

THE USE OF BOOKS AND LIBRARIES

RAYMOND H. SHOVE

BLANCHE E. MOEN

FREDERICK WEZEMAN

HAROLD G. RUSSELL

Tenth Edition 1963

UNIVERSITY OF MINNESOTA PRESS

THE USE OF BOOKS AND LIBRARIES

BY

RAYMOND H. SHOVE

Associate Professor, Library School

BLANCHE E. MOEN

*Formerly Assistant Professor and
Chief Reference Librarian*

FREDERICK WEZEMAN

Associate Professor, Library School

HAROLD G. RUSSELL

*Late Assistant Director of Libraries
and Associate Professor*

University of Minnesota

TENTH EDITION

1963

UNIVERSITY OF MINNESOTA PRESS, Minneapolis

© Copyright 1933, 1934, 1935, 1937, 1946, 1949, 1955, 1958, 1963
by the UNIVERSITY OF MINNESOTA. All rights reserved

PRINTED IN THE UNITED STATES OF AMERICA

Library of Congress Catalog Card Number: 63-16070

PUBLISHED IN GREAT BRITAIN, INDIA, AND PAKISTAN BY THE OXFORD UNIVERSITY PRESS,
LONDON, BOMBAY, AND KARACHI, AND IN CANADA BY THOMAS ALLEN, LTD., TORONTO

Preface

This tenth edition of *The Use of Books and Libraries* has been prepared, as were earlier editions, primarily as a guide to be used in courses in library instruction for undergraduates in colleges and universities. Although some attention is given to library administration and practice, the basic part of the manual consists of a selected, annotated list of the most important and most frequently used reference works that, with perhaps a few exceptions, one might expect to find in a good American college library. It makes no pretense of being a substitute for the major reference guide in English, Constance Winchell's *Guide to reference books*, which, with its three supplements includes more than 8000 titles. Although Winchell is of outstanding importance, it is generally thought to be too exhaustive to be used as a textbook in undergraduate courses for students who do not intend to become professional librarians. Even the rather highly selected group of works listed here includes more titles than can be studied with any degree of thoroughness in most undergraduate courses. In some instances titles should perhaps be omitted entirely, or study limited to reading the annotations. It is the part of the teacher to place emphasis on those works he believes will be most valuable to his students.

No doubt some titles could have been omitted and others included, but a much reduced selection than appears here seems undesirable. Even though they cannot all be studied thoroughly, the student should be aware of the existence of the larger number, since this may give some appreciation of the relation of the somewhat less important to the more generally essential titles.

The ideal method of teaching and studying reference seems not to have been discovered. Some teachers have students locate answers to specific questions, including those asked in reference departments of libraries; others prefer a broader and more theoretical approach, emphasizing basic principles of arrangement; indexes; scope, quality, and kind of articles, etc.

Almost all the chapters in this tenth edition have been rearranged for more convenient use, following in general the arrangement of the above-mentioned Winchell. Most of the annotations have either been revised or rewritten. A new chapter, Bibliography, has been added, made up in part from titles formerly in the chapter Literature II. Literature is now covered in a single chapter. The chapter formerly entitled Bibliography is now limited to the preparation of bibliographies.

This edition includes as main entries and in annotations some 570 reference books and other bibliographical aids, as compared with about 380 in the ninth

edition. Of the 570 titles, 237 are new to this guide. It is to be assumed that the titles given main entries are thought to be more important or more frequently useful than those included in the annotations.

The index has been considerably enlarged, including for the first time the titles mentioned in the annotations as well as the main entries.

This edition was prepared by the first three authors listed on the title page; although the content of each chapter was discussed by all three, the final draft of chapters I-IV, XVII-XVIII, and XX was prepared by Mr. Wezeman; chapters VIII-X, XII-XIII, and XIX by Miss Moen; and chapters V-VII, XI, and XIV-XVI by Mr. Shove, the senior author.

