

THE CARD CATALOGUE.

I have been requested to make a simple explanation of the card catalogues in use in the college library, and of the changes that are being made in them.

There are present two catalogues, an author and a subject. In the author catalogue there is for each book a card, having at the top the name of the author and below the title of the book. These are arranged alphabetically from A to Z, and if it is desired to know whether a book by a certain author is in the library it is only necessary to follow the alphabet until his name is reached, when all the books written by him that the library possesses will be found listed together.

The blue numbers in the left-hand corner of a card are the call numbers of the book, and indicate where it may be found on the shelf. These range from 001 to 999. The numbering on the books begins at the farther corner of the book-room, at the Psychology case, and extends continuously around the sides until it reaches the door entering the reading-room; it there returns to the first cross case in the lower part of the room, and the other cases follow in succession.

It will be noticed that there are two blue numbers. The upper one is the class number, of which each figure has a significance. For instance, in the number 973; 900 means history; 970, American history, and 973, United States history; each figure indicating a subdivision of the main number, 900, which is divided into tens, viz., 900, history; 910, geography travel; 920, biography; 930, ancient history; 940, history of Europe; 950, Asia; 960, Africa; 970, North America; 980, South America; 990, Oceanica. Each subdivision is also divided decimally, as: 970, North America; 971, Canada; 972, Mexico; 973, United States, etc. An outline of the classification hangs on the wall beside the reading-room door, and a fuller scheme is given in a pamphlet lying on the top of the catalogue case.

The second blue number on the card is the book number, which differentiates one book from another of the same class,