English literature*. (Putnams, 1928.)

Ebisch (W.) and Schucking (L. L.). *Shakespeare bibliography*. (O.U.P., 1930.)

English Association. *A reference library* : English language and literature. (Engl. Assn., 31 pp., 1927.)

Year's work in English studies. (O.U.P., Vol. 1, 1919–20 to date.)

Firkins (J. T. E.). *Index to short stories*. (H. W. Wilson, 2nd edn., 1923, supplement, 1929.)

Index of plays, 1800–1926. (H. W. Wilson, 1927, with supplement, 1935.)

Jaggard (W.). *Shakespeare bibliography*. (Shakespeare Press, new impression, 1913.)

Kent (Violet). *Ed. The Player's library and bibliography of the theatre*. (Gollancz, 1930, with supplement entitled 'The Player's Library, II,' published in 1934 by the British Drama League, of whose library both are a catalogue.)

Lanson (G.). *Manuel bibliographique de la littérature Française moderne, 1500–1900*. (Paris : Hachette, new edn., containing 'Littérature de la guerre,' 1921.)

Modern Humanities Research Association. Annual bibliography of English language and literature. (Cambridge : Bowes and Bowes, Vol. 1, 1920 to date.)

Morgan (B. Q.). Bibliography of German literature in English translation. (Univ. of Wisconsin, 1922.)

Northup (C. S.) *and others*. Register of bibliographies of the English language and literature. (Milford, 1925.)

O'Leary (J. G.). English literary history and bibliography. (Grafton, 1928.)

Smith (F. Seymour). The Classics in translation. (Scribners, 1930.)

Remember the bibliographies in the Cambridge Histories of English literature and American literature.

History

Adams (C. K.). Manual of historical literature. (Harrap, 3rd edn., 1889.)

American Historical Association and American Library Association. Guide to historical literature. (Macmillan, 1931.)

American Historical Association and Royal Historical Society of Great Britain. Bibliography of British history. (O.U.P., Vol. 1, Tudor period, 1933 ; Vol. 2, Stuart period, 1928.)

Falls (Cyril). War books : a critical guide. (Davies, 1930.)

Gross (Charles). Sources and literature of English history . . . to 1485. (Longmans, 2nd edn., 1915.)

Hall (Hubert). *Ed.* Select bibliography for the study, sources and literature of English mediæval economic history. (P. S. King, 1914.)

Historical Association. Annual bulletin of historical literature. (Hist. Assn., Vol. 1, 1911 to date.)

Langer (W. L.) and Armstrong (H. F.). Foreign affairs bibliography . . . books on international relations, 1919-32. (Harper, 1933.)

Paetow (L. J.). Guide to the study of medieval history. (K. Paul, rev. edn., 1931.)

Power (E.). Bibliography for teachers of history. (Women's International League, 51 pp., 1919.)

Riches (P. M.). Analytical bibliography of universal collected biography. (Library Association, 1934.)

Thomson (T. R.). Catalogue of British family histories. (Edward O. Beck, 2nd edn., 1935.)

Williams (J. B.). Guide to the printed materials for English social and economic history, 1750-1850. (N.Y. : Columbia Univ. Pr., 2 vols., 1926.)

EXERCISES :—

(1) Examine any four special-subject bibliographies and compare their method of arrangement, forms of entry, etc. Which do you prefer and why ?

(2) Assume that you were about to compile a bibliography of books and articles on the history, archæology and antiquities of your own county :—(a) what method of arrangement would you adopt for the main sequence (e.g. classified, subject-alphabetical, etc.) ; give an example of one page of headings and then make an entry for one book or article to go under each of these headings ; (b) what indexes would you provide ; give specimen index entries for the entries in (a) above ; (c) describe briefly how you would set to work collecting material for this bibliography, including information on books which were not in your own library.

(3) List ten useful bibliographies of special subjects, not mentioned in this chapter.

(4) Referring to bibliographies listed in this chapter, list the following :—(a) four general works on Spanish painting ; (b) three historical plays to be acted by a company consisting entirely (or largely) of women ; (c) four novels describing naval life during the Great War ; (d) two books, for the general reader, on citizenship ; (e) the most recent material on Byron and Wordsworth.

(5) Compile a list of ten books for a reader of intelligence who wants to understand better how present international attitudes have arisen.

CHAPTER TWENTY

PERIODICALS AND PERIODICALS INDEXES

THERE are periodicals dealing with most of the important fields of human activity, as well as very many devoted to the out of the way, highly specialised, ephemeral or propagandist interests of all sorts and conditions of men. They contain much that is merely of passing significance, much that is of little worth, but they also present material of considerable and often permanent value.

Periodicals must, therefore, be used frequently to supplement books. Firstly, they contain the latest information, and this, especially in such fields as science, technology, economics, politics, etc., is most important. Books are inevitably somewhat out of date; for material on recent events, present day conditions, new processes, technical improvements, and the like, one must refer to periodicals. There is no need to elaborate this point. Secondly, there is much information which never finds its way into books, e.g. articles on highly specialised single topics, on matters of local significance, on the type of theme which can most suitably be presented in an essay, a paper for a learned society, etc. Thirdly, a reader often desires the shorter treatment of the periodical article in preference to the more detailed treatment of the book. And fourthly there are occasions when it is the current viewpoint of the periodical that is needed, as for example when a student of history wants to know what people thought at the time, or how his own contemporaries reviewed an author's work, or what was the exact state of affairs in any particular field at any specified time.

The chief difficulties to be faced when using periodicals

are (a) how to find, from the mass of miscellaneous information, the particular item required ; (b) how to know that such information was given or such an article ever appeared ; and (c) where to obtain copies of required periodicals since it is manifestly impossible for the average library to file permanently more than a few. Difficulty (b) is met to some extent by periodicals indexes and (c) by union lists etc. (see later). Difficulty (a) can only be met by a study of the most useful periodicals in various fields and knowledge of the type of information they are likely to contain and how this is usually arranged—for most of them, especially the better dailies and weeklies, are made up according to a plan and many have lists of contents, etc. (though these are often in out of the way places, e.g. at the end of the text). So we advise students to examine issues of 'The Times' 'The Daily Telegraph,' local papers and as wide a selection as possible of general, technical, literary, artistic and other important periodicals. The experienced assistant can often save time and give satisfaction because he can say to himself, for example, 'that is the sort of data that might be given in the Board of Trade Journal,' or the Times Educational Supplement, etc. If he didn't know that such was the case, or if he forgot to try, he might waste hours in fruitless search.

Lists of current periodicals are given in "*Mitchell's Newspaper Press Directory*" published annually since 1846 and including, in addition to British publications, information on the British overseas press, the leading papers of the U.S.A. and a select list of foreign periodicals, and "*Willing's Press Guide*," annually since 1874, with much the same scope, though it also includes annuals.

Other lists of periodicals are :—"*The Times Tercentenary Handlist of English and Welsh newspapers, magazines and reviews*" (1920), a chronological list from 1620 to 1919 ; the "*World List of Scientific Periodicals published in the years 1900-1988*" (2nd edn., O.U.P., 1984) and the volumes for 'Periodicals' and 'Newspapers' in the old edition of the *British Museum catalogue*.

Representative periodicals—The following is a very brief list of some representative periodicals with which every student should be familiar.

General—Blackwood's Magazine (M.); Chambers's Journal (M.); Contemporary Review (M.); Cornhill Magazine (M.); Country Life (W.); English Review (M.); Fortnightly Review (M.); Illustrated London News (W.); Listener (W.); New Statesman (W.); Nineteenth Century and After (M.); Notes and Queries (W.); Quarterly Review (Q.); Reader's Digest (M.); Spectator (W.); Sphere (W.).

Philosophy and Religion—British Weekly (W.); Catholic Times (W.); Christian World (W.); Church Times (W.); Guardian (W.); Hibbert Journal (Q.).

Sociology—Adult Education (Q.); Board of Trade Journal (W.); Economist (W.); Journal of Education (M.); Law Times (W.); Ministry of Labour Gazette (M.); Municipal Journal (W.); Statist (W.); Times Educational Supplement (W.); Times Trade and Engineering Supplement (M.).

Philology—Modern Language Review (Q.).

Science—Discovery (M.); Nature (W.); Science Progress (Q.).

Useful Arts—Autocar (W.); Builder (W.); Electrical Review (W.); Engineer (W.); Engineering (W.); English Mechanics (W.); Field (W.); Gardeners' Chronicle (W.); Lancet (W.).

Fine Arts—Apollo (M.); Architect (W.); Architectural Review (M.); Architects' Journal (W.); British Journal of Photography (W.); British Museum Quarterly (Q.); Burlington Magazine (M.); Connoisseur (M.); Music and Letters (Q.); Musical Opinion (M.); Musical Times (M.); Stage (W.); Studio (M.).

Literature—Criterion (Q.); Life and Letters (Q.); London Mercury (M.); Times Literary Supplement (W.).

History—Antiquaries' Journal (Q.); Antiquity (Q.); Bulletin of the Institute of Historical Research (8 times a year); English Historical Review (Q.); History (Q.).

Travel—Geographical Journal (M.); Geographical Magazine (M.); National Geographic Magazine (M.).

Indexes to Periodicals. These are of two kinds—(a) the indexes to individual periodicals, usually issued by the publishers generally as part of each volume; and (b) independent indexes to many publications.

Whenever periodicals are filed steps should be taken to secure whatever indexes are published; often they must be asked for or ordered separately as otherwise they may not be supplied. When obtained there is much to be said (though the suggestion may sound unconventional) for *not* binding them with their volumes but filing them separately for greater convenience. And even where back numbers of a periodical are not kept permanently it is useful to retain indexes because, on the one hand, periodicals can be borrowed (see later) and, on the other, the indexes may, by indicating dates, etc., help you to find material in other, perhaps unindexed, periodicals. Cumulated indexes covering several volumes are especially valuable—and, again, are usefully shelved either in an index section or, at least, on the open shelves if the set is in store.

Of newspapers at least 'The Times' and all local papers should be preserved and the value of the former is immensely enhanced if an index is taken (indeed the Times index is useful even should there be no file as it provides a kind of full chronology of happenings in many fields of activity). There are two indexes to the Times—the "*Official Index*," now published quarterly, and "*Palmer's Index to the Times*," also quarterly. The latter is much briefer and not so well produced but as it commenced publication as long ago as

1790, whereas the former did not begin until 1906, it is necessary for the earlier period. The method of arrangement and the headings used (which are not always obvious ones) should be studied. Keesing's Contemporary Archives (already mentioned) is a useful supplement to the above.

Of general indexes to periodical literature there are three important examples now being published currently. The British example is the "*Library Association's Subject Index to Periodicals*" an excellent piece of work to which the only objection is that, being issued in an annual volume, it is useless for very recent material. This is being minimised somewhat by the Association's efforts to secure earlier publication each year. The editing, choice of headings, etc., are good and the articles are selected. This is an important point. There are some people who would have *everything* included in such indexes but anyone who has wasted hours and considerable expense tracing and securing periodicals only to find the material utterly worthless will appreciate wise selection.

The two American indexes to be mentioned next are also admirable and most useful productions. We refer to the "*Readers' Guide to Periodical Literature*" (H. W. Wilson Co.), issued monthly, cumulated at intervals during the year, with annual volumes and five yearly cumulations, and its companion, the "*International Index to Periodicals*" (H. W. Wilson Co.) chiefly devoted to the humanities and sciences, the periodicals indexed including a number in French, German and other foreign languages.

The "*Magazine Subject Index*" (Boston : Faxon, since 1907) deliberately covers periodicals not indexed in other indexes.

The L.A. index commenced in 1915, the Readers' Guide in 1900 and the International Index in 1907. For earlier years one may consult the following :—" *Poole's Index to Periodical Literature*" (covering 1802-1906); "*Annual Literary Index*" (1892-1904); "*Annual Library Index*" (1905-10); and the "*Review of Reviews Index to Periodicals*" (1890-1902).

In addition to these general indexes there are several devoted to special fields. The H. W. Wilson Co. publishes the "*Agricultural Index*" (1916 to date), "*Art Index*" (1929 to date), "*Education Index*" (1929 to date), and "*Industrial Arts Index*" (1913 to date) all issued in monthly numbers with annual volumes, while Faxon of Boston publishes a "*Dramatic Index*" (1909 to date). All these and similar American aids to reference work deserve to be more generally used in this country. One of the authors of this textbook during his recent visit to America was reluctantly compelled to conclude that English librarianship is far behind American both in the publication and use of such bibliographical material.

Nevertheless we next draw attention to two important British works and a third of British birth and American adoption :—

(a) The *Royal Society of London's* 'Catalogue of scientific papers, 1800–1900' (19 vols., 1867–1925). This is an author index to 1,555 periodicals and sets of transactions. A Subject Index, to be completed in 17 vols., was projected but only 3 vols. in 4 (C.U.P.) have been published. The Royal Society also published an 'International Catalogue of Scientific Literature' from 1902 to 1919 when this also was discontinued. Presumably it did not receive sufficient support ; if British librarianship is to progress we must devote more attention to such projects.

(b) *Sir George Laurence Gomme's* 'Index of archæological papers, 1665–1890' (Constable, 1907), an index to 94 sets of English archæological periodicals, transactions of local antiquarian societies, etc., and continued by the "*Index of Archæological Papers*" from 1891–1910 (Constable).

(c) *H. G. T. Cannons's* 'Bibliography of library economy, 1876–1920' (A. L. A., 1927, a new edition of an English publication), continued by "*Library Literature, 1921–32*" (A. L. A., 1934) and "*Library Literature, 1933–5*" (A. L. A., 1936).

Indexes to essays, etc. Analytical catalogues of the

contents of many volumes of essays, collections, etc., which are of considerable value for reference research, are the "*Essay and General Literature Index*" (H. W. Wilson—a basic volume covering essays and articles published between 1900-33, with annual supplements) and the "*A. L. A. Index . . . to General Literature*" (2nd edn., 1901, with supplement 1914, covering material to 1910).

Union Lists, etc. Finally, how can one secure required periodicals? Much is already being done, and much more can be achieved, by the various Regional Library Bureaux which now cover the country. Some, if not all, prepare and issue a list of the periodicals taken by constituent libraries. This should also indicate those periodicals which are filed permanently. The libraries should now take the next step and arrange that each library shall preserve its proportion so that somewhere within the region a set of every worthwhile periodical may be found.

Secondly, the Library Association is making arrangements by which it will be able to inform subscribers where copies of all the periodicals indexed in its 'Subject Index' may be borrowed. This service will add considerably to the value of the Index.

Thirdly, in the larger towns where there are several libraries,—public, special, university, etc.,—local union lists of the periodicals holdings of all libraries, which agree to lend to one another, are most useful. In Sheffield, for example, such a scheme is in operation, to the great advantage of all concerned.

There are certain Union catalogues showing where periodicals may be found. The 'World List of Scientific Periodicals,' already mentioned, shows the holdings of 187 libraries. The Joint Standing Committee on Library Co-operation of the National Central Library has in course of publication a "*Union Catalogue of the Periodical Publications in the University Libraries of the British Isles*" which should be supported (having regard to the expansion of library co-operation) by other than university libraries.

Lastly there is an excellent American instance of this type of co-operation—the “*Union List of Serials in the Libraries of the United States and Canada*” (H. W. Wilson, 1927, with supplements, in progress) listing over 70,000 periodicals in more than 200 libraries.

EXERCISES :—

(1) Find the title, period of issue, etc. of one periodical dealing with each of the following subjects:—public assistance, geology, India, drawing, dentistry, philately, the drapery trade, television and the Quakers.

(2) Make a list of ten important provincial newspapers.

(3) In what periodicals would you seek information on the salaries of school teachers, cost of living, current prices of building materials, the editorial requirements of periodicals, recent law cases, coal mining machinery, horse shows and motor racing ?

(4) Write a brief essay (not more than 500 words) on how the periodicals resources of the country could be improved.

CHAPTER TWENTY-ONE

GOVERNMENT PUBLICATIONS

THE publications of His Majesty's Stationery Office are of the greatest value to libraries. Not only do the various documents, reports and proceedings of the government and its several departments cover a very wide field ; they are authoritative in the best sense of the word, they are kept up to date, they are concise, rich in statistical information and inexpensive. They are used far too little by the average library—perhaps because they are so numerous that selection may appear difficult, though this is no excuse.

One has only to consider how many aspects of present-day life come within the purview of some one or other government department to realise that information on hundreds of matters of importance either to the general public or to special sections of the community is being assembled and made available. Every library worker must make himself acquainted with this material as in many fields government publications are the best and in some they are the only sources of information.

We shall briefly notice some of the outstanding types and examples. At the outset, however, we would ask students to secure a general idea of the scope of official publications and so understand, once and for all, how they can help in a thousand different fields of enquiry. First we suggest that they obtain a copy of the pamphlet "*Brief Guide to Government Publications*" (H.M.S.O., 1925) which, though a little out of date already, gives an admirable summary of the field. Next we recommend them to get a recent issue of the monthly list of government publications (entitled

"Government Publications issued during October, 1936," or whatever the month may be—H.M.S.O., free of charge) and read through the first few pages on which are described some of the most generally useful. The following pages give complete lists; there is an annual "*Consolidated List of Government Publications*," with a useful 'subject-matter' index. These lists should be filed for permanent reference. A select list of current government publications is given in *P. S. King and Son's* 'Monthly List' which includes also brief particulars of other official and semi-official publications, local and national (e.g. London County Council, India Government, Chinese Maritime Customs, International Labour Office, etc.).

