

WESTERN RESEARCH

*Colorado Dept of Public Instruction*

# STATE OF COLORADO

## LIBRARIES:

THEIR ESTABLISHMENT AND MANAGEMENT

### LIBRARY LAWS OF COLORADO

ISSUED BY

GRACE ESPY PATTON

SUPERINTENDENT OF PUBLIC INSTRUCTION AND EX-OFFICIO  
STATE LIBRARIAN



DENVER, COLORADO, OCTOBER 10

1897

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Clerk

DENVER, COLORADO  
THE SMITH-BROOKS PRINTING CO., STATE PRINTERS  
1897

THE McCLELLAND  
PUBLIC LIBRARY.  
PUEBLO, COLO.



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Libraries having been recognized as a necessary part of the regular equipment provided for every efficient school, the publication of a pamphlet containing the library laws and timely suggestions regarding the work of collecting books, becomes a pleasant duty devolving upon the Superintendent of Public Instruction of Colorado.

Colorado is foremost in the establishment and maintenance of public schools that are kept up to the highest educational standards. In connection with the development of these schools, there has awakened an enthusiastic interest in libraries. The cities of Colorado are the fortunate possessors of thousands of volumes of good literature, but the cities do not monopolize all the libraries. There are fifteen hundred school districts in the state, and from statistics recently gathered by the Department of Public Instruction, it is fair to estimate that at least one-quarter of the districts have the nucleus of a public library. Answers to inquiries sent out at the end of the last school year show that all the districts are ambitious to own instructive and entertaining books.

The contents of this bulletin will certainly prove helpful to citizens of every county, and it is hoped that hundreds will take advantage of the valuable hints from experienced librarians who have kindly lent assistance in the preparation of these pages.

Part of the text was printed in the April number of *The Colorado School Journal*. Articles not signed were written or compiled by J. C. Dara, librarian of the Denver Public Library.

The Library Laws were compiled by George M. Lee, of the Denver Public Library.

GRACE ESPY PATTON,  
Superintendent of Public Instruction.

Denver, Colorado, October 10, 1897.

## Library Laws of Colorado.

COMPILED BY GEORGE M. LEE, PUBLIC LIBRARY, DENVER.

Public libraries are exempt from taxation. Section 3766. Constitution Colorado, article X., section 4.—[Mills, 439.

The qualified electors of any district of the third class, when assembled at any regular or special meeting, shall have power to order such tax on taxable property of the district as the meeting shall deem sufficient for the . . . procuring libraries . . . for the schools.—[Mills, 4027.

The board of any district may order the levy of not to exceed one-tenth of one mill, the proceeds of which shall be used exclusively in the purchase of books for a library, to be open to the public, under such rules as the district board may deem needful for the proper care of the said library.—[Mills, 4032.

The establishment and maintenance of a free public library is hereby declared to be a proper and legitimate object of municipal expenditure; and the council or trustees of any city or incorporated town may appropriate money for the formation and maintenance of such a library, open to the free use of all of its inhabitants, under proper regulation; and for the purchase of land and the erection of buildings, or for the hiring of buildings or rooms suitable for that purpose, and for the compensation of the necessary employees: Provided, That the amount appropriated in any one year for the maintenance of such a library shall not exceed one mill upon the dollar upon the assessed valuation

of such city or town. Any such city or incorporated town may receive, hold or dispose of any and all gifts, donations, devises, and bequests that may be made to any such city or incorporated town, for the purpose of establishing, increasing or improving any such public library; and the city or town council thereof may apply the use, profit, proceeds, interests, and rents accruing therefrom in such manner as will best promote the prosperity and utility of such library. Every city or incorporated town in which such a library shall be maintained shall be entitled to receive a copy of the laws, journals, and all other books published by the authority of the state after the establishment of such library, for the use of such library, and the secretary of state is hereby authorized and required to furnish the same from year to year to such city or incorporated town. But no appropriation of money can be made under this section unless the proposition is submitted to a vote of the people at a municipal election of such city or town, in such manner as may be prescribed by ordinance.—[Mills, 4403, paragraph 76.

The clear proceeds for all fines for any breach of any penal ordinance of any city in this state, and for penalties or upon any recognizance in criminal proceedings, may be exclusively applied to the establishment and support of public libraries as hereinafter provided.—[Mills, 2815.

Each member of such library committee shall perform his duties without compensation, and shall before entering upon his duties, give a bond to be approved by the mayor of such city, in the sum of five hundred dollars, conditional for the faithful performance of his duties.—[Mills, 2819.

Such committee and their successors shall have the power to sue and be sued, in the name of the library committee of the city in which they are appointed, in all matters relating to such library or library fund.—[Mills, 2820.

That the common council or board of trustees of any city or town in this state are hereby authorized, if they shall see fit, to apply any part of the fund referred to in section one (Mills, 2815) in aid of any library association organized for the benefit of the public, heretofore or hereafter established; Provided, Such library association will give to the common council or board of trustees such representation upon its board of management as may be requested.—[Mills, 2821.

That the state librarian be, and he is hereby, directed to turn over to the librarian of any free public library in this state, if desired for public use therein, and take the receipt of such librarian therefor, one copy of each and every such book, pamphlet or periodical published by this state as can be spared, now on hand, or which shall be published by the state from time to time hereinafter.—[Mills, 2822.

That the city council of each incorporated city shall have the power to establish and maintain a public library and reading room for the use and benefit of the inhabitants of such city and may levy a tax of not to exceed one mill on the dollar annually, and in cities of over one hundred thousand inhabitants, not to exceed one-half of a mill on a dollar annually on all the taxable property in the city; such tax to be levied and collected in like manner with the general taxes of said city and to be known as the "Library Fund."—[Session Laws, 1893, chapter 115, section 1.

When any city council shall have decided to establish and maintain a public library and reading room, under this act, the mayor of such city shall, with the approval of the city council, proceed to appoint six persons, who, with the mayor of such city, shall constitute a board of directors for the same, the said six persons to be chosen from the citizens at large with reference to their fitness for such office; and not more than one member of the city council shall be at any one time a member of the board.—[Session Laws, 1893, chapter 115, section 2.

Said directors appointed by the mayor shall hold office one-half for one year and one-half for two years from the first of July following their appointment, and at their first regular meeting shall cast lots for the respective terms; and annually thereafter the mayor shall before the first day of July of each year, appoint as before three directors to take the place of the retiring directors, who shall hold office for two years and until their successors are appointed. The mayor may, by and with the consent of the city council, remove any director for misconduct or neglect of duty.—[Session Laws, 1893, chapter 115, section 3.

Vacancies in the board of directors, occasioned by removals, resignations, or otherwise, shall be reported to the city council and be filled in like manner as original appointments, and no director shall receive compensation as such.—[Session Laws, 1893, chapter 115, section 4.

The mayor of said city shall be the president of said board and the said board shall have the power to elect such other officers as they may deem necessary. They shall make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library and reading room as may be expedient, not inconsistent with this act. They shall have the exclusive control of the expenditure of all money collected to the credit of the library fund and of the construction of any library building, and of supervision, care and custody of the grounds, rooms or buildings, constructed, leased, or set apart for that purpose; Provided, That all moneys received for such libraries shall be deposited in the treasury of said city to the credit of the library fund and shall be kept separate and apart from other moneys of such city, and drawn upon by the proper officers of said city upon the properly authenticated vouchers of the library board. Said board shall have the power to purchase or lease grounds, to occupy, lease or erect an appropriate building or buildings for the use of said library. Shall have power to appoint a

suitable librarian and necessary assistants, and fix their compensation, and shall also have power to remove such appointees; and shall in general, carry out the spirit and intent of this act in establishing and maintaining a public library and reading room.—[Session Laws, 1893, chapter 115, section 5.

Every library and reading room established under this act, shall be forever free to the use of the inhabitants of the city where located, always subject to such reasonable rules and regulations as the library board may adopt in order to render the use of said library and reading room of the greatest benefit to the greatest number; and said board may exclude from the use of said library and reading room any and all persons who shall willfully violate such rules. And said board may extend the privileges and use of such library and reading room to persons residing outside of such city in this state, upon such terms and conditions as said board may from time to time by its regulations prescribe.—[Session Laws, 1893, Chapter 115, section 6.

The said board of directors shall make, on or before the second Monday in March, an annual report to the city council, stating the condition of their trust on the first day of March of that year, the various sums of money received from the library fund and from other sources, and how such moneys have been expended, and for what purposes; the number of books and periodicals on hand, the number added by purchase, gift or otherwise during the year; the number of visitors attending, the number of books loaned out, and the general character and kind of such books; with such statistics, information, and suggestions as they may deem of general interest. All such portions of said report as relate to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing, and books purchased, shall be verified by affidavit.—[Session Laws, 1893, chapter 115, section 7.

The city council of said city shall have power to pass ordinances imposing suitable penalties for the pun-

ishment of persons committing injury upon such library or grounds or other property thereof, or for injury or failure to return any book belonging to such library.— [Session Laws, 1893, chapter 115, section 8.

Any person desiring to make donations of money, personal property, real estate for the benefit of such library, shall have the right to vest the title to the money or real estate so donated in the board of directors created under this act, to be held and controlled by such board, when accepted according to the terms of the deed, gift, devise or bequest of such property; and as to such property the said board shall be held and considered to be special trustees.—[Session Laws, 1893, chapter 115, section 9.

