

316

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HALIFAX, N.S.

# MLA BULLETIN

MARITIME LIBRARY ASSOCIATION  
VOLUME 21 NUMBER 1 FALL 1956

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HALIFAX, NOVA SCOTIA, CANADA

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FORMS: WHO DESIGNS YOURS?  
N.B. UNION CATALOG REPORTS  
MLA EXECUTIVE MEETING HELD



# Campbell to act as Bulletin Editor

by D. A. REDMOND, Editor

At the Fall Executive meeting of M L A, I announced that I would be on leave of absence during 1957, having accepted a Colombo Plan appointment as technical library adviser to the Ceylon Institute for Scientific and Industrial Research, effective in January.

Miss Evelyn Campbell, librarian of the Nova Scotia Research Foundation in Halifax, former Secretary of M L A and well known to all Maritime librarians, has kindly consented to act as Editor of the M L A BULLETIN for 1957.

Strong and constant support of the Association's publication is always needed, and will be particularly wanted to make Miss Campbell's job easier. It is hoped to feature a series of provincial surveys of library activity during the year, and to continue to publish articles of wide professional interest and of practical aid to Maritime librarians. The M L A BULLETIN has received attention, and flattering remarks, from sources which indicate that it has reached the status of a truly professional journal. Every M L A member has a duty to support it actively, and to further his own professional life, by contributing to the M L A publication.

Editing the BULLETIN has brought me into much closer touch with library activity throughout our own area, and all of this country and the U.S.A.. Membership in the A.L.A. Library Periodicals Round Table (including participation in its Activities Committee) and the constant challenge of editing, have given me interesting experience.

If we have knowledge in librarianship to which other countries can look for assistance; if libraries play the part in our culture which we claim; we must continue to advance, to develop our profession, in order to have some claim to that leadership. Every librarian has that individual responsibility to our culture, and can express it not only in his own orbit but through our professional associations.

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## MARITIME LIBRARY ASSOCIATION BULLETIN

Volume 21 Number 1                      Fall 1956

Editor: D. A. Redmond, Librarian  
Nova Scotia Technical College  
Halifax, N. S., Canada

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# TOKEN CHARGING AT WESTMINSTER

by DIANA LOCKHART MASON

The token charging system introduced by Lionel McColvin at the Westminster Public Library in England has attracted much attention. Mrs. Mason saw it from the librarian's side of the Westminster charge desk while she was in England in 1954.

This article is part of a talk on her experiences, delivered to the Halifax Library Association in the 1955 season.

It seems that all the branches, being in office districts, had peak periods from 12 to 2 and from 5 to 6:30. Under the old issue system this must have been bedlam. Most English libraries seem to use the Browne system which involves a library card shaped like a small envelope with the borrower's name and address written on it in ink. When the borrower takes a book out, the book-card is removed from the book and inserted into this small envelope, and the resultant combination filed. Each borrower seemed to have three of these horrors, one for each book he could take out, and it took some time to get rid of one customer, especially if your hand was the least bit shaky. All the children, most of the old people, people who were going to use other libraries, and all those from other libraries all over Great Britain still used these things.

Since our token system abolished the necessary book cards you had to have two small cards, one buff and one blue, stamped with the same number, and you placed the buff one in the book pocket and the blue one in their ticket which was then filed in numerical order behind the due date. The only trouble with this was that there were always some people who disregarded the words on the buff card, "Attention--Do not remove from book" and either used them for shopping lists or simply lost them, so that when they brought their books back you had to riffle through the entire issue of the day they took the book out looking for their name. With a queue to the door this was often very annoying.

But the token system--that was the thing. How it puzzled the patrons and visiting librarians, but what a joy! Due to this business of the peak period, something had to be devised to eliminate the long queue at the desk, and this was the system which certainly speeded things up considerably.

The would-be member signed an application with a guarantor, or was able to prove that he was on the voting list. However, at the bottom of this voucher was another section, the importance of which had to be impressed on the would-be borrower by the assistant. It said, "I certify that I have received one reader's card and 1, 2 or 3 tokens" and it was signed again and the assistant's initials placed beside it. The reader's card was another of these funny little pockets, but was used for identification only and had to be shown every time a book was taken out. The insides of purses I've searched through, for old ladies sans

glasses, the times I stood on one foot and then the other while some irate customer searched through all his pockets. One old man in his search took off his hat, his overcoat, his scarf, his suitcoat, flinging them all in a heap on the floor beside him—but no reader's card. The same people would give you the devil every time you asked for their card. If you recognized them, the procedure was to brace yourself and say as pleasantly as possible, "Have you got your reader's ticket?" and wait for the storm to break. Some swore they'd never had one, others left it in their other suit or purse, some wouldn't produce it just so they could condemn the system and bawl you out. Mind you, these people were the exception. Most were very correct.

Now the tokens. These were pieces of hard celluloid about 3 or 4 inches long and about 2 inches wide, blue and stamped with the Westminster coat of arms. When the patron came to the charging-out desk, he surrendered one token for each book taken out. When he brought them back he was given one token for each book returned. There was no record kept of what book he took; the token was simply that, a sort of barter system. You can imagine the time it saved. The person would simply put the three books on the counter, you'd stamp them with the date due and collect three tokens. These were put in a box and when you thought you had a hundred you counted them and noted the number on a pad beside you; then you took them over to the incoming side to be given to the borrowers when they returned their books. No track was kept of fiction or nonfiction, simply the number of books that went out. Of course you had no idea what went out, when it would be back, who had it, or anything else, which simply eliminated all filing and all overdue notices. It also complicated the system of reserves and I think it was on this point that most objections were raised.