One of the most valuable guides to the contents of government publications is, however, the annual volume (price one shilling), "*Guide to Current Official Statistics of the United Kingdom*," 'a systematic survey of the statistics appearing in all official publications.' The first volume covered the year 1922; the volume for 1923 had an appendix surveying the most important publications since about 1900. With the aid of this set and the monthly and annual lists the assistant can ascertain where to find information on a multitude of matters (and remember that though the 'Guide' above mentioned refers specifically to statistics it is a key to much non-statistical material as well).

So much for recent publications. Those requiring information on earlier material will find their task more difficult. There are two main types of government publications known as 'Parliamentary Papers' and 'Non-Parliamentary Papers' (formerly called 'Stationery Office Publications'). The former are documents which are presented to Parliament and relate directly to its business; the latter are issued by various departments and are not presented to Parliament. So far as the library worker is concerned the distinction is of little significance excepting when he is tracing particular publications of earlier date than 1922. Since then the official monthly and annual lists above mentioned

embrace both Parliamentary and Non-Parliamentary papers ; prior to then separate lists were issued.

Those who are particularly concerned with this material should read the pamphlet, ' A Guide to Parliamentary and Official Papers ' by *H. B. Lees-Smith* (O.U.P., 1924) and the article ' Bibliographical aids to research : II British Parliamentary Papers : catalogues and indexes ' in the *Bulletin of the Institute of Historical Research*, Vol. XI, No. 31, June, 1933. These give useful bibliographical information ; here we content ourselves by referring to the valuable, if in certain respects imperfect, " Subject Catalogue of Parliamentary Papers, 1801-1900 " edited by *H. V. Jones* (P. S. King) with the two decennial supplements for 1901-10 and 1911-20 (the first two being out of print but in stock in many libraries).

Of the many publications we would draw attention to certain outstanding series and types :—

(a) *Parliamentary Debates*—commonly named after the one who started them, Mr. T. C. *Hansard*. They begin in 1803 ; from then until 1908 they gave a summary of all but the chief speeches, the debates of the House of Lords and the House of Commons being published together ; since 1909 they have given complete verbatim reports, the House of Lords' and House of Commons' debates being issued separately, daily while Parliament is sitting. They should be taken (especially the House of Commons' debates) in all but small libraries, the annual subscription being small (House of Lords, £2.0.0, House of Commons, £2.10.0 plus postage).

(b) *Bills and Acts of Parliament*—Individual items will be ordered as required on publication. Annual volumes of Statutes were mentioned in an earlier chapter of this textbook.

(c) *Statutory Rules and Orders*—embody regulations, etc., made by various government departments with the authority of Parliament. An annual collection (in two

volumes) is issued but most libraries will prefer to obtain those of local and other importance as they are issued.

(d) *Command Papers*—A great variety of important documents are included in this category of papers presented to Parliament by command of the Sovereign—reports and recommendations of committees and commissions, international conventions and agreements, accounts, national statistical surveys, etc.

(e) *Local and Private Acts*—These cover many matters such as bridges, roads, canals, rivers, harbours and docks, local government, fisheries, charities, ecclesiastical affairs, trading and other companies, etc. Most libraries endeavour to secure copies of past and present acts relating to their own localities since, apart from their current value, they will provide important material for the student of local history.

(f) *Departmental Publications*—These 'non-Parliamentary' publications of the various departments, though largely concerned with administrative matters, statistical returns, etc., include many representing the results of research and investigation on matters of general significance, as the following notes will indicate :—

Admiralty—The Nautical Almanac, publications on wireless, lightships, signals, etc., information for pilots and navigators.

Ministry of Agriculture and Fisheries—bulletins on various branches of agriculture and market gardening, marketing, etc.

Air Ministry—descriptions and specifications of aeroplanes and aero engines, publications on aerial navigation and meteorology.

Civil Service Commission—regulations, examination papers, etc.

Colonial Office—annual reports on trade and conditions in various parts of the Empire.

Board of Education—reports on educational matters, information on educational facilities, scholarships, examinations, etc.

General Post Office—Post Office guide, technical works on telephony and telegraphy, etc.

Ministry of Health—publications on public health, poor relief, housing, food and drugs, local government and taxation, etc.

Home Office—air raids precautions, factory and workshop regulations, police, motor vehicles, roads, public safety, workmen's compensation, etc.

Imperial Economic Committee—reports on food supplies, production of raw materials, etc.

Ministry of Labour—industrial disputes, trade boards, unemployment, unemployment insurance, choice of careers, etc.

Meteorological Office—weather reports, etc.

Mines Department—reports on methods, output, accidents, etc., safety regulations, etc.

Board of Trade—reports on overseas trade, mercantile marine, weights and measures, production, trade, companies, etc.

Ministry of Transport—railways, electricity supply, highways, road vehicles, street lighting, tramways, etc.

Treasury—savings banks and friendly societies, import duties, loans, etc.

(g) *Research Departments*—Agriculture, medicine, building science, food, forestry, fuel, geological survey, illumina

tion, lubrication, metallurgy, physics, water pollution, etc., etc.

(h) *Historical Manuscripts Commission*—This Commission has, since 1870, been editing and publishing manuscripts, in private collections and institutions, which 'throw light upon . . . the civil, ecclesiastical, literary or scientific history of this country.' Some hundreds of volumes have been issued—and the work continues; it is of great importance to students of history and, though only larger libraries may possess complete sets, assistants should know of these volumes.

See the pamphlet in the 'Helps for Students of History' series—'The Reports of the Historical MSS. Commission' by R. A. Roberts (S.P.C.K., 1920), and the official indexes, "*Guide to the Reports on Collections of MSS. issued by the Royal Commissioners for Historical Manuscripts, 1870-1911*" (Part I, Topographical, 1914; Part 2, Index of Persons, first series, A-Lever, 1936).

(i) *Records Publications*—For over a hundred years the publication of the most important material in the Public Record Office and in certain foreign archives has proceeded. See M. S. Giuseppi's 'Guide to the MSS. in the Public Record Office' (2 vols., H.M.S.O., 1923-4, Vol. 1, legal records; Vol. 2, State Papers and records of Public Departments).

In addition the Record Office has published a great series of chronicles, letters, etc., dealing with the early history of the country—'The Chronicles and Memorials of Great Britain and Ireland during the Middle Ages,' known as the 'Rolls Series.'

The above works are detailed in Minto.

(j) *Historical Monuments Commission*—The Royal Commission on Historical Monuments (and separate Commissions for Scotland and for Wales) is engaged upon what will ultimately be a complete description of the archæology

and architecture of the country. Several volumes, well illustrated and admirably produced, are already available.

The little guides to ancient monuments and historic buildings published by the Office of Works are worth obtaining—especially those relating to one's locality.

(*k*) *Census*—The reports on the Census (issued by the Registrar-General) contain information useful in many directions. The results of the 1921 Census appeared in 63 volumes (published 1923-27); the volumes of the 1931 Census are still in course of publication.

Every library should possess the county volumes for its own district, the 'General Tables' and such national volumes as those on industry, housing, the classification of industries, etc.

Other Governments—The British government is not the only national publishing house; on the contrary. We cannot attempt to survey this great mass of material, little of which finds its way into the average British public library. There are occasions, however, when it cannot be ignored and large specialist libraries must keep in touch with colonial and foreign official publications dealing with their special fields. Information on specific publications may sometimes be found in bibliographies; in important instances one might apply to the representatives in England of the foreign governments concerned.

Local Government Publications—Every library will collect all the publications (reports, etc.) of its own local authority and its departments, as well as important publications of neighbouring authorities.

EXERCISES :—

(1) What government publications give statistics relating to traffic signals, hops, university scholarships, friendly societies, attendance at elementary schools, limestone, and road accidents.

(2) Make a list of government publications which contain material relating to the history of England during the reign of Edward III.

(3) Examine the Census reports for your own county and any general volumes you can obtain and then try to note ten or more different purposes for which they may be useful.

(4) Make a list of twenty government publications issued during the last twelve months which you would add to a medium sized reference department.

(5) Make a list of the official publications of your own local authority and note briefly their scope and contents.

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CHAPTER TWENTY-TWO

PUBLISHING SOCIETIES AND LEARNED SOCIETIES

THE books and periodicals issued by learned societies and by publishing societies are of the utmost importance, especially for the advanced student, and comprise either material which has not previously been available or which embodies the most recent research and experiment in the various fields covered. There are innumerable such societies representing most aspects of learning, most professions, industries and sciences. Particulars of a great many are given in "*The Official Year Book of the Scientific and Learned Societies of Great Britain*" (Griffin). This gives particulars of membership, officers, addresses, and information regarding recent and current publications. Very complete lists of the learned societies of the world are given in '*Index Generalis*' and '*Minerva Jahrbuch der gelehrten Welt*' (to be found in large libraries).

Some of the publications of British societies are listed in an appendix in the '*English Catalogue*.' For earlier publications one must turn to such catalogues as those of the London Library and the British Museum (under '*Academies*' in the last edition, now much out of date; scattered through the volumes of the edition now in course of publication). Indexes listing and analysing society publications are cited in the appropriate chapter of this work.

These societies range from purely professional bodies concerned primarily with the professional interests of their members (examinations, registration, etc.) to bodies (to

which we refer when we speak of 'publishing societies') which exist solely to publish certain material and whose only members may be the subscribers. The publishing societies usually devote themselves to editing and issuing unpublished manuscripts and records in some defined field which may be extensive (e.g. the Early English Text Society or the Navy Records Society) or so limited that even now they may be approaching the end of their task (e.g. the Wren Society). Others (e.g. the Dugdale Society or the London Topographical Society) confine their work to a county or city area, though it may be of much more than purely local interest.

Publications of publishing and learned societies have this in common:—they are issued by experts and have unquestioned authority, and they present material which will be new to the library.

Most libraries subscribe to certain societies; the larger libraries to many. All but the smallest should have the publication of a selection of those of most general interest; all should have those of all societies which deal in any way with the local affairs of the town and county, and of all bodies concerned with important local industries, etc.

The assistant should not, however, confine his attention to those in his own library because with co-operation he can obtain most things for his readers. Detailed and up to date knowledge of society publications cannot be expected; at least, however, he should know of the existence and scope of the most important organisations and so be able to seek further details when enquiries suggest that these might be useful.

The following is a brief, roughly classified selection. Notes of publications are given in parentheses after most of their names; when the word 'monographs' is used it means that from time to time separate publications on special themes are issued.

Bibliographical Society (transactions, monographs).

Museums Association (journal, monographs).

- British Institute of Philosophy (quarterly 'Philosophy').
Philosophical Society (quarterly 'The Philosopher').
British Psychological Society (Journal, Journal of Medical Psychology, Journal of Educational Psychology, monographs).
National Institute of Industrial Psychology (monthly journal, monographs).
Institute of Psycho-Analysis (quarterly journal, monographs).
Canterbury and York Society (ecclesiastical records).
Catholic Record Society (monographs).
Royal Statistical Society (journal).
Royal Economic Society (journal, bulletins, etc.).
Royal Institute of International Affairs (surveys, documents, monographs).
Royal Empire Society (monthly 'United Empire,' monographs).
Selden Society (monographs—legal records).
Navy Records Society (monographs).
Folk Lore Society (quarterly 'Folk Lore').
Philological Society (transactions).
The Royal Society ('Philosophical Transactions,' 'Proceedings—Mathematical and Physical, and Biological').
The Royal Institution (proceedings).
British Association for the Advancement of Science.
British Science Guild (pamphlets).
Mathematical Association (gazette).
Physical Society (proceedings, reports, etc.).
Chemical Society (journal, proceedings, abstracts).
Institute of Chemistry (journal, lectures).
Biochemical Society (journal).
Geological Society (journal).
Geologists' Association (proceedings, monographs).
Mineralogical Society (magazine, abstracts).
Palaeontographical Society (monographs).
Royal Meteorological Society (quarterly journal, memoirs, etc.).

- Royal Microscopical Society (journal, monographs).
 Royal Anthropological Institute (journal; 'Man').
 Prehistoric Society of East Anglia (proceedings).
 Linnean Society (journal, proceedings).
 Zoological Society (proceedings, record).
 Royal Entomological Society (transactions, monographs).
 Ray Society (monographs).
 British Ornithologists' Union (quarterly 'Ibis,' monographs).
 Royal Society for the Encouragement of Arts, Manufactures and Commerce (weekly journal).
 British Medical Association (journal, monographs).
 Royal Society of Medicine (proceedings).
 Royal Sanitary Institute (journal).
 Incorporated Society of Engineers (journal, transactions).
 Institution of Mechanical Engineers (proceedings).
 Institution of Civil Engineers (proceedings, abstracts).
 Institution of Electrical Engineers (journal, proceedings, monographs).
 British Electrical and Allied Industries Research Association (monographs).
 Institution of Locomotive Engineers (journal).
 Institution of Mining Engineers (transactions).
 Institute of Marine Engineers (transactions, monographs).
 Institute of Metals (journal, abstracts).
 Iron and Steel Institute (journal).
 Institution of Mining and Metallurgy (transactions).
 Institute of Fuel (journal).
 Institution of Petroleum Technologists (journal, monographs).
 Society of Chemical Industry (journal, reports).
 Institution of Chemical Engineers (transactions).
 Royal Aeronautical Society (journal).
 Institute of Transport (journal).
 Royal Horticultural Society (journal, Curtis's Botanical Magazine).
 Incorporated Association of Architects and Surveyors (monthly 'Parthenon').

- Royal Institute of British Architects (journal).
 Architectural Association (journal).
 Chartered Surveyors' Institution (journal).
 Royal Photographic Society (journal).
 Royal Numismatic Society (quarterly chronicle).
 Vasari Society (drawings by old masters).
 Walpole Society (monographs).
 English Association ('Essays and Studies,' 'Year's Work,' pamphlets).
 Royal Society of Literature (essays, monographs).
 Early English Text Society.
 Irish Texts Society.
 Classical Association (proceedings, 'Year's Work').
 Society for Promotion of Roman Studies (journal).
 Society for Promotion of Hellenic Studies (journal).
 Royal Historical Society (transactions).
 Historical Association (quarterly 'History,' pamphlets).
 British Academy (proceedings and various separates).
 Society of Antiquaries ('Archæologia,' journal, reports).
 Royal Archæological Institute ('Archæological Journal').
 British Archæological Association (journal).
 Society of Antiquaries of Scotland (proceedings).
 Royal Society of Antiquaries of Ireland (journal).
 British Records Society (calendars and indexes of wills, licenses, etc.).
 Harleian Society (heraldic visitations, parish registers, etc.).
 Society of Genealogists (quarterly).
 Royal Geographical Society (journal, maps, etc.).
 Hakluyt Society (monographs on early travel and exploration).
 Royal Asiatic Society (monographs).
 Japan Society (transactions, proceedings).

The publications (catalogues, monographs, etc.) of Museums are often of considerable value for purposes quite apart from their basic object of describing the contents of specific collections. Because of their completeness, their illustrations, notes and historical data those, for example, of

the British Museum and the various South Kensington institutions (the Science Museum, the Victoria and Albert Museum, etc.), are, excepting some of the most highly specialised items, well worth including in the average library.

See the 'Directory of museums and art galleries in the British Isles' issued by the *Museums Association* (1931).

EXERCISES :—

(1) Make a list of all local societies (town and county), dealing with the history, natural history, etc., of your own district, look through the last five volumes published (at least) and note their general scope.

(2) What societies are there dealing with the following subjects :—gas engineering, rubber industry, refrigeration, Central Asia, forestry and spelæology ?

(3) With what subjects are the following societies concerned :—Grotius Society, Henry Bradshaw Society, Honourable Society of Cymmrodorion, Malone Society, Chetham Society, Surtees Society, Thoroton Society and Harveian Society.

(4) What societies or museums have within recent years issued publications on :—two stroke cycle gas engines, Welsh flowering plants, Somerset birds, the preservation of antiquities and laboratory organisation ?

CHAPTER TWENTY-THREE

OTHER REFERENCE MATERIAL

IN every reference department there is more or less material—not books, periodicals or maps—which, according to how it is arranged and how much it is used by the staff, can increase the informative strength of the library; in many libraries much more of this non-book material might with advantage be collected.

We do not propose to deal with it in detail in this textbook for the two good reasons that it is so miscellaneous as to defy description and that its character will vary in every library. The point we would emphasise, however, is that every assistant should find out about the *total* contents of his library and remember it when occasion arises.

