

● Commonwealth of Kentucky ●
EDUCATIONAL BULLETIN

**KENTUCKY
LIBRARY MANUAL
FOR
HIGH SCHOOLS**

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Lexington, Kentucky



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FOREWORD

This Manual has been prepared by Mark Godman of this Department. In preparing this Manual, suggestions have been drawn from many sources. The *High School Library Manual*, published by this Department in 1936, has been used as a guide and a number of its features have been incorporated in this publication. Those who have given especial assistance are the members of the Department of Library Science, University of Kentucky, particularly Miss Mildred Semmons, Head of the Department; and, Miss Elizabeth Jesse, Librarian, Versailles High School.

The purpose of this Manual is to offer practical suggestions on the procedures of library organization and administration. It is believed that it will prove helpful to both the trained and untrained librarian in meeting the problems of the school library, particularly the library of the small school. It should also aid principals and superintendents in establishing standards.

J. W. BROOKER,
Superintendent of Public Instruction.

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PHILOSOPHY OF THE SCHOOL LIBRARY

“The philosophy of the school library is to integrate with each department so that all teachers feel that their pupils’ study is enriched by the help and resources of the library. To be alert to add information and breadth to each subject, so that the teachers may look to it for inspiration. To open avenues of new approach to the timeworn curriculum. To meet new problems with intelligence, to bring fresh light on old ones through a different gaze from the stereotyped pedagogical outlook. To surround the student in this room with an environment quite different from the classroom, where he will learn a self control through the informality of a room designed for self respecting people gathered together for some other purpose than ephemeral pleasure. To make this room a place of dignity and beauty, so that the senses may be attuned to things of the mind and spirit. All these and many more underlie the reasons and need for a high school library.”—From “The School Library System of Los Angeles, School Publication No. 235, 1933, Los Angeles City School District.”

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I. STANDARDS FOR HIGH SCHOOL LIBRARIES

1. REGULATIONS OF THE STATE BOARD OF EDUCATION: HIGH SCHOOL LIBRARIES

a. *Books*

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.

b. *Appropriation*

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

c. *The librarian*

The amount of service of the librarian shall be:

(1) 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.

(2) 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 eighteen semester hours' training in library science is required.

(3) 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 twelve semester hours' training in library science is required.

(4) 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 required.

d. *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 type of library, requires the keeping of business-like records.

The following records are required in high school libraries:

(1) Every high school library shall be required to maintain an up-to-date accession record of books purchased or acquired for the school library.

(2) Records of the book collection, i.e., additions, discards, losses, etc., shall be maintained by classes of books in every high school library.

(3) 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.

(4) An inventory of books in the high school library shall be taken annually or semi-annually.

(5) An up-to-date card shelf-list shall be maintained in schools having a librarian devoting four periods or more to library work.

(6) An approximate record of the number of pupils using library materials daily shall be kept in each high school.

2. STANDARDS FOR SCHOOL LIBRARIES OF THE COMMISSION ON SECONDARY SCHOOLS OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

a. Books

(1) Enrollment of 100 or less students—500 well-selected books exclusive of government documents and textbooks to meet the needs for reference, supplementary reading and cultural and inspirational reading. Also one good general newspaper in addition to the local one, and a well-selected list of from 5 to 10 periodicals, suitable for students' use. Books selected from state approved list or from lists approved by Southern Association.

(2) Enrollment of 100 to 200 students—500 to 1,000 well-selected books averaging 5 per student. Also good general newspaper and well-selected list of from 5 to 15 periodicals suitable for students' use.

(3) Enrollment of 200 to 500 students—1,000 to 2,500 well-selected books, newspapers, and 15 to 30 suitable periodicals.

(4) Enrollment of 500 to 1,000 students—2,500 to 5,000 well-selected books, newspapers, and 25 to 50 suitable periodicals.

(5) Enrollment of 1,000 or more students—5,000 or more well-selected books, newspaper, and at least 40 suitable periodicals.

b. *Librarian*

(1) Enrollment of 100 or less students—Teacher-librarian with at least 6 semester hours in Library Science. Excused from certain number of hours of teaching and thus allotted definite time for library work, with regular hours in the library. Sufficient student help trained by the teacher-librarian to keep the library open all day, but open only under supervision.

(2) Enrollment of 100 to 200 students—Half-time librarian with a one-year course of 24-30 semester hours in an accredited library school, or half time with college graduation including 12 semester hours in Library Science.

(3) Enrollment of 200 to 500 students—Full-time librarian with same qualifications and educational background as teachers, including 24-30 semester hours in an approved library school. One or two years' teaching experience is very desirable.

(4) Enrollment of 500 to 1,000 students—Same as above, with sufficient help and some experience in teaching or library especially desirable.

(5) Enrollment of 1,000 or more students—Full-time librarian with college graduation and at least 24-30 semester hours in an approved library school. Teaching and library experience especially desirable—a good contact with children already established. For every 1,000, or major fraction thereof, enrollment, there shall be an additional full-time trained librarian.

c. *Appropriation*

(1) Enrollment of 500 or less students—Annual appropriation of at least \$1.00 per student per year for books, periodicals, etc., exclusive of salaries.

(2) Enrollment of more than 500 students—Annual appropriation of at least \$0.75 per student per year for books, periodicals, etc., exclusive of salaries.

d. *Course in use of library*

Course of at least 12 lessons in the use of the library given by the librarian or teacher-librarian preferably in the first year of high school. (This course is required in all schools.)

e. *Organization*

(1) Enrollment of 100 or less students—At least an adequate shelf-list made and an adequate loan-system installed.

(2) Enrollment of more than 100 students—Card catalogs, shelf-lists, accession record, and adequate loan-system.

f. *Equipment*

(1) Enrollment of 100 or less students to 200—Separate classroom or end of study hall fitted up with shelving, tables and chairs; always accessible to students, but under supervision.

(2) Enrollment of 200 to 500 students—Separate room equipped with tables, chairs, shelves, loan desks, magazine rack, bulletin boards, catalog case, typewriter, and other essential office equipment. Room should be large enough to accommodate one tenth of enrollment allowing 25 square feet per person.

(3) Enrollment of 500 to 1,000 students—Same as above with separate library work room and essential office equipment.

(4) Enrollment of 1,000 or more students—Same as above with additional equipment to meet needs. If possible separate rooms for conference and for instruction in the library are desirable.

(If necessary, where impossible to get space in school building now in use for groups 2 and 3, study hall might be taken over as library, provided it is properly equipped and sufficient trained help provided to guide and aid in reading as well as to supervise study. At least two full-time trained librarians for 4.)

g. *These regulations are effective now*

(1) Schools that do not comply with library standards subject themselves to being dropped.

(2) The Commission will not impose undue burdens on Librarians who were employed prior to December, 1929, and who are giving satisfactory service. The Commission does reserve the right, however, to require of such Librarians reasonable additional training in Library Science.

II. ORGANIZATION OF SCHOOL LIBRARY

1. LIBRARIAN, ROOM, EQUIPMENT, BOOK SELECTION, ETC.

A. THE SCHOOL LIBRARIAN

"The effectiveness of the service of the school library depends more upon the librarian, her personality, training and efficiency, than on any other single factor. Under her competent guidance, a room full of books can be transformed into a vital and stimulating center of service to both teachers and students.

"The modern shift away from the single textbook method of teaching makes the service of the library indispensable to good teaching. It adds to the duties of the librarian a new responsibility; she must be aware of curriculum trends and understand the problems of the teacher. She must read about science, sociology, and the affairs of today that the library may serve all departments and grow with the school program. The librarian's responsibility to the young people in the school is as important as her service to the teachers. She must not only give instruction to help the student become skillful and resourceful in the use of the library and books, but must foster the habit of reading for pleasure, and encourage interests along special lines.

"Professional efficiency and personality are of equal importance if the librarian is to give real service. Her ability to organize and administer the library, keep records, supply reference material and reading, and to teach students to use books and libraries, will not be of lasting value if the librarian does not have a sincere liking for boys and girls, enthusiasm, good humor, and health, and the ability to inspire and encourage good reading habits and interest in leisure time activities."—West Virginia Library Manual, State Department of Education, Charleston, West Virginia, 1940.

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

B. THE LIBRARY ROOM AND EQUIPMENT

I. LIBRARY ROOM

(a) Location

- (1) Room centrally located, near or adjoining the study hall, well heated, well ventilated, well lighted.

(2) Accessible to students under supervision. Should be made attractive to high school students.

(b) Size

(1) The minimum seating capacity should be that of the average classroom.

(2) Floor space to seat 15% of student body at tables with chairs. Allowance should be made for growth.

(3) Floor space of approximately twenty-five square feet per reader cares for tables, chairs, aisles, furniture. Space of five feet between the rows of tables and between the tables and adjacent walls. Crowded conditions invite discipline problems.

(4) Tables, 3 ft. x 5 ft. accommodating six students are generally recommended. The rows of tables should be so placed that the fewest possible readers have to face the windows. It is usually more satisfactory to arrange the tables with the narrow end toward the windows so that only one child at each table will face the light.

(5) A librarian's workroom with running water should open from the reading room. This is needed for routine work, mending, magazine storage, supplies and the like.

(6) Separate conference rooms for pupils are desirable.

(7) Library Classroom is desirable for library instruction, reading guidance classes, and other library purposes.

(c) Lighting and finish

(1) Desirable to have windows on more than one side of room.

(2) If artificial lighting is necessary, it should be provided by means of electric ceiling fixtures of an indirect or semi-direct type.

(3) Walls and ceiling should be light colored, preferably buff.

(4) Woodwork should be light, preferably light oak.

(d) Furnishings

(1) Furniture should be light in color and hard in finish. Quartersawed white oak is one of the most satisfactory materials.

(2) If constructed locally, furniture should be made according to library specifications.

(3) The floor should be covered with battleship linoleum or cork carpet.

II. FURNITURE AND EQUIPMENT

(a) Chairs

Should be of wood, armless, comfortable and sturdy. Should vary in height according to the height of the tables (standing height 18 inches). Chair legs should be equipped with rubber tips to reduce noise to a minimum. Chairs with saddle seats are recommended.

(b) Tables

3 ft. x 5 ft. to seat 6, 28 to 30 in. high is a satisfactory size. Tables should be strongly built without foot rests or drawers.

(c) Charging desk

In larger schools a regulation library loan desk is desirable, containing the proper circulation files, drawers, cupboards, and a space for returned books. In small schools a flat-top desk will suffice for all purposes if it has the proper drawer space. The top drawer should be deep enough to hold 3 in. x 5 in. book cards.

(d) Pamphlet or vertical file, housing pamphlets, pictures and chippings.

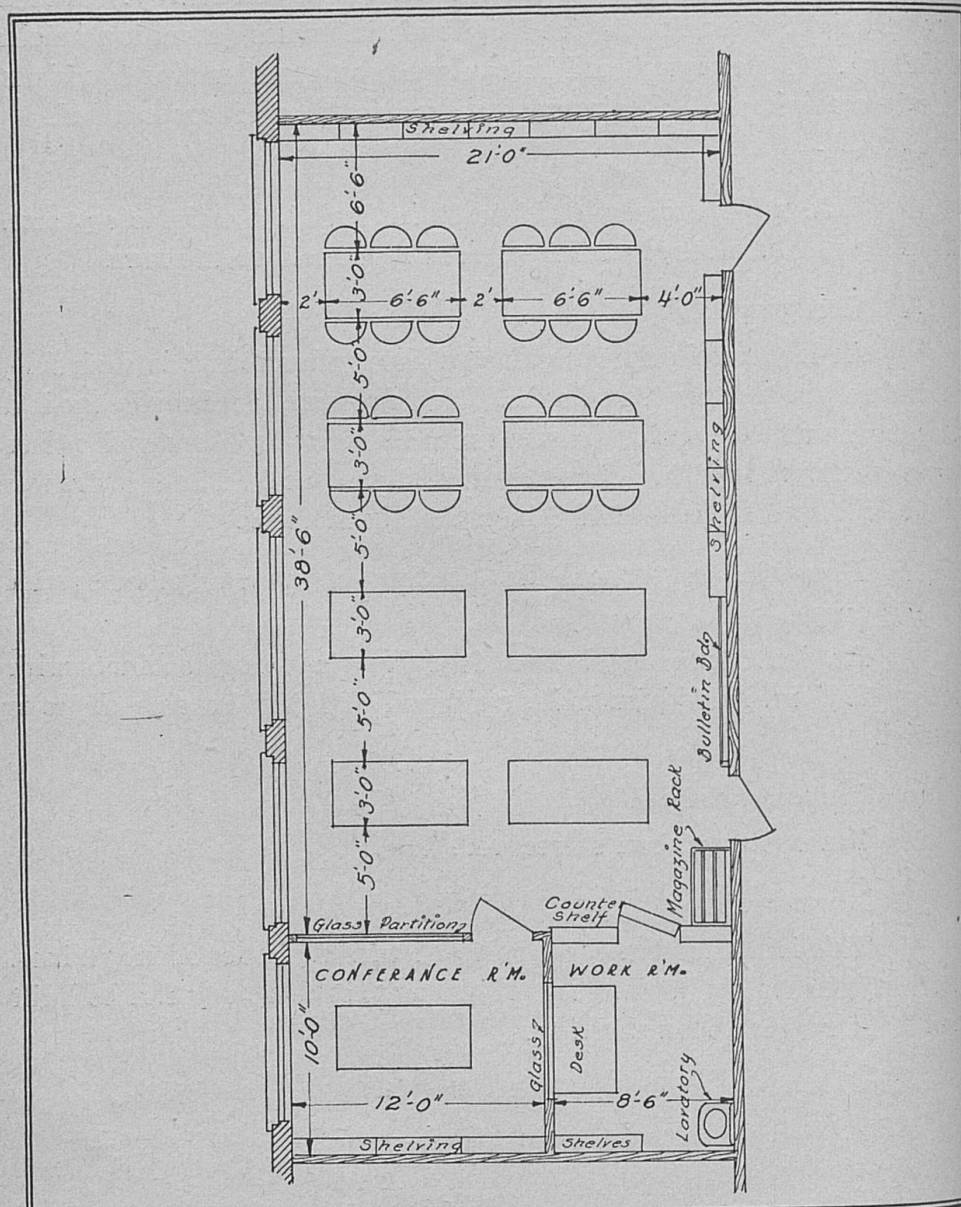
At least one legal size four-drawer filing cabinet with drawers 10½ in. x 15¼ in. wide, equipped with ball-bearing slides is essential.

(e) Dictionary stand

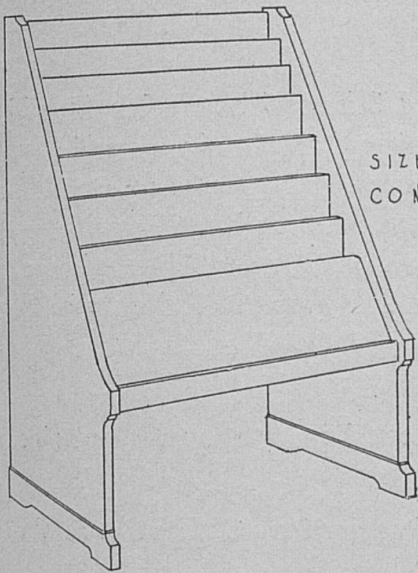
Various types can be secured.

(f) Magazine rack

This is needed for the display of current issues of magazines. Several types are available. One of the most satisfactory can be built in with the regular book shelving.



