

Ed83

Commonwealth of Kentucky •
EDUCATIONAL BULLETIN

The
HIGH SCHOOL LIBRARY
A HANDBOOK



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University of Kentucky
Lexington, Kentucky

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FOREWORD

The school library is an indispensable aid to good teaching in every school department. This in itself would be sufficient reason for the existence of a well-equipped and well-directed library in every Kentucky school, but the library makes other contributions in addition to that of curriculum enrichment. The ability to use books and libraries easily and well, the habit of independent investigation, and the development of a discerning taste in reading may be attained through the medium of the school library.

In order to render effective service to pupils and teachers, the school library should be well organized and administered. This Bulletin, prepared by Miss Ruth L. Theobald, Supervisor of Public School Libraries in this Department, should assist school administrators and school librarians in the effective administration of the school library.

H. W. PETERS,
Superintendent of Public Instruction.

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THE HIGH SCHOOL LIBRARY: A HANDBOOK

INTRODUCTION

This bulletin contains lists and circulars prepared at various times by the Division of School Library Service in the State Department of Education. In addition to these, there are included regulations for full-time school librarians, regulations of the State Board of Education for high school libraries, and information on methods of book-buying, selection of magazines, etc. The bulletin also contains the major portion of the chapter on the high school library which was included in the *Manual of Organization and Administration for High Schools*¹ published sometime ago.

A general list of approved books for secondary school libraries is not included in the handbook, since the state does not prepare such a list. Full information, however, has been given regarding the book list endorsed for school libraries on this level. (Standard Catalog for High School Libraries, H. W. Wilson Company.)

If additional information is desired, it may be secured by writing the Supervisor of Public School Libraries of the State Department of Education, Frankfort, Kentucky. This supervisor also visits schools on request. The service is free of charge.

THE HIGH SCHOOL LIBRARY

The importance of the school library in the modern program of instruction is today practically unquestioned. We agree that the library should be the laboratory for the school curriculum, a correlating factor in the work of the various school departments, and a medium for the development of correct reading tastes, through reading for pleasure and profit.

In spite of the fact that such agreement exists, and that the trend in education has for some years been away from the use and, literally, the memorizing of a single textbook, libraries in many Kentucky high schools have not become *working* libraries. The textbook is still supreme in many programs of instruction. We have not yet made the transition from reliance upon the information contained in a single volume to the consultation of many authorities and sources.

In order to remedy this defect in the teaching process, the teacher must first of all become thoroughly acquainted with the books and other printed materials which cover his chosen field of instruction. In addition, instruction along the various subject lines must stimulate individual activity on the part of the pupil. Thus there should be

¹ Manual of organization and administration for high schools, prepared by Mark Godman. Kentucky Department of Education, Educational bulletin, v. 1, no. 6, August, 1933.

developed in girls and boys the habit of consulting a number of authorities on a given subject rather than one source of information: a habit which if firmly grounded would carry on into adult life.

The hope of democracy is education; and education for life in a complex civilization such as ours cannot accomplish its ends without books and libraries. These are both the instrumentalities for formalized education in public schools and the "means of continuing education throughout life."

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REGULATIONS OF THE STATE BOARD OF EDUCATION: HIGH SCHOOL LIBRARIES

Mandatory Regulations. All high schools of the state are required to meet these regulations.

I. BOOKS

First-class high schools with an enrollment of 100 or fewer pupils shall have a minimum of 500 well selected books, exclusive of government documents and textbooks, selected to meet the needs for reference, supplementary and recreational reading. Schools having a greater enrollment shall increase the number of books at the rate of five volumes per pupil enrolled.

All other high schools shall have at least 300 well selected books, exclusive of government documents and textbooks.

II. THE LIBRARIAN

The amount of service of the librarian shall be:

- a. A full-time librarian shall be provided in schools that have an enrollment of 500 or more pupils. The professional preparation of the librarian should include a four-year college course. The library training shall consist of one year of work in an accredited library school.
- b. A part-time librarian (who teaches not more than three classes) shall be provided in schools that have an enrollment of from 300 to 500 pupils. A minimum of twelve semester hours' training in library science is required.
- c. A part-time librarian (who teaches not more than four classes) shall be provided in schools that have an enrollment of from 100 to 300 pupils. A minimum of at least six semester hours' training in library science is essential.
- d. A part-time librarian (who teaches not more than five classes) shall be provided in schools that have an enrollment of less than 100 pupils. A minimum of at least six semester hours' training in library science is essential.

III. ORGANIZATION

The library shall be satisfactorily located, shelved, cataloged, and classified by a simplified form of the Dewey Decimal System. Careful, systematic and thorough instruction in the use of the library must be given and evidence must appear that the library is being used properly.

Successful administration of the high school library, as of any other library, necessitates the keeping of business-like records.

The following records are required in high school libraries:²

- a. *An up-to-date accession record.* Every high school library shall be required to maintain an up-to-date accession record of books purchased or acquired for the school library.
- b. *Records of the book collection: additions, discards, losses.* Records of the book collection, i. e., additions, discards, losses, etc., shall be maintained by classes of books in every high school library.
- c. *Circulation records maintained by use of a card system.* Records of the circulation of books shall be maintained by means of a card system. This circulation shall be interpreted as covering the home use of library materials by teachers and pupils.
- d. *Inventory: taken annually or semi-annually.* An inventory of books in the high school library shall be taken annually or semi-annually.
- e. *Card shelf-list.* An up-to-date card shelf-list shall be maintained in schools having a librarian devoting 4 periods or more to library work.
- f. *An approximate record of the number of pupils using library material daily.* An approximate record of the number of pupils using library materials daily shall be kept in each high school.

Advisory Regulations. It is strongly advised that all high schools of the state meet these regulations at as early a date as possible.

I. BOOK SELECTION

Books for the high school library should be selected from a state approved list or from the *Standard Catalog for High School Libraries*.³ (H. W. Wilson Company, New York City.)

II. APPROPRIATION

An annual appropriation of at least one dollar per pupil should be spent for books, periodicals, etc.

III. LIBRARY INSTRUCTION FOR TEACHERS

It is highly desirable that all teachers have some training in library science.

² Directions for keeping these records will be found on pp. 17-22.

³ At present the Standard Catalog for High School Libraries is the state approved list for libraries on this level.

LOCATION, SIZE AND EQUIPMENT OF THE LIBRARY

a. LOCATION

It has in general been found that a location in the central part of the building, near the study hall, but separate from it, is a satisfactory one for the high school library.

Many high schools cannot provide a separate library room. It is possible for many of these schools to have the library and study hall adjoining and provided with a large opening between, so that the teacher in charge of the study hall may exercise proper supervision of the library. Accessibility of the library to pupils in the study hall is especially desirable.

b. SIZE

The size of the library quarters is determined by the probable size of the book collection and the number of pupils to be accommodated at the tables. Shelf capacity is figured at eight volumes to the running foot. The number of tables and chairs should be sufficient to take care of approximately fifteen per cent of the enrollment. Due allowance should be made for growth. A workroom with running water should open from the reading room; and storage space should be provided for back numbers of magazines.

c. LIGHTING AND FINISH

The quarters provided for the library must have plenty of light. It is desirable to have windows on more than one side of the room. If artificial lighting is necessary, it should be provided by means of electric ceiling fixtures of an indirect or semi-direct type. Wall lighting fixtures should be avoided. Table light fixtures are unnecessary. They seriously hamper the free use of the table space and prevent the easy arrangement of tables for various uses to which the quarters should be put.