Below is a brief list of various types :—

- (a) *Illustrations, Prints, Photographs, etc.*—both in general illustrations collections for school use, etc., and in local collections, as well as examples of the work of artists, etc. Also picture postcards.
- (b) *Broadsides, playbills, etc.*
- (c) *Bookplates, autographs, letters, etc.*
- (d) *Clippings from periodicals, articles abstracted from magazines, etc.*
- (e) *Photographic negatives, blocks, etc.*
- (f) *Lantern slides, stereoscopic photographs.*
- (g) *Gramophone records, pianola rolls.*
- (h) *Cinematograph films.*
- (i) *Deeds, manuscripts, records.*
- (j) *Museum exhibits.*
- (k) *Pamphlets, trade catalogues, etc.*

- (l) *Books, articles, etc.*, in manuscript and typescript, including unpublished theses and dissertations and so on.

Information on methods of filing and preserving such material is given in two useful volumes on "*Filing and Preserving Stock and Records*." (Gravesend: A. J. Philip, 1935.)

To increase the value of this miscellanea we should avoid scattering it more than is avoidable. Instead of having one lot here and another there, some in a cupboard, some in boxes, some in files, etc., so that it is inconvenient to use and easy to forget, let us bring it together either in actuality or by references, as described below. We strongly advocate (for the average sized library; large and special collections naturally call for different treatment) the adoption of a *General File*, of drawers in which are filed vertically, in folders or large envelopes or both, all those items which it is practicable to put there. The file will, of course, be closely classified, so that all sorts of clippings, illustrations, diagrams, etc., etc., on any subject will be found readily. Such material need not be catalogued; the file is its own catalogue; the revision and weeding out which is essential at regular intervals will be easy to accomplish.

Much of the material listed earlier will not of course go into a file; nevertheless we can put a note about it in the appropriate places in the file, e.g. references to framed pictures hanging perhaps in a branch, to large maps and material of all kinds which is scattered unavoidably. One may, of course, catalogue such material instead; sometimes it is much better to do so (as in the case of deeds, for example). It may not matter whether the assistant seeking information is reminded of it when he consults the catalogue or the file, but he should find reference to it in one or the other. Once such a general file is started a great variety of what may formerly have been regarded as unconsidered trifles will be collected and gradually become of real value.

Another way in which the service can be improved is by the preparation of *special indexes*. A few English libraries have devoted time, which has been well spent, to such work ; in many American libraries it has been thoroughly exploited (often because financial aid has been received from various schemes for the ' employment ' of the unemployed). The fact remains that we cannot have too much indexing, provided it is of material which will be used ; we all do some indexing when we catalogue our collections ; we all use such periodicals and other indexes as were mentioned in Chapter 20 ; we are speaking now of an extension of this work by preparing manuscript indexes to various types of material which is not otherwise easy to use, as well as indexes of facts, etc., found in the course of our work or prepared in anticipation of future enquiries. The only real limit to such indexing is that of time and personnel. We need only cite some examples of these special indexes to show how useful they may be :—of the products of local firms, of local history (including local dates, biographies of local people, of items of permanent interest in local papers, etc.), of important unindexed sets of periodicals and of the contents of composite books, of references to local industries and their materials, processes and organisation, of material for debaters, etc., on matters of current and permanent interest, etc.

We would refer also to two matters not touched upon elsewhere. (1) Assistants, in whatever departments they are employed, should be familiar with the contents and resources of all special departments and collections comprised in the system. The commercial library must not be a terra incognita for the assistant in the technical library or the general reference room and vice versa ; the value of such special collections as the local collection, or the educational (or bankers' or scientific societies') collections must not be ignored by those working perhaps on more general types of enquiry. The larger the library system the easier it is for parts of the total resources to be overlooked because though the stock, etc., may be departmentalised,

enquiries have a knack of over-riding such divisions. (2) We have not referred as yet to *Patents*. Certain larger libraries have special Patents libraries with assistants specially trained for the work. All assistants should, however, know something of the methods of the would-be patentee and the 'patents-searcher.' The "*Illustrated Official Journal (Patents)*" published weekly and including various official announcements and illustrated abridgments of current specifications, is taken by most libraries. Examine a copy or two. The Patent Office also issues a free pamphlet of 'Instructions to applicants for Patents' which will prove useful.

EXERCISES :—

(1) How would you set about preparing an index of all products manufactured by local firms? For what purposes would such an index be useful?

(2) What is the better method of arranging lantern slides—in classified order, or by lecturers' sets? Which-ever method were adopted, what indexes would you provide?

(3) If you were instructed to compile two special indexes of material in your collection, which would you undertake, why and what method and type of entry would you adopt?

(4) How would you initiate a 'school illustrations' collection? where would you obtain the material? and how would you arrange it?

(5) I have to go to Sweden this week-end. Tell me how I shall go, give me times of trains to port of embarkation, particulars of port, costs, etc., and recommend a book on the history of the country which I may peruse en route, tell me how Sweden is governed and give me a list of English translations of four notable books by Swedish authors.

CHAPTER TWENTY-FOUR

INTERLUDE

THIS very brief chapter is intended to remind those who are studying for the Library Association's examination that no candidate can hope to pass any examination on the strength of one textbook. One of the authors of this textbook has been an examiner for several years and he can, therefore, say, as a result of experience, that examiners appreciate evidence that a candidate has not made a minimum study of the essential textbooks but has been sufficiently interested in the subject to do some reading 'on his own,' to think about its problems for himself and to have something in his equipment which is not common to all other candidates. Examiners soon 'learn' the textbook far better than any candidate; they recognise all its turns of phrase; they know all its errors (and, fortunately for candidates, make allowances for them—we hope this will apply to future examiners in this subject). In this particular instance the dangers of following a textbook may not be so great as it consists almost entirely of references to other books; nevertheless we would urge students to read as many other books and periodicals articles dealing with the field as they are able.

So, instead of having a brief bibliography at the end—where the systematic student might discover it too late—we have this 'interlude' in which to list a few useful books.

First may we be forgiven for mentioning two little books by one of the authors? 'How to Find Out' and 'How to Use Books' by *Lionel R. McColvin* (Toulmin, 1938),

especially the first which deals popularly with much the same theme as this textbook.

Next, two books, quite different in scope and outlook—'Reference library methods' by *John Warner* (Grafton, 1928) and 'Reference work' by *James I. Wyer* (A.L.A., 1930). There is also a useful pamphlet, 'The Reference department' by *Charles F. McCombs* (A.L.A. Manual of Library Economy, No. 22, 1929).

Of the several American books intended to help students in the use of libraries and reference books we would mention the following:—'Guide to the use of libraries' by *Margaret Hutchins* and others (3rd edn., 1925, H. W. Wilson); 'Instruction in the use of books and libraries' by *Lucy E. Fay and A. T. Eaton* (3rd edn., 1928, Faxon); and 'The Practical use of books and libraries: an elementary manual' by *G. O. Ward* (4th edn., 1926, Faxon). Students will also be interested in a brief, elementary but useful booklet, 'The Use of reference books' by *F. W. Chambers* (Macmillan's Senior School Series, 1936).

Finally we remind students of various books already mentioned in passing and suggest, firstly, that they should read the various professional periodicals as sooner or later they will find in them something of real value (e.g. E. A. Savage's article mentioned later), and, secondly, that they will get a broader view of their work if they read or re-read such books, not specifically on this syllabus, as Brown's 'Manual,' Pafford's 'Library Cooperation,' and J. Wheeler's 'The Library and the Community,' while we strongly recommend 'The Uses of libraries' edited by *Dr. E. A. Baker*.

EXERCISES :—

This week do any of the previous exercises you have not yet had time to attempt; if you've done them all take a week off—you deserve it.

CHAPTER TWENTY-FIVE

REPRESENTATIVE BOOKS— PHILOSOPHY AND RELIGION

IN this and the following chapters the student will find lists of books on a variety of subjects, arranged in rough Dewey order. We would at the outset make it clear what these lists contain and why they are included in this textbook.

The heading 'Representative Books' is used advisedly. This is not in any sense a bibliography of 'best books.' All of them are good and useful books but there are undoubtedly hundreds of others one would include in, and many one would omit from, any deliberate attempt to compile such a list. No. These are selected for three reasons—to draw the student's attention to books which will prove useful in his work with readers, to indicate something of the range of the types and subject-matter of books, and because any one who is acquainted with them will at least know of some useful work on many of the most important branches of knowledge.

The librarian must know as much as he can about books. He will acquire this knowledge gradually in the course of his work and no textbook can afford a short cut to this knowledge. But it is hoped that these chapters will help the student by underlining a few items and laying a foundation upon which he can build.

These lists are not intended as a 'cram' to be memorised. The student is asked to examine as many of the actual books as possible. Most of them will be in the average medium-sized library. If any are not in a student's own

library he is recommended either to seek them in a larger library if possible or if impossible to find what alternative books his library does possess and to examine those.

As will be seen some of the books listed are standard authorities chiefly valuable to advanced students or for reference purposes, others are frankly popular, some are textbooks, some essentially readable presentations. We hope that students will criticise the lists and look for other items they would prefer to include; thus they will further increase their book knowledge.

The dates given are as a rule those of the latest editions.

Psychology

Dewey (John). Human nature and conduct. 1922.

Freud (Sigmund). New introductory lectures on psycho-analysis. 1933.

Interpretation of dreams. 1933.

James (William). Varieties of religious experience. 1929.

Principles of psychology. 2 vols. 1890.

Jung (C. G.). Psychology of the unconscious. 1916.

McDougall (William). An Outline of psychology. 1928.

Body and Mind. 1928

Robinson (J. H.). Mind in the making. 1921.

Watson (J. B.). Behaviourism. 1930.

Philosophy

Benrubi (Isaac). Contemporary thought of France. 1926.

Bergson (H. L.). Creative evolution. 1911.

Burnet (J.). Greek philosophy. 1914.

Contemporary British philosophy. 2 vols. 1924.

Dickinson (G. Lowes). Plato and his dialogues. 1931.

Durant (W. J.). Story of philosophy. 1933.

Joad (C. E. M.). Guide to philosophy. 1936.

Guide to modern thought. 1933.

Jones (W. T.). Contemporary thought of Germany. 2 vols. 1930-1.

Merz (J. T.). History of European thought in the 19th century. 4 vols. 1896-1914.

Perry (R. P.). *Philosophy of the recent past* [English and American]. 1926.

Webb (C. C. J.). *History of philosophy*. 1934.

Weber (A.). *History of philosophy*. 1925.

Whitehead (A. N.). *Adventures in ideas*. 1933.

Logic

Jevons (W. S.). *Elementary lessons in logic*. 1900.

Johnson (W. E.). *Logic*. 3 vols. 1921.

Ethics

Gore (Charles). *Philosophy of the good life*. 1930.

Hobhouse (L. T.). *Morals in evolution*. 1915.

Inge (W. R.). *Christian ethics and modern problems*. 1930.

Moore (G. E.). *Ethics* (Home Univ. Lib.). 1928.

Stratford (E. C. Wingfield). *They that take to the sword*. 1931.

Westermarck (E. A.). *Origin and development of the moral ideas*. 2 vols. 1906-8.

Religion—General

Kellett (E. E.). *Short history of religions*. 1933.

Lunn (Arnold) and Haldane (J. B. S.). *Science and the supernatural*. 1935.

Moore (G. F.). *History of religions*. 2 vols. 1914-20.

Needham (Joseph). *Ed. Science, religion and reality*. 1925.

Selbie (W. B.). *The Psychology of religion*. 1924.

The Bible

Cambridge Companion to the Bible. 1893.

Deissmann (G. A.). *New Testament in the light of modern research*. 1929.

Light from the ancient East. 1927.

Headlam (A. C.). *Life and teaching of Jesus the Christ*. 1924.

Helps to the study of the Bible. (Oxford Univ. Pr.) 1931.

MacKinnon (J.). *Historic Jesus*. 1931.

- Peake (A. S.). *Ed. The People and the Book.* 1925.
 Smith (H. P.). *Old Testament history.* 1911.
 Streeter (B. H.). *Four Gospels.* 1924.

Christian Theology

- Gore (Charles). *The Reconstruction of belief.* 1930.
 Temple (William). *Mens Creatrix.* 1917.
 Christus Veritas. 1924.

Immortality

- Pattison (A. S. Pringle). *Ideas of immortality.* 1922.

Homiletic, Pastoral

- Green (Peter). *The Town parson.* 1919.

Mysticism

- Underhill (Evelyn). *Mysticism.* 1930.

Church Institutions and Work

- Dearmer (Percy). *Ed. Christianity and the crisis.* 1933.

History of the Christian Church

- Bailey (Cyril) *and others.* *The History of Christianity in the light of modern knowledge.* 1929.
 Gould (S. Baring-). *Lives of the saints.* 16 vols. 1914.
 Pullan (Leighton). *Religion since the Reformation.* 1924.
 Walker (Williston). *History of the Christian Church.* 1918.

Christian Churches

- Eastern* :—Stanley (A. P.). *Lectures on the history of the Eastern Church.* 1908.
Roman Catholic :—Knox (R. A.). *The Belief of Catholics.* 1927.
Church of England :—Stephens (W. R. W.) and Hunt (William). *History of the English church.* 8 vols. in 9. 1899–1910.

Congregational :—Selbie (W. B.). *Congregationalism*. 1927.

Baptist :—Robinson (H. W.). *The Life and faith of the Baptists*. 1927.

Methodist :—Brash (W. B.). *Methodism*. 1928.

Unitarian :—Gow (Henry). *The Unitarians*. 1928.

Non-Christian Religions

See the important series—‘*The Sacred Books of the East*,’ ed. by F. Max Müller, 50 vols., 1879–1910.

Mythology :—Frazer (Sir J. G.). *The Golden bough*. 12 vols. 1930–36.

Folk lore in the Old Testament. 3 vols. 1918.

Guerber (H. A.). *The Myths of Greece and Rome*. 1931.

Buddhism :—Davies (Mrs. Rhys). *Buddhism*. 1928.

Judaism :—Bevan (E. R.) and Singer (C.). *Eds. The Legacy of Israel*. 1927.

Mohammedanism :—Arnold (Sir W. A.) and Guillaume (A.). *Eds. Legacy of Islam*. 1931.

Margoliouth (D. S.). *Mohammedanism*. 1928.

EXERCISES :—

Note :—In this and the following chapters four fresh types of exercise are given—

(1) Students are asked to ‘review’ books in order (a) to help them to remember better some few outstanding items, and (b) to show one method by which books may be described and evaluated. We do not require reviews of the usual type but, instead, a brief statement of salient features. The following skeleton is suggested—author, title, publisher, date, subject (stated definitely, clearly and in as much detail as would enable, say, a reader to know whether it would be useful to him or a librarian to decide whether it was a useful addition to stock having regard to what books of a similar nature the library possesses), for whom it is intended, how the material is presented, scope,

special features, virtues, defects and limitations, special points such as bibliographies, maps, illustrations, etc. Be brief; such 'reviews' need not be longer than half a page but base them upon a thorough examination of the books.

(2) Students are asked to suggest additions to the lists in the chapter. This is intended to encourage them to study their own library shelves.

So are questions (3) and (4) though if their own libraries do not contain the desired items, as may be the case at times, students must turn to the bibliographical sources with which they will now be familiar. In the case of question (3) find as much information as reasonably possible.

(1) Write 'reviews' (see above) (a) of four of the books listed; and (b) of two useful books on aspects of philosophy or religion which have been published during the last twelve months.

(2) List twenty important representative books you would add to the lists in this chapter. In the case of two state your reasons in about fifty words.

(3) Find books giving information on the following subjects:—missionary work in Africa, business ethics, Chinese philosophers, crowd psychology, the conversion of Ireland to Christianity, Judas Maccabaeus, and the child mind.

(4) Find one suitable book on each of the following subjects:—(a) Sunday school teaching—practical methods; (b) memory training; (c) ethics of gambling; (d) St. Paul; (e) the relations of the Church of England and the state; (f) Confucianism; (g) agnosticism; (h) present day methods of dealing with the feeble-minded; and (i) dreams.

CHAPTER TWENTY-SIX

REPRESENTATIVE BOOKS— SOCIOLOGY AND PHILOLOGY

Sociology—General

- Lippmann (Walter). Public opinion. 1922.
Lowie (R. H.). Primitive society. 1929.
MacIver (R. M.). Community : a sociological study. 1924.
Webb (S. and B.). Methods of social study. 1932.

Statistics, Population

- Bowley (A. L.). Elements of statistics. 1926.
Rhodes (E. C.). Elementary statistical methods. 1933.
Saunders (A. M. Carr). World population. 1936.
Saunders (A. M. Carr) and Jones (D. C.). Survey of the
social structure of England and Wales. 1927.

Political Science

- Bryant (Arthur). Spirit of conservatism. 1929.
Bryce (Lord). Modern democracies. 2 vols. 1921.
International relations. 1922.
Laski (H. J.). A Grammar of politics. 1934.
The State in theory and practice. 1935.
Communism. 1927.
League of Nations. Ten years of world co-operation. 1930.
Marriott (Sir J. A. R.). Dictatorship and democracy. 1935.
Mechanism of the modern state. 2 vols. 1927.
Pollard (A. F.). Evolution of Parliament. 1926.
Rockow (L.). Contemporary political thought in England.
1925.

Economics

Ashley (Sir W. J.). Economic organization of England. 1914.