When fifty legal voters of any incorporated town, shall present a petition to the clerk of the town, asking that an annual tax may be levied for the establishment and maintenance of a free public library in such town, and shall specify in their petition a rate of taxation not to exceed two mills on a dollar, such clerk shall in the next legal notice of the regular annual election in such town, give notice that at such election every elector may vote "For a . . mill tax, for a free public library," or "Against a . . . mill tax for a free public library," specifying in such notice the rate of taxation mentioned in said petition; and if the majority of all the votes cast in the town shall be "For the tax for the free public library," the tax specified in such notice shall be levied and collected in like manner with the other general taxes of said town and shall be known as the "Library Fund;" Provided, That such tax shall cease in case the legal voters of any such town shall so determine by a majority vote, at any annual election held therein; and the corporate authorities of such towns may exercise the same power conferred upon the corporate authorities of cities under this act.—[Session Laws, 1893, chapter 115, section 10.

At the next regular election after any town shall have voted to establish a free public library, there shall



be elected a library board of six directors, one-half for one year, one-half for two years, and annually thereafter there shall be elected three directors who shall hold their office for two years and until their successors are elected and qualified; which shall have the same powers as are by this act conferred upon the board of directors of free public libraries in cities.—[Session Laws, 1893, chapter 115, section 11.

That whenever any library association organized under the laws of this state or not, and owning any real or personal property in this state, shall desire to sell or lease the same, or any part thereof, absolutely or with conditions, to the board of directors of any free public library, organized under the laws of this state; which sale or lease may be made in manner following, viz.: The directors of such association shall call a meeting of all the members, subscribers or stockholders thereof, to be held at the rooms of said library or office of the secretary of such association; written or printed notice of the time, place and object of such meeting and of the terms and conditions of the proposed sale or lease being first mailed at least thirty (30) days prior to the time of such meeting, to the address of each member, subscriber or stockholder whose place of residence is known to any of the officers or directors of such association, and by publishing such notice for at least thirty (30) consecutive [consecutive] days next preceding the time of such meeting in some newspaper published and of general circulation in the county where the property of said association is situate.—[Session Laws, 1893, chapter 115, section 12.

If the members, subscribers or stockholders representing the majority in the amount of the stock of such association, shall vote, at such meeting in favor of such sale, or lease, upon the terms or conditions specified in such notice, or, in case such association shall consist of two or more departments, if a majority of the members, subscribers or stockholders of each department shall vote at such meeting in favor of such sale or lease so

specified, then the president and secretary shall cause a record of the proceedings of such meeting verified by the oath of the president thereof, together with an affidavit of the service of publication of notice herein required, to be filed in the office of the clerk and recorder of the county where the property of such association is situate; after which the president and secretary of such association shall be and are hereby authorized and empowered to execute any and all necessary deeds, leases, bills of sale, or other instrument in writing, to carry out the object and intent of said vote, which, when duly executed, shall be sufficient to pass to the board of directors of such free public library all the legal and equitable title of said associations, in and to the real or personal property in said instrument described as therein set forth.— [Session Laws, 1893, chapter 115, section 13.]

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### COLORADO LIBRARY LAW.\*

BY JOHN PARSONS, PUBLIC LIBRARY, DENVER.

The library law of Colorado is not in a satisfactory condition. It is comprised in various statutes and parts of statutes, which often duplicate one another and sometimes seem inconsistent. The following is a statement of what seems practicable in library matters under present conditions:

(1) The qualified electors of any school district of the third class, when assembled at any regular or special meeting, may order a sufficient levy on all the taxable property of the district to procure libraries for the schools.

(2) The council or trustees of any city or town may, if they see fit, apply any part of the clear proceeds of certain fines in aid of any library association for the benefit of the public, provided that such library association give the council or trustees such representation in its board of management as the council or trustees may ask.

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\*Colorado School Journal, April, 1897.

(3) The trustees of any city or incorporated town may appropriate money for a public library, if at a previous election a majority of the people have voted in favor of such action. Such appropriation shall not exceed one mill upon the dollar.

(4) If fifty legal voters of any incorporated town present a petition asking that an annual tax be levied to establish and maintain a free public library, and a majority of the legal voters vote in favor of such action at the next annual election, the tax mentioned in the petition shall be collected and known as the "library fund." Such tax shall cease whenever the majority of legal voters so determine.

(5) The city council of any incorporated city may establish and maintain a public library and reading room and may levy a tax for such purpose of not more than one mill on the dollar annually. In cities of more than one hundred thousand inhabitants this tax is not to exceed one-half of one mill on the dollar annually.

(6) In any city or incorporated town the clear proceeds of certain fines and penalties may be applied to the establishment and support of a public library.

It is clear from the above that at the present time there are two ways of establishing libraries in Colorado. The town or city government, without a vote of the people, can use certain fines and penalties either to aid a library association already existing, if the association will make the library accessible to the public, or to establish and maintain a library of its own. The town or city government may again take the initiative and by obtaining a vote of the town or city, may obtain authority to levy a tax to establish and maintain a library. Or, in the case of an incorporated town, fifty legal voters, who feel the need of such an institution, may take the initiative and petition the town government to submit the question to the qualified electors, and then, if a majority of the qualified voters vote in favor of such levy, the tax must be collected until a majority of the voters determine otherwise.

BY GEORGE M. LEE, PUBLIC LIBRARY, DENVER.

There are not many public libraries or school libraries in the state of Colorado; not many people in the state have had experience in starting such libraries or working up public sentiment in favor of them, organizing them or running them. Few people in the state, even among those who are thinking of starting a library, are familiar with Colorado library laws or what tax can be levied for library purposes. The few well-known librarians in the state receive a great many inquiries from towns, villages and country school districts, about how to organize a library, where and how best to buy books.

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Is it desirable to have a public library in every town and school district in the state of Colorado?

Is it desirable to have traveling libraries in the state of Colorado?

Is it desirable to have these libraries managed as economically as possible? The books well selected? The libraries maintained for the benefit of the greatest number?

If you answer these questions in the negative, the discussion is at an end. But we assume that you will answer them in the affirmative. The question now arises, how can we best secure these several things?

The Colorado State Library Association, composed of active librarians and persons interested in libraries, has given these questions careful consideration. It has examined them from every standpoint. It has studied the methods pursued in other states. It has come to the opinion that libraries are the best, are most economically managed, and are maintained at the highest standard in those states in which there are library commissions or boards of a similar nature.

In proposing any legislation relative to the establishment and maintenance of public libraries, it is well to consider carefully to what extent the state should encourage the work.

In this state there are no compulsory laws regarding the establishment or maintenance of any library. The laws permitting the establishment of public, city, town, or school libraries, are very liberal, indeed. This is as it should be.

In the past the opinion seems to have been that where a law was enacted, permitting the establishment of a library, the whole duty of the state had been performed. In this we do not agree.

We ask—and we believe that what we ask is for the best interests of the state at large—that a state library commission be established. This commission would have a general oversight over all the public or semi-public libraries in the state. To it all libraries would make annual reports. By giving this commission general oversight of all books purchased with public money, it would prevent their becoming scattered or lost, as is now the case in many places.

School boards and teachers are changing constantly; so also are county and state superintendents. Those coming in are not familiar with the work of their predecessors. Especially is this true in regard to books. It is a fact that in many school districts of this state considerable sums have been spent for books for a library; but because of improper supervision these have been scattered and lost. More books have thus been lost than are now owned by these districts. These statements are also true of many Eastern states which have now established library commissions.

We believe in the public schools. We also believe that since the average child leaves the public school at twelve years of age, the best and almost the only way to continue the education of the average citizen beyond his twelfth year is by the establishment of public libraries. In the boys and girls of our state rests its future. If they are taught the use of books before they leave school, they will continue to use them after they leave school. This will increase their usefulness to the community in which they live, and will make of them better citizens.

The few large libraries in the state are taxed to their utmost to meet the ordinary demands made upon them. It is impossible for them to meet the many calls from the smaller places, both in regard to books and in regard to information about the starting and maintenance of libraries.

If this demand for library information and advice is met—and we believe that it should be—it must be by giving practical and intelligent oversight.

The library movement has advanced in this state. It will continue to advance. Why not give it proper direction at the beginning? Proper direction can come only through a library commission.

It can guide the work along practical and economical lines. This will result in the building up in the state, at first cost, a system of libraries that will be a credit to the state and will advance its educational interests.

The bill, as introduced in the legislature, calls for an appropriation of \$1,000 a year. The appropriation is not at present the most important thing; it is believed that a commission of five people interested in libraries, and knowing about the subjects mentioned above, can very greatly help the library side of the educational work of the state by making itself a distributing point for library information of all kinds. It is asked only that the library movement receive at the hand of this legislature such a recognition by the passage of the bill as it believes it deserves. If it does not aid the library movement in the state, and so the whole educational movement in the state, during the next two years, it will be very easy to legislate it out of existence in 1899.

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#### COLORADO LIBRARIES.\*

In response to a circular sent out by me a few weeks ago, asking for information about Colorado libraries for this Library Number of the Journal, the following replies have been received:

J. C. DANA.

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\*Colorado School Journal, April, 1897.

## THE STATE LIBRARY.

The Capitol, Denver. Founded in 1861; volumes, 15,000, including pamphlets; Grace Espy Patton, ex officio state librarian; Hattie E. Stevenson, assistant librarian; established by the territorial legislature of 1861; maintained from contingent fund allowed the superintendent of public instruction.

The library is very much in need of an appropriation to be expended in proper cataloguing, in supplying missing numbers of state reports, and putting the library in such shape that the material already there may be of use to the people of the state.

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## COLORADO LIBRARY ASSOCIATION.

BY CHARLOTTE A. BAKER, PUBLIC LIBRARY, DENVER.

The Colorado Library Association, organized December, 1892, is an association of people interested in libraries and the promotion of libraries in Colorado. It holds meetings once a month through the winter for the discussion of library matters and of allied literary and educational subjects. Any person interested in education and the promotion of libraries in Colorado is cordially invited to become a member of the association. Similar associations in many other states have had a very beneficial effect in promoting the establishment and efficiency of public libraries. The annual membership fee is one dollar.