Experience has proved that white ceilings and light buff colored walls are best for the library room. Dark colors in woodwork and trim should be avoided, so as not to absorb the light. Woodwork should be finished with flat varnish.

d. FURNISHINGS

Furniture of quarter-sawed white oak, finished in light natural color, is most satisfactory. The light finish, except in unusual cases, has better wearing qualities than the dark finish. If constructed locally, furniture should be made according to specifications. Tables, three by five feet, accommodating six students, are generally recommended. This seating arrangement allows for sufficient elbow room. The rows of tables should be so placed that the fewest possible readers have to face the windows. If pupils can be seated five at a table, leav-

ing vacant the end which would if occupied force one reader to face the light, such an arrangement will be an excellent one.

A space of five feet should be allowed between the rows of tables and between the tables and the adjacent walls. Crowded conditions invite problems of discipline.



MAGAZINE RACK
SIZE - 4' Wide, 1'-10" deep, 5'-0" high.
CONSTRUCTION - White Oak.



BOOKSHELVING
SINGLE FACED WALL TYPE
SIZE - 6'-10" high, Units 3'-0" c.c.
Construction - White Oak
Shelves adjustable

LIBRARY FURNITURE

STATE DEPARTMENT OF EDUCATION
FRANKFORT, KY.

If the floor is not covered with cork carpet or linoleum, the chairs should have rubber tips to lessen the noise.

The library should be made attractive to high school pupils.

Items of furniture:

Chairs	These should be light and comfortable.
Tables	Corners and edges should be rounded. Three by five feet is a satisfactory size.
Charging desk	Should contain the proper circulation files, drawers, cupboards, and a space for returned books. In larger schools one or more flat-top desks for the use of the librarian and her professional assistants should be provided. In small schools one desk will suffice for all purposes if built with a pull-shelf for returned books and the proper drawer space.
Vertical files, for housing pamphlets, clippings and pictures.	The legal size, with drawers $10\frac{1}{2}$ inches high by $15\frac{1}{4}$ inches wide, is preferred. Files should be sectional, in one or more units, and with ball-bearing slides.
Dictionary stands	Various types can be secured.
Magazine case or rack	See illustration on page 10.
Cabinet and stand for card catalog case, large enough to accommodate shelf-list and catalog	Should by all means be purchased from library supply house, since cards for the catalog are cut in centimeter size, to agree with the dimensions of Library of Congress cards. If this is not done, the school is likely to find that cards and catalog case do not function efficiently.
Bulletin boards	A satisfactory bulletin board can be made inexpensively. See <i>Building a library for rural elementary schools</i> , by Ruth Theobald. <i>Kentucky School Journal</i> , Sept. 1934. p. 55.

e. SHELVING

Position	Against the walls.
Type	Open shelves are recommended. The shelves should be adjustable.
Height	Not over 7 feet, accommodating 6 or 7 shelves. The stationary shelf should be 4 to 6 inches above the floor.
Length	Three feet.
Depth	Eight inches. A few sections of 10-inch or deeper shelving should be provided for oversized books.
Thickness	Seven-eighths of an inch.
Distance between shelves	Ten inches.

f. SUPPLIES

Lists of library supplies necessary for the organization of a school

library of 500 volumes may be found on the following pages. Prices, catalog numbers, etc., are given as quoted in the catalogs of three library supply houses. Schools will find any of these firms dependable. *All prices, however, are subject to change.*

Care should be exercised in typing or writing shelf-list cards, since little allowance has been made for wastage. Book cards and "date due" slips will need renewing fairly often and therefore have been indicated in lots of 1,000.

In addition to the supplies listed, the following should be purchased from a local dealer:

White shellac—½ pint can
Shellac brush—1 inch wide
Cheesecloth for pasting

The book noted below is also necessary:

Dewey, Melvil

Abridged decimal classification, 4th ed. revised, 1929. H. W. Wilson Co., 950-972 University Avenue, New York, N. Y. \$2.50.

No information regarding card catalog cabinets has been included in the lists of supplies, since these have already been discussed under FURNISHINGS. Provision, however, should be made for housing shelf-list and card catalog.

Amount

1

500

1000

1

1

1 doz

1

1

1 set

1

1

1

*500

100

1000

1

* If in
mac

If, in
title

DEMCO LIBRARY SUPPLIES

114 South Carroll Street

Madison, Wisconsin

Amount	Catalog Number	Description	Price (Subject to Change)
1	104	Accession book, 1000 lines, tan pressboard cover	\$ 1.20
500	288	Book pockets, Paramount, plain	2.00
1000	212D	Book cards, 12.5x7.5 cms., medium weight, bristol, white	2.60
1	336	David's white letterine, 2 oz. bottle.....	.35
1	333	Higgins' India ink, black, 3/4 oz. bottle30
1 doz.	301	Bowl pointed pens25
1	969	Agokee paste, quart can90
1	922	Paste brush, 3/4" wide25
1 set	613	Date guides, 1-31 set, celluloided, 7.5x12.5 cms.	1.15
1	713	Charging tray, capacity 1000 cds. and guides (light oak or dark antique finish)	2.10
1	309	Band dater45
1	365	Stamp pad, Size 0, 2 1/4"x3 1/2".....	.30
*500	229-2	Catalog cards, special typewriter, round punched (Shelf list only)	1.75
		(Order 229-2 if cards are to be typed. If cards are to be written by hand, order 225-2. The prices are the same.)	
100	601-A	Catalog guides, plain, 1/2 cut, for use with shelf list90
1000	293	Date due slips, 3"x6", gummed	1.70
1	350	Rubber stamp, bearing name } One line	.55
		of school library } Two lines	1.00

* If in addition to the shelf-list, an author and title catalog is to be made, order 1500 cards instead of 500

If, in addition to the shelf-list, a full catalog (author, subject and title) is to be made, order 2500 cards instead of 500.....

All delivery charges prepaid.

GAYLORD BROS., Inc.

155 Gifford Street

Syracuse, N. Y.

Amount	Catalog Number	Description	Price (Subject to Change)
1	12	Accession book, 1000 lines, pressboard cover	\$ 1.20
500		Re-enforced book pockets, plain	2.35
1000	45-M	Book cards, white	2.60
1		White ink, oz. bottle25
1		Higgins' engrossing ink, black, 2 oz. bottle30
1 doz.		Bowl pointed pens25
1		Gaylo paste, quart can90
1		Paste brush, non-rusting, 3/4" wide35
1 set	35-M	Celluloided guides, buff, for 7.5x12.5 cm. cards	1.15
1	51	Charging tray, oak, light or dark finish.....	2.10
1	2	Band dater40
1	1	Stamp pad, 3x2", with black, blue, green, red or violet ink30
*500	307-M	Catalog cards (Shelf-list only)	2.75
		(Order 307-M if cards are to be typed. If cards are to be written by hand, order 301-M. The prices are the same.)	
100	350	Catalog guide cards, buff, cut halves.....	.90
1000	3613	Date due slips, 3x6", gummed	1.65
1		Rubber stamp, bearing name } One line	.55
		of school library } Two lines	1.00

* If, in addition to the shelf-list, an author and title catalog is to be made, order 1500 cards instead of 500 6.83

If, in addition to the shelf-list, a full catalog (author, subject and title) is to be made, order 2500 cards instead of 500 11.38

All delivery charges prepaid.

LIBRARY BUREAU DIVISION

REMINGTON RAND, Inc.