Reserves could be made for nonfiction only, and up to three at a time at twopence each. Since the books couldn't be checked while out, they had to be checked coming in. This meant that all incoming nonfiction had to be lined up in order on shelves behind the desk, and since these shelves, two of them, were only about four feet long, checking had to go on a great deal of the time. While I was there, a temporary system of large sheets of beaverboard with celluloid pockets stapled to them were used, and into these pockets were inserted bits of different colored cards marked with the number, author and title of books wanted. These were inserted, in order of course, and your method was to hold one of these huge sheets and go over the shelved books. There were three drawbacks to this method: one, the cards were written in ink and not too easy to read; two, when there were a great many reserves they seemed to pile up more than one in a pocket and slip behind so that they were not seen; and three, at least once a week one of us would knock the boards off the lower shelf with the result that all the cards spilled over the floor.

A card was supposed to stay on the board for three weeks, and if the book was not back, interlibrary loan came into play. After you had been over the boards a couple of times an afternoon you began to remember what was on them, which helped as when reading the shelves you quite often came across one that had slipped by the checker. When I left, a permanent set of boards was being attached to the wall and would probably be a lot more useful.

The token system involved a number of other difficulties which were becoming increasingly evident as the first year of the new system came to a close. To catch defaulters, re-registration had to take place annually, and the borrower whose card had expired had to produce the number of tokens he had signed for originally, or pay a fine. The maximum fine was ten shillings for a lost token, and that was a cheap price indeed for a rarebook out of reserve stock. The borrowers who did not turn up at the library when the time came to renew were sent a mimeographed letter, then a typed one, then a registered one. (Cont'd on Page 9)

# ROYAL COMMISSIONS

APPOINTED BY THE PROVINCE OF NOVA SCOTIA, 1908 TO 1954

A Chronological Finding-List with Index

Compiled by Shirley Elliott  
Legislative Librarian  
Province of Nova Scotia

Following the citation of the report of each Commission is given the date of appointment of the Commission, and its members, and in some cases the date of presentation of its findings. The list is reprinted from the mimeographed list available from the Legislative Library, Province House, Halifax, N. S. — Ed.,

1. Royal Commission respecting OLD AGE PENSIONS AND MINERS' RELIEF SOCIETIES.

Report of Commission appointed under Chapter 16, Acts of 1907, entitled "An Act respecting old age pensions and miners' relief societies." Included in Journals of the House of Assembly, 1908 (Appendix no. 15) 134p.

Report presented Feb. 14, 1908. Walter Crowe (chairman), Hon. R. Drummond, S. B. McNeil, Walter Hodge.

2. Royal Commission re Expenditures in connection with the CONSTRUCTION OF CERTAIN FEDERAL AID ROADS BY THE PROVINCIAL HIGHWAY BOARD.

Report... Halifax, King's Printer, 1921. 20p. Also included in Journals of the House of Assembly, 1921 (Appendix no. 33).

Appointed Oct. 13, 1920. Mr. Justice H. Mellish (chairman), Judge Allan Macdonald, F. W. W. Doane. Findings presented Apr. 4, 1921.

3. Royal Commission respecting the COAL MINES OF THE PROVINCE, 1925. (First Duncan Commission on Coal)

Report... Halifax, King's Printer, 1926. 64p. tables (fold.) Also included in Journals of the House of Assembly, 1926 (Appendix no. 37), and as a supplement to the Labour Gazette, January 1926 (Ottawa, King's Printer, 1926; 31p., tables).

Appointed Oct. 21, 1925. Sir Andrew Duncan (chairman), Major Hume Cronyn, Rev. H. P. Macpherson. Findings presented Jan. 8, 1926.

4. Royal Commission concerning MENTALLY DEFICIENT PERSONS IN NOVA SCOTIA.

Report... Halifax, King's Printer, 1927. 46p. Also included in the Journals of the House of Assembly, 1927 (Appendix no. 3).

Appointed Nov. 15, 1926. Hon W. L. Hall (chairman), Dr. S. H. Prince, Miss Mary Baxter, John W. McKay, Dr. George H. Murphy. Findings presented Jan. 28, 1927.

5. Royal Commission on RATINGS of the LUNenburg FISHING FLEET AND LUMBER INDUSTRIES AS APPLIED BY THE WORKMEN'S COMPENSATION BOARD, NOVA SCOTIA.

Report and findings... Halifax, King's Printer, 1927. 42p. Also included in Journals of the House of Assembly, 1928 (Appendix no. 24). Appointed June 29, 1927. Carl D. Dennis. Findings presented Dec. 10, 1927.

6. Royal Commission investigating the APPLE INDUSTRY of the Province of Nova Scotia.

Report... Halifax, King's Printer, 1930. 71p. tables. Supplementary report, September 1930. Not published. Appointed Mar. 7, 1930. Dr. H. M. Tory (chairman), Rev. H. P. Macpherson (secretary), Dr. W. Saxby Blair (technical adviser). Findings presented Aug. 14, 1930.

7. Royal Commission respecting the COAL MINES OF NOVA SCOTIA. (Second Duncan Commission on Coal)

Report... Halifax, King's Printer, 1932. 32p. 2 fold. charts. Also included in Journals of the House of Assembly, 1932 (Appendix no. 31). Appointed Jan. 25, 1932. Sir Andrew Duncan (chairman), Rev. H. P. Macpherson, Prof. John W. Macmillan. Findings presented Feb. 18, 1932.

