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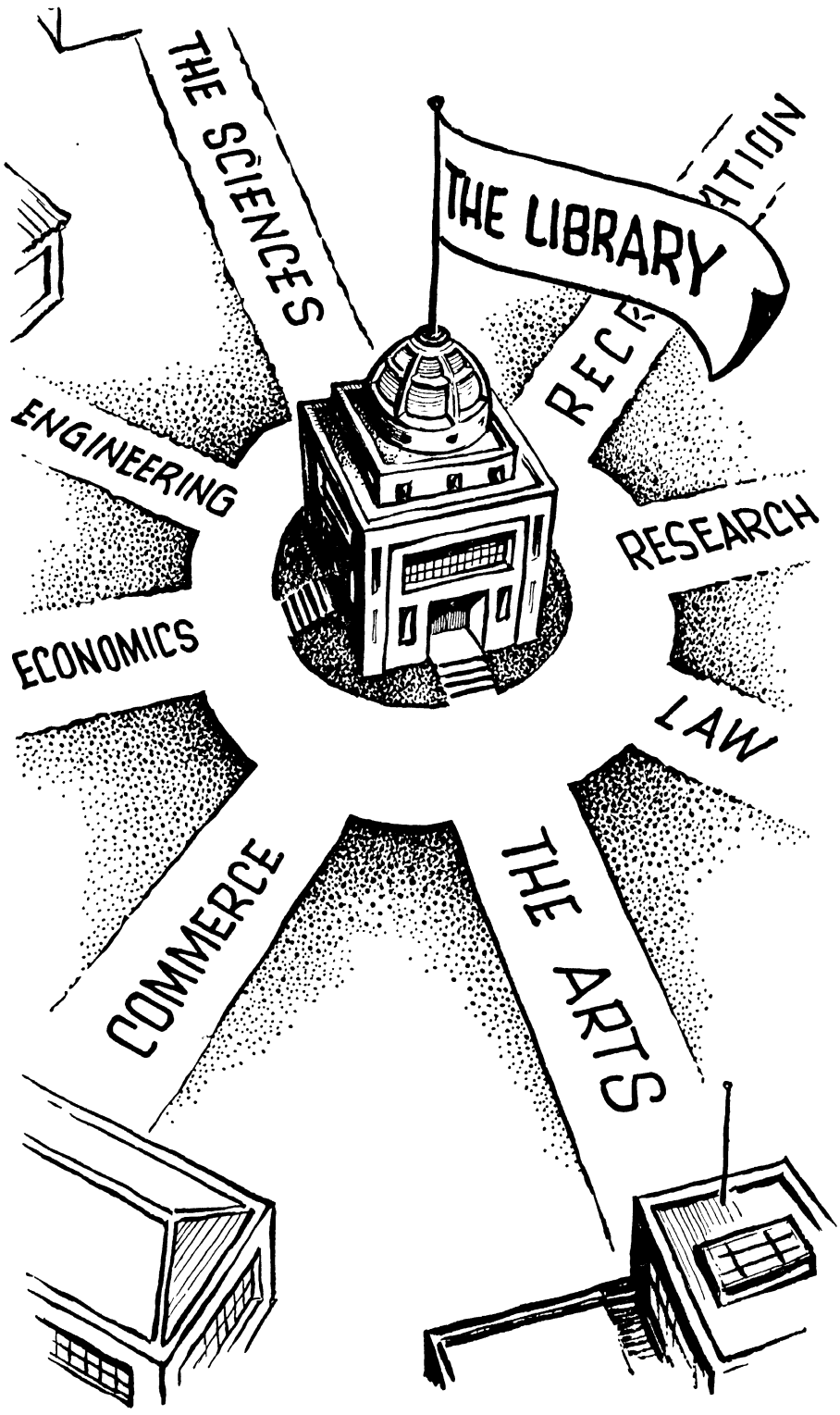
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USING  
BOOKS AND LIBRARIES

BY

ELLA V. ALDRICH

THIRD EDITION

*Illustrated by John Chase*

New York  
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## FOREWORD

This manual was originally written for the freshman course in library use at Louisiana State University. Upper classmen and graduate students have also found it useful, especially where no provision exists for advanced instruction in bibliography. An effort was made, first of all, to prepare it within the vocabulary range of the average freshman, and then to make it readable and in places entertaining.

This present edition has been completely revised and enlarged. It should be adaptable to any college or university whose students have either not had or not profited by previous library experience. A faculty committee of the Massachusetts Institute of Technology stated a few years ago that in their opinion students in institutions of higher learning cannot do superior work without formal instruction in the use of books and libraries.

The course is successfully related to actual library use by a term bibliography, for which work sheets in the back of the text-book are to be prepared. Each student selects a subject of interest to him; and while he studies each group of reference books, the card catalog, and the periodical and other indexes, he searches for relevant material. As he locates it, he records his references on the work sheet corresponding to the lesson. The number of references from the card catalog and from the indexes will depend upon the organization of the course and upon the judgment of the instructor. An assignment of five references from the card catalog and one from each periodical index has proven satisfactory in several schools. A person prominent in the field of the

student's bibliography subject may be chosen for the biographical reference.

Completed pages are torn out during the semester, revised by the instructor, and returned to the student for his compilation of the term bibliography. This gives meaning to the course and does away with isolated "problems," too frequently adopted from library schools for college instruction. However, special problems may be prepared for History, Literature, and Religion because recently developed subjects rarely appear in references covering those fields.

This manual affords a *basis* for instruction and study. Supplemented by the imagination and interest of the instructor, it will help to develop a course rich in the possibilities of such instruction. Its flexible design will enable the instructor readily to meet the needs of his institution.

In preparing this revision the author was advised and aided by a number of specialists, to whom she wishes to express gratitude. Brother Thomas, Librarian of Manhattan College, and Dr. William A. FitzGerald, Director of the Library School, Peabody College for Teachers, helped select numerous basic Catholic reference books listed for the first time in this manual.

Other indispensable assistance was received from members of the library staff and faculty of Louisiana State University: Miss Alice Hebert, Head, Department of Books and Libraries; Miss Lucy B. Foote, Chief Cataloger; Miss S. Metella Williams, Professor of Reference and Bibliography; Dr. Thomas A. Kirby, Head, English Department; Mrs. Hilda Ferraro and Mrs. Anne Jane Dyson, Reference Department.

Title page mention is not enough for John Chase, Editorial Cartoonist of the New Orleans *States* and author and illustrator of *Frenchmen, Desire, Good Children and Other Streets of New Orleans*.

ELLA V. ALDRICH

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## COLLEGE AND UNIVERSITY LIBRARIES

An old story of library regulations at Brown University tells us that students came to the library four at a time when sent for by the librarian and were not allowed to go beyond the librarian's table on penalty of threepence for each offense!

The college or university library of today is not the sheltered, awe-inspiring place it was even twenty years ago. It is the hub of a wheel whose spokes reach into every department of the institution. No college or university can develop or produce effective work without a strong library as its center. An educational institution is rated largely by its library.

Educational methods have changed and broadened so that both faculty and students are dependent upon the library. A knowledge of the use of the library is essential, not only to get the most out of the whole college experience, but to save time.

No person of normal intelligence would attempt to pilot a plane or swim in deep water without knowing how. The best way to learn any skill is through instruction and practice. Thus, in library use you learn *how to find information quickly and easily* through instruction and practice. The average freshman has had limited library experience. Naturally, his first trip to the college library is bewildering. The students there seem so busy. He wonders if they know how to find what they are looking for; and if so, how long it took them to learn.

### RULES AND REGULATIONS

The routines and regulations of most college and university libraries are similar, but each has its own variations. They are

usually mimeographed for distribution at the Loan Desk, and are printed in the student handbooks of some institutions. They may also appear in a special library handbook.

### Loan department

Some kind of qualifying evidence is usually necessary for the privilege of borrowing books. It may be a borrower's card, a bursar's receipt, or a registration card. Where the library has an electric "charging" machine, a borrower's card must be presented each time you borrow or renew books or other material from the Loan Desk, because your card has a metallic plate with *your* number, which is automatically stamped on the cards from a book to show that you have it. Other libraries require other means of identification, and a "call slip" must be filled out with the call number of the book (see pp. 13-14), the author and title, and finally your name and address. These slips are available at the Loan Desk or at tables near the card catalog.

Except for reserve books (see below), most books are loaned for a period of two weeks and may be renewed for a similar period. Periodicals, government documents, and theses are usually loaned for Reading Room use only. A card or a date slip in the back of the book shows when it is due. Keeping up with that date will save you money! The fine for overdue books varies from five cents a day in some colleges to twenty-five cents in others. If you have difficulty with Loan Desk procedure, ask for help there or at some other department that may be designated for such assistance—the Information Desk, the Reference Department, or the Readers' Adviser. Some libraries have "Catalog Advisers" who explain the intricacies of the card catalog and of borrowing procedure.

### Reserve book department

The professor says, "Read chapters two and three in Hazen's *Modern History of Europe*, on reserve in the library." What does "on reserve" mean? Just this—much of your college work will be done through assigned readings in books other than your

texts. Some libraries reserve these books for your use in a special department; others circulate them from the Loan Desk. The commonly practiced policy is that they may not be taken from the library during the day and only with permission for overnight, a week-end, or holidays. The fine for overdue reserve books is usually more than for two-week books, for obvious reasons. A great many people must use a comparatively small number of books, which should be available at all hours. Further, a time limit is often placed upon the use of reserve books during the day. Around examination time it works a hardship on students who have neglected supplementary reading, but it is altogether a good regulation.

In a few universities, a rental reserve collection, very limited in size, serves as an emergency alternative for those who find it impossible to observe reserve book regulations.

#### Reference department

Where *would* I look for information about Bee Culture? Is there any chance of my finding records of Olympic Games? If you have no idea where to look for information or cannot find it after some searching, ask the Reference Librarian, who will be glad to help you.

If the library has a special Reference Room, around its walls are shelved reference books—encyclopedias, handbooks, dictionaries, and other books covering general fields and specific subjects. Libraries without a Reference Room utilize a portion of one of the reading rooms for the Reference Department. The same arrangement is often made for the Reserve Book Department.

#### Periodical department

How do you keep up with what's going on? Through magazines and newspapers, of course. The current or most recent issue of each magazine subscribed to by the library is shelved in alphabetical order, usually, in the Periodical Room. The latest issues of newspapers are also here. These two types of material rarely

circulate for home use, even when bound in complete volumes like books, because it is often impossible to replace them and research suffers from broken sets.

In some libraries, bound volumes of the most frequently used periodicals may be shelved in the Periodical Room. Others have only current issues there. In the latter case, you must call for earlier numbers at the Periodical Desk or the Loan Desk, depending upon the policy of the library.

### **Browsing room**

All work and no play isn't good for anyone. Reading for fun is something you can't afford to miss in college, especially when all you have to do is to select a book from the shelves in the Browsing Room. If you don't find exactly what you want, the Readers' Adviser will help you, even to the point of ordering books on subjects not found in the collection. Use this room as you would your own library.

The regulations of the individual library will reveal whether or not the books circulate for home use. At Dartmouth, Yale, Harvard, and California, the "Browsing Room" is lavishly comfortable, with many expensively and handsomely bound books. At Louisiana State University, the room for recreational reading is very informal and simple; its collection circulates for home use. Today most libraries make some provision for this type of reading. Where there is no Browsing Room, the need is met by a Browsing Corner or a few shelves of books near the Loan Desk.

### **Departmental libraries**

When you reach the point of specialization, you will realize how convenient and important it is to have books on your subject close at hand—hence the departmental libraries in some universities and colleges, serving as branches of the main library and limited to special fields. All books in the departmental libraries are represented in the card catalog in the main library, however.

Unless the general library has duplicate copies, you must go to a departmental library to borrow its books.

Our best college and university librarians are undecided as to whether it is better to keep all books under one roof in specialized departments or to spread departmental libraries over the campus, thereby decentralizing the collection but having it near the departments.

### **Interlibrary loan**

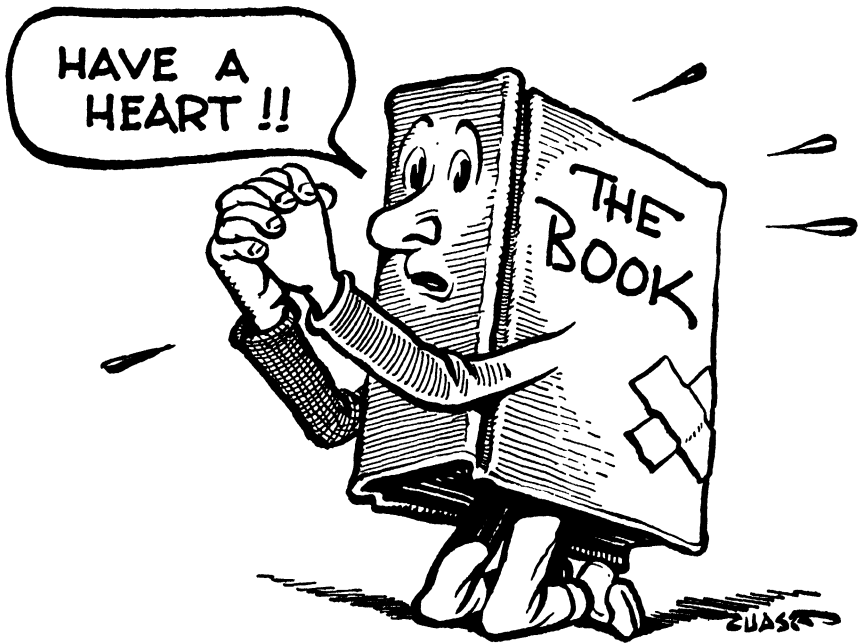
An important service rendered by libraries is called "interlibrary loan." Libraries lend each other rare source-materials needed by students and faculty for research or study. This service is not limited to books and other printed matter; microfilms, theses, and the like may also be loaned. Naturally, the carrying charges must be paid by the borrower.

### **Microfilm department**

With the progress of microphotography, small films of books and newspapers, or of certain sections of them, may be borrowed by students and read with a machine that magnifies them to normal size. Many libraries are developing large collections of such films.

## THE BOOK

A broken back shortens the life even of a book. Have you seen a person open a book, especially a new one, and bend it back so sharply that it cracked? Each book received by a library is opened carefully. It is held with the backbone flat, and each cover is opened and a few pages pressed down, first from the front and then from the back, until the whole book is gone through. Open books should not be put face down; neither should the place be marked with a thick object.



