



18/1/70

Library Science

Director's Office

Library and Library School Reference File, 1892-1912

The materials listed in this document are available for research at the University of Illinois Archives. For more information, email illiarch@illinois.edu or search <http://www.library.illinois.edu/archives/archon> for the record series number.

Box 1:

University of Illinois - Library

Acknowledgements -

Letters, Postals, Samples

Six scrapbooks of printed acknowledgement cards and letters used by libraries for gift materials ca. 1883-1912. Including examples from public libraries, college and university libraries, state libraries, state library schools, Library of Congress, state historical society libraries, academy libraries and theological seminary libraries.

Box 2:

University of Illinois - Library

Binding and binders

Three scrapbooks containing advertisements and brochures from book binders including price lists, advertisements for equipment and material to be used in libraries for binding magazines, pamphlets, forms describing library routines for preparing books for the bindery; library binding records; specifications for binding to book binders from libraries; bid forms, samples of cloth, felt, leather and other material used in binding books; 1890's - 1910.

Box 3:

University of Illinois - Library

Book lists, Book numbers, Book plates and Booksellers

Book lists - Lists of books in subject fields and on topics of special interest i.e. holidays, children's fiction. Available to patrons in the public libraries of :

Michigan City, IN

Milwaukee, WI

Helena, MT

Springfield, MA

Janesville, WI

Denver, MT

Cedar Rapids, IA in the late 1800's

Book numbers, 1896-1900 - An explanation of the Cutter Author-Marks and the use of cutter's decimal author table; description of other book numbering schemes.

Book plates - Samples of hundreds of printed book plates from public libraries, state libraries,

American Antiquarian Society, college and university libraries, Library of Congress, ca. 1890-1900.

Booksellers (Library Agents). Bookbuyers Protective Association.

Letters, post cards, and pamphlets from booksellers to prospective customers describing the kinds of services they perform and the fees charged for these services, ca. 1904. Including an application for life membership in the Book-Buyer's Protective Association and a pamphlet published by the organization entitled "A National Organization for the Mutual Benefit of Librarians and Individual Buyers of Book Publications" (1905).

Box 4:

Cataloging and catalog cards

Five scrapbooks containing samples of printed catalog cards and blank card stock used in card production from U.S. libraries and the Library of Congress and samples of commercially printed catalog cards by the Library Bureau and Macmillan Company.

ALA brochures for instructional selection and prices, ca. 1893-1900.

Libraries represented include:

Baltimore, MD PL
Milwaukee PL
Worcester (Mass.) PL
Helena (Mont.) PL
Univ. of Pennsylvania
Boston PL
Newark, NJ
Brookline (Mass.) PL
New York State Library
St. Louis PL
Wilmington (Del.) PL
Northwestern
Newberry Lib.
Pittsburgh PL
Galena (Ill.) PL
Columbia College Lib.
Dayton PL
Denver PL
Univ. of Calif., Berkeley

One folder includes promotional literature on the Rudolph Indexer system and sample catalog cards for this unit. Also in this binder are samples of acknowledgement cards, request cards,

accession cards, order cards, job applications form rules and regulations for library patrons.

Box 5:

Charging systems

Five scrapbooks, 1893-1900: A - Bor, Br - Bu, Bu - Ca, Ce - Dec, Den - E including

Samples of applications blanks, charging slips; loan time labels, overdue notices, borrower's cards, applications, renewal cards, rules and regulations and identification (adult and student) for borrowers, guarantor's blanks, book cards, reserve cards, date due slips, book pockets, book marks, descriptions of charging systems, lost care records, circulation report forms, call slips, fine slips, inter library loan request blanks, acknowledgments of return of books, fine registers, special borrowers permits, and receipts for money deposited from the libraries listed below:

Apprentices Library (Philadelphia, PA)
 Aguilar Free Library (New York City)
 Ames Free Library (North Easton, MA)
 Armour Institute Library (Chicago, IL)
 Batavia (NY)
 Beardsley Library (West Winsted, CT)
 Belleville
 Birmingham (Eng.) Free Libraries
 Blankville
 Blue Island PL
 Boston Athenaeum
 Bradford (Eng) Free Library
 Bryn Mawr College Library
 Brooklyn PL
 Buffalo (NY) Library
 Brookline Public Library
 Brooklyn, NY YMCA Library
 Butte PL
 California University Library
 Carnegie Library of Homestead (PA)
 Case Library (Cleveland, OH)
 Cedar Rapids (IA)
 Champaign, IL PL
 Charles City (IA) PL
 Cincinnati, OH PL
 Cleveland (OH) PL

Colorado University Library, Boulder, CO
Columbia College Library, NY
Cornell Univ. Library, NY
Dayton Pub. Lib.
Decatur (IL) Pub. Lib.
Denver (CO) PL (J. Cotton Dunn Library)
Detroit (MI) PL
Dover (NH) PL
Enoch Pratt Free Lib. of Baltimore City
Evanston (IL) PL

Box 6:

Fitz Public Library of Chelsea, MA
Forbes Library (Northampton, MA) C.A. Cutter Librarian
Fort Wayne (IN) PL
Franklyn Institute Library (Philadelphia, PA)
Gail Borden Public Library (Elgin, IL)
Galena (IL) Public Library
Galesburg (IL) PL
Garrett Biblical Institute (Evanston, IL)
Gloversville (NY) Free Library
Great Yarmouth (Eng.) Free Library
Hackley Public Library, Muskegan, MI
Harvard College Library
Haverhill (MA) PL
Helena (MT) PL
Indianapolis (IN) PL
Jacksonville (IL) PL
Jamestown (IL) PL
Jersey City (NJ) PL
Lawrence (MA) PL
Sawson McGhee (Knoxville, TN) PL
Los Angeles (CA) PL
Miami Univ. Library (Oxford, OH)
Lansing (MI) PL
Milwaukee (WI) PL
Minneapolis (MN) PL
Nebraska, Univ. of, Lib.
Newberry Library (Chicago)
New Haven (CT) PL
New Britain (CT) Institute Lib.

New York - Apprentice's Library
New York - Free Circulating Library
New Mercantile Library Association (Baltimore)
New York Mercantile Library
New York State Library
New York, Univ. of
Northwestern Univ. Library (Evanston)

Box 7:

Newark (NJ) PL
Omaha (NE) PL
Osterhout Free Lib. (Wilkes-Barre, PA)
Paducah (KY) Carnegie Public Lib.
Parlin Lib. (Canton, IL)
Patten Free Lib. (Bath, ME)
Peoria (IL) PL
Philadelphia (PA) Apprentice's Lib.
People's Palace Lib. (London, Eng.)
Peter White (Marquette, MI) PL
Philadelphia Apprentice's Library
Philadelphia Free Library
Riverside, California
Gardner A. Sage Lib. (New Brunswick, NJ)
St. Louis (MO) PL
St. Paul (MN) PL
Sale Public Free Library (Cheshire, Eng.)
San Francisco - Free PL
Scoville Institute (Oak Park, IL)
Scranton (PA) PL
Springfield (MA) PL
Tacoma, WA PL
Terre Haute (IN) PL
Thomas Crane Library (Quincy, MA)
Tufts Library (Weymouth, MA)
Union Library (Trenton, NJ)
U.S. Naval Academy - Library, Annapolis, MD
Waltham (MA) PL
Washington, D.C. PL
Watertown (MA) PL
Wilmington Institute Free Lib.
Wisconsin State Historical Society

Wisconsin Library commission
 Withers (Bloomington, IL) PL
 Worcester (MA) PL
 Xenia (OH) Library Assoc.

Box 8: (6 books)

Chicago Library Systems and Procedures

Chicago Public Library, 1900, a historical statement describing the scope and founding of the library; circulation report form, order and acquisition procedure; sample of book plates; book recommendation form; claim slips to publishers; statement of cataloging procedures; sample catalog cards; description of classification scheme; statement of reference room procedures; description of the charging system; borrowers application blanks; qualifications of guarantors; borrowers identification cards; last card check blanks; order slips; loan time labels; book marks; renewal cards; transfer memorandum slips; fine notices; statement of binding procedures; daily reports sheets (for civil service employees; sheet from the accession catalog and binder's schedule form).