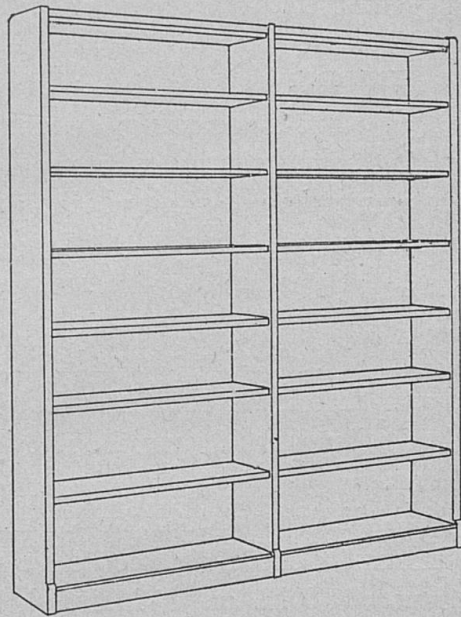
FLOOR PLAN FOR
 STUDY HALL-LIBRARY ARRANGEMENT
 FOR A SMALL HIGH SCHOOL
 STATE DEPARTMENT OF EDUCATION
 FRANKFORT, KY.



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.

(g) Newspaper rack

May be made as part of shelving. The rods should be purchased from a library supply house. If wall space is at a premium, a newspaper file holder and rods can be purchased from any of the library supply houses.

(h) Card catalog cabinet

At least four drawers to hold 3 in. x 5 in. cards. Should be large enough to accommodate shelf list and catalog in a small library. *Should by all means be purchased from library supply house.* Each drawer should be fitted with a removable rod. To estimate the number of drawers needed, allow five catalog cards to a book and 1,000 cards to a drawer. Allowance for growth of the book collection should also be made.

(i) Bulletin board

Cork is satisfactory. 24 in. x 36 in. is a convenient size.

(j) Typewriter

Desirable to own noiseless typewriter as all records should be typewritten.

III. SHELVING

(a) Built according to specifications, allowing shelf space for from five to ten volumes per pupil, estimating eight books per running foot, twenty-four to thirty books per shelf, approximately 150 volumes to a section.

(b) Open shelves are recommended. *Shelves should be adjustable.*

(c) Height should not be over 7 ft., accommodating six or seven shelves. The lower shelf should be 4 to 6 in. above the floor.

(d) Each shelf should be 36 in. long with solid uprights between sections.

(e) Shelves should be 8 in. in depth, $\frac{7}{8}$ of an inch thick. 10 inches in the clear should be provided between shelves. A few sections of 10 in. or 12-14 in. shelving should be provided for oversized books and encyclopedia.

IV. 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— $\frac{1}{2}$ pint can.
Shellac brush—1 inch wide.
Cheesecloth for pasting.

The book noted below is also necessary:

Dewey, Melvil Abridged decimal classification, 5th ed. revised, 1936. 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 FURNITURE. Provision, however, should be made for housing shelf-list and card catalog.

DEMCO LIBRARY SUPPLIES

114 South Carroll Street

Madison, Wisconsin

Amount	Catalog Number	Description	Price (Subject to Change)
1	104	Accession book, 1000 lines, loose leaf binder	\$ 2.20
500	288	Book pockets, Paramount, plain	2.10
1000	212D	Book cards, 12.5x7.5 cms., medium weight, bristol, white	2.85
1	336	David's white letterine, 2-oz. bottle.....	.40
1	338	Higgins' India ink, black, 3/4 oz. bottle..	.30
1 doz.	301	Bowl pointed pens15
1	969	Agokee paste, quart can90
1	922	Paste brush, 3/4" wide30
1 set	613	Date guides, 1-31 set, celluloided, 7.5x12.5 cms.	1.25
1	713	Charging tray, capacity 1000 cds. and guides (light oak or dark antique finish)	2.30
1	309	Band dater45
1	365	Stamp pad, size 0, 2 1/4" x 3 1/2"30
*500	229-2	Catalog cards, special typewriter, round punched (Shelf list only)	2.00
		(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 list (No. 600)	1.00
1000	293	Date due slips, 3"x6", gummed.....	1.75
1	350	Rubber stamp, bearing name } One line of school library } Two lines	.55 1.00

* If, in addition to the shelf-list, an author and title catalog is to be made, order 1500 cards instead of 500..... 4.80

If, in addition to the shelf-list, a full catalog (author, subject and title) is to be made, order 2500 cards instead of 500..... 8.00

All delivery charges prepaid.

GAYLORD BROS., Inc.

155 Gifford Street

Syracuse, N. Y.

Price (Subject to Change)	Amount	Catalog Number	Description	Price (Subject to Change)
	1	12	Accession book, 1000 lines, loose leaf binder	\$ 2.20
	500		Re-enforced book pockets, plain.....	2.45
	1000	45-M	Book cards, white	2.85
	1		White ink, oz. bottle30
	1		Higgins' engrossing ink, black, 2-oz. bottle35
	1 doz.		Library pens25
	1		Gaylo paste, quart jar90
	1		Paste brush, non-rusting, 3/4" wide.....	.35
	1 set	35-M	Celluloided guides, buff, for 7.5x12.5 cm. cards	1.25
	1	51	Charging tray, oak, light or dark finish	2.30
	1	2	Band dater50
	1	0	Stamp pad, 3 5/8"x2 1/4", with black, blue, green, red or violet ink.....	.30
	*500	307-M	Catalog cards (Shelf-list only)..... (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.)	2.75
	100	350	Catalog guide cards, buff, cut halves....	1.00
	1000	3613	Date due slips, 3"x6", gummed.....	1.75
	1		Rubber stamp, bearing name)One line of school library}Two lines	.55 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

Amount	Catalog Number	Description	Price (Subject to Change)
1	1061	Simplified accession book, 1000 lines, loose leaf binder	\$ 2.20
500	1166.3	Book pockets, plain	2.45
1000	1152.5	Book cards, white	2.85
1	1339	David's letterine, white, 2-oz. bottle.....	.40
1	1916	Higgins' black ink, 1½-oz. bottle35
1 doz.	1812.12	Pens18
1	1938.2	Libra paste, quart can90
1	1825.2	Library paste brush, ¾" wide.....	.40
1 set	43131E	Buff date guides, 1-31, celluloid tabs	1.25
1	1203	Single compartment tray, oak, light or dark finish, for charging	2.30
1	1307	Band dater50
1	1907	Stamp pad, 2¾"x4½", red, blue or black35
*500	33025cm	White cards, round punch (Shelf-list only)	2.75
		(Order 33025cm if cards are to be typed. If cards are to be written by hand, order No. 33022cm. The prices are the same.)	
100	4310cm	Buff guides, blank, half cut tabs, for use with shelf list.....	1.00
1000	1139	Date due slips, gummed at top edge.....	1.75

* If, in addition to the shelf-list, an author and title catalog is to be made, order 1500 cards instead of 500..... 7.08

If, in addition to the shelf-list, a full catalog (author, title and subject) is to be made, order 2500 cards instead of 500..... 11.68

All delivery charges prepaid.

SUGGESTED READINGS :

1. Anderson, E. L., *Housing and Equipment of School Libraries*, biblio., 1937, Superintendent of Documents. (U. S. Office of Education. Leaflet No. 33.)

2. Fargo, L. F., *The Library in the School*, 3rd ed., 1939, American Library Association. \$3.50. *Housing and Equipment*, pp. 263-318.

3. Fargo, L. F., *School Library Planning and Equipment*, 1935, Gaylord Brothers or American Library Association. Free. (Pamphlet.)

4. Wilson, Martha, *School Library Management*; revised and rewritten by Althea M. Currin, 6th ed. Rev. 1939, H. W. Wilson Company. \$1.25, pp. 39-46.

C. 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 (See regulations of State Board of Education, p. 144)
- e. Mechanical preparation of books for the shelves, i.e., marking the backs of books with classification numbers, inserting bookpockets, book cards, etc.

D. THE LIBRARY-STUDY HALL

There has been much discussion regarding the combination of the library and study hall. The best arrangement is to have a separate library room. In some small schools, however, the combination of the library and study hall is often the only way by which the school may have a library. There are advantages and disadvantages in this plan

and the trend seems to be towards a very close cooperation of the activities and services of the study hall and library. This is often accomplished by having the two in adjoining rooms with connecting doors.

Miss Logasa in her book *The Study Hall*, 1938, Macmillan, \$2.00, has an excellent chapter on the Library-Study Hall. She gives on page 169 arguments for and against such a combination; as reprinted from the Master's thesis of Celeste Slauson, "Comparison of the Services of the Study Hall-Library and the Separate Library in the Junior High School," 1932, Columbia University.

"Arguments for—

1. It reaches all children enrolled with equal library opportunities.
2. It limits and regulates library attendance without overcrowding.
3. It reaches some children who would otherwise never use the library.

"Arguments against—

1. It takes away the feeling of pleasure and privilege that accompanies voluntary attendance.
2. It formalizes the library and causes discipline problems.
3. It gives the librarian two duties to perform—that of study hall supervisor and that of librarian.
4. It may eliminate the use of the library to all except those occupying the room at the time.
5. It forces the use of the library by pupils who are not prepared to use it.
6. It does not give enough time to the gifted child."

SUGGESTED READINGS:

1. Cook, E. L., Problem of the Combined Study Hall-Library, in Wilson, Martha, *School Library Experience*, 2nd series, 1932. H. W. Wilson Company. \$2.25. pp. 139-47.
2. Fargo, L. F., *Combining Library and Study Hall*, in her *Library in the School*, 3rd ed. American Library Association, 1939. \$3.50. pp. 401-05.
3. Johnson, B. L., *The Library and the Study Hall*, in his *Secondary School Library*, U. S. Office of Education, Bulletin No. 17, 1932, Superintendent of Documents. 10c. pp. 34-43.
4. Logasa, Hannah, *The Library Study Hall*, in her *The Study Hall*, 1938. Macmillan. \$2.00. pp. 167-80.

5. Wilson, Martha, *The Library-Study Hall*, in her *School Library Management*; revised and written by A. M. Currin, 6th ed. rev. 1939. H. W. Wilson Company. \$1.25. pp. 31-33.

E. BUDGET FOR A HIGH SCHOOL LIBRARY

Books cost money. The maintenance of the library should not depend upon incidental sources of income, such as school entertainments and socials. The board of education should definitely support the library by annual budget appropriation. This appropriation should be exclusive of sums appropriated for salaries, library furnishings, and supplies. Extra appropriations should be made for sets of encyclopedias and unabridged dictionaries as well as sets of supplementary readers. Money that is appropriated should be actually expended after it is appropriated. In determining the amount that is to be expended for the library the librarian should be consulted and her recommendations should receive sympathetic consideration on the part of the superintendent and board of education.

The following readings should help the librarian plan her budget:

1. Britton, Jasmine, *Initial Budget for a School Library*: in the *Bulletin of the American Library Association*, v. 32, No. 7, July, 1938, American Library Association, pp. 445-48.

2. Fargo, L. F., *The Library in the School*, 3rd ed., American Library Association, 1939. \$3.50.

(a) *Budgeting and Accounting*, 3rd ed., pp. 521-30.

(b) *Annual Appropriation standards*, pp. 491-97.

3. *School Library Year Book*, No. 5, 1932, American Library Association. \$2.50.

(a) *A study in School Library Finance* by Thelma Eaton, pp. 84-99.

(b) *A study in High School Budgets* by Marian Horton, pp. 100-20.

4. Wilson, Martha, *School Library Management*, rev. and rewritten by A. M. Currin. 6th ed. rev. 1939. H. W. Wilson Company. \$1.25.

(a) *Library finances*, pp. 47-50.

(b) *Budgets*, pp. 120-23.

F. BOOK SELECTION

Unquestionably, the most important responsibility of the librarian is the selection of books. A school library book collection should be a

living and vital thing. The books should represent the very best that available funds will purchase. The collection should be well balanced. Teachers and pupils should be encouraged to take part in the selection. The choice of books should depend on the needs of the school curriculum, the enrollment in the different subjects, the amount of material already available in the library, the available budget, and the recreational reading needs of the pupils. The books that are selected should be adapted to the age and reading tastes of the pupils. It is certainly a misguided policy which fills library shelves with volumes whose only recommendation is that they are "good books."

In science and social sciences the material provided should be up-to-date. In certain fields, such as fiction, it is not necessary to buy the latest publications. The school library should mingle the best of the new with the standard titles which have remained popular through the years. Attractive editions of the standard classics should be purchased.

Library books should have good format, large clear print, wide margins, good illustrations, and strong binding. It is false economy to purchase titles in cheap format which will last only a few readings or which will not be read. Avoid books out-of-date or superseded.

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, complete sets of works of an author, *or for books sold in group collections*. It is usual that only a few volumes of such sets will ever be needed or used by the school. Single volumes, carefully selected, are of more service to the school. This of course does not apply to the purchase of general encyclopedias.

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 five periodicals for schools with less than 100 pupils
 - (2) At least ten periodicals for 100-500 pupils
 - (3) At least twenty periodicals or 500-or more pupils
 - (4) The "Reader's Guide to Periodical Literature"
- e. Clippings, bullethins, 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, p. 143.

Below are listed some standard book selection aids upon which one may depend for expert information.—

SELECTED LISTS

**Standard Catalog for High School Libraries*, H. W. Wilson Company, 950 University Avenue, New York City. (Latest edition.)

This publication is an indispensable buying, cataloging, and reference tool for the high school library. It has been widely adopted by states and by schools as a standard buying list. A classified list and a dictionary catalog of 3,450 books for junior and senior high schools, selected with the cooperative assistance of educators, high school librarians and specialists in various education fields. The first part is arranged in the order of the Decimal classification, and gives a descriptive note for each book. This number is useful as a buying list or as a guide to reading on one subject. Numerous pamphlets are included, also sources for pictures. The second part, a dictionary catalog, is practically an analytic index to part one, including references both of whole books and parts of books. 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.

This Catalog is kept up-to-date by a semi-annual supplement which is included in the original cost. This Catalog is sold on a service basis depending on the size of the school and its book collection. Thus, the smaller schools with fewer books will have to pay less. For exact price, application should be made to the company. The price is four dollars for schools having an enrollment of 100 or less. This amount may be made in two payments if necessary.

Abridged High School Catalog. A list of about 1200 titles that were starred for first purchase in the *Standard Catalog*. Useful as a buying list for small schools. Sold on service basis. Does not list pamphlet material.

Lists of National Council of Teachers of English. 211 West 68th Street, Chicago, Illinois. This Council has published interesting lists.

Leisure Reading. A list for grades seven, eight and nine. 1938. 20c.

Books for Home Reading for High Schools. 1937. 20c.

(If the above are ordered in quantities, then price is \$15c.)

* Recommended for first purchase.

All these are annotated, intended for the use of pupils, and attractively illustrated. Classified and graded.

500 Books for Children, by Nora E. Beust of the Library Service Division, United States Office of Education. (Bulletin, 1939, No. 11) 15c.

Library Books for Elementary Schools, Kentucky, by Ruth Theobald, (Kentucky Department of Education, Educational Bulletin Volume 5, No. 1, March, 1937). Will prove useful to the high school librarian selecting books for young or retarded readers.

Books with Kentucky Background for High School Libraries, Department of Library Science, University of Kentucky, Lexington, Kentucky. This is a recent list of importance to high school librarians in this state. A reprint of this list will be found on page 197 of this bulletin.

Books and Magazines for Catholic High Schools, a Symposium. Catholic high schools may be interested in securing this splendid publication from the Catholic Library Association, Box 346, Scranton, Pennsylvania.

By Way of Introduction. A book list for young people. American Library Association, 1938. 65c. Joint Committee of the National Education Association and the American Library Association. Jean C. Roos, ed., 10-100 copies 35c each. Excellent selection and unusually good annotations make this a distinctive and impelling list. 1,200 titles are arranged under 20 broad reading interests.

Inexpensive Books for Boys and Girls. American Library Association, 2nd ed., 1938. 50c. Lists about 890 titles of proved worth in editions costing \$1.00 or less.