Beer (Max). History of British socialism. 2 vols. 1929.

Cannan (Edwin). Wealth. 1928.

Clare (George). A Money market primer. 1931.

Clay (Henry). Economics. 1930.

Cole (G. D. H.). What everybody wants to know about money. 1933.

Short history of the British working class movement. 1932.

Dalton (H.). Principles of public finance. 1927.

Fay (C. R.). Great Britain from Adam Smith to the present day. 1932.

Hammond (J. L. and B.). Rise of modern industry. 1926.

Skilled labourer, 1760-1832. 1920.

Town labourer, 1760-1832. 1925.

Village labourer, 1760-1832. 1924.

Age of the Chartists, 1832-54. 1934.

Hobson (J. A.). Evolution of modern capitalism. 1926.

Economics of unemployment. 1931.

Keynes (J. M.). Treatise on money. 2 vols. 1930.

Lipson (E.). Economic history of England. 3 vols. 1929-34.

Marshall (Alfred). Principles of economics. 1920.

Pigou (A. C.). Economics of welfare. 1933.

Schonfield (H. J.) *Ed.* Book of British industries. 1933.

Smith (Adam). Wealth of nations.

Spalding (W. F.). London money market. 1933.

Sykes (Ernest). Banking and currency. 1932.

Taussig (F. W.). Principles of economics. 2 vols. 1921.

Tawney (R. H.). Acquisitive society. 1920.

Wells (H. G.). The Work, wealth and happiness of mankind. 1932.

Law

Anson (Sir W. R.). Law and custom of the constitution. 3 vols. 1922-35.

- Birkenhead (*Lord*). International law. 1927.
- Butler (*Sir G.*) and Maccoby (*S.*). Development of international law. 1928.
- Charlesworth (*J.*). Principles of mercantile law. 1934.
- Dicey (*A. V.*). Law of the constitution. 1931.
- Finer (*H.*). Theory and practice of modern government. 2 vols. 1932.
- Holdsworth (*Sir W. S.*). History of English law. 10 vols. 1922-32.
- Jenks (*Edward*). Book of English law. 1936.
Short history of English law. 1934.
- Jordan (*H. W.*) and Borrie (*S.*). Company law and practice. 1930.
- Keith (*A. B.*). Introduction to British constitutional law. 1931.
Governments of the British Empire. 1935.
- Maitland (*F. W.*). Constitutional history of England. 1908.
- Stevens (*T. M.*). Elements of mercantile law. 1934.
- Stubbs (*W.*). Constitutional history of England. 3 vols. 1903-6.
- Wigmore (*J. H.*). Panorama of the world's legal systems. 1936.

Administration, etc.

- The Whitehall series—vols. on the Home Office, Ministry of Health, Board of Trade, etc.
- Callender (*G.*). Naval side of British history. 1924.
- Fortescue (*Sir John*). History of the British army. 19 vols. 1899-1930.
- Pollard (*A. O.*). Royal Air Force. 1934.

Local Government

- Clarke (*J. J.*). Local government of the United Kingdom. 1936.
Social administration. 1935.
- Laski (*H. J.*). *Ed.* A Century of municipal progress. 1935.
- Robson (*W. A.*). Development of local government. 1931.

Prisons

Hobhouse (Stephen) and Brockway (A. F.). English prisons to-day. 1922.

Insurance

Reed (J. E.). Insurance : a general textbook. 1936.

Education

Abbott (A.). Education for industry and commerce in England. 1933.

Adams (Sir John). Modern developments in educational practice. 1922.

Ed. The New teaching. 1927.

Evolution of educational theory. 1912.

Adamson (J. W.). English education, 1789-1902. 1930.

Birchenough (C.). History of elementary education in England and Wales. 1925.

Board of Education. Handbook of suggestions for teachers. 1927.

Boyd (William). History of Western education. 1921.

Catty (N.). Theory and practice of education. 1934.

Marvin (F. S.). The Nation at school. 1933.

Nunn (Sir T. P.). Education. 1930.

Peers (Robert). Adult education in practice. 1934.

Rawson (Wyatt). New world in the making. 1934.

Ward (Herbert). Educational system of England and Wales. 1935.

Wellock (M. J.). Modern infants' school. 1932.

Wilson (J. Dover). *Ed.* The Schools of England. 1928.

Commerce, etc.

Allen (G. C.). British industries and their organisation. 1935.

Chisholm (G. A.). Handbook of commercial geography. 1932.

Cunningham (W.). Growth of English industry and commerce during the early and middle ages. 1910.

CHAPTER TWENTY-SEVEN

REPRESENTATIVE BOOKS— SCIENCE AND USEFUL ARTS

Science—General

- Dyson (*Sir Frank*). and others. Science to-day and to-morrow. 1932.
Thomson (*Sir J. A.*). *Ed.* Outline of science. 4 vols.
Westaway (*F. W.*). The Endless quest. 1934.
Whetham (*W. C. Dampier*). History of Science. 1930.

Mathematics

- Cajori (*Florian*). History of mathematics. 1919.
Hodgson (*T.*). Applied mathematics for engineers. 3 vols. 1930-1.
Low (*B. B.*). Mathematics: a textbook for technical students. 1931.
Thompson (*J. E.*). Mathematics for self study. 4 vols. 1931.
Whitehead (*A. N.*). Introduction to mathematics. 1911.

Astronomy

- Eddington (*Sir A. S.*). Expanding universe. 1933.
Stars and atoms. 1927.
Jeans (*Sir J. H.*). The Universe around us. 1929.
The Mysterious universe. 1930.
Stars in their courses. 1931.
Through space and time. 1934.
Macpherson (*Hector*). Modern astronomy. 1926.

Physics

- Allen (H. S.) and Moore (H.). Textbook of practical physics. 1931.
- Bragg (Sir W. H.). Concerning the nature of things. 1925.
- World of sound. 1920.
- Universe of light. 1933.
- Eddington (Sir A. S.). Nature of the physical world. 1932.
- Gibson (C. R.). Electrical conceptions of to-day. 1933.
- Grimsehl (E. A.). Textbook of physics. 5 vols. 1932-5.
- Sullivan (J. W. N.). Bases of modern science. 1929.
- Wilson (W.). Theoretical physics. 2 vols. 1931-33.
- Worsnop (B. L.) and Flint (H. T.). Advanced practical physics for students. 1927.

Chemistry

- Cohen (Julius B.). Organic chemistry for advanced students. 3 vols. 1923.
- Cumming (A. C.) and Kay (S. A.). Quantitative chemical analysis. 1934.
- Findlay (Alexander). Practical physical chemistry. 1935.
- The Spirit of chemistry. 1930.
- Friend (J. Newton). Ed. Textbook of inorganic chemistry. 9 vols. 1921-31.
- Lewis (W. C. McC.). System of physical chemistry. 3 vols. 1926.
- Soddy (Frederick). Interpretation of the atom. 1932.
- Walker (Sir James). Introduction to physical chemistry. 1927.

Geology

- Geikie (Sir A.). Textbook of geology. 2 vols. 1903.
- Gregory (J. W.). Geography, structural, physical and comparative. 1925.
- Elements of economic geology. 1928.
- Kendrew (W. G.). Climates of the continents. 1927.
- Miers (Sir H. B.). Mineralogy. 1929.
- Newbigin (M. I.). Frequented ways. 1922.

Palæontology

- Bradley (J. H.). Parade of the living. 1930.
Lankester (Sir E. Ray). Extinct animals. 1909.

Biology, Anthropology

- Bower (F. O.) and others. Evolution in the light of modern knowledge. 1925.
Burkitt (M. C.). Old stone age. 1933.
Our early ancestors. 1926.
Darwin (Charles). Origin of species.
Haddon (A. C.). Races of man. 1925.
Haldane (J. B. S.) and Huxley (J. S.). Animal biology. 1927.
Huntington (E.) and Cushing (S. W.). Principles of human geography. 1934.
Keith (Sir Arthur). Antiquity of man. 2 vols. 1925.
Shipley (Sir A. E.). Life. 1924.
Singer (C. J.). Short history of biology. 1931.
Thomson (Sir J. A.). Biology for everyman. 2 vols. 1935.
Wells (H. G.) and others. The Science of life. 1931.

Botany

- Scott (D. H.) and Brooks (F. T.). Introduction to structural botany. 2 vols. 1927.
Seward (A. C.). Plants. 1932.
Strasburger (E.). Text book of botany. 1930.

Zoology

- Lydekker (R.). Wild life in the world. 3 vols.
Parker (T. J.) and Haswell (W. A. A.). Textbook of zoology. 2 vols. 1928.
Thomson (Sir J. A.). New natural history. 3 vols. 1926.
White (Gilbert). Natural history of Selborne.

See also the volumes in Warne's 'Wayside and Woodland' series.

Useful arts—general

- Mumford (Lewis). *Technics and civilisation*. 1934.
Neuberger (Albert). *Technical arts and sciences of the ancients*. 1930.

Medicine, etc.

- Dorsey (G. A.). *Why we behave like human beings*. 1925.
Halliburton (W. D.) and McDowall (R. J.). *Handbook of physiology*. 1930.
Hill (A. V.). *Living machinery*. 1927.
Hill (Sir Leonard). *Manual of human physiology*. 1931.
Hill (T. W.). *The Health of England*. 1933.
Keith (Sir Arthur). *Engines of the human body*. 1925.
Newman (Sir George). *Rise of preventive medicine*. 1932.
Newsholme (Sir Arthur). *Medicine and the state*. 1932.
Osler (Sir William). *Evolution of modern medicine*. 1921.
Plimmer (R. H. A. and V. G.). *Food, health and vitamins*. 1936.
Roberts (Harry). *Ed. Everyman in health and in sickness*. 1935.
Singer (C. J.). *Short history of medicine*. 1928.

Engineering

- Bellasis (E. S.). *River and canal engineering*. 1931.
Bulman (H. F.). *Coal mining and the coal miner*. 1920.
Dalby (W. E.). *Steam power*. 1920.
Gibson (A. H.). *Hydraulics and its applications*. 1925.
Gregory (J. W.). *Story of the road*. 1931.
Judge (A. W.). *Engineering materials*. 3 vols. 1930-2.
Kemp (Philip). *Alternating current electrical engineering*. 1927.
Kermode (A. C.). *Introduction to aeronautical engineering*. 3 vols. 1934.
Martin (A. J.). *The Work of the sanitary engineer*. 1935.
Morley (A.). *Strength of materials*. 1934.
Pye (D. R.). *Internal combustion engine*. 1931.

- Ripper's Steam engine theory and practice. 1932.
Thomas (H. K.). *Ed.* Automobile engineering. 7 vols.
1932.

Agriculture

- Ernle (*Lord*). English farming, past and present. 1936.
Fream (W.). Elements of agriculture. 1933.
Royal Institute of International Affairs. World agriculture.
1932.
Russell (*Sir E. J.*). Soil conditions and plant growth. 1932.
Stapledon (R. G.). The Land. 1935.

Communication, Business, etc.

- Atkins (William). *Ed.* Art and practice of printing. 6 vols.
1932.
Chartered Institute of Secretaries. Secretarial practice.
1935.
Davenport (C. J.). The Book. 1907.
Dicksee (L. R.). Advanced accounting. 1921.
Advanced auditing. 1929.
Elbourne (E. T.). Fundamentals of industrial administration.
1934.
Fieldhouse (A.). Student's complete commercial book-
keeping. 1936.
Jacobi (C. T.). Printing. 1925.
Kleppner (Otto). Advertising procedure. 1933.
Knights (C. C.). Business man's guide to printing. 1927.
McKerrow (R. B.). Introduction to bibliography. 1927.
Mumby (F. A.). Publishing and bookselling. 1930.
Peddie (R. A.). *Ed.* Printing, a short history. 1927.
Stephenson (James). Principles and practice of commerce.
1935.
Unwin (Stanley). Truth about publishing. 1926.

Chemical technology

- Brame (J. S. S.) and King (J. C.). Fuel, solid, liquid and
gaseous. 1935.

- Lewkowitsch (J. I.). Chemical technology and analysis of oils, fats and waxes. 3 vols. 1921-3.
- Mantell (C. L.). Industrial electro-chemistry. 1931.
- Meade (A.). New modern gasworks practice, vol. 1. 1934.
- Olsen (J. C.) and others. Unit processes and principles of chemical engineering. 1932.
- Rogers (Allen). *Ed.* Industrial chemistry. 2 vols. 1931.
- Searle (A. B.). Chemistry and physics of clays and other ceramic materials. 1933.
- Slosson (E. C.). Creative chemistry. 1930.

Manufactures and Mechanic Trades

- Cockerell (Douglas). Bookbinding and the care of books. 1927.
- Gregory (E.). Metallurgy. 1932.
- Harbord (F. W.) and Hall (J. W.). Metallurgy of steel. 2 vols. 1925.
- Hind (J. R.). Woollen and worsted raw materials. 1934.
- Minter (D. C.). *Ed.* Modern home crafts. 1934.
- Monypenny (J. H. G.). Stainless iron and steel. 1931.
- Rogers (N. R.). Technology of woodwork and metalwork. 1935.
- Schober (Joseph). Silk and the silk industry. 1930.
- Whceler (E.). Manufacture of artificial silk. 1928.
- Wood (L. S.) and Wilmore (A.). Romance of the cotton industry in England. 1927.

Building

- Eaton (C. H.). *Ed.* Painting and decorating. 6 vols. 1929-30.
- Ellis (George). Modern practical carpentry. 1927.
- Modern practical joinery. 1924.
- Modern practical stairbuilding and handrailing. 1932.
- Fletcher (Banister) and Phillips (Herbert). Quantities. 1931.
- Jaggard (W. R.) and Drury (F. E.). Architectural building construction. 3 vols. 1932.

Manser (Percy). *Ed. Plumbing and gas fitting.* 7 vols. 1929-30.

Rea (J. T.). *How to estimate.* 1932.

EXERCISES :—

(1) and (2) as in previous chapters.

(3) Find books giving information on the following subjects :—trademarks and how to register them, duplicating machines, the Diesel engine, the dinosaur, edible fungi, and the gyroscope and its applications.

(4) Find one book on each of the following subjects :—
(a) the moon ; (b) the acoustics of buildings ; (c) chemical laboratory methods and apparatus ; (d) oceanography ; (e) ferns ; (f) influenza ; (g) the electrical equipment of motor cars ; (h) French cookery ; and (i) refrigeration.

CHAPTER TWENTY-EIGHT

REPRESENTATIVE BOOKS— FINE ARTS

Fine Arts—General

- Bosanquet (Bernard). History of æsthetic. 1904.
Dobson (M. S.). Art appreciation. 1932.
Fauré (Elie). History of art. 5 vols. 1921-30.
Gardner (Helen). Art through the ages. 1926.
Holmes (Sir C. J.). Grammar of the arts. 1932.
Marshall (H. R.). The Beautiful. 1924.
Maspero (Sir Gaston). Art in Egypt. 1912.
(see also other volumes in this the 'Ars Una' series).
Venturi (Adolfo). Short history of Italian art. 1926.
Walters (H. B.). Art of the Romans. 1911.
Art of the Greeks. 1934.

Landscape Gardening

- Rohde (E. S.). Story of the garden. 1932.
Thomas (H. H.). Complete gardener. 1912.

Architecture

- Batsford (H.) and Fry (Charles). Homes and gardens of
England. 1933.
Cheney (Sheldon). The New world architecture. 1930.
Godfrey (W. H.). Story of architecture in England. 1931.
Gotch (J. A.). Growth of the English house. 1928.
Jackson (Sir T. G.). Byzantine and Romanesque
architecture. 1921.
Gothic architecture in France, Italy and England.
2 vols. 1915.

Robertson (D. S.). Handbook of Greek and Roman architecture. 1929.

Short (E. H.). The House of God. 1926.

Simpson (F. M.). History of architectural development. 3 vols. 1929.

Statham (H. H.). Short critical history of architecture. 1927.

Sculpture, etc.

Beazley (J. D.) and Ashmole (Bernard). Greek sculpture and painting. 1932.

Dillon (Edward). Glass. 1907.

Gardner (E. A.). Handbook of Greek sculpture. 1915.

Honey (W. B.). English pottery and porcelain. 1933.

Litchfield (Frederick). Pottery and porcelain. 1925.

Parkes (Kinton). Sculpture of to-day. 2 vols. 1921.

Short (E. H.). History of sculpture. 1907.

Underwood (Eric G.). Short history of English sculpture. 1933.

Drawing, Design, etc.

Blake (Vernon). Art and craft of drawing. 1927.

Cole (R. Vicat). Perspective. 1921.

Day (L. F.). Pattern design. 1933.

Alphabets, old and new. 1910.

Johnson (Borough). Art of the pencil. 1929.

Johnston (Edward). Writing and illuminating and lettering. 1906.

Littlejohns (I. B.). Ornamental homecrafts. 1927.

Lutz (E. G.). Practical drawing. 1913.

Macquoid (Percy). History of English furniture. 4 vols. 1904-8.

Salwey (J. P.). Art and practice of sketching. 1930.

Speltz (A.). Styles of ornament. 1910.