8. Royal Commission concerning JAILS.

Report... Halifax, King's Printer, 1933. 115p. Also included in the Journals of the House of Assembly, 1933 (Appendix no. 30). Appointed Dec. 29, 1931. A. J. Campbell (chairman), Dr. S. H. Prince, Rev. C. F. Curran, Dr. S. W. Williamson, A. D. Campbell, E. H. Blois (secretary).

9. Royal Commission of ECONOMIC INQUIRY. (Jones Report)

Report... Halifax, King's Printer, 1934. 236p. tables. bibliog. Also included in Journals of the House of Assembly, 1935 (Appendix no.30).

Appendices... Halifax, King's Printer, 1934. 133p. Also included in Journals of the House of Aseembly, 1935 (Appendix no. 31).

A submission (by the government of Nova Scotia) on Dominion-Provincial relations and the fiscal disabilities of Nova Scotia within the Canadian confederation. (n.d., n.p.) viii, 263p.

The Jones Report on Nova Scotia's economic welfare within Confederation. A digest prepared by the government of Nova Scotia. (n.d., n.p.) 27p.

Appointed July 27, 1934. John Harry Jones (chairman), Alexander S. Johnston, Harold A. Innis. Findings presented Dec. 7, 1934.

10. Royal Commission of INQUIRY INTO THE NOVA SCOTIA FRANCHISE. (Ross Inquiry)

Report... (n.p.) 1934. 92p. Also included in Journals of the House of Assembly, 1934 (Appendix no. 32).

## 11. Royal Commission on DISTRIBUTION AND CONSUMPTION OF MILK AND CREAM IN HALIFAX.

Report... Halifax, King's Printer, 1935. 24p. Also included in Journals of the House of Assembly, 1935 (Appendix no. 33).

Appointed Nov. 13, 1934. Dr. A. B. Balcom (chairman), W. J. Bird, A. D. MacKay. Findings presented Jan. 10, 1935.

## 12. Royal Commission on TRANSPORTATION.

Report... Halifax, King's Printer, 1936. 19p. table, fold. chart. Also included in Journals of House of Assembly, 1936 (Appendix no. 31).

Appointed July 13, 1933. Robert T. MacIlreith (chairman), Ira P. Macnab. Findings presented Jan. 27, 1936.

## 13. Royal Commission on WORKMEN'S COMPENSATION. (Hanway Report)

Report... Halifax, King's Printer, 1937. 21p. Included in Journals of the House of Assembly, 1937 (Appendix no. 33).

Appointed Nov. 19, 1936. James A. Hanway (chairman), Dr. W. D. Forrest, Howard Cunningham. Findings presented Mar. 19, 1937.

## 14. Royal Commission on the ACADIA COAL COMPANY, 1937-1938.

Report... Halifax, King's Printer, 1939. 113p. tables, diags., plans. Also included in Journals of the House of Assembly, 1939 (Appendix no. 34).

Appointed Aug. 2, 1937. Mr. Justice W. F. Carroll (chairman), Dr. F.H. Sexton, A. S. McKenzie. Findings presented Jan. 19, 1939.

## 15. Royal Commission on the QUEEN HOTEL FIRE, Hollis St., Halifax, N.S., March 2, 1939.

Report... Halifax, King's Printer, 1939. 28p. Included in Journals of the House of Assembly, 1940 (Appendix no. 33).

Appointed Mar. 8, 1939. Mr. Justice M. B. Archibald. Findings presented Nov. 25, 1939.

## 16. Royal Commission on PROVINCIAL DEVELOPMENT AND REHABILITATION. (Dawson Report)

Report... Halifax, King's Printer, 1944. 2v. tables, charts, map.

Appointed May 12, 1943. R. MacGregor Dawson (chairman), Norman Ward (assistant). Findings presented late in 1944.

## 17. Royal Commission on the NATIONAL THRIFT CORPORATION AND ASSOCIATE COMPANIES.

Report... Halifax, Queen's Printer, 1954. 96p.

Appointed Mar. 19, 1953. J. G. A. Robertson. Findings reported Mar. 8, 1954.

## 18. Royal Commission on PUBLIC SCHOOL FINANCE IN NOVA SCOTIA. (Pottier Report)

Report... Halifax, Queen's Printer, 1954. 147p. tables.

Appointed Mar. 2, 1953. Mr. Justice V. J. Pottier (chairman), W. L. Harper (secretary). Findings presented Nov. 23, 1954.

## 19. Royal Commission on HURRICANE DAMAGE.

Report not for distribution. Appointed Sep. 22, 1954. Hon A. H. MacKinnon. Findings reported Aug. 26, 1955.



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TOKEN CHARGING AT WESTMINSTER (Continued from Page 5 )

Also, part of the token system involved the working out of a hideous, complicated graph, which, if anyone could follow the instructions, would tell you how many books were out, how many lost, how many tokens issued, how many lost, etc., etc. On the other hand, the token system appealed to me for the time it saved, and also I feel that if anyone is bound to steal a book he'll get it somehow. The only thing I had against it was that it didn't go far enough. In a library the size of Westminster it would have been comforting to hear the gentle sound of the photocharger and the clank of a machine sorting out reserves, overdues, etc., behind you.