Chicago Libraries

Northwestern - Scope and founding statement; order and accession procedures; book plates; acknowledgement cards; cataloging procedures; classification; reference procedures; rules and regulations for users; application forms; description of charging system; binding procedures; borrowers cards; book cards.

Similar materials from

Armour Institute Library, 1899
 Art Institute Library
 Chicago Institute Library
 University of Chicago Library
 Evanston Public Library
 Newberry Library
 Scoville Institute Library

Box 9: (5 books)

Children's work

Blanks used in work with children, 1898-1901

Including samples of book cards, book pockets, hall passes, call slips, check-out cards, catalog cards, ownership plates, circulation sheets, borrower's identification cards,

book marks, reading lists for youth, and rules and regulations of the library from Boston Public Library, Brookline Public Library, Cleveland Public Library, Cincinnati Public Library, Evanston Public Library, Kansas City Public Library, Milwaukee Public Library, Omaha Public Library, Pittsburgh Public Library, Pratt Institute, St. Louis Public Library, Scoville Institute (Oak Park, IL), Springfield, MA.

Four scrapbooks, B - C, E - M, O - P, Sa - Sp

Announcements, articles, pamphlets, and booklists relating to children's reading

Box 10: (5 books)

Circulating Libraries

Hayes Circulating Library of Champaign, IL

Circulating Library of Chicago

Includes brochures, circulars, catalogs of titles available to patrons on a rental basis.

Democrat Printing Co. of Madison, WI

Samples of book marks which the Democrat Printing Company offered for sale application forms, book pockets, borrower's cards, book cards and circulation statistics sheets.

Executive Blanks -

Including report books; minute books; envelopes for payments; application blanks; notices of meetings; permits and book receipts

Finance Blanks

Including admission to stacks permit; library pay roll forms; accounting slips; vouchers; receipts and financial report forms.

Marks of Ownership

Box 11: (5 books)

Government and Service

Rules and Regulations

Boston, MA	1896	Newark, NJ	1892
Galena, IL	1895	Herkimer, NY	
St. Louis, MO	1893	Syracuse, NY	
San Francisco	1893		
Brookline, MA			

Springfield, MA
 Personnel Regulations, applications
 District of Columbia
 Clipping on Los Angeles Jones-Lummis Case, 1905
 British Library Handbills
 Time Records
 Illinois, University of - Library
 Directions for Practical work
 Classification
 Accessioning
 Order Department Routine
 Handbook of the Library, 1907, 1908, 1910
 Catalog and Order Department Forms

John Crerar Library

Blanks and forms; receipts, requests, stationery, orders, notices, cards, procedures

Box 12: (1 book & 12 folders)

Libraries

Libraries, Value to their Communities, 1895-1906
 Clippings from Cleveland, Madison, New York, Springfield, St. Louis
 California, 1896-1906
 Clippings, Procedures, Berkeley, Stanford
 Connecticut
 Building photos
 European Building photos, British Museum
 Illinois clippings and photos; alphabetically by community
 Massachusetts clippings and photos
 Michigan clippings and photos
 New Jersey clippings and photos, 1901-03
 New York clippings, 1894-95
 Oregon Library Commission Publications and Laws
 Rhode Island, Providence PL clippings
 Washington, 1895
 Nebraska clippings

Box 13: (4 books and 2 folders)

Library

Library commission

- circulars, brochures
- Library of Congress
 - Clippings, 1894
- Library Economy
 - Clippings, Illinois and Wisconsin, 1896-97
 - Helena, Montana
 - McClurgs
 - Library of Congress
- Library Forms, Blanks, Samples
 - D.C., Mass., N.Y., Penn.