Sullivan (E. J.). Art of illustration. 1921.

Thomson (A.). Handbook of art anatomy. 1915.

Painting

- Baker (C. H. C.) and James (Montague). British painting. 1933.
- Berenson (Bernhard). Italian painters of the Renaissance. 1930.
- Binyon (Laurence). Painting in the Far East. 1923.
- Bode (Wilhelm von). Great masters of Dutch and Flemish painting. 1911.
- Furst (Herbert). Art of still life painting. 1921.
- Holmes (Sir Charles). Old masters and modern art. 3 vols. 1923-7.
- Jacobs (Michel). Art of colour. 1926.
- Johnson (Charles). English painting. 1932.
- Laurie (A. P.). Painter's methods and materials. 1926.
- Lintott (E. B.). Art of water colour painting. 1921.
- Marriott (Charles). Modern movements in painting. 1920.
- Orpen (Sir William). *Ed.* Outline of art. 2 vols. 1923-4.
- Richmond (Leonard). Technique of oil painting. 1931.
- Technique of water colour painting. 1931.
- Smith (S. C. Kaines). Outline history of painting in Europe. 1930.
- Outline of modern painting in Europe and America. 1932.
- Tatlock (R. R.) and others. Spanish art. 1927.
- Turner (P. M.). Appreciation of painting. 1921.
- Ward (J.). History and methods of ancient and modern painting. 4 vols. 1913-21.
- Wilenski (R. H.). French painting. 1931.
- Williamson (G. C.) and Buckman (Percy). Art of the miniature painter. 1926.

See also the other volumes, not mentioned in this list, in the 'Universal Art Series' and the 'New Art Series.'

Engraving

- Hubbard (Hesketh). How to distinguish prints. 1926.
- Pennell (Joseph). Etchers and etching. 1910.
- Poortenaar (Jan). Technique of prints and art reproduction processes. 1933.

Whitman (Alfred). Print collector's handbook. *Ed.* by M. C. Salaman. 1912.

Photography, Cinema

Arnheim (Rudolf). Film. 1933.

Bayley (R. Child). Complete photographer. 1926.

Buchanan (A.). Film. 1932.

Clerc (L. P.). Photography, theory and practice. 1930.

Neblette (C. B.). Photography : its principles and practice. 1931.

Rotha (Paul). The Film till now. 1930.

Music

Bacharach (A. L.). *Ed.* Lives of the great composers. 1935.
Ed. The Musical companion. 1934.

Bekker (Paul). Beethoven, 1925.

Berlioz (Hector). Memoirs.

Blom (Eric). Mozart. 1935.

Flower (Newman). Handel. 1923.

Franz Schubert. 1928.

Newman (Ernest). Wagner as man and artist. 1924.

Oxford History of Music. 8 vols. 1929-34.

Parry (Sir C. H. H.). Evolution of the Art of music. 1930.

J. S. Bach. 1909.

Specht (Richard). Johannes Brahms. 1930.

Stanford (Sir C. V.) and Forsyth (Cecil). History of Music. 1916.

Streatfeild (R. A.). The Opera. 1925.

Recreational Arts

Carter (Huntley). New spirit in the European theatre, 1914-24. 1925.

Cheney (Sheldon). The Theatre. 1929.

Dolman (John). Art of play production. 1928.

Mantzius (Karl). History of theatrical art. 6 vols. 1903.

See the volumes in the 'Lonsdale Library.'

EXERCISES :—

- (1) and (2) as in previous chapters.
- (3) Find books giving information on the following subjects :—the cultivation of lilies, rood screens, Roman coins, the work of Goya, the game of cribbage, conducting, and tempera painting.
- (4) Find one book on each of the following subjects :—
(a) mezzotints ; (b) the violoncello ; (c) Baroque architecture ; (d) ivories ; (e) poster designing ; (f) sporting prints ; (g) colour photography ; (h) water polo ; and (i) modern Russian painting.

CHAPTER TWENTY-NINE

REPRESENTATIVE BOOKS— LITERATURE AND BIOGRAPHY

Literature—General

- Baker (G. P.). Dramatic technique. 1919.
Clarke (Barrett H.). Study of the modern drama. 1928.
Couch (Sir A. T. Quiller-). On the art of writing. 1916.
On the art of reading. 1920.
Drake (W. A.). Contemporary European writers. 1928.
Drinkwater (John). *Ed.* Outline of literature. 2 vols.
1923-4.
Lubbock (Percy). Craft of fiction. 1924.
Murry (J. M.). Problem of style. 1930.
Richards (I. A.). Principles of literary criticism. 1928.
Saintsbury (George). History of criticism and literary
taste in Europe. 3 vols. 1905-8.
Ed. Periods of European literature. 12 vols.
1897-1907.
Van Doren (Mark). *Ed.* Anthology of world poetry. 1928.

American literature

- Kreymborg (A.). *Ed.* Anthology of American poetry,
1630-1935. 1935.
Oxford Book of American verse. 1927.
[See also all the other 'Oxford Books of Verse,' English
and foreign.]
Untermeyer (Louis). *Ed.* American poetry. 1932.
Modern American poetry. 1930.

English literature

Baker (E. A.). History of the English novel. In progress, 1924—

Barker (H. G.) and Harrison (G. B.). Companion to Shakespeare studies. 1934.

Birkenhead (Lord). *Ed.* Five hundred best English letters. 1931.

Ed. Hundred best English essays. 1929.

Bradley (A. C.). Shakespearian tragedy. 1905.

Brooke (S. A.). On ten plays of Shakespeare. 1905.

Ten more plays of Shakespeare. 1913.

Buchan (John). *Ed.* History of English literature. 1923.

Chambers (Sir E. K.). Mediæval stage. 2 vols. 1903.

Elizabethan stage. 4 vols. 1923.

Couch (Sir A. T. Quiller-). Studies in literature. 3 series. 1918-30.

Courthope (W. J.). History of English poetry. 6 vols. 1895-1910.

Elton (Oliver). Survey of English literature, 1730-1780. 2 vols. 1928.

Survey of English literature, 1780-1830. 2 vols. 1912.

Survey of English literature, 1830-1880. 2 vols. 1920.

Famous plays of to-day [etc.] 7 vols. 1929-36, in progress.

Gayley (C. M.). *Ed.* Representative English comedies. 3 vols. 1913-16.

Gosse (Sir Edmund). Short history of modern English literature. 1923.

Jerrold (Walter) and Leonard (R. M.). *Eds.* Century of parody and imitation. 1913.

Jusserand (J. J.). Literary history of the English people. 3 vols. 1895-1926.

Lee (Sir Sidney). Life of William Shakespeare. 1931.

Legouis (E.) and Cazamian (L.). History of English literature. 2 vols. 1926-7.

Marriott (J. W.). *Ed.* Great modern British plays. 1929.

Nicoll (Allardyce). British drama. 1933.

- Palgrave (F. T.). *Ed.* Golden treasury. 1928.
 Rhys (Ernest). *Ed.* Modern English essays. 5 vols. 1923.
 Saintsbury (George). Short history of English literature.
 1922.
 Walker (Hugh). English satire and satirists. 1925.
 Ward (T. H.). *Ed.* English poets. 5 vols. 1887-1918.
 Williams (Harold). Modern English writers, 1890-1914.
 1925.

European literatures

- Bailey (Cyril). *Ed.* Mind of Rome. 1926.
 De Sanctis (Francesco). History of Italian literature.
 2 vols. 1932.
 Duff (J. W.). Literary history of Rome. 2 vols. 1927-32.
 Garnett (Richard). History of Italian literature. 1898.
 Kelly (J. Fitzmaurice). New history of Spanish literature.
 1926.
 Livingstone (R. W.). *Ed.* Pageant of Greece. 1923.
 Mahaffy (J. P.). History of classical Greek literature.
 3 vols. 1890-5.
 Mirsky (D. S.). Contemporary Russian literature. 1926.
 History of Russian literature. 1927.
 Nitze (W. A.) and Dargan (E. P.). History of French
 literature. 1923.
 Robertson (J. G.). History of German literature. 1931.
 Saintsbury (George). Short history of French literature.
 1917.
 Sandys (Sir J. E.). History of classical scholarship. 3 vols.
 1903-8.
 Wright (C. H. C.). History of French literature. 1925.
 See the volumes of the 'Loeb Classical Library.'

Asiatic literature

- Keith (A. B.). History of Sanskrit literature. 1928.
 Tietjens (Eunice). *Ed.* Poetry of the Orient. 1928.

Biography—Individual

- See the volumes in the 'English Men of Letters.'

'English Men of Action,' 'Great Lives' and 'Heroes of the Nations' series.

Sturt (Mary). Francis Bacon. 1932.

Sandars (M. F.). Honoré de Balzac. 1914.

Maurois (André). Disraeli [Beaconsfield]. 1928.

Bell (Gertrude). Letters. 2 vols. 1927.

Begbie (Harold). William Booth. 2 vols. 1926.

Gaskell (E. C.). Charlotte Brontë. 1908.

Burdett (Osbert). The Brownings. 1929.

Carswell (C. M.). Robert Burns. 1930.

Buchan (John). Julius Cæsar. 1932.

Anthony (K. S.). Catherine of Russia. 1925.

Kelly (J. Fitzmaurice). Miguel de Cervantes Saavedra. 1913.

Belloc (Hilaire). Charles I. 1933.

Bryant (Arthur). Charles II. 1931.

Cecil (Lord David). Stricken deer [William Cowper]. 1930.

Buchan (John). Oliver Cromwell. 1934.

Gardiner (S. R.). Oliver Cromwell. 1901.

Chesterton (G. K.). Charles Dickens. 1906.

Foster (John). Charles Dickens.

Benson (E. F.). Sir Francis Drake. 1927.

Lee (Sir Sidney). King Edward VII. 2 vols. 1925-7.

Neale (J. E.). Queen Elizabeth. 1934.

Strachey (G. Lytton). Elizabeth and Essex. 1928.

Evelyn (John). Diary.

Sabatier (Paul). St. Francis of Assisi. 1894.

Franklin (Benjamin). Autobiography.

Lewes (G. H.). Life and works of Goethe.

Grenfell (Sir W. T.). Forty years for Labrador. 1932.

Baker (G. P.). Hannibal. 1929.

Hackett (Francis). Henry the Eighth. 1929.

Hudson (W. H.). Far away and long ago. 1918.

Duclaux (A. M. F. R.). Victor Hugo. 1921.

Hunt (Leigh). Autobiography.

Jefferies (Richard). Story of my heart.

Lang (Andrew). Maid of France [Jeanne d'Arc]. 1913.

Boswell (James). Life of Samuel Johnson.

- Colvin (*Sir* Sidney). John Keats. 1925.
 Hart (B. H. Liddell). Col. Lawrence. 1934.
 Fox (R. W.). Lenin. 1934.
 Charnwood (*Lord*). Abraham Lincoln. 1916.
 Campbell (R. J.). Livingstone. 1930.
 Zweig (Stefan). Marie Antoinette. 1933.
 Churchill (Winston L. S.). Marlborough. 3 vols. 1933-6.
 Baring (Maurice). In my end is my beginning [*Mary Queen of Scots*]. 1931.
 Munthe (Axel). Story of San Michele. 1929.
 Rose (J. H.). Life of Napoleon. 1901.
 Kircheisen (F. M.). Napoleon. 1931.
 Wilkinson (Clennell). Nelson. 1931.
 Newman (J. H.). Apologia pro vita sua. 1897.
 Cook (*Sir* E. T.). Short life of Florence Nightingale. 1925.
 Pepys (Samuel). Diary.
 Graham (Stephen). Peter the Great. 1929.
 Rose (J. H.). William Pitt [the younger]. 1924.
 Waldman (Milton). Sir Walter Raleigh. 1928.
 Williams (Basil). Cecil Rhodes. 1921.
 Rousseau (J. J.). Confessions.
 Buchan (John). Sir Walter Scott. 1932.
 Mill (H. R.). Sir Ernest Shackleton. 1923.
 Peck (W. E.). Shelley. 2 vols. 1927.
 Balfour (*Sir* Graham). Robert Louis Stevenson. 1901.
 Nicolson (H. G.). Tennyson. 1923.
 Elwin (Malcolm). Thackeray. 1932.
 Maude (Aylmer). Tolstoy. 2 vols. 1930.
 Strachey (G. Lytton). Queen Victoria. 1921.
 Guedella (Philip). Wellington. 1931.
 Wells (H. G.). Experiment in autobiography. 2 vols. 1934.
 Belloc (Hilaire). Wolsey. 1930.

Biography—Collections

- Bigham (Clive). Chief ministers of England, 920-1720. 1923.
 Prime Ministers of Britain, 1721-1921. 1924.

Lee (*Sir* Sidney). Great Englishmen of the 16th century. 1904.

Ludwig (Emil). Genius and character. 1927.

Massingham (H. J. and H.). *Ed.* Great Victorians. 1932.

Plutarch's Lives of illustrious men.

Strachey (G. Lytton). Eminent Victorians. 1918.

EXERCISES :—

(1) and (2) as in previous chapters.

(3) Find books giving information on the following subjects :—Japanese drama, the novels of D. H. Lawrence, modern Spanish drama, the art of translating foreign poetry into English, the political significance of 'Gulliver's Travels' and reading verse aloud.

(4) Find one book on each of the following subjects ;
(a) the writing of short stories ; (b) modernist poetry ;
(c) miracle plays ; (d) the Russian novel ; (e) Pascal ;
(f) the history of books for children ; (g) Canadian literature ;
(h) Vergil ; and (i) an interesting introduction to English literature for a youth (elementary school education).

CHAPTER THIRTY

REPRESENTATIVE BOOKS— HISTORY AND GEOGRAPHY

Geography—General

- Bowman (Isaiah). New world. 1928.
Johnston (Sir Harry H.) and Guest (L. H.). Outline of
the world to-day. 3 vols. 1924-5.
Lyde (L. W.). Continent of Europe. 1930.

History—General

- Marvin (F. S.). The Living past. 1920.
Ed. The New world order. 1932.
Royal Institute of International Affairs. Annual survey
of international affairs. Ed. by A. J. Toynbee. 1920
to date.
Seignobos (Charles). History of civilization. 3 vols.
1906-9.
Wells (H. G.). Outline of history. 1930.

Ancient History

- Breasted (J. H.). History of the ancient Egyptians. 1920.
Ancient times. 1935.
Chapot (Victor). Roman world. 1928.
Dawson (Christopher). Age of gods. 1928.
Fowler (W. Warde). Rome. 1912.
Gibbon (Edward). Decline and fall of the Roman Empire.
7 vols. 1926.
Peake (H. J. E.) and Fleure (H. J.). Corridors of time.
8 vols. 1927-33.

- Robinson (C. E.). History of Greece. 1929.
Sandys (*Sir J. E.*). *Ed.* Companion to Latin studies. 1921.
Smith (G. Elliot). Human history. 1929.
Stobart (J. C.). Grandeur that was Rome. 1920.
Glory that was Greece. 1929.
Whibley (Leonard). *Ed.* Companion to Greek studies.
1931.

European History—General

- Breasted (J. H.) and Robinson (J. H.). History of Europe,
ancient and medieval. 1920.
Bryce (*Lord*). Holy Roman Empire. 1904.
Churchill (Winston L. S.). World crisis. 1931.
Coulton (G. C.). *Ed.* Life in the middle ages. 4 vols.
1928–30.
Crump (C. G.) and Jacob (E. F.). *Ed.* Legacy of the middle
ages. 1926.
Cruttwell (C. R. M.). History of the great war. 1934.
Eyre (E.). *Ed.* European civilisation, its origin and
development. 7 vols. 1934–6.
Fisher (H. A. L.). History of Europe. 3 vols. 1935.
Gooch (G. P.). History of modern Europe, 1878–1919.
1923.
Grant (A. J.) and Temperley (H. W. V.). Europe in the
nineteenth and twentieth centuries. 1932.
Hall (Stephen King-). Our own times. 2 vols. 1935.
Hart (B. H. Liddell). Real war. 1930.
History of the world war. 1935.
Hayes (C. J. H.) and Moon (P. H.). Modern History. 1930.
Marriott (*Sir J. A. R.*). Evolution of modern Europe,
1453–1932. 1933.
History of Europe, 1815–1923. 1931.
Nicolson (H. G.). Peacemaking. 1933.
Ogg (David). Europe in the 17th century. 1925.
Oman (*Sir Charles*). Dark ages, 476–918. 1893.
Orton (C. W. Previt ). Outlines of medi val history. 1916.
Power (Eileen). Medieval people. 1924.
Reddaway (W. F.). History of Europe, 1715–1814. 1936.

- Robinson (J. H.). *Medieval and modern times.* 1931.
 Spender (J. A.). *These times.* 1934.
 Thorndike (Lynn). *History of medieval Europe.* 1928.