Vocations in Fiction. Mary R. Lingenfelter, 2nd edition, American Library Association. \$1.25. Annotated bibliography of novels of occupational significance. Indexes 463 titles under 102 alphabetically arranged subjects. The book's appeal to adults, young people or children is noted.

AIDS IN BUYING NEW BOOKS

The librarian, whether full-time or part-time, should keep informed of publications through reading and checking current standard aids and periodicals. There are many such publications. The following lists may be of value in choosing among them:

**The Booklist*: A Guide to New Books. Twice monthly (monthly in August and September), \$3.00 a year; single copy, 25c. Ameri-

* Recommended for first purchase.

can Library Association. The librarian's standard guide for the selection of current books. Selects, classifies, and describes about 125 new books in each issue. Lists editions and series in alternate issues; has frequent lists of free and inexpensive materials and government documents. Includes a *Small Library List* and *Books for Young People*.

Booklist Books. New edition annually. American Library Association. 75c. About 200 of the best books that have appeared in the *Booklist* for the year. A reader may use this annual to find the notable and useful books of the year in his own line of interest.

Bookshelf for Boys and Girls. New edition annually. R. R. Bowker Company. Obtained free from many book shops during Book Week.

**Books*. New York Herald-Tribune, New York City. The Sunday supplement to the New York Herald-Tribune. May Lamberton Becker edits a section called "Books for Young People." Special rate to libraries.

Horn Book Magazine. Books and reading for young people. The Book Shop for Boys and Girls. \$2.50 a year. Published six times a year. It is the one book reviewing periodical for children's literature only. Includes, in addition to reviews of new books, biographical notes concerning authors. Can be used by children in junior high school.

Library Journal. R. R. Bowker Company. Semi-monthly September to June inclusive; monthly in July and August. \$5.00 a year. Contains reviews of recommended children's books by children's librarians.

**New York Times Book Review*. The New York Times Company. The Sunday supplement to the New York Times. Anne T. Eaton conducts the section on "New Books for Boys and Girls."

**Supplements to Standard Catalog for High School Libraries and the Children's Catalog*. H. W. Wilson Company. Annual supplements that list the best recent books since the last main catalog. All are arranged by class, with full indexes. These are included in the original price for the main catalogs.

**Wilson Bulletin for Librarians*. H. W. Wilson Company. \$1.00 a year. Monthly except July and August. Contains previews, recommended books, and many useful special lists.

Publishers' Weekly. The Publishers' Weekly; The American Trade Journal. R. R. Bowker Co. \$5.00 a year. The organ of the

* Recommended for first purchase.

book trade as a whole. It describes new titles as they are ready to come from the press, but it does not evaluate them.

SUGGESTED READINGS:

1. Fargo, L. F.; *The Basic Book Collection*, in her *The Library in the School*, 3rd ed., 1939, American Library Association, \$3.50. pp. 207-37.

2. Wilson, Martha, *Book Selection*, in her *School Library Management*: revised and rewritten by A. M. Currin. 6th ed. rev., H. W. Wilson Company, 1939. \$1.25. pp. 61-8.

G. BOOK BUYING

Schools, as a rule, find it more satisfactory to order books from a jobber who handles the books of all publishers. Ordering from a jobber is less expensive to the schools on clerical costs. 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 20% to 25% from the publishers' prices should be granted to school libraries.

Some satisfactory book jobbers are:

Baker and Taylor Company, 55 Fifth Avenue, New York City.

Barnes and Noble, 105 Fifth Avenue, New York City

James Book Store, 516 Main Street, Cincinnati, Ohio

A. C. McClurg and Company, 333 E. Ontario Street, Chicago, Illinois

Louisville News Company, 1018-20 West Main Street, Louisville, Kentucky

a. 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) Authors surname

(c) Title

(d) Edition; series (important where specified. Ex., "Fourth revised edition;" "Modern readers series;" "Children's classics.")

(e) Publisher

(f) Publisher's address if unusual

(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.

SAMPLE ORDER SHEET

Name of School or Buyer
Street and Number
City, State

Date.....

Bookseller
Address

Gentlemen:

Please send the following books by (specify whether prepaid express, parcel post, freight) and bill to (specify to whom):

No. of Copies	Author's Name	Title (and edition if special one is desired)	Publisher	Price
1	Alcott	Little Women (Orchard House ed.)	Little	\$1.00
2	Drinkwater	Abraham Lincoln (Play)	Houghton	1.50
1	Muzzey	Readings in American History, rev. ed.	Ginn	2.40

(Double space lines for bookseller's checking.)

Very truly yours,

(Signature)

b. Encyclopedias; other subscription books.

A subscription book is, strictly speaking, one for which subscriptions are taken in advance of publication, the supply printed being limited to approximately the number for which advanced orders have been received. Generally, the term includes all publications first sold to private buyers. Encyclopedias and other sets of books are often sold by traveling representatives who visit the school in person. If these books 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 quarterly by the American Library Association, supplies authoritative and unbiased reviews of such publications and costs \$2.00 a year. This Department or the Extension Division, Department of Libraries and Archives, Frankfort, Kentucky, will welcome inquiries at any time regarding any single volume, set of books or encyclopedias.

e. Reinforced bindings.

Wherever possible, books which receive constant use should be purchased in reseeded, reinforced or buckram bindings. Usually buying reinforced books adds to the price of the book about the amount of the discount. Books that are reseeded or reinforced usually last two or three times longer than do the books in publishers' binding; and the added cost is usually less than the cost of rebinding the publications.

Most large book dealers supply books in reseeded or reinforced bindings. Some of the firms which reinforce books of publishers are

1. Charles L. Elliott, 1901 Rosedale Street, Baltimore, Maryland
2. Chivers Bookbinding Company, 126 Nassau Street, Brooklyn, New York, (Baker and Taylor)
3. The H. R. Huntting Company, 29 Worthington Street, Springfield, Massachusetts
4. New Method Book Bindery, Inc., Kosciusko and Morgan Streets, Jacksonville, Illinois.

d. Binding.

Books should be kept in good condition and bound when needed. Books which receive hard service should be rebound when they show signs of severe wear. Worn encyclopedias, if they are not out of date, should be rebound rather than mended. Never rebind books with pages missing. or books costing fifty cents or less, or books that are badly soiled. The cost for rebinding a book usually ranges from sixty cents up, depending on the size of the book.

Some recommended binderies are

1. Chivers Bookbinding Company, Brooklyn, New York
2. Charles L. Elliott, Baltimore, Maryland
3. Edwin Allen Company, Chicago, Illinois
4. George A. Flohr Bindery, 528 Walnut Street, Cincinnati, Ohio.
5. Kast Bindery Service, 114 E. Chestnut Street, Louisville, Kentucky
6. Ernest Hertzberg & Sons, Chicago, Illinois
7. National Library Bindery, 309 Jackson Building, Cleveland, Ohio
8. The Standard Printing Company, 220-23 S. First Street, Louisville, Kentucky
9. Winckler Bindery, Cincinnati, Ohio.

e. Mending.

While it is probable that the librarian in the small school will have little time for book mending, she should familiarize herself with some of the simple processes so that she can train and supervise pupil assistants. Excellent manuals can be secured free from supply houses.

As a general rule, books which will later be rebound, should receive little mending. "Tipping in" new leaves and repairing torn pages with ungummed materials is advisable under any circumstances.

H. RECOMMENDED REFERENCE BOOKS

In a school library the entire collection may be used in reference work. There are some basic books of general reference that should be in every library. The *Standard Catalog for High School Libraries* should be used as the guide in their selection.

A minimum nucleus collection of reference works for a small library should not only include an approved, recent encyclopedia and unabridged dictionary but also such works as the following in latest editions:

Bulfinch, Thomas. *Bulfinch's Mythology*—Modern Library. \$1.00.

Gayley, C. M. *Classic Myths in English Literature and Art*, Boston, Ginn, c 1911. \$2.08.

Goode, J. P. *Goode's School Atlas*. Chicago, Rand. \$4.40.

Kentucky State Library. *Kentucky Directory*. Frankfort State Journal Company. \$2.00. Contains information for Kentucky similar to that of Congressional directory for U. S. offices, departments, etc.

Kunitz, S. J. *Authors today and yesterday*. New York, Wilson, 1934. \$5.00.

Kunitz, S. J. *Living authors*. New York, Wilson, 1931. Library ed. \$3.75.

Robert, H. M. *Rules of order*. Chicago, Scott, Foresman and Company, c 1921. \$1.50.

Statesman's Year Book. *Statistical and Historical Annual of the States of the World*. Memillan. \$5.50. (In ordering ask for the latest edition.)

Stevenson, B. E. *Home book of modern verse*. New York, Holt, 1925. \$7.50. An excellent anthology.

Stevenson, B. E. *Home book of quotations*. 3rd ed. New York, Dodd, 1937. \$12.50.

Stevenson, B. E. Home book of verse. 6th ed. rev. New York, Holt, 1937. 2 v. \$15.00. Contains all well known poems and has excellent indexes by authors, first lines and titles.

U. S. Bureau of Foreign and Domestic Commerce. Statistical abstract of the United States. Annual. Washington, U. S. Government Printing Office, \$1.50.

U. S. Census Bureau. Abstract of the sixteenth census of the United States. Washington, U. S. Government Printing Office.

U. S. Congress. Official Congressional directory. Washington, U. S. Government Printing Office. (May be secured free each session of Congress from Congressman or Senator.)

U. S. Department of Agriculture. Year book. Washington, U. S. Government Printing Office. (May be obtained free from Congressman or Senator.)

Walsh, W. S. Curiosities of Popular Customs and of Rites, Ceremonies, Observances. Lippincott, 1898. \$3.50.

Who's Who in America. Chicago. Marquis. \$10.00.

Who's Who in Kentucky. Louisville, Standard Printing Company. \$10.00.

Who's Who in the Kentucky General Assembly. Louisville, Courier-Journal. (May be obtained free each session of Assembly.)

World Almanac and Book of Facts. Annual. New York World Telegram. \$1.00 (paper 60c). Up to date information on political, scientific, social and economic progress and problems. Excellent statistical tables.

The *World Book* or *Compton's Pictured Encyclopedia* may be the first choice for an encyclopedia, especially if funds are very limited or the student body includes children below the tenth grade. Eventually, the school will need either the *Americana* or *Britannica*, in addition.

SUGGESTED READINGS:

1. Fargo, L. F., *The Library in the School*, 3rd. ed., 1939. American Library Association. \$3.50.

(a) *Reference Work in a School Library*, pp. 82-106.

(b) *The Ready Reference Collection*, pp. 210-21.

2. Wilson, Martha, *School Library Management*, 5th ed., 1931, H. W. Wilson Company. \$1.25. *Reference and Reading Guidance*, pp. 11-17.

I. 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.

a. 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. It is monthly and is sold on a service basis. This means that the subscription rate for a school which subscribes to fifty magazines indexed in the *Guide* is higher than that for the school which receives only ten magazines indexed in the *Guide*. The regular edition indexes over one hundred periodicals. An *Abridged Guide*, which indexes twenty-five periodicals, is now available at a minimum price of \$2.25. Of course, neither index is useful unless the library subscribes to a number of the periodicals indexed. The *Abridged Guide* is monthly except June and July. The *Abridged Guide* is a most useful publication for locating magazine articles on specific subjects in back issues of periodicals. Both have annual cumulations.

b. Ordering magazines.

Magazines ordered for special departments, confined to use in the classroom by students taking the subject, should not be bought from the school library budget.

Magazines subscriptions can be placed with reliable dealers who will give combinations and discounts not possible with individual subscriptions. Some of the well known magazine agencies are:

F. W. Faxon Company, 83 Francis Street, Boston, Massachusetts

J. M. Hanson-Bennett Magazine Agency, 529 Franklin Street, Chicago, Illinois

Mayfair Magazine Agency, 51 East 33rd Street, New York

Herman Goldberger, 44 Bloomfield Street, Boston, Massachusetts

The Franklin Square Agency, 49 East 33rd Street, New York

Moore-Cottrell Subscription Agency, North Cohocton Street, New York

Nine months subscriptions to magazines, at a 25% 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.

c. 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. The various library supply houses will give quotations on holders.

d. Periodical check cards; magazine storage and binding.

All magazines should be checked as soon as they are received in the library. Printed cards for this record can be purchased from library supply houses or blank catalog cards may be ruled similar to sample shown below:

Title	National Geographic						Frequency			Monthly			
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
YEAR													
1941									✓	✓	✓	✓	
1942	✓	✓	✓	✓	✓	✓	✓	✓					

In a small library it is inadvisable to have magazines bound. This procedure is an expensive one. If any magazines are bound, they should be those that have permanent reference value. Files of magazines can be kept in pamphlet boxes or tied together and laid on shelves. A card or manilla board, cut to the size of the magazine and laid on the top of the file of periodicals, will protect it from dust. The question is often raised regarding how far back magazine files should be kept. Few schools will find it

necessary to save back issues of magazines for more than five years.

e. List of recommended magazines.

*American Boy (monthly) \$1.50. Contains fiction and general articles of interest to boys.

*American Girl (monthly) \$1.50. Official magazine of the Girl Scouts National Organization. Contains fiction, news items, and articles of interest to all girls.

Atlantic Monthly, \$4.00. Includes essay, stories, poetry and book reviews.

Better Homes and Gardens (monthly) \$1.00. Published in the interest of better homemaking and home beautification.

Building America (eight issues) \$2.00. A photographic magazine of modern problems designed for use in junior and senior high school social studies courses.

Current History (monthly) \$3.00. Records, analyses and interprets the background of events throughout the world.

Good Housekeeping (monthly) \$2.50. Articles on household methods, home decoration and building, fashions, foods, child care and fiction. (Especially recommended for a high school that has an organized department of home economics.)

Hygeia (monthly) \$2.50. Published by the American Medical Association. Contains present day truths and discoveries about health.

In Kentucky (quarterly) \$1.00, Frankfort, Kentucky.

Industrial Arts and Vocational Education (ten issues) \$2.50. Covers the field of industrial arts, manual and vocational training. Contains projects, plans and designs. (Especially recommended for schools that have departments of industrial arts and vocational education.)

*National Geographic (monthly) \$3.50. Organ of the National Geographic Society. Devoted to the diffusion of geographic knowledge, travel, exploration and research in all countries. Profusely illustrated.

Nature Magazine (monthly) \$3.00. For lovers of birds, animals, flowers, and all facts of nature and out-of-doors. Well illustrated with photographs, drawings and paintings.

*News Week (weekly) \$4.00. Gives each week a clear, unbiased portrayal of the news plus its significance.

* Recommended for first purchase.

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Occupations (monthly) \$2.50. 425 W. 123rd St., New York.

Open Road for Boys (monthly) \$1.50—2 years. Devoted mainly to outdoor life, sports, industries and fiction.

Popular Aviation (monthly) \$2.50. Covers all phases of aviation news and developments. Non-technical and instructive.

*Popular Mechanics (monthly) \$2.50. Brief news articles on science, invention, etc., simply written, profusely illustrated.

*Popular Science Monthly, \$1.50. The latest developments in radio, aviation, automobiles, invention, science and engineering presented in popular style. Profusely illustrated.

Radio News (monthly) \$2.50. Covers all the important developments in this technical field. Dependable, accurate and easy to read.

*Reader's Digest (monthly) \$3.00. Articles, extracts, and summaries from current magazine articles. Popular with busy people for spare moment reading and as a brisk survey of current literature.

*Reader's Guide to Periodical Literature. Service Basis. H. W. Wilson Co. An index to material contained in over one hundred leading magazines.

Scholastic (weekly, September-June) \$2.00. A weekly magazine of current events, social and economic problems, short stories and biographies of living writers prepared for use in high school English, history and social science classes.