The name of Harold G. Russell, who died in 1956, for so many years the senior author (of editions one through eight), remains on the title page. We thus pay tribute to him, although we assume responsibility for the content, including any shortcomings, of this edition.

The authors wish to express their appreciation to teachers using the manual who, upon invitation, have written suggesting improvements. They also wish to thank the librarians in the Minneapolis and Saint Paul area who have given counsel and suggestions.

R. H. S.
B. E. M.
F. W.

Minneapolis, Minnesota
May 1, 1963

Contents

I. LIBRARY ORGANIZATION	1
II. CLASSIFICATION	3
III. THE CATALOG	8
IV. REFERENCE BOOKS	18
V. THE PARTS OF A BOOK	20
VI. BIBLIOGRAPHY	21
Guides, 21. Bibliographies of Bibliographies, 22. International Bibliography, 22. National and Trade Bibliography, 24. Selection of Books, 25. Indexes to Book Reviews, 26.	
VII. PERIODICALS AND NEWSPAPERS	27
Bibliography and History, 27. Union Lists, 28. Indexes, 29. Newspapers, 30.	
VIII. DICTIONARIES	32
IX. ENCYCLOPEDIAS	39
X. YEARBOOKS AND MANUALS	43
XI. PHILOSOPHY, PSYCHOLOGY, AND RELIGION	47
XII. THE SOCIAL SCIENCES I	53
General, 53. Sociology and Anthropology, 54. Education, 54.	
XIII. THE SOCIAL SCIENCES II	58
Political Science, 58. Law, 59. Economics and Business, 60. Statistics, 62.	
XIV. THE NATURAL SCIENCES	65
General, 65. Mathematics, 67. Physics and Astronomy, 67. Chemistry, 68. Geology, 70. Biology, 70. Engineering, 71. Medicine, 72. Agriculture, 72.	
XV. FINE ARTS	75
Art, 75. Architecture, 78. Theater, 78. Music, 78.	

xvi. LITERATURE	81
xvii. HISTORY AND BIOGRAPHY	88
xviii. GEOGRAPHY	96
xix. GOVERNMENT PUBLICATIONS	102
xx. THE PREPARATION OF A BIBLIOGRAPHY	108
INDEX	112

CHAPTER I

Library Organization

University and college libraries vary considerably in their administrative organization, but there are certain features that are common to many of them.

In most institutions by far the largest number of books will be found in the General Library, though there may be many smaller collections existing as departmental libraries on a fairly permanent basis, or as deposits in departments of instruction which are lent for seminar or other use from the main collection. Departmental libraries are often a part of the central system and under the jurisdiction of a chief librarian, but some may have a more or less independent status. Whatever their relationship may be to the General Library, or to one another, they contain material with which all students should become familiar. Many institutions publish library handbooks, available upon request, which describe their complete library resources.

In most libraries of any considerable size four administrative units will usually be found. In recent years, however, some institutions operate on what is called a divisional basis, with special reading rooms devoted to certain subject fields, as, for example, the Humanities, the Social Sciences, and the Sciences, both pure and applied; in such cases the divisions may perform some of the functions described below as belonging to the four administrative units.

The Acquisitions Department attends to the acquisition of books, periodicals, and other material for the use of the general library and its affiliates.

The Catalog Department completes the preparation of the books for the shelves. It classifies them, that is, assigns them to their proper subject groups and provides them with their proper call numbers. It also makes the necessary cards for the public catalog and for the shelflist, a record of books according to their call numbers, which is kept in the Catalog Room.

The Acquisitions and Catalog departments are both engaged in preparing material for the shelves. Though their activities are not immediately visible to the users of the library, they are essential. Approximately half of a library staff is usually engaged in preparatory work and in larger research libraries especially, and even in libraries generally, the cost is considerable, so that as much as the price of the book itself may be spent in the acquisitions and cataloging process.