214 West Monroe Street

Chicago, Illinois

Price subject to change)	Amount	Catalog Number	Description	Price (Subject to Change)
\$ 1.20	1	1061	Simplified accession book, 1000 lines.....	\$ 1.20
2.35	500	1166.3	Book pockets, plain	2.35
2.60	1000	1152.5	Book cards, white	2.15
.25	1	1339	David's letterine, white, 2 oz. bottle.....	.40
.30	1	1338	Higgins' India ink, black, ¼ oz. bottle....	.30
.25	1 doz.	1812.12	Pens15
.90	1	1824.5	Libra paste, quart can.....	.90
.35	1	1825.1	Library paste brush, ¾" wide.....	.25
1.15	1 set	43131E	Buff date guides, 1-31, celluloid tabs....	1.15
2.10	1	1203	Single compartment tray, oak, light or dark finish, for charging.....	2.10
.40	1	1307	Band dater50
.30	1	1326	Scientific stamp pad, 2¾"x4½", red, blue, or black35
2.75	*500	33025cm	White cards, round punch (Shelf-list only) (Order 33025cm if cards are to be typed. If cards are to be written by hand, order No. 33022cm. The prices are the same.)	2.28
.90	100	4310cm	Buff guides, blank, half cut tabs, for use with shelf list90
1.65	1000	1139	Date due slips, gummed at top edge	1.65
.55	1	MW-33	Rubber stamp, bearing name } One line of school library } Two lines	.50
1.00				.80
6.83				
11.38			* If, in addition to the shelf-list, an author and title catalog is to be made, order 1500 cards instead of 500	6.83
			If, in addition to the shelf-list, a full catalog (author, title and sub- ject) is to be made, order 2500 cards instead of 500.....	11.38

All delivery charges prepaid.

ORGANIZATION

The school library cannot be successfully administered without being adequately organized. The organization of library materials involves those processes necessary for the care of printed materials, and makes books, pamphlets, clippings, pictures, etc., available for use at short notice.

Organization of the school library includes the following:

- a. Accessioning books
- b. Classification (Use of Dewey Decimal System mandatory in Kentucky high schools)
- c. Cataloging

A card catalog for all school libraries is strongly recommended, but should not be attempted unless the librarian has had a technical course in library cataloging.

- d. Shelf-listing (Not required in all high school libraries of the state)⁶
- e. Mechanical preparation of books for the shelves, i. e., marking the backs of books with classification numbers, inserting book pockets, book cards, etc.

If the school library has not been organized, the Supervisor of Public School Libraries, State Department of Education, will be glad to work with the school librarian in organizing the library materials for use.

⁶ See Regulations of the State Board of Education, p. 8.

DIRECTIONS FOR KEEPING LIBRARY RECORDS PRE-
SCRIBED FOR HIGH SCHOOLS BY REGULATIONS
OF THE STATE BOARD OF EDUCATION

ACCESSION RECORD

- I. WHAT IT IS. A numerical record of all the *bound* books in the library.

The best accession record for the average school library is an accession book, bought especially for the purpose. A Simplified Accession Book, with space for entering 1,000 volumes, can be purchased from any library supply house at an approximate cost of \$1.25. (See lists of supplies, pp. 13--15.)

II. DIRECTIONS FOR ACCESSIONING BOOKS

1. Collect in one place all the high school library books in the school, keeping volumes of the same set and all duplicate copies of the same book together.
2. Read carefully the page of directions in the front of your accession book.
3. Use a good clear ink; write neatly; spell correctly.
4. The space for date at top of page, left side, is used for date when books are entered in accession record. If entry for day differs from running date at top of page, write day and month before accession number to be used.
5. Secure author's name, title of book, publisher and publication date from the *title page of the book*. (Copyright date found on reverse of title page.) Use author's surname only, and brief title, omitting articles, such as "an", "the"; shorten or abbreviate the name of the publisher; enter publication date, or if none, latest copyright date, in Arabic numerals.
6. Enter books in the order of purchase, one book on a line. Do not skip lines. If the library is not a new one, enter books by classes or alphabetically by author.
7. Follow library usage in capitalizing title. Capitalize:
 - a. First word of title.
 - b. Names of persons, places, personifications, etc.In all doubtful cases avoid the use of capitals.
8. If no column is provided in the accession book for entering volume numbers, note these directly after the title, viz.:

World book encyclopedia, vol. I.
9. In the case of gifts, mark (g) in cost column.

10. Use ditto marks (one for each column) where entries are identical.
11. The number at the beginning of the line on which a book is entered becomes the accession number of the book. Copy this accession number in each book at foot of first right-hand page following title page, one inch from lower edge if possible, also on another right-hand page, as 49. Do this immediately after book is entered in accession record.
12. After line 99 is reached, add proper digit to make 100, 200, etc.
13. *Never* use an accession number a second time.

III. KEEPING ACCESSION RECORD UP-TO-DATE

1. All books should be entered in the accession record as soon as received by the library.
2. When a book is discarded or lost, indication is made in the column headed "Remarks," or "Withdrawn."

The following symbols may be used :

C—cancelled (worn out, discarded because of serious contagious disease, etc.)

M—missing in inventory

Pd—book lost and paid for

The date should follow these symbols.

RECORDS OF THE BOOK COLLECTION: ADDITIONS, DISCARDS, LOSSES

Suggested form for use is given below. These forms can be prepared by pupils assisting in the library; but the *school librarian* should keep the record. Once a year, preferably at the close of the school year, is often enough to draw up this record.

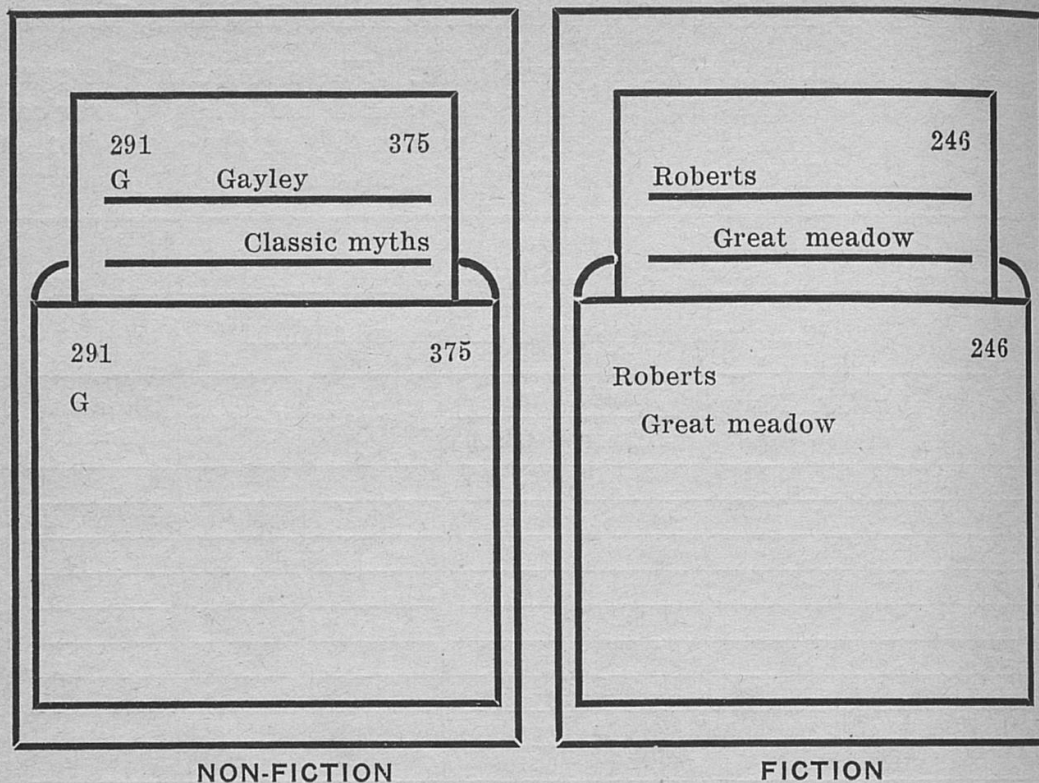
.....High School Library,, Ky.						
Record of the Book Collection, 193.....						
	No. First of Year	Additions		Discards	Losses	Present Total
		Purchase	Gifts			
000						
100						
200						
300						
400						
500						
600						
700						
800						
910-919						
Travel						
900-909						
930-999						
History						
Biography						
B (921)						
920-929						
Fiction						
Total						

CIRCULATION RECORDS MAINTAINED BY USE OF CARD SYSTEM

After the books in the library have been classified, and the backs of the books marked,⁷ pockets are pasted in all books except reference books (dictionaries, encyclopedias, atlases, books of quotations, etc.). Reference books are intended to be used in the library room, and do not need pockets and cards.