... However, I did enjoy every minute. My colleagues were pleasant and very kind and the public vastly entertaining. My favorite character was a little old lady who'd seen better days and who came in every Tuesday morning. On her way out she always said, "This public library is excellent. I do think someone in authority should tell Mr. Carnegie that we all owe him a debt of gratitude we can never repay."

# FORMS:

## A CASE STUDY IN BLANKS

by D. A. REDMOND

FILL IN THE DOTTED LINE . . . .

WHO DOTS THE LINE IN THE FIRST PLACE?

TECH NEEDED NEW ORDER FORMS . . . .

FORMS TO SUIT THE FUNCTION.

When the last pad of blank forms is used up, a hurry call goes to the printer for more of the same. This happened at Nova Scotia Technical College too, until it was finally evident that the purchase order form was not doing its job properly.

Our Book Requisition forms were originally designed by another office, for quantity purchase of textbooks. They were adaptations of a requisition form used for another purpose, and were adopted for library needs in 1949. A slightly revised form was printed in 1951 and is illustrated on the cover.

As book purchasing practices became clarified through several years, the Book Requisition forms seemed to have some drawbacks. Two publications prompted a closer look at these blank forms. A free forty-page booklet published by Howard Smith Paper Mills Limited was the first: "Planning the Production of Business Forms and Stationery". The second was Design and Control of Business Forms by Frank M. Knox (McGraw-Hill, 1952). So a number of questions were posed in regard to these forms.

|                          |   |
|--------------------------|---|
| What does it do?         | It tells a dealer to send the Library an item. The carbon records what order was sent, when, for how much.  |
| Can it be combined?      | A multiple-slip order form could do this and other things at one typing, but some dealers dislike the small slips, and small slips need fussy handling. |
| Is it easily identified? | "Book Requisition" is not standard business terminology. Colored paper is distinctive, easily found among other papers.                                 |
| Is it easily read?       | The printing is scattered; red "instructions" on the yellow original are hard to read.  |
| Is it neat?              | It is balanced, but looks crowded.  |
| Is it the right size?    | Five by eight inches is a good file size, but dealers prefer letter-size sheets. The size of orders is discussed in detail below.                       |



NOVA SCOTIA TECHNICAL COLLEGE  
LIBRARY, BOX 1000, HALIFAX, CANADA  
LIBRARY PURCHASE ORDER

No. 0000

This number must  
be given on all  
invoices and cor-  
respondence about  
this order.

DATE:

PLEASE SUPPLY THE FOLLOWING, according to instructions printed below:

| Quantity | Author, Title, Publisher, Date | Estd. Price |
|----------|--------------------------------|-------------|
|          |                                |             |

**IMPORTANT:** Report promptly on items not filled from stock.  
Invoice in triplicate, giving this order number.  
Include two Canadian Customs Invoices for shipments over \$10.

Librarian

SKETCH OF PROPOSED NEW PURCHASE ORDER FORM

Two-thirds letter size (7 1/4 inches long by 8 inches wide).  
Thirteen typing lines for items ordered.  
Instructions and signature space are used as binding margin  
on carbon copies when permanently filed.

- Is it easily filled in? Considerable shifting must be done in typing.
- Is it easily printed? Each sheet requires two press impressions (black and red ink), and sheets must be matched by number and padded in pairs.
- Is the paper right? The form must last several years; once filed, it is not handled much. Original should be neat and attractive to get dealer's attention.

One of the main points raised about the form was that it has only twelve typewriter spaces for listing items ordered. Book orders to certain major dealers were running to many more items. Should a larger form be used? Upon checking a sample of 43 consecutive recent orders, it was found that only three of them were over ten items (all three running over twenty items); seven were for 5 to 9 items; eight were for 2 to 4 items; and 25 were for single items. Centralization of purchasing with certain jobbers didn't eliminate the single-item order, despite earlier hopes. It therefore seemed not worthwhile to print a long form; letterheads could be used instead, and the carbon folded to file with the 5 x 8 order file.

Desirable features were then listed for the proposed new form:

- Copies: Original, and one carbon to file numerically, are sufficient, as used at present.
- Wording: Call it a "Library Purchase Order". Simplify instructions to dealers. Eliminate unused blanks ("Department").
- Numbering: Serially number, without a letter prefix, to enable strict control of forms and numerical filing of carbons. See "Printing", below.
- Color: Light distinctive colors, pale yellow and pink, as at present.
- Paper: No. 1 sulfite bond, good weight (20-24 lb.) for original, light weight (16 lb.) for the carbon.
- Address: Allow space for a long address. Allow enough blank space around it to use a window envelope and do away with one typing operation. Window envelopes are already in stock.
- Size: Allow ten to fifteen typing lines for items ordered; nine spaces for address; signature block at bottom, heading, binding margin. This indicates a form at least 2/3 letter size, which can still be stuffed into a long window envelope with only one fold. Or is the 5 x 8 size to be retained at all costs?
- Printing: Use only one color of ink and one wording, distinguishing copies by color. Serial numbering still means matching sheets in pairs when padding.

A sample form could then be sketched for consideration. However, there are still 1300 forms on hand, and it has taken over five years to use 700. Next decision: Would the new form save enough time and money to justify discarding the stock of forms on hand?