The Circulation Department acts as custodian of the larger part of a library's collection of books, which are most often housed in stacks adjacent to the Cir-

ulation Desk where they are delivered to patrons and to which they must be returned. This department not only lends books to faculty and students, it also keeps records of what books are out, who has them, and when they are due to be returned.

A **Reserve Reading Room** is often a feature of the service rendered by the Circulation Department. Here books that have been removed from their regular places in the stacks are arranged either on open shelves where students may help themselves or on closed shelves from which they are serviced by a special corps of library attendants. Whereas books in the stacks are ordinarily lent for a period of two to four weeks, those in the reserve collection are issued for shorter periods because they are in far greater demand and seldom are expected to be read in their entirety.

The chief function of the **Reference Department** is to help users of the library find what they want in the mass of material at their disposal. Members of the reference staff understand the intricacies of the card catalog and are familiar with the various indexes, encyclopedias, dictionaries, handbooks, and other works of the sort which ought to be the beginning, and perhaps the end, of many a quest for information. A **Readers' Adviser** is often on duty during the busiest hours of the day to assist patrons in various ways, such as recommending bibliographies, explaining periodical indexes, helping with term papers and theses, and interpreting the card catalog.

Reference work is centered in, or near, the Main Reading Room, on the shelves of which are often found much of the reference collection. These books, except certain ones kept at the Reference Desk, may be consulted at will and without any formalities. Although reference books are not usually available for general circulation, some of them may be borrowed for limited periods, customarily overnight or over the weekend, upon application to the attendant in charge at the Reference Desk. Many of the more important works will be described in later chapters.

Periodicals, whether kept in a separate room or elsewhere in the library, should be considered as an important part of the reference collection. There are many thousands of serials in many languages dealing with every conceivable subject. Since the contents of so many volumes cannot possibly be brought out in the card catalog, they can be used satisfactorily only through specially provided periodical indexes, of which there are many devoted to various subjects or to the literatures of individual countries.

It is to the advantage of student and teacher alike to exploit library resources to the fullest extent possible. Library procedures and services are not uniform in all respects and the student should acquaint himself with the organization, services, personnel, and library materials available to him.

CHAPTER II

Classification

A library is a collection of books organized for use. This organization of library materials is often a costly and troublesome operation, but some kind of order is essential in arranging a library collection. The scheme most generally followed is to place the books on the shelves according to subject and to arrange them alphabetically by author within the group. The arrangement is determined when books are received in the library, and to make sure that they may always be found in the same relative position, numbers are assigned. These numbers are *call numbers*, and each consists of two parts: the class, or subject number, which is placed above, and the book number, which appears immediately below.

The class number indicates the subject of the book, and all other books on the same subject, or phase of a subject, should have the same number. A considerable amount of latitude must be allowed the classifier, for books do not fall readily into arbitrarily defined groups. For that reason a book may not receive the same number in every library. Much depends on the point of view of the classifier and also on the emphasis which different libraries place on different subjects.

Classification schemes have occupied the attention of librarians since books were first made. Among the current classification schemes are Bliss, Colon, Universal Decimal, Library of Congress, and the Dewey Decimal Classification. We are interested, however, only in those which are more or less in general use in American libraries. These are the Decimal (or Dewey) and the Library of Congress Classification.

The Decimal Classification

The Decimal Classification, the oldest of the two systems and the one most widely used, is based on the theory that all knowledge may be divided into ten main groups, and each of these ten into ten more groups, and so on to the most minute subdivisions. It is called the Decimal Classification because it is developed in units of ten. A decimal point is used after the third figure, when expansion is carried beyond it, to break up long numbers and so make them easier to copy or remember.