### PARTS OF A BOOK

Understanding the parts of a book saves time. Skill in the intelligent use of books can be developed easily, and is much more satisfactory than the “hunt and peck” system.

### Title page

The first important printed page in a book is the title page. Besides the full name or title of the book, it gives the author, place of publication, publisher's name, and usually the date of printing.

*Title.* The full name of a book always appears on the title page. Occasionally it is fuller or longer than the title on the back of the book because it includes a descriptive phrase or *subtitle*—as, *A Christmas Carol in Prose; Being a Ghost Story of Christmas*. In listing titles in a bibliography, be sure to use the one on the title page.

*Author.* The list of degrees after an author's name, especially in non-fiction books, is a clue to his standing as an authority. Occasionally a few of his most important works may be given.

*Editors, Compilers, Illustrators, Translators.* If anyone of importance besides the author is responsible for the book, his name also appears on the title page; for example, an outstanding critic *editing* an author's works, an illustrator of note, or someone collecting or compiling the stories, poems, or essays of a number of authors.

*Editions and Reprints.* All copies of a book printed from a set of plates make up an *edition*. If more copies are printed later from the same plates, the book has been *reprinted*. But if any changes are made in the book, either bringing it up to date or adding material, it is called a *new* or *revised edition*. In science and many other subjects, it is important to have the latest edition.

*Publisher.* If a publisher specializes in a certain kind of book, his name on the title page suggests the excellence of the work. The same applies to almost any book printed by a publisher of established reputation.

### Copyright

Copyrighting a book is like patenting an invention. It guarantees ownership and protection in publishing for a period of

twenty-eight years with the privilege of renewal for a similar period. The copyright date verifies the first publication of the book in the United States; it usually appears on the back of the title page. For famous books that have been printed in many editions, the copyright date indicates only the first appearance of that particular edition. An author copyrighting a book must deposit two copies in the Library of Congress in Washington and pay a fee of \$4.00.

### **Preface or foreword**

In the preface or foreword the author states his purpose in writing the book and expresses indebtedness to those who assisted him.

### **Contents**

The table of contents near the front of the book cannot be used as or take the place of an index. It is merely a list of the chapters or parts of the book, occasionally including a summary or analysis of each chapter.

### **Illustrations, maps, etc.**

A list of pictures, maps, and other illustrations, in the order of their appearance in the book, helps locate one of them quickly.

### **Introduction**

The introduction differs from the preface in that it is about the *subject matter* of the book. It prepares the reader for the content of the book or interprets it to him. It is important in understanding the book, and should not be passed over.

### **Text and notes**

The main part of the book is the text. Explanatory material in the form of notes frequently appears at the bottom of the page (footnotes), at the end of the chapter, or at the end of the book. The same small printer's mark is used in the text and beside the note to which it refers.

## Glossary

A glossary is a list of uncommon words, technical terms, or words with a special meaning for a science, an art, a dialect, or some other work. It should not be confused with a *vocabulary* in a foreign grammar.

## Appendix

Many instructors expect you to know material found not only in footnotes, but also in an appendix. The latter is supplementary or added material that cannot be introduced easily into the text, such as tables, notes, and bibliographies.

## Bibliographies

A bibliography is a list of references—books, magazine articles, and pamphlets—often appearing at the end of a chapter, at the end of a book, or at the end of an article in an encyclopedia or other reference book. Frequently the material printed on an important subject is so extensive that the list fills a whole book. People who plan to specialize in a subject should find out what *bibliographies* have been printed in that field. Many such reference lists have descriptive notes which help in selecting the best books. These are called *annotated* bibliographies. A *subject bibliography* is a list of references on a certain subject; an *author bibliography* is a list of an author's works.

## Indexes

Do you “thumb” through a book to find what you want? That is like sharpening your pencil with a knife when a mechanical sharpener is at hand. In comparison, an index saves even more time. It is an alphabetical list of everything of importance treated in the book, and is usually found at the end of the book. An index saves time by locating information buried somewhere in the book and by preventing fruitless searching for information *not* treated in the book.

*Types of Indexes.* The most common type of index is the *general* index of names, subjects, titles, and so forth. In some books, it is broken up into several indexes; for example, a *subject* index, a *title* index, and an *author* index. Collections of poetry usually include a “*first line*” index. Be sure to notice the type of index if the book has more than one. Each volume in a set of books may have an index, but a general index usually appears in the last volume. The volume number in a general index is indicated in Roman numerals to distinguish it from the page number. Some sets of books group the information under large subjects, and a general index is the only clue to their subdivisions or small subjects. Frequently the set is published over a period of years, and up-to-date material is included in the later volumes with no plan for it at the beginning, in the earlier volumes. This new material is, therefore, not referred to by cross references. You can see the necessity of consulting the index volume to get every bit of needed information. The following list of a few of the references under Industrial Hazards is from the index volume of the *Encyclopaedia of the Social Sciences*:

INDUSTRIAL HAZARDS—vii 697-705; Accidents, Industrial i 391-401; Automobile Industry ii 327 a; Cement iii 290 a; Child (Labor) iii 422 a; Clerical Occupations iii 552 b;

Only two of the above references are listed among the cross references at the end of the article “Industrial Hazards,” which shows the importance of consulting the index volume.

### Cross references

Very often two or more words mean nearly the same thing. The page references (in an index) cannot be entered under every one of these synonymous subjects; therefore it is necessary to provide some device to assist people who would each look under a different word. This device is called a *cross reference*, because it leads across to the subject in the index where the desired information is listed; for example, *Farming, see Agriculture*.

Another type of cross reference is the *see also* reference, which tells where *additional* material can be found; for instance, *Farm Buildings, see also Agricultural Engineering; Barns; Stables*. Be sure to follow up a cross reference in order to get all of the information you need. Besides being useful in indexes, they are an indispensable device in alphabetically arranged books and card catalogs.

# CLASSIFICATION AND ARRANGEMENT OF BOOKS

## Classification

Since it is convenient and important to keep together all books on a subject, libraries have a device that makes such grouping possible. It is a classification system that groups books according to *subject*, thereby bringing together on the shelves all books on a given subject, such as Agriculture, or Radio, or Aviation. There are many systems for classifying books, but the two most generally found in libraries are the Library of Congress Classification and the Dewey Decimal Classification. The former uses the letters of the alphabet to classify books; for instance, S is for agriculture. The most common system, however, is the Dewey Decimal, which assigns a number to each book. For example, 631.2 stands for *Farm Buildings*, and all books on that subject will have that number and stand together on the library shelves.

Dewey divides all knowledge into nine major classes, with an extra class for works so general as to make a definite place impossible.

- 000 General works: encyclopedias, newspapers, bibliographies.
- 100 Philosophy and psychology.
- 200 Religion and mythology.
- 300 Social science: sociology, economics, law, government, education, and folklore.
- 400 Languages: English and foreign.
- 500 Science: mathematics, astronomy, physics, chemistry, geology, biology.
- 600 Useful arts: medicine, hygiene, engineering, agriculture, home economics, business, and manufacturing.
- 700 Fine arts: art, architecture, sculpture, music, theater, photography, sport, and recreation.

- 800 Literature of all countries.
- 900 History and geography.

Each major class is divided into ten smaller classes, each of which includes ten still smaller classes for further subdivisions of the main subject. Decimal expansion then makes it possible to provide a place for the smallest topic, as shown under 635.9 below:

600 USEFUL ARTS; APPLIED SCIENCE

- 610 Medicine
- 620 Engineering
- 630 Agriculture; Agronomy
  - 635 Garden crops; Kitchen and market gardening
    - 635.9 Floriculture
      - 635.91 Economics and operation
      - 635.92 Hindrances
      - 635.93 Plants by life duration
        - 635.931 Annuals and biennials
- 640 Home Economics; Domestic Science
- 650 Communications; Business
- 660 Chemic Technology
- 670 Manufactures
- 680 Mechanic Trades
- 690 Building

**Call numbers**

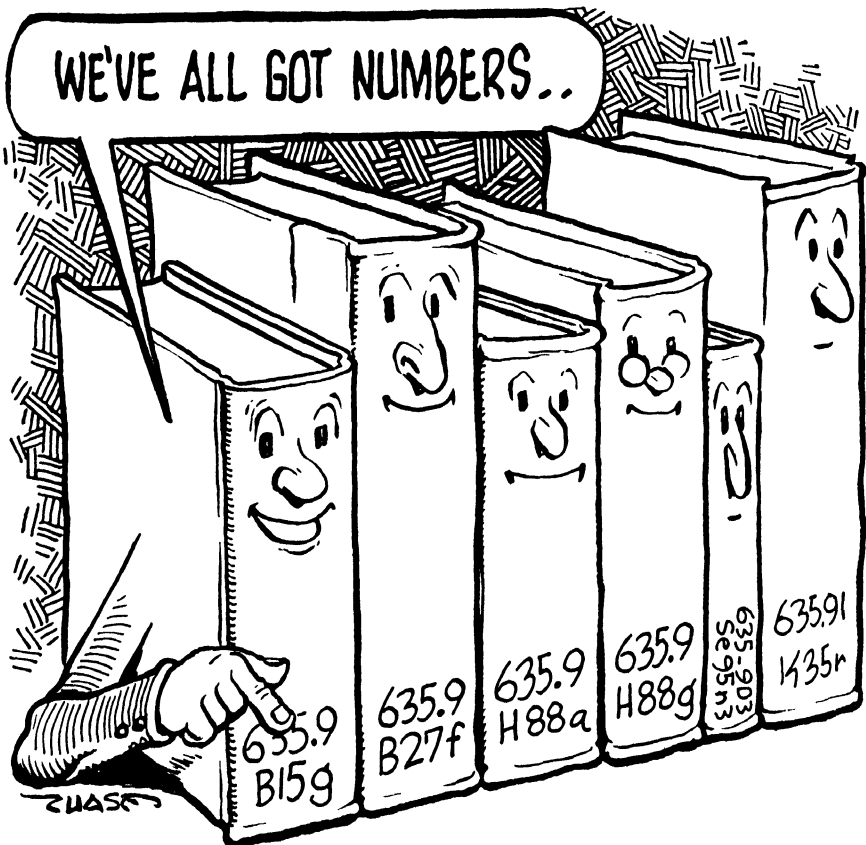
Having a number of books on the same subject, and therefore with the same class number, makes it necessary to distinguish among them in some way. This is done by combining a “book number” with the class number to make up the “call number” of the book—the number by which you call for a book at the Loan Desk and by which it is located on the shelf. The *book number* is composed of the first letter or two in the author’s last name plus a number from the Cutter table of author numbers. Very often the first letter in the title of the book is then added. For instance, Harold H. Hume’s number is H88. Hume wrote *Azaleas and Camellias*, the class number for which is 635.9; and the combination of the *class number* and the *book number* is the *call number* of the book, <sup>635.9</sup><sub>H88a</sub>. The letter *a* in the book number distinguishes this

book from the author's *Gardening in the Lower South*, whose call number is  $635.9$   
H88g.

This system makes it impossible for two books to have the same combination of numbers. The call number appears on the book and in the upper left corner of every card for that book in the card catalog.

### Arrangement

The arrangement of books on the shelves reads from left to right on each shelf and from top to bottom of the stack (section or group of shelves). The call numbers are read numerically, and decimals are valued just as in mathematics.



## THE CARD CATALOG

Student: "Have you any books on Television?"

Library Assistant: "If we have, they are listed in the card catalog."

Some students are unfamiliar with a card catalog because they have not had to use one in high school, where the books were on open shelves around the walls of the library room or in open stacks in one section of the room. Any catalog there was small compared to a university library catalog. Most books in a university library are in closed stacks where only faculty members and graduate students are allowed to work. Hence, your only key to the book collection is the *card catalog*.

### Index to the book collection

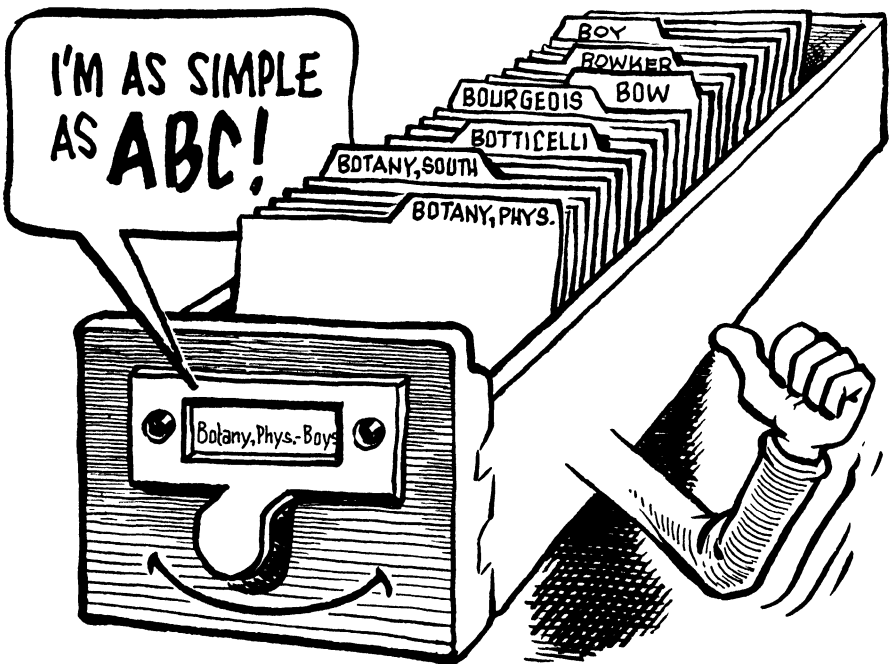
The card catalog is an alphabetical index to the books in the library. It is a guide to the book collection just as an index to a book is a guide to its contents. Having the index on cards makes it more convenient for use, and for inserting cards for new books. The cards are filed in trays in one straight alphabetical arrangement. The printed ones are bought from the Library of Congress; the typewritten ones are prepared in your library. The label on the outside of each tray of the catalog cabinet indicates the part of the alphabet that it holds.

### Guide cards

At intervals through the catalog are *guide* cards, which stand up higher than the other cards. These indicate where to *begin looking* in the tray and are great time-savers.

