

R  
027.42  
In 269

7755273  
FREE LIBRARY COMMISSION  
MADISON, WISCONSIN

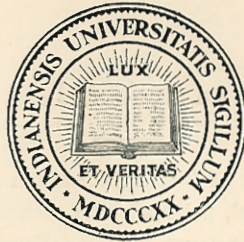
# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

Entered as second-class mail matter, October 15, 1915, at the post office at Bloomington, Indiana, under the act of August 24, 1912. Published monthly, by Indiana University, from the University office, Bloomington, Indiana.

VOL. II

BLOOMINGTON, IND.

No. 7



## Package Libraries

MARCH, 1917

## Bureau of Public Discussion

The aim of the Bureau of Public Discussion is to stimulate intelligent discussion of current social, political, and economic questions. With this end in view the bureau engages in the following activities: It assists debating societies, civic discussion clubs, and literary clubs with suggestions as to organization and method of procedure. It recommends suitable topics for debates, themes, and orations; provides suggestions for club programs; and supplies bibliographies on the topics suggested. It lends package libraries on present-day questions. It answers inquiries for general information.

## Table of Contents

	PAGE
PURPOSE OF THIS BULLETIN.....	5
PACKAGE LIBRARY HISTORY.....	5
SUBJECTS OF PACKAGE LIBRARIES.....	5
TECHNICALITIES OF ORGANIZATION—	
Equipment .....	5
Ordering .....	6
Subject-heading .....	6
Mounting .....	6
Cataloging .....	7
Classifying .....	7
Making up libraries .....	7
Charging devices .....	8
Rules for borrowers .....	8
Administrative forms .....	8
USE OF THE PACKAGE LIBRARIES .....	9
CONCLUSION .....	9

School of Library and Information  
Studies Library  
University of Wisconsin - Madison  
4191 Helen C. White Hall  
600 N. Park Street  
Madison, WI 53706-1474

## Package Libraries

**Purpose of this Bulletin.** This bulletin is a response to numerous inquiries about the mechanics of package library organization. The suggestions outlined are not intended as an infallible guide: they merely indicate some devices which have proved practicable in the management of one package library service.

**Package Library History.** The package library movement is one manifestation of an awakening civic consciousness. A wide-spread interest in current movements has created a demand for up-to-the-minute information, the answer to which has been made in part by the increasing production of magazines, newspapers, pamphlets, and vagrant literature of every kind. Much of this material is of transitory interest, and many of the regular libraries have found that they cannot, without a disproportionate expenditure of time and money, give their attention to this form of library extension work. Hence for a time the work of collecting and distributing was in the hands of commercial clipping-bureaus, which were quick to see the value—monetary and otherwise—of such an enterprise. But as the educational worth of magazine and pamphlet literature came to command recognition, institutions of learning, under the pioneer leadership of the University of Wisconsin, took up package library work as a part of their public welfare activity. In Indiana University the package library service is in charge of the Bureau of Public Discussion, of the University Extension Division.

**Subjects of Package Libraries.** In a descriptive circular issued by the Extension Division, there is given a list of some 250 topics upon which package libraries may be procured. It has been found advisable to limit the list to subjects of wide *current* interest—political, economic, and social—which bid fair to be of more than temporary importance. Historical, technical, and literary topics upon which more comprehensive information may be obtained from books are not made the subjects of package libraries.

**Technicalities of Organization.** The difference in the treatment of a pamphlet collection and a book collection is one of degree rather than of kind. Practically the same records are necessary, tho they may vary in complexity; the same processes are involved in the handling of material; and the general administration is much alike in the two cases.

**EQUIPMENT.** The housing of package libraries is a perplexing task. The main requirements are room, more room, and yet more room, inasmuch as provision must be made for the storing of libraries in every stage of development, from the raw material—the new magazine or pamphlet—to the finished product—the package of ten or twenty or fifty pieces of varying size and shape. This initial problem has been solved thus by the Extension Division of Indiana University: shelves have been provided for

the incoming magazines and pamphlets and for the few bound volumes which are used in the work; pamphlet boxes of cardboard 10 x 7 x 4 inches in size are used to hold the newly cataloged pieces; and sectional filing cases are used for all other material except the remnants of clipped magazines, which are stored in cabinets. A catalog case holds the various card records.

**ORDERING.** With the housing question settled, the next problem in the building of package libraries is the ordering of literature. A number of aids are available that point out material of value for this work. The 'Reader's Guide' and the 'Public Affairs Information Service', published by the H. W. Wilson Company, index most of the general and "public welfare" magazines, as well as recent bulletins, reports, pamphlets, results of elections, judicial decisions, etc. The 'Monthly Catalogue United States Public Documents' and the 'Monthly List of State Publications', both issued by the Superintendent of Documents, announce new government publications; and several Federal and State offices issue special lists of their own literature.