000 GENERAL WORKS

- 010 Bibliography
- 020 Library science
- 030 General encyclopedias
- 040 General collected essays
- 050 General periodicals
- 060 General societies
- 070 Newspaper journalism
- 080 Collected works
- 090 Manuscripts and rare books

100 PHILOSOPHY

- 110 Metaphysics
- 120 Metaphysical theories
- 130 Branches of psychology
- 140 Philosophical topics
- 150 General psychology
- 160 Logic
- 170 Ethics
- 180 Ancient and medieval
- 190 Modern philosophy

200 RELIGION

- 210 Natural theology
- 220 Bible
- 230 Doctrinal theology
- 240 Devotional and practical
- 250 Pastoral theology
- 260 Christian church
- 270 Christian church history
- 280 Christian churches and sects
- 290 Other religions

300 SOCIAL SCIENCES

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social welfare
- 370 Education
- 380 Public services and utilities
- 390 Customs and folklore

400 LANGUAGE

- 410 Comparative linguistics
- 420 English and Anglo-Saxon
- 430 Germanic languages
- 440 French, Provençal, Catalan
- 450 Italian, Rumanian
- 460 Spanish, Portuguese
- 470 Latin and other Italic
- 480 Classical and modern Greek
- 490 Other languages

500 PURE SCIENCE

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry and allied sciences
- 550 Earth sciences
- 560 Paleontology
- 570 Anthropology and biology
- 580 Botanical sciences
- 590 Zoological sciences

600 TECHNOLOGY

- 610 Medical sciences
- 620 Engineering
- 630 Agriculture
- 640 Home economics
- 650 Business
- 660 Chemical technology
- 670 Manufactures
- 680 Other manufactures
- 690 Building construction

700 THE ARTS

- 710 Landscape and civic art
- 720 Architecture
- 730 Sculpture
- 740 Drawing and decorative arts
- 750 Painting
- 760 Prints and print making
- 770 Photography
- 780 Music
- 790 Recreation

800 LITERATURE

- 810 American literature in English
- 820 English and Old English
- 830 Germanic literatures
- 840 French, Provençal, Catalan
- 850 Italian, Rumanian
- 860 Spanish, Portuguese
- 870 Latin and other Italic literatures
- 880 Classical and modern Greek
- 890 Other literatures

900 HISTORY

- 910 Geography, travels, description
- 920 Biography
- 930 Ancient history
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Other parts of world

The edition of the Decimal Classification most widely used in large libraries is contained in two volumes; v.1, 1409 pages, presents the detailed classification scheme, and v.2, 2439 pages, is an exhaustive relative index. The 16th edition was prepared in 1958 and a 17th is now in preparation. The summaries* on the preceding page will give some idea of the scope and arrangement of the Decimal Classification.

As noted above, the Decimal Classification is capable of indefinite expansion. An example is European history:

- 940 Europe
 - 941 Scotland. Ireland
 - 942 England. Wales
 - 942.33 Dorset
 - 943 Germany. Austria. Czechoslovakia. Poland. Hungary
 - 944 France
 - 945 Italy
 - 946 Spain. Portugal
 - 947 Union of Socialist Soviet Republics (Russia)
 - 948 Norway. Sweden. Denmark
 - 949 Other countries

Provision is also made for subdivision according to the form of material rather than according to subject. For example:

- 900 History in general
 - 901 Philosophy, theories, etc.
 - 902 Compends, chronologies, etc.
 - 903 Dictionaries
 - 904 Essays
 - 905 Periodicals
 - 906 Societies, transactions
 - 907 Education
 - 908 Polygraphy, collected works
 - 909 Universal and general modern histories

There are almost endless modifications and refinements into which it is unnecessary to enter here, for they are of interest primarily to the professional library worker.

The Library of Congress Classification

Since the Decimal system is hampered, from the standpoint of the largest libraries, by an inadequate base, the Library of Congress developed a system which has taken its name. This system uses the letters of the alphabet as its basic notation and adds to them arabic numerals. It is more suitable for libraries with large collections of books, although some of them are prevented from adopting it by the prohibitive cost of reclassification.

* Reprinted from *Decimal classification* by Melvil Dewey, by permission of Forest Press, Inc., owners of copyright.