The present officers of the association are:

President, A. E. Whitaker, librarian State University, Boulder; vice presidents, Miss Charlotte A. Baker, Public Library, Denver; Jos. F. Daniels, librarian State Normal School, Greeley; Herman G. A. Brauer, librarian Coburn Library, Pueblo; secretary, H. E. Richie, City Library, Denver.

This year the aim of the association has been to give information to the younger librarians and to hold occa-

sional meetings at points where it seems well to call public attention to library matters or to the establishing of a public library. The make-up of a book, its typography, illustration, binding, etc., the arrangement of a building suited for library work, children's reading, etc., have been talked over at different meetings; and later, book selecting, buying, cataloguing, etc., will be discussed from an elementary point of view.

At the beginning of the winter it was planned to have three out-of-town meetings. Two have been held—one at Colorado Springs, and one at Boulder; the third will be held at Greeley, in May. At Colorado Springs, Mrs. Peavey, then state superintendent of public instruction, gave some very interesting information about the condition of the school libraries in the state; and Mr. Dana, of Denver, gave some practical suggestions about a plan for a library building.

Certain Boulder citizens, through the meeting of the Colorado Library Association there, laid their first plans for a public library for their town. A committee was appointed to see what could be done, and was ordered to report at a public meeting to be called some time within a year.

In May the association meets at Greeley. That is to be the trip of the year, when it is hoped to have a pleasant outing, as well as to do good work. With Mr. Daniels, of the Normal School Library, as host, it will be an enjoyable occasion.

The special work of the association this winter has been and is, the passage of the bill for a library commission, now before the legislature.

It is hoped that the teachers of the state will, through the association's efforts, increase their interest in library work. It falls to the libraries to finish the work, if it is finished, that the schools have so well begun. If the libraries meet this need intelligently it must be through the patient help and coöperation of the schools.



## BUYING BOOKS.

A good book for a library, speaking of the book as to its wearing qualities and as to the comfort of its users, is printed on paper which is thin and pliable, but tough and opaque. Its type is not necessarily large, but is clear-cut and uniform, and set forth with ink that is black, not muddy. It is well bound, the book opening easily at any point. The threads in the back are strong and generously put in. The strings or tapes onto which it is sewn are stout, and are laced into the inside edges of the covers, or are long enough to admit of a secure fastening with paste and paper. In ordering books of which several editions are on the market, specify the edition you wish.

In giving your orders, always try your local dealer first. If he can not give you good terms, submit a copy of the list to several large book dealers, choosing those nearest your town, and ask for their discounts. Keep a record of all books ordered. The best form of record is on slips, using a separate slip for each book. A library should secure from twenty-five to thirty-five per cent. discount. Do not buy ordinary subscription books or books on the installment plan. Buy good, but not expensive, editions. Do not spend on a single costly work, of interest to a few and seldom used by that few, a sum that would buy twenty or perhaps one hundred volumes that would be constantly and profitably used by many. Buy no book, unless you know by personal acquaintance, or upon competent and trustworthy testimony, that it is worth adding to your library. Do not feel that you must buy complete sets of an author; all the works of very few authors are worth having. Books for young people must be interesting. No amount of excellence in other directions will compensate for dull books. Do not trust too much to the second-hand dealer; his wares are often defective. Do not buy of a book peddler; in nine cases out of ten you can find better and cheaper books at the stores. A well selected and judiciously purchased library, with such works of reference as are needed, will cost, on an average, \$1.25 a volume.

## A Few Details of Library Work

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### ACCESSIONING BOOKS.

A careful record should be made of all books received. Use for this purpose what is called an accession book. This is a blank book, ruled and lettered and numbered especially for library invoices. It is the library's chief record, and should contain a complete history of every volume on the shelves. Each volume of a set should have a separate accession number and a separate entry. Each entry occupies a line; each line is numbered from one up to such number as the library has volumes. The number of each line, called the accession number, is written on the back of the title page of the book described on that line. The accession book is a life history of every book in the library. It forms such a record as any business-like person would wish to have of property entrusted to his care. It is also a catalogue of all books in the library, and a useful catalogue as long as the library is small. Record should be made of all books, pamphlets, reports, bulletins, magazines, etc., received by the library as gifts.

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### CLASSIFYING.

The smallest public library should be classified and catalogued. This will make its resources available, and will prevent the confusion and waste of labor which are sure to come if systematic treatment of the books is deferred. Get the best advice obtainable; consider the library's field and its possibilities of growth, and let the first work on the books be such as will never need to be done over.

To classify books is to place them in groups, each group including, as nearly as may be, all the books treating of a given subject—for instance, geology; or all the books, on whatever subject, cast in a particular form—for instance, poetry; or all the books having to do with a particular period of time—for instance, the Middle Ages. Few books are devoted exclusively to one subject and belong absolutely to any one class. The classification of books must be a continual compromise. Its purpose is not accurately to classify all knowledge—this can't be done; but simply to make the sources of information—books—more available. Any classification, if it gets the books on a given subject side by side, and those on allied subjects near one another, is a good one.

Books may be classified into groups in a catalogue or list, yet themselves stand without order on the shelves. For convenience in getting for anyone all the books on a given subject, and especially for the help of those who are permitted to visit the shelves, all books should stand together in their appropriate classes. Each book, therefore, should bear a mark which will tell in what class it belongs; distinguish it from all other books in that class; show where it stands on the shelves among its fellows of the same class, and indicate which one it is of several possible copies of the same book. This mark can be used to designate the book in all records of it, instead of the larger entry of its author and title.

There are many classification systems, with just as many different class-marks, or notations. Most of these systems can easily be adapted to a small library. Choose one in common use, that you may take advantage of the work of others in classifying your library. Don't try to devise a system of your own or to adopt or modify another's.

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## CATALOGUING.

A catalogue is a labor-saving device in library work. From it both reader and attendant can ascertain whether the library owns a certain book. By consulting the cat-

alogue for the class number, the book may be looked for in its proper place, thus often saving hunting through the shelves in several classes.

On cards prepared for the purpose, a card for each book—and a book is a book, although in several volumes—write the author's surname, given name if known, title, date of copyright, date of publication, call-number, and such other data as seem desirable. Arrange these cards alphabetically by author's names for an author catalogue. This catalogue will be in constant use in the purchasing of books, in classifying new purchases, etc. Preserve this catalogue with great care. It is the key to the records in shelf-list and accession book. In a small library careful patrons may very properly use it. The average reader more often remembers the titles of books than their authors. Add to the author-list a title-list; a set of cards like the author cards, except that on each one the book's title is entered first instead of its author. Arrange author and title-lists in one alphabetical series.

As the use of the library for reference work increases, the question will often be asked, has it any books on a certain subject? Add to your author and title-list a subject-list. Make this by writing a card for each book with the subject of which it treats the first word upon it. Arrange this also in the same alphabetical series with the other two.

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#### PREPARING BOOKS FOR THE SHELVES.

All books should be marked with the name of the library. This is generally done with a rubber stamp and violet or red ink pad. An embossing stamp makes a good and indelible mark. Type should be of a moderate size and open faced. Mark books freely, to assure their being recognized as the library's property wherever seen. On the back of the book write the call-number. For this purpose use a tag or label. These can be had in several sizes. Paste the label where it will mar the book

least, as near the middle as possible. Labels stick better if the place where they are pasted is moistened with a solution of ammonia and water, to remove varnish or grease. After the call-number is written, varnish the label with a thin solution of shellac in alcohol. Labels put on in this way will keep clean, remain legible, and rarely come off. Books wear better if they are carefully opened in a number of places before they are placed on the shelves. This makes the backs flexible and less likely to break with rough handling. In cutting the leaves, be sure that the paper knife does its work to the very back edge of the top folds, and that it is never sharp enough to cut down into the leaves.

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## BINDING.

BY IRENE SMITH, PUBLIC LIBRARY, DENVER.

Binding a book means not only covering it, but preserving it. Good binding, even at a high price, educates the public taste and promotes a desire to protect the library from injury and loss. Cheap binding degrades books and costs more in the end than good work. Keep in a bindery book a record of each volume that the library binds or rebinds. Enter in the bindery book, consecutive bindery number, book number, author, title, binding to be used, date sent to the bindery, date returned from bindery, and cost of binding. Books subject to much wear should be sewn on tapes, not on strings; should have cloth joints, and tight back of tough, flexible leather. Very few libraries can afford luxurious binding. Good material, strong sewing, and a moderate degree of skill and taste in finishing are all they can pay for. Learn to tell a substantial piece of work when you see it, and insist that you get such from your binder.

Many books will need repair. A few hours spent in the bindery, studying the methods of putting a book together, will be helpful, not only in the matter of securing good binding, but in the repairing of books that have

gone to pieces. Mend and rebind your books the minute they seem to need it. Delay is the extravagant thing in this case. If you are slow in this matter, leaves and sections will be lost, and the wear the broken-backed volume is getting will soon remove a part of the fold at the back of the several sections, and make the whole book a hopeless wreck forever.

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### KEEPING ACCOUNT OF BOOKS LENT.

BY CHARLOTTE A. BAKER, PUBLIC LIBRARY, DENVER.

Have stiff manilla or ledger paper cut into slips five by three inches. For convenience, they should be made into pads. These slips should be ruled horizontally every three-eighths of an inch, and once vertically three-quarters of an inch from the right-hand edge. In the right-hand space on the upper line have "date" printed. Make both sides alike. On the top line write the borrower's name, putting the last name first—Hutton, Alice. On the second line write the author and short title of the book taken, and in the space at right the date. If there is more than one copy of a book in the library, the arbitrary letter or number that distinguishes them from one another should be written after the title. If the books are catalogued the "call-number," as CS11a may be used instead of author and title. When a book is renewed, cross the first date out and write the date of renewal over it. When it is returned, draw a pencil through the whole line.