These lists are looked over; and order cards, similar to the cards used for the purpose by regular libraries, are made out for the articles desired. Order letters are written and the order cards are filed in a tray. As soon as the material is received, cards of acknowledgment are mailed, the order slips are transferred to "Orders Received" tray, and the material is laid away to await the next process.

The order cards are not used for magazines, some of which are secured by subscription and others gratis in acknowledgment of the advertising thus afforded them. A check list of magazines and bulletins regularly received is kept.

**SUBJECT-HEADING.** Since vital current problems only are dealt with in the package libraries, it is advisable to use the subject-headings given in the 'Reader's Guide'. This device—not yet fully employed at Indiana University—at once solves the problem of wording new subjects and facilitates the looking up of material thru the cross-references in the 'Reader's Guide'.

New pamphlets, as they are examined, are marked with the subject-heading under which they are to be cataloged; new magazines are read, and articles suitable for clipping are marked with their proper subject-headings. The articles indicated are then clipped and placed in manila folders which are arranged in alphabetical order in filing cases. The pamphlets are put into pamphlet holders and are cataloged at once.

**MOUNTING.** The problem at this stage is to find the materials and the style of mounting that will endure the hardest usage. Many of the package libraries are lent to schools for debating classes; and the frequent handling and the rough journeys in mail-bags work havoc with the flimsy sheets unless they have been substantially reinforced.

For magazine clippings, medium weight jute manila board 10 x 7 inches and 7 x 5 inches in size has been found to be durable and inexpensive. The briefer articles are pasted on the small manila sheets; and clippings that are more than a page in length are fastened into the large manila folders with patent eyelets. A label for the call number is attached in one corner, and the name and date of the magazine are writ-

ten along the upper edge of the folder. All of the magazine material, therefore, when mounted, is the same size and presents a fairly uniform appearance.

The pamphlets are pasted into pamphlet binders of the proper size and are labeled like the other pieces. The smaller pamphlets and leaflets are sometimes treated like the magazine articles.

**CATALOGING.** The cataloging is necessarily simple. The material is exceptionally liable to loss and destruction; and in some subjects frequent weeding must be done. The catalog card, therefore, gives only sufficient information to enable any piece to be quickly identified, to wit: call number, subject-heading, author's name in secondary fullness, brief title, place, publisher only when different from author, date, series note. Magazine editorials are cataloged with the name of the magazine as author. A dictionary catalog is useful, but it is not essential, as the material is most frequently looked up from the subject side.

The catalog may be used for three purposes: (1) as an accession record, (2) for its normal purpose of showing what the collection contains, and (3) to trace the titles of lost material, the cards for which are then withdrawn.

**CLASSIFYING.** The scheme of assigning to every topic a separate and distinct class mark expedites the process of filing the classified material and makes it easy to keep the pieces separate in libraries on kindred subjects.

The Dewey decimal classification is used, with modifications, for the Indiana University Extension Division package libraries. Most of the material falls under some subdivision of politics, economics, or sociology; and the work of evolving class numbers for such topics as City manager plan, Commission government, and Representative council plan of municipal government may be better imagined than described.

Package library classification admits of the simplest system of book numbers—the cataloged pieces are merely numbered consecutively. The record of pieces cataloged is kept on the guide cards in the catalog, so that it is possible at any time to ascertain the number of pieces on a given subject as well as the number of the last piece cataloged under that subject.

**MAKING UP LIBRARIES.** After the material has been mounted, labeled, cataloged, and classified, it is sorted into pamphlet boxes which are arranged on shelves by class number. A shelf list is kept of the pamphlet-boxes, but not of the separate articles in the boxes. In the case of topics in which public interest is very keen, as for example, Increased armaments, the material may be made up into libraries as soon as it is ready; in other subjects the material may be held until a request is made for a library.

For each set of libraries on a given topic, library number *one* is the model, and the other libraries of the set duplicate as far as practicable the material in library number *one*. The periodical articles, which are less easily duplicated than the pamphlets, are so distributed among the packages as to give each library a fair share of magazine literature.

The package libraries made up and ready for circulation are kept in sectional filing cases.

**CHARGING DEVICES.** Each package library is represented by a library card (analogous to the book-card) bearing the name of the subject, the class number, the number of the particular library in its set, the number of pieces in the library, and the number of each individual piece in the package. For the sake of clearness, the class number and the subject are written in red ink on the library cards and also on the catalog cards.

The library cards are kept in a tray labeled "Libraries In". When a request is made for a package library, one of the libraries is taken from the file and sent out, and the corresponding library card is changed from the "Libraries In" file to "Libraries Out". Before the transfer, the borrower's name and address are written on the back of the library card, and a borrower's card, containing the name and address of the borrower and the number and subject of the library and date of issue, is made out. The library cards may be filed by subject; or, if a time record is desired, by date. When the library is returned, the borrower's card is marked with the return date, and the library card is replaced in the file "Libraries In".