SUMMARY OF THE LIBRARY OF CONGRESS CLASSIFICATION*

A	General works—Polygraphy	M	Music
B	Philosophy—Religion	N	Fine arts
C	History—Auxiliary sciences	P	Language and literature
D	History and topography (except America)	Q	Science
E–F	America	R	Medicine
G	Geography—Anthropology	S	Agriculture—Plant and animal industry
H	Social sciences	T	Technology
J	Political science	U	Military science
K	Law	V	Naval science
L	Education	Z	Bibliography and library science

A few Library of Congress Classification numbers are given below by way of illustration, together with the subjects for which they stand. In each case the equivalent Decimal Classification number is listed for the purpose of comparison.

LIBRARY OF CONGRESS CLASSIFICATION		DECIMAL CLASSIFICATION	
GV 1201	Games and amusements. General	796	Athletic and outdoor sports and games
HA 29	Statistics. Theory. Method	311.2	Statistics Theory. Methods
HQ 796	Social groups. Family. Youth	301.42	Family
JA 83	History of political science. Modern	320.9	History of political science

Inasmuch as there are many books which will be placed in the same class, some device is necessary to distinguish them from one another, and to facilitate their orderly arrangement on the shelves. Such a device is the book number.

The book number is a shorthand contrivance, or symbol, which expresses in compact form the author's name and, when desirable, the title and edition of a book. The author's name is expressed by taking the first letter, or letters, of the name and adding to it two or three figures which serve for the rest of the name. For example: Blaine may be B57, Levin L56, and Ward W21. Such a scheme is compact and has certain mnemonic advantages. The numbers themselves are obtained from tables prepared for the purpose, the best known having been compiled by C. A. Cutter.

The following examples, which are coupled with the Decimal Classification, will illustrate the use of book numbers modified to indicate title and edition:

943	Henderson, E. F.
H38	History of Germany in the middle ages
943	Henderson, E. F.
H38s	Short history of Germany

* Reprinted from U.S. Library of Congress (Classification division). *Classification. Outline scheme of classes*, by permission of Library of Congress.

943 Henderson, E. F.
H38sa Short history of Germany; new ed.

The call number, then, consists of the class number and the book number, both of which have been explained above. Since two objects cannot occupy the same space at the same time, it is obvious that no two books may have exactly the same call number. Some provision must be made, therefore, for works which appear in more than one volume or part. This is accomplished by adding a third line to the call number. For example:

909 Cambridge modern history
C14
v. 10

973 Hart, A. B. ed.
H25a American nation
v. 2

Furthermore, for the sake of economy of space, it has been found wise to shelve books in three different groups according to size: octavos, or books of ordinary size; quartos, or large books of the size of the usual encyclopedia; and folios, which are very large volumes, such as atlases. Quartos and folios have the letters "q" and "f," respectively, before their book numbers. For example:

032 Encyclopaedia Britannica
qEnl

412 The Times Atlas of the World
fT98ti

Classification systems are seldom, if ever, up to date. For that reason classifiers are frequently compelled to adapt them to meet the needs of the occasion or the peculiarities of their own institutions. Therefore the class numbers actually used will sometimes be found to vary from those printed in classification manuals.

CHAPTER III

The Catalog

A catalog is a list, or record, of the books in a library. It may exist in the form of a printed book or, as is generally the case nowadays, on cards. Book catalogs have certain advantages. They are more easily consulted, occupy less space, and may be duplicated with less expense. On the other hand, they are out of date in growing libraries as soon as they are off the press, or before. For that reason the card catalog has been favored by most libraries in this country and has been adopted by many libraries abroad; however, during the last decade there has been a resurgence of interest in the book catalog.