### Alphabetical arrangement

Every book except literature (fiction, poetry, drama, essays, and so forth) *usually* has at least three cards in the catalog so that you may locate it by looking under the *author*, the *title*, or the *subject*. Obviously, these cards are filed separately wherever they belong in the alphabet. Alphabetical filing is by the first word not an article (*a*, *the*, *an* or their equivalents in foreign languages) at the top of the card. Some filing practices are common to most libraries. For instance, author cards



for books by the same author are filed alphabetically by the words in the title, which appears immediately below the author's name. "See also" references appear *after* all cards on a subject, leading to additional information on related subjects. Abbreviations are filed as if spelled out—*Saint* for *St.*, *Mister* for *Mr.*, and *Mac* for *Mc*. The German *umlaut* is filed as *oe* for *ö* and *ue* for *ü*.

The filing code or rules for the individual library must be consulted in a great many situations where variations are possible

and acceptable. In filing the cards for a number of different *editions* of a book, some libraries place the latest edition ahead of all others. The subject cards for books on the history of a country are usually filed chronologically. The rule for hyphenated words often upsets the filing code of a library because of variations used by authors of books; for instance, *root crops* and *root-crops*.

Identical names are usually filed by dates:

Jones, John Paul, 1747-1792.

Jones, John Paul, 1897-

Numerals in the names of royalty are filed numerically:

Edward I, King of England, 1239-1307.

Edward II, King of England, 1284-1327.

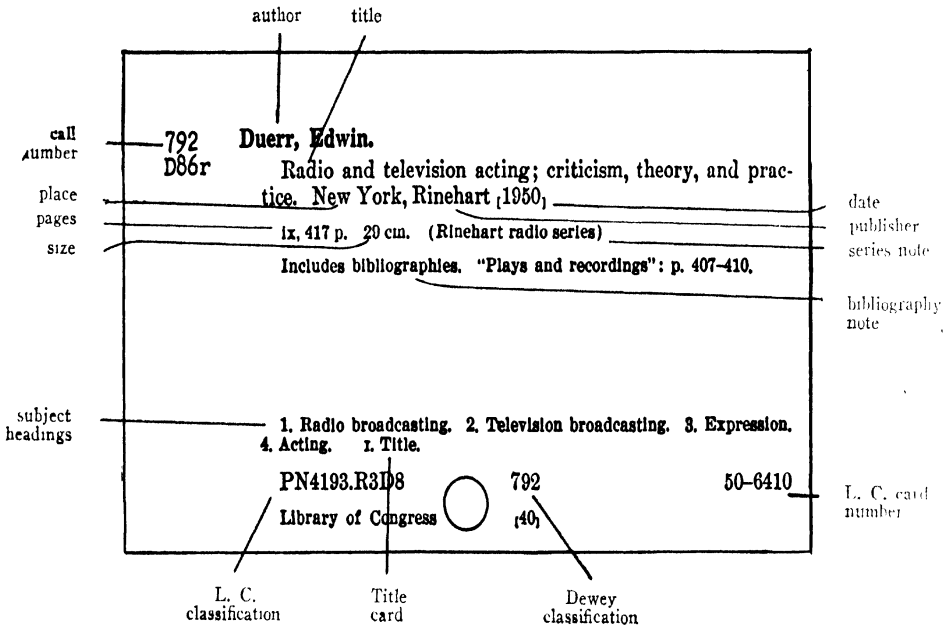
Punctuation marks are disregarded, as are titles of honor.

Study carefully any "stamped" information on a card. It may indicate the location of a book or call attention to the *main entry* card (usually the author card or its substitute). Always ask for information if your search leads you to a *temporary* card in the catalog—a card of another color, usually "riding the rod." It probably means that the regular cards have been removed from the catalog for revision. It does not necessarily indicate that the book is not available; so inform yourself as to the temporary-card system in your library.

### Catalog cards

Close attention to the catalog card will help you decide whether the book it represents is the one you want. It gives the author and title, and indicates whether the book is written by one or more persons. For non-fiction it mentions the edition, if other than the first. Usually it gives the *imprint* of the book—where it was published, the name of the publisher, and the date of publication. Noticing the number of pages in the book or the number of volumes is important; if it is one of a set of books, be sure to add the number of the desired volume to the call number when requesting it. If the book is illustrated, the card will show it. Frequently, explanatory notes appear on the card—a very useful

one being that noting a bibliography in the book. Then, near the bottom, the *subjects* of the book are listed, as well as an indication of other cards in the catalog for the same book. Since the



card is printed at the Library of Congress, it gives the copyright number of the book, the order number for the card, the Library of Congress Classification number, and the Dewey Decimal Classification number—most of which has no importance to the catalog user.

### Author cards

The above is an author card. To find a book by Edwin Duerr, look under his *last name*, Duerr, Edwin, which is the first line at the top of the card. The catalog lists those of his books which the library owns, each represented by a separate card. If the library has more than one book by an author, the author cards are filed alphabetically by the words in the title, which appears just below the author's name. Books are listed under the author's real name, with a cross reference from his *pseudonym* (fictitious name under which he writes) if he has one.

### Joint authors

If more than one person writes a book, the main author card is under the author first mentioned on the title page of the book; another card is filed in the catalog for each *joint author*, whose name is typed above the main author's name.

### Government as author

The government, an institution, an association, or a society may be considered the author of a publication issued in its name. Its name appears in the author's place on the card. For instance:

U. S. Dept. of agriculture.

U. S. Special committee on farm tenancy.

New York (State) Dept. of health.

Society of arts and sciences, New York.

In looking for a book by a person whose last name begins with *Mc* or *M'*, remember that it is filed as if spelled *Mac*. The same is true of *Saint* for *St*.

### Title cards

Most people remember the titles of books instead of the authors. A card with the title of the book at the top (above the author's name) is filed in the catalog under the first word of the title. An article (*a*, *an*, *the*, or the foreign equivalent) is never considered the first word of a title in filing. Thus, *The art of learning* is filed under the word *art*.

The title card is *exactly* like the author card except that the title has been typed above the author's name, so that it may be filed in the correct alphabetical place for people looking for the book under the title.

Titles that contain numerals are filed as though the figures were written out: *One hundred million guinea pigs*, instead of *100,000,000 guinea pigs*. Rarely does a card catalog contain a

## Radio and television acting

792  
D86r**Duerr, Edwin.**

Radio and television acting; criticism, theory, and practice. New York, Rinehart (1950)

ix, 417 p. 29 cm. (Rinehart radio series)

Includes bibliographies. "Plays and recordings": p. 407-410.

1. Radio broadcasting. 2. Television broadcasting. 3. Expression.  
4. Acting. I. Title.

PN4193.R3D8

792

50-6410

Library of Congress



1401

title card for a biography whose title begins with the name of the person about whom the book is written—that is, *Andrew Jackson, the border captain*, by Marquis James. Generally the *subject* card suffices—under Jackson, Andrew, pres., U.S., 1767-1845. This is also true of books whose titles begin with *The Life of . . .* or *The History of . . .*

Initials standing for names of organizations, and so forth, *when in titles*, are filed as initials and not as if spelled out.

**Subject cards**

Often you will need material on a subject without knowing any authors or titles to consult. In that case, look under the *subject itself*. Be specific, not general, in looking up subject headings. For instance, look for *Cattle*, not *Animal Husbandry*. These headings are typed in red on the top line of the subject card (above the author's name, just as on the title card). Otherwise, this card is *exactly* like the author card.

Some libraries type the subject headings in black capital letters instead of red letters. This prevents confusion in the mind of the user when cards for government documents are filed in the

main card catalog. Cards for United States documents are prepared by the Superintendent of Documents; the subject cards are made with black "caps" (capital letters throughout).

|   |                      |  |
|---|----------------------|--|
| Television broadcasting   |                      |  |
| 792<br>D86r   | <b>Duerr, Edwin.</b> | Radio and television acting; criticism, theory, and practice. New York, Rinehart, 1950,<br>ix, 417 p. 29 cm. (Rinehart radio series)<br>Includes bibliographies. "Plays and recordings": p. 407-410. |
| 1. Radio broadcasting. 2. Television broadcasting. 3. Expression.<br>4. Acting. I. Title. |                      |  |
| PN4193.R3D8   | ○                    | 792  |
| Library of Congress   | (40)                 | 50-6410  |

If the library has more than one book on a subject, all of the subject cards are together in the catalog, arranged alphabetically by the author's last name. For example: A subject card for a book on *Dance music* by Gertrude Colby will come before the one by Grace Ryan, which will come before one by Helen Smith.

### Subdivided subject headings

Many subjects have *subdivisions*. They are arranged alphabetically in the catalog after the general subject heading:

- Dancing.
- Dancing—Children's dances.
- Dancing—England.
- Dancing—Folk and national dances.
- Dancing—History.
- Dancing—Mexico.
- Dancing—Mexico—Michoacan.

### Inverted subjects

Some *phrase* subject headings (more than one word) are inverted to bring out the important word first; that is, *Photography, Aerial*; or *Photography, Commercial*. If the subject heading you are looking for cannot be found, look under a similar one. In most libraries, books on the *World War* are entered in the catalog under *European War, 1914-1918* (in red), with a cross reference from *World War*; but *World War II* is treated under *World War, 1939-1945*.


### Analytical cards

Some libraries "analyze" the contents of a book of short stories, essays, or plays by different authors and prepare author and title cards for each one. *Subject analytics* are also prepared in some libraries for books whose chapters cover different subjects; a subject card is made for each *part* of the book dealing with a distinct subject. These *analytical cards* make each part of the book available to the users of the card catalog.

### Periodicals

A catalog card representing a periodical usually refers to *bound volumes*. The card immediately back of it is a check-list of the

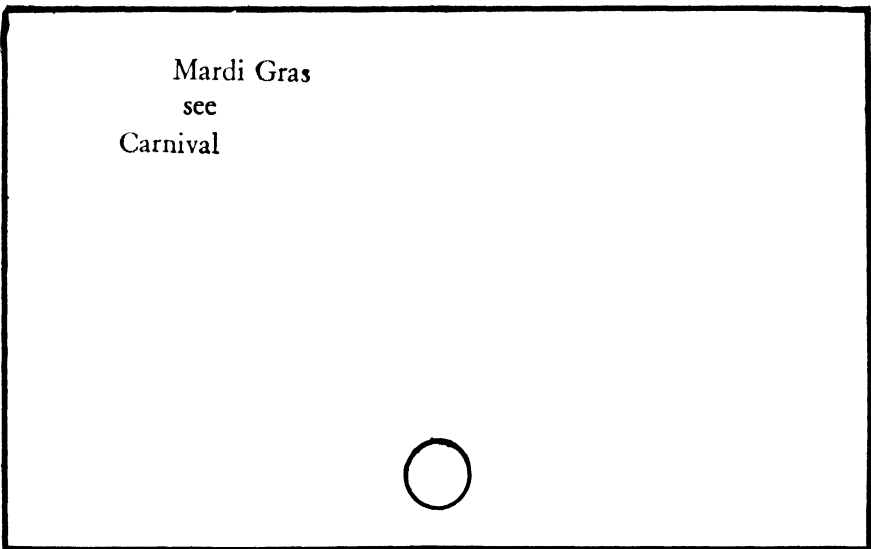
| 051 Time ...             |                          |                          |                          |      |      | (Card 2 |
|--------------------------|--------------------------|--------------------------|--------------------------|------|------|---------|
| 1920                     | 1930                     | ✓1940 <sub>v.35-36</sub> | ✓1950 <sub>v.41-56</sub> | 1960 | 1970 |         |
| 1921                     | 1931                     | ✓1941 <sub>v.37-38</sub> | 1951                     | 1961 | 1971 |         |
| ✓1922                    | ✓1932 <sub>v.20-22</sub> | ✓1942 <sub>v.39-40</sub> | 1952                     | 1962 | 1972 |         |
| 1923                     | ✓1933 <sub>v.21-22</sub> | ✓1943 <sub>v.41-42</sub> | 1953                     | 1963 | 1973 |         |
| ✓1924 <sub>v.3-4</sub>   | ✓1934 <sub>v.13-24</sub> | ✓1944 <sub>v.43-44</sub> | 1954                     | 1964 | 1974 |         |
| ✓1925 <sub>v.5-</sub>    | ✓1935 <sub>v.25-26</sub> | ✓1945 <sub>v.45-46</sub> | 1955                     | 1965 | 1975 |         |
| ✓1926 <sub>v.8-</sub>    | ✓1936 <sub>v.27-28</sub> | ✓1946 <sub>v.47-48</sub> | 1956                     | 1966 | 1976 |         |
| ✓1927 <sub>v.9-10</sub>  | ✓1937 <sub>v.29-30</sub> | ✓1947 <sub>v.49-50</sub> | 1957                     | 1967 | 1977 |         |
| ✓1928 <sub>v.11-12</sub> | ✓1938 <sub>v.31-32</sub> | ✓1948 <sub>v.51-52</sub> | 1958                     | 1968 | 1978 |         |
| ✓1929 <sub>v.13-14</sub> | ✓1939 <sub>v.33-34</sub> | ✓1949 <sub>v.53-54</sub> | 1959                     | 1969 | 1979 |         |

Library has those            that are checked.

volumes owned by the library and should be consulted for such information. Some libraries omit the check card back of the catalog card for a magazine whose complete set is owned.

### Sign posts

Since it is impractical to file cards under every synonym of a given subject, cross references are provided to lead to the subject under which you will find the material for which you are looking.

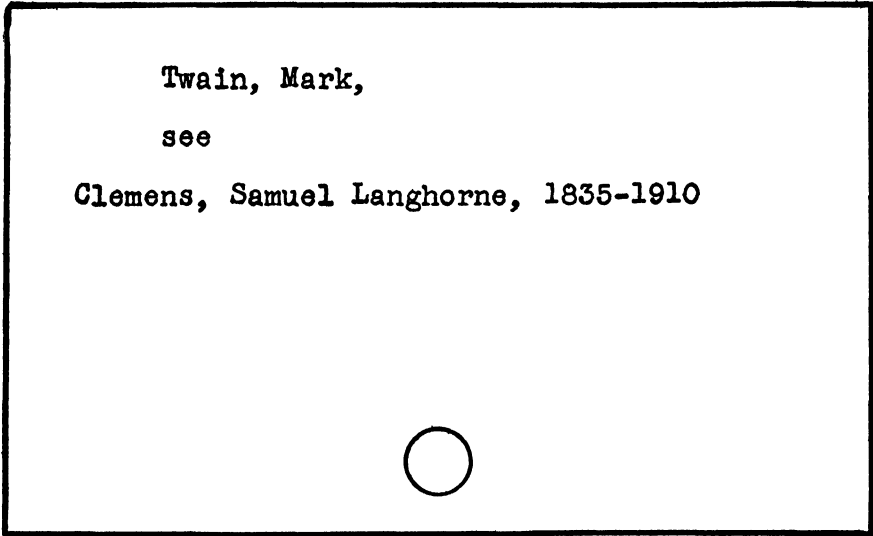


“See also” reference cards appear at the *end* of all cards on a subject to lead to *additional* information on related subjects.