Paste pocket on inside of back cover of book, toward lower edge of cover. Date due slips are attached on opposite page. Write classification number in upper left-hand corner of pocket and book card, accession number in upper right-hand corner, and author and title as indicated. Place book card in pocket.

⁷ The use of the initial letter of the author's surname is recommended in place of book numbers. In the case of individual biography use the initial letter of the biographee's surname.



When a pupil wishes to take out a book for home reading, the librarian (or pupil assistant) :

1. Removes book card from pocket.
2. Writes or stamps date due in first left-hand space on date due slip and in first column of book card.
3. Writes across same line of book card name of pupil borrowing book. (Pupil may write this himself.)

Book cards for books circulated are kept in the library and filed in order in a circulation tray. Just before the library closes every day a count of these cards is made, and a record kept of the day's circulation of books. This record may be :

1. A detailed one by Dewey Decimal classes of books. (Recommended for large schools.)
2. A record of total books circulated.

A sample form suggested for keeping the detailed record will be sent upon application to the Supervisor of Public School Libraries, State Department of Education, Frankfort.

HOW TO FILE BOOK CARDS

Book cards for books circulated each day are filed back of date guide (bearing date due) in circulation tray, arranged in the order books stand on the shelves :

1. Cards for non-fiction books in numerical order, according to

classification numbers. (Cards for books of individual biography, indicated by "B" or "921," alphabetically by name of biographee.)

2. Cards for fiction books alphabetically by author's name.

WHEN BOOK IS RETURNED TO LIBRARY

1. Look under proper date guide in circulation tray for book card.
2. Be sure that accession numbers on book card and book pocket are identical.
3. Return card to pocket. Book is now ready to be replaced on the shelves.

INVENTORY

I. INVENTORY TAKEN BY USING ACCESSION BOOK

While the approved method of taking an inventory of books in the library is one which uses the shelf-list, the accession book can be used instead, and a great deal of the work involved can be done by pupil assistants in the library.

Directions:

1. Lay in a supply of 3"x5" writing pads. These can be bought very reasonably at the ten-cent store.
2. Make sure that all books are called in and are undisturbed during inventory. Fiction and non-fiction may be inventoried separately, however, and pupils allowed to use in the library room books not undergoing inventory.
3. Have pupil assistants make out one slip for every book on shelves. Note items in the order indicated on sample slip. (See drawing below.)
4. Arrange slips in order *by accession number*.
5. Check books on hand, working from slips to accession book. The school librarian should do this checking. This method of taking inventory makes it possible for the checking to be done at any convenient time.
6. Make list of missing books and search thoroughly for these.
7. If missing books are not found in six months, make proper notation in the accession book. (See section III, under ACCESSION RECORD.)

Accession number

Author

Title

II. INVENTORY TAKEN BY USING SHELF-LIST

The school librarian has doubtless had instruction in taking an inventory by using the shelf-list. If any information is desired, write the Supervisor of Public School Libraries, State Department of Education, Frankfort.

CARD SHELF-LIST

This is required only in schools where the librarian devotes four periods or more per day to the library. It is assumed that any school librarian devoting this amount of time to library work has had training in the making of a shelf-list.

APPROXIMATE RECORD OF NUMBER OF PUPILS USING LIBRARY MATERIALS DAILY

This record may be kept period by period, by school librarian or teacher responsible for overseeing library activities, during certain periods, and covers use of library materials within the library itself.

THE BOOK COLLECTION; OTHER LIBRARY MATERIALS

A school library book collection should be a living and vital thing. The pupils' interest in the library is deadened by the sight of books that are dry and forbidding; and interest is a necessary factor in any development of the reading habit. The library environment should also be a changing one; static collections of books soon cease to attract.

Other important considerations have a bearing upon the situation. If books are adult in viewpoint to a degree that unfits them for secondary school use, if they are texts that do not contribute to curriculum enrichment, if they are completely out of date, they are relatively useless as material for the high school library. It is a misguided policy which fills the library shelves with volumes whose only recommendation is that they are "good books."

In selecting books for the school library, the curriculum, the judgment of the librarian, and the opinions and advice of the teaching staff should be considered.

It is usually better not to expend funds for extensive sets along certain lines, such as a ten volume set in history, a twenty-four volume set in literature or complete sets of works of an author. It is usual that only a few volumes of such sets will ever be needed or used by the school. Single volumes or small sets are of more service to schools. This, of course, does not apply to the purchase of a general encyclopedia.

The book collection should provide for:

- a. Reference books
- b. Books supplementing all classroom assignments
- c. Books for general reading
- d. Magazines
 - (1) At least 5 periodicals for schools with less than 100 pupils
 - (2) At least 10 periodicals for 100 to 500 pupils
 - (3) At least 20 periodicals for 500 or more pupils
 - (4) The "Reader's Guide to Periodical Literature"
- e. Clippings, bulletins, pictures, posters, etc., should be kept in the library in a vertical file.

See Regulations of the State Board of Education for the number of books required in various types of high schools.

STATE APPROVED LIST

The state approved list of library books for secondary schools is:

The Standard Catalog for High School Libraries, H. W. Wilson Co., 950-972 University Ave., New York City.

Price: \$4.00 for schools having an enrollment of 300 or less. Amount may be paid in two payments if necessary. (Sold on service basis: cost greater for larger schools.)

Although the Wilson Company is responsible for publishing the Catalog, the books included have been selected by librarians, educators and specialists along various lines. Books for first purchase are starred; especially desirable titles are double starred; and a "j" or "s" designates titles of particular value for junior or senior high schools. Books suitable for both have no mark. In addition, a great deal of information useful in classifying and cataloging books is included.

The complete edition of the Catalog lists some 3,800 books. If possible, schools should purchase this complete edition. However, an abridged edition of the Catalog has recently been published, which includes the starred and double starred titles, and lists some 1,200 books. This shorter Catalog supplies the same information about each book as is given in the complete edition, but does not list pamphlet material. The price is approximately \$1.50 for schools with enrollments of 150 or less. (Sold on service basis: cost greater for larger schools.)

BOOK BUYING

Schools as a rule find it more satisfactory to order books from a jobber, who handles the books of all publishers, rather than to order direct from single publishing firms.⁸ If a local dealer can give the same discount as a jobber, and can secure and deliver books promptly, it is desirable to place orders with him.

With the exception of a few classes of books, discounts approximating twenty to twenty-five per cent from the publisher's prices should be granted to school libraries.

