

Utah State University

DigitalCommons@USU

Reports of the Secretary to the President
Student Affairs President's Correspondence,
1900-1907

William J. Kerr

1-1-1900

Library

unknown

Follow this and additional works at: https://digitalcommons.usu.edu/kerr_reports

Recommended Citation

William Kerr papers, University Archive, 03p01s04d02Bx002Fd10 (Library, 1900, 1903-1904)

This Library, 1900, 1903-1904 is brought to you for free and open access by the William J. Kerr at DigitalCommons@USU. It has been accepted for inclusion in Reports of the Secretary to the President Student Affairs President's Correspondence, 1900-1907 by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.



CLASSIFICATION.

The Library has been classified according to the Dewey decimal classification. This is the system used by the majority of libraries. Knowledge is divided into nine classes and each class is then subdivided as minutely as necessary by means of decimal notation. This brings the books on the same subject together, under each class books are arranged alphabetically by author. The call number, composed of the class number and the book number (which distinguishes the book from all others in the class) is used to identify a book, and to locate it in the library. It is put on the catalogue card, and on every record of the book, as well as printed on a label distinctly, with india ink, which label is pasted on the cover of the book. The labels are then varnished with shellac to protect them from wear. Books are arranged on the shelves by this call number, and the person consulting the catalogue is thereby directed to the exact location of the book.

Fiction is not classified, but arranged alphabetically by authors, Biography is likewise arranged alphabetically by the name of the person written about, under the class number 920, biography.

One Hundred divisions of the Dewey Classification system.

000	General works	500	NATURAL SCIENCE
010	Bibliography	510	Mathematics
020	Library economy	520	Astronomy
030	General cyclopedias	530	Physics
040	General collections	540	Chemistry
050	General periodicals	550	Geology
060	General societies	560	Paleontology
070	Newspapers	570	Biology
080	Special libraries	580	Botany
090	Book rarities	590	Zoology
100	PHILOSOPHY	600	USEFUL ARTS
110	Metaphysics	610	Medicine
120	Special metaphysical topics	620	Engineering
130	Mind and body	630	Agriculture
140	Philosophical systems	640	Domestic science
150	Mental faculties. Psychology	650	Communication. Commerce
160	Logic	660	Chemical technology
170	Ethics	670	Manufactures
180	Ancient philosophers	680	Mechanic trades
190	Modern philosophers	690	Building
200	RELIGION	700	FINE ARTS
210	Natural theology	710	Landscape gardening
220	Bible	720	Architecture
230	Doctrinal. Dogmatics, Theology	730	Sculpture
240	Devotional. Practical	740	Drawing
250	Homiletic. Pastoral.	750	Painting
260	Church. Institutions	760	Engraving
270	Religious history	770	Photography
280	Christian churches & sects	780	Music
290	Ethnic. Non-Christian	790	Amusements
300	SOCIOLOGY	800	LITERATURE
310	Statistics	810	American
320	Political science	820	English
330	Political economy	830	German
340	Law	840	French
350	Administration	850	Italian
360	Associations & institutions	860	Spanish
370	Education	870	Latin
380	Commerce. Communication	880	Greek
390	Customs. Costumes. Folk-lore	890	Minor languages
400	PHILOLOGY	900	HISTORY
410	Comparative	910	Geography & travel
420	English	920	Biography
430	German	930	Ancient history
440	French	940	Europe
450	Italian	950	Asia
460	Spanish	960	Africa
470	Latin	970	North America
480	Greek	980	South America
490	Minor languages	990	Oceanica & polar regions.

ACCESSION BOOK

The accession book has been continued.

CHARGING SYSTEM

The arrangements have not quite been completed for the use of the new charging system, which is more exact and will enable one to obtain statistics of the books used, etc.

Periodicals

The periodical list has been carefully considered and each department consulted in their selection. A record is kept of each periodical as it comes into the library, as soon as a volume is completed , the numbers are tied up with their title page and index and sent to be bound. These bound periodicals form a most valuable source of information, and it is hoped that our rather incomplete files may be filled, by means of exchanges with other libraries, and different collections of unbound periodicals that may be given to the library.

HARPERS MAGAZINE. v.107												
	Jan.	Feb	Mch	Apl	May	June	July	Aug	Sept	Oct	Nov	Dec.
1903												
v 102	X	X	Bound	X	X	X	X	X	X	X	X	

(Sample of card used in checking peri-
odicals)

Sul. ex. Aug. 184.

SHELF LIST

This is a list (on cards) of the books in the order in which they stand on the shelves. This is the tool of the librarian and book committee, while the catalogue is used by the public. It is a valuable record and must be carefully kept. It is used for the annual inventory, for the record of books by classes, and to avoid duplication, for a record of call numbers used. It contains call-number, author's surname, short title and accession number. The advantage of the shelf list being made on cards is that each new book as it comes may have its card slipped into place.

729
.R89

RUSKIN, John
Stones of Venice, 3v.

3013

(Sample of the shelf list card)

COMPLETING FILES.

Some attention has been given to completing files of the agricultural department, as each year makes their completion more impossible. A list of our wants was sent to the Agricultural department at Washington and were filled as far as it was in their power to do so. The Education bureau, Library of congress, and other departments have also been assisting to complete the different departments.

Nebraska library commission, being the most Western library commission, have consented to consider us within their ^{district} jurisdiction, which will keep us in touch with library affairs. They have offered to collect for us all the Nebraska state publications which we desire to have in the library, and which we will ~~the~~ pay the freight upon.

Wisconsin state historical library have opened to us their duplicate department, which consists of thousands of books and pamphlets, the collection of many years. By means of catalogue cards forwarded to us we have been able to choose from the store such books as we consider of value to us. These are gifts to the library.

THE CARD CATALOGUE.

The card catalogue is in progress. It is very exact work. Two classes have been completed, Art and Literature. The new books have also been catalogued and some others.

Each book has a card filed by author, by title (if necessary) and by subject or by subjects treated at any length. The cards are arranged alphabetically like the entries in a dictionary; hence the name dictionary catalogue. Each card bears a call number, directing the inquirer to the place on the shelves where the book will be found.

^{W.S.}
The geological survey bulletin, monographs & reports, some 200 vol. are catalogued, requiring many analyticals, also a large part of the agricultural department.