These slips should be arranged alphabetically by the borrowers' names, the new ones being sorted into their places from day to day. They can be held by a rubber band and kept in a convenient place. If there are many of them, a special tray can be bought for the purpose. Under this system a borrower may have charged to him without confusion more than one book at a time; books may be taken and returned at different times if one wishes. When one side of the slip is full the other can be used by writing the borrower's name again on the top line.

If for any reason a teacher wishes to keep a record of a particular scholar's reading, the slips with his name on them can be saved. Otherwise, they are destroyed when filled.

If expense is a consideration, the ruling and printing on the slips may be omitted. The lines and the word "Date," and, if it is wished, the name of the library at the bottom can all be printed at one impression, and very cheaply.

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#### YOUNG PEOPLE, THE SCHOOLS, AND THE LIBRARY.

If possible, give the young people a reading room of their own, and a room in which are their own particular books. These special privileges should not bar them from the general use of the library. Make no age limit in issuing borrowers' cards. A child old enough to know the use of books is old enough to borrow them, and to begin that branch of its education which a library only can give. Teachers should be asked to help in persuading children to make the acquaintance of the library, and then to make good use of it. One of the functions of the public library is manifestly to raise the standard of scholarship among the teachers themselves. Until this is done, not much can be accomplished through teachers in encouraging and directing the reading of their pupils.

A visit to teachers in their school rooms by librarian or assistant will often be found helpful. Lists of books adapted to school room use, both for the teacher and for pupils, are good.

Take special pains to show children the use of indexes, and indeed of all sorts of reference books; they will soon be familiar with them and handle them like lifelong students. Gain the interest of teachers in this sort of work, and urge them to bring their classes and make a study of your reference books.

# About Libraries and Library Management.\*

## BEGINNING A SCHOOL LIBRARY.

BY J. F. DANIELS, LIBRARIAN STATE NORMAL SCHOOL,  
GREELEY.

What would you do if you were away from the loving care of a city school board and were wrestling with the matter of reading and school room libraries? We have looked at that matter many times, and the poor schoolma'ams who write us about it are many. We have been trying to discover something within the school out of which a library might come; because we are not sure that the influence or help from without is the better plan.

The library of the State Normal School attempts to keep in touch with its hundreds of graduates and students who are now teaching, and to get from their experiences the things which will help some other worker.

At present we are holding close to two lines: School libraries and school room decoration.

It takes too long to tell all one tries to do; but here is a sample case, so to speak; and we cheerfully recommend the scheme to teachers who have no way of getting money and books from school boards which haven't the price. The thing has been done and seems easy:

Organize your pupils in deliberative assembly, and let them name themselves The \_\_\_\_\_ Grade Library Association. You will have to look up many things in Roberts' Rules of Order, or lose your hold on your pupils. You, the teacher, learn something of classification and

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\*Colorado School Journal, April, 1897.



the business of keeping a library just as your needs increase. The children will be like a young horse, hard to hold; but it is a pleasure to see them grow warm over the whole matter. Soon they bring in books to you to be used as a loan collection, and in their association meeting (Friday is a good day for that) they will elect their officers, and the books will be cared for. Put a few of your own books in to start the thing along. If you have no books, more's the pity; you ought to have them.

What you want is a library in fact—a magnet which will draw books to it. Books have a great habit of collecting themselves—gravitating, we may say—if conditions are at all favorable.

We have, ready to publish, a more elaborate description of this thing, which we call a library association, and hope that it may be a useful publication.

We suppose that you will do the rest.

When our plan is printed we shall be glad to supply all Colorado teachers.

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## SCHOOL ROOM LIBRARIES.

BY CLARISSA S. NEWCOMB, LIBRARIAN SCHOOL DISTRICT  
NO. 17, DENVER.

To one who knows how to use books, a well selected library is one of the most valuable means of education. The training of children in the choice and use of books is therefore an important subject to all teachers. An early beginning is necessary or else the great majority—those who leave school before the higher grades are reached—wholly escape this training.

But how shall this training be given, is the question. How shall we bring the child in touch with good books? Our experience in district No. 17, Denver, leads us to believe that each school room should have its library. We have found that a collection of fifty books in a room, chosen with reference to the age and ability of

the pupils in that room, is the most satisfactory means of forming a taste for good literature. We have tried other methods—the central library, the library in the principal's office, and the plan of moving books from one room to another. The room library—that is, a certain number of books which are the permanent property of the room—has proved the best, because it acts as a training school for the use of the larger public library. We favor the room library for the purpose of getting the little folks accustomed to the use of the books and for the immediate use of the pupils in the upper grades. The more expensive books which can not be afforded for each room are kept in the principal's office. Thus the pupils are led to the public library for the use of which these small collections have well trained them. That this room library plan increases the demand for books from the public library has been demonstrated to us by the greater number of cards now held by the pupils.

Beginning with the second grade, each room in the district has its own collection of books, which remain there from year to year. As the children go from grade to grade they are each year brought in contact with another set of books new to them. Instead of moving the books, we move the children. Each room has its reference books and its books for lending. When not in use these are on a table or on shelves accessible to the children at all times. The pupil thus becomes acquainted with the books and feels a personal pride of ownership, and the close contact of the child with the books teach him to love and respect them. He becomes interested in reading and familiar with his own small library.

Fewer disappointments occur in the selection of books than where the collection is larger; hence fewer obstacles are presented in the formation of a love for reading. The range of choice is narrowed and the teacher feels the responsibility of directing the children's reading, for the library is but another tool with which to mould the character of her pupils. All become readers if the teacher is skillful and tactful and enters sufficiently into child life to appeal to the pupils. Many

teachers have found the library an effective means of reaching and interesting dull or indifferent pupils.

The teacher can influence and largely control the children in their choice of reading. A reference to a book little used is enough to commend it to some one in the room, and its reputation is established. Or some pupil may be asked to give an extract from a book he has lately read. That will interest the other children, who will wish to learn more about it. The recitation is made brighter, and that book goes into the homes and keeps the children from the street.

Each book is selected not alone because of its intrinsic merit, but also because it has proved interesting to several children of like age and grade. No mistakes have been made when we have left the matter to the children. They know what they enjoy. When we find any attractive book, we try it in a room. If it is approved by those relentless little judges, the children, we buy a copy for each room of that grade. In the case of a very popular book, we sometimes place two or more copies on the shelves.

We do not attempt to force upon the children books that are highly instructive, or we think they ought to like. We try to supplant the trashy stuff by providing them with good yet interesting books. Our aim is to give them a love for good literature, for when they have acquired that, we need have no fear that their education will stop when they leave school.

No child should be expected to read every book in the room library. The reason is obvious; tastes differ among the children, as among adults. Out of the fifty books, representing history, biography, adventure, fairy stories, etc., each child will no doubt find some which he will enjoy. Within the room list we let the child select for himself. Any book which is really enjoyed, which enlarges the range of thought, which makes him happier, is worth the reading, even though it has no visible purpose as a part of his school education.

### AGRICULTURAL COLLEGE LIBRARY.

Fort Collins. Founded, 1878; volumes, 9,887; librarian, Marguerite E. Stratton; established by the college and maintained by appropriations from the college fund.

The library has outgrown the room designed for its use, and about 2,500 of the volumes have been moved to the basement until better quarters can be provided. The students of the college have free access to the library every day in the week and can draw books from any of the departments to supplement the work of the text books.

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### BUCKINGHAM LIBRARY—UNIVERSITY OF COLORADO.

Boulder. Founded, 1887; volumes, 13,500; librarian, Alfred E. Whitaker; established by Charles G. Buckingham, Esq.; maintained by annual appropriations made by the board of regents, from state appropriations.

Needs, etc. More funds needed for departments of history and general literature; special library building an early necessity for the accommodation of the collection and its security.

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### A UNIVERSITY LIBRARY AND ITS WORK.

BY A. E. WHITAKER, LIBRARIAN.

The work of the library of the University of Colorado is so related to and interwoven with the whole work of the university as to form thereof, in fact, an integral part. Its standard is the ideal university library. This, related to the school library and the public library, though on broader and higher lines of work, is distinct as to its class of users, its immediate objects, and, consequently, in the character and method of its development

and administration. It accomplishes much allotted to the school library; but its field is confined to no curriculum or department.

The student, equipped by years of preparatory drill, enters college to complete and round out his intellectual training. The college assumes the responsibility of directing this important stage in his career.

By the methods now employed the text-book is earlier abandoned for personal research and investigation. The student's work is outlined, through source and authority, under direction of able instructors. To the successful prosecution of this work the college library is a vital condition—not a mere complement of class work, but an essential and necessary factor. Given these conditions, its general character is readily determined.

It is distinctly a library for study. Investigations must be made on the lines suggested in the class-room, references examined, and material gathered from every available source. This calls for numerous authorities, and these the library must supply. Each department of instruction must find its special demands for working material met, and promptly, by the resources of the collection.

With the "seminar" method in use, additional advantages accrue, by the temporary removal to rooms devoted to the purpose, of special libraries for topical and collateral reading. Where funds permit, parallel collections are purchased to this end.

By this method of upbuilding of each of the several departmental libraries, the term "Working Library" comes, appropriately, to be applied to the collection in its entirety.

The college library is, moreover, emphatically reference in its character, rather than for circulating. It aims to make the best possible selection of the master-keys of information—the great books of reference, like cyclopædias, dictionaries, compends, etc., and the most extensive and complete files of periodical literature within its reach, as a source of infinite variety, treatment and value. Poole's and other available indexes to this

and other classes of works must be supplied and their uses made familiar to the student.

Nor can the library lack the representative works that have served in the making of literature—the classics of other tongues—both in originals and in translations—nor the history-making books, though supplanted in some by treatises more recent.