School Arts (monthly) \$3.00.

*Time (weekly) \$5.00. An aggressive, critical, condensed news weekly. Useful to students for obtaining data, and popular for current events.

Travel (monthly) \$4.00. Vivid, engrossing articles on travel, exploration and adventure in all parts of the world. Profusely illustrated, remarkable photography.

Vital Speeches of the Day (twice a month) \$3.00. A news magazine printing in full the important addresses of the leaders of public opinion. The best thought of the best minds on the current problems of the day. Impartial, constructive and authentic.

* Recommended for first purchase.

Newspapers recommended :

New York Times (Note: If funds are limited order Sunday edition only).

One State paper.

Local paper or papers.

SUGGESTED READINGS :

1. Eels, Walter Crosby
 - (a) Evaluation of periodical collections of secondary school libraries, in *Wilson Bulletin*, v. 12, Oct. 1937, Nov. 1937, p. 150.
 - (b) Periodicals received by secondary school libraries, in *Wilson Bulletin*, v. 12, Nov. 1937, pp. 187-89.
 - (c) Scale evaluation of periodicals in secondary schools, in *Wilson Bulletin*, v. 11, June, 1937, pp. 668-73.
 - (d) What periodicals do school pupils prefer?, in *Wilson Bulletin*, v. 12, Dec. 1937, pp. 248-52.
2. Fargo, Lucile F., *The Library in the School*, 3rd ed. 1939, American Library Association. \$3.50. pp. 239-47.
3. Martin, Laura K., *Magazines for High Schools*, 1941. H. W. Wilson Company. \$1.75.
4. Walters, Frank K., *Periodicals for Small and Medium Sized Libraries*, 7th ed., enl. and rewritten, 1939, American Library Association. A more extensive annotated list. 75c.

J. BULLETINS, PAMPHLETS, PICTURES AND CLIPPINGS

a. Bulletins and pamphlets.

Pamphlets are of great value in the school library. Even the smallest library can have its file of pamphlets and clippings arranged by large subjects according to its use by the school. 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. Pamphlet boxes and vertical files for smaller items (or a transfer case as an inexpensive substitute when necessary) should be used to keep materials in good order and protected from dust.

It is advisable that school or library stationery or form post cards with official heading be used when writing for free pamphlets. "*If this material may be obtained only by purchase,*

kindly quote price before sending," is a priceless sentence in saving confusion and misunderstanding.

The least expensive way of securing free pamphlets is by use of United States postal card. A printed, mimeographed or typed postal card may follow such a form as—

FRANKFORT HIGH SCHOOL LIBRARY

Frankfort, Kentucky

If the following publications are available for free distribution, will you kindly send them for use by the classes in our school. If this material may be obtained only by purchase, kindly quote price before sending.

.....
Librarian

When ordering from the Office of the Superintendent of Documents, Government Printing Office, Washington, D. C., money to cover the cost of each order must accompany it. As the amount of these orders are usually small, it is best to purchase in advance sheets of five cent coupons issued and sold by the Office.

One may secure government pamphlets:

- (1) By purchase from the U. S. Department of Documents;
- (2) By request from your Senator or Representative; or
- (3) By application to the department issuing the pamphlet.

SOURCES FOR PAMPHLETS

1. American Library Association, Books and pamphlets on library work. A. L. A., 520 N. Michigan Avenue, Chicago, Illinois. Free upon request.
2. The Booklist, American Library Association. \$3.00 a year. Semi-monthly magazine which maintains a department entitled "Free and Inexpensive Material."
3. Ireland, Norma, Pamphlet sources for the school librarian. Wilson Library Bulletin 15:330-32, 430-31, December 1940-January, 1941.
4. The Library Journal, R. R. Bowker Company. Semi-monthly, \$5.00 a year. Maintains a department entitled "Printed Material Available." A variety of booklists, pamphlets, posters available free or for a small cost. Good up-to-date list.
5. Standard Catalog for High School Libraries, 3rd ed.,

1937, H. W. Wilson Company. An annotated list of pamphlets follows the list of books for each division of the Decimal classification. Before the 750 section is a list of sources of pictures. Probably the most carefully selected pamphlet material suitable for high school use.

6. School Life, Superintendent of Documents. \$1.00 per year. Issued monthly except August and September. Lists current publications of the United States Office of Education entitled "New Government Aids for Teachers."

7. Wilson Bulletin, H. W. Company, \$1.00 a year. Contains frequent lists of material of general interest and of special subjects.

8. United States Superintendent of Documents. Weekly list of selected United States government publications. Free mailing list.

9. United States Superintendent of Documents. Price lists of government publications. Free mailing list.

10. United States Office of Education. Public affairs pamphlets. An index to inexpensive pamphlets on Social, Economic, Political and International Affairs. Superintendent of Documents. 10c.

11. United States Office of Education. Publications of the United States Office of Education of special interest to high school teachers. (Miscellaneous Publications.) Published at intervals; can be obtained upon request; e. g., School Use of Visual Aids, 1938, Bulletin No. 4.

12. United States Department of Agriculture. Lists mailed on request.

13. United States Office of Education. The office of Senior Specialist in Radio and Visual Education in the United States Office of Education is doing much toward the promotion of visual aids in schools. There is an advisory service and reference lists for distribution such as, Motion Pictures in Education, Good References on Pictures, Maps, Charts, etc., as Classroom Aids, and Radio in Education.

14. Vertical File Service, H. W. Wilson Company. Issued monthly. An alphabetical 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. Large schools may find this useful.

Purchase of so-called "finding" or "location" lists of free and inexpensive materials is not advisable unless they are secured immediately after publication and solicitations are immediately made.

Professional educational journals regularly include lists of pamphlets and free materials and occasional lists of books on specific subjects, e.g., *Sixty educational books* annually published in the Journal of the National Education Association.

b. Pictures.

Pictures are useful in connection with class work, with club work, for study of pictures, and for bulletin board displays.

The catalogs of the following companies are useful in ordering pictures:

American Federation of Arts, Barr Building, Farragut Square, Washington, D. C.

Art Extension Press, West Point, Connecticut.

Brown-Robertson Company, 424 Madison Avenue, New York City.

F. A. Owen Publishing Company, Dannsville, New York.

Perry Picture Company, Malden, Massachusetts.

c. Clippings.

Clippings from magazines and newspapers are very useful. All clippings should be marked with the title and date of the periodical from which they are clipped and the subject heading under which they are filed.

d. Vertical file.

(a) This material, pamphlets, pictures, and clippings, may be filed in a vertical file such as is used in a business office. Stamp material with date received and mark of library ownership. Put the material in folders and file alphabetically under subject. If a vertical file may not be obtained, use transfer boxes for filing.

(b) The subject headings used for this material in the vertical file may be the same as the headings used in card catalog (Sears) in the *Readers' Guide to Periodical Literature*, or *Standard Catalog for High School Libraries*.

2. PREPARATION OF BOOKS FOR USE. RECORDS

A. ACCESSION RECORD

The accession record is a numerical record of all the bound books in the library or material accessioned and treated as bound exclusive of textbooks.

The best accession record for the average school library is an accession book, bought especially for the purpose. A loose leaf Accession Book can be purchased from any library supply house at an approximate cost of \$2.20, (binder and 1,000 line accession sheets).

(1) Directions for accessioning books:

- a. 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.
- b. Read carefully the page of directions in the front of your accession book.
- c. Use a good clear ink; write neatly; spell correctly.
- d. 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.
- e. 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.
- f. 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.
- g. Follow library usage in capitalizing title. Capitalize:
 1. First word of title.
 2. Names of persons, places, personifications, etc.In all doubtful cases avoid the use of capitals.
- h. Accession each volume of a set. If no column is provided in the accession books for entering volume numbers, note these directly after the title, viz.:
World book encyclopedia, v. 1.
- i. In the case of gifts, mark (g) and source in cost column.

- j. Use ditto marks (one for each column) where entries are identical.
- k. 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 the book is entered in accession record.*
 - l. After line 99 is reached, add proper digit to make 100, 200, etc.
- m. *Never* use an accession number a second time, i.e., when book is lost, etc. The book may later be found.

(2) Keeping accession record up-to-date.

- a. All books should be entered in the accession record as soon as received by the library.
- b. 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.

B. CLASSIFYING BOOKS

The Dewey Decimal classification is mandatory in Kentucky high schools. In order to classify any book it is necessary for the person classifying to have in hand a Dewey Decimal Classification manual to determine the *subject* of the book and to understand standard interpretation of the Dewey numbers. An abridged manual will be fairly satisfactory. The *Abridged Decimal Classification Manual*, by Melvil Dewey may be ordered from any book jobber, or from the H. W. Wilson Company, 950-972 University Avenue, New York City.

After the classification number has been assigned, the first letter of the author's last name is added below. For example Martha Wilson's *School Library Management* is given the classification number 020 and W is the author's letter, so the call number would read 020.

W

It is best for fiction to be assigned no number. Use instead the

letter E
example
number

number

or B, b
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020
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letter F and indicate the first letter of the author's last name. For example: Charles Joseph Finger's *Dog at his heel* is given the call number of F, and Oliver Goldsmith's *Vicar of Wakefield* the call

F

number F.

G

Individual biography is given the classification number of 921 or B, but instead of using the first letter of the author's last name the first letter of the person written about is used. For example: both Charnwood's *Abraham Lincoln* and Sandburg's *Abraham Lincoln* are assigned the call number of 921 or B. This is done so that all the

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books about one person will stand together on the shelves. They may be further arranged alphabetically by author, if desired.

C. SHELF LIST

A shelf list is a record on cards of the books in the library as they are arranged on the shelves, i.e., by classification number decimally. Three by five cataloging cards are used. The shelf list card should give (1) the call number, (2) the author, (3) the title, (4) the edition, (5) the publisher, (6) the copyright date, and (7) the accession number. See sample below.

SHELF LIST CARD

020	Wils on, Martha
W	School library management. 5th ed.
5431	rev. Wilson, c1931.

For individual biography the name of the person written about may be added above the author's name, using red ink or capital letters.

SHELF LIST CARD FOR INDIVIDUAL BIOGRAPHY

921	Robinson, Edward	LAWRENCE, THOMAS EDWARD
L		Lawrence; the story of his life.
2135	Oxford, c1935.	

(1) The call number should be typed at the upper left hand corner of the card on the horizontal line.

(2) The author's last name should begin at the first indention (the first vertical line in sample, or eight spaces in) on the horizontal line, a comma follows and then the author's given name.

(3) The title begins at the second indention (the second vertical line, twelve space in) and continues with the first indention if it is necessary to use more than one line. Use title as given on the title page.

(4) The edition is added after the title, if an edition is indicated on the title page. Any revision is noted.

(5) The publisher's name may be limited to important word, and comes four spaces after the title.

(6) The copyright date is found on the back of the title page, the last one being used. If no copyright date is given, use the imprint date found at the bottom of the title page. When the imprint date is used the letter c is left off before the date. If no date is found, use the two words "no date," or n. d.

(7) The accession number is placed two lines down from the last line and on the left side of the card.

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If the library has more than one copy of a book, add the accession number of the second copy below the accession number of the first copy. For sets, add all volumes to the one card, indicating after the individual accession numbers the volumes, e.g., 9254, v. 1; 9255, v. 2, etc.

D. CATALOGING

A card catalog for all school libraries is strongly recommended. Though a librarian having training in cataloging should make it, a simple author and title catalog may be made by the untrained librarian. S. G. Akers, *Simple library cataloging* is a helpful book on cataloging. It is published by the American Library Association and may be obtained from them at 520 North Michigan Avenue, Chicago, Illinois, or from a book jobber. *The untrained librarian should not attempt either subject cards or analytics.*

The author card is made in the same way as the shelf list card with the accession number left off. For individual biography leave off the biographee's name at the top.

AUTHOR CARD

634.9	Crum p, Irving.	
C	Boys' book of forest rangers. c19 24.	Dodd,

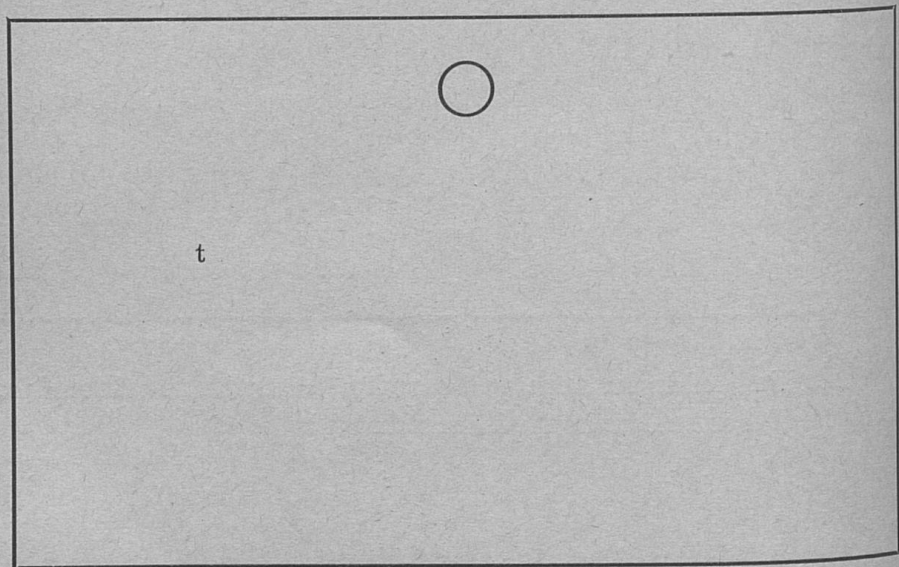
The title card is the same as the author card with the title added above the author's name at the indentation.

TITLE CARD

973	Wirt h, Fremont Philip.	Development of America.	
W	c193 6	Development of America.	American Book Co.

On the back of the author card is traced the heading of all other added entry cards that are made for that one book. If the only other card is the title card, the letter t is typed to indicate that a title card has been made. Tracing is a help in withdrawing the cards from the card catalog if a book is lost or discarded. Type so that it may be read without removing the card from catalog. Have hole in card *at top* as you trace. You will then be able to read back of card as it stands in catalog drawer.

BACK OF AUTHOR CARD



Fiction may be simplified in cataloging by leaving off the publisher and copyright date.

All cards are filed in the catalog alphabetically by headings; first by word, then by letter, line by line. Akers *Simple Library Cataloging* gives a simple code with explanations.

E. CIRCULATION RECORDS MAINTAINED BY USE OF CARD SYSTEM

After the books in the library have been classified, and the backs of the books marked with the number in white ink, 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.

291	375
G	Gayley
Classic myths	

291	375
G	

NON-FICTION

F	246
R	Roberts
Great meadow	

F	246
R	Roberts
Great meadow	

FICTION

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. Signature is often important.)

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 form for keeping the detailed record may be secured from library supply houses.

F. 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 (decimally). (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.

G. WHEN BOOK IS RETURNED TO LIBRARY

1. Look under proper date guide in circulation tray for book card.
2. Be sure that classification and 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.

H. 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.

I. INVENTORY

- (1) 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 :

- a. Lay in a supply of 3"x5" writing pads. These can be bought very reasonably at the ten-cent store.
- b. 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.
- c. Have pupil assistants make out one slip for every book on shelves. Note items in the order indicated on sample slip. (See drawing below.)
- d. Arrange slips in order *by accession number*.
- e. 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.
- f. Make list of missing books and search thoroughly for these.
- g. If missing books are not found in six months, make proper notation in the accession book.

Accession number
Author
Title

(2) INVENTORY TAKEN BY USING SHELF-LIST

Directions.

- a. Arrange books on shelves in exact order.
- b. Check the shelf list classification numbers and accession numbers with books on shelf.