Photography  
see also

Astronomical photography; Cameras; Color photography; Lantern slides; Microphotography.

*Name* cross references have already been mentioned in connection with pseudonyms. (See p. 18.) Such a card is illustrated on the following page.

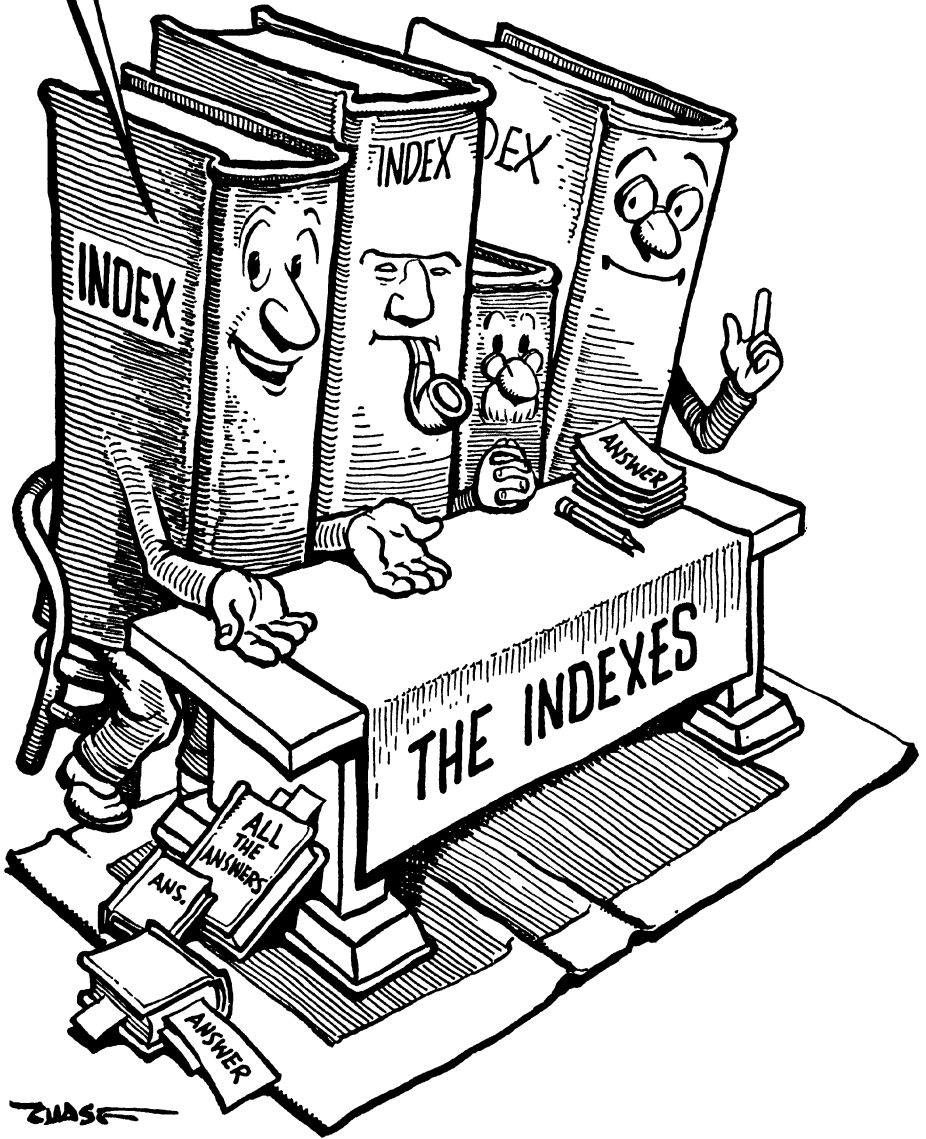


### Call numbers

Every catalog card has the *call number* of the book in the upper left corner. In some libraries with electric charging machines this group of numbers is the only information from the catalog necessary for borrowing a book, and must be copied *accurately* on a slip of paper and given in at the Loan Desk. Many libraries require your filling out a *call slip* giving, in addition to the call number, the author and title of the book and your name and address. This slip becomes part of the Loan Desk records, and is also required in some libraries that have an electric “charging” machine.



ASK US ANYTHING!



# INDEXES

## MAGAZINE INDEXES

Magazines contain much information that never appears in books or is too recent to have been published in book form. So do newspapers. Some magazines are published every week, some every month, and others every two or three months. A certain number of these issues, usually covering six months, makes up a *volume*; the number of issues in a volume varies with different magazines. When a volume is complete, most libraries have it *bound* like a book, with an index to each volume.

Searching for information through the indexes in individual volumes of magazines would be a colossal task, taking more time than most people can spare. It would be like going to the shelves and searching among 200,000 books to determine whether or not the library has the one you need. *An index to magazine material is just as necessary as an index to the book collection (card catalog)*. Through magazine indexes you may find articles on any subject or by almost any author.

All magazine indexes are alphabetically arranged; some by author, title, and subject like the card catalog; others by author and subject; and still others only by subject. Most of them are published monthly; but at intervals through the year, one issue will not only include the current month's index but will reprint *all in one alphabet* the indexes of the issues for two, three, or six months previous, so that you need to look in only one issue instead of several. This is called a *cumulation*. Once a year each index cumulates for the whole year. For our further convenience, some indexes publish a three-year cumulation.



For weekly periodicals, like *Time* and the *New York Times Magazine*, the day of the month is given with the month and the year: Time S 18 '50; N Y Times Mag Ag 27 '50.

You have no doubt noticed that the names of some of the magazines are abbreviated. This saves space. The full names of all magazines indexed appear in the front of each issue of an index. A key to other abbreviations is also there. Many cross references, both *see* and *see also*, are used in indexes. (See p. 10.)

#### Stories, plays, essays, poems

Title entries are made for stories and plays, and occasionally for essays. Titles of poems are grouped under the subject *Poems*.

#### What to copy

If you want the articles you have located through the index, copy very accurately the full name of the magazine, the volume number, the date, and (for your own benefit) the inclusive pages of the article. If your library requires a call slip, your name and address are also given, and the paging is not listed.

#### Poole's index

*Poole's Index to Periodical Literature, 1802-1907*. An index to subjects only—no author entries. The ancestor of all magazine indexes, it is the only index to nineteenth-century periodicals up to 1890. *Poole* does not give the date in the entry for an article—only the volume and paging. The date can be computed from a table in the front of the index if you need it.

*Nineteenth Century Readers' Guide to Periodical Literature, 1890-1899*. In contrast to *Poole's Index*, this includes author and illustrator entries as well as subject entries, and title entries to short stories, novels, plays, and poems. Book reviews are well indexed.

*International Index to Periodical Literature, 1907-* . An author and subject index to the more scholarly journals, including many foreign titles and covering primarily the humanities and

# Readers' Guide to Periodical Literature

## AUTHOR AND SUBJECT INDEX

July 1—August 4, 1950

- ABC method.** See Reading—Study and teaching
- ACTH (hormone)**  
ACTH, cortisone, & co. L. Engel. Harper 201: 25-33 Ag '50  
Hormones for arteries. Science N L 58:46 JI 15 '50  
Man-made ACTH soon. Science N L 58:61 JI 22 '50  
180 times more powerful ACTH. Sci Digest 28:55 Ag '50  
Studies on pituitary adrenocorticotropin. J. B. Lesh and others. bibliog il tabs Science 112:43-6 JI 14 '50
- A.H.A.** See American humane association
- A.P.W.A.** See American public welfare association
- ABBEYS**  
Our Lady of Risk; Cistercian abbey of Boquen, Brittany. A. M. Lindbergh. il Life 29:30-6+ JI 10 '50
- ABBOT, Anthony,** pseud. See Oursler, F.
- ABBOTT, John Newman**  
Technics and circumstances in the bacteriologic diagnosis of tuberculosis. Am J Pub Health 40:833-7 JI '50
- ABORTION**  
Abortions in Britain. Newsweek 36:48 JI 31 '50
- ABRAMS, Charles**  
Stim clearance boomerangs. Nation 171:106-7 JI 29 '50
- ACADEMIC freedom**  
Fear is the enemy; reply to W. W. Brickman. J. J. DeBoer. Sch & Soc 72:57-8 JI 22 '50
- ACADEMIES (schools)** See Private schools
- ACADEMY of sciences of the U.S.S.R.**  
Current five-year plan of Soviet science in historical perspective; reply. R. C. Cook. Sci Mo 71:137 Ag '50
- ACCIDENTS**  
Down went McGinty; memo to those who must fall. J. D. McKee. il Today's Health 23:40-1+ Ag '50  
Perils of farming. W. Bolton. Today's Health 23:13 Ag '50  
Pleasure and peril for the popsicle set. V. Brasier. il Today's Health 23:16-17+ Ag '50
- ACCOMPANIMENT, Musical.** See Musical accompaniment
- ACE of clubs;** musical comedy. See Coward, N.
- ACHESON, Dean Gooderham**  
Achieving a community sense among free nations, a step toward world order; address, Cambridge, Mass. June 22, 1950. U S Dept State Bul 23:14-17+ JI 3 '50  
Carrying out point 4: a community effort; address before Council of state governments, June 20, 1950. U S Dept State Bul 23:63-7 JI 10 '50  
Comment on Moscow visit of U.N. Secretary-General. U S Dept State Bul 22:1050 Je 26 '50  
Extemporaneous remarks concerning United States support for the Republic of Korea. U S Dept State Bul 23:6 JI 3 '50  
Peace through strength: a foreign policy objective; address, June 13, 1950. U S Dept State Bul 22:1037-41+ Je 26 '50
- Review of U.N. and U.S. action to restore peace; address before American newspaper guild, June 29, 1950. U S Dept State Bul 23:43-6 JI 10 '50  
Rumania protests against travel restrictions on personnel in U.S. U S Dept State Bul 23:30 JI 3 '50  
Support for an expanded information and education program, statement before subcommittee of Senate committee on foreign relations, July 5, 1950. U S Dept State Bul 23:100-2 JI 17 '50  
Support of mutual defense assistance program for 1951; statement before Senate appropriations committee, June 26, 1950. U S Dept State Bul 23:51-3 JI 10 '50  
Acheson charms forty-six governors, with Joe McCarthy's unwitting aid. Sat Eve Post 22:12 Ag 12 '50  
Johnson or Acheson? Life 29:26 JI 24 '50
- ACIDS, Fatty**  
Urea complexes of unsaturated fatty acids. H. Schlenk and R. T. Holman. bibliog tabs Science 112:19 JI 7 '50
- ACOUSTICS, Architectural**  
Better hearing for music and lectures in same hall. Science N L 68:43 JI 15 '50
- ACROBATS and acrobatism**  
He just loves to scare you. B. Peyton, jr. il Sat Eve Post 22:30-1+ Ag 12 '50
- ACTINOMYCOSIS**  
Aureomycin for lumpy jaw. Science N L 58: 68 JI 29 '50
- ACTIONS and defenses**  
College book exchange sues Harper for \$600,000. Pub W 158 200 JI 15 '50  
Duenevald wins in case against G. P. Putnam. Pub W 158:204 JI 15 '50
- ACTRESS glass.** See Glassware
- ADAMS, Mrs Frances McStay**  
Wandering bones. Americas 2 5-8+ Ag '50
- ADAMS, Henry, 1838-1918**  
Case for sentiment; excerpt from On the wisdom of America. Lin Yutang. por Sat R Lit 33:7-8+ JI 8 '50
- ADATTO, Jennie Q.**  
Tonsils lead a double life. Today's Health 23: 50-1 Ag '50
- ADENAUER, Konrad**  
Adenauer of Germany: a balance sheet. D. Middleton. il pors N Y Times Mag p 15+ JI 9 '50
- ADENOIDS**  
Tonsils lead a double life. J. Q. Adatto. il Today's Health 23 50-1 Ag '50
- ADJUSTMENT, Social**  
Study of certain home factors and their relationship to the personal adjustment of children. L. Beals. bibliog f Sch & Soc 72: 55-7 JI 22 '50
- ADLER, Ruth**  
Fun to fry. N Y Times Mag p20-1 JI 9 '50
- ADLOW, Dorothy**  
Classroom; assortment of influences. C S Mon Mag p7 JI 22 '50  
Corcoran show. C S Mon Mag p9 JI 15 '50  
Makers of history in Washington. C S Mon Mag p7 JI 8 '50  
Summer activity, and lack of it. C S Mon Mag p9 JI 1 '50

### EXPLANATION

Sample title: B-36 global bomber. J. T. Dodson. il Flying 45:16-17+ JI '49  
Explanation: An illustrated article, with title given above, written by J. T. Dodson, will be found in Flying, volume 45, pages 16-17, the July, 1949 number

Selected References from the *Readers' Guide*,

May, 1949—July, 1950

- ALLEN, Betsy, pseud.** See Headley, E. C. ———— See reference from pseudonym
- ALLEN, David** ———— Portrait only  
Portrait  
Sat R Lit 33:27 Je 3 '50
- AMERICAN chemical society** ———— Official or society author  
Meeting, 1950, Houston section; report.  
J. H. Stack. Science 111:449 Ap 21 '50  
Committee on foreign compendia  
Committee on foreign compendia. H. B. Hass.  
Science 111:407-8 Ap 21 '50
- CHURCHILL, Winston Leonard Spencer**  
Elder statesman as man of letters. por N Y Times Mag p78-9 N 13 '49  
Sterling exchange rate; address, September 28, 1949. Vital Speeches 16:18-23 O 15 '49  
Troublesome boy; excerpts from Roving commission. por Read Digest 55:101-4 Ag '49  
United we stand secure. Vital Speeches 15:380-4 Ap 1 '49; Excerpts. pors Time 53:28-9 Ap 11 '49; Commonweal 50:5 Ap 15 '49  
War memoirs. pors Life 28:46-58+ F 6; 66-76+ F 20; 63-6+ F 27 '50  
about  
Academician extraordinary. J. M. Brown. il Sat R Lit 33:22-3+ Mr 4 '50  
Churchill back in the driver's seat. il por Newsweek 35:26 Mr 6 '50  
Definitions of freedom; the Webbs vs. Churchill. F. H. Cramer. Forum 112:257-62 N '49
- DRAMA** ———— See also reference  
See also  
English drama  
Television broadcasting—Drama  
Tragedy
- DRAMAS**  
Criticisms, plots, etc. ———— Subheading under Drama  
Publishers and booksellers profit when books hit Broadway; reviews of current books—into—plays and producers' plans for next season. D. Dunne. il Pub W 157:1494-7 Mr 25 '50  
Single works  
See name of author for full entry  
All you need is one good break. A. Manoff  
Cocktail party. T. S. Elliot  
Come back, little Sheba. W. Inge  
Death of a salesman. A. Miller  
Detective story. S. Kingsley  
Devil's disciple. G. B. Shaw  
Member of the wedding. C. S. McCullers  
Wisteria trees. J. L. Logan, jr  
One act plays  
Texts  
Art program: planning a Winslow Homer program. A. V. Strickland and others. il Sch Arts 49:248-9 Mr '50
- DRAMATIC art.** See Acting } See references  
**DRAMATIC music.** See Opera }
- Titles in two alphabets: articles *by*, then articles *about*  
Article appearing in several magazines  
Article continued in several numbers

