

LIBRARY

NOV 20 1968

SAINI MARY'S UNIVERSITY
HALIFAX, CANADA

BULLETIN
OF
THE MARITIME LIBRARY INSTITUTE

Vol. III, No. 3

December, 1938

Editor: Mrs. Mary Kinley Ingraham, M.A.
Acadia University Library
Wolfville, Nova Scotia

"Unto us a Child is born, unto us a Son is given, and the government shall be upon His shoulder, and His name shall be called . . . the Prince of Peace." Isaiah 9: 6.

"Why are thy tender eyes so bright,
Mary, Mary?
On the prophetic deep of night
Joseph, Joseph,
I see the borders of the light,
And in the day that is to be
An aureoled man-child I see,
Great love's son, Joseph."

Bliss Carman.

THE REGIONAL LIBRARY PROSPECT

At last it would seem that the project of regional libraries for Nova Scotia is taking form. The commissioners appointed by the Government to administer the Regional Libraries Act have met, made definite plans, and have asked Miss Nora Bateson, M.A., well known in the Maritimes for her work in the Prince Edward Island Carnegie Libraries Demonstration, to assume the directorship of the new library, or system of libraries, that is to be. It would appear that Miss Bateson has accepted the appointment and is now in the Province. We hope the new movement will be well under way before our next issue, and that we shall have surprising developments to report.

Those of us who grew up before the cinema, the radio, and the motor car made their daily claim upon our attention and interest, a claim legitimate and wonderful, we grant, sometimes fear that this generation will not find the delight of reading, of long, quiet hours when a book could be enjoyed at leisure. And yet there are more books than ever before. When a regional library service similar to that in Prince Edward Island is established in Nova Scotia, and one in New Brunswick, and when books new and old, chosen with consideration for the needs and tastes of the readers, are within reach of every home, neither life nor death nor marriage nor divorce nor picture-show nor joy-ride nor dance nor any other creature will be able to shut out the true Maritimer from his hard-won privilege, the right to sit down and read.

THE PLACE OF PAMPHLETS IN THE LIBRARY

by
Teresa C. Sears

Before I started to prepare this paper, I had no idea along what line I should develop my theme. I do not think there can be any discussion on the subject of pamphlets without considering the technical preparation for the vertical file or pamphlet box. I am afraid you will find the reading dull, but I have made it as short as possible.

I use the term "pamphlet collection" not with reference to pamphlets that are catalogued and shelved with the books, but to material that is filed separately, usually in vertical files or in pamphlet boxes.

What do you think of when the word pamphlet is mentioned? Does it signify miserable little paper-covered volumes, always accumulating, hard to get rid of, taking up much needed space, covered with dust, objects of ridicule and contempt? If this is your mental picture, then keep away from pamphlets.

Do pamphlets mean to you material for ready reference, accessible, easily assimilated, short cuts for speeches, debates, etc., etc.? Do you think of up-to-the-minute information, latest statistics, quick answers for housewives, business men, electricians, plumbers? If this is your mental picture, then you are the one to work with pamphlets.

No matter what method you adopt in housing your pamphlets, do not adhere too closely to all the well-known rules. Build up your own collection in your own way, to serve your own community and your own patrons. Do not say because the University of Troy does so-and-so, we must do so-and-so. Be original, use short cuts, don't be afraid to use your mind, and, above all, be elastic. Your pamphlet file should not be stereotyped or standardized; it should be unique; so do not be afraid to make it unique.

A pamphlet is a transitory thing, here today and gone to-morrow. It is easily worn out, superseded and out-dated. The way in which it is stored must be decided by the librarian and the librarian must be guided by the budget, and the demand. There are available, both in library manuals and periodicals, many excellent articles on equipment. Supply houses also offer catalogs in which equipment can be studied and prices compared.

Sources

Suppose you decide to start a pamphlet collection, what is the first step? Where do we get pamphlets? Are they expensive or are they ever free? The Book List, the Library Journal, the Wilson Bulletin, Service Bureaus of magazines such as Good Housekeeping, Publishers' Weekly, Public Affairs Information Service, Weekly List of Government Publications have sections on pamphlets. The Wilson Vertical File Service is probably the most complete. Some material is free and, as a general rule, prices range from 5 cents to 25 cents.

Selection

Great care should be taken in the selection of your pamphlets. Do not order indiscriminately or get side-tracked, and remember whether your object is to duplicate, substitute, or supplement the book collection. There is so much ephemeral material that a very careful appraisal is necessary. Beware of

highly biased, superficial and thinly veneered pamphlets. Make your choice, put it aside, and next day, with cold and discerning eye, approve or disapprove.