HOW TO ORDER FROM A BOOK JOBBER OR LOCAL FIRM

In making out a book order, the following items are necessary:

- a. Number copies wanted
- b. Author's surname
- c. Title
- d. Edition; series (important where specified. Ex., "4th revised edition"; "Modern readers' series"; "Children's classics")
- e. Publisher
- f. Publisher's address
- g. List price

FOR A SHORT ORDER

Arrange alphabetically by author.

FOR A LONG ORDER

Arrange in groups alphabetically by publishers; alphabetically by author within each group.

⁸ Some satisfactory book jobbers are: Baker & Taylor Co., 55 5th Ave., New York City; Barnes & Noble, 105 5th Ave., New York City; James Book Store, 516 Main St., Cincinnati, Ohio; A. C. McClurg & Co., 333 E. Ontario St., Chicago, Ill.

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SAMPLE ORDER SHEET*

Bookseller Address		Name of school or buyer Street and Number, City, State Date			
Please send the following books by express (parcel post or freight), and bill to (specify where and whether prepaid).					
				Signed	
Margin for checking	No. of Copies	Author's surname	Title (and edition if special one desired)	Publisher	Price
(Double space lines for bookseller's checking.)					

* Reproduced, with permission, from Handbook for teacher-librarians, A. L. A., 1931.

ENCYCLOPEDIAS; OTHER SUBSCRIPTION BOOKS

Encyclopedias and other sets of books are very often sold by traveling representatives who visit the school in person. If the books in question are not listed in the *Standard Catalog for High School Libraries*, and are not known to be approved, they should be investigated before being purchased. Any reputable publication will bear investigation.

The *Subscription Books Bulletin*, published by the American Library Association, which gives critical estimates of publications of this type, reaches the Department of Education regularly. The Division of School Library Service welcomes inquiries at any time regarding any single volume, set of books, or encyclopedia.

PERIODICALS

Magazines are invaluable for the school library. They are of first importance in supplying current information to supplement the book collection. Boys and girls who may not have formed a taste for reading will often turn eagerly to magazines. It is understood that cheap, sensational magazines will not be admitted to the school library.

SELECTION; INDEX TO PERIODICALS

In selecting periodicals for the library, it is wise to choose magazines which are indexed in the *Readers' Guide to Periodical Literature*. This index is published by the H. W. Wilson Company, 950-972 University Avenue, New York City, and is sold on the service basis. This means that the price varies according to the probable use. An *Abridged Guide*, which indexes twenty-three periodicals, is now available at a minimum price of \$2.25.

ORDERING

Periodicals are best ordered through a magazine subscription agency. The names of several such agencies are given below.¹⁰ Nine months' subscriptions to magazines, at a 25 per cent discount, have been offered in the last few years, but schools should weigh the matter carefully before adopting such a buying policy. Even if schools are not in session during the summer, reference service in the library may be badly crippled later if information on events of the summer months is not available.

CURRENT NUMBERS OF PERIODICALS

The current numbers of magazines should be prominently and pleasingly displayed. Temporary binders or holders can be made attractive with cover pictures. A good binder or holder should enable magazines to be inserted or removed without difficulty, should allow magazines to open easily, and should be fairly inexpensive.¹¹ There is no type of magazine holder on the market which meets with universal approval.

¹⁰ Agencies for magazines: F. W. Faxon Company, 83 Francis Street, Boston, Mass.; J. M. Hanson-Bennett Magazine Agency, 529 Franklin Street, Chicago, Ill.; Mayfair Magazine Agency, 51 East 33rd Street, New York City.

¹¹ Walters, F. K. *Periodicals for the small library*, A. L. A. 1932, p. 4.

MAGAZINE STORAGE AND BINDING

The question of storage space for the back numbers of periodicals has already been mentioned under *Location, Size and Equipment of the Library*. It is inadvisable, in the small library, to have magazines bound. This proceeding is an expensive one. Files of magazines can be kept in pamphlet boxes or tied together and laid on shelves. A card of manila board, cut to the size of the magazine and laid on the top of a file of periodicals, will protect it from dust.

The question of how far back magazine files should be kept comes up often for discussion. There seems to be a general agreement that periodicals indexed in the *Readers' Guide* should be kept for about ten years. One authority makes the statement that files should be retained three years if the school library is pressed for space.

TWENTY MAGAZINES FOR A HIGH SCHOOL LIBRARY: A TENTATIVE SELECTION FOR THE SMALLER SCHOOL

- American Boy (monthly) Detroit, Michigan. \$2.00
- American Girl (monthly) New York. \$1.50 (2 years, \$2.00)
- Boys' Life (monthly) New York. \$1.00
- †* Current History (monthly) New York. \$3.00
- * Golden Book (monthly) New York. \$3.00
- †* Good Housekeeping (monthly) New York. \$2.50 (2 years, \$3.50; 3 years, \$6.00)
- †* Harper's (monthly) New York. \$4.00
- †* Hygeia¹² (monthly) Chicago, Illinois. \$2.50
- Kentucky Progress Magazine (quarterly) Kentucky Progress Commission, Frankfort, Kentucky. \$.40
- †* Literary Digest (weekly) New York. \$4.00
- †* National Geographic (monthly) Washington, D. C. \$3.50
- †* Nature (monthly) Washington, D. C. \$3.00
- †* Popular Mechanics (monthly) Chicago, Illinois. \$2.50
- †* Popular Science Monthly, New York. \$1.50
- Radio News (monthly) New York. \$2.50
- †* Review of Reviews (monthly) New York. \$3.00
- †* Scholastic (every week, Sept.-June) Pittsburgh, Pa. \$1.50
- * School Review (monthly, Sept.-June) Chicago, Illinois. \$2.50
- †* Scribner's Magazine (monthly) New York. \$4.00
- * Travel (monthly) New York. \$4.00

PAMPHLETS AND OTHER VERTICAL FILE MATERIAL

Pamphlets are of great value in the school library. Even the smallest library can have its file of pamphlets and clippings. This material can usually be secured free or purchased at slight cost, and often provides information on subjects of timely interest. Care should be taken, however, that only material of direct value to the library be preserved.

It is always probable that the supply of any one pamphlet will become exhausted; in fact, there is often a very limited supply of some pamphlets. In addition, a charge is often made for material previously supplied free. In listing pamphlets, therefore, no assurance

* Indexed in the complete **Readers' Guide to Periodical Literature**.

† Indexed in the abridged **Readers' Guide to Periodical Literature**.

¹² An excellent magazine, but occasional "case histories" make it advisable to withhold numbers from the magazine rack.

can be given that items will remain either available or free over an extended period of time.

It is advisable that school or library stationery be used when writing for pamphlets.

FINDING LIST FOR PAMPHLETS

American Library Association. Books and pamphlets on library work. A. L. A., 520 North Michigan Avenue, Chicago, Illinois. Free upon request.

The Booklist: A guide to new books. American Library Association, 520 North Michigan Avenue, Chicago, Illinois. \$2.50 per year.

Published monthly. Lists pamphlets and free material in practically every issue.

Booth, M. J. Material on geography which may be obtained free or at small cost. 5th ed. rev. The compiler, Eastern Illinois State Teachers College, Charleston, Illinois, 1931. 50c.

Lists pamphlets and other material on geography alphabetically by subject; educational exhibits, moving pictures, lantern slides, stereographs, etc., separately, by subject where this is possible.

Free and inexpensive vertical file material. Division of School Library Service, State Department of Education, Frankfort, Kentucky. Free upon request.

Free vertical file service; compiled by library science students of the College of William and Mary, under the direction of Edwin E. Willoughby. Reading and the school library. September-October, 1935, p. 33-36; 44.

Kentucky material for high school libraries. Division of School Library Service, State Department of Education. Free upon request. Pages 5-7 list free illustrative and pamphlet material.