- e. Indicate *missing* books opposite accession numbers, and turn cards for missing books on end. Make temporary slip for books not having shelf list entry and insert slip on end in proper file position.
- d. Search for all missing books in circulation records and elsewhere and record date opposite entries for missing books not located.
- e. Make necessary shelf list cards for books lacking them.
- f. Keep a list of missing books by classification number, author, title, accession number at circulation desk. Compare slips with shelves and circulation records occasionally. Make corrections on shelf list as books are found.

J. 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. A record of additions may be made as books are accessioned and classified, of discards and losses at time of inventory.

.....High School Library,, Ky.						
Record of the Book Collection, 194.....						
	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						

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 1931, B
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 K.
 1.
 1933, A
 2.

SUGGESTED READINGS :

1. *Akers, S. G., Simple Library Cataloging, 2nd ed. rewritten, 1933, American Library Association. \$1.50. Covers all fundamentals of shelf listing, cataloging, classification, and subject headings with many sample cards reproduced throughout. A useful tool for the experienced as well as the new librarian.

2. *Dewey, Melvil, Decimal Classification and Relative Index, Abridged Edition, 5th ed., rev., 1936, Library Bureau Division, Remington Rand, Inc., or H. W. Wilson Company. \$2.50. For small libraries and schools.

3. Fargo, Lucile F., Organization and Administration, in The Library in the School, 3rd ed., revised, 1939, American Library Association. \$3.50, pp. 320-90.

4. Johnston, Margaret Fullerton, Manual of Cataloging and Classification for Small Schools and Public Libraries, 3rd ed. rev. and rewritten by Dorothy E. Cook, 1939, H. W. Wilson Company. 90c. Procedure for cataloging the smallest library. Can be used without difficulty by the inexperienced teacher-librarian.

5. Miller, Z. K., How to Organize a Library, 10th ed. rev., 1939, Library Bureau Division, Remington Rand, Inc. Free. Describes the most necessary library records in simple form for the beginner.

6. *Sears, Minnie, Earl, List of Subject Headings for small Libraries, 4th ed., rev. by Isabel Monro, 1939, H. W. Wilson Company. \$2.75. This edition includes Dewey Decimal classification numbers.

7. *Wilson, Martha, School Library Management, 5th ed. enl., 1931, H. W. Wilson Company. \$1.25.

(a) Classification, pp. 87-97.

(b) Mechanical preparation, pp. 99-111.

(c) Shelf Listing cataloging, pp. 121-146.

8. *Wilson, Martha, School Library Management, 6th ed., completely rewritten by A. M. Currin, 1939, H. W. Wilson Company. \$1.25.

(a) The preparation of books, pp. 77-86.

(b) Cataloging and classification, pp. 87-95.

K. MINIMUM PROFESSIONAL COLLECTION FOR THE LIBRARIAN

1. Akers, S. G. Simple Library Cataloging, 2nd ed., rewritten, 1933, American Library Association. \$1.50.

2. The Booklist. A Guide to New Books. Twice monthly

(monthly in August and September), \$3.00 a year; single copy 25c. American Library Association.

3. Dewey, Melvil. *Decimal Classification and Relative Index, Abridged Edition*, 5th ed., rev., 1936. H. W. Wilson Co. \$2.50.

4. Douglas, Mary Peacock. *Teacher-Librarian's Handbook of Organization and Practice*. Chicago. American Library Association, 1941. Write publisher for price.

5. Fargo, Lucile F. *Organization and Administration, in the Library in the School*, 3rd ed., revised 1939. American Library Association. \$3.50.

6. Martin, Laura K. *Magazines for High Schools*, 1941. H. W. Wilson Company. \$1.75.

7. Sears, Minnie Earl. *List of Subject Heading for Small Libraries*, 4th ed., revised by Isabel Monro, 1939. H. W. Wilson Company. \$2.75.

8. *Standard Catalog for High School Libraries with Supplements*. H. W. Wilson Company (latest edition).

9. Wilson, Martha. *School Library Management*, 6th ed., rewritten by A. M. Currin, 1939. H. W. Wilson Co. \$1.25.

10. *Wilson Library Bulletin*. H. W. Wilson Company. \$1.00 a year. Monthly except July and August.

III. INSTRUCTION IN THE USE OF LIBRARIES

Many schools which have well-equipped libraries have made little or no provision for teaching the proper use of the materials they contain. The school library should not only aid the pupils in forming good reading habits but it should also train them to use books and other library materials effectively. This means that there should be systematic instruction in the use of the library and its facilities.

In schools employing librarians, library instruction has usually been made a part of the librarian's responsibility. Recently, however, there has been a tendency to recommend a correlation of library instruction with some or all school subjects. Under separate, formalized instruction by the librarian, the pupils too often have been made to feel that the library is something set up separate and distinct from the classroom—something extra, something not required by the teachers; hence, divorced from the classroom work.

In each school a definite list of skills needed in the use of books and the library and an outline of the library knowledge that should be a part of every pupil's education should be decided upon. Then a plan should be adopted which will enable pupils to receive the needed training. The content of this adopted outline of instruction will depend not only on the organization and facilities of the library but also upon the recognized future needs of the pupils. For example, even though the school does not receive the *Readers Guide*, some instruction in its use will be given so that pupils may feel capable of using it for reference work in college libraries.

After the outline of topics and skills has been adopted, provision should be made for including the topics in the school's course of study. Many of these topics will be closely connected with actual classroom work, especially in debating, English, social studies, and science. The classroom teachers should work in close cooperation with the librarian in developing these topics. Topics which relate to special instruction in the use of such library tools as the card catalog, *Readers Guides* and General reference works should, of course, be handled by the librarian. But even when such topics are being developed by the librarian, she should try to connect them very definitely with classroom work.

It is a matter of common observation of any one who visits and inspects high schools that many classroom teachers are failing to help

in arousing the interest of pupils in the use of the library. Why insist on money being expended for the library if teachers will not cooperate with the librarian in seeing to it that pupils use the library's facilities? The teachers' help is necessary if the library is to function as it should. Pupils may be encouraged to use the library if they find posted, in convenient places, a list of suggested books. Teachers may display some interesting and worth while books in class. Posters can be used to suggest the right book at the right time and by such means help in teaching the use of the library and its facilities.

Many times the question is raised as to the amount of library instruction that should be given. The number of lessons will vary with the size of the library and will depend somewhat on the amount of instruction given in the grades. If no instruction is given in the grades, the full course of library instruction will fall to the lot of the junior and senior high schools.

The *West Virginia Library Manual*, issued by the State Department of Education, Charleston, West Virginia, in 1940, outline a list of six fundamental lessons and suggestions on the features that should be emphasized in each lesson. The material which follows is based on this manual:

Lesson One—The Book. The following points should be covered in this lesson:

- A. Introduction to the library and the book.
 - (1) General plan of library.
 - (2) Rules and regulations for using library, taking out books, etc.
- B. Care of the book.
 - (1) How to open a book.
 - (2) Use of book marks.
 - (3) Keep books clean.
- C. Parts of a book.
 - (1) The title page, title, author, publisher, and copyright date on back of title page.
 - (2) Preface.
 - (3) Table of contents.
 - (4) List of illustrations.
 - (5) Text.
 - (6) *Index*.

If this lesson is taught in the grades, it can be revised briefly by the English teacher or librarian.

Lesson
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Lesson
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Lesson
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Lesson Two—Classification.

- A. Why classification of books is necessary.
- B. Advantage of having all books on one subject together.
- C. Dewey Decimal system of classification; the ten general classifications and a few sub-divisions, as: United States History, poetry, essays, etc.
- D. Biography; whether marked 921 or B.
- E. Fiction.
- F. *Arrangement of books on shelves.*

Lesson Three—Card Catalog.

- A. Kinds of cards: author, title, subject, and other cards.
- B. Alphabetical arrangement of all cards.
- C. *Relation of call number on card to the book on the shelf.*
- D. Labels on outside of card trays.
- E. Guide cards in tray.

Principles of *using* card catalog, *not making* card catalog, should be taught.

Lesson Four—Dictionary. In many of the newer English textbooks a detailed lesson on the dictionary is given. When the lesson is not included as part of the regular English course, the following outline can be used as a basis of instruction to be given by either the librarian or English teacher:

- A. Its uses.
- B. Alphabetical arrangement.
- C. Guide words at top of page.
- D. Pronunciation key at bottom of page.
- E. Location of biographical and geographical proper names.
- F. Location of foreign words and phrases.
- G. Abbreviations.

Compare arrangement of unabridged New Standard Dictionary, Funk and Wagnall's, with Webster's New International Dictionary.

Lesson Five—Encyclopedias.

- A. Discussion of well known and reliable encyclopedias.
- B. Most recent copyright date given in encyclopedia.
- C. Arrangement. (Special indexes, supplements, etc.)
- D. Use.
- E. List of authorities.
- F. Bibliographies.
- G. Cross references.
- H. Guide letters or words on back of columns.

LESSON SIX—*Readers' Guide to Periodical Literature*. In any school having a fairly large collection of back numbers of reliable magazines, either bound or unbound, the *Readers' Guide* will be extremely useful.

The *Readers' Guide* is:

- A. An index to articles in well known magazines. It is published twice a month except the month of August.
- B. Monthly issues are cumulative and there are yearly bound volumes.
- C. Indexes the magazine articles in one alphabet, arranged under the names of authors and *subjects of articles* and titles of stories and plays.
- D. List of abbreviations used for magazines and list of other abbreviations used in work are listed in front of each number.
- E. Each reference listed gives title of article, name of author if given, name of magazine, date, volume and page, and indicates illustrations, portraits, etc.

In giving the lessons on special reference books, it is recommended that the use of each book be taught by the teacher of the subject where it is most useful.

Only those books that are in the library should be taught. The librarian or teacher may add to the above outlines, lessons on any reference books he finds to be particularly useful.

SUGGESTED READINGS:

Free material on dictionaries and encyclopedias can be obtained by writing the publishers. *How to Use the American Year Book*, can be obtained from that company. Sample pages of the *Reader's Guide* may be obtained from the H. W. Wilson Company.

1. Bailey, L. C., Integrating Library Instruction with the English Course, December 1937, Wilson Bulletin No. 12, pp. 239-42.

2. Brooks, A. R., Integration of Library Instruction with the High School Social Studies, in American Library Association School Committee Yearbook No. 5, 1932, American Library Association, pp. 121-44.

3. *Brown, Zaidee—The Library Key, 2nd ed., 1938, for use in high schools and colleges and for self instruction, H. W. Wilson Company. 70c; 10 or more copies in one order, 35c each; 50c or more in one order, 30c each; 100 or more copies, 25c each.

4. Carpenter, H. S. Correlating School Library and Classroom, March and April, 1934, Wilson Bulletin No. 8, pp. 383-90; 452-57.

5. Cleary, Florence D.—Learn to Use the Library in the Junior High School, 1936, a series of six lessons to be given with classroom instruction in English, H. W. Wilson Company. Paper 60c. Available to students in sets of six for 35c; 10 or more sets, 20c.

6. Fargo, L. F.—Activity Book for School Libraries, 1938, American Library Association, \$2.50. Many of the activities described in this book are useful from the point of view of library instruction.

7. Hostetter, M. M., Integration and Library Instruction, August, 1936, American Library Association Bulletin No. 30, pp. 770-74.

8. Hutchins, Johnson and Williams—Guide to the Use of Libraries, abridged ed rev., 1936, a guide to train the student to use the library and to know the more important reference books in all fields, H. W. Wilson Company. 50c; 10 or more copies in one order, 25c each.

9. *Ingles and McCague—Teaching the Use of Books and Libraries, rev. ed., 1937, many methods, devices and forms are suggested following present practice. A general teacher's manual adopted to use with any text, H. W. Wilson Company. \$1.80.

10. Peabody Visual Aids, prepared under the direction of Ruby Ethel Cundiff, George Peabody College for Teachers. Created to sell intelligently the use of the library. Sixteen charts present information graphically. Follett Book Co. 1 group, 8 posters, \$1.00; both groups, 16 posters. \$1.75.

11. Scripture Elizabeth and Greer, Margaret.—Find It Yourself, rev. ed. 1936, a contract method. Teaches use of books and the library, H. W. Wilson Company. Paper, 30c; 10 or more copies in one order, 15c each. A teacher's edition contains the same material with additional questions and tests, and suggestions for teachers. 40c.

12. Toser—Library Manual, 1938, a study-work manual for high school freshmen and sophomores. Nine short lessons cover the essentials, using the pupils' interest, observation, and activity throughout. Separate quizzes and final examination in envelope, H. W. Wilson Company. 70c; 10 or more copies in one order, 35c each.

13. Rowse—How to Use the Library, pamphlet issued by Gaylord Bros., Inc.

14. Broening and others—How to Use the Library, 1936, practice exercises in the use of more important tools, Noble. 65c.

15. *Mott, Carolyn & Baisden, L. B.—Children's Book on How to Use Books and Libraries, 1937, Scribner. \$1.48.

IV. MISCELLANEOUS TOPICS

1. Student Assistants.

Even in large high schools, where full-time librarians are employed, student assistants may well be used. In smaller high schools where teacher-librarians are employed, the librarian must rely on student help to keep the library available each period of the school day. These student assistants can and should be used to relieve the librarian of certain mechanical work so that she may be free to aid pupils with reference work, with guidance in their reading, to teach library lessons, compile bibliographies, etc. These assistants should be selected from students interested in library work. They should be chosen from all grades so each year some pupil will remain to help with the more complex mechanical aspects of library work. Two assistants per period with at least one before school and one after is the recognized minimum. It is desirable that pupils serve in the library longer than one semester or two semesters. First semester pupils need definite instruction while advanced pupils are able to work independently. Schools should look upon this work as a school service meriting special recognition along with other school honors.

The following traits are desirable ones to consider in choosing library assistants:

- Satisfactory standing in school work.
- High rating for school citizenship.
- Interest in the library itself.
- Ability to work with others.
- Willingness to work.
- A sense of orderliness.
- Such recognized personal qualities as honesty and reliability.

Special consideration should be given to pupils who can type, print or do art poster work.

The following duties may be performed quite satisfactorily by the pupil *under the librarian's direction*:

- General library housekeeping (arranging chairs, flowers, supplies, etc.)
- Shelving books. Checking arrangement of books on shelves, etc.
- Charging and discharging books.
- Filing book cards.
- Checking attendance.
- Opening and stamping books.
- Accessioning books.
- Pasting book pockets.
- Checking and stamping magazines.

Typing book cards, and when experienced, simple catalog cards.
Mending books.
Writing overdue notices.
Helping with inventory.
Making posters and caring for bulletin board.
Clipping newspapers and magazines checked by librarian.
Mounting and filing clippings, pictures.
Helping students to find specific books.

2. Book Week.

Book Week is observed in almost all libraries and schools. This Week occurs each year in November. Through its celebration an opportunity is given the library to emphasize the reading of good books and the introduction of new ones.

The Library Journal and *Wilson Bulletin* offer many suggestions on ways to celebrate Book Week. Newspapers and magazines for October and November carry articles about books and reading. Book Week Headquarters, 62 W. 45th Street, New York, will send suggestions, posters, etc. for a small fee.

3. How the Resources of the Local Community Can Be Used to Aid the School Library.

Practically every local community has certain resources which can be used in the development of the school's library. A few are outlined below:

- (1) Individuals or local clubs may give the school a subscription to one or more magazines.
- (2) The Parent-Teacher Associations, clubs or other organizations may give money for new books or give books approved for library use by librarian.
- (3) Magazines and newspapers may be collected from the homes. From them pictures and clippings may be gathered for the vertical file.
- (4) Benefit parties may be held at the school and the community invited.
- (5) Various business firms and clubs may be able to furnish desirable free material for use in the library.
- (6) Close cooperation should exist between the school library and the public library, if one operates in the community. This cooperation should prevail especially in the case of purchase of new books. Duplication of purchases will be prevented and a greater variety of books should result for each.
- (7) The school should **make** it clear that the library is intended

not only to serve the school but the community as well. The people should be invited and permitted to use the facilities of the library.