Preparation for Storage

No matter whether pamphlets are housed in the vertical file or in pamphlet boxes, there are the same problems -- storage space and time for preparation. First of all, there is the question of subject headings. By following such authoritative indexes as Readers' Guide to Periodical Literature and list of subject headings, such as Minnie Earl Sears' List of Subject Headings for Small Libraries, uniform entries may be worked out. Generally, do not be afraid to invent subject headings when no standard heading seems adequate. The cost of space means economy in filing subject matter together as much as possible, hence your "see" and "see also" references. In marking your folders or pamphlet cases, consider the permanency or non-permanency of your subject headings, mark with ink or typewritten labels (these latter can be more easily changed) those of importance, the rest in pencil. This device will insure a constant revision and be a gentle reminder of a line of work requiring further attention. Pamphlets are marked by underscoring or printing the subject heading on the pamphlet.

Subject Catalog

Librarians will agree that the subject catalog is the best for this purpose. Author entries are of very minor importance. Usually a reader only vaguely remembers that such and such a pamphlet was published by the department of agriculture, but what he does remember is the fact that the material he requires deals with the dry rot of potatoes, or some such subject. The subject catalog is the key which opens up the door to all sorts of information to both librarian and reader. The form of such a catalog is necessarily the card type. New entries are being made constantly, old references are withdrawn as the use of such material diminishes. The standard three by five catalog card is mainly used. All entries are typewritten, the main subject entry card stands for the folders in the vertical file or the pamphlet cases. It is impossible to have a folder to correspond to every heading given on the subject heading cards. Therefore, "see reference" cards are made to show where material not given a separate folder can be located, and under what heading it is filed. Now right away a good librarian sees a snag. A librarian's mind is always alert as to what, having been done, has to be undone. The moot point is -- what happens to the "see references" to a certain subject if the main subject card has to be withdrawn or the subject heading changed? The best solution to this problem is to type on the back of the subject card all see references, thus under the heading House Decoration you will have traced on the back Interior Decoration, Home Decoration. "See also" references showing where related material may be found are also given on the card, e.g.:

Floriculture

see also

Bulbs

Flowers

Gardening

House Plants

Filing

Pamphlets are placed for storage in manila folders (legal size folders) or in some sort of pamphlet case. There is a manila folder or pamphlet box for every main subject card in the Pamphlet Catalog. The folders or pamphlet boxes are arranged alphabetically and are filed just like the cards in the catalog, according to the "Rules for filing cards in the Dictionary catalog."

Circulation

It is an admitted fact that by keeping the pamphlet file under the direct supervision of the librarian or assistant, the work of procuring and replacing material is simplified. Readers are inclined to mix material and the result is waste of time and labor. There are several ways of charging pamphlets (quotation from Survey of Libraries in the United States): "One way in issuing pamphlets is to charge them in regular form on the reader's card. In some libraries a temporary record is made, usually at the reference desk; in St. Louis, on a special form which requires the borrower's signature; in Pittsburgh, on a signed call slip, on which is written the borrower's address, telephone number and length of time material may be kept. In Washington, a slip record is kept at the reference desk, giving the subject represented and the number of pamphlets lent, recording enough information to identify the material but usually not recording the title of each pamphlet."

Another method is to charge material on a blue slip marked Pamphlets. There is a place on the slip for the borrower to sign his name, his address, the subject of the material, the number of pamphlets charged out, the date the material is withdrawn and date due. The slip is kept on file until the material is returned.

Revising

Once a year there should be a general housecleaning, otherwise you will have a clutter of useless material. The utility of a pamphlet collection depends upon its being kept alive and up-to-date. There are no hard and fast rules to say what to discard and when to discard -- it is a matter of common sense and judgment.

Readers of Pamphlets

Statistics will show figures that represent the circulation of pamphlets, but they do not show us what sort of people read them, what their education is, or what they do for a living -- and these are very vital questions. It has been found that women as a rule do not care for pamphlets. An experiment carried out in the Milwaukee Public Library brought out the fact that only one-fourth of the total readers of pamphlets were women. Of these the greater percentage were students and teachers, then came business and professional women and lastly housewives. (I have found no statistics for men.)

The world-wide interest in adult education has done much to popularize the pamphlet. Study groups, forums, librarians and educators have found it the answer to a long-felt want. It is cheap, brief, and usually considers a very specific aspect of one topic. Forum groups and study clubs are concerned with special issues rather than broad subjects.

Pamphlet Collection in Prince Edward Island Libraries

The headquarters of the Prince Edward Island Libraries is not a circulating library, although it does send out material to study clubs and people engaged in adult education work. Hence its problem is different from that of the majority of libraries. Its pamphlets, to a great extent, are distributed directly to study clubs, short course students, debaters, and through its branches to people seeking information on such specific subjects as the making of soap, home tanning of leather, care of the woodlot, treatment of fishing nets to prevent rot, setting up of beehives and care of bees, home canning, etc., etc.