Mehus, O. M. Educational pamphlets. Wilson Bulletin, 3:203-205, March, 1928.

Lists organizations that are glad to send free material to teachers and librarians upon request. It is desirable to inclose stamps when writing these organizations for pamphlets.

Standard catalog for high school libraries. 2d ed. H. W. Wilson Company, 950-972 University Avenue, New York City. \$4.00 for schools with enrollments of 300 or less. Otherwise sold on service basis, i. e., price depends upon size of school.

United States. Education Office. Publications of the U. S. Office of education of special interest to high school teachers. (Miscellaneous publications.) The bureau.

Published at intervals; can be obtained upon request.

United States. Superintendent of Documents. Price lists of government publications. Superintendent of Documents. Free upon request.

"About 45 lists of the publications which the Superintendent has for sale, each list containing documents on a particular subject. . . . Indispensable in learning what is available. Send for new ones from time to time." **Standard catalog for high school libraries.**

United States. Superintendent of Documents. Weekly list of selected United States government publications. Superintendent of Documents. Free upon application.

"An advertising list of United States government publications for sale by the Superintendent of Documents. The list is an alphabeti-

cal arrangement by subject with annotations and prices." Boyd.
U. S. government publications.

Schools can buy 5c coupons, issued by the same office, which will simplify the routine for ordering pamphlets which cannot be obtained free. Do not send stamps for government publications.

Vertical file service catalog. H. W. Wilson Company, 950-972 University Avenue, New York City. Sold on service basis; cost greater for larger schools.

Issued monthly. An alphabetic subject list of pamphlets, charts, maps, and other illustrative material. Subscription to the service includes automatic distribution of some free material. Schools should write the Wilson Company for price.

Woodring, M. N. and Benson, R. T. Enriched teaching series. Teachers College, Columbia University. \$1.50-\$2.75.

Each volume in the series lists aids for enriching English, mathematics, science, etc.

BINDING; REINFORCING

Books should be kept in good condition and bound when needed.¹³ It is an excellent practice to purchase books of fiction, biography, and popular travel in reinforced editions.¹⁴

Several types of reinforcement are employed. The best of these for school library use is the method whereby volumes are re sewed and recased from the publisher's sheets and bound in publisher's buckram covers. Especially where a book has been sewed and recased in this way, uninterrupted use of the volume for perhaps a hundred or more issues without rebinding is guaranteed.¹⁵

A publisher's buckram cover is stamped with the original dies, which insures an attractive volume as well as a durable one. If a book cannot be secured in this binding, as is sometimes the case, a plain buckram binding can be substituted. Reinforcing firms have been experimenting with plain buckram covers, and some rather attractive cover designs have resulted.

The cost of this process, roughly estimated, covers the amount of the discount plus ten or fifteen cents. The increased initial outlay is amply justified by the fact that (1) less book mending will be necessary, (2) at least twenty or twenty-five cents, the difference between the cost of reinforcing and the minimum charge for binding, will be saved, and (3) books will not give out completely after a few months of hard wear. This often happens in the middle of the school year, when it may be difficult to secure other copies immediately.

THE LIBRARIAN

"The librarian in the high school should combine the good qualities of both the librarian and the teacher and must be able to think

¹³ Some book binderies: Winckler Bindery, 133 W. Central Parkway, Cincinnati, Ohio; Kentucky Book Manufacturing Co., 319 W. Liberty St., Louisville, Kentucky; Edwin Allen Co., 2249 Calumet Ave., Chicago, Illinois; New Method Book Bindery, Inc., Jacksonville, Illinois.

¹⁴ Some firms which reinforce books of all publishers: Baker and Taylor (Chivers binding), 55 Fifth Avenue, New York City; H. R. Hunting Company, 29 Worthington Street, Springfield, Massachusetts; New Method Book Bindery, Inc., Jacksonville, Illinois; Wagenwoord and Company, Lansing, Michigan.

¹⁵ Drury, F. K. W. Book selection. American Library Association, 1930, p. 202.

clearly and sympathetically in terms of the needs and interests of high school pupils."

The faculty of a high school should be so selected that one of the teachers will have had some training in library science. In small high schools this teacher will give part time to the library. She should not be asked to do outside work, such as supervision of the assembly room or coaching. She should train one or more reliable pupils to assist her in order that the library may be open all day.

A full-time librarian, with the professional training of a one-year course in an accredited school for librarians, is the ideal. If college training is essential for the high school teacher, then college and technical training are essential qualifications for the librarian. The librarian should have a wide knowledge of books, ability to organize material for efficient service and should have had a successful experience in reference work.

A good school librarian:¹⁶

- a. Stimulates in boys and girls a desire to read and possess books.
- b. Develops reading tastes and encourages reading for pleasure and profit.
- c. Gives pupils systematic instruction in the use of books and libraries.
- d. Renders intelligent and professional service to teachers and administrators.
- e. Makes the library the center of school activities.
- f. Knows and makes use of public library, state library, and other available library organizations.

The salary of the librarian should be the same as that paid high school teachers where qualifications are equal.

TRAINING PUPILS IN THE USE OF THE LIBRARY

Every pupil should be required to use the library intelligently. In order that he may use the library to the best advantage, it is recommended that some time be given to careful, systematic and thorough instruction in the use of the library.

This instruction should be integrated as closely as possible with classroom work. If instruction in library tools and techniques is given when the activities of any course require it, pupils should be enabled to see the practical value of such instruction and continue to use their knowledge of the library in connection with other courses.

APPROPRIATIONS

Books cost money. The maintenance of the library should not depend upon incidental sources of money, such as school entertainments and socials. The local school board should definitely support the library by annual budget appropriations.

¹⁶ From the Indiana Library Manual for Secondary Schools, 1935.

- a. There should be an annual appropriation of at least one dollar for each pupil enrolled.
- b. This appropriation should be exclusive of sums appropriated for salaries, library furnishings, and supplies.
- c. Extra appropriations should be made for (1) sets of encyclopedias and unabridged dictionaries, (2) sets of supplementary readers.

FINDING ROOM FOR THE LIBRARY IN SMALL SCHOOLS

Inadequate building space for the library in small systems which are over-crowded can be solved in many instances. Take, for example, a four-teacher high school which has available only four classrooms and is confronted with the necessity of scheduling the classes of four different grades, and in addition, providing for a library. If this school were to schedule on the following basis there would be no difficulty arising from lack of space: In room number one, teach the four classes of English and two of foreign language, total six classes; in room number two, teach the three classes of mathematics and four of social studies, total seven classes; in room number three, have recitations and laboratory work for the sciences (equip with tables and chairs or stools, not desks or armchairs); in room number four, have the library and study room (provide standard shelving, tables and chairs, not desks).

FICTION FOR HIGH SCHOOL LIBRARIES AVAILABLE IN INEXPENSIVE EDITIONS

The following list of fiction includes standard titles, many of which are as suitable for the junior high school as the senior high school. Standards used by the Book Buying Committee of the American Library Association in making up their *Replacement List of Fiction*, 1933, have been employed in selecting the books for this list, i. e., standards of reasonable size (at least 7 $\frac{1}{4}$ "x4 $\frac{3}{4}$ "), quality of manufacture, and satisfactory typography. In addition, attractiveness of make-up has been a general consideration.

In every library, fiction receives harder wear than almost any other type of book. It is recommended, therefore, that the books on this list be purchased in reinforced binding, which greatly prolongs the term of usefulness of any volume. Information concerning this type of binding has been given elsewhere in this bulletin.