- (8) In practically every community of any size there are persons who are qualified to give book reviews. These persons should be asked to come to the school and to make such reviews before assemblies and school clubs.

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V. BOOKS WITH KENTUCKY BACKGROUND FOR HIGH SCHOOL LIBRARIES

(Reprint, by permission, of a list distributed by the Department of Library Science, University of Kentucky, Lexington, Kentucky.)

With few exceptions, only books have been considered in preparing this list. Some books known to be out of print are included and marked "o. p." as they may be secured second-hand. Omissions will doubtless be noted though the list aims to be fairly inclusive.

Inclusion in the *Standard Catalog for High School Libraries* is indicated by "S.C." and in the fifth edition of the *Children's Catalog* by "C.C." Many titles are not included in either list because regional literature is not therein widely covered. "J" indicates the level of junior high school and "S" that of senior high school. The wide range of reading ability among students, however, makes designation as to grade placement difficult. Many of the books marked for junior high school may also be read by children of the intermediate grades.

FICTION

- J. Allee, M. H. *Susanna and Tristram*. Houghton, 1929. \$2.00.
Story of a brave sixteen-year old Quaker girl who becomes involved in the Underground Railway during the Civil War. S. C.; C. C.
- S. Allen, J. L. *Flute and Violin; and other Kentucky tales and romances*. Harper, 1899. \$1.50. o. p.
Stories of hardy farm folk in the Bluegrass region.
- S. Allen, J. L. *A Kentucky Cardinal*. Macmillan, 1930. \$1.75.
Love story of a recluse who betrays his own devotion to nature as proof of his love.
- J. Altsheler, J. A. *The Young Trailers; a story of early Kentucky*. Appleton, 1907. \$1.75.
Lively tale of a boy's life in the days of the early settlement of Kentucky. S. C.; C. C.
Other titles by the same author with Kentucky background are: *Border Watch*, *Eyes of the Woods*, *Forest Runner*, *Free Rangers*, and *Keepers of the Trail*.
- S. Bird, R. M. *Nick of the Woods; or, the Jibbenainosay, a tale of Kentucky*. Vanguard press, 1928. \$2.50.
Swift-moving murderous tale of the adventures that befell Roland Forrester in the dark and bloody Kentucky of 1782.
- S. Cobb, I. S. *Old Judge Priest*. Grosset, 1916. \$1.25.
Stories of a homely, shrewd and lovable figure typical of the old South.

- J. Dwight, Allan. *Kentucky Cargo*. Macmillan, 1939. \$2.00.
Exciting tale of a boy in 1795 who uncovered a plot to force Kentucky and Tennessee to secede from the Union. S. C.
- J. Fox, G. M. *Mountain Girl*. Little, 1932. \$2.00.
Sairy Ann lives in the Kentucky mountains but longs for a glimpse of the outside world. C. C.
Story continued in:
Mountain Girl Comes Home. Little, 1934. \$2.00. C. C.
Lona of Hollybrush Creek. Little, 1935. \$2.00. C. C.
- J. Fox, John. *The Heart of the Hills*. Scribner, 1904. \$2.00.
S. Kentucky story in which shots fly fast either in mountain feuds or political struggles.
- S. Fox, John. "Hell fer Sartain" and other stories. Scribner, 1911. \$2.00. o. p.
A group of short stories of Kentucky mountain folk.
Similar to this is: *Christmas eve on Lonesome and other stories*. Scribner, 1904. \$2.00. o. p.
- J. Fox, John. *Little Shepherd of Kingdom Come*. Scribner, 1931. \$2.50
- S. Pictures life among the Kentucky mountaineers and at a Bluegrass college before the War. Shows class feeling between mountaineer and "furriner" and the result of the Civil War on Kentucky. S. C.
- J. Fox, John. *Trail of the Lonesome Pine*. Scribner, 1908. \$2.50.
- S. A Kentucky feud and an industrial boom furnish the background for a love story of a young engineer and a mountain girl. S. C.
(Other titles by John Fox, Jr., might be read by students but these are suggested for purchase by a high school library.)
- S. Furman, Lucy. *Mothering on Perilous*. Macmillan, 1927. \$2.00. o. p.
Written in diary form and covering the author's experiences as house mother to small boys in a settlement school.
- S. Furman, Lucy. *Quare Women*. Little, 1923. \$2.00.
Work done by the Hindman settlement school among the mountaineers in Knott County.
Story continued in *Glass Windows*. Little, 1925. \$2.00.
- S. Gordon, Caroline. *None shall Look Back*. Scribner, 1937. \$2.75.
Story of the part played by members of a wealthy Kentucky family in the Civil War. S. C.
- J. Hall, E. G. *Here-to-yonder Girl*. Macmillan, 1932. \$2.00.
What happened to a fifteen-year old orphan girl in a remote section of the Kentucky mountains when she adopts a family. S. C.; C. C.
- S. Hall, E. G. *Up Creek and Down Creek*. Random house, c1936. \$1.00.
Ten stories of mountain girls of southeastern Kentucky.
- S. Hergeshiner, Joseph. *The Limestone Tree*. Knopf, 1931. \$2.50.
Chronicle of a Kentucky family and their loyalty during the 18th and 19th centuries.
- S. MacKaye, P. W. *Tall Tales of the Kentucky Mountains*. Longmans, 1930. \$2.50. o. p.
From the folklore of the Kentucky mountains, Solomen Shell tells these "whopping" stories in mountain dialect.
- S. McMeekin, Clark. *Show me a Land*. Appleton, 1940. \$2.50.
Novel of horses and horse lovers spanning the years from the Aintree fair of England in 1816 to the first Kentucky derby in 1875.

- J. Obenchain, E. C. Aunt Jane of Kentucky. Little, 1907. \$1.90. o. p.
Stories told by Aunt Jane about people and interesting experiences.
An older story not so popular with modern readers.
- S. Ogilvie, Frances. Green Bondage. Farrar, 1931. \$2.50. o. p.
Struggling tobacco-growing families and their depressing lives in
the Knobs region of Kentucky.
- J. Rice, Mrs. A. H. (Caldwell). Mrs. Wiggs of the Cabbage Patch.
Century, 1901. \$1.25.
Mrs. Wiggs and her entertaining family spread cheer and humor
in the midst of poverty. S. C.; C. C.
Followed by *Lovey Mary*. Century, 1903. \$2.50.
- S. Roberts, E. M. Buried Treasure. Viking press, 1931. \$2.50.
Humorous story of the finding of a pot of money by a Kentucky
farmer and his wife and the consequences.
- S. Roberts, E. M. The Great Meadow. Viking, 1930. \$2.50.
Stirring story of a young couple who made a new home in Kentucky,
the Great Meadow. S. C.
- S. Scott, Evelyn. Witch Perkins. Holt, 1929. \$2.00. o. p.
Story of a little girl whose neighbor in a Kentucky town was thought
to be a witch.
- S. Simpson, Harriet. Mountain Path. Covici-Friedi, 1936. \$2.50. o. p.
Tale of a mountain valley feud through the eyes of the school teacher
at Cave Creek.
- J. Skinner, C. L. Becky Landers, frontier warrior. Macmillan, 1926.
\$1.50.
Story of a pioneer girl in Kentucky who became the "man of the
family" after her father was killed and her brother stolen by the
Indians. S. C.; C. C.
- S. Still, James. River of Earth. Viking, 1940. \$2.50.
A story of the hills and coal camps of Kentucky through the eyes
of a young boy.
- S. Stuart, Jesse. Men of the mountains. Dutton, 1941. \$2.50.
A book of short stories of the Kentucky mountain people among
whom Jesse Stuart grew up.
- J. Tomlinson, E. T. Scouting with Daniel Boone. Appleton, 1931. \$2.00.
Story of frontier life in the early days of Kentucky.

BIOGRAPHY

JAMES LANE ALLEN

- S. Knight, G. C. James Lane Allen and the Genteel Tradition. Univ.
of North Carolina press, 1935. \$2.50.
A biographical and critical study of James Lane Allen in relation
to the times in which he wrote.

JOHN JAMES AUDUBON

- S. Peatie, D. C. Singing in the Wilderness: a salute to John James
Audubon. Putnam, 1935. \$2.50.
Romantic life of the famous bird lover and artist in easy reading
and with many illustrations. S. C.
- S. Rourke, C. M. Audubon. Harcourt, 1936. \$3.00.
Clear and distinct portrait of the naturalist, artist and woodsman.
Full color reproductions of Audubon's prints. S. C.

DANIEL BOONE

- S. Abbott, J. S. C. Daniel Boone and the Early Settlement of Kentucky. Dodd, c1914. \$1.75.
An older biography of Boone but still available and useful in high school collections.
- S. Bakeless, J. E. Master of the Wilderness, Daniel Boone. Morrow, 1939. \$3.50.
Long life of the famous frontiersman written in interesting style. Some stories included are legendary. S. C.
- J. Bruce, H. A. B. Daniel Boone and the Wilderness Road. Macmillan, 1938. \$1.75.
This picturesque life of Daniel Boone first published in 1910 but still available for young readers.
- J. Chafee, Allen. Wilderness Trail: the story of Daniel Boone. Nelson, 1936. (Our changing world.) \$.50.
A short biography of Daniel Boone suitable for younger readers. S. C.
- J. Daugherty, J. H. Daniel Boone. Viking, 1939. \$2.50.
- S. Well-illustrated biography of Daniel Boone which serves also as a study of the American frontier. S. C.
- J. Gulliver, Lucile. Daniel Boone. Macmillan, 1925. \$1.00.
Interesting story of Boone's adventures in opening up the country that is now Kentucky and holding it against the Indians.
- J. Henderson, D. M. Boone of the Wilderness. Dutton, 1921. \$2.00.
Events of Boone's life held together by a thread of fiction which makes an adventurous story. C. C.
- J. Seymour, Mrs. F. W. (Smith). Daniel Boone, pioneer. Century, 1931. \$2.00.
For younger readers by the author of *Boys' life of Kit Carson* and biographies of other pioneers.
- J. White, S. E. Daniel Boone, wilderness scout. Doubleday, 1923. \$1.75. o. p. Available in Garden City edition, illus. by Daugherty. \$1.00.
Account of Boone's explorations with the life of the times as colorful background. Adventurous accounts of warfare with the Indians.

JOHN CABELL BRECKENRIDGE

- S. Williams, Mrs. Lucille (Stillwell). Born to be a statesman: John Cabell Breckenridge. Caxton printers, 1936. \$2.00.
Only biography of an interesting figure in Kentucky history.

MADELINE MCDOWELL BRECKENRIDGE

- S. Breckenridge, S. P. Madeline McDowell Breckenridge: a leader in the new South. Univ. of Chicago press, 1921. \$2.50.
Story of a prominent Kentucky woman and her fight for civic betterment.

GEORGE ROGERS CLARK

- J. Thomas, L. J. The Hero of Vincennes: the story of George Rogers Clark. Houghton, 1929. \$2.50.
Life of the daring explorer and Revolutionary hero.
- S. Wilson, W. E. Big knife: the story of George Rogers Clark. Farrar, 1940. \$2.00.
Stresses Clark's heroic struggle to bring Vincennes and Kaskaskia under the flag of Virginia.

HENRY CLAY

- S. Schurz, Carl. Life of Henry Clay. Houghton, 1909. 2v. \$4.00. o. p. Political struggles and changes of Clay's period with the personality of Clay constantly brought to the front.
- S. Van Deusen, G. G. The Life of Henry Clay. Little, 1937. \$3.50. Biography without hero worship or attempt to hide weaknesses but with sympathy and understanding.

IRVIN SHREWSBURY COBB

- S. Cobb, I. S. Exit Laughing. Babbs-Merrill, 1941. \$3.50. An interesting biography of Cobb and his friends written as only Cobb could write it.
- S. Neuman, F. G. Irvin S. Cobb: his life and letters. Rodale press, 1938. \$2.00. A readable account of the life of Cobb by his friend from Paducah. Published in 1924 and 1934 under slightly different titles.

STEPHEN COLLINS FOSTER

- S. Howard, J. T. Stephen Collins Foster, America's troubadour. Crowell, 1934. \$3.50. o. p. Useful not only for biography of Foster but because of its contribution to the story of American music.
- J. Purdy, C. L. He Heard America Sing: the story of Stephen Collins S. Foster. Messner, c1940. \$2.00. Account of the composer of "My Old Kentucky Home" and other folk songs against colorful background of America.

ABRAHAM LINCOLN

- J. Barton, W. E. Great Good Man; how the boy Lincoln grew to manhood and achieved immortality. Bobbs Merrill, 1927. \$1.20. o. p. The more intimate facts and incidents in Lincoln's life told with simplicity and freshness. C. C.
- S. Charnwood, G. R. B. Abraham Lincoln. Holt, 1916. (Makers of the 19th century.) \$2.00. One of the most complete interpretations of Lincoln presented in artistic form. S. C.
- J. Moores, C. W. Life of Abraham Lincoln for Boys and Girls. Houghton, 1909. \$1.50. Also available in Riverside literature series. \$.44. Gives an excellent insight into the character and personality of Lincoln. C. C.
- J. Nicolay, Helen. Boys' Life of Abraham Lincoln. Appleton, 1906. S. \$1.75. An interesting biography of Lincoln adapted from *Abraham Lincoln* by Nicolay and Hays. S. C.; C. C.
- J. Sandburg, Carl. Abe Lincoln Grows Up. Harcourt, 1928. \$2.50. S. Available also in textbook ed. \$1.00. Adaptation for boys and girls from the first twenty-seven chapters of *Abraham Lincoln*, the prairie years, covering life until he left home at nineteen. S. C.; C. C.
- S. Sandburg, Carl. Abraham Lincoln, the prairie years; abridged ed. Harcourt, 1929. \$3.65. Reprinted by Blue ribbon books. \$.98. Abridgement of the original edition in two volumes. Sandburg's simple style makes the book adequately suited to young readers. S. C.

J. Schurz, Carl. Abraham Lincoln; with the Gettysburg speech and other papers by Lincoln. Houghton, 1919. \$.60.

A brief but excellent sketch of the character and achievements of Lincoln first published in 1889. S. C.; C. C.

S. Tarbell, I. M. Life of Abraham Lincoln; new ed. Macmillan, 1928, 2v. \$5.00.

One of the most authentic and vivid biographies ever written of Lincoln. S. C.

J. Tarbell, I. M. Boy Scouts' Life of Lincoln. Macmillan, 1921. \$2.00.

Interesting biography emphasizing the fine traits in Lincoln's character which inspire boys in their teens.

MARY TODD LINCOLN

S. Morrow, Mrs. H. W. (McCue). Mary Todd Lincoln: an appreciation of the wife of Abraham Lincoln. Morrow, 1928. \$2.50. o. p.

Written in defense of a misunderstood character in American history and makes Lincoln's career more understandable.

S. Townsend, W. H. Lincoln and His Wife's Home Town. Bobbs-Merrill, c1929. \$5.00. o. p.

Designed to show that Lincoln owed much of his insight to his wife and her home town, Lexington.

BURTON RASCOE

S. Rascoe, Burton. Before I Forget: autobiography. Doubleday, 1937. \$3.00.

A leading American literary critic looks back on his youth and early career in Fulton, Kentucky.