England

See the two following important series :—

- 'Political history of England,' *ed.* by T. Hunt and R. L. Poole, 12 vols., 1905–10, and 'History of England,' *ed.* by Sir Charles Oman, 8 vols., 1910–1934.
 Barnard (F. P.). *Ed. Mediæval England.* 1924.
 Black (J. B.). *Reign of Elizabeth.* 1936.
 Chambers (R. W.). *England before the Norman conquest.* 1926.
 Collingwood (R. G.). *Roman Britain.* 1932.
 Dibelius (Wilhelm). *England.* 1930.
 Ensor (R. C. K.). *England, 1870–1914.* 1936.
 Gardiner (S. R.). *Student's history of England.* 1919.
 Green (J. R.). *Short history of the English people.*
 Gretton (R. H.). *Modern history of the English people, 1880–1922.* 1930.
 Hearnshaw (F. J. C.). *Ed. Edwardian England.* 1933.
 Inge (W. R.). *England.* 1933.
 Ogg (David). *England in the reign of Charles II.* 2 vols. 1934.
 Petrie (Sir Charles). *Four Georges.* 1934.
 Raleigh (Sir Walter) *and others.* *Shakespeare's England.* 2 vols. 1917.
 Salzman (L. F.). *English life in the middle ages.* 1926.
 Somervell (D. C.). *Reign of King George V.* 1935.
 Spender (J. A.). *Short history of our own times.* 1934.
 Great Britain, Empire and Commonwealth, 1886–1935. 1936.
 Trevelyan (G. M.). *History of England.* 1926.
 England under Queen Anne. 3 vols. 1930–34.
 British history in the 19th century. 1928.
 Turberville (A. S.). *Ed. Johnson's England.* 2 vols. 1933.
 Young (G. M.). *Ed. Early Victorian England.* 2 vols. 1934.

See the volumes in the 'Highways and Byways' series and in the 'Little Guides' series.

Scotland, Ireland, Wales

Batsford (Harry) and Fry (Charles). Face of Scotland. 1933.

Brown (P. Hume). History of Scotland. 3 vols. 1900-9.

Gwynn (Stephen). Ireland. 1928.

History of Ireland. 1923.

Rait (Sir R. S.) and Pryde (G. S.). Scotland. 1934.

Stone (G.). Wales. 1915.

Thomson (G. M.). Short history of Scotland. 1930.

Belgium

Linden (H. Van der). Belgium. 1920.

Omond (G. W. T.). Belgium and Luxembourg. 1923.

France

Carlyle (Thomas). History of the French Revolution.

Grant (A. J.). French monarchy. 2 vols. 1925.

National History of France. Ed. by F. Funck-Brentano. 11 vols. 1916-34.

Tilley (A. R.). Ed. Medieval France. 1922.

Modern France. 1922.

Germany

Bithell (Jethro). Germany: a companion to German studies. 1932.

Gooch (G. P.). Germany. 1932.

Marriott (Sir J. A. R.) and Robertson (Sir C. G.). Evolution of Prussia. 1915.

Pinnow (Hermann). History of Germany. 1933.

Ward (Sir A. W.). Germany. 3 vols. 1916-18.

Holland

Lucas (E. V.). Wanderer in Holland. 1924.

Motley (J. L.). Rise of the Dutch Republic. 3 vols. 1910.

United Netherlands. 4 vols. 1904.

Italy

Croce (B.). History of Italy, 1871-1915. 1929.

Finer (Herman). Mussolini's Italy. 1935.

Gardner (E. G.). *Ed. Italy: a companion to Italian studies.* 1934.

Jamison (E. M.) *and others.* Italy, mediæval and modern. 1917.

Marriott (Sir J. A. R.). Makers of modern Italy. 1931.

Symonds (J. A.). Renaissance in Italy. 7 vols. 1897.

Trevelyan (G. M.). Garibaldi's defence of the Roman Republic. 1908.

Garibaldi and the thousand. 1909.

Garibaldi and the making of Italy. 1911.

Russia, Poland

Beazley (R.) *and others.* Russia. 1918.

Chamberlin (W. H.). Russian revolution, 1917-21. 2 vols. 1935.

Dyboski (Roman). Outline of Polish history. 1925.

Eckardt (Hans von). Russia. 1932.

Hindus (Maurice). Humanity uprooted. 1929.
[and other books by this author.]

Mavor (James). Russian Revolution. 1928.

Pares (Sir Bernard). History of Russia. 1928.

Scandinavia

Bain (R. N.). Scandinavia, 1513-1900. 1905.

Rothery (A. E.). Sweden, the land and the people. 1934.

Svanström (R.) and Palmstierna (C. F.). Short history of Sweden. 1934.

Spain

Altamira (R.). History of Spanish civilisation. 1930.

Bertrand (Louis) and Petrie (Sir C. A.). History of Spain. 1934.

- Madariaga (Salvador de). Spain. 1930.
Sedgwick (H. D.). Short history of Spain. 1925.

Balkans

- Jarman (T. L.). Turkey. 1935.
Marriott (*Sir* J. A. R.). Eastern question. 1924.
Miller (William). Greece. 1928.
Toynbee (A. J.) and Kirkwood (K. P.). Turkey. 1927.

Asia

- Allan (John) *and others*. Cambridge shorter history of India. 1934.
Bell (Gertrude). Persian pictures. 1928.
Chirol (*Sir* Valentine). India. 1926.
Cumming (*Sir* J. G.). *Ed.* Modern India. 1931.
Dunbar (*Sir* George). History of India. 1936.
Hogarth (D. G.). Arabia. 1922.
Latourette (K. S.). Development of Japan. 1931.
Lyall (L. A.). China. 1934.
Lyde (L. W.). Continent of Asia. 1933.
Rappoport (A. S.). History of Palestine. 1931.
Smith (V. A.). Oxford history of India . . . to 1911. 1923.
Stamp (L. Dudley). Asia: an economic and regional geography. 1935.
Sykes (*Sir* Percy M.). Persia. 1922.
Thomas (Bertram). Arabia felix. 1932.
Thompson (Edward). Reconstructing India. 1930.
Wilhelm (Richard). Short history of Chinese civilization. 1929.
Wilson (*Sir* Arnold T.). Persia. 1933.

Africa

- Dawson (W. Harbutt). South Africa. 1925.
Hamilton (J. A. J. Agar-). South Africa. 1934.
Hofmeyr (J. H.). South Africa. 1931.
Lucas (*Sir* C. P.). Partition and colonization of Africa. 1922.

- Newman (E. W. P.). Great Britain in Egypt. 1928.
Walker (E. A.). History of South Africa. 1928.
Young (Sir George). Egypt. 1927.

North America

- Adams (J. T.). Epic of America. 1933.
 March of democracy. 2 vols. 1932-3.
Beard (C. A. and M.). Rise of American civilization. 2 vols.
 1933.
Brady (Alexander). Canada. 1932.
Brigham (A. P.). United States of America. 1927.
Cory (Harper). Modern Canada. 1930.
Manington (George). West Indies. 1930.
Prescott (W. H.). Conquest of Mexico.
Priestley (H. I.). Mexican nation. 1923.
Siegfried (André). America comes of age. 1927.
Smith (J. R.). North America. 1925.
Wittke (Carl). History of Canada. 1933.

South America

- Fife (C. W. Domville). Modern South America. 1931.
Jones (C. F.). South America. 1930.
Prescott (W. H.). History of the conquest of Peru.
Williams (M. W.). Peoples and politics of Latin America.
 1930.

Australasia

- Condcliffe (J. B.). New Zealand in the making. 1930.
Hancock (W. K.). Australia. 1930.
Morrell (W. D.). New Zealand. 1935.
Scott (Ernest). Short history of Australia. 1928.

EXERCISES :—

(1) and (2) as in previous chapters.

(3) Find books giving information on the following :—
the geography of Ecuador, the Polish corridor, the recent

history of Crete, Portuguese colonies in India, and English home life in the reign of Charles II.

(4) Find one book on each of the following:—(a) the history of Denmark; (b) the geography of Canada; (c) travel in the Balkans; (d) the colonisation of South America; (e) Napoleon III; (f) the history of Edinburgh; (g) Egypt at the time of the Roman Empire; and (h) the dissolution of the monasteries.

Downloaded from www.dbraulibrary.org/in

CHAPTER THIRTY-ONE

REFERENCE WORK—THE STAFF AND THE PUBLIC

IN certain of our larger libraries the reference departments, both the general libraries and the special technical, commercial and similar departments, are staffed by men of high qualifications and a keen interest in their work, in which they have specialised. In too many libraries, however, especially in smaller places, insufficient attention is paid to reference work; suitable assistants are not definitely allocated to the department and given proper facilities to learn its resources; neither is the stock adequate or the organisation well developed. We realise that the smaller library is much more at a disadvantage in reference work than in lending library service because on the one hand many lending library demands permit of substitutes whereas reference enquiries are specific, and on the other hand inter-library cooperation enables the small library to borrow, but at the present there is no organised machinery by which libraries can help another in reference work (a point to which we shall refer later). Nevertheless we would suggest that reference work is becoming increasingly important, that it must never, even in the smallest library, be regarded as secondary to lending library work.

What are the qualifications of a reference assistant? First and foremost he (or she) must have a sound knowledge of his stock and particularly of the more important quick reference books. Anyone who has conscientiously worked through the pages of this textbook and who has, moreover, taken care at each stage to examine his own library's stock, will have a reasonable idea where to turn

for a great part of the general enquiries he will have to deal with, but it would be a mistake to imagine that we have *covered* the ground. The reference assistant must keep his knowledge constantly up to date and be ever extending his range.

Secondly he must be expert in the use of catalogues, bibliographies, indexes, and thoroughly understand the classification in use.

Thirdly, the more 'general knowledge' he can acquire the better. It is a good thing for everyone to specialise in some subject or other which makes a personal appeal—if for no other reason than that no one who does not specialise can ever appreciate the more advanced aspects of enquiry and research—but this specialisation should not be of a kind which will limit one's outlook. The true reference worker is more interested in the *search* for information, in the hunt rather than the quarry; in that way everything will prove fascinating, so long as it provides him with either the satisfaction of being able to produce speedy answers because of his knowledge and technical skill or the interest of a problem the solution of which calls for these same qualities. This may sound a romantic way to speak of a man's work, but it is not an exaggeration, because reference work can be of the utmost interest to a man of the right mentality.

As we have said, therefore, he will be a man of catholic tastes and wide outlook. He may anticipate some of his problems by keeping himself *au fait* with matters in which enquirers are, or are likely to be, concerned—especially with local affairs, industrial and social, with the activities of local groups and organisations, with local history and topography, and also with important current events and problems. He should read some books and some periodicals—including a local paper and one decent daily—so that he knows something about the things other people are doing and thinking. He should be acquainted—in relation to his work—with as many people as possible, discovering especially those who, because of their studies, occupations,

hobbies, etc., may have specialised knowledge upon which he may call when need arises (see later); needless to say he will note and remember the specialisations of other members of the staff—e.g. that one is interested in music, another in architecture, that a third spends his leisure studying astronomy, that a fourth can read Italian or Arabic, and so on. A good library staff works as a team not only in the more obvious organisation of the work, but also in the sense that each can lend his personal resources and capabilities to the common wealth.

Above all, those who come into contact with the public must have the right 'manner' or their wide knowledge and expertise will be of little avail. It is not easy to describe this 'manner,' but in general it consists in the ability to let enquirers know (without making it 'obvious') that the library wants to give help just as far as the enquirer desires, in an ability to draw out of readers the exact nature of their enquiry, of being able to inspire confidence without giving the slightest impression of superiority or 'know-it-allishness,' of being able to treat all and sundry, according to their own valuation and manner, as collaborators and friends, while still preserving a real balance (which should seldom be made apparent) between the importance or unimportance of an enquiry and the amount of trouble that the exigencies of the service make it possible to take. Perhaps reference assistants are born and not made; at least, chiefs of larger services are well advised to study this re-action of assistant and public, for it may well be that the good 'receptionist,' with a staff more expert but perhaps less capable of coping with the public-contact side, will produce the best results. We know, for example, of at least one instance where a girl with such limited knowledge of either affairs or of stock that she must refer fifty per cent of her enquiries to someone 'behind the scenes' is nevertheless invaluable because she has a genius for handling people.

That remark leads to the next point:—reference work must be organised so that the whole resources of the staff

are mobilised if necessary. No one person can be capable of handling every enquiry.

Any system which leaves an enquirer at the mercy of the individual who happens to deal with him first is insufficient. Instead—and one speaks here, of course, less of the very small library—there should be some system by which enquiries are, when necessary, handed on. As soon as the assistant who makes the first contact with the enquirer realises that he or she is not able to give satisfaction—and this step should not be too long delayed—he should turn to any more experienced or more specialised assistant who may be available. This one in his turn should not, unless the matter is too urgent to permit of delay, allow the enquiry to end with his own failure. Instead he should note the enquirer's name and address (or telephone number) and report the enquiry to the reference librarian and ultimately the chief. One library, which works on the sound principle that no enquirer shall be told 'we can't help you' until the whole system has 'done its damndest', has a routine daily report sheet—which goes first to the departmental head, then to the deputy and then to the chief—of all unsatisfied enquiries and, also, of all books asked for (whether definitely requisitioned or merely enquired for) which are not in stock. It is surprising how few enquiries cannot be answered when several people start thinking how.

When an enquirer enters a reference department in search of information he may do one of several things:—

(a) He may know exactly where to find what he wants—in which book and on what open access shelf to seek it; or he may know how to use the catalogues and bibliographies as well as the staff can. He won't ask for help because he doesn't need it. The assistant can afford to leave him alone because he, the former, will have plenty else to do.

(b) He may think he belongs to the above category though actually he doesn't and instead misses a good deal of the help the library could give him. Such people may

be difficult to help; in fact, how is the assistant to know that they need help?

(c) He may come in and wander about the shelves or delve inexpertly in the catalogues vainly trying to find his information and perhaps leaving unsatisfied. This should not be. In the first place neat notices should be displayed in the room asking readers to seek the assistance of the staff. In the second place there should, of course, always be someone on duty who is, and looks as if he is, available to give help. In other words, the department should be sufficiently staffed and assistants on duty in the room, though they may have various duties to do at such times as they are not helping readers, should not entrench themselves behind piles of books or conglomerations of catalogue cards and look as though they did not wish to be disturbed. Thirdly, on the contrary, they should be on the lookout for the aimless and bewildered reader and, unless it is obvious that he is merely browsing and passing time, go to him and ask whether they can be of any assistance.

(d) He may come to the assistant and make some vague or not well defined enquiry—e.g. ‘where are the books on this’ or ‘I am looking for information of that’ (‘that’ being a more or less broad field). In such cases ask him whether he is seeking information on some specific point (and if so what) or whether he does just want to see what the library has in that field.

(e) He may—and he is the ideal enquirer—come with a definite query and pose it clearly.

(f) He may ask for books on a subject. If so enquire whether he really wants all the material or whether he has some particular query in mind; usually it is the latter.

(g) He may ask for a specific book. One may then usually assume that he knows what he wants and be satisfied if that book or an effective substitute can be provided. But such is not always the case; often a reader asks for a book because he assumes it will be satisfactory, and he may be wrong. So it is a useful habit to remark, when

giving such books to a reader, that if he needs any further assistance you will be glad if he will let you know.

Assistants should not *force* themselves and their help upon readers; for one thing they haven't time to waste, for another the readers may resent it. But one can always suggest that help will be forthcoming if necessary; moreover if one studies the ways of enquirers and the types of enquiry it is usually easy to judge whether further assistance is likely to be necessary.

As was stated at the beginning of this book, always be sure that you understand the exact nature of the information required, and, indeed, of the type of information—e.g. whether the reader wants a brief summary or everything, whether he wants it presented popularly, or technically, etc. Occasionally one may be justified in asking 'why' the information is required—not because that is any concern of the library but because the answer may help the assistant to understand the enquiry better.

One further practical hint may be given. Don't leave a reader with nothing to do while you are looking for his material, if this can possibly be avoided, and if the enquiry is likely to take more than two or three minutes to answer. Few people like to sit doing nothing; and the time you keep them waiting will seem longer. Instead, if practicable, produce some book germane to the enquiry and say 'While I am looking for the information elsewhere you may care to see whether this is helpful,' or, frankly, 'I may be a few minutes finding what you want; while you are waiting you may be interested in this book,' and so on. In any case, especially when the enquiry is taking some time, don't leave the reader completely alone and at a loose end or he may think that you have forgotten him.

Don't let an enquirer go away unsatisfied. That is to say, even if you cannot help him there and then, obtain his name and address and tell him you will write to him if anything can be found (see earlier). Conversely, don't waste a reader's time by letting him wait when it is obvious that an enquiry will take some considerable time. Far

better tell him that you will, or hope to, find the information but that, unless he prefers to wait, you will write him or phone him or have the material for him when he calls at a later time or date.

Never refuse assistance ; it may be necessary or desirable to evade giving it (see later) but that is a different matter.

Never be content with just indicating the catalogues or referring the reader to them ; never refer a reader to the shelves of a section. Always go with him to the shelves and either find the books for him or be satisfied that he wishes to be left alone with them ; go with him to the catalogues and be satisfied that he knows how to use them, and so on.