Selected References from the *Readers' Guide*,  
May, 1949—July, 1950 (*Continued*)

- LONG, Harold Marshall**  
Current affairs questions. por Scholastic  
56:37T Ap 5 '50
- LONG, Jack**  
Dragon's girl-friend. Am Mag 149:28-9+ Mr  
'50
- LONG BEACH, California**  
Long Beach wins high award in the Tournament of roses. S. E. Vickers. il Am City  
65:141 Ap '50
- LONG playing records.** See Phonograph records
- LOVERS of gain; story.** See Boyle, K. \_\_\_\_\_
- MOVING picture plays**  
Books into films. P. S. Nathan. See issues  
of Publishers' Weekly
- Criticisms, plots, etc.**
- Current feature films. Library J 75:180-1,  
332-3, 410-11, 503, 570-1+, 708-9, 786-7  
F 1-My 1 '50
- Movies (con't). Consumer Rep 15:183,235  
Ap-My '50
- Single works*
- Annie get your gun  
Good H il (p 17) 130:327 Ap '50  
Library J 75:786 My 1 '50  
Life il 28: 174-5+ Ap 17 '50  
Time il 55:66 Ap 24 '50
- POEMS**  
See name of author for full entry
- Accountant's first-born. C. Walters  
Acknowledgement. J. Auslander  
Active partner. S. Schitzer  
Admonition. P. Lazarus  
Album of Debussy. M. E. Counselman  
April day. R. Frost  
Boy and serpent. L. Benét  
Can't do that to him. C. D. Morley
- } If author and subject  
same word, *author*  
listed first
- } Short story title entry:  
*see ref. to author's*  
name
- } Moving pictures: gen-  
eral articles first, then  
alphabetical by title  
under *Single Works*
- } Poems listed by title  
under *Poems*, with  
*see ref. to author*

science. Before 1928 many educational journals, now in the *Education Index*, were on its list.

*Catholic Periodical Index, 1930-* . A cumulative author and subject index to a selected list of Catholic periodicals. The period 1934-1938 has not yet been covered. It is used exactly like the *Readers' Guide*.

### MAGAZINE INDEXES IN SPECIAL FIELDS

#### Agriculture

*Agricultural Index, 1916-* . A subject index to agricultural publications, including not only magazines but books, bulletins,

and pamphlets of experiment stations, of the Department of Agriculture, and of extension departments, both American and foreign. It is published monthly, and has an annual cumulation.

### Education

*Education Index, 1929-* . An author and subject index to educational literature, including magazines, books, pamphlets, reports, and so forth. It is published monthly, except in July and August, and has an annual cumulation.

For educational periodicals before 1929, the *Readers' Guide* and the *International Index* must be used.

### Industrial arts

*Industrial Arts Index, 1913-* . A subject index to magazines and books on engineering, trade, business, and finance. It is published monthly, with an annual cumulation.

### Public affairs

*Public Affairs Information Service, 1915-* . A subject index in the fields of sociology, economics, and political science—from the practical side, particularly. It indexes not only periodicals but books, documents, and pamphlets. It also lists recent events and developments in these fields. Commonly called P.A.I.S., it is published weekly, with bimonthly and yearly cumulations.

## NEWSPAPER INDEX

*New York Times Index, 1913-* . A subject index to the *New York Times*. From 1913 to 1929 it was published four times a year, then monthly, and now it is published twice each month, with a yearly volume. An added feature, a list of News Highlights of the year, precedes the actual index.

Each entry gives exact reference to the day (not the year, because the index never cumulates for more than one year), page, and column; for Sunday it gives the section also:

## TELEVISION

## United States—General

GE repts new color TV system; uses same width band as black-and-white; Dr W R G Baker comment. JI 28, 25:3; possible war effect on color TV discussed, JI 30, II, 7:1

The first article appeared in the *New York Times* of July 28 (1950), page 25, column 3; the second article, July 30 (1950), section 2, page 7, column 1.

This index may be used for other newspapers also. The syndicated press services (Associated Press, United Press, and others) make it possible for national and international news to be published in many papers on the same day. Thus, the *date* of publication can be secured from the *New York Times Index* and the news items traced in other papers.

## OTHER INDEXES

**Art**

*Art Index, 1929-* . An author and subject index to fine arts periodicals and museum bulletins. It is issued quarterly, with an annual volume.

**Biography**

*Biography Index, 1946-* . A one-place index to biographical material in books and magazines, universal in scope. It has two sections, an alphabetical name index, and an index to professions and occupations, alphabetical by subject. It cumulates quarterly, with an annual volume.

**Books**

*Book Review Digest, 1905-* . Digested reviews of current books with references to the full reviews. Issued monthly except during July, it cumulates at each half-year and in an annual volume. Alphabetical by author with a title and subject index.

*Technical Book Review Index, 1935-* . Identifies reviews in current scientific, technical, and trade journals, and when feasible, quotes from them. Published monthly except July and August, it cumulates into an annual volume with a cumulated author index. Reviews are arranged alphabetically by author.

*Cumulative Book Index,* . A world list of books in the English language. Issued monthly except August, it cumulates in July and in December. Periodically it cumulates for a number of years; all such volumes since 1928 are supplements to the *United States Catalog*. Alphabetically arranged by author, title, and subject.

*Standard Catalog for Public Libraries.* A classified (Dewey) list of books with an author, title, subject, and analytical index. Extremely useful in selecting some of the best books in any field, it includes comments with every title, and some full annotations. Annual supplements keep it up to date.

## Drama

*Dramatic Index, 1909-* . An index to theatrical articles in American and English periodicals, covering the stage and screen. Alphabetical by subject and title. Appears quarterly in the *Bulletin of Bibliography* and annually with the *Magazine Subject Index*.

*Firkins' Index to Plays.* An index to many thousands of plays appearing in collections and elsewhere, arranged in two parts: (1) author index, and (2) title and subject index.

In the back of the index are two alphabetical lists of *collections* of plays indexed. They are usually checked to show the library's holdings. Logasa's *Index to One-Act Plays* is also useful in the field of drama.

*Index to Full Length Plays, 1926-1944.* Contains three indexes—authors, titles, and subjects—with full information about each play in the title index, to which the author and subject indexes refer. The subject index is most useful.

### Government publications

*Congressional Index.* A weekly loose-leaf service that provides a simple, direct route for tracing current legislation. All federal bills and resolutions of general interest are indexed. Arranged in ten sections, it provides a topical index under broad subjects.

*Document Catalogue.* The permanent, complete catalog of all government publications since 1893. It lists all documents under author, subject, and, when necessary, under title. Serial numbers are given for documents in the serial set. An excellent index, but appears irregularly. *The Monthly Catalogue* keeps it up to date. All of the publications issued by government bodies since 1895 are listed here. The arrangement is alphabetical by major departments, independent institutions, and Congress. An author and subject index is published for each calendar year. It is through this index that the *Monthly Catalogue* supplements the *Document Catalogue*.

### Literature

Four of the best indexes in the field of historical literature are: *Guide to Historical Literature*, *Guide to the Best Fiction*, *Guide to Historical Fiction*, and *Guide to the Best Historical Novels and Tales*. These are chronologically arranged, with author and title indexes.

*Essay and General Literature Index, 1900–* . An author, subject, and title index to essays and articles published since 1900. It first appeared in 1934, covering 1900–1933. Since then, publication has occurred twice a year, the second being the annual volume. In the back of the index is a list of books indexed, checked for the library's holdings.

*Firkins' Index to Short Stories.* An author, title, and subject index (all in one alphabet) to short stories appearing in collections, in separate volumes, or in magazines. In the back are two lists of collected short stories, usually checked for the library's holdings.

*Granger's Index to Poetry and Recitations.* An index to collections of poetry and recitations, arranged in three parts: (1) title index, (2) author index, and (3) first-line index. Each entry in the title index refers by a symbol to the collection in which the poem appears. These symbols, with the full names of the books they represent, are listed in the front of the index. The list is checked according to the library's holdings. Appendixes contain suggested lists for special days and for dialogues, pantomimes, and the like.

*Guide to Catholic Literature.* An author, title, and subject index, in one alphabet, to books and pamphlets by Catholics or of particular Catholic interest, European as well as American. Volume I covers the period from 1888 to 1940. Subsequent volumes are published every four years.

### Songs

*Song Index.* Contains titles, first lines, and composers' and authors' names in one alphabet.

Other useful indexes are:

*Speech Index; an Index to 64 Collections of World Famous  
Orations and Speeches for Various Occasions.*

*Ulrich's Periodical Directory.*

## REFERENCE BOOKS

Reference books have been mentioned several times in the preceding chapters; since the rest of this booklet, as well as your work in the library, is devoted to them, it may be wise to find out more about their characteristics. From our point of view, all books fall into two classes—those read for fun or for information and those consulted for a definite fact or piece of information. The latter are *reference books*. Of course, many more exist than can be treated here individually; but through the use of the library and with the Reference Librarian's help you will learn to know them and find them useful.

Encyclopedias can and should be used for an introductory, general survey of a subject. In a large library, however, reference books in special fields should be known and employed. Finding a set of encyclopedias on the reference shelf may be like meeting an old friend, but knowing how to use it is no reason for limiting your investigation to what it can offer.

Haphazard use of reference books wastes more time during the average college career than anything else, unless we consider the Student Union! Unskillful searching frequently ends in failure unless a streak of sheer luck intervenes. Remembering the main points about these books through use is far more important than finding the answers to the practice work. Once the main points are learned, selecting the proper book for a particular question will be easy. Attention to the following items should build up an automatic technique for the use of reference books.

### Date

The date of a book is of first importance in locating information. For recent developments like radar, up-to-date reference

books are necessary. In securing the latest edition of a book, remember that the “copyright” date on the back of the title page is your clue—not the date at the bottom of the title page. (See p. 8.)

### Subjects covered

If you are not familiar with the “scope” of a reference book, look through the introduction and table of contents to see what it includes. Think of the freshman who was earnestly “thumbing” through the current *Who's Who in America* for the life of George Washington. His technique was faulty in three respects: The book includes only living Americans (notice the title); and the fact that it is alphabetically arranged makes “thumbing” unnecessary. The *date* was wrong, to begin with.

### Arrangement

Most reference books are alphabetically arranged for the quick, easy location of material. If they are not so arranged, an alphabetical approach to the contents is provided—an index. However, many alphabetical books also have indexes; because the information is grouped under large subjects, and the index is the key to small subjects treated as sub-topics under the large ones.

If the book itself does not have a key to abbreviations used in it, their meanings can be found in a dictionary.

## THE BEST TYPE OF REFERENCE BOOK

### Bibliographies

The best types of reference books include *bibliographies*, *signed articles*, and *cross references*. An article in a reference book is generally sufficient for the needs of the average person, but often it is not. A list of books (bibliography) at the end of important articles leads to further and more intensive reading on the subjects. You don't have to be a research worker to realize their value.

**Authority**

People who write articles for reference books are usually experts and specialists, and the best type of book gives the author's name at the end of each important article. Some give it in full; others give initials, which may be referred to the list of contributors in the front for identification. Obviously, this lends authority to a book.

**Cross references**

Cross references have as much value in books as in card catalogs. An article cannot appear under every synonymous subject. Therefore, it is entered under the one most people will think of, with cross references from the others. *See also* references help by leading to added information. If you do not find cross references, don't assume that the book contains nothing on your subject. Look under as many synonymous subjects as you can think of.

**Care**

Reference books are very expensive public property and must be handled by many people; they should be used with care. Putting pencil marks in them, turning down the corners of pages, or rumpling the pages is highly inconsiderate to other readers. Dropping may damage them a great deal.

## DICTIONARIES

Radios and sound pictures have developed an amazing interest in pronunciation. This is due to supposedly new pronunciations. They aren't new; they are correct. Before a picture is "shot," research provides correct pronunciation. Before a program is broadcast, the manuscript is carefully "edited" and rehearsed.

For generations people either mispronounce words or use other than preferred pronunciations because they never *hear* otherwise. One person relates the shock he received when he heard someone say Nū'fūn(d)-land'. He had always said Nū found'land—his geography teacher in grammar school had taught him to say it that way! As a matter of fact, it never was Nū found'land. It looked that way; so his teacher didn't bother to consult the dictionary.

A dictionary gives more information about words than any other reference book—spelling, pronunciation, meaning, derivation, usage, synonyms, and antonyms. An *unabridged* dictionary includes all words in the language with all of their definitions. An *abridged* dictionary is condensed. The two most widely used unabridged American dictionaries are *Webster's New International Dictionary* and *Funk and Wagnalls New Standard Dictionary*. When you use a dictionary, remember that in the front is a full explanation of the abbreviations used, as well as a key to pronunciation symbols. The latter is given at the top or bottom of each page in modern dictionaries.

### American

*Webster's New International Dictionary*. The most reliable American dictionary, with very clear definitions given in historical

order. The second edition (see p. 7) of Webster's was published in 1934, and a number of changes were made.

As in the old edition, a heavy black line divides each page, but the amount of material below the line has been reduced to very little. It includes only very rare and out-of-date words, and long foreign phrases. Above the line are found all of the regular words in our language, foreign words, noted names in fiction, and so forth.

A number of valuable lists appear in the appendix. Some of them are: (1) abbreviations—meaning of those in common use, (2) pronouncing biographical dictionary—brief notes about persons, (3) pronouncing gazetteer—brief descriptions of places.