ALICE HEGAN RICE

J. Rice, Mrs. A. H. (Caldwell). The Inky Way. Appleton, 1940. \$2.00.

S. The author of *Mrs. Wiggs of the Cabbage Patch* writes the story of her own interesting life.

JESSE STUART

S. Stuart, Jesse. Beyond Dark Hills: a personal story. Dutton, 1938. \$3.50.

Story of pioneer ancestry, education and experiences among people who live by the soil of Kentucky hill farms.

JULIA ANN HIERANONYMOUS TEVIS

J. Varble, R. M. Julia Ann. Doubleday, 1939. \$2.00.

S. Delightful story of the founder of Science Hill Academy near Shelbyville, Kentucky, one of the first good schools for girls in the South.

JEANETTE BELL THOMAS

J. Thomas, Mrs. Jeanette (Bell). The Sun Shines Bright. Prentice-Hall, 1940. \$2.50.

Biography of "the traispin' woman" interspersed with her experiences among the Kentucky mountain people.

HISTORY, GEOGRAPHY, TRAVEL, ETC.

J. Butler, L. L. My Old Kentucky Home. Dorrance, c1929. \$3.00.

S. Readable presentation with photographic illustrations of many interesting places in Kentucky.

S. Cherry, T. C. Kentucky, the Pioneer State of the West; rev. ed. with introduction by Irvin Cobb. Heath, c1935. \$1.32.

First published as textbook of Kentucky history in 1923.

- J. Cherry, T. C. and Stickles, A. M. The story of Kentucky. Heath, c1940. \$1.19.
Simplified history of Kentucky for younger readers, parts of which are told as by famous men and women.
- S. Clark, T. D. A History of Kentucky. Prentice-Hall, 1937. \$4.00.
Kentucky's era as a political, cultural and agricultural entity with particular emphasis on earlier period.
- S. Clark, T. D. The Rampaging Frontier. Bobbs-Merrill, c1939. \$3.00.
Picturesque life and customs which grew up in the section including Kentucky during the 18th and early 19th centuries.
- J. Clark, T. D. and Kirkpatrick, A. M. Exploring Kentucky. American book co., c1939. \$1.00.
Text on the fundamental history of Kentucky written in interesting style for younger readers.
- J. Cobb, I. S. Kentucky. Doubleday, Doran, 1924. \$.50. o. p.
- S. A small book filled with humorous comments on the personality of Kentucky and Kentuckians.
- S. Coleman, J. W. Slavery Times in Kentucky. Univ. of North Carolina press, 1940. \$3.00.
A full and fair story presenting both sides of the question of slavery as it existed in Kentucky.
- S. Coleman, J. W. Stage-Coach Days in the Bluegrass. Standard printing co. (Louisville), c1936. \$2.00.
An account of travel by stage-coach and taverns in central Kentucky during the 19th century
- J. Constitution of Kentucky: corporate instructions. Kentucky dept. of State, 1940.
S. Contains also list of state officers, U. S. congressmen, Kentucky state flower, bird, tree, seal and song. Good index.
- S. Coulter, E. M. Civil War and readjustment in Kentucky. Univ. of North Carolina press, 1926. \$3.00.
Attempt to discover what was typical in the history and character of the state during the period of the Civil War.
- J. Davis, O. W. Your Government and You: a text in Kentucky civics. Commonwealth school publishing co., c1940. \$.90.
Adopted as text for social science classes in many schools but useful for questions on state government.
- J. Federal writers' project. Kentucky, a guide to the Bluegrass state. S. Harcourt, 1939. \$2.50.
Description of Kentucky scences, resources and attitudes in a tour of the state.
Other guides by the Federal writers' project suggested for high school use are:
Lexington and the Bluegrass country. Commercial printing co. (Lexington), 1938. \$1.50
Louisville, a Guide to the Falls City. Barrows and co. (Louisville), 1940. \$.59.
Old Capitol and Frankfort Guide. Harry McChesney (Frankfort), 1939. \$.25.
Still other guides are in preparation and should be followed as potential material for school library use.
- S. Gardner, Caroline. Clever Country: Kentucky Mountain Traits. Revell, 1931. \$1.50. o. p.
Narrative account of a summer spent visiting various centers of the Frontier Nursing Service in the mountains.

- J. Jillson, W. R. Kentucky State Parks. Kentucky geological survey, S. 1927. \$.50.
Geology and topography of some proposed state parks presented briefly but interestingly.
- S. Kentucky state library, Frankfort. Kentucky directory for the use of courts, state and county officials and general assembly of the state of Kentucky. State journal co. (Frankfort), 1940. \$1.50.
Useful reference tool for answering questions as to state officers, laws and government. Published every two years.
- J. Kinkead, E. S. History of Kentucky. American book co., 1909 S. \$5.00. o. p.
Connected, well-written account of everyday life in history of Kentucky from pioneer days to present century.
- S. Lafferty, Mrs. Maude (Ward). The Lure of Kentucky: a historical guidebook. Standard printing co. (Louisville), 1939. \$2.50.
Interesting historical material interwoven with a tour of the state following the main highways.
- J. Manning, J. W. Government in Kentucky Cities. 1937. (Local S. government study no. 3). \$1.50.
Manning, J. W. The Government of Kentucky; rev. ed., 1939. \$1.75. Mimeographed copies of both are no longer available from the Campus Bookstore, University of Kentucky, Lexington.
Indispensable tools for the study of city and state government in Kentucky.
- S. Poole, Ernest. Nurses on Horseback. Macmillan, 1932. \$1.50.
Accounts of frontier nurses who ride the trails to lonely cabins in the Kentucky mountains.
- J. Purcell, M. G. Stories of Old Kentucky. American book co., 1915. S. \$.69.
History of the "dark and bloody ground" which may be used for text or supplementary reader.
- S. Raine, J. W. The Land of the Saddle-Bags: a study of the mountain people of Appalachia. Council of women for home missions and missionary education, 1924. \$1.50. o. p.
Account of author's experiences among Kentucky mountain people. One chapter on mountain music with words and music of the ballads.
- S. Shaler, N. S. Kentucky, a pioneer commonwealth. Houghton, 1884. \$2.50.
An account of the development of the State through the Civil War and reconstruction.
- S. Simpson, Mrs. Elizabeth (Murphey). Bluegrass Houses and Their Traditions. Transylvania press, 1932. \$5.00.
Similar book is the author's *The Enchanted Bluegrass*. Transylvania press (Lexington), 1938. \$5.00.
- J. Southard, M. Y. and Miller, E. C. ed. Who's Who in Kentucky: a S. biographical assembly of notable Kentuckians. Standard printing co. (Louisville), 1936. \$10.00.
Chief tool available for local biography although far from adequate.
- J. The Sun Shines Bright: Kentucky scences. Kentuckian-Citizen press (Paris), c1940. \$3.00.
A book of photographs by George Graves and accompanying verses by Helen Howard.

- S. Thomas, Mrs. Elizabeth (Patterson). *Old Kentucky Homes and Gardens*. Standard printing co. (Louisville), c1939. \$5.00.
Collection of brief sketches of famous Kentucky homes with many excellent photographic illustrations. Like Mrs. Simpson's books, this is expensive for school libraries but useful for local history.
- J. Thomas, Mrs. Jeanette (Bell). *Big Sandy*. Holt, c1940. \$2.50.
- S. Account of social life and customs of the people who live in the country along the Big Sandy.

POETRY AND OTHER LITERATURE

- S. Cawein, Madison. *Kentucky Poems; with an introduction by Edmund Gosse*. Dutton, 1903. \$.75. o. p.
Poems included in this volume selected from several slender books of poetry because of significance to Kentucky.
- J. Combs, J. H. *All That's Kentucky: an anthology*. Morton (Louisville), 1915. \$2.00.
A collection of the more familiar poems which have a Kentucky background.
- S. Dickey, Mrs. Fannie (Porter). *Blades o' Bluegrass*. Morton (Louisville), 1892. \$3.00.
Choice selections of Kentucky poetry, biographical sketches and portraits of authors.
- S. Noe, Cotton. *Brief Anthology of Kentucky Poetry*. Univ. of Kentucky extension dept., 1936. \$.50.
Selection of poetry written by 93 persons closely identified with Kentucky, most of them native born.
- S. Noe, Cotton. *Valleys of Parnassus: a selection from the poetry of J. T. Cotton Noe*. Morton (Louisville), c1935. \$2.00.
Representative selections from several books of poetry.
- J. Peck, Mrs. Elisabeth. *American Frontier*. Doubleday, 1937. \$2.00.
- S. A series of poems based upon pioneer experiences in the United States between 1780 and 1875. Not all poems about Kentucky.
- S. Still, James. *Hounds on the Mountain*. Viking, 1937. \$2.00.
A young poet speaks from the background of the Cumberland region of Kentucky.
- S. Stuart, Jesse. *Man with a Bull-Tongue-Plow*. Dutton, 1934. \$3.00.
Contents: Leaves from a plum grove oak; Bladges from a field of corn; The enriched resignations; Preface for after death.
- S. Thomas, Mrs. Jeanette (Bell). *Ballad Making in the Mountains of Kentucky; with music arranged by Walter Kob*. Holt, 1939. \$3.00.
Interesting account of familiar ballads of Kentucky mountains and the life of the people from which the ballads come.
- S. Thomas, Mrs. Jeanette (Bell). *Devil's Bitties, being stories of the Kentucky mountain people told by Jean Thomas with the songs they sing*. Hatfield, 1931. \$2.00.
Section describing outstanding mountain occasions followed by fifty ballads, both words and music.
- J. Townsend, J. W. *Kentucky in American Letters, 1784-1912*. Torch press, 1913, 2v. \$7.50. o. p.
- S. Collection of excerpts, with brief biographical sketches, from the pens of many Kentucky authors. Introduction by James Lane Allen.

VI. FICTION FOR HIGH SCHOOL LIBRARIES AVAILABLE IN INEXPENSIVE EDITIONS

The following list of fiction includes standard titles, many of which are suitable for the junior high school as well as senior high school.

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 known, these books are in print, but no assurance can be given that they will remain in print over a term of years.

Educational discounts should reduce the prices quoted:

- Adams, Andy. Log of a cowboy. (Riverside library) Houghton. \$1.00.
 Alcott, L. M. Little women. (Orchard house edition) Little. \$1.00.
 Aldrich, B. S. Miss Bishop. Grosset. 75c.
 Aldrich, B. S. Mother Mason. Grosset. 75c.
 Aldrich, T. B. Story of a bad boy. (Juveniles of distinction) Grosset. \$1.00.
 Altsheler, J. A. Horseman of the plains. (Juveniles of distinction) Grosset. \$1.00.
 Altscheler, J. A. Last of the chiefs. (Juveniles of distinction) Grosset. \$1.00.
 Andrews, M. R. S. Perfect tribute. Scribner. 75c.
 Austen, Jane. Pride and prejudice. (Universal library) Grosset. \$1.00.
 Bacheller, I. A. Candle in the wilderness. (D. B. of D.)* Grosset. \$1.00.
 Bacheller, I. A. In the days of Poor Richard. (D. B. of D.) Grosset. \$1.00.
 Bacheller, I. A. Man for the ages. (D. B. of D.) Grosset. \$1.00.
 Barnes, M. A. Years of grace. (D. B. of D.) 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.
 Bojer, Johan. Great hunger. (D. B. of D.) Grosset. \$1.00.
 Boyd, James. Marching on. (D. B. of D.) Grosset. \$1.00.
 Bronte, Charlotte. Jane Eyre. (Universal library) Grosset. \$1.00.
 Bronte, Emily. Wuthering Heights. (Universal library) Grosset. \$1.00.
 Buck, P. S. East wind, west wind. Grosset. 75c.
 Buck, P. S. Good earth. (D. B. of D.) Grosset. \$1.00.
 Burnett, F. H. Secret garden. (Juveniles of distinction) Grosset. \$1.00.
 Carroll, G. H. As the earth turns. (D. B. of D.) Grosset. \$1.00.
 Carroll, G. H. As the earth turns. Macmillan. \$1.00.
 Chase, M. E. Mary Peters. Macmillan. \$1.00.
 Churchill, Winston. Crisis. (D. B. of D.) Grosset. \$1.00.
 Churchill, Winston. Crossing. (D. B. of D.) Grosset. \$1.00.
 Churchill, Winston. Richard Carvel. (D. B. of D.) Grosset. \$1.00.
 Clemens, S. L. Adventures of Huckleberry Finn. (Holiday edition) Harper. \$1.00.

* D. B. of D.—Dollar books of distinction.

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Dean, G
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Defoe, I
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Ford, P
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Gates, E
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Hardy, '

- Clemens, S. L. Adventures of Tom Sawyer. (Holiday edition) Harper. \$1.00.
- Clemens, S. L. Adventures of Tom Sawyer. (Young moderns) Sun Dial Press. \$1.00.
- Clemens, S. L. Prince and the pauper. (Holiday edition) Harper. \$1.00.
- Cobb, Humphrey, Paths of glory. (D. B. of D.) Grosset. \$1.00.
- Cobb, I. S. Old Judge Priest. Grosset. 75c.
- Connor, Ralph, pseud. Man from Glengarry. Grosset. 75c.
- Conrad, Joseph. Lord Jim. Modern library. 95c.
- Conrad, Joseph. Victory. Modern library. 95c.
- Cooper, J. F. Last of the Mohicans. (Golden books for children) David McKay. \$1.00.
- Craik, D. M. John Halifax, gentleman. Dutton. 90c.
- Dana, C. A. Two years before the mast. (Golden books for children) David McKay. \$1.00.
- Darling, E. B. Navarre of the North. (Young moderns) Sun dial press. \$1.00.
- Dean, G. M. Bob Gordon, cub reporter. (Young moderns) Sun dial press. \$1.00.
- Defoe, Daniel. Robinson Crusoe. Garden City. \$1.00.
- Defoe, Daniel. Robinson Crusoe. (Windermere series) Rand. \$1.00.
- DeMorgan, William. Joseph Vance. Grosset. 75c.
- Dickens, Charles. Christmas carol. Macmillan. \$1.00.
- 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. (Universal library) Grosset. \$1.00.
- Dodge, M. M. Hans Brinker. Garden City. \$1.00.
- Dodge, M. M. Hans Brinker. (Windermere series) Rand. \$1.00.
- Doyle, A. C. Tales of Sherlock Holmes. Grosset. 75c.
- Doyle, A. C. White company. (Juveniles of distinction) Grosset. \$1.00.
- Dumas, Alexandre. Count of Monte Cristo. (Universal library) Grosset. \$1.00.
- Dumas, Alexandre. Three musketeers. (Universal library) Grosset. \$1.00.
- Dumas, Alexandre. Three musketeers. (Windermere series) Rand. \$1.00.
- Edmonds, W. D. Rome haul. (D. B. of D.) Grosset. \$1.00.
- Eggleston, Edward. Hoosier school boy. (Dollar books for boys and girls) Scribner. \$1.00.
- Eggleston, Edward. Hoosier schoolmaster. Grosset. 75c.
- Eliot, George, pseud. Adam Bede. (Universal library) Grosset. \$1.00.
- Farjeon, Eleanor. Martin Pippin in the apple orchard. (Juveniles of distinction) Grosset. \$1.00.
- Ferber, Edna. American beauty. Grosset. 75c.
- Ferber, Edna. Cimarron. Grosset. 75c.
- Ferber, Edna. Show boat. Grosset. 75c.
- Ferber, Edna. So Big. Grosset. 75c.
- Field, Rachel. Hitty: her first hundred years. (Young moderns) Macmillan. \$1.00.
- Fisher, D. F. C. Bent twig. (D. B. of D.) 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. \$1.00.
- Fox, John. Trail of the lonesome pine. Grosset. \$1.00.
- Fulton, Reed. Davy Jones' locker. (Young moderns) Sun dial press. 75c.
- Galsworthy, John. Man of property. (D. B. of D.) Grosset. \$1.00.
- Galsworthy, John. To let. (D. B of D.) Grosset. \$1.00.
- Gates, Eleanor. Poor little rich girl. Grosset. 75c.
- Goldsmith, Oliver. Vicar of Wakefield. (D. B. of D.) Grosset. \$1.00.
- Grahame, Kenneth. Wind in the willows. Scribner. \$1.00.
- Hamsun, Knut. Growth of the soil. (D. B. of D.) Grosset. \$1.00.
- Hardy, Thomas. Return of the native. Modern library. 95c.