NOTE: See also "Manual of Forms Design and Control" prepared by Organization and Methods Service, Civil Service Commission, Ottawa, 1955 (61p., 75¢)

# N. B. UNION CATALOG

REPRODUCED FROM ITS BULLETIN NO. 2

JULY 1956

JAMES F. MACEACHERON, DIRECTOR

The photographic reprints of cards from the Saint John Free Public Library arrived July 4. The first typed cards have arrived from Moncton Public Library and from Mount Allison. At the present time, the union catalog looks rather formidable. The editor, Don Gammon, seems in good spirits about it, so I assume we shall surmount the rools and boxes of cards, and that we have now started on a provincial union catalog.

A few weeks ago I sent addressed envelopes which I hope you will be able to use. They will help 1) to distinguish as union catalog cards among the many parcels of books coming and going daily; 2) to keep a steadier flow of cards coming in.

Don Gammon has written an article; this is something added. You may know about this particular service of the Library of Congress. We now have a money deposit at the Library of Congress for which they will do two things: 1) send us a card or photographic reprint of each card they have on a New Brunswick book; 2) continue to send us cards on New Brunswick books as they are received by L. C.

## BIBLIOGRAPHY OF NEW BRUNSWICKANA

Central Library Services through its union catalog has begun the job of compiling a bibliography of New Brunswickana. For a start we have bought from the Library of Congress a copy of every card with the subject heading New Brunswick, and we have arranged to have this file kept up to date.

At first we had planned to build up a New Brunswick subject file of just those books which existed in the Province. We have expanded this idea into something which, in time, should be one of the most interesting features of the catalog. We are compiling a file of all books and pamphlets which have a local interest whether they exist in the Province or not. In other words, we have started a bibliography of New Brunswickana which aims at a completeness not now found in any existing publication.

The following list is a selection from the L.C. cards, presented in a very abbreviated form. Some of the items will be known to all librarians, others will be known to a few, and some we think are not generally known, or known to have a local interest. The present list omits, for the sake of brevity, all current and obvious items, recent government documents, and analytics which L.C. took chiefly from the Bulletin of the Natural History Society of New Brunswick, the Transactions of the Royal Society of Canada, and the Makers of Canada series.

The list should prove useful when searching through catalogs of second-hand book dealers. If complete cataloging information is wanted for any item, please write to the Union Catalog, Central Library Services, Fredericton, N. B.

## PUBLICATIONS WITH NEW BRUNSWICK SUBJECT INTEREST

- Acadiensis ... a quarterly. 1901-08.
- Adams. Field and forest rambles. 1873.
- Baird. Seventy years of New Brunswick life. 1890.
- Baxter. New Brunswick, 1929-1930. 1930?
- Canada. Dept. of Agriculture. New Brunswick as a home. 1884.
- Dept. of Immigration and Colonization.  
British family settlement in New Brunswick, Canada, 1929.
- Dept. of the Interior. New Brunswick, Canada; the country and its people and the opportunity it offers to other people. 1910.
- Dept. of the Interior. Natural Resources Intelligence Branch.  
The province of New Brunswick, its natural resources developed and undeveloped; prepared under the direction of F.C.C. Lynch. 1918.  
--- Other editions: 1921; 1924; by L. O. Thomas, 1930.
- National Development Bureau. The Maritime provinces, Canada. 1930.
- Collection de documents inedits sur le Canada et l'Amerique, publies par le Canada-français. 1888-90.
- Cooney. A compendious history of the northern part of the province of New Brunswick. 1832.
- Dashwood. Chiploquorgan. 1872.
- Fenety. Political notes and observations. 1867.
- [Hamilton,] St. John and the province of New Brunswick. 1884.
- Hannay. History of New Brunswick. 1909.  
The life and times of Sir Leonard Tilley. 1897.  
New Brunswick (Canada). Its resources and advantages. 1902.
- Hatheway. The history of New Brunswick, from its first settlement. 1846.
- Jack. Biographical review... sketches of leading citizens of the province of New Brunswick. 1900.
- Johnston. Notes on North America, agricultural, economical and social. 1851.
- Kearney. The Open Hand; an epic poem. 1926.
- [Lanman,] A tour down the River St. Lawrence. 1852?
- Lawrence. Foot-prints. 1883.
- Letters from Nova Scotia and New Brunswick, illustrative of their moral, religious and physical circumstances, during the years 1826, 1827 and 1828.
- Livingston. Livingston's guide book to St. John and the St. John River. 1870.
- Lugrin. New Brunswick (Canada) its resources, progress and advantages, 1886.
- McFarlane. New Brunswick bibliography. 1895.
- [Marsden,] The narrative of a mission to Nova Scotia, New Brunswick, and the Somers Islands. 1827.
- Maxwell. An outline of the history of central New Brunswick. 1937. 1855.
- Monro. New Brunswick ... history, civil divisions, geography, and productions.
- New Brunswick. Census of the province of New Brunswick, 1861. 1862.  
Information for intending settlers. 1879.  
Adjutant General's Office. Report on the militia of the province...  
Controller of Customs and Navigation Laws.  
Annual returns of trade and navigation.  
Secretary's Office. Population and other statistics ... 1851. 1852.
- New Brunswick and Nova Scotia Land Co.  
Her Majesty's province of New Brunswick, British North America. 1843.  
Sketches in New Brunswick. 1836.
- The New Brunswick magazine. 1898-?
- New York (state). Education Dept. Division of Visual Instruction.  
Slides and photographs: Canada; provinces of Nova Scotia and N.B. 1914.
- "Open season" and resting retreats among the lakes, rivers and mountains of northern Maine and New Brunswick. 1880.