Though the first purpose of the college student is study, and limited time remains to him for excursions in the field of general literature, yet the opportunity and invitation for culture by readings, outside the strict line of his curriculum, must not be denied him by reason of a dearth of material. The library must fill in and round out its collection by due attention to belles-lettres, and such lines as claim the attention of no particular department and, perchance, are neglected by all.

The library of the University of Colorado aims to shape its progress, as closely and as rapidly as conditions may allow, to such an ideal, and to develop, for the college student, a collection fulfilling the conditions of Carlyle's definition—the "true university."

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#### CANON LADIES' LIBRARY ASSOCIATION.

Canon City. Founded, March, 1886; volumes, 2,600; librarian, Mrs. S. F. Megrue; established by the ladies of Canon City; maintained by hard work of the ladies, in giving public entertainments, etc.

Condition and needs: The library was made free July, 1896, and since that time the circulation of books has increased from 640 in July, 1896, to 1,520 in February, 1897. We need more books and a new building.

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#### COLORADO COLLEGE LIBRARY.

Colorado Springs. Founded in 1874; new building March, 1894; volumes, about 17,000, and 10,000 pamphlets; librarian, Herman G. A. Brauer. New building

donated by N. P. Coburn, of Newton, Massachusetts, (\$45,000), the \$5,000 remaining from this gift devoted to purchase of books. There are also several endowment funds for purchase of books. A subscription library.

Condition and needs: The library is fairly well classified and catalogued; contains, besides books adapted more especially to a college library, a good collection of medical books and probably the largest collection in the state of theological literature. It is, moreover, one of the five regular depositories in this state for United States public documents, of which it has a large and growing collection. To this it adds a practically complete set of Colorado documents. The principal need is money, money, MONEY, for up-to-date literature in every department.

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## THE N. P. COBURN LIBRARY OF COLORADO COLLEGE.

BY HERMAN G. A. BRAUER, LIBRARIAN.

The library building of Colorado College is the gift of N. P. Coburn, of Newton, Massachusetts. It was erected at a cost of \$50,000, and dedicated in March, 1894.

The building is of rare architectural beauty. It is built of the peach blow sandstone of Colorado, and roofed with red tile and copper mountings. The interior, with its ceiling twenty-six feet high, its red oak woodwork, its picturesque galleries, its inviting alcoves, its stone fireplaces, is exceedingly attractive. Long, arched windows, commanding views of the mountains and plains on either side, extend from floor to ceiling.

The number of volumes on the library shelves amounts at present to about 17,000, besides nearly 10,000 pamphlets. The leading literary and scientific journals are regularly received, as are also the United States government publications, and those of the state of Colorado. The library contains, besides the books adapted mainly to the various departments in the college, extensive collections of medical and theological books.

With the commencement of the year 1896, a new departure in the library management was inaugurated. The control of the library was vested in a board of twenty-five members, composed partly of members of the faculty and board of trustees of the college, and partly of ladies and gentlemen not connected with the college.

In the absence of anything like an adequate public or subscription library in the town, it was thought that the educating advantages afforded by access to the best books in literature, history and science, might be extended to all the citizens of Colorado Springs, without detriment to the interests of the students and professors of the college. The library was, therefore, opened as a circulating library, and the arrangement has been found entirely practicable. Access to the shelves is permitted, and all the privileges of the library, including the use of all the current magazines and periodicals taken by the college, are open to the public on payment of the same small fee (\$3 annually) required of college students. Teachers pay only one-half this amount.

There are several endowment funds on which the library depends for the purchase of new books, and it is hoped that these will be considerably increased in the near future. A fund has also been started for the purchase of all the good recent fiction, which, it is hoped, will be available soon.

The library needs money, money, money.

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#### COLORADO SPRINGS FREE READING ROOM AND PUBLIC LIBRARY.

Colorado Springs. Founded, 1885; volumes, about 2,400; librarians, Miss A. M. Rohl and Mrs. A. T. Dunbar. Established, by committees from the churches, as the Colorado Springs Social Union. Maintained by subscription for a number of years. About 1890 the city voted \$500. In years following it increased gradually to \$900, and this year, 1897, the city gives \$1,500, and we



have a membership fee of \$1, which is optional. The circulation is rapidly increasing, and we are taxed to our fullest capacity to supply reading matter enough. The rooms are used for reading, mostly by men. There seems to be a growing knowledge and appreciation of the library and reading room.

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#### THE CITY LIBRARY.

Denver. Founded, November 1, 1886; volumes, 31,000; librarian, Charles R. Dudley. Established by Chamber of Commerce; maintained jointly by that institution and the city of Denver.

Condition and needs: Are doing more and better work than ever before. Our only needs are more room and more money.

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#### DENVER CITY LIBRARY.

The City Library was established by the Chamber of Commerce, in 1886. About \$15,000 were contributed by members for the purchase of books, and the doors were opened to the public November 1, with 3,000 volumes ready for lending. The fourth floor of the chamber's new building, 120x50 feet, was given wholly to the library. For five years no help was received from outside; then the city council made an appropriation of \$6,000 a year. This has since been increased to \$7,500. In January, 1895, the library was removed to the first and second floors of the same building. This gives one floor to reference books and reading room, and one to the circulating department. The number of books is now about 31,000; the circulation averages above 500 a day.

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#### PUBLIC LIBRARY.

Denver. Founded 1878, as the Public School Library; in 1889, as the Public Library; librarian, J. C.

Dana. Established and maintained by the board of education, school district No. 1. More room is greatly needed. Volumes, 35,000.

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## THE PUBLIC LIBRARY, DENVER.

BY EVA SIMMONS, PUBLIC LIBRARY.

"Open from 9 a. m. to 9 p. m. every day in the year," is the first bit of information which meets the eye of the visitor to the Public Library of Denver. Indeed, it is all that he may learn from signs, excepting that his dog is not welcome. The rest he finds out by talking with an attendant, by questions, and by reading the few rules printed on the back of the card issued to him.

Cards are issued to any reputable resident of Denver and vicinity, on his signing an agreement to comply with the library regulations. All other persons must have the agreement countersigned by some business man or property holder of the city.

Any cardholder may borrow at any time, two books, provided only one of them is a book of fiction or a current magazine. Fiction is lent for seven days; all other books for fourteen days. Magazines for the current and two preceding months, are lent for three days and are not renewable. A fine of two cents per day is charged on each volume kept longer than the specified time. When a book becomes one week over-due a notice is sent to the borrower asking for its return. Later, if the book is not returned, a messenger is sent for it.

Arrangements can be made for keeping a book longer than the specified time. A definite date must be fixed for the return of books so taken. A "special arrangement" slip is put in the pocket of the book and must be returned to the library with it.

Books may be once renewed for the same length of time for which they were originally taken. To renew a book, the borrower's card and the number of the book must be brought to the library, or if issued without a

card, the number of the book and the date of issue are required.

Any book, excepting new fiction, will be reserved for a borrower, upon request.

Visitors are admitted to all parts of the library. Books may be taken from the shelves and brought to the delivery counter to be charged. There is no printed catalogue of the books in the library. A complete slip catalogue of all books, other than fiction, arranged by author, title and subject, may be found in the tin trays, just inside the gate by the delivery counter. Here, also, is a card catalogue of fiction; this is made up of two alphabetical lists; the first by author, the second by title. From time to time lists are issued on special subjects; for example, books about the Jews; books having to do with Trades Unions; books about the Cliff Dwellers. These may be had upon request.

A special room for children contains about 6,000 volumes, to which they have free access.

The library lends about 27,000 volumes per month for home use, and about 15,000 persons other than borrowers make use of its books every month.

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#### YOUNG FOLKS LIBRARY.

La Junta. Founded in 1888; volumes, 8,077; librarian, Mrs. Laura Leib; established by T. T. Woodruff in 1888, who has maintained it heretofore. The town now collects a small tax, under the state law, which helps to maintain a reading room. The Women's Club has done a good deal in aid of the reading room. The school board gives \$200 a year towards reading room and library. The library is in fairly good condition; but needs to be adopted by the town, instead of depending almost wholly upon individual effort. It seems to be doing a good work, particularly with the clubs and the school children. There is no special effort to make it a mere circulating library, though it aims to supply the

best of current literature, in fiction as well as in other departments. Its principal and most successful work is with the young people.

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#### McCLELLAND PUBLIC LIBRARY.

Pueblo. Founded, 1891; volumes, 7,540; librarian, J. Warren Chapman. Established by several gentlemen and at length given to the city, which maintains it.

We consider ourselves at present in fair shape. Our great need is a suitable book fund. The money spent for books now comes out of the savings on running expenses.

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#### THE McCLELLAND PUBLIC LIBRARY, PUEBLO, COLORADO.

BY MRS. C. C. RICHARDSON.

"The understanding is indeed thy window; too clear thou canst not make it."

These words of Carlyle's seem a fitting text for a short sermon on the missionary work of our public library. This institution, like others of its kind, grew out of, and was established to supply, the crying need of the people. It did not spring into being Minerva-like. A little seed was sown: some fell on the stony soil of indifference; some was nearly choked by the tares of discouragement; but, thanks to the untiring efforts of the sowers of the seed, and to Mr. Andrew McClelland's generosity, a little library struggled into existence here in 1891.

Mr. J. W. Chapman, a man of learning and much experience in library and educational work, was installed as librarian. Soon afterward a thoroughly competent assistant was found in Miss Garnett. Under their able management the enterprise has prospered, and the work of the library—the furnishing of mental pabulum for all classes—constantly makes for greater and more widespread culture among our people. Such failures as have

to be recorded are due to the limitations of insufficient material with which to work. It is far from an easy task to supply all sorts and conditions of men, with minds in every stage of development, with the required mental diet when the menu is limited. It requires infinite tact and understanding to offer apt suggestions to readers and students; yet this delicate task is part of the librarian's duty. If one ignorant person has been reclaimed from a taste for worthless and iniquitous literature, to an ideal even a few grades higher, who shall say the work of the library has been in vain?