Hardy, Thomas. Return of the native. (Universal library) Grosset. \$1.00.
 Harper, T. A. and Winifred. Siberian gold. (Young moderns) Sun dial press. \$.75.
 Harte, Bret. Luck of Roaring Camp. Houghton. \$1.00.
 Hawthorne, Nathaniel. Scarlet letter. Grosset. 50c.
 Hawthorne, Nathaniel. Scarlet letter. Modern library. 95c.
 Hemon, Louis. Maria Chapdelaine. (D. B. of D.) Grosset. \$1.00.
 Henry, O. pseud. Ransom of Red Chief and other stories for boys. Grosset. \$1.00.
 Hess, Fjeril. Saddle and bridle. (Young people's library) Macmillan. \$1.00.
 Heyward, Du Bose. Porgy. (D. B. of D.) Grosset. \$1.00.
 Hilton, James. Good-bye, Mr. Chips. Grosset. 75c.
 Hilton, James. Lost horizon. Grosset. 75c.
 Hobart, A. T. Oil for the lamps of China. (D. B. of D.) Grosset. \$1.00.
 Hobart, A. T. Yang and Yin. (D. B. of D.) Grosset. \$1.00.
 Hough, Emerson. Covered wagon. Grosset. 75c.
 Hough, Emerson. 54-40 or fight. Grosset. 75c.
 Hough, Emerson. North of 36. Grosset. 75c.
 Hudson, W. H. Green mansions. (Universal library) Grosset. \$1.00.
 Hugo, Victor. Hunchback of Notre Dame. Grosset. 75c.
 Hugo, Victor. Les miserables. (Universal library) Grosset. \$1.00.
 Irving, Washington. Rip Van Winkle and the Legend of Sleepy Hollow. (Lippincott juniors) Lippincott. \$1.00.
 Jackson, H. M. H. Ramona. Grosset. 75c.
 James, Will. Sand. Blue ribbon books. \$1.00.
 Jewett, S. O. Country of the pointed firs. Houghton. \$1.00.
 Johnston, Mary. To have and to hold. Grosset. 75c.
 Kipling, Rudyard. Captains courageous. Sun dial press. \$1.00.
 Kipling, Rudyard. Kim. (Young moderns) Sun dial press. 75c.
 Lagerlof, Selma. Liliacrona's home. Dutton. \$1.00.
 Lagerlof, Selma. Wonderful adventures of Nils. (Juveniles of distinction) Grosset. \$1.00.
 Lancaster, Bruce. Guns of Burgoyne. (D. B. of D.) Grosset. \$1.00.
 Lawrence, Josephine. If I have four apples. Grosset. 75c.
 Lawrence, Josephine. Sound of running feet. Grosset. 75c.
 Lewis, Sinclair. Arrowsmith. (D. B. of D.) Grosset. \$1.00.
 Locke, W. J. Beloved vagabond. (D. B. of D.) Grosset. \$1.00.
 London, Jack. Call of the wild. Grosset. \$75c.
 London, Jack. White Fang. Grosset. 75c.
 Lovelace, M. H. Early candlelight. Gosset. 75c.
 Lustig, Sonia. Roses of the winds. Sun dial press. 75c.
 Lytton, E. G. E. L. Last days of Pompeii. Dutton. 90c.
 Marrayat, 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.
 Mason, A. E. W. Four feathers. Grosset. 75c.
 Meigs, C. L. As the crow flies. Macmillan. \$1.00.
 Melville, Herman. Moby Dick. (Juveniles of distinction) Grosset. \$1.00.
 Melville, Herman. Typee. (Golden books for children) David McKay. \$1.00.
 Morley, C. D. Haunted bookshop. (D. B. of D.) Grosset. \$1.00.
 Morley, C. D. Parnassus on wheels. (D. B. of D.) Grosset. \$1.00.
 Moon, Grace. Magic trail. (Young moderns) Sun dial press. 75c.
 Moon, Grace. Nadita. (Young moderns) Sun dial press. 75c.
 Morrow, H. W. Forever free. (D. B. of D.) Grosset. \$1.00.
 Morrow, H. W. Last full measure. (D. B. of D.) Grosset. \$1.00.
 Morrow, H. W. With malice toward none. (D. B. of D.) Grosset. \$1.00.

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- Nicholason, Meredith. Cavalier of Tennessee. (D. B. of D) Grosset. \$1.00.
- Norris, Frank. Octopus. Sun dial press. 89c.
- Norris, Frank. The pit. Modern library. 95c.
- Ollivant, Alfred. Bob, son of Battle. Garden city. \$1.00.
- Pease, Howard. Secret cargo. (Young moderns) Sun dial press. 75c.
- Pease, Howard. Shanghai passage. (Young moderns) Sun dial press. 75c.
- Reade, Charles. Cloister and the hearth. (Universal library) Grosset. \$1.00.
- Roberts, E. M. Great meadow. (D. B. of D.) Grosset. \$1.00.
- Rollins, P. A. Jinglebob. (Juveniles of distinction) Grosset. \$1.00.
- Rolvaag, O. E. Giants in the earth. Blue ribbon books. \$1.00.
- Russell, M. A. B. R. Enchanted April. Grosset. 75c.
- Sabatini, Rafael. Captain Blood. Grosset. 75c.
- Sabatini, Rafael. Carolinian. Grosset. 75c.
- Sabatini, Rafael. Scaramouche. Grosset. 75c.
- Sabatini, Rafael. Sea-hawk. Grosset. 75c.
- Salten, Felix. Bambi. Grosset. 75c.
- Salten, Felix. Florian: the emperor's stallion. Grosset. 75c.
- Scott, Sir Walter. Ivanhoe. (Universal library) Grosset. \$1.00.
- Scott, Sir Walter. Ivanhoe. (Windermere series) Rand. \$1.00.
- Scott, Sir Walter. Talisman. (Universal library) Grosset. \$1.00.
- Sedgwick, A. D. Little French girl. (D. B. of D.) 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.
- Spring, Howard. My son, my son. (D. B. of D.) Grosset. \$1.00.
- Stevens, James. Paul Bunyan. Garden city. \$1.00.
- Stevenson, R. L. Black arrow. (Golden books for children) David McKay. \$1.00.
- Stevenson, R. L. Kidnapped. (Golden books for children) David McKay. \$1.00.
- Stevenson, R. L. Kidnapped. (Windermere series) Rand. \$1.00.
- Stevenson, R. L. Treasure Island. (Golden books for children) David McKay. \$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.
- Vance, Ethel. Escape. (D. B. of D.) Grosset. \$1.00.
- Verne, Jules. Michael Strogoff. Grosset. 75c.
- 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.
 Wallace, Lew. Ben Hur. Grosset. 50c.
 Walpole, Hugh. Fortitude. (D. B. of D.) Grosset. \$1.00.
 Walpole, Hugh. Jeremy. (D. B. of D.) Grosset. \$1.00.
 Walpole, Hugh. Jeremy at Crale. (D. B. of D.) Grosset. \$1.00.
 Walpole, Hugh. Young enchanted. (D. B. of D.) 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.
 Wharton, Edith. Age of innocence. (D. B. of D.) Grosset. \$1.00.
 White, S. E. Blazed trail. (Juveniles of distinction) Grosset. \$1.00.
 White, S. E. Riverman. (D. B. of D.) Grosset. \$1.00.
 Wiggin, K. D. S. Rebecca of Sunnybrook farm. Grosset. 75c.
 Wilder, T. N. Bridge of San Luis Rey. (D. B. of D.) Grosset. \$1.00.
 Wilson, H. L. Ruggles of Red Gap. Grosset. 75c.
 Wister, Owen. Virginian. (Juveniles of distinction) Grosset. \$1.00.
 Wren, P. C. Beau Geste. Grosset. 75c.
 Wren, P. C. Beau Sabreur. Blue ribbon books. 50c.
 Wyss, J. D. Swiss family Robinson. Garden city. \$1.00.
 Yonge, C. M. Dove in the eagle's nest. (Children's classics) Macmillan. \$1.00.

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VII. BOOK SERVICE FROM THE LIBRARY EXTENSION DIVISION TO SCHOOLS

By LENA B. NOFCIER, Director Library Extension Division

The Library Extension Division is a part of the State Government maintained by state funds with offices in the Capitol. It is not only a public library for the use of all the people of the state but has as its primary objective the establishment of public libraries to provide adequate reading materials for everyone.

From its beginning in 1910, groups of books, called traveling libraries (50 books) have been lent to schools. To secure such a collection it is necessary for the borrower to have an agreement card signed by six taxpayers guaranteeing the protection of state property and to deposit \$2.10 payment on transportation to and from Frankfort. Hundreds of schools thus have the use of thousands of books annually.

These traveling libraries are selected by the librarians or teachers from mimeographed lists arranged alphabetically by author, the average reading grade indicated in the margin. Three lists are available, one for grades one to four, one for grades five to eight, and one for high schools and adults. New books are added regularly to these lists.

The libraries are shipped in substantial wooden boxes, fitted with shelves, lock and key. The boxes thus serve as a bookcase as well as a carrier. Traveling libraries are lent for three months with the privilege of another three months' extension. Demand for these books far exceeds the supply. Reservations should be made early to insure receiving a well selected group.

Individual books on all subjects, fiction and non-fiction are also available to anyone in the state. Reading and study courses to suit any reader's interests are outlined; the books sent at intervals during a twelve-month period. Readers completing such courses are given a certificate signed by the Governor. Lists of books on a given subject and monthly lists of new materials are supplied to borrowers free.

To secure individual books it is necessary to file an application card, designating the borrower's responsibility for state property and the payment of postage to and from Frankfort.

Extensive service is given to teachers, librarians and pupils in the

preparation of debate, essay contests and theme materials. This service is for the use of individuals while traveling libraries are for groups of people as for schools, communities, clubs and libraries.

Because of a very limited appropriation, it is not possible for the Library Extension Division to offer as extensive or as adequate a service as is needed. It is hoped that this will be remedied by increased legislative appropriation for the work.

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VIII. PROFESSIONAL BOOKS FOR TEACHERS

Class No.	Author—Title—Publisher	Approx. Discount Price
370	Burton. Introduction to education. 1934. Appleton-Century	\$2.50
370	Cook. Community backgrounds of education. 1938. McGraw	2.25
370	Cubberley. Public education in the United States. 1934. Houghton	2.43
370	Cyr and others. Policy for rural education in the United States (Paper). 1940. Nat. education assn.25
370	Everett. Community school. 1938. Appleton-Century....	1.85
370	Lewis. Rural community and its schools. 1937. Am. bk....	2.00
370	Mead and Orth. Transitional public school. Macmillan..	1.82
370	N. E. A. Department of rural education. Community re- sources in rural schools; 1939 yearbook. 1939. Nat. edu- cation assn.50
370	Newton. Education for democracy in our time. 1939. McGraw	1.88
370	Pressey. Psychology and the new education. 1933. Harper	1.80
370	Wofford. Modern education in the small rural school. 1938. Macmillan	2.22
371	Axtelle and Wattenberg. Teachers for democracy; fourth yearbook, John Dewey society. 1940. Appleton-Century	2.10
371	Fallis. Child and things. 1940. World bk.....	1.35
371	Porter. Teacher in the new school. 1938. World bk.....	1.60
371.2	Anderson and Simpson. Supervision of rural schools. 1939. Appleton-Century	2.30
371.2	Barr and others. Supervision. 1938. Appleton-Century....	3.30
371.2	Moehlman. School administration. 1940. Houghton	2.83
371.2	Reeder. Business administration of a school system. 1929. Ginn	2.00
371.3	Briggs. Improving instruction. 1938. Macmillan	2.02
371.3	Devereaux. Educational talking picture. 1933. Univ. of Chicago press	1.60
371.3	Harrison. Radio in the classroom. 1938. Prentice-Hall....	2.00
371.2	Lane. Teacher's guide book to the activity program. 1932. Macmillan	1.62
371.3	Murray and Bathut. Creative ways for children's program. 1938. Silver	1.83
371.3	N. E. A. Department of supervisors and directors of in- struction. Materials of instruction; eighth yearbook. 1935. Nat. education assn.	2.00
371.3	N. E. A. Department of supervisors and directors of in- struction. Newer instructional practices of promise; twelfth yearbook. 1939. Nat. education assn.	2.00
371.42	Stead and Shortle. Occupational counseling technique. 1940. Am. bk.	2.00
372	Lane and others. Progressive elementary school; a hand- book for principals, teachers and parents. 1938. Houghton	1.55

Class No.	Author—Title—Publisher	Approx. Discount Price
372	Newkirk. Integrated handwork for elementary schools; teachers' guide in use and techniques. 1940. Silver...	\$2.45
372	Teachers' guide to child development in the intermediate grades. (California State curriculum Commission) 1936. California State Department of education	1.00
373	Cooperative study of secondary school standards. Educational temperatures. (Paper) 1938. Co-operative study of secondary school standards. 744 Jackson Place, Washington, D. C.50
373	Co-operative study of secondary school standards. Evaluative criteria. (Paper) 1938. Co-operative study of secondary school standards60
373	Co-operative study of secondary school standards. How to evaluate a secondary school. (Paper) 1938. Co-operative study of secondary school standards90
373	Hamrin and Erickson. Guidance in the secondary school. 1939. Appleton-Century	2.30
373	Koos and others. Administering the secondary school. 1940. Am. bk.	2.60
373	Langfitt and others. Small high school at work. 1936. Am. bk.	2.40
373	Thayer and others. Reorganizing secondary education. 1939. Appleton-Century	2.30
375	Caswell and Campbell. Curriculum development. 1935. Am. bk.	2.40
375	Caswell and Campbell. Readings in curriculum development. 1937. Am. bk.	2.80
375	Lee and Lee. Child and his curriculum. 1940. Appleton-Century	2.50
375	N. E. A. Department of rural education. Economical enrichment of the small secondary school curriculum. 1934. Nat. education assn.50
375	N. E. A. Department of rural education. Organization of curriculum for one-teacher schools. 1933. Nat. education assn.25
375	Spears. Emerging high school curriculum. 1940. Am. bk.	2.00
375.4	Durrell. Improvement of basic reading abilities. 1940. World bk.	1.76
375.4	Hatfield. Experience curriculum in English; a report of a commission of the National council of teachers of English. 1935. Appleton-Century	1.42
375.4	National society for the study of education. Teaching of reading; a second report; thirty-sixty year book, part 1. 1937. Public School pub. co., 509 N. East St., Bloomington, Ill.	2.50
375.4	Pennell and Cusack. Reading for better living. 1938. Houghton	1.63
375.4	Lynde. Science experiences with inexpensive equipment. 1939. International textbook co., 1001 Wyoming Ave., Scranton, Pa.	1.28
375.5	Science instruction in elementary and high school grades. 1939. Dept. of education, Univ. of Chicago	1.75
375.6	N. E. A. American association of school administrators. Safety education; eighteenth yearbook. Nat. education assn.	2.00
375.7	Winslow. Integrated school art program. 1939. McGraw..	2.63

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Sts
Farrar.
Faxon.
Follett.
Frontie
Funk &
Garden
Gaylor
Ginn. C
Grosset
Harcou
Harper
Harvar
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American Education Press, Inc., 40 S. 3rd St., Columbus, Ohio; 580 Fifth Ave., N. Y.
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