- Perley. A hand book of information for emigrants to New Brunswick. 1854.  
 --- Another edition: 1857.  
 On the early history of New Brunswick. 1891.
- Raymond. Glimpses of the past. 1905.  
 Winslow papers. 1901.
- Ruysdale. The fortunes of a colonist. 1854.
- Scott. Early reminiscences. a poem. 1864.
- Sladen. Lester the loyalist. 1890.
- Springer. Forest life and forest trees. 1851.
- Stanmore. i.e. Hamilton-Gordon, Wilderness journeys in New Brunswick. 1864.
- Turgeon. Un tribut à la race acadienne. 1928.
- Ward. An account of the river St. John. 1841.
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PUBLICATIONS CONCERNING THE M A I N E - N E W B R U N S W I C K B O U N D A R Y

- Curtius [pseud.] On the seizure and abduction of American citizens from Madawaska. 1832?
- Letters on the boundary line, first published in the [Saint John] City gazette. 1828. [Five letters signed: Verax]
- Maine. Agent to inquire into the aggressions of inhabitants of New Brunswick. Report of Charles S. Daveis. 1828.
- Governor, 1827-1829 (Enoch Lincoln). Governor's speech. 1828.  
 Speech of the governor... 1829.
- Governor, 1838-1839 (Edward Kent). Message of Gov. Kent to the Legislature ... with the report of the commissioners appointed to survey the boundary line. 1839.
- Governor, 1839-1841 (John Fairfield).  
 Correspondence with the Lieut. governor of the province of New Brunswick, and ... communication to the President of the United States, in relation to the occupation of the Madawaska settlement by a detachment of British troops. 1841.
- Legislature, 1832. Resolutions of the legislature of the state of Maine, respecting the advice of the king of the Netherlands in relation to the north eastern boundary. 1832.
- Legislature. Committee on Northeastern Boundary.  
 Governor's message and documents on the subject of the doings of the arbiter, with the report of the Committee... 1831. [Report signed: John G. Deane]
- Report of the Joint select committee of the Senate and House of representatives, of the state of Maine, in relation to the northeastern boundary of the state. 1828. [Prepared by John G. Deane]
- Massachusetts. General Court.  
 Documents relating to the boundary line between Maine and N. B. 1826.
- Massachusetts. Governor, 1825-1833 (Levi Lincoln).  
 Special message of Governor Lincoln, to the Legislature of Massachusetts ... And correspondence between him and the governor of Maine, in relation to a negotiation for the territory north east of the St. John. 1832.
- [Preble] The decision of the king of the Netherlands considered in reference to the rights of the United States, and of the state of Maine. 1831.
- U. S. Dept. of State. Maine boundary--Mr. Greely, &c. ... Message from the President of the United States ... in relation to the imprisonment of Mr. Greely, at Fredericton. 1838.
- Yule. Remarks on the disputed north-western boundary of New Brunswick. 1838.

## *MLA Executive Meeting*

An Executive Meeting of the Maritime Library Association was held Sunday, Oct. 14, 1956, at Nova Scotia Technical College. Present were J. F. MacEacheron, President; Misses Mary Cameron, Agnes McQuaid, Isabel Abernethy; Laurie M. Allison, replacing A. R. Rogers as Vice-President for New Brunswick; and D. A. Redmond.

Miss Cameron reported that there was no further development from the resolution to CLA concerning the recruitment pamphlet. No further work has been carried out on the pamphlet to date. The Secretary read a letter from Mr. Bernard Ower of the Dominion Bureau of Statistics to Mr. Redmond suggesting that the Ontario College of Education Guidance Centre monograph on librarianship would serve very well as a recruitment pamphlet in librarianship.

It was also reported that there had been no further developments from the resolution on accreditation and certification forwarded to CLA in June.

The Treasurer's report showed a balance of \$161.95. A Nominating Committee was appointed to bring in a slate of officers for 1957/58: Misses Dorothy Cullen (chairman), Gladys Black, Ruth Miller.

The President inquired whether the meeting wished to take any action on the resolution received last June from the B.C.L.A. asking support for their resolution to the C.B.C. requesting restoration of the children's programs "Hidden Pages" and "Story Time" to the national networks. It was felt that the time for action on this resolution would have been last spring at the time of the annual conference. Unfortunately the resolution reached us too late to be brought up at that time. Also one of the programs, "Hidden Pages", has now been restored. It was therefore decided to take no action on this resolution.

### M. L. A. BULLETIN

One of the main items of business was the choice of a new editor to replace Mr. Redmond who will take a year's leave of absence in 1957. Problems concerning editorial policy and finances were discussed at length. A letter was read from the editor of Contents in Advance expressing appreciation of the "lively and entertaining style" of the MLA BULLETIN.

Choice of Editor Mr. Redmond suggested that each of the four provincial vice-presidents be responsible for editing one issue. The group felt this would divide responsibility too much with results that might not be beneficial to the publication; also that it might lead to noticeable variations in style and editorial policy. It was decided to approach Miss Evelyn Campbell to find out whether she would accept the position, and to await her reply.

Editorial Policy Mr. Redmond distributed copies of a suggested editorial (style) policy for guidance of future editors. All present felt the bulletin should have a definite and consistent style policy as befitting a professional journal. A motion was carried that the guide drawn up by Mr. Redmond be adopted and passed on as suggested editorial (style) policy to the new editor.