What help should the library give ? how much ? This is an important point since it is not the function of an assistant to do for readers things which they may legitimately be expected to do for themselves ; no assistant has time for unnecessary work and if he allows himself to be imposed upon by those who would abuse his services he may not be able to help other readers who need his help more. Usually the nature of the enquiry and of the enquirer will prove the deciding factor.

(a) When the enquiry is relatively simple answer it, whatever it is.

(b) When the information should be found in certain material give the reader the material and let him find it himself—indicating, if necessary, how he may set about his search and telling him to ask for help if he needs it.

(c) It is the assistant's duty to help but not to relieve the enquirer of work he can do himself. An enquirer can look through indexes as well as the assistant can ; he can copy passages and make summaries, etc.

(d) But the inexperienced man needs and should have more help than the experienced—though it may consist of guidance as to how to help himself.

(e) The advanced student, research worker, etc., needs the material rather than the information ; but when it is

nearly as easy to give the latter as to provide the former it may be worth while to finish the job properly.

(f) Discourage the trivial enquirer—e.g. the man engaged in crossword puzzles. Give him so much help but no more.

(g) Discourage those who habitually impose on the staff.

(h) When in doubt, however, err on the side of giving help—if for no other reasons than that firstly, the staff should be able to find information more quickly than most laymen, and, secondly, the assistant gains in experience and knowledge by every enquiry he handles.

EXERCISES :—

(1) Outline a method by which enquiries for information made at a branch library (and not answerable by the branch's own resources) may be dealt with satisfactorily.

(2) Study the methods adopted in the reference department of your own library to assist enquirers and suggest how these might be improved.

(3) Describe any methods you can discover for making the resources of the reference library better known to its frequenters (e.g. displays, bulletin boards, lists, notices, etc.).

(4) Prepare the outline of a lecture, to be delivered to a local literary society, on the reference library, its value, resources, how to use it, etc.

(5) Look up, read and summarise any periodicals articles or sections in books dealing with the use of the photostat and the cinematograph film in connection with library work.

(6) You have made appointments with readers to call to-morrow and see all the material your library possesses on the following subjects:—neon lights, negro art and literature, and rheumatism. Collect this material.

CHAPTER THIRTY-TWO

ENQUIRY METHODS

FEW libraries have sufficient accommodation to permit their making their stocks fully accessible. It is, however, so valuable to be able to handle books when conducting research—to have them, in close classified order, on open shelves—that every effort should be made to relegate to closed stores only very little used material, long runs of periodicals, the items which it is not possible to put on open shelves, and the like. Too many reference libraries still erect unnecessary barriers, actual and formal. The opposite extreme—to which smaller libraries are apt to go—of putting everything on open shelves and, apparently collecting old junk to help fill up, is nearly as bad. The department should be arranged as a working collection, and usually some departure from a strict sequence is desirable. For one thing certain types of books which are very frequently consulted should be kept together, in a part of the room where they will be easily consulted and where the coming and going of users will cause as little inconvenience as possible. Such “quick reference” collections are of directories, annuals, etc., dictionaries and encyclopædias, maps and atlases and current files of periodicals.

Beyond this—if the stock and accommodation permit—there may be some subject-departmentalisation, ranging from the allocation of alcoves to main groups of subject-interest (which may involve some departures from strict classification order) in a smaller library, to the organisation of the large special libraries to be found in several of the

major American libraries, each being in charge of specialists in the field covered.

Upon the cataloguing of the collection much will depend, particularly when a considerable portion of it is not on open shelves. Reference work, however, calls for a type of cataloguing which has not been fully developed—which, indeed, must be so expensive that we can only expect it to grow gradually. The fact remains, however, that in reference work the book cannot remain a unit; we cannot be content to know its author, title and main subject; we must know as much as possible about its contents, which may be varied and useful in many different ways. Therefore composite works should be fully analysed and ample subject cross-references provided; the entries should give information on contents, mention bibliographies, etc. Whatever may be said for 'popular' cataloguing for a lending library it is a mistake to sacrifice any of the advantages of detailed, scientific cataloguing in the reference library in any vain effort to make things easy for the general public. The general public can best be served by the staff; but the expert research worker and the staff cannot be served by an inefficient tool.

We may now consider further the methods one may adopt in enquiry work. No general procedure can be laid down because every enquiry, every stock and every assistant will be different. Nevertheless we need not be haphazard; we can acquire a basic routine which can be adopted as far as circumstances require.

(1) Make sure you know exactly what you want to find. This point has already been stressed.

(2) If you know of a likely source go to it at once. The more you know about reference books, etc., the more often will you be able to do this with success.

(3) If not, pause and mentally classify your enquiry. First, does its nature suggest reference to any particular kind of reference book—e.g. does it relate to a person, a place, a date, an address, etc., are current events, statistics, etc., involved? If so you will surely think of general (and

subject-general) books to which you are well advised to turn first. Second, since your enquiry must belong to some one or more branches of knowledge, you can't get far until you have decided this. There may be books on the specific subject; if this is at all likely look on the classified shelves, consult the catalogues and the subject index, try the lending library shelves, etc. More often there will not be a book dealing definitely with your subject; the information will be found in books on some wider subject or of wider scope. Before you can turn to these you must decide which they may be. This may not be easy. The reference worker will be versed in the principles of classification and naturally work from sub-species to species, from species to genus. Sometimes this will be an obvious process—e.g. for one particular fish turn to books on fish in general, then perhaps to general natural history. But things don't often fit so well into pattern and books are not written by people who have studied the writings of Mr. Sayers, selected a heading in the Dewey schedules and then been both comprehensive and 'mutually exclusive' in relation to other themes. Consequently many enquiries may equally well be answered in books with varying main topics or dealing with their different viewpoints.

That was what we had in mind when, early in this book, we said 'first use your knowledge, then your imagination.' Most questions when analysed have more than one association; you will answer difficult and elusive queries only if you can think of as many of these associations as possible. Two relatively simple instances will show this: (a) the portrait of a man may be found in a biography of that man, or in books on his relations, or one on the artist, or in collections of portraits, or in a book on the art gallery where the picture is hung or was hung, or on the art of portrait painting, or on the history of the country or district in which he lived, or where the artist lived, even in a guide book or a travel book on the region with which either subject or artist was associated, in a book written by the subject, in a general history of art, or of painting, or of the

painting of the artist's country, school, period, etc.; (b) statistics regarding the production of a raw material in a particular country may be given in general year books, encyclopædias, etc., in government publications, in books on economic conditions in that country, on the raw material specifically, on the product from which it is obtained, on the mineral or vegetable resources of the country (as the case may be), in books on things manufactured from it, in descriptive works on the country, in books on trade or finance, and so on.

Once we begin to think of possible relationships it is difficult almost to limit our search to reasonable proportions, so naturally we must try the most likely first and resist any temptation to waste time at the dictates of the imagination which may prompt us to take long shots. Yet, in the end, these long shots sometimes come off.

(4) Note that sometimes it is necessary to work from genus to species (instead of from species to genus). E.g. if you wanted all the available material on Spanish art that you possessed you would need, after exhausting general material, to search under all the branches of art, i.e. under painting, sculpture, design, illumination, architecture, needlework, etc.

(5) Note any limitations in the enquiry which will save time by ruling out unlikely or obviously impossible sources—e.g. date, place, aspect.

(6) Remember that for most things the English language generously provides more than one word. Whenever you have occasion to consult indexes, catalogues, dictionaries, etc., think of any possible synonyms or alternative words and headings and of words with a more or a less comprehensive significance; don't be content with looking under the particular words used in the first instance by the enquirer. Remember, too, that there are alternative modes of spelling certain words—e.g. even that word so much used in this book, 'enquiry,' is sometimes spelled with an 'i,' and you'll find the composer of the '1812 Overture' under 'T' in some books and 'C' in others.

(7) Do not omit, at an appropriate stage in the enquiry, to use, in addition to the book stock, any subsidiary material—files, illustrations, collections, periodicals and other indexes, etc.

(8) As soon as it is evident that, to answer any enquiry or provide material for a reader, one must go beyond one's own library's resources, consult bibliographies, or consider what outside sources of information there may be (see later).

(9) Seek to save time (*a*) by handling material once and for all—i.e. when the subject has more than one relationship, where there are alternative headings, etc., keep these in mind and exhaust the possibilities of each book in turn. Do not have to go back to a book because you have afterwards remembered somewhere else in it that you might have tried, and (*b*) in any prolonged enquiry remember where you have looked.

(10) Be on the watch, all the time, for clues and suggestions. Many books may fail to give you the required information but will indicate other possible sources or disclose fresh relationships.

(11) When information has been found that is not such that any other assistant is likely to find it again without any difficulty, make a note of it, giving sources exactly, and file the record.

A Note on Indexes—When using book indexes, catalogues and the like you will save time if you note carefully such points as the following :—(*a*) what is the method of alphabetisation? There are several, e.g. the 'nothing-before something' and the 'right through' principles. (See 'How to Find Out,' page 25); (*b*) how are abbreviations such as 'Mc.', 'M', 'Mac,' and 'St' treated? (*c*) are there any peculiarities such as the British Museum Catalogue practice of regarding 'U' and 'V' as the same letter?; (*d*) if a work is in more than one volume how is the particular volume indicated?; (*e*) are all references listed in page order? or are important references given

first or indicated by different type, etc. ? ; (f) some indexes, e.g. that of the 'Encyclopædia Britannica,' indicate the part of the page ; (g) are illustrations indexed and if so how are they distinguished from text references ? and (h) are there two or more indexes, e.g. of names, places, subjects, etc. ?

EXERCISES :—

(1) Think of as many subject associations (and consequently of types of book) as possible in which information may be found on the following subjects :—(a) electrical water heaters for domestic use ; (b) John Brown, of 'John Brown's Body' ; (c) the output of the Kent coalfield ; and (d) the first performance of Sheridan's 'The Rivals.'

In the case of one of the above consult your book stock and see which of the associations provides the required information.

(2) Find everything you can on one of the following subjects. If you can find nothing in your own stock, list three or four books (not in your own library) which are likely to deal with it : Portuguese colonisation, Spanish dances, the Eastern Orthodox Church, or liquid air.

(3) Answer the following questions and list all the sources in which you looked in the order in which you tried them :—how can one prevent dampness in cellars ? how and by whom is the President of the United States elected ? would a writer necessarily be immune from a libel action if the statement in question was true in fact ? how long do tortoises live ? and is oak timber, similar in type to English or Austrian oak, produced on a commercial basis in any part of the British Empire ?

CHAPTER THIRTY-THREE

'EXTRA-MURAL' RESOURCES

THE time comes, sooner or later, when the resources of a library are exhausted though the enquiry remains unanswered. Can anything more be done? Often, yes—if the matter is sufficiently important. Though it is not desirable for the library to assess the importance of enquiries which can be dealt with in the ordinary way, we must, if any considerable time will be involved or if it becomes necessary to call upon the services of others, ask ourselves whether this extra effort is justified. We must do this not because we pass judgment upon the needs of our public but because, having only so much time and so many assistants, we have to hold a fair balance between demands—giving reasonable assistance to everyone but giving preference to work which is of most value or to matters in which library assistance is especially necessary. We can usually assess the importance of an enquiry by its nature and having regard to who makes it. Some have triviality written all over them; other are clearly only matters of interest; upon others the success of a business venture, the progress of a valuable social project or the well being of an individual may depend. We must use common sense—and in cases of doubt be frank, tell the enquirer what exceptional work may be involved, ask him why he wants the information and he will seldom fail to understand the position. A few reference library staffs have a keen regard for the reputation of their departments and hate to have to give up; yet there is a limit beyond which this enthusiasm becomes misguided and wasteful.

To return to our earlier question, however—what can be done when our own resources fail? We can obtain other books; we can obtain information; we can get advice.

On the first matter there is little need to dwell. The outstanding feature of library work during the last decade has been the development of inter-library co-operation. It is today true that practically every reader, no matter where he lives, can have access to nearly any book he may require. Yet, if co-operation is to be fully useful much depends upon the attitude of the staff (and of course the policy pursued by the librarian and the committee who should see that no avoidable restrictions exist). In the case of reference library work, as before said, it is possible, when circumstances justify it, to discover from bibliographical aids material which will answer the need and to obtain it from co-operating libraries. Two points arise in this connection :—(a) when books are required for enquiry answering purposes, unless it is very likely (judged by the information you can obtain regarding the book) that it will really be useful, it may be better to inform the library possessing the book exactly why it is required and to ask if they will examine it and see if it is suitable before sending it. To ask for books on the vague off-chance of their being useful would be an abuse of cooperation and a waste of time and money. (Such enquiries may also be transmitted through the Regional Bureaux.)

(b) Sooner or later we shall develop a co-operative information service, similar to our present book-loan service. Such a scheme would comprise a series of specialising libraries (and most libraries *could* specialise in some field, however small, and so make an individual contribution to the common-wealth) and a clearing house (or clearing houses).

Innumerable specialist sources of information, at present untapped, would be brought into operation for the general public benefit, and the present, very undesirable, disparity between the information service of the small and of the large libraries would be minimised. This is a task for the

future—one that many who read these pages will have to help accomplish. Already much is being done on these lines in the United States—e.g. by the California State Library which deals with the reference enquiries of the smaller city and county libraries in the state (usually tracing and lending the printed material containing the needed information). A nation wide information service would be an inestimable force for promoting the well-being and prosperity of the whole community. It will come if we work for it.

So far as lending library work is concerned we need only say that the public should be fully informed regarding co-operative facilities, the staff should as a matter of routine suggest that application be made to the Regional Bureaux for all appropriate books not in their own stocks and that there should be someone on duty in the lending department able to help readers to select books which may be obtainable from other libraries.

Make yourself acquainted with the work of the National Central Library and the Regional Bureaux; find out exactly what type of services they render and the routine adopted, for lending and borrowing, by your own library.

In addition to this type of cooperation, the libraries within an area (i.e. in or near a city), public, university, society, special, industrial, etc., may work in close touch with one another for their mutual advantage. Too often this cooperation is conspicuous by its absence. This should not be. They serve, indirectly or directly, the interests of the same community.

Cooperation in book selection, coupled with reasonable inter-lending, will save money and so increase their total book and periodicals resources; when specially trained and experienced staffs can extend friendly assistance to one another a better service must result; as the libraries are so near to one another telephonic communication will minimise the machinery of cooperation. Already several British city public libraries are working in such lines as these; in Detroit cooperation between the city technical

library and the libraries of the great industrial concerns has even reached the stage when information which formerly would have been mistakenly regarded as 'confidential' and private is frequently pooled to the great benefit of the various research departments.

Next, the public library should co-operate with all local organisations of all kinds (societies, educational establishments, research departments, etc.) for the exchange of information. The library can help them. This we generally realise; much of our extension and publicity effort is directed to establishing contacts with local organisations and their members. But have we sufficiently considered the possibilities of seeking their help?

Moreover, there is no reason why the library should not enlist the services of individuals who have specialised knowledge. This is specially valuable in the smaller places where an efficient information service can be given only if every source is mobilised. Some libraries hesitate to call upon individual experts in this way; it is difficult to find any legitimate objection. No man who was unwilling to assist the library to the best of his ability would consent to be placed on any such panel of 'expert friends of the library.' Care must, of course, be taken not to ask for professional services which a member of the public could legitimately secure in the normal way; neither should anyone be asked for confidential information or be imposed upon; neither need the enquirer who is assisted be informed of the name of the individual from whom information has been secured. In this, as in most other matters if not all, discretion is needed.

Nevertheless if we want to do our best for enquirers we should not neglect any legitimate opportunity.

In addition to local resources there are innumerable places to which the reference assistant can turn—to which indeed he sometimes *must* turn if the data required is unpublished. In general terms it may be said that any society or organisation which exists to further any particular object or to promote research and learning in any

field will be willing to answer any reasonable and legitimate enquiry falling within its scope. There are some questions which no sensible person would ask because they involved private, unpublishable information, or information which an organisation has secured at its own expense for its own benefit, or information which should be given professionally; but there are many enquiries which do not fall in these categories, and which do not involve more trouble than one may ask for gratuitously. Such sources of information—which will often be more ready to assist a public library than a private individual—are national and local government departments and institutions, the consuls and embassies of other nations, railway, British and foreign travel and tourist bureaux, learned societies, propagandist bodies, social improvement bodies, chambers of commerce, museums and art galleries, trade associations, trade unions, even commercial and industrial firms, and so on.

And, of course, we must not (pending the establishment of the national information service we have already discussed) forget other libraries which specialise in any way.

Though it is not always the case it very frequently happens that when a library (public or other) maintains a special collection on any subject there is on its staff at least one person who has made it his particular study and is intimate with its literature. For example we feel confident that any librarian needing information on any byway of Shakespearean research would receive help from the librarian of the finest Shakespeare collection in the world—that at Birmingham Public Library; and we may be forgiven for saying that the Curator of the Keats Museum and Library at Hampstead would willingly give anyone any information he required regarding that poet. Let us all remember that there is a very healthy spirit of friendliness and helpfulness among librarians, who usually regard it as a privilege to be able to help their colleagues. And those who are best able to help are usually the most willing to do so.

