Catechism for Librarians.
1. Pictures of library
2. When & by whom founded?
3. What kind of a lib?
4. Interesting points in its history
5. How supported?
6. No. of bks?
7. No. of pamphlets?
8. Average no. of vol added yearly?
9. Average yearly expenditure for bks?
10. For supplies & incidentals?
11. For salaries?
12. What classes of bks. represented & in what proportion
13. Rapidity of growth?
14. Attitude of lib. to modern lib. movement?
15. Used mainly for education or recreation?
16. Relation to public
17. Any special efforts for the young?
18. Library lectures.
19. Museums or galleries in connection with library?
20. Any special method of developing interest?
21. Affected by legislation state or local?
22. How largely is it increased by gifts?
23. Any special methods of securing gifts?
24. Location suitable?
25. Provision against fire?
26. Any branches?
27. If so, any attempt at union catalog?
28. Deliveries?
29. Does building provide for growth?
30. Draw plan of interior.
31. Stack system?
32. Alcoves?
33. Galleries?
34. How high?
35. What kind of stairs?
36. Location of reading room?
37. Any special class or study rooms?
38. Where is cataloging done?
39. Lighting?
40. Heating?
41. Ventilation?
42. Shelving movable or fixed?
43. If movable, what sort of pins? Supports?
44. Do you often have occasion to change?
45. Furniture, any specially convenient device?
46. How is lib. managed?
47. How frequent are changes in governing board?

48. How often does it hold meetings?

49. Are appointments subject to political influences?

50. Is management mainly in hands of librarian?

51. How many on staff & how divided?

52. Daily hours & vacations.

53. Assistants paid by hour, week, month or year?

54. Is lib. subscribed for at library? Lib. notes?

55. How many copies of each, if any, taken by staff?

56. How many of staff are members of A.L.L.

57. Does library patronize lib. bureau in obtaining supplies?

58. If it has patronized
58. Qualifications of users of lib?
59. Do you print regulations for readers?
60. Are these rules enforced?
61. Hours of opening?
62. Closed for examinations, if so, how long?
63. Open on holidays?
64. Open on Sunday?
65. If so, statistics of use?
66. Do you consider it a success?
67. If not, is there any call for it?
68. How does reference use compare with circulation?
69. Access to shelves?
made with regard to people, books, or time?

12. How much mutilation & how many losses during the year?

13. Who makes out list of books for purchase?

14. By whom is the decision finally made?

15. Any special collection of books being made?

16. Full description of order department.

17. Order book used.

18. Order slip? How filed?

19. Letter-press?

20. Other methods ever tried, if so, why the change?

21. Method of buying:

22. Buy largely from auction or second-hand catalogs?
83. How much do you duplicate popular bks.?
84. How do you dispose of dups.?
85. To what extent do you collate for imperfections?
86. Does it pay?
87. Do you print in report list of donors?
88. What form of accession bks. used? What entries recorded?
89. Do you accession dups. of popular bks. for temporary use?
90. Where in the bks. is the accession no. stamped or written?
91. What stamp used for mark of ownership?
92. Where placed in bks.?
93. Any private marks?
94. Are bks. plates used?
95. Bk. pockets?

96. What kind of paste used?

97. Is it the result of experiment?

98. Any other mark put in the bk.?

99. Have you printed catalog? If so, what date?

100. Dictionary or classified?

101. Do you print bulletin?

102. General style & fullness?

103. Have you a card catalog?

104. Complete or supplementary?

105. For use of public, staff, or both?

106. Dictionary or classified?

107. Is card catalog generally used by public?

108. Was time given to teach them to use it?
124. How are books arranged on shelves?
125. If by subject, fixed or relative location?
126. What form of classification used?
127. Broad or close?
128. How many reference books accessible to readers?
129. To most used?
130. Mention any not commonly kept among reference books.
131. Where are reference books located?
132. How much time is given to direct reference work with readers?
133. Lists of acquisitions or class lists posted?
134. What process of copying?
135. Any plan of inspection for new books?
136. Any scrap books kept. Where located?
137. Any other devices for helping readers?
138. How many magazines taken?
139. Where located?
140. What form of case or binder used?
141. What record kept of serials?
142. Are magazines circulated before binding?
143. After binding?
144. How many newspapers taken?
145. How many dailies?
146. How many bound?
147. Describe changing system.
148. What questions answered by changing system?
149. No. of bks. lent to one person?
150. Any fines enforced?
151. Any reserve system?
152. What statistics are kept?

153. Method of keeping statistics?

154. What value placed on statistics?

155. Statistics of circulation by classes of books?

156. Any special favorite authors?

157. What binding used?

158. Different material for different kinds of books?

159. Different colors for different classes?

160. Done in or out of building?

161. If both tried, wh. is cheaper & more satisfactory?

162. Tight backs or spring backs?

163. How are nos. put on backs of books?

164. If gilded, how much do you pay?

165. If pasted, do they
166. Are bks. covered? If so, at what point?
173. What bk. support used?
170. Modified in different classes of bks?
174. Shelf list? What form?
171. How are large bks. arranged?
175. Is it used by public?
172. If dummy, what form?
176. How often rewritten?
177. How often inventory taken?
178. Treatment of pamph. lets?
179. Treatment of masts?
Itinerary 1891
Sat. 28 Nov. 91.
10:05
Leave Alb.
2:10
Arrive N.Y.
4
Putnam 23rd St.
9
Dutton 23rd St.
9
World Bldg.

Mon. 29 Nov.
9
Astor Lib. 34th St.
11
Berkeley Club 23rd St. 65th Ave.
12:30
Lunch Grand Union 42nd St.
3
Bango 739 Broadway
5
Scribner's Dobs
Mead. Steckert
Su. 31 Mr.
9:30 N.Y. Free circ.
251 W. 13 St.
12 Lunch. Harris.
12:30 Start for Newark.
2 Newark lib.

Th. 2 Mr.
10 Pub. W. 330 Pearl St.
2 Society lib.
College for training.

Sa. 4 Ap.
9 Y.M.C.A. (N.Y.)
11 Mercantile
2 Columbia, Med.
Art+49 St.
8 Aquarian

Suw. 5 Ap.
3 Cooper Un. 1st + 4 Av.

Sw. 7 Ap.
9 Drummer press.
2 House.
6 Leave for aub.
Extras 1891

Sun. 29 Mr.
7:30 Trinity Chapel
10:30 Old Trinity
4 St. Patrick's
8 .. Bartholomew's

Mr. 30 Mr.
4 Grace Church.
8:15 Denman Thompson
"The Old Homestead"

Th. 2 Ap...
8 Sammy Davenport
"Cleopatra"

Fr. 3 Ap.
8:15 Baby company
"Roses Labour Lost"
Sat. 4 Apr.
9 World building
10 Brooklyn bridge

Sun. 5 Apr.
11 St. Thomas
3 Cooper Union
4 College settlement
8 Salutation!

M. 6 Apr.
11 Barnard college
2 Century club
3 Barnard college
4 Nat. Acad. foreign

Tues. 7 Apr.
1 Beale's Island
Batteries