Finance Financing the BULLETIN, and billing institutional members for subscriptions, was discussed at length. Motions were carried that the Secretary be empowered to bill institutional subscribers for 1956/57; and that institutional subscribers who do not pay their 1956/57 dues be removed from the mailing list.

Mr. MacEacheron asked whether the Association can do more to help in the preparation of the BULLETIN. It was felt such assistance should be devoted to payment for work involved, rather than for supplies. After discussion it was moved by Mr. Redmond and seconded by Miss Cameron that the editor be encouraged to solicit voluntary assistance, both personal and institutional, for the BULLETIN; and that the editor be authorized to incur expenses for assistance not otherwise available for the BULLETIN; and that the Secretary-Treasurer be instructed to honor bills so incurred. The motion was carried.

In this connection, Mr. Ganong brought up the question of increased annual membership fees. The President felt a request for an increase should be justified by presenting the Association with an actual breakdown of expenses incurred in producing an issue of the BULLETIN. Mr. Redmond presented such an estimate:

|  |              |   |              |
|--|--------------|---|--------------|
| 1 cover plate at 3.50                              | 3.50         | 1 hr making cover at 3.00                               | 3.00         |
| 10 multilith masters at .20                        | 2.00         | 3 hr typing time at 1.50                                | 4.50         |
| 2000 sheets paper at 2.25/ ream                    | 9.00         | 6 hr editorial time at 3.00                             | 18.00        |
| 150 postage stamps at .02                          | 3.00         | 2 ½ hr machine operator at 2.00                         | 5.00         |
| <u>MATERIALS</u>                                   | <u>17.50</u> | 2 hr gathering, mailing at 1.00                         | <u>2.00</u>  |
| (cost of masters absorbed<br>by Technical College) |              | <u>LABOR</u>  | <u>32.50</u> |
| ESTIMATED COST: \$50.00 per issue                  |              | (at present donated, except<br>machine operator's time) |              |

A motion was then carried that all Association memberships except life memberships, and all subscriptions to the MLA BULLETIN, be at the flat rate of \$2.00 and that notice of motion to this effect appear in the BULLETIN before the 1957 Conference.

#### CONFERENCE PROGRAM

After discussion a motion was approved that the 1957 conference in Sydney be held, subject to the approval of those concerned in Sydney, on Friday and Saturday, May 24-25, 1957, and that Miss Ruby Wallace be chairman of the conference.

Topics were discussed as suggestions for the 1957 conference program:

Book Purchasing and Selection This arose from suggestions by Miss Cameron and Mr. Allison. Mr. Allison had asked for discussions of book sources, outlets, and qualified sellers. Miss Cameron had asked for discussion of books themselves, their contents, and the problems of supply and demand. Mr. Allison and Miss Cameron were appointed to prepare a panel to introduce the subject.

Library Architecture and Library Insurance Mr. Ganong asked for discussion but some members felt it would be difficult to get qualified speakers. After discussion it was decided to drop the subject of insurance, and to ask an architect to present a paper on library architecture as a basis for discussion. As travel expenses for such a speaker would have to be met by the Association, it was thought best to secure an architect in the Sydney area. The Secretary was authorized to make inquiries in the Sydney area. If this is not possible, Mr. Ganong will ask an architect in his area if he would be willing to speak.

Bibliography of Maritime Publications for APEC Mr. MacEacheron had been in touch with APEC, as suggested at the 1956 Conference, to inquire in what way MLA could be of assistance to APEC. Arising from his talks with APEC representatives, he suggested that MLA prepare a bibliography covering all material pertaining to the region, this bibliography to be in the form of a checklist of publications on the Atlantic region, for general distribution from individual libraries to interested persons, organizations and government offices. The meeting felt that, though such a bibliography might be good publicity for MLA, benefits derived from it would not be in proportion to the work involved. The need might better be met by short compilations for organizations which felt the need. It was finally decided that the preparation of a bibliography be shelved for the present and that APEC be asked to send a speaker to the Conference to suggest ways in which MLA might be of assistance, and to lead discussion afterward.

Recruitment It was felt there might be further discussion of recruitment, discussed at the 1956 Conference. The President suggested there was need of a manual of procedure for librarians to use with students who are likely prospects as recruits to the profession. Miss Cameron felt library schools should be approached for a statement of what they want given to students doing practice work prior to taking a course in librarianship.

Expenses were discussed. A motion was carried that the Conference banquet be a legitimate charge of each delegate. The tentative program for the Conference was drawn up:

Friday, May 24: A.M. Business meeting  
Speaker from APEC and discussion

P.M. Book purchasing and selection (panel)

Saturday, May 25 Library architecture  
Recruitment

The Secretary was authorized to approach a banquet speaker. The meeting then adjourned.

(signed) Charlotte I. Abernethy, Secretary-Treasurer

The Minutes have been reprinted here with very slight omissions.--Ed.,

#### HALIFAX MEMORIAL LIBRARY BRANCH PROPOSAL DEFERRED

The proposal for a branch library in Halifax's north end was deferred by City Council in September, pending submission of the city's capital budget and a report from the City Manager on the possible effect of a \$200,000 branch on the city's tax rate and debt.

The question of a suitable site to extend library service to the northern areas of the city has narrowed but is not settled. Two sites on property owned by city institutions had been considered, but one is not available.

Extension of both space and service are badly needed by the library. The chairman of the library board, F. W. Bissett, Q.C., said in presenting the case to City Council, "A city the size of Halifax should have between 125,000 and 175,000 books available to the public. At the present time we have 80,000 books in a library designed for 55,000 and are severely limited because there is no more space."