So we will conclude this chapter by repairing an omission from previous chapters—i.e. mentioning certain books in which information on libraries, and particularly their special collections, will be found :—

(a) “ *The ASLIB Directory*,” a ‘ guide to sources of specialised information in Great Britain and Ireland ’ (Association of Special Libraries and Information Bureaux, 1928 ; kept up to date in the association’s ‘ *Quarterly Bulletin* ’).

(b) “ *The Libraries, Museums and Art Galleries Year Book* ” (Gravesend : A. J. Philip, 9th edn., 1935).

EXERCISES :—

(1) What libraries possess special collections on any four of the following matters ? :—psychology, mathematics, insurance, philately, china, ceramics, Byron and freemasonry.

(2) Draft an outline for a paper (to be given to a general audience) on how libraries help one another, giving some suggestions for the future development of such cooperation.

(3) If you required information (not contained in printed sources) on the following subjects, where might you apply ? —economic conditions in Austria, the cost of travel in the United States, the ornithology of your own county and the desirability of abolishing capital punishment.

(4) Memory Test :—Give the author and title of one book on each of the following subjects :—the geography of Asia, the history of Germany, the labouring classes in England a century ago, the races of man, physical chemistry, the British constitution, elementary education, trees, naval history, and photography.

CHAPTER THIRTY-FOUR

LENDING LIBRARY ASSISTANCE

THERE is no fundamental difference between the kinds of assistance required by reference enquirers and lending library readers. In both cases the member of the public comes with a demand for books and/or information and the assistant tries to supply suitable material. Demands for assistance in the lending department may, however, be less definite ; whereas the reference enquirer has nearly always some specific and clearly-definable request, the lending library reader often needs guidance on more general questions, such as suggestions for 'interest reading' or advice on the most suitable books on certain subjects.

We might, therefore, roughly divide into the three following categories the lending library assistant's work of helping readers :—(a) helping them to use the library ; (b) helping them to find information, and (c) helping them to choose suitable books.

(a) This should be straightforward work. Readers who ask for books on specific subjects, by certain authors, whether the library possesses such a book, whether the library can obtain such a book, etc., etc., can be helped by showing them the appropriate shelves, by explaining the method of shelf arrangement, by reference to the catalogues and by explaining how these may be used, by informing them of facilities for inter-library borrowing, and the like.

(b) This is similar to the type of reference work already discussed ; the assistant helps the borrower to find the books containing the required information (the only

difference being that the reader takes them away for home use instead of consulting them on the premises); furthermore, as in the case of reference work, if the library's own resources do not contain the necessary material, the assistant can trace suitable books and try to obtain them.

(c) This calls for a wide personal knowledge of books and the ability to ascertain and understand the readers' needs. Requests will be too varied to permit our laying down any hard and fast procedure; they may range from the vague demand for 'a good book' (with, perhaps, some broad category, such as biography, travel, etc., indicated) to a desire for a short course of reading on a special subject. Whatever the request, however, find out as exactly as possible the reader's needs, tastes, interests, etc. If a 'good book' is wanted, what does the reader consider to be a 'good' book—can he mention one or two he has read and enjoyed? what are his preferences as to theme and treatment? narrow the field—if it is travel, in what part of the world? or conversely what part does *not* interest him? if he has been reading travel books lately does he want something similar on similar regions or does he want a change? If the request is more definite, e.g. for books on geology, or economics, or French history, what object has the reader in view? what type of book (popular, technical, advanced, short or long, etc.) does he desire? what has he already read and in what respects have these failed to satisfy him, or in what way does he want to follow them up? (e.g. does he want to pursue some line suggested by them or does he want to obtain a more general background for them?), what is the borrower's own status as a reader? (e.g. what types of book is he likely to appreciate, to understand, to find too difficult, lengthy, detailed, etc.). A few moments' conversation, tactfully eliciting such information, will save time and, more important, prevent the recommendation of books which will prove unsuitable and give the impression that the assistant does not understand or does not very much care.

The size of the library—and the number, qualifications

and organisation of the staff available—will determine how and by whom lending library readers will be 'assisted.' Two things are certain—there should always be someone available to assist, someone who is not too obviously fully engaged in service routine, and the assistance given should be of the best possible order. Mr. E. A. Savage, in an article on personal service to readers (in the October 1936 issue of the 'Library Association Record') deals with this matter admirably; every student must read this article, not only for its practical suggestions but also because it emphasises the true spirit of assistance—that it is the best task for the best man on the staff.

In a few words the essential point is that the staff in a lending library shall be more than a machine for discharging and charging books. A member of the public entering the department must, somehow, be made aware it is being run by people who know more about books than their charging numbers, to whom readers are individuals, who are able and willing to help.

In all but smaller libraries it is possible to divorce reader's assistance from counter work. We find this system fully developed in many American and, indeed, in many English libraries (though less often here since all English libraries are under-staffed), where the routine work is performed by clerks, often outside the library proper, and in the department itself are professional people, with no concern with routine, specifically detailed to help readers. There may even be a special 'Reader's Advisory' department. In smaller libraries and branches such may be impossible.

The fact that not infrequently the standard of personal service is higher rather than lower in an adequately staffed branch leads us to believe that the best results ensue when staff functions are not too definitely separated, provided the staff is sufficient and sufficiently qualified. This may be regarded as a heresy by keen advocates of readers' advisers. Yet, though in busy, large departments the trained assistant seated at an information desk or

wandering among the shelves can earn his position, in the average library at normal times there is much to be said for a counter staff, large enough to permit any one of its members to leave the counter when necessary, to help readers—because, say what one will, the counter staff makes contact with the public more naturally and easily (unless it is overburdened) than the non-counter assistant. We must remember that it is easy to make too much of readers' assistance—so much that readers hesitate to avail themselves of our help. We must endeavour to strike this happy medium between having a counter staff that knows nothing about books plus an information desk that will appeal only to the most purposive of readers, and wasting on excessive routine people qualified to give personal service.

The foregoing does not, however, mean that assistance to readers should be unorganised. Too often it is. In order to help readers we must organise the necessary information. No one member of a staff can hope to meet all requirements from his personal information and memory. In an efficient lending library the days have gone when the orthodox catalogue was the only tool. It is still an important one, but it can be supplemented. In the department there must be various bibliographical aids; one can gradually build up files of brief, selected reading lists on different subjects and for different readers, notes of books suitable for recommendation, indexes of sequels,—all manner of reminders of material likely to serve one's immediate purpose. Let us call this, perhaps, a 'readers' advisory file' and accumulate in it the combined experience of the staff regarding books and their readers; it will tell us, more and more as it grows, how to help, how to solve our problems, how to recommend books intelligently.

Another aspect of assistance must be stressed. Every library has certain facilities—e.g. for obtaining inter-library loans, for loans between central and branches, for reservation, for renewal, for extra books, etc. We must not

assume that readers are aware of these facilities ; we must remind them about them.

It may sound paradoxical, but the better the service the more does the public need to be instructed if readers are to benefit fully.

Too often we forget that library publicity begins and not ends when we have induced someone to enter our premises. With many people the difficulties only begin when they enter the library and are faced with the problem of selecting, from a large stock, those books they most desire and will most enjoy. We who have spent our lives in libraries may fail to realise how bewildering and complicated a library may seem to one who has little knowledge of books.

We have, therefore, a duty to provide, for those who want it, suitable instruction in the use of books and libraries. The best kind of instruction is the personal and informal help of individual readers, but this may be supplemented by organised 'library lessons' for those sufficiently interested—much on the lines of the lessons which are now frequently given to children.

As to the desirability of library lessons for children there can be no two opinions. We believe that instruction in the use of books is an essential part of any education ; indeed, that any 'education' which does not embrace full instruction in the vital art of 'how to find out whatever you want to know' is definitely deficient. If only you can make a youngster aware of the existence and extent of knowledge, make him discontented if his knowledge is defective and show him how he can obtain knowledge it doesn't matter very much how many specific facts you can teach him while he is at school ; probably he'll never need to know the facts he is taught—can you not however show him the way to the facts his future career will require ?

Since this is the last chapter but one we will dare to be idealistic. For what do libraries stand ? There is an old slogan and a good one—'self development in an atmosphere of freedom.' Our function as library workers is simply

this—to facilitate that development by every means at our command, to recognise that freedom.

EXERCISES :—

(1) Prepare a list of bibliographies, periodicals, indexes, etc., which should be especially useful to staff engaged in assisting lending library readers.

(2) How would you deal with readers who require books which, though 'in stock,' are 'out' or temporarily not available?

(3) Find suitable books for the following readers :—
(a) a mail-order tradesman who wants to obtain the most suitable printing; (b) a reader who is going on a motoring tour in France and wants to know a little about French history and about architecture; (c) an elementary school teacher who wants illustrated books to show the children in connection with lessons on the peoples of the Indian Empire; (d) a well-educated middle-aged man who desires to understand modern movements in poetry and painting; (e) a youth who is considering civil engineering as a career and wants to read about the work, its scope, achievements, practical prospects, etc.; and (f) a newly married woman who has never previously done any kind of housework.

(4) What books would you suggest to readers who have enjoyed the following (and desire something similar but not too similar) :—Gunther's 'Inside Europe'; Bryant's 'Charles II'; Munthe's 'San Michele'; Lamb's Essays; Somervell's 'Reign of King George V'; Sassoon's 'Memoirs of a fox-hunting man' and Wilder's 'Heaven's my destination.'

(5) Prepare lists of (a) six novels dealing with the Elizabethan period and likely to appeal to a lad in his later teens, (b) six readable books for a woman's group at a village institute interested in present-day social conditions, (c) three books for a communist which will present the other side of the picture and (d) three books for a free church minister who wants to understand the viewpoint of the atheist.

CHAPTER THIRTY-FIVE

CONCLUSIONS

We cannot forget that this is, for most of its readers, a textbook for an examination. So we will end it with a few practical hints.

We are fully conscious that this book has made heavy demands upon the student—that it has sent him to hundreds of books, set him innumerable problems, been responsible for his spending many wearisome hours. But we do believe that if he has worked through its pages conscientiously he will have acquired much greater personal resources—that he will feel somewhat more a master of his job.

And that is the first essential for passing an examination. We know that luck may enter into any examination, the fortunate person being asked just those few questions he *can* answer and vice versa. Yet justifiable confidence is an asset; the man who *knows* that he has studied his subject thoroughly need not fear; he *will* pass. Let him just go ahead and put down what he knows without being worried about what he doesn't know. There's a lot of humbug talked about people who get frightened of examinations; that's a pity. On board ship people sometimes talk about being seasick and lots of these who wouldn't have been seasick if there hadn't been any talk *are* seasick because of the talk. It's the same with examinations. Fear hurts many candidates. Why be afraid if you know that you know? If you don't know that you know wait until next time.

Secondly, remember that an examiner is not a mind

reader. Though he may often give you the benefit of the doubt, he can only judge you by what you write. So study the art—not so difficult as it may seem—of self expression.

What that means is simple:—Think first and write afterwards. If you know what you want to say you will say it nine times out of ten; if you don't you can't, ever. If you have three hours to answer a paper it is a great mistake to write for three hours—unless you're an exceptional person. If you are a reasonably quick writer you can write all you need in two-thirds that time.

Therefore the first thing you should do when you get your question paper is to think about it. Make sure that you understand a question before you try to answer it.

As you will have some choice of questions answer first those you think you can answer best. But don't spread yourself unduly. One good answer doesn't make a pass any more than one swallow makes a summer. Have a sense of proportion—and have a clock or watch to guide you.

Before you attempt any question plan it out, preferably on paper, always in your own mind. Preferably jot down, on a sheet of notes, the various headings of your answer, arranged in some logical, systematic order. Don't just barge into a question, perhaps back foremost. Plan it, so that essentials are not omitted and so that details, examples and the like are not allowed to obscure the main argument.

And while, without hesitation, you may attempt one question let your mind work on the others. Frequently you will 'know' but cannot 'remember'; you cannot force remembrance—you can aid it by logical thinking and you can expect ideas to 'come back to you' gradually if you keep your mind clear; chance phrases and points in the answer to one question will frequently recall matter concerning another question. Don't let these ideas go again. While answering one question have a sheet for notes beside you and jot down all ideas as they come.

Learn to be brief. Don't omit any appropriate facts or

ideas but don't cover them over with useless verbiage. Conversely don't introduce material which is not strictly germane to the question. You will achieve brevity if you think before writing, plan skeleton answers and make notes. The long-winded candidate is he who starts to write and hopes that by keeping his pen in motion he will generate ideas.

Set down your answers as clearly as possible. Use plenty of paragraphs—one section of the answer to each. Use headings; underline them if desirable. Leave plenty of space on your paper; don't cram it full of tiny or of sprawling writing; leave a wide margin, indent the first word of each paragraph and anything to which you would give prominence, leave an empty line between paragraphs, etc.; don't start another answer on the same page and immediately following the answer you have just completed, for you may later wish to add something; start each answer on a fresh page and, as before suggested, attempt the questions in whatever sequence suits you best and not necessarily in numerical order.

We hope, however, that all students will, throughout their course of studies, answer many questions, in examination style, and submit them to tutors or colleagues able to judge them. Preparation for an examination must include not only the acquirement of information but also experience in presenting it completely and clearly.

A few test questions are given in an appendix.

APPENDIX

TEST PAPERS

Two test papers are given in this Appendix. Attempt them under examination conditions as far as possible—i.e. try not to look at them until you sit down to answer them, give yourself three hours, answer them without any assistance, and answer six of the ten questions. When you have finished either get some qualified person to mark them or try to answer them by reference to books. If you have to judge your own success or failure, don't be too lenient in marking your answers; give twenty marks for a complete and satisfactory answer to each question; if you have secured sixty marks on the whole consider that you have just passed.

Test Paper One is very easy. If you can't pass it you haven't studied very thoroughly. Test Paper Two is a little more difficult.

TEST PAPER ONE

(1) Write a description (not exceeding 150 words in each case), stating scope, method of arrangement, special features, etc., of any three of the following:—Keesing's Contemporary Archives, Burke's Peerage, the Statesman's Year Book, Glazebrook's Dictionary of Applied Physics, Kempe's Engineers' Year Book, and the Municipal Year Book.

(2) Mention one important reference book dealing with each of the following subjects:—chamber music, Mohammedanism, clocks and watches, gold and silver plate, builders' prices, engravings, botany, painting, crests, and gardening.

(3) List six annuals (excluding directories) suitable for a branch library.

(4) Discuss the value and uses of indexes to periodical literature. Give examples.

(5) Give a brief account of the publications of the Ordnance Survey.

(6) Mention one general work (preferably fairly recent) on any five of the following subjects :—local government, American history, economic conditions in Russia, architecture, French literature, cricket, Elizabethan England, bibliography, wireless, and human physiology.

(7) What types of material would you include in a general reference file, how would you arrange it and what steps would you take to keep it up to date ?

(8) Discuss the various ways in which help can be given to readers in the choice of fiction. Mention any bibliographical aids there may be.

(9) Mention one periodical dealing with each of the following subjects :—history, geography, music, labour conditions, education, photography, Roman Catholicism, the stage, investment and farming.

(10) To what reference books would you turn first when seeking the following information :—the address of a baronet, the early closing day at a market-town, the height of an American mountain, the best motor road from London to Birmingham, the number of passengers carried by British railways in a year, the salary of a senior government official, the composer of an opera, how to mend broken china, the author of a book published last year of which you know the title, and what time is it in Vancouver when it is midday in London ?

TEST PAPER TWO

(1) Write a descriptive note (about 50-100 words) on any four of the following :—The World List of Scientific Periodicals, The Official Year Book of Scientific and Learned Societies, The Reader's Guide to Periodical Literature, The London Library Catalogue, Riches'

Bibliography of Collected Biography, and Books for Youth.

(2) Prepare a list, with annotations, of the chief atlases and maps you would provide in the reference library of a town with a population of 100,000.

(3) Make a list of the chief contents of 'Whitaker's Almanack.'

(4) (a) If you wanted to trace the author of a quotation from English literature which was not in any dictionary of quotations, where else would you look ? ; (b) if you wanted the meaning of a German technical term which was not in any bi-lingual dictionary where else would you look ? ; (c) if you wanted bibliographical references to a seventeenth century English musician where would you look ?

(5) With what subjects do the following periodicals deal ? :—Era, Literary Guide, Psyche, Round Table, Headway, Statist, London Gazette, Burlington Magazine, Hibbert Journal and Tablet.

(6) You are looking for all the available information regarding the ancestors and descendants of an English statesman who was born in Suffolk. To what types of books would you refer ?

(7) Write a descriptive note (about 100 words) on any three of the following :—The Rolls Series ; The Cambridge History of the British Empire ; Palgrave's Dictionary of Political Economy ; the A.S.L.I.B. Directory.

(8) What steps could you take to secure information on the history of a colonial city if you could not meet the demand from your own library's resources ?

(9) Mention and write a brief annotation of the reference books you associate with each of the following names :—Du Cange, Henley, Julian, Palgrave, Nield, Laxton, Cruden, Webel, Roget and Larousse.

(10) Compile a list of not fewer than five important books on any one of the following subjects :—the literature of the Victorian era, the history of the Great War, socialism, chemistry, or astronomy.

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