As far as can be ascertained, these books are in print at the present time, but no assurance can be given that they will remain in print over a term of years.

Educational discounts should reduce appreciably the prices quoted.

Acknowledgment is due the American Library Association and the University of the State of New York for permission to use certain items included in their lists, *Replacement List of Fiction* and *Recent and Standard Fiction in Inexpensive Editions*.

-
- Adams, Andy. Log of a cowboy. (Riverside library) Houghton. \$1.00.
 Alcott, L. M. Little women. (Orchard house edition) Little. \$1.00
 Alcott, L. M. Little women. Doubleday, Doran. \$1.00
 Aldrich, B. S. Mother Mason. Burt. 75c
 Aldrich, T. B. Story of a bad boy. (Juveniles of distinction) Grosset. \$1.00
 Altsheler, J. A. Horsemen of the plains. (Juveniles of distinction) Grosset. \$1.00
 Andrews, M. R. S. Perfect tribute. Scribner. 75c
 Atkinson, E. S. Greyfriars Bobby. Burt. 75c
 Austen, Jane. Pride and prejudice. (Universal library) Grosset. \$1.00
 Bacheller, I. A. Candle in the wilderness. (Novels of distinction) Grosset. \$1.00
 Bacheller, I. A. Man of the ages. (Novels of distinction) Grosset. \$1.00
 Barrie, J. M. Little minister. (Juveniles of distinction) Grosset. \$1.00
 Blackmore, R. D. Lorna Doone. (Juveniles of distinction) Grosset. \$1.00
 Boyd, James. Marching on. (Novels of distinction) Grosset. \$1.00
 Burnett, F. H. Secret garden. Grosset. 75c
 Carroll, G. H. As the earth turns. (Modern readers' series) Macmillan. 54c
 Churchill, Winston. Crisis. (Novels of distinction) Grosset. \$1.00
 Churchill, Winston. Crossing. (Novels of distinction) Grosset. \$1.00
 Churchill, Winston. Richard Carvel. (Novels of distinction) Grosset. \$1.00

- Clemens, S. L. Adventures of Tom Sawyer. (Holiday edition) Harper. \$1.00
- Clemens, S. L. Connecticut Yankee in King Arthur's court. (Modern classics) Harper. \$1.00
- Clemens, S. L. Huckleberry Finn. (Modern classics) Harper. \$1.00
- Clemens, S. L. Prince and the pauper. (Modern classics) Harper. \$1.00
- Connor, Ralph, pseud. Man from Glengarry. Grosset. 75c
- Conrad, Joseph. Lord Jim. (Educ. edition) Doubleday, Doran. \$1.00
- Conrad, Joseph. Victory. (Educ. edition) Doubleday, Doran. \$1.00
- Conrad, Joseph. Youth. (Educ. edition) Doubleday, Doran. \$1.00
- Davis, R. H. Stories for boys. (Dollar books for boys and girls) Scribner. \$1.00
- Defoe, Daniel. Robinson Crusoe. Garden City Publishing Co. \$1.00
- De Morgan, W. F. Joseph Vance. Grosset. 75c
- Dickens, Charles. Christmas carol. (Macmillan children's classics) Macmillan. \$1.00
- Dickens, Charles. Christmas stories. (Famous stories for young people) Grosset. 50c. Includes: Christmas carol, The Chimes, The Cricket on the hearth
- Dickens, Charles. David Copperfield. (Universal library) Grosset. \$1.00
- Dickens, Charles. Posthumous papers of the Pickwick club. (Universal library) Grosset. \$1.00
- Dickens, Charles. Tale of two cities. (Riverside library) Houghton. \$1.00
- Dickens, Charles. Tale of two cities. (Modern readers' series) Macmillan. 80c
- Doyle, A. C. White company. (Juveniles of distinction) Grosset. \$1.00
- Dumas, Alexandre. Three musketeers. (Universal library) Grosset. \$1.00
- Dumas, Alexandre. Three musketeers. (Windermere series) Rand. \$1.00
- Eggleston, Edward. Hoosier school-boy. (Dollar books for boys and girls) Scribner. \$1.00
- Eggleston, Edward. Hoosier school-master. Grosset. 75c
- Farjeon, Eleanor. Martin Pippin in the apple orchard. Grosset. \$1.00
- Ferber, Edna. Cimarron. Grosset. 75c
- Ferber, Edna. Show boat. Grosset. 75c
- Ferber, Edna. So Big. Grosset. 75c
- Fisher, D. F. C. Bent twig. (Novels of distinction) Grosset. \$1.00
- Fisher, D. F. C. Understood Betsy. (Juveniles of distinction) Grosset. \$1.00
- Ford, P. L. Janice Meredith. Grosset. 75c
- Fox, John. Little shepherd of Kingdom Come. Grosset. 75c
- Fox, John. Trail of the lonesome pine. Grosset. 75c
- Galsworthy, John. Freeland. (Grove edition) Scribner. \$1.00
- Galsworthy, John. In chancery. (Novels of distinction) Grosset. \$1.00
- Galsworthy, John. Man of property. (Grove edition) Scribner. \$1.00
- Galsworthy, John. Man of property. (Novels of distinction) Grosset. \$1.00
- Galsworthy, John. To let. (Grove edition) Scribner. \$1.00
- Galsworthy, John. To let. (Novels of distinction) Grosset. \$1.00
- Goldsmith, Oliver. Vicar of Wakefield. (Universal library) Grosset. \$1.00
- Grahame, Kenneth. Wind in the willows; il. by Shepard. Scribner. \$1.00
- Harper, T. A. and Winifred. Siberian gold. (Young moderns books) Doubleday, Doran. 75c
- Harte, Bret. Luck of Roaring Camp. (Riverside library) Houghton. \$1.00
- Hawthorne, Nathaniel. Scarlet letter. (Riverside library) Houghton. \$1.00
- Hemon, Louis. Maria Chapdelaine. (Novels of distinction) Grosset. \$1.00
- Hough, Emerson. Covered wagon. Grosset. 75c
- Hough, Emerson. 54-40 or fight. Grosset. 75c
- Hudson, W. H. Green mansions. (Universal library) Grosset. \$1.00
- Irving, Washington. Rip Van Winkle and the Legend of Sleepy Hollow. (Macmillan children's classics) Macmillan. \$1.00
- Jackson, H. M. H. Ramona. Grosset. 75c
- James, Will. Smoky. Scribner. \$1.00