The department doing, perhaps, the best missionary work is the reading room, with its cheerful message, "Everybody Welcome."

Our city wise men allow \$3,000 annually for the maintenance of the library. By rigid economy—by borrowing of Peter to pay Paul—a small amount was saved last year to buy books; but every cent is really needed for the running expenses, and an appropriation should be made for a book fund—our most pressing need.

Another helper is required, that the librarian need not be hindered by routine work, but may have time to acquire a perfect knowledge of the books on the shelves, to be of assistance in the capacity of a peripatetic index and encyclopædia. More time could also be employed in visiting the schools, gaining a more thorough understanding of their needs, and exchanging ideas and suggestions with the teachers as to choice of reading matter for the pupils.

Among our many needs, one which may seem of minor importance, is for pictures, casts, etc., which need not necessarily be expensive; but which, so the subjects be good, are most elevating and refining in their influence.

One other want has the McClelland Public Library—a suitable, comfortable, centrally located building of its own. This is a real need; but satisfying it seems so far in the future, one little more than breathes it. However, we may have it some time, and may joyfully exclaim:

"The temple of knowledge is in our very midst."

### MONTE VISTA LIBRARY ASSOCIATION.

Monte Vista. Founded, August, 1885; volumes, about 1,000; librarian, Omie Stephenson. Established by the Ladies' Literary Club of Monte Vista, which still holds its place in connection with this library, and at home, except in business matters is known as the Library and Literary Association. It is maintained through efforts of the members of this association.

The present condition is as favorable as could be expected, under the circumstances. We need more books in the fiction line; but at present our efforts are in the main directed toward paying off the one hundred dollars still due on the library building. A floral fair, the second in the series, will be held about August, for this purpose.

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### MONTROSE PUBLIC SCHOOL LIBRARY.

Montrose. Founded, April, 1896; volumes, about 700; librarian, Alice M. Catlin. Established by citizens under the name of the Montrose Public School Library Association. This association obtains by annual membership fees and entertainments two-thirds the money expended for books; the remainder is derived from the library tax which was levied for the first time about a year ago.

A meeting was called last Tuesday to devise ways and means for obtaining funds for more books, the number in the cases being inadequate to meet the demands of the pupils. It was decided to constitute the high school a committee to canvass the town for memberships for the coming year. Mr. Catlin, secretary of school board, offered to reward that pupil whose industry shall accomplish the most successful result, by giving him a handsome new volume of classics, and Mr. Redding, treasurer of school board, promised to reward that pupil whose efforts are next most successful, by giving a volume

equal in merit to that offered by the secretary. We want more books. The people are interested and generous; but each order of books seems like a drop in a bucket.

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### MONTCLAIR PUBLIC SCHOOL LIBRARY.

BY CLARA E. LOWELL, PRINCIPAL.

Six years ago the school board decided to have a library in connection with the school, and set apart a small sum of money to be used for library purposes each year. The first selection contained a few books each of biography, science and philosophy, history, reference, travel, poetry, essays, fiction and juvenile literature. Around the nucleus thus formed the library has grown till it numbers over twelve hundred volumes. It has recently been catalogued according to the decimal system, in order to more easily and safely catalogue the yearly additions. Being so closely connected with the school, the pupils are becoming truly acquainted with books. The parents, and all in any way connected with the district, make so much use of the library that the shelves present a deserted appearance most of the time.

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### STATE NORMAL SCHOOL LIBRARY.

Greeley. Founded in 1891; volumes, 7,000; librarian, Joseph F. Daniels; established by the school trustees in 1891, with about 800 volumes; books purchased by money appropriated from funds of the school. Condition: In a good large room, well lighted; 200 periodicals; books classified; circulation, over 20,000 per annum. To obtain the most successful result, by giving him a hand, students devote some time to library work. The library's attempts to reach the alumni in various ways have increased its usefulness. We try our best to make our students love a library, and to assist them in their school work.

### FREE PUBLIC LIBRARY.

Trinidad. Founded, October, 1882; volumes, 7,412; librarian, Thomas Winsor. Established by an association of Trinidad people. Maintained by donations, subscriptions and by an appropriation from the city funds, annually made by the city council.

Made a free public library in the year 1892, when a worthy gentleman, Mr. T. T. Woodruff, then of Boston, Massachusetts, now of La Junta, Colorado, gave to it several thousand volumes of books. He still aids it very liberally; 2,291 persons have taken application cards for receiving books since it became a free library. It is very freely used by the pupils in the public schools of the city.

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### LIBRARIES NOT ELSEWHERE NOTICED.

The University of Denver, which has a general university library and a theological library, together aggregating about 10,000 volumes; and the State School of Mines at Golden, with a very choice collection of about 10,000 volumes on the special subjects to which education in that school is devoted; and the free public library at Greeley, a most admirably selected set of about 5,000 books, failed to make any returns, and consequently are not formally set forth in the preceding pages. They all should be mentioned, however, as worthy additions to the library roll of the state.

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### LIBRARIES SOON TO BE.

The cities of Leadville, Boulder, Cripple Creek, Victor, and Florence, are all seriously considering the establishment of free public libraries. In some or all of them the movement now on foot will result in something tangible within the next few months.



## COLORADO LIBRARY ASSOCIATION.

## MARCH MEETING.

The association held its regular monthly meeting on March 12, in the East Denver high school, district No. 1. The subject for the evening was "Children's Reading: Opinions and Suggestions of Teachers." An interesting discussion was participated in by a large number of teachers from all parts of the city, the attendance, about fifty, being the largest of the season.

Before taking up the regular discussion of the evening, President Whitaker, of Boulder, made a few remarks on library matters in that city. At the February meeting of the association, which was held in Boulder, a committee was appointed to consider plans for starting a public library in that city, and also to try to have the matter of a special tax levy for the support thereof, brought up at the next election. Mr. Whitaker reported that the committee was at work, but that no definite action had been taken, and it was considered the best policy not to bring up the tax question at the present time.

Communications from the Colorado Equal Suffrage Association, and the Civic Federation, endorsing the bill to establish a state library commission, were read; also communications from people in Leadville, Florence and other places, asking for information concerning libraries and methods of starting them. If the bill mentioned passes, it will be the duty of the commission to attend to all such matters, and to give advice and information in regard to starting libraries, buying books, cataloguing, and all details of library economy and administration. As the members of this commission will serve without pay, and as only a small appropriation is asked to cover clerical assistance and incidental expenses, it should have the support of all persons interested in educational work.

Mr. Lee, who is the chairman of the committee having this bill in charge, reported that the outlook for its passage was favorable, and asked those present to use their influence for it.

A communication from the Educational Alliance of Denver, asking the Colorado Library Association to send a delegate to their council, was read, and Dr. Mary Barker Bates was appointed such delegate. Mr. J. H. Van Sickle reported briefly on the Round Table on libraries, held at the meeting of the school superintendents in Indianapolis.

The regular discussion of the evening, "Children's Reading," was then taken up. The Public Library, Denver, had sent to teachers in the first four grades a series of questions which, with the answers, are given below. The questions were sent to 101 teachers and eighteen principals; eighty-five were returned, with the following results:

1. Do you think it would be well for pupils in your grade to read more books? Seventy-three say yes; one says no.

2. How early in their school life is it possible, on the average, to interest children in independent, outside reading? Thirty-two say in the first grade; twenty-five say in the second grade, and fourteen say in the third grade.

3. Could you increase the amount of reading done by the children in your grade if you had the books which you could lend them for home use? Could you increase the reading, even in the first grade, if you had appropriate books to lend? To the first part, seventy-three say yes, and two say no. To the second part, forty-four say yes, and six say no.

4. Can you name some of the more essential characteristics of the books which especially interest the children in your grade? Thirty-one say about plants, animals, and such familiar things; twenty-four say fairy tales, adventures, etc.; eleven say that stories must have some human interest or application, and this is implied by the answers of most of the first thirty-one; ten mention the fact that the books should be illustrated.

5. To the children of what grade can you show the difference between books—between those that are true

to life and those that are not; between those that may be called good literature, and those that may be called silly? To those, say, below the fifth grade? To the second part thirty-two say yes, and five say no.

6. What proportion of the children under your care do you think are in the habit of reading books? As many as one in ten? The average estimate is thirty per cent.

7. Do the children under your care read the trashy story papers and Nickel Libraries, to any great extent? Fifty-one say yes; six say no.

Mr. Aaron Gove asked whether these questions and answers referred to books naturally chosen by the children themselves or to books placed in their hands by the teachers. Mr. Dana replied: Those selected and given them by teachers.

The conclusions arrived at from these questions are, that children may be interested at an early age in reading books not connected with their school work; and, if attention is given to the matter by the teachers, they can be interested in the better class of literature.

Mr. Dana thought that children did not read enough and should be encouraged to read more; but Mr. Gove thought that their reading should be limited, or most of it done aloud, as they were otherwise liable to acquire the habit of skimming over the words to get their meaning and pay no attention to spelling or pronunciation.

Several teachers from the North Side schools were present, and it had been planned to have them talk on the system of school room libraries, as conducted in that district, but this had to be deferred, on account of the lateness of the hour. The association will have that topic considered at the next meeting.

There will be two more regular meetings of the association this season.

H. E. RICHIE, Secretary.

A FEW REFERENCE BOOKS FOR COMMON  
SCHOOLS.

BY JOHN PARSONS, PUBLIC LIBRARY, DENVER.