Its special problems are ones of storage and restocking. For ordering purposes it has been found expedient to make a full entry under subject, giving country issuing pamphlet, government department or sub-department responsible for its authorship, title, number of pages, illustrated or otherwise, and number of bulletin or circular (since starting this paper I can see the advantage of marking the price on the back of the catalog card). There you have full information at a glance, although the process involved is a little more tedious. It is quite obvious, that when hundreds of pamphlets pertaining to such subjects as credit unions and cooperatives have to be stored, the vertical file is out of the question and the alternative is the pamphlet case.

While we were building up our pamphlet collection, we did not consider ourselves in a position to give this service to our branches until the system was better established. We supplied Charlottetown with the occasional pamphlet when no book covering the subject asked for was on hand, or was too expensive to buy. We now feel ourselves able to pass on this work to our branches, except in the case where study clubs call for numerous copies of a certain pamphlet. Also, we shall still continue to deal with adult education work along this line from headquarters.

You will see from our collection of pamphlets that even the publishers are contributing toward making this somewhat slighted article colorful and attractive. By this it would appear that the artistic is preferred to the commonplace -- but that is a sign of the times, no doubt.

This year individual filing cabinets containing pamphlets in manila folders will be sent out to all the branches. Each branch will receive those that, as nearly as can be ascertained, will fill community needs. In this way Prince Edward Island will become pamphlet conscious and join in the general movement for more and better pamphlets.

May I say in defence of the humble pamphlet (particularly on public questions) that it is simple and more readable than a book, and its importance in the library cannot be too strongly stressed.

.....

SELECTION OF BOOKS FOR CHILDREN

by Dorothy Cullen

Many factors enter the selection of books for a children's library - the number of children and their ages, their social background and home and school interests. The system of circulation is a point to consider in duplicating titles.

There are many excellent lists to use as a basis of selection - the "Children's Catalog" edited by M. B. Sears, "Books for Boys and Girls" by the Toronto Public

Library, and "Realms of Gold in Children's Books" by B. E. Mahony. In her book "Library Service for Children" Effie L. Power gives criteria for evaluation of children's books, discussing physical features, subject and content, form and style, readability. The make-up of a book has much to do with its attractiveness to children. They like bright colored binding, clear print, wide margins, and colored illustrations. A textbook appearance should be avoided.

In the first books the children use in the library -- picture books -- it is important to have suitable subject matter, well-drawn pictures, and little text. Some books which fulfil these requirements are: "Johnny Crow's Garden" by Brooke, "Round the World" by Brann, "Angus and the Ducks" by Flack, and "Lion Cub" by Williamson.

Children's love of rhythm forms their first step in enjoyment of poetry. They delight in Mother Goose rhymes and nonsense verses for their melodious sounds. The library should have Mother Goose rhymes illustrated by good artists such as Arthur Rackham and Jessie Willcox Smith. Lear's "Book of Nonsense" and Richards's "Tirra Lirra" follow naturally after nursery rhymes. Stevenson's "Child's Garden of Verses" endears itself to every child. Collections of poetry, including nonsense verse, story verse, nature verse and poetry of the imagination should have a bright cover, uncrowded pages, and be light to handle. Type books are: "Treasury of Verse for Little Children" by Edgar, "Rainbow Gold" by Teasdale.

Fairy tales are of prime importance in the children's library. Good collections of folk-tales, which include nonsense tales or drolls and longer romantic folk-tales are: Asbjornsen - "East of the Sun and west o' the Moon", Jacobs - "English Fairy Book", Grimm - "Household Stories", Lang - "Blue Fairy Book", Wiggin - "Tales of Laughter." The modern fairy tales of Andersen are poetic, have a wealth of detail and a quality of making inanimate things live. Kipling's "Just So Stories" are fine nonsense with a background very true to nature.

Nature and science form a large element in children's interests. Books on these subjects should be accurate and up-to-date. Edwards' "Nature Activity Readers" are well liked. Fabre's books on science, although written years ago, satisfactorily explain everyday mysteries. The stories of Seton and Charles G. D. Roberts are favorites among animal-lovers.

In selecting books on sports and hobbies, points to be emphasized are suitability and arrangement of subject matter, clearness of directions. They should be on subjects of current interest and with modern methods. Good examples are: Hall - "Handicraft for Handy Boys", and Hamilton - "Handicraft for Girls." Books of games should be examined for ease of finding games suitable to different circumstances. "What shall we do now" by Fisher, and "What shall we Play" by Geister contain very full collections of games.

