

南開大學中國社會史研究中心資料叢刊

近代圖書館史料彙編

8

 鳳凰出版社

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輔仁大學圖書館閱覽說明

輔仁大學

圖書館

閱覽說明

**HOW TO USE
THE
LIBRARY**

QUI SCIT UBI SCIT SCIENTIA, SCIENTI

PROXIMUS EST

The Library of the Catholic University of Peking consists of two separate collections: books in the Chinese language and books in European languages. For each collection a special catalogue on cards has been prepared, in Chinese and English respectively, and placed at the entrance of the Reading-Room. The arrangement of these catalogues and the method how to use them in order to find the books needed, are set forth in the following explanations.

The privilege of drawing books from the Library is restricted to the professors and students of the Catholic University of Peking.

本大學圖書館分爲中文暨西文二部，在閱覽室內設有中文與西文卡片目錄櫃各一，此項目錄卡片之排列及檢查法詳述於後。

本大學圖書館之書籍，只限於本大學之教職員及學生借閱。

A

CATALOGUE OF CHINESE BOOKS

I. THE DIFFERENT KINDS AND THE ARRANGEMENT OF THE CHINESE CARD CATALOGUE

The Catalogue of Chinese Books is subdivided into three sections:

1. Title Catalogue
2. Author Catalogue
3. Subject Catalogue

These catalogues are arranged in the following two ways:

1. The cards in the Title Catalogue and in the Author Catalogue are arranged according to the number and the form of the initial stroke in the first word of the title or of the author's name. Words consisting of few strokes precede those consisting of many strokes. If two words have the same number of strokes, the arrangement will be according to the form of the initial stroke (point •, horizontal —, vertical |, inclined /,). If the first strokes of two words are identical, they will be arranged according to the second strokes, etc.
2. The arrangement of the cards in the Subject Catalogue follows, with slight alterations, the system used by the National Library of Peiping. Each class of books and each individual book bears a special call-mark, and the cards in the catalogue are arranged according to these call-marks. So the class 000 (General) precedes the class 100 (Philosophy), and the class 120 (a subdivision of Philosophy) precedes the class 130 (Chinese Philosophy).

甲

中文書籍目錄

I 中文書籍卡片目錄之種類及排列法

中文書籍卡片目錄計有三種：

1. 書名目錄
2. 著者目錄
3. 分類目錄

以上各種目錄之排列法分下列二種：

1. 書名目錄及著者目錄之排列，係以書名或著者之第一字畫數及筆法爲次序，畫數少者在前，多者在後；同筆畫者，再以筆法分；以點（·）橫（一）直（丨）撇（ノ）爲次序；第一筆相同者，以第二筆分；第二筆相同者，以第三筆第四筆分，以至不同爲止。

2. 分類目錄之排列則係依照國立北平圖書館之排列法而略加變更，每類書有一號碼代表，每種書亦有一號碼代表。在排列上即根據此種號碼大小爲標準——
○○○總類之書應在一○○哲學類之前；一二○哲學派別應在一三○中國哲學之前。

II. HOW TO USE THE CHINESE CATALOGUES

1. If one wants to find a book of which either the **title** or the **author** is known:
 - a. Count the number of strokes of the first word in the **title** or in the **author's** name.
 - b. Find out the initial stroke of the first word in the **title** or in the **author's** name.
 - c. Look up the book, according to the number of strokes and the form of the initial stroke, in the drawer of the **Title Catalogue** or the **Author Catalogue**.

Example: If one wants to read the "*Hu-shih-wen-ts'un*" (胡適文存), *Hu* consisting of nine strokes and the initial stroke being —, one will find the title in the drawer of nine strokes in the **Title Catalogue**. If one wants to read the books of *Chou Tso-jen* (周作人), *Chou* consisting of eight strokes and the initial stroke being J, one will find the author in the drawer of eight strokes in the **Author Catalogue**.

2. If one wants to find a book on a certain subject:
 - a. Find out the drawer of that **subject** in the **Subject Catalogue**.
 - b. Look up the book with the help of the guide-cards.

Example: If one wants to read the "*History of Chinese Literature*" (中國文學史) by *Cheng Chen-to* (鄭振鐸), this book should be looked up in the class of "**Literature**" (文學類), subdivision "**Chinese Literature**" (中國文學), second subdivision "**History of Literature**" (文學史), and found by means of the guide-cards.

II 中文卡片目錄之檢查法

1. 如決定閱覽某一冊或某一個人著作之圖書時：
 - a, 計算書名或著者姓名之第一字畫數。
 - b, 記清書名或著者姓名之第一字起筆。
 - c, 在書名目錄箱或著者目錄箱，按照畫數，起筆；向標明之抽屜內檢查。

例如：欲查胡適文存一書：胡字爲九畫，起筆爲「一」，便可在書名目錄「九畫一」之抽屜內檢得。

欲查館中周作人之作品，周字爲八畫，起筆爲「丿」便可在著者目錄「八畫丿」之抽屜內檢得。

2. 如決定閱覽某一類之圖書時：
 - a, 在分類卡片目錄箱，開某一類之抽屜，
 - b, 按照分類指引卡片後檢查，

例如：欲查鄭振鐸所著之中國文學史一書，先決定此書屬於「文學類」「中國文學」「文學史」後，可於是類中檢得。

B

CATALOGUE OF WESTERN BOOKS

I. ARRANGEMENT OF THE ENGLISH CARD CATALOGUE

The English Card Catalogue contains three kinds of cards:

1. Author cards e.g. Russell, B.
2. Subject cards e.g. CHINA
3. Title cards e.g. The problem of China

These cards are arranged in one alphabet, forming a *Dictionary Card Catalogue*. This catalogue answers the following questions:

1. What books by a certain author does the Library possess?
e.g. What books by Bertrand Russell have you in the Library.?
2. What books does the Library possess on a certain subject? e.g. What have you in the Library on China, English Literature, Physics, etc.?
3. Does the Library contain a book with a certain title?
e.g. Have you "The problem of China"?

The headings on the Subject cards are in CAPITAL LETTERS. A catalogue card contains the author's name, the title of the book, and the call-mark, besides other bibliographical data. The call-mark is composed of the class-number and the author-number. It locates the book on the shelf and is found in the upper left hand corner of the card. The following example shows, how the cards are arranged in the Dictionary Card Catalogue, initial articles being disregarded:

乙

西文書籍目錄

I 英文目錄卡片之排列法。

英文目錄卡片分爲三種：

1. 著者卡片 例如：Russell, B,
2. 分類卡片 例如：CHINA
3. 書名卡片 例如：The Problem of China

此項卡片按照英文字母排列，形成字典式之卡片目錄。後列問題可於此目錄中解求之：

1. 本館是否入藏某著者之書？

例如：本館是否入藏 Bertrand Russell 所著之書？

2. 本館是否入藏某類之書？

例如：本館是否入藏關於中國類（China）英國文學類（English Literature），物理類（Physics）等類之書？

3. 本館是否入藏某項書籍？

例如：本館是否入藏中國問題（The Problem of China）？

凡分類卡片之標題皆用大楷字母（CAPITAL LETTERS）書寫，每一目錄卡片除註明該書之內容外並含有著者之姓名，書名及該書之書號，本館書籍皆按此書號排列架上，該書號皆書於目錄卡片之左上方。

本卡片目錄之如何排列，以下例示之——起首冠字除外。