If you happen to use the *old* edition or the reprints of the second edition, remember that in the front of the book is a section called "Addenda" or "New Words" which kept each reprint up to date until the new edition was published. Also, the old edition gave only synonyms for certain words, but the new edition gives both synonyms and antonyms, and they are found at the end of the definitions for the word under SYN. and ANT. This feature is especially gratifying to those doing any sort of writing, as it helps to avoid too frequent use of the same words.

*Funk and Wagnalls New Standard Dictionary.* Another unabridged dictionary. Everything is in one alphabet except foreign words and phrases, and population statistics, which are listed in the back. Its emphasis is upon *present day* meaning, pronunciation, and spelling; for this reason, it is the most useful dictionary for quick reference. The *New Standard* gives synonyms and antonyms.

*The Century Dictionary*, in twelve volumes, borders on an encyclopedia in the fullness of its material; but a new edition has not been published since 1911. Even in this edition, the new material has been added in a supplement in the back of each volume. Volume 11 is a *Cyclopedia of Names*, useful for identifying people and places, and volume 12 is an *Atlas*.

**English**

*Murray's New English Dictionary*, also called the *Oxford Dictionary*, has many volumes. It is the most scholarly dictionary of the English language and is published in England. It gives the history of every English word from the middle of the twelfth century, with quotations to illustrate its use at different periods.

Nearly everyone has a dictionary at home, and it is the most "thumbed" book in the library; but many people do not realize how useful it can be if its different parts are known and the "technique" of using it is learned.

## ENCYCLOPEDIAS

The encyclopedia, like the dictionary, has been used at home or at school by nearly everyone. Most encyclopedias are in a number of volumes and are alphabetically arranged—a term that needs explanation. Some of them are arranged alphabetically by *large subject*; others, by minutely alphabetized small subject. For instance, the *Britannica* treats *Impressionists* as a sub-topic under the large subject *Painting*; the *New International* treats it under a separate topic, *Impressionist Painting*, in an entirely different volume from *Painting*. However, it is referred to with a cross reference: *Painting, Impressionist see Impressionist Painting*. The former type, to be of greatest use, needs an index volume to disclose the location of small subjects.

Another variation in alphabetizing is the *letter by letter* or the *word by word* method. This means that subject headings of more than one word may be arranged in the alphabet by considering all of the words together as one long word, or by considering each word separately. For example:

### LETTER BY LETTER

House  
House ant  
Housebreaking  
House fly  
Household  
Household troops  
House industry  
Houses

### WORD BY WORD

House  
House ant  
House fly  
House industry  
Housebreaking  
Household  
Household troops  
Houses

Some encyclopedias are kept up to date by the publication of revised editions at intervals of several years. If the interval between editions is long, an occasional supplementary volume is

published. Others are kept up by yearbooks. One or two have loose-leaf supplements for up-to-date material, but these are highly unsatisfactory.

### Scholarly

*Encyclopaedia Britannica.* The most scholarly encyclopedia in English, particularly fine in the "cultural" fields. The alphabetical arrangement is *letter by letter*; since the information is grouped under large subjects, the index volume is essential for locating small subjects.

Its long articles are signed; its bibliographies are good; and the work is well illustrated. It does not usually give pronunciation. The last or 14th edition is more popular in treatment than the very scholarly and fine 11th edition. The *Britannica Book of the Year*, first published in 1938, is an excellent annual supplement.

### Scientific and technical

*Encyclopedia Americana.* An excellent general encyclopedia. Its alphabetical arrangement is by *words*; it has an index volume, necessary to locate small subjects not covered by cross reference. Its articles are signed, but its bibliographies are uneven and inadequate. Pronunciation is given. It is kept up to date by the *Americana Annual* (a yearbook).

It is especially good in the fields of applied sciences, technology, business, and government. Some articles are accompanied by lists of technical terms with their definitions (glossaries). It gives the history and development of each century under the name of the century, that is, *Fifteenth Century*, *Eighteenth Century*.

### General

*Collier's Encyclopedia.* A general encyclopedia with excellent illustrations and many cross references. The articles are signed with initials, which can be identified in the full list of contributors

in Volume I or from the unit list in the volume used. The twentieth or final volume includes all of the bibliographies and the general index. Published from 1945 to 1951.

*Chambers's Encyclopaedia.* A fifteen-volume work with British viewpoint and particularly good scientific material. It contains excellent bibliographies, illustrations, and text. Many of the articles are signed with initials. Alphabetical letter by letter. An atlas, an atlas index, a classified list of subjects, and the general index are found in the last volume. 1950.

### Uninvolved

*Compton's Pictured Encyclopedia.* The clear, simple articles in this profusely illustrated encyclopedia serve admirably as a background for more advanced reference books. The current (1951) edition presents completely new or rewritten articles for certain sciences, American literature, English literature, mythology, the Indians of North America, and so on. This is also true for countries, regions, and cities where recent events demand it, especially the Canadian provinces. Many new biographies have been added and others revised.

The up-to-dateness of this encyclopedia is assured by continuous revision, equally applicable to text and to illustration. A special feature is the Fact-Index, which lists entries indexing the encyclopedia text and short items of information not included in the text in a single alphabetical arrangement in the back of each volume.

Another encyclopedia on this level is the *World Book Encyclopedia*.

### Brief

*Columbia Encyclopedia.* A one-volume encyclopedia, very useful when exhaustive articles are not wanted. The bibliographies are brief and it has no illustrations; however, it marks pronunciation. A second edition (1950) is available.

Many excellent encyclopedias in special fields—religion, tech-

nology, the social sciences, education, and so forth—should be used for fuller information on subjects within their scope than is given in the general encyclopedias listed above.

THEY KNOW ALL ABOUT ME!



## YEARBOOKS AND HANDBOOKS

Among the most useful books in the library are the yearbooks. They are interesting, too, because they contain facts and figures on subjects within the range of our own experience. We have all read the headlines, at least, during the past year.

Certain yearbooks that are general in scope, planned to bring up to date the information covered by general encyclopedias, are published as the annual supplements to those encyclopedias. Other yearbooks are rather general in scope but are not supplements to encyclopedias and are not necessarily limited to the developments of a single year. Still others deal with a special field of interest or a particular country. The United States government publishes many valuable yearbooks.

Yearbooks are valuable for historical research because they are prepared and published shortly after events occur; they are contemporary with events and reflect contemporary opinion.

A handbook is usually thought of as dealing with the subject matter of a profession, skill, or technique; but those discussed in this chapter more nearly resemble yearbooks in a special field.

### Encyclopedia supplements

*Americana Annual.* Like the *Encyclopedia Americana*, it emphasizes science, technology, and government. It is alphabetically arranged by works and well illustrated; its major articles are signed. Every few years the index cumulates to reveal the content of previous volumes. Factual in style, it has several valuable lists, including one for colleges and universities, and a chronology of events of the year.

*Britannica Book of the Year.* Began publication in 1938 to

keep the *Encyclopaedia Britannica* and *Britannica Junior* always current. It has the scope of the former but its presentation is in the dramatic manner of our time, the illustrations typifying the year rather than the editors' viewpoint. Articles are signed with initials, identifiable from the list of contributors. The index is cumulative, and is indispensable in locating information not appearing in the letter-by-letter alphabetical arrangement—small-subject divisions under large divisions. Excellent style. Important material of 1937–1946 has been assembled into *10 Eventful Years*.

*New International Yearbook*. This excellent yearbook originally was the yearly supplement to the *New International Encyclopaedia*, now out of print. It records progress and events in all countries during the year in factual style. Alphabetical letter-by-letter, illustrated, signed articles, a non-cumulative index. Short articles. Rather brief information and few cross references. The glossary of new words and "words in the news" at the end of the volume are helpful.

### General

*World Almanac* and *Information Please Almanac* contain more miscellaneous information than any other reference books. They give recent facts and figures over a wide range of subjects; they also contain much out-of-the-way data. The *Information Please Almanac* has more general articles than the *World Almanac*, and its treatment of foreign countries is fuller and more readable. Two of its useful features are the Review of the Year and the News Record of the Year. Both have good indexes, the *World Almanac* in front and the *Information Please Almanac* in back, because the arrangement of the books themselves is not alphabetical. The two books are generally reliable and accurate, and should be used to supplement each other.

### Geographical

*American Yearbook.* Good narrative accounts of events and progress during the year in the United States and her territories, and articles on international affairs affecting the United States. The book is arranged under large subjects, prepared by specialists, but it has a full table of contents and a detailed index. Most divisions include a list of periodical publications where more complete presentations may be found, and a list of research institutions and societies where more information may be obtained.

*Pan American Yearbook.* Contains reliable yearly information about all the nations of the Western Hemisphere. Pt. I covers the Americas as a whole; Pt. II has separate chapters for each of 22 countries; Pt. III is a classified directory of industries and individuals interested in inter-American trade. A general index is in back; a brief index precedes each country.

*The South American Handbook* is British in viewpoint, and is a guide to the countries and resources of South and Central America, Mexico, and Cuba. A good general index is in front.

*Statesman's Yearbook.* Includes information about the governments of the world. It gives statistics and descriptive material about the government of each country; and about its defense, production, industry, commerce, agriculture, and the like. A bibliography follows each country. Being British, it discusses the British Empire first, then the United States, then all other countries. A full index is in the back.

### Government publications

*Statistical Abstract of the United States.* Gives tables of figures for everything in the United States for which statistics are compiled, usually covering several years (15 or 20). A detailed index follows the non-alphabetical arrangement.

*Congressional Directory.* Contains useful information about the United States Government and about Congress and its members. Biographical sketches of members of Congress and of the

Cabinet, the official duties of each executive department, the diplomatic and consular services, and so on, are among its features. Its publication five times during each Congress keeps committee appointments and other information up to date.

The *individual index* in the back may be used to locate persons whose names you know; for all *subjects*, the alphabetical *contents* in the front must be used.

*Congressional Quarterly*. Not a government publication, but listed here because of its content. Published quarterly and compiled from its two weekly services—1. *Congressional Notebook*, the weekly report of *one* major issue before Congress, and 2. *Weekly Log*, the brief weekly summary of major events in Congress. Alphabetically arranged under broad headings and indexed, with a cumulated index in the fourth issue.

### Politics

*Political Handbook of the World*. A summary of factual information about political events in all countries. Alphabetical by major countries, followed by minor countries. The United Nations are included. Its material is uniformly and concisely treated, without an index. Political evolution is reflected in its annual volumes.

Some other useful yearbooks and handbooks are:

#### Aviation:

*Aircraft Year Book*  
*Airman's Almanac*  
*American Aviation Directory*

#### Labor:

*Yearbook of American Labor*  
*Labour Year Book* (British)

#### National:

*Canada Year Book*  
*China Handbook*  
*New Zealand Official Year-Book*

**Racial:***Negro Handbook**Negro Yearbook***Radio:***Radio Amateur's Yearbook**The Radio Annual***Television:***Television Encyclopedia***Agriculture:***Yearbook of Agriculture***Debates:***University Debaters' Annual; Constructive and Rebuttal  
Speeches Delivered in Debates of American Colleges and  
Universities during the Year*

## HISTORY AND THE SOCIAL SCIENCES

Only a few reference books on history and the social sciences can be given here. Although many good ones in the field of history are limited as to time or place, the present list, except for books on American history, will be confined to those of general scope.

### History

*Encyclopedia of World History.* A chronological outline of historical facts covering all periods of history through World War II. It emphasizes political, military, and diplomatic history. A list of events from August 1, 1845 to July 31, 1946 is in the front of the book. An annotated table of contents, an excellent index, and useful appendixes listing rulers, emperors, popes, and so on, are furnished. It is illustrated, with maps; there are many cross references.

*Album of American History.* A pictorial history of the United States, accompanied by brief, excellent text, from the Colonial Period to the beginning of World War I. In four volumes, with a superior index as a fifth volume.

*Pageant of America.* Another pictorial history of the United States, from Indian times to 1924. It covers unusual rather than ordinary historical events, with more text than in the *Album of American History*. Each of the fifteen volumes deals with a broad subject; its pictures are chronologically arranged. Each volume has an index; the final volume, a topical guide.

*Dictionary of American History.* A series of brief, compact, signed articles covering American history in its widest sense.

Its six volumes include an index volume for additional information on *related* articles.

*10 Eventful Years.* A record of events of the years before, during, and after World War II, 1937–1946. Wide in scope, encyclopedic in form and content, well illustrated, and readable. Excellent bibliographies, many cross references, and a detailed index are important features.

*American Book of Days.* Contains information about holidays, festivals, notable anniversaries, and holy days, their history, and customs of celebrating them here and in other countries. The second edition lists significant days of World War II and other recently established dates of commemoration. The arrangement is chronological; a full index is in the back.

### Social sciences

*Encyclopaedia of the Social Sciences.* This fifteen-volume work is the only one covering all of the social sciences. It is international in scope and very readable. Its articles are written and signed by specialists; a large proportion are biographies. Its bibliographies and cross references are excellent. The arrangement is alphabetical; the last volume has a general index. A reprint edition has eight volumes (2 in 1), but the index indicates volume numbers in the fifteen-volume set.

Much confusion exists in the minds of students as to *what* the social sciences are. The following list, showing the range of subjects covered, should help: political science, economics, law, anthropology (the races of mankind), sociology, social work, social aspects (human relations) of education, psychology, biology, geography, art, and medicine. In other words, social sciences show man in his relation to the world and to his fellow beings.

*Dictionary of Sociology.* Defines thousands of sociological terms. 1944.

*Dictionary of American Politics.* Includes definitions of the general terms used within the broad field of American politics

and government. It is especially good for the general reader. 1944.

*Encyclopedia of Modern World Politics.* A guide to the fundamentals of politics. It covers political terms, systems, trends, problems, and watchwords of the contemporary world—the terms and names of the present time. Many cross references and an alphabetical arrangement are featured, but no index. 1950.

*White's Political Dictionary.* Clear, easily understood definitions of political terms seen and heard daily. Meant for the ordinary reader, it is popular in tone. Alphabetically arranged. 1947.

*Encyclopedia of Educational Research.* A long-needed tool to aid students, teachers, and administrators, this encyclopedia brings together to 1950, evaluates, and interprets studies in the educational field. Excellent bibliographies are included.