Closely related to one another are books of travel, history and biography. Travel books for pleasure reading should contain an element of adventure and heroism as in Stefansson's "Northward ho!". The 8 to 10 year old's read enthusiastically books that describe life in different countries, such as Perdue's "Child Life in Other Lands." Histories for children should be truthful and entertaining, with events well chosen and not too crowded. A good universal history is Hillyer's "Child's History of the World." This gives a century by century account in a clear simple style. Modern writers often present history through biography of its heroes. Stories of Canada's notable men are given in Mabel McKinley's "Canadian Heroes of Pioneer Days." Some popular examples of the type of history which gives short accounts of events rather than a continuous narrative are: O'Neill - "Nursery History of England", Marshall - "Canada's Story." The subjects of biographies for a children's library should be men of action and people in whom simple human qualities stand out. The biographer should present surface events and characteristics, without delving into complication of motives or giving an unfavorable picture of the subject.

To the most read section of the library - the fiction - may be applied the general standard for children's books, namely, - interesting subject matter, simple style, wholesome tone. Many of the classics are interesting to children and will be read if in an attractive edition with large print and colored illustrations. Home and school stories are much in demand, especially among girls. Alcott's "Little Women" is the classic example of a home story. "Mehitable" by Katharine Adams and "Judy of York Hill" by Bennett are excellent school stories. Other classes of fiction needed in the library are adventure and Indian stories and stories of pioneer life. Some modern writers of adventure stories are : Norman Duncan, Charles Hawes, Howard Pease. Grace Moon's stories of Indians are authentic and popular with children. An interesting picture of early life in America is given in "Susan and Arabella, Pioneers" by Morris. For older boys and girls there are many excellent books of historical fiction. An example of these is "Master Skylark" by Bennett - a story of Shakespeare's time that is full of incident and atmosphere. Younger children like fanciful tales, such as Macdonald's "The Light Princess"; stories of child life in foreign countries such as Brann's "Nicolina", Spyri's "Heidi"; simple home stories, such as Lothrop's "Five Little Peppers."

By careful selection of books the children's librarian enhances the value of the library to individuals and to the community and helps to fulfil its purpose - development of a love of reading, good taste in literature, and skill in finding information in books.

.....

NOTES AND PERSONALS

A Merry Christmas and a Happy New Year to all readers of the Bulletin!

Children's Book Week in Canada began on November 14 and on that day the Halifax Daily Star published a delightful article by Peggy Miller on the Peter Pan Library, at 37 Larch Street, the pioneer in privately conducted children's libraries in the Maritimes. The article is illustrated from a photograph showing a corner of this charming library, with three children bending over the beautiful books. Miss Zaidee Harris, formerly of the staff of the Dalhousie University Library, is the librarian and proprietor.

Miss Harris writes us that she has resigned the secretar Halifax Library Club but she seldom misses a meeting, and enjoys them. "We had a very interesting meeting for Book Week," she writes, "with Sister Maura of Mount Saint Vincent speaking to us about new books, and we had a very nice display of some of the new Fall output."

The Saint John Branch of the Maritime Library Institute held its opening meeting for the season on Thursday, October 13, and looks forward to an interesting winter.

The "Friends of the Library" of Saint John, N. B., are proving friends indeed and have donated to the Free Library many volumes that the Book Committee would have hesitated to purchase on its budget. The affiliated clubs of the city are included in the group. Miss Vaughan sends the following list of their gifts:

Ladies' Morning Musical Club: Musical Score of Hansel and Gretel
Early History of Singing

French Club: Novels in French chosen by the Book-of-the-Month Club

Teachers' Association: Six volumes on "Education"

Art Club: Life of Vincent Van Gogh (de luxe ed.)

Miss Janet Cox, B.A. (Acadia), M.A. (Toronto), supplied at the Saint John Free Public Library during the summer while Miss Dobson was ill, and is now a student at the Library School of Toronto University.

Miss Betty Hughes, now a student at Acadia, took six weeks of practical work at the Saint John Free Public Library during the summer.

Miss Mary Clark, a graduate of Acadia and of Toronto University Library School, is now Secretary to the Principal of the David Starr Jordan Junior High School at Palo Alto, California.

Miss Laura Freeman, for a year assistant librarian in charge of the William Inglis Morse Collection at Acadia, resigned in October to accept a position in the Library of McMaster University, Hamilton, Ontario. Her place in the Morse Collection is being filled by Miss Isobel Mader, like Miss Freeman a graduate of Acadia and of the McGill Library School.

Eighteen students have enrolled for the Library Science courses given at Acadia University.

Miss Doreen Harper in the autumn resigned her position as librarian of the New Brunswick Legislative Library at Fredericton and is now at Columbia University, a student in the Department of Library Service. The trustees of the Legislative Library speak most enthusiastically of Miss Harper's work and were unwilling to accept her resignation. It is possible she may return, when her university course is finished, to the position where she won such unusual distinction.

The articles by Miss Sears and Miss Cullen, both of the Prince Edward Island Libraries in Charlottetown, were read before the Maritime Library Institute at its fourth annual Conference at Charlottetown in June. The librarians who heard them will be glad to read them at leisure and to keep them on file.