- Bartlett, J., ed. Familiar quotations. 1892. Little.  
Cloth. \$3.00.
- Brewer, E. C. Dictionary of phrase and fable. Cassell,  
 $\frac{1}{2}$ mor. \$2.50.
- Brewer, E. C. Historic note book. 1892. Lippincott,  
 $\frac{1}{2}$ mor. \$3.50.
- Bryant, W. C., ed. Library of poetry and song. 1874.  
Fords Howard. Cloth. \$5.00.
- Champlin, J. D., Jr. Young folks' cyclopædia of com-  
mon things. 1890. Holt. Cloth. \$2.50.
- Champlin, J. D., Jr. Young folks' cyclopædia of per-  
sons and places. 1892. Holt. Cloth. \$2.50.
- Champlin, J. D., Jr., and Bostwick, A. E. Young folks'  
cyclopædia of games and sports. 1890. Holt.  
Cloth. \$2.50.
- Harper's book of facts. Lewis, C. T., ed. 1895. Harper.  
\$8.00.
- Jameson, J. F. Dictionary of United States history.  
1492-1894. Putnam Publishing Co.
- King, Moses, ed. Handbook of the United States. 1891.  
King. \$3.50.
- Lossing, B. J. Popular cyclopædia of United States his-  
tory. 1893. 2 vols. Harper. Morocco. \$15.00.
- Standard dictionary of the English language, 2 vols.  
1865. Funk. Half Russia, with Denison index.  
\$17.00.
- Wheeler, W. A. Explanatory and pronouncing diction-  
ary of noted names of fiction. 1892. Houghton.  
Cloth. \$2.00.
- Wheeler, W. A. Familiar allusions. 1891. Houghton.  
Cloth. \$2.00.
- World almanac and encyclopædia. 1897. New York  
World. Paper. 25c.

POPULAR BOOKS OF FICTION FOR YOUNG  
FOLKS.

BY ZOE D. GUERNSEY, PUBLIC LIBRARY, DENVER.

- Fast Friends, J. T. Trowbridge.  
 Swiss Family Robinson, J. R. Wyss.  
 Robinson Crusoe, Daniel Defoe.  
 Editha's Burglar, F. H. Burnett.  
 Old-Fashioned Girl, L. M. Alcott.  
 Birchwood, A. B. Williams.  
 Cudjo's Cave, J. T. Trowbridge.  
 Eight Cousins, L. M. Alcott.  
 Around the World in Eighty Days, J. Verne.  
 Dick o' the Fens, G. M. Fen.  
 Under False Colors, S. Doudney.  
 Crowded out o' Crowfield, W. O. Stoddard.  
 Little Women, L. M. Alcott.  
 Hans Brinker, M. M. Dodge.  
 Treasure Island, R. L. Stevenson.  
 Cast up by the Sea, S. Baker.  
 Toby Tyler, J. Otis.  
 Two Little Pilgrim's Progress, F. H. Burnett.  
 Huckleberry Finn, S. L. Clemens.  
 Tom Sawyer, S. L. Clemens.  
 Jack and Jill, L. M. Alcott.  
 Cruise of the Canoe Club, W. L. Alden.  
 New Robinson Crusoe, W. L. Alden.  
 Story of a Bad Boy, T. B. Aldrich.  
 We Girls, A. D. T. Whitney.  
 Across Texas, E. S. Ellis.  
 Seven Little Sisters, J. Andrews.  
 Dog Crusoe and His Master, R. M. Ballantyne.  
 Wild Man of the West, R. M. Ballantyne.  
 Brought to the Front, E. Kellogg.  
 Winning His Way, C. C. Coffin.  
 Clover, S. C. Woolsey.  
 David Vane and David Crane, J. T. Trowbridge.  
 Donald and Dorothy, M. M. Dodge.  
 Hoosier School Boy, E. Eggleston.

- Adventures of Jimmy Brown, W. L. Alden.  
 Adventures of a Chinaman, J. Verne.  
 From Powder-monkey to Admiral, W. H. G. King-  
 ton.  
 Forest Exiles, M. Reid.  
 Five Little Peppers, M. Lothrop.  
 Redskin and Cowboy, G. A. Henty.  
 Facing Death, G. A. Henty.  
 Held Fast for England, G. A. Henty.  
 In the Rocky Mountains, W. H. G. Kingston.  
 Snow-shoes and Canoes, W. H. G. Kingston.  
 Nan, L. C. Lillie.  
 Little Lord Fauntleroy, F. H. Burnett.  
 Dorrymates, K. Munroe.  
 Left Behind, J. Otis.  
 Wire and Wave, K. Munroe.

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POPULAR BOOKS (NOT FICTION) FOR YOUNG  
FOLKS.

- Three Vassar Girls Abroad, E. W. Champney.  
 Two Years Before the Mast, R. H. Dana.  
 Boys' Book of Famous Rulers, L. H. Farmer.  
 Old Times in the Colonies, C. C. Coffin.  
 Boys of '76, C. C. Coffin.  
 Boys of '61, C. C. Coffin.  
 Girls' Book of Famous Queens, L. H. Farmer.  
 Life of Lincoln, N. Brooks.  
 Adventures of Captain Kidd, J. S. C. Abbott.  
 Wild West, W. F. Cody.  
 Boy Travellers in Japan and China, T. W. Knox.  
 Children of the Cold, T. Schwatka.  
 American Boys' Handy Book, D. C. Beard.  
 Blue Fairy Book, A. Lang.  
 Daniel Boone, J. S. C. Abbott.  
 Children's Book, H. E. Scudder.  
 Stories of the Gorilla Country, P. Du Chaillu.  
 Black Beauty, A. Sewall.

Wild Life under the Equator, P. Du Chaillu.  
 Stories Mother Nature Told, J. Andrews.  
 Wonder Book, N. Hawthorne.  
 Alice's Adventures in Wonderland, C. L. Dodgson.  
 Arabian Nights' Entertainments.  
 King of the Golden River, J. Ruskin.  
 Child's History of England, C. Dickens.

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### A "UNION LIST OF PERIODICALS."

BY A. E. WHITAKER, LIBRARIAN STATE UNIVERSITY,  
 BOULDER.

The good work being done by the Colorado Library Association for the advancement of library interests and the cultivation of a library spirit in our state, is proving most helpful to librarians in their work, and has received appreciative recognition from the public. This suggests another library aid, which would be of great service in all of our libraries—namely, a single combined list of the magazines, journals and newspapers possessed by the principal libraries of the state. It would be appreciated by every librarian, and would prove valuable data to every student in the state.

Union collections are numerous and convenient. In other states this work has been done successfully and with benefit. Here, where libraries are so widely apart, their advantages would be the more thoroughly appreciated.

This work could be done by coöperation, and would seem, very appropriately, to come within the province of our State Library Association.

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### A WORD ON MAGAZINE CLUBS.

BY LILA E. VAN, PUBLIC LIBRARY, DENVER.

In a magazine club, in its commonest form, a few neighbors each put in yearly enough money to pay for one of the leading popular periodicals. As these come

month by month they are received by one member. To each member he sends a certain magazine on its arrival, with a list of the other members, and every week all are changed by each member calling for his magazine from the member whose name is next above his on the list. The magazines in this way pass from one to another. Each member has the reading of all the magazines for the price of one.

It is usually cheaper and easier to send to a magazine agency, when subscribing, securing their club rates, than to write to the publishers themselves. Among such agencies, G. E. Stechert, 9 East Sixteenth street, New York, and William Guild, 11 Bromfield street, Boston, are reliable.

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### TEN POPULAR MONTHLIES.

BY LILA E. VAN, PUBLIC LIBRARY, DENVER.

**Century:** One of the best and most widely circulated of popular magazines. (Century Pub. Co., 33 East Seventeenth street, New York; \$4.00.)

**Cosmopolitan:** Contains many illustrations, is very light and very popular. (Cosmopolitan Pub. Co., Irvington, New York; \$1.00.)

**Forum:** A serious, practical and reliable review; ranks with the best English reviews. (Forum Pub. Co., Union Square, New York; \$3.00.)

**Harper's Monthly:** Excellently illustrated magazine of general interest. (Harper Bros., Franklin Square, New York; \$4.00.)

**McClure's Magazine:** Profusely illustrated with half-tones and immensely popular. (McClure Pub. Co., 144 East Twenty-fifth street, New York; \$1.00.)

**North American Review:** One of the most widely read of the more serious reviews of this country. (North American Review, 3 East Fourteenth street, New York; \$5.00.)



Popular Science Monthly: Best general scientific magazine of this country. (D. Appleton & Co., 1 Bond street, New York; \$5.00.)

Review of Reviews: A widely circulated political and literary review. Each number contains an index to articles in leading magazines. (Review of Reviews, 13 Astor Place, New York; \$2.50.)

St. Nicholas: A well-illustrated magazine for children of all ages. Conducted by Mary Mapes Dodge. (Century Co., Union Square, New York; \$3.00.)

Scribner's Magazine: An illustrated general magazine—ranks with Harper's and Century. (Scribner's Sons, New York; \$3.00.)

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#### TEN POPULAR WEEKLIES.

BY LILA E. VAN, PUBLIC LIBRARY, DENVER.

Harper's Bazar: An excellently illustrated family and fashion journal. Notable for its fine wood cuts. (Harper Bros., New York; \$4.00.)

Harper's Weekly: The best illustrated weekly of general interest in this country. (Harper Bros., New York; \$4.00.)

Harper's Round Table: Excellent children's paper. (Harper Bros., New York; \$2.00.)

Judge: A humorous paper, containing many cartoons; Republican. (Judge Pub. Co., Judge Building, New York; \$5.00.)

Life: Best American humorous paper. Satirizes the fads and faddists of society, politics, art and literature. (Life Pub. Co., 19 West Thirty-first street, New York; \$5.00.)