*Encyclopedia of Modern Education.* Prepared for the same group using the above book, it offers clear, concise explanations of the basic terms, ideas, and movements in modern education, with emphasis on educational theory and practice in the United States. It contains extensive cross references, and is a useful supplement to the *Cyclopedia of Education* (1913).

*Dictionary of Education.* Offers brief, clear definitions of educational terms and words, and pronunciations of the more difficult words. Alphabetizing is letter by letter by the first word or key word of a phrase. 1945.

### Geography

A gazetteer is a geographical dictionary. *Lippincott's New Gazetteer* has been the standard work in this field, but it is now seriously out of date. Much geographical information is given in various atlases, in the *World Almanac*, and in *Ayer's Directory of Newspapers and Periodicals*. The last of these covers Canada, the United States, and the West Indies; it has excellent maps. The *Columbia Encyclopedia* is also useful for the identification of geographical names.

*Shepherd's Historical Atlas.* The best of the small, general historical atlases, it covers the period 1450 B.C.—1929 A.D. The full index in the back indicates when an entry is a geographical feature other than a town or city. Read the statement at the beginning of the index to understand exactly how to use it.

*Atlas of American History.* Contains the geographical history of the United States, arranged by date from the voyages of discovery to 1912. It includes a map of the forty-eight States. Supplements the *Dictionary of American History*.

*Cosmopolitan World Atlas.* A completely new atlas. Added features are lists of economic, political, climatic, and miscellaneous facts; a glossary of map terminology; and a historical gazetteer of geographical names. The index is excellent and very detailed. 1949.

*Rand McNally Commercial Atlas and Marketing Guide.* In two parts: the United States and possessions; the World. Each map is followed by a full index of its geographical features, together with many tables of statistics. For the second part, a full foreign index is included in the back. Numerous supplementary tables are given: distance tables for transportation; marketing analyses of population, agriculture, and industry; and so forth. A road atlas supplement is in a pocket in the back cover. Numerous supplementary tables are shown in the contents, dealing with telephone rates, air-mail and air-express service, and so forth. These are quite useful. 1950. *Hammond's Commercial Atlas*, 1947, is another useful one.

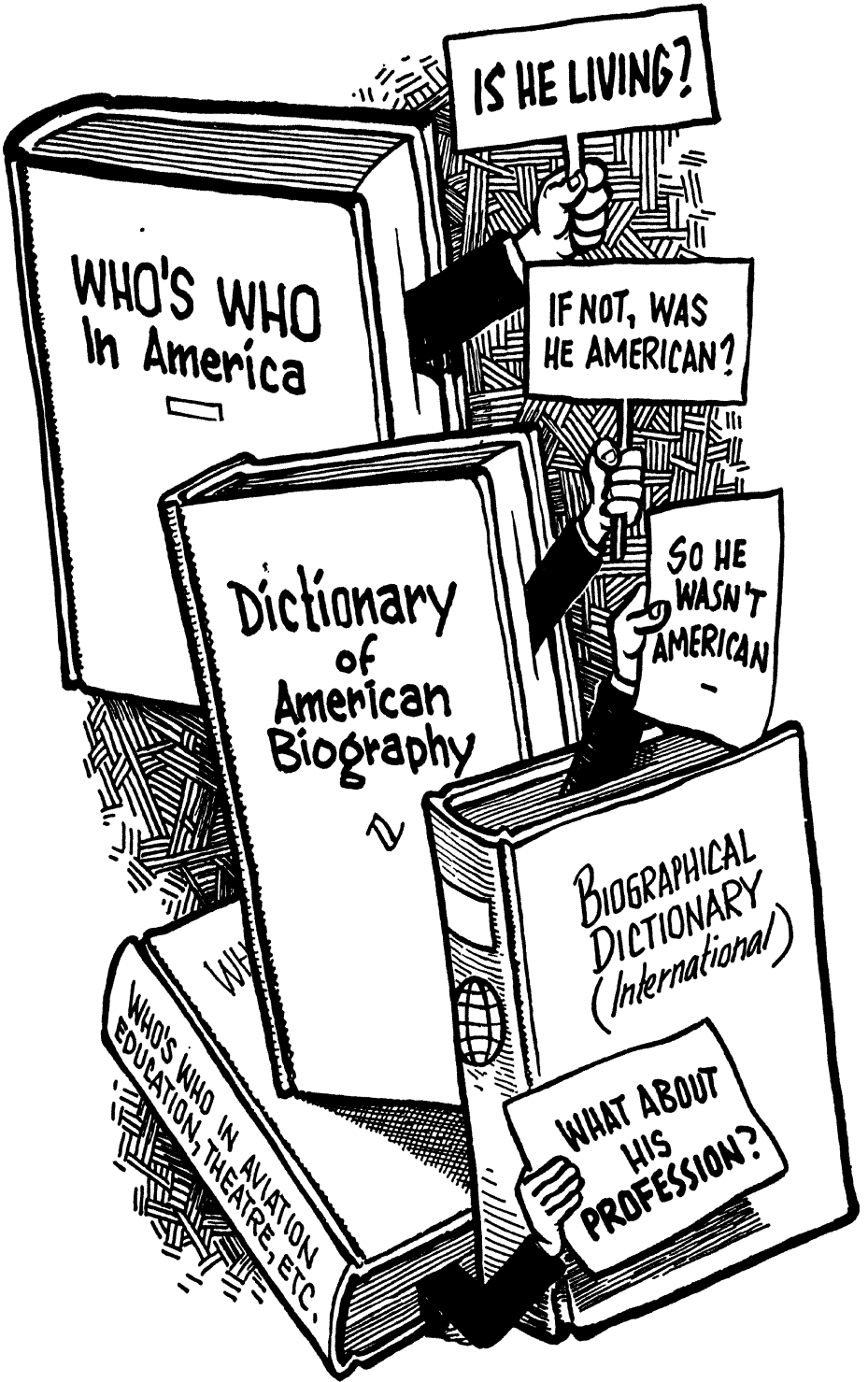
*Encyclopaedia Britannica World Atlas.* Includes physical and political maps, geographical comparisons, a glossary of geographical terms, a gazetteer index, geographical summaries, and world spheres of influence. An excellent selection of statistical data and bibliographies. 1951.

Other useful reference books in history are:

*New Larned History for Ready Reference*

*Brewer's Historic Notebook*

*Ploetz's Manual of Universal History*



## BIOGRAPHICAL DICTIONARIES

The life stories of famous people are usually interesting, and the books that record them are among the most frequently used in the library. Hardly a course in college does not require their use at some time. With two exceptions these books have some kind of limitation. Some are limited to living persons; others, to those who have died. Nationality limitation is common to many of them. Still others include only the outstanding people of one profession, as *Who's Who in Aviation* or *Leaders in Education*.

Three most important questions that you should ask yourself before looking up a biographical account are: Is the person living or dead? What is his nationality? What is his profession? This procedure will save much time.

### Universal

*Universal Pronouncing Dictionary of Biography and Mythology*. (1930). Includes brief accounts of famous actual persons in all countries and ages, and of mythical characters. Pronunciations of unusual names are offered, but no illustrations.

*Webster's Biographical Dictionary*. (1943). Concise biographies of noteworthy persons of all time. Pronunciations are given detailed attention.

*Current Biography; Who's News and Why*. Universal in scope, including a picture and biographical sketch for each person, followed by a bibliography. Published *monthly*, it is alphabetical in arrangement; with an annual cumulation, the index of which cumulates back to 1940. The annual volume also has a classification by profession and a necrology for the year. Accurate and useful.

*International Who's Who.* A listing of the world's eminent living personalities. Brief, up-to-date sketches, alphabetically arranged, are included. The roster of reigning royal families is an interesting feature. Published annually.

*World Biography.* Affords world-wide coverage; however, references to the United States, Britain, and Western Europe predominate. A monthly service keeps it up to date. Alphabetically arranged. Formerly this was called the *Biographical Encyclopedia of the World*.

### English

*Dictionary of National Biography.* The best reference work for biographies of famous Englishmen (Great Britain and her possessions) who are no longer living. Excellent bibliographies, alphabetical arrangement, but no illustrations.

When the complete set (21 volumes) was published, its excellence required its being kept up to date; so supplements were published from time to time. If the person whose life you are searching for is not included in the main set, be sure to consult the supplements.

*Who's Who.* An annual publication about famous living men and women, chiefly English. It gives brief and accurate biographical accounts, including present addresses. Alphabetical, with no pictures.

### American

*Dictionary of American Biography.* For famous Americans no longer living. Decidedly the best in this field, it is on the same plan as its British counterpart—excellent bibliographies, no illustrations, alphabetical arrangement, and supplements. The index volume is an analysis of the other twenty volumes, giving among its six sections an index of all important *topics* discussed in the set. Another valuable section groups persons according to occupation.

*White's Conspectus of American Biography.* One of the most

useful classified lists of Americans who have achieved distinction. It includes, among others, lists of Americans in fiction, poetry, and the drama; pseudonyms and sobriquets; leaders in state and national government, in education, in the arts and sciences, and in the professional fields from Colonial times up to 1937. The anniversary calendar is a useful feature.

*Who's Who in America.* On the same plan as *Who's Who*, but limited to Americans and published every two years. Occasionally cross references are made to previous volumes. This means that the persons are still living but have no further noteworthy accomplishments that would necessitate reprinting. A geographical index is in the front.

#### Authors

*Twentieth Century Authors.* (Supersedes *Living Authors* and *Authors Today and Yesterday*.) Offers information on prominent authors of this century in all countries. It is alphabetically arranged and includes a picture of each author. Pronunciation is given in the index. The accounts are more colorful and entertaining than those in the scholarly or the drab factual books. *American Authors, 1600-1900*, done in the same manner, is limited to American authors no longer living.

*Catholic Authors.* Lists contemporary Catholic authors, living and dead. Foreign authors are included if at least one of their works has been translated into English. Alphabetically arranged, illustrated, and has an index in the front.

#### Scientists

*American Men of Science.* Biographical sketches of American scientists, giving their special fields of research. It is alphabetical.

#### Educators

*Leaders in Education.* This includes biographical accounts of prominent American educators—a who's who in education. It is alphabetical.

Other useful biographical dictionaries are:

*American Catholic Who's Who*

*Who's Important in Medicine*

*Who's Who in Aviation*

*Who's Who in Commerce and Industry*

*Who's Who in Engineering*

*Who's Who in Labor*

*Who's Who in Latin America*

*Who's Who in the Theatre*

## LITERATURE

Reference books in the field of literature are so numerous that it is difficult to make a selection. The Reference Librarian will assist you in using those not included here.

### World literature

*Warner's Library of the World's Best Literature.* The title indicates the scope of this work. It gives biographical accounts and extracts from famous writers of all periods and countries, with critical notes about their writings. Alphabetical by author, in about thirty volumes. The index is for subjects only.

### English and European literature

*Cambridge History of English Literature.* The most important history of English literature, in fifteen volumes, arranged by periods from earliest times through the nineteenth century. Excellent bibliographies and an index are in the back of each volume. The general index is for the English edition; it is useful only to indicate volumes in the American edition. This indication is sufficient, however, since page references can be located easily through the index in the designated volume.

*Oxford Companion to English Literature.* A reader's handbook for English literature, doing for one literature what Brewer does for general literary information.

*Columbia Dictionary of Modern European Literature.* Broad in scope, covering the literatures of continental Europe in the twentieth century and the immediately preceding decades. Biographical sketches of the writers, alphabetical articles signed with initials, and chronological bibliographies are included.

### American literature

*Cambridge History of American Literature.* This four-volume work does for American literature what the above does for English literature. It covers not only the ordinary literary forms and subjects, and the standard writers, but also early travelers' accounts, Colonial newspapers, children's literature, and non-English writings.

The arrangement is: volume 1, Colonial and Revolutionary Literature; volume 2, Early National Literature; volumes 3 and 4, Later National Literature. Very full, important bibliographies, arranged by chapter, are at the ends of volumes 1, 2, and 4 with the author, title, and subject index.

The 1943 edition of three volumes in one, each with its own annotated table of contents and index, is extremely useful for less scholarly purposes. The extensive bibliographies are omitted from this edition.

*Literary History of the United States.* Supplements the *Cambridge History of American Literature* for modern American writings, and offers some contemporary opinions of the contents of the *Cambridge History*. Chapters are arranged chronologically through 1946, each one an essay by an authority. It appears in 3 volumes; the final volume is a comprehensive bibliography with an index.

*Oxford Companion to American Literature.* It has much the same scope as the *Companion to English Literature* but is fuller. It includes a chronological index in parallel columns, giving the literary and social history of America from 1000 to 1941.

### Southern literature

*Library of Southern Literature.* This does for the South what *Warner* does for the world—biographical sketches and selections from the works of famous Southern authors, alphabetically arranged. Volume 15 is a biographical dictionary.

### Literary information

*Reader's Encyclopedia.* An encyclopedia of world literature and the arts. Its articles are on topics that the average intelligent reader might wish to understand in the course of his reading. It covers characters in literature, authors, individual works, technical terms in literature, epithets and phrases, brief summaries of plays and novels, and so on. Alphabetically arranged, wide in scope, up to date and useful.

*Brewer's Readers' Handbook* and *Crowell's Handbook* are two others in this field.

### Poems

*Stevenson's Home Book of Verse.* A useful collection of American and English poetry, arranged by large subject. Three indexes are in the back: (1) authors, (2) titles, and (3) first lines. *Stevenson's Home Book of Modern Verse* brings it more nearly up to date.

### Quotations

*Bartlett's Familiar Quotations*, arranged chronologically by author; *Hoyt's New Cyclopedia of Practical Quotations* and *Stevenson's Home Book of Quotations*, both arranged alphabetically by subject, are the three best-known collections of quotations. Each has an index of authors as well as a key-word index.

Some other useful reference books for literature are:

*American Authors and Books, 1640-1940*

*The Best American Short Stories . . . and the Yearbook of the American Short Story* (Annual)

*The Best Plays of . . . and the Year Book of the Drama in America*

*Dictionary of World Literature*

*Dictionary of European Literature*

*Funk and Wagnalls Standard Handbook of Synonyms, Antonyms and Prepositions*

*Oxford Companion to Classical Literature*

*Thrall and Hibbard's Handbook to Literature*

## RELIGION

Reference books in the field of Religion are so numerous that selection for inclusion here is difficult. Only a few are given with annotations; a supplementary list is at the end of this chapter.

### General

*The Eleven Religions and Their Proverbial Lore.* An up-to-date comparative study with two indexes: (1) subject-matter index; (2) alternative chief-word index.