Many important library catalogs are in book form, and these are acquired by other libraries for the bibliographical information which they contain. Recent developments in photographic and printing techniques have made the photographing of card catalogs and their subsequent printing in book form technically possible and economically feasible. We now have in book form such monumental library catalogs as the author catalog of the Library of Congress, since 1956 continued as the *National union catalog* (see Bibliography chapter for discussion), containing not only author entries for LC items but additional author cards for important scholarly libraries throughout the United States. Since 1950 the subject catalog of the Library of Congress has been available in book form. Other library catalogs in book form are those of the London Library, the British Museum, and the Bibliothèque Nationale (Paris).

Within the past decade various libraries such as the King County, Washington, Library, the Los Angeles County Library, and the New York State Library have printed their book holdings in bound form from IBM cards and have thereby made available to branch libraries and other libraries a catalog of their entire book holdings.

Card catalogs are almost universally made on cards measuring $12\frac{1}{2} \times 7\frac{1}{2}$ centimeters, or approximately 3×5 inches. In the past they were often handwritten, but in recent years typewritten cards, mimeographed cards, or the printed cards issued by the Library of Congress are almost universally used. While there are other forms of arrangement, the dictionary catalog is the most common.

A **Dictionary Catalog** is one in which the cards for all entries are filed in one alphabet. Practically every work has two or more entries. The most common ones are for author, title, and subject; but when there is occasion for them, cards are made for joint author, editor, translator, illustrator, compiler, and for series. Important parts of books are also brought out by separate entries when this is found desirable.

It is unfortunate that most users of the card catalog are bewildered by its complexities, and consider it as an obstacle necessary to be overcome before books may be secured. It may be pointed out, however, that an intelligent scrutiny of the "main card" for a book may be almost the equivalent of holding the volume in one's hands for a moment, for it provides, in essence, a transcript of the title page and a physical description which includes size and pagination. In many instances works may be selected or rejected simply by a skillful interpretation of the data on the cards in the catalog.

The Author Card (see p. 10), quite as often referred to as the "main card," should contain the following information: author's name in full; title; imprint, i.e., place of publication, name of publisher, and date of publication; collation, i.e., a physical description of a work, including number of pages (or volumes if a set), statement of illustrative material, and size, usually in centimeters; and series notes. A statement of contents is often appended when the cataloger thinks that it may prove useful, as, for example, in a collection of short stories.

Title Cards (see p. 10) have the title first. Below is the author's name. When typed cards are used, other information is often omitted; but printed ones automatically duplicate all the data included on the author card. Title entries are made for works whose titles are distinctive and likely to be remembered. Practically all imaginative works, such as fiction, poetry, drama, and the like, require title cards.

Subject Cards (see p. 11) have at the top the subject which it is desired to bring out in the catalog. The two most commonly used methods for making subject cards are to type the subject in red, or to type it in black capitals. The latter method is being increasingly used as new kinds of machines for card duplication are employed. Subject headings are made for as many topics as are discussed comprehensively in the work. Except for the heading, subject cards generally are duplicates of the main author card.

Other entries may be made, if desired, under the names of joint authors, editors, translators, illustrators, and compilers to bring out the names of such persons as may have contributed to the production of a work. Such cards usually contain the full information of the author card.

Corporate Entries (see p. 12). Thus far we have been considering those books published under the names of individuals. Many books, however, are

AUTHOR CARD

Bullis, Harry Amos, 1890—

Manifesto for Americans. [1st ed.] New York, McGraw-Hill [1961]

213 p. 21 cm.

1. U. S.—Economic policy. 2. U. S.—Pol. & govt.—1961—
I. Title.

HC106.5.B795

338.973

61—15310 †

Library of Congress

[62q10]

TITLE CARD

Manifesto for Americans

Bullis, Harry Amos, 1890—

Manifesto for Americans. [1st ed.] New York, McGraw-Hill [1961]

213 p. 21 cm.

1. U. S.—Economic policy. 2. U. S.—Pol. & govt.—1961—
I. Title.

HC106.5.B795

338.973

61—15310 †

Library of Congress

[62q10]