Literary Digest: A compend of magazine articles; includes brief notes on the events of the week. (Funk & Wagnalls, 30 Lafayette Place, New York; \$3.00.)

**Public Opinion:** A collection of current fact and opinion from periodicals, chiefly newspapers. (Public Opinion Co., New York; \$2.50.)

**Puck:** Like Judge in general character; and like Judge it serves politics—the Democratic party. (Keppeler & Schwarzmann, New York; \$5.00.)

**Scientific American:** Contains illustrated articles on modern inventions, machinery, engineering projects and scientific discovery. (Munn & Co., 361 Broadway, New York; \$3.00.)

**Youth's Companion:** Excellent story paper for children, often interesting to older people. (Perry Mason & Co., 201 Columbus avenue, Boston; \$1.75.)

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#### AN ANNUAL INDEX.

The Annual Index includes entries of all the articles of 1896 in a long list of popular and standard periodicals. It indexes the book chapters and essays in composite books, the bibliographies published in 1893, a necrology of all writers deceased during the year, and such an index of dates of events as practically indexes the daily papers of the year. This is, of course, one of the most useful tools that a library man can have. It costs \$3.50, and may be purchased through any book seller, or of the Publisher's Weekly, 59 Duane street, New York.

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#### A MONTHLY INDEX TO PERIODICALS.

The Cumulative Index to Periodicals is an index of the contents of about fifty of the leading periodicals of this country and England, published for about \$5.00 a year, by the Public Library, of Cleveland, Ohio. It is issued monthly, each issue during the year, including all the entries of the previous month. It is invaluable even to the small library. It makes available the contents of the recent magazines.

## INDEXES, PUBLIC LIBRARY, DENVER.

BY JOHN PARSONS.

A library is a great store house, but one in which the various goods on hand can not be visibly displayed, as with groceries or dry goods. How to find just what one wants must be a very perplexing question to one who has not by practice become familiar with the use of a library. This is especially true of that vast amount of literature, often embodying the very latest thought upon the more important subjects, which appears in the reviews and magazines. It would be almost a hopeless task to find such information were it not for certain books which serve as a guide here. First and foremost among them is Poole's Index to Periodical Literature, so called after the late W. F. Poole, who began the work, and deserves to have the honor of giving his name to the Index.

This is an index to a pretty complete list of the periodicals printed in the English language of a general character and interest. Purely professional and scientific magazines, medical, legal, botanical, etc., are not included. The aim is to reach the needs of the general student, literary men and writers for the press.

This index, in the third edition, under Mr. Poole's superintendence, but with the coöperation of many other librarians, was brought down to 1882. A new supplement is published once in five years. There are now two of these—1882-1887, and 1887-1892. These have been published with the coöperation of the American Library Association—the former under the editorship of Mr. Poole, the latter under that of Mr. Fletcher, librarian of Amherst College. There is also published, under the same auspices, a yearly continuation of this, called "The Annual Literary Index," and it is the five annual numbers of this, which combined into one index, make the supplement to Poole's Index, published each five years.

Other aids of great service, especially for the magazines of the current year, is the index to the leading ar-

articles of the previous month, published in each issue of the Review of Reviews. There was also begun during 1896 a new "Cumulative Index to a Selected List of Periodicals," which obviates one of the difficulties of the index of the Review of Reviews, since each month's issues combines into one index list those of the previous issues, thus necessitating the consultation of only one list for the various months of the current year. This is published monthly under the able superintendence of Mr. Brett, of the Cleveland Public Library.

In addition to these, there is published each month in the Engineering Magazine a classified descriptive list of the leading articles published currently in the engineering, architectural and scientific press of the United States and Great Britain and the British colonies. These are classified under the headings, architecture and building, civil engineering, electricity, industrial sociology, marine engineering, mining and metallurgy, municipal engineering, railroading, scientific miscellany and improved machinery.

Mention should also be made of the indexes to some sets of magazines, as Harper's, Scribner's, North American, Popular Science Monthly, etc. These are often very complete in their character, and in some cases are very useful, because indicating which articles are illustrated.

Another index somewhat allied to these magazine indexes is the Index to General Literature, edited by Mr. W. I. Fletcher, of Amherst College. It is difficult to indicate very briefly the character of this index, but it may perhaps be said to be an essay index—an index to books which treat somewhat in essay form of many topics. This is commonly known as the "A. L. A." index, because published under the auspices of the American Library Association. One volume only has been published, indexing almost 2,900 books.

A supplement is published each year as a part of the "Annual Literary Index." These supplements will probably be combined into another volume. If the work could be broadened to include most of the books com-

mon to good sized libraries, it would be a most helpful index—a still more indispensable aid to seekers of information than it now is.

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### MAGAZINES IN THE SCHOOLS.

Some persons have asked, "What are you doing with magazines in the school room?" Of course, there are strictly juvenile magazines which are good and do their work. We have a periodical list with over 200 titles of different papers and magazines. Many of them are hardly worth the binding and are too good for burning. Such periodicals are "cut up" for what good is in them, and the matter classified more or less.

Then, too, we get duplicates of other magazines and cut them in the same way.

For example, we used four or five February McClure's for the Washington pictures, and we think that it makes an interesting picture book for children who have begun to venerate the cherry-tree hero.

I have before me four sections torn bodily from three dirty-covered, worn-out magazines which were to have been thrown away. Here are the titles of the articles saved, which seem to interest the little folk: My Lady Make-believe (an illustrated poem), Mediaeval Castles and Strongholds, Children's Day in Old Rome, Some British Castles.

When boys begin to read King Arthur or Froissart, it is advisable to have two of the above.

You can bind such things to suit yourself, if you know how; and if you don't, why, that's your fault.

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### PUBLIC LIBRARIES.

"Public Libraries" is a monthly journal of library economy, published by the Library Bureau, Chicago, at \$1.00 per year. The first volume contains in its early

numbers the chapters of a Library Primer, covering, in brief, the whole field of library economy. This primer, it is to be hoped, will be some day republished in book form. At present it is accessible only in the files of "Public Libraries." "Public Libraries'" contents are chiefly suggestive hints in regard to library management, together with news from all parts of the library field.

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#### THE LIBRARY JOURNAL.

The Library Journal is the leading magazine of the world in the subject of library economy. It is now in its twenty-second year. It is published monthly. To the librarian of the largest or the smallest library, it is one of the indispensable helps. It costs \$5 per year; No. 59 Duane street, New York.

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#### PUBLIC LIBRARIES IN AMERICA.

W. I. Fletcher, librarian Amherst College, Massachusetts, published, through Roberts Bros., Boston, not long ago, a most excellent volume on "Public Libraries in America." It contains much of value about library management.

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#### MANUFACTURERS' CATALOGUES.

A teacher of machine shop work in one of the leading manual training schools in this country says in a private letter: "There is a large number of catalogues of tools, machinery, etc., published which contain much information of practical value in connection with steam machinery, strength of materials, hydraulics, etc. These can usually be had for the asking. In our manual training school we have a number of such catalogues already,

most of them well bound, and I hope to arrange them as a separate department of the library. I consider the catalogue literature of reputable business concerns to be of especial value as setting forth progress along the various lines of industry." A good line of these catalogues kept up to date would be of great value in any library. The small library of limited means can get them, as they can usually be procured without expense.

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### CHEAP BOOKS AND GOVERNMENT PUBLICATIONS.

BY F. D. TANDY, PUBLIC LIBRARY, DENVER.

Cheap books! You can get them with a box of soap or a package of baking powder, and many of them are books which are considered among the world's best literature. Remember, though, that these same books can often be bought at a regular book store for the amount of postage it costs to get them as "premiums." But these books are but poorly made and cheaply put together in paper covers, and so are hardly suitable for a school or public library, though they often do to make a beginning. Better books can be obtained in more substantial bindings at a remarkably low figure. Those published by A. L. Burt, of New York, stand preëminent. His *Library of the World's Best Books*, containing the principal and more popular works of Spencer, Darwin, George Eliot and many other noted writers, may be had anywhere for \$1 per volume. The *Home Library*, issued by the same publisher, contains many of the standard works of fiction, and retails at seventy-five cents per volume. A liberal discount is allowed on even these low figures if many volumes are purchased at once. Several other publishers issue similar series, which may also be purchased at very low figures.

Many of the reports issued by the various departments of the United States government are very valuable. These, however, are usually gotten up in such an

unattractive style that ordinary readers do not willingly use them. In the hands of a person who is at all familiar with their contents, they may be made to do excellent service. The various circulars and reports of the department of agriculture and the bureau of education contain some of the most valuable material printed in their special lines. For general scientific work of a more technical character, the reports of the Smithsonian Institution and the National Museum should be obtained. The reports of the bureau of ethnology will tell you all that you want to know about the Cliff Dwellers, Mound Builders, and other pre-historic races of our continent. "The Public Domain," issued some years ago by the public land commissioners, is very valuable for a book of reference in the school room or library. It contains a complete history of the domain of the United States, how it was acquired, and when, and much similar information. The reports of the various geological surveys are also of great service, though most of them are now hard to obtain. The reports of the census bureau, department of labor and some of the circulars of the treasury department should also be obtained. Many of these United States documents can be got free of charge, and most of the others for little above the cost of printing. The superintendent of documents, at Washington, issues a monthly catalogue of the government publications free of charge. By obtaining this and looking it carefully over, the librarian can see what documents have been issued which will interest his readers, and will find out how to obtain them.

Several of the reports of the state officers may also be put to good use. The reports of the commissioner of labor, bureau of agriculture, superintendent of public instruction and the state engineer are among the more important. In short, a very valuable collection of books along certain lines of knowledge, may be had for the asking from the United States and the various state governments.

Articles not signed were written or compiled by J. C. Dana,  
Librarian Public Library, Denver.