*Religion in the Twentieth Century.* A comparative study of religious faiths existing today, in a series of chapters by different authorities. Very readable and adequately indexed, it is arranged chronologically as far as possible, including a biography of each author and a bibliography for each chapter.

*Golden Bough.* Fifteen volumes of information on primitive religions, with a very detailed index. It is supplemented by *Aftermath*, which includes new material published since the third edition of the *Golden Bough* as well as some earlier sources not included in it.

### Encyclopedias

*Universal Jewish Encyclopedia.* An authoritative and popular presentation of Jews and Judaism since the earliest times. Many biographies, including those of living persons, are offered. It is less scholarly than the *Jewish Encyclopedia*, but accurate and up to date. Many articles are signed; has some bibliographies. A reading guide and an index are included.

*Encyclopedia of Religion and Ethics.* Contains articles on all

religions, ethical systems and movements, religious beliefs and customs, philosophical ideas, moral practices, and so forth. It is the most comprehensive work in this field. Published in 12 volumes with an index, signed articles, and full bibliographies.

*New Schaff-Herzog Encyclopedia of Religious Knowledge.* Another 12-volume set with an index, this is one of the most important reference works on the subject in English. Protestant in tone but unbiased. The bibliographies are excellent. The reprint edition will have two supplementary volumes of new material.

*Catholic Encyclopedia.* The standard work in English for Catholic history, doctrine and biography. It is very good for questions on subjects in medieval literature, history, philosophy, art, and so forth. This is an authoritative work with long, signed articles, good bibliographies, and illustrations. In 15 volumes and an index.

*Encyclopedia of Religion.* A one-volume reference work on the theologies of the major religions, denominations and cults. The broad interpretations of religion, including its role in labor movements, Negro education, penology, and so on are treated, as well as Biblical literature, Christian theology, ecclesiastical history and many other subjects. Its arrangement is alphabetical, with cross references and bibliographies for long articles, all of which are signed with initials.

*Encyclopedia of Bible Life.* A record of the social and economic conditions of the early Christian era, including its agriculture, arts and crafts, professions and trades, homes, nutrition, water supply, and so on. Alphabetically arranged by large subject, it has a general index and an index of Biblical quotations. The illustrations and maps are excellent.

### Quotations

*Stevenson's Home Book of Biblical Quotations.* Done with Stevenson's usual excellence. Arranged by subject and thoroughly

indexed, not only for page but for location on the page. Quotations and summaries of famous Bible stories are included.

### Atlas

*Westminster Historical Atlas to the Bible.* Not only an atlas but a geographical study of the Holy Land in Bible times. Authoritative, with up-to-date maps and articles; and two indexes, one to the text and one to the maps.

Other important reference books in the field of religion are:

### Concordances

*Cruden's Complete Concordance to the Old and New Testament . . . with a Concordance to the Apocrypha*

*Strong's Exhaustive Concordance of the Bible*

*Thompson and Stock's Complete Concordance to the Bible (Douay Version)*

*Harper's Topical Concordance*

### Dictionaries

*Attwater: A Catholic Dictionary* 1949

*New Catholic Dictionary* 1929

*Hastings' Dictionary of the Bible* 1947

*Westminster Dictionary of the Bible* 1944

### Yearbooks

*American Jewish Yearbook*

*National Catholic Almanac*

*Official Catholic Directory*

*Yearbook of American Churches*

## MAKING A BIBLIOGRAPHY

A bibliography is a list of books, magazine articles, or other printed materials. Many professors require you to submit with your term papers a list of the books or other sources from which you got material. Other professors check your bibliography before you write the paper to make sure that proper sources have been consulted and the best material used. In any case, you cannot escape experience with bibliographies in college, and your initiation will probably come with an English theme. This will put you in good form for the future; you will know what a bibliography is, at least, and run no chance of confusing it with a *biography*.

An *author bibliography* is a list of an author's works. A *subject bibliography* is a list of references on a subject. Either may be *complete* or *selective*. If complete, it includes all references by an author or on a subject; if selective, only some of the possible references, depending upon the purpose for which it is compiled. For instance, a bibliography on *beauty culture* for a chemist differs entirely from one for a debutante, each being selective. Bibliographies with descriptive notes about each book are called *annotated* bibliographies. The bibliography for a term paper includes all of the sources from which material was gathered.

To help you choose a subject for a paper or for a bibliography, read an article on the subject in an encyclopedia or other reference book. After this survey gives you the scope of the subject, you will have a better idea of where to search for information. Frequently the bibliographies at the end of such articles suggest excellent sources of material. Taking down full bibliographical information when searching for material saves time in the long

run, especially when you have decided what you will use. It prevents having to look up material all over again just to get the paging, the exact title of the book, or the author's full name. It is annoying to be far from the library with everything completely prepared in except a few of these essentials, which you failed to copy through negligence or haste.

There are a number of "correct" bibliographical forms, one of which is given below, adequate for all undergraduate purposes, and acceptable for much graduate work since it is the form used by many graduate schools. An alternate form is given for references from periodicals, which can be used if a simple form is desired.

You should include the following items in the order stated:

**I. For books:**

(1) The name of the author, last name first, (2) the title of the book as it appears on the title page, (3) the edition, if other than the first, (4) the number of volumes in the set if the whole set is used; if a single book, volume is not given, (5) the place of publication, (6) the name of the publisher, (7) the date of publication, and (8) the total paging of the book *if required by your instructor*.

If the author has one given name, write it in full; if more than one, write his initials. Place the first line of each entry in "hanging indention;" begin it about four spaces to the left of the following lines in that entry. Capitalize and underline the title of the book, each word separately. If no date of publication or of copyright is given in the book, indicate that fact by *n.d.* (*No place of publication* and *no publisher* are indicated by *n.p.*) If more than one place of publication is listed, give only the first; the name of the city is sufficient except in cases of possible confusion.

*Punctuation:* Place a period between the author and the title of the book; and another period after title unless the book is edited, translated, illustrated, or the like—in that case, a comma. A colon

goes after the place of publication; a comma, between the publisher and the date. Periods are placed after the date and at the end of the reference if other items are given.

*Arrangement:* Books are usually arranged alphabetically according to the last name of the author. If the author's name is not known, place the book alphabetically by the title. Books *edited* by two or three persons may be alphabetized by the editor or by the title; those edited by more than three persons must be alphabetized by the title.

### *Abbreviations:*

|         |                           |        |                         |
|---------|---------------------------|--------|-------------------------|
| comp.   | —compiler, compiled       | p.     | —page                   |
| c       | —copyright                | pp.    | —pages                  |
| ed.     | —edition, editor, edited  | pref.  | —preface                |
| enl.    | —enlarged                 | pseud. | —pseudonym              |
| il.     | —illustrated, illustrator | rev.   | —revised                |
| introd. | —introduction             | tr.    | —translated, translator |
| n. d.   | —no date                  | vol.   | —volume                 |
| n. p.   | —no place of publication  | vols.  | —volumes                |

### Examples:

#### A. *Books by one author:*

Edwards, J. H. David Lloyd George; the Man and the Statesman, with an introd. by J. J. Davis. 2 vols. New York: J. H. Sears & Co., c1929.

Turner, B. C. The Private Secretary's Manual. Rev. ed. New York: Prentice-Hall, Inc., 1940.

#### B. *Books by two authors:*

Mann, Matt and Fries, C. C. Swimming. New York: Prentice-Hall, Inc., 1940.

#### C. *An edited text:*

##### 1. *An author's works edited by someone else:*

Wordsworth, William. The Prelude, ed. by Ernest de Selincourt. Oxford: The Clarendon Press, 1926.

2. *A collection by different authors, edited by one person:*

O'Brien, E. J., ed. The Best Short Stories of 1938-1941, and the Yearbook of the American Short Story. Boston: Houghton Mifflin Co., 1941.

3. *Books edited by two or three persons, listed by editors or by title:*

Bruère, Martha and Beard, Mary, eds. Laughing Their Way; Women's Humor in America. New York: Macmillan Co., 1934.

Laughing Their Way; Women's Humor in America, ed. by Martha Bruère and Mary Beard. New York: Macmillan Co., 1934.

4. *Books edited by more than three persons:*

An Introduction to Sociology, ed. by Jerome Davis, H. E. Barnes, and others. Rev. ed. Boston: D. C. Heath & Co., 1931.

D. *A translation or an illustrated edition:*

Schlick, Moritz. Problems of Ethics, tr. by David Rynin. New York: Prentice-Hall, Inc., 1939.

II. For government documents:

(1) The name of the author of the document—a person, department, or bureau, (2) the name of the document, (3) the edition, if other than the first, (4) the place of publication, (5) the publisher—not abbreviated, and (6) the date of publication.

If the author is a *person*, the name of the department or bureau and the number of the bulletin come after the date of publication, in parentheses.

Examples:

Densmore, Frances. Pawnee Music. Washington: Government Printing Office, 1929. (U.S. Bureau of American Ethnology. Bulletin 93)

- Hodge, F. W., ed. Handbook of American Indians, North of Mexico. 2 vols. Washington: Government Printing Office, 1912. (Smithsonian Institution. Bureau of American Ethnology. Bulletin 30)
- U.S. Office of Indian Affairs. The Official Correspondence of James S. Calhoun while Indian Agent at Santa Fe and Superintendent of Indian Affairs in New Mexico, ed. by A. H. Abel. Washington: Government Printing Office, 1915.

### III. For articles from encyclopedias and other general reference books:

(1) The name of the author of the article, if known, (2) the name of the article as it appears in the book, (3) the name of the book in which the article appears, (4) the edition, if other than the first, or the date of publication, or the copyright date, (5) the volume number, if one of a set of books, and (6) the inclusive paging of the article.

The first line of each entry is placed in "hanging" indention. The name of the article is inclosed in quotation marks; the name of the book is underlined, each word separately. Both are capitalized. A period goes after author's name; a comma, between each of the other items of the entry.

#### Examples:

##### A. *Encyclopedias*:

Rolleston, H. D., and others. "London," Encyclopaedia Britannica, c1941, vol. 14, pp. 346-368.

##### B. *Yearbooks*:

Beers, G. L. "Radio—Television (TV) Broadcasting," American Yearbook, 1949, 1950, pp. 565-566.

##### C. *Biographical Dictionaries*:

Kirk, R. R. "King, Grace Elizabeth," Dictionary of American Biography, 1933, vol. 10, pp. 389-390.

"Eisenhower, Dwight David," Who's Who in America, 1950-1951, 1950, p. 790.

D. *Books of Quotations*: Instead of the name of the article, give the first line of the quotation, followed by three dots (. . .) to denote incompleteness:

Irving, Washington. "Your true dull minds are generally preferred for public employ . . .," Bartlett's Familiar Quotations, 11th ed., p. 343.

#### IV. For articles from periodicals:

##### A. *Magazine Articles*:

(1) The name of the author of the article, if known, (2) the name of the article, (3) the name of the magazine in which it appears, (4) the volume of the magazine, (5) the date, and (6) the inclusive paging of the article.

The first line of each entry is placed in "hanging" indentation. The name of the article is inclosed in quotation marks; the name of the magazine is underlined, each word separately. Both are capitalized. The volume number of the magazine is given in Roman numerals; the date (year only) is placed in parentheses.

*Punctuation*: Put a period after the author's name; and a comma between the title of the article and the name of the magazine, unless the title already ends with a question mark or with an exclamation mark. A comma goes between the name of the magazine and the volume number, also between the date and the paging.

*Arrangement*: Articles and stories from magazines and collections are arranged alphabetically according to the author's last name, if known; otherwise, they are by titles.

#### Examples:

Profsner, H. W. "Ghosts; How To Subdue Video Ghosts," Radio and Television News, XLIV (1950), 40-41.

"Television Borrows Movie Tricks," Popular Mechanics, XCIV (1950), 123.

### Alternate Form for Periodical References:

The differences between the above and the following forms are in the volume and date indications. Students and even library workers often have difficulty in interpreting Roman numerals, and in transposing a volume number from the Arabic to the Roman numeral, and vice versa. Also, it is simpler for some research workers to give the *full* date instead of only the year, thereby facilitating the location of the article in a bound volume of a periodical if the paging is not continuous throughout the volume.

### Examples:

Propsner, H. W. "Ghosts; How To Subdue Video Ghosts," Radio and Television News, vol. 44 (July, 1950), pp. 40-41.

"Television Borrows Movie Tricks," Popular Mechanics, vol. 94 (August, 1950), p. 123.

### B. Newspaper Articles:

Newspaper article references have the same form as magazine article references, except that a newspaper reference cites the *page* and *column*, and occasionally the *section*, but not the volume.

### Examples:

"GE Reports New Color TV System; Uses Same Width Band as Black-and-White; Dr. W. R. G. Baker Comment," New York Times, (July 30, 1950), p. 25, col. 3.

"Possible War Effect on Color TV," New York Times, (July 30, 1950), sec. 2, p. 7, col. 1.

*Sample Bibliography:*Television

## A Bibliography

## Books

- Beers, G. L. "Radio—Television (TV) Broadcasting," American Yearbook, 1949, 1950, pp. 565–566.
- Duerr, Edwin. Radio and Television Acting; Criticism, Theory, and Practice. New York: Rinehart & Co., c1950.
- DuMont, A. B. "Television," Americana Annual, 1949, 1950, pp. 663–664.
- Dunlap, O. E., Jr. Understanding Television; What It Is and How It Works. New York: Greenberg: Publisher, c1948.
- Eddy, W. C. Television, the Eyes of Tomorrow. New York: Prentice-Hall, Inc., c1945.
- Harrington, R. L. Your Opportunities in Television, introd. by R. W. Hubbell. New York: Medill McBride Co., c1949.
- "Television Stations on the Air as 1949 Closed," World Almanac, 1949, 1950, p. 757.
- Wylie, Max. Radio and Television Writing. Rev. and enl. ed. New York: Rinehart & Co., c1950.

## Periodicals

- "How To Enjoy Television: See and Hear It on a Consistently Well-Behaved, Dependable Set," House Beautiful, XCII (1950), 81–85.
- "Possible War Effect on Color TV," New York Times, (July 30, 1950), sec. 2, p. 7, col. 1.
- Propsner, H. W. "Ghosts; How To Subdue Video Ghosts," Radio and Television News, XLIV (1950), 40–41.
- "Television Borrows Movie Tricks," Popular Mechanics, XCIV (1950), 123.
- "What You Should Know about Television," House Beautiful, XCII (1950), 72–77.

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