Box 14: (4 books and 4 folders)

- Library Training
 - Clippings, 1895-98
 - Illinois State Library School
 - Municipal and University Library floor plans
 - Boston, New York, N.J., Penn., Ill.
 - Illinois State Library School
 - Illinois Library School
 - Sample exercises
 - Floor plan
 - M. Shedlock story telling, 1905
 - Field trips
 - Alumni
 - Reference works, circulation forms
 - Syracuse Univ., 1905, 1909
 - Western Reserve Univ.
 - Drexel Institute, 1893-99
 - Marks of Ownership

Box 15: (3 books and 4 folders)

- New York State Library School
 - Bibliography (016), 1896-1902
 - Subject lists, instructions, examinations, examples
 - Summer session applications, student lists, announcements
 - Reunion Brochure (1900), clippings (1901) Field trip brochure (1905)
 - University of the State of New York Library Examinations, 1902-06
 - Forms
 - Parts 1 and 2
 - Forms, notifications, announcements, calendars (1896-1900)

Class lists (1895-1906), field trip itineraries (1895-1907)
 Practice work schedules and certificates
 Binding form, Shelf Department Work Exams (1896-1902)
 Newspaper files, History of Libraries Exams (1892-99)
 Exams (Univ. of the State of N.Y.) Founding and Government, 1898-99
 Elementary and Advanced Classification, 1896-1901
 Reading and Reference, 1892-99
 Form Letters, instruction sheets, Library School Exams,
 Reference Book Lists

Box 16: (4 books and 2 folders)

Order Systems - Pratt Institute

Order slips and sheets

Order slips and sheets to publishers and dealers from public, college and university libraries, order slip from reader for a book, professor's request lists and notice of books received (1889-1903)

Libraries of Pennsylvania

Newspaper clippings concerning Carnegie libraries in Pennsylvania (1894-95, 1904)

Pittsburgh - Carnegie Library - Cards and Forms

Loan system forms including blank library cards and applications for cards, book slips, date due forms, call slips, reserve and renewal slips, rules for library card holders, and branch and central library discard forms

Pratt Institute - Library training

Library training class information including entrance and course exams, list of lessons, schedules of class work, letter to Katherine Sharp (University of Illinois) (1893-1906)

Box 17:

Recommendation blanks - Reference lists

Recommendation blanks

Blank and used recommendation and order forms for college, university, town and public libraries, notice to professors of receipt of books (ca. 1896, 1899)

Reference

Periodical slips, reference slips from public libraries for use of books in reading room, recommendations to the user from Lawrence Public Library, Lawrence, Massachusetts, reference book stickers; articles and newspaper clippings concerning reference

Reference lists

Reference lists issued by public libraries schools, publishers concerning specific

subject areas (ca. 1893-94, 1896, 1900-1906)

Box 18:

Request Blanks - Scope and Founding

Request Blanks

Form letters requesting donation of publications

Cards, clippings, circular letters, 1896

mutual help cards, exchanges

Many from New York State Library

Regulations for Readers, 1888-1905

Collection of printed rules of public, private and university libraries in U.S., England and Australia

Box 19:

Scope and Founding

Clippings, photographs, announcements, programs
regulations

Iowa, 1900-05

Colorado, Indiana, Kansas, Louisiana, Maine, Kentucky, Maryland, Rhode Island,
Massachusetts, 1892-1907

Missouri, 1895-1906

Montana, 1895-1899

New York, 1894-1907

Ohio - Canton, Cleveland, Cincinnati, 1895-1907

Texas, Galveston, 1906

Wisconsin, 1898-1903

Box 20:

Serial Blanks

Forms and cards

Shelf

Labels, stickers, map and newspaper holders, library furniture and equipment

Self List

forms, examples, cards

Stationery

letterheads, envelopes

Statistics

Books of entry, reports

Box 21:

Traveling Libraries, 1899-1907

Announcements, brochures, circulars, posters, publications

New York, 1903

Wisconsin, 1896-97

Women's Education Assoc. of Boston, 1897-98

Wisconsin Library School, 1906-07