# LIB. LIT. NOTES

Items of interest from publications received on exchange. Publications mentioned may be borrowed from the Library, Mount St. Vincent College, Rockingham, N. S. Compiled by Annie E. McKay.

**LIBRARY FEES:** UNB Library Committee considered and turned down the idea of having a special library fee (Bonar Law-Bennett Library, Annual Report 1955/56). It recommended instead an increase in general tuition fees, with part of the increase allocated to the Library's budget.

**VANCOUVER PL:** VPL reports in Viewpoints, Oct. 1956, an amazingly busy summer, with circulation figures persistently climbing. Their "shining new" bookmobile was a great attraction, but even without it all departments and branches showed increases.

**PRINTED CARDS:** The Council of the British National Bibliography offers librarians a great new service--printed library cards (advertisement in the L. A. Record, Sep. 1956). They are available for every item recorded in the BNB since Jan. 1, 1956. Cost is only 1½d. a card.

**UNION CATALOG:** Maritime librarians who are helping build up the union catalogs at Fredericton and Halifax, and through them the national union catalog at Ottawa, might heave a sympathetic sigh of relief for the group who have completed the consolidation of the London Union Catalogue. "1,800,000 slips were handled during the process of consolidation and reduced to 214,000 entries on cards. There are now entries for 350,000 titles, carrying altogether two million locations." Some details of the method used are given in a short article in the L. A. Record, Sep. 1956.

**LIBRARY SERVICES BILL:** Of nation-wide interest and consequences in the United States is the passing of Federal Bill H. R. 2840, the result of many years' effort by library associations throughout the country. By this action the Federal government has recognized its "responsibility for leadership in library movement", and has also provided financial support. (Wisconsin Library Bulletin, July/Aug. 1956).

**WEST VANCOUVER MEMORIAL LIBRARY** is looking forward to expanding into its new wing about Christmastime. It will house the children's department, the workroom, staff room, storage stacks and vault. Sounds as if they have been suffering from the common complaint of libraries, "bursting at the seams".

They report also, in Viewpoints, Oct. 1956, that they are experimenting in trying to cut costs of various routines, in order to have more of their budget for book purchases. Simplifying registration procedures has cut its cost to a sixth--approximately 4 cents now instead of 24 cents. Another experiment, waiting 28 days before sending overdue notices, has brought "favorable comment" from borrowers.

REMODELLING A LIBRARY: Swampscott PL (Mass.) is another library that has added a new wing and made over its old building. For anyone dreaming of doing something similar, "A North Shore Library Grows" in Bay State Librarian, Summer 1956, is full of ideas.

BUSINESSMAN'S USE OF LIBRARY: "One of the most unfortunate things about some towns is that the businessmen do not even think of going to the Library for help," says Louise Jacobs in Illinois Libraries, June 1956, summing up a talk by Andre S. Nielsen, Evanston PL, on "The Librarian's Relationship to the Main in Industry." Mr. Nielsen urges librarians to weed out technical material that is out-of-date--better to have no material than what is inaccurate.

RECORDS MANAGEMENT: What would you do if you were confronted with 8,000,000 cubic feet of records, the backlog of nearly 150 years, and had to sort out the "wheat from the chaff"? This was the job facing the United States National Archives when it was established in 1935. In the next six years the Federal government's holdings almost doubled.

What has been done by government agencies and business and industrial firms to try to bring under control their mushrooming files of records is told in an interesting 4-page report by Mr. T. W. Mitchell, Project Director, National Records Management Council, in Illinois Libraries, June 1956. The basic aim of records management is to "reduce the quantity of paper work and to improve its quality," and "to insure that only absolutely necessary paper is created."

CATALOGING: Revision of ALA Rules (1949) for societies and institutions has been provisionally approved by the Cataloging Rules Sub-Committee of the Library Association as follows: "Enter a society or an institution having a distinctive name, under that name, with reference from any other name by which it is or has been known..." However, no entirely satisfactory definition of a "distinctive name" has yet been worked out. Explanation and comment on this change appears in the L. A. Record, July 1956.

Agreement with such a change is indicated in the "Statement of Objectives and Principles for Catalog Code Revision" published by the ALA Committee on Catalog Code Revision in the Journal of Cataloging & Classification, April 1956.

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#### DALHOUSIE UNIVERSITY LIBRARY HOUSECLEANING, REORGANIZING

Following the official opening of the O.E. Smith Wing (Summer BULLETIN), a local firm was engaged to "clean every book and every shelf and every floor" of the old and new stacks. This thorough cleaning was necessary because of the great amount of dust accumulated during the year-long construction of the wing.

Complete reorganization of the Government Documents Section and the Morse Room is underway. Government Documents are being consolidated on the second stack floor, in easy reach of the Morse Room through a new doorway. New furniture and fixtures have been ordered for the Morse Room. The Morse Collection is to be given increased display space in the room, and new reading tables and storage units are to be added to improve conditions for reading periodicals.

Miss Corinne Dares was appointed Kipling Librarian Oct. 1, 1956. Miss Olga Karlovna has been appointed Periodicals and Government Documents Librarian, succeeding Mrs. Elvira Apinis who is now Law Librarian. Mrs. Frances G. Hamilton joined Circulation as a library assistant succeeding Miss Katherine Johnston who retired June 30, 1956. Mrs. Caroline Flynn has succeeded Miss Patricia Norman as a library assistant in the Circulation Department.