- Jewett, S. O. Country of the pointed firs. (Riverside library) Houghton. \$1.00
- Johnston, Mary. To have and to hold. Grosset. 75c
- Kelly, E. M. Basquerie. (Novels of distinction) Grosset. \$1.00
- Kingsley, Charles. Westward ho! (Universal library) Grosset. \$1.00
- Kipling, Rudyard. Captains courageous. (School edition) Doubleday, Doran. \$1.00
- Kipling, Rudyard. Jungle book. (School edition) Doubleday, Doran. \$1.00
- Kipling, Rudyard. Second jungle book. (School edition) Doubleday, Doran. \$1.00
- Locke, W. J. Beloved vagabond. (Modern literature series) Ginn. 92c
- London, Jack. Call of the wild. (Juveniles of distinction) Grosset. \$1.00
- London, Jack. Call of the wild. (Modern readers' series) Macmillan. 54c
- London, Jack. White Fang. Grosset. 75c
- Lovelace, M. H. Early candlelight. Grosset. 75c
- Lustig, Sonia. Roses of the winds. (Young moderns books) Doubleday, Doran. 75c
- Lytton, E. G. E. L. Last days of Pompeii. Grosset. 75c
- Marryat, Frederick. Mr. Midshipman Easy. (Juveniles of distinction) Grosset. \$1.00
- Martin, G. M. Emmy Lou. (Juveniles of distinction) Grosset. \$1.00
- Masefield, John. Jim Davis. (Juveniles of distinction). Grosset. \$1.00
- Masefield, John. Jim Davis. (Golden books) McKay. \$1.00
- Melville, Herman. Moby Dick. Grosset. 75c
- Morley, C. D. Haunted bookshop. (Novels of distinction) Grosset. \$1.00
- Morley, C. D. Parnassus on wheels. (Novels of distinction) Grosset. \$1.00
- Ollivant, Alfred. Bob, son of Battle. (Star dollar books) Garden City Publishing Company. \$1.00
- Roberts, E. M. Great meadow. (Novels of distinction) Grosset. \$1.00
- Rolvaag, O. E. Giants in the earth. Burt. 75c
- Rolvaag, O. E. Peder Victorious. Burt. 75c
- Russell, M. A. B. R. Enchanted April. Grosset. 75c
- Sabatini, Rafael. Carolinian. Grosset. 75c
- Sabatini, Rafael. Sea-hawk. Grosset. 75c
- Salten, Felix. Bambi. Grosset. 75c
- Scott, Sir Walter. Ivanhoe. (Modern readers' series) Macmillan. 80c
- Scott, Sir Walter. Quentin Durward. (Universal library) Grosset. \$1.00
- Scott, Sir Walter. Talisman. (Universal library) Grosset. \$1.00
- Seton, E. T. Rolf in the woods. (Juveniles of distinction) Grosset. \$1.00
- Sienkiewicz, Henryk. "Quo vadis". Grosset. 75c
- Smith, A. D. H. Porto Bello gold. Grosset. \$1.00
- Stevenson, R. L. Black arrow. (Golden books) McKay. \$1.00
- Stevenson, R. L. Kidnapped. (Macmillan children's classics) Macmillan. \$1.00
- Stevenson, R. L. Kidnapped. (Star dollar series) Garden City Publishing Company. \$1.00
- Stevenson, R. L. Treasure Island. (Junior star series) Garden City Publishing Company) \$1.00
- Stevenson, R. L. Treasure Island. (Children's classics) Macmillan. \$1.00
- Stevenson, R. L. Treasure Island. (Windermere series) Rand. \$1.00
- Swift, Jonathan. Gulliver's travels. (Windermere series) Rand. \$1.00
- Tarkington, Booth. Alice Adams. Grosset. 75c
- Tarkington, Booth. Gentleman from Indiana. Grosset. 75c
- Tarkington, Booth. Monsieur Beaucaire. Grosset. 75c
- Tarkington, Booth. Penrod. (Juveniles of distinction) Grosset. \$1.00
- Tarkington, Booth. Penrod and Sam. (Juveniles of distinction) Grosset. \$1.00
- Tarkington, Booth. Penrod Jashber. (Juveniles of distinction) Grosset. \$1.00
- Tarkington, Booth. Seventeen. Grosset. 75c
- Thackeray, W. M. Henry Esmond. (Universal library) Grosset. \$1.00
- Thackeray, W. M. Vanity fair. (Universal library) Grosset. \$1.00
- Thompson, Maurice. Alice of old Vincennes. Grosset. 75c

ton. Van Dyke, Henry. Blue flower. (Sylvanora edition) Scribner. \$1.00
 Verne, Jules. Around the world in eighty days. Scribner. \$1.00
 Verne, Jules. Twenty thousand leagues under the sea. (Windermere series) Rand. \$1.00
 Wallace, Dillon. Grit-a-plenty. (Juveniles of distinction) Grosset. \$1.00
 Wallace, Dillon. Ungava Bob. (Juveniles of distinction) Grosset. \$1.00
 Walpole, Hugh. Fortitude. (Novels of distinction) Grosset. \$1.00
 Walpole, Hugh. Jeremy. (Novels of distinction) Grosset. \$1.00
 Walpole, Hugh. Jeremy at Crale. (Novels of distinction) Grosset. \$1.00
 Walpole, Hugh. Young enchanted. (Novels of distinction) Grosset. \$1.00
 Webster, Jean. Daddy-long-legs. Grosset. 75c
 Webster, Jean. Just Patty. (Juveniles of distinction) Grosset. \$1.00
 Webster, Jean. When Patty went to college. (Juveniles of distinction) Grosset. \$1.00
 Westcott, E. N. David Harum. Grosset. 75c
 White, S. E. Blazed trail. (Juveniles of distinction) Grosset. \$1.00
 Wiggin, K. D. S. Rebecca of Sunnybrook farm. (Riverside library) Houghton. \$1.00
 Wilder, T. N. Bridge of San Luis Rey. (Novels of distinction) Grosset. \$1.00
 Wister, Owen. The Virginian. (Juveniles of distinction) Grosset. \$1.00
 Wodehouse, P. G. Leave it to Psmith. Burt. 75c
 Wren, P. C. Beau Geste. Grosset. 75c
 Wren, P. C. Beau Sabreur. Grosset. 75c
 Yonge, C. M. Dove in the eagle's nest. (Children's classics) Macmillan. \$1.00
 Young, Stark. So red the rose. (Popular edition) Scribner. \$1.00

PROPOSED LEGISLATION FOR PUBLIC LIBRARIES IN KENTUCKY

The school and the public library in the United States have for many years been closely associated. As early as 1835 school district libraries, which were in reality public libraries administered by the school, were made possible through legislative action and constitutional provision. For decades the public library has given assistance to schools through personal service to pupils and teachers, through loans of books for classroom use, and in many other ways.

It is only natural, therefore, that schoolmen should be interested in any movement which is designed to improve and extend public library service. The Kentucky Library Association, an organization whose members are librarians in institutions of varying types, is introducing to the General Assembly of 1936 bills relating to the following urgent needs:

1. *Regional libraries.* Public library service in Kentucky is at present inadequate, largely because of inadequate support. In order to make public libraries economically possible, it is necessary to revise the present county library law, so that two or more counties may contract together to establish a regional public library. Library service can then be set up and maintained for all the counties contracting, between branches and stations at strategic points.
2. *Kentucky Library Commission.* The Commission has for more than 30 years loaned traveling libraries to schools of the state and for more than 20 years maintained individual loan and reference service which has assisted teachers and pupils in classroom preparation and individual study. During the depression the appropriation given the Commission was severely cut and the service reduced as a result. The Commission hopes that at an early date it may be possible to build up the book stock and replenish the traveling libraries.
3. *Libraries in cities of the second and third classes.* It is proposed to revise the present law relating to libraries in cities of the second and third classes with special regard to financial support. The new law will enable libraries in these cities to obtain a more adequate tax levy to supplement the indefinite and unstable police court fines. It is upon these fines that cities with 8,000-20,000 population are now depending for support.
4. *Certification.* Professional standards make certification for any group concerned extremely desirable. A certification law which will automatically certify full-time librarians *now in service* in public libraries and provide for the *certification of all future ap-*

pointees to public library positions is proposed. Part-time librarians will not be affected by such a law.

5. *Retirement.* The staffs of public libraries are not cared for under the new federal Social Security Law. It is desirable that a law be passed in Kentucky which will permit libraries to provide for the retirement of librarians by sharing with their employees in the cost of retirement. Such a law will enable libraries to extend the benefits of the national library retirement system recently made available through the American Library Association.

School people will be interested in knowing the extent and nature of legislation which should signally improve the quality and amount of public library service to the state.

UNIVERSITY OF KANSAS