Keeping a strict time record is well nigh an impossibility, especially if, as sometimes happens, the libraries are lent to persons living in other States. Borrowers are asked to return the material two weeks from the day on which they receive it. A loan period of two weeks and three days covers practically all contingencies of slow rural mail service, bad roads, and other delays. When no time record is kept, the borrower's cards may be looked over periodically and overdue notices sent out.

**RULES FOR BORROWERS.** Regulations for borrowers are few, since there are no direct means of enforcing them. Borrowers are requested to take good care of the material and return all of it or be prepared to make good any losses.

Libraries are lent for two weeks, with the privilege of one week's renewal, except in the case of subjects for which there is much demand.

Libraries are not lent directly to pupils, but may be borrowed by teachers for use in their classes. This regulation insures against careless loss, and at the same time makes it impossible for one member of a class to monopolize the material intended for use in a class discussion.

When libraries are returned incomplete, the titles of the missing articles are obtained from the catalog, and a notice is sent to the borrower, calling his attention to the loss and requesting the return of the missing pieces.

A nominal fine is imposed for every piece lost out of a package library.

A blacklist of delinquent borrowers is kept, and such persons are refused the loan of any material until their fines have been paid or their losses made good.

**ADMINISTRATIVE FORMS.** Form letters and postals may be used to simplify the work of correspondence. Among these forms the following are suggested as being practical:

- (1) Order letter.
- (2) Card of acknowledgment for material received.
- (3) Letter to persons who ask for material and fail to state their official position. A circular explaining the service is sent with this letter; and the attention of the applicant is called to the regulation that libraries

must be borrowed thru a school official, a librarian, or an adult club member.

- (4) Postal card notice permitting renewal of libraries for one week.
- (5) Postal card notice refusing renewal because of heavy demand for libraries, or other valid reason.
- (6) Postal card refusing the loan of more than the regulation number of libraries.
- (7) Postal card notice that the library requested is in circulation and that the applicant's name has been placed on the waiting list.
- (8) Postal card calling attention to missing material. This must be carefully worded so as to conform to the law which prohibits dunning by postal. Bills for lost material must be sent in sealed envelopes.
- (9) Postal sent to borrower at the same time that the library is sent, advising him of the date and method of shipment.
- (10) Postal asking information concerning the use to which the library has been put.
- (11) Overdue notice.

**Use of the Package Libraries.** It is almost impossible to estimate the influence of the package library service. Often the libraries are borrowed by teachers for the use of their classes in debates and discussions; by club secretaries for the use of their clubs; and by other persons who act in effect as distributing agents. Thus a list of 400 borrowers may represent an actual patronage of several thousand readers.

The value of the service may be guessed from the wide range of borrowers and from the letters of grateful appreciation sent by the users of the libraries. The largest class comprises, as has already been noted, the school teachers in towns where the library facilities are limited. Other borrowers are club women, civic leagues, individuals doing research work; and in one instance a newly elected city commission requested a model sanitary code upon which to pattern one for its own community.

**Conclusion.** Package library work has been referred to in this bulletin as a phase of library extension work. Its present state is akin to that of new social movements which must depend for their early nurture upon private or quasi-private enterprise, and which as they prove their value become the concern of society as a whole.

The material which goes into the making of package libraries is unorthodox, viewed from the standpoint of the conventional library. Written for purposes of explanation, criticism, or defense, it bears the defects of its qualities; and much of it must be discounted as biased and propagandist. But a large part of it is either introductory or supplementary to books, and has a distinct value for purposes of research in movements whose history is still new and whose origins are obscure.

Public Discussion: State High School Discussion League (Compulsory Military Service), (1916-17).  
 Extension Courses of Instruction at Indianapolis. (Second half-year.)  
 Community Institutes.  
 Proceedings of a Conference (Third) on Educational Measurements (1916). 50 cents.

*Miscellaneous—*

An Outline for the Study of Current Political, Economic, and Social Problems. 15 cents.

\*Readings in Indiana History. Cloth: 70 cents.

## Extension Division Publications

Unless a price is stated publications are free. Where publications are marked with an asterisk (\*) reduced rates are made for purchases in quantity. A limited number of copies of publications marked with a dagger (†) are distributed free of charge to citizens of Indiana.

*Circulars of Information—*

Community Institutes: Explanation and Suggested Programs.  
 Community Institutes: Methods of Organization.  
 Public Discussion: Package Libraries.  
 Visual Instruction: Motion Pictures.  
 Club-Study: Departments and Courses of Study.  
 Public Discussion: Debates.  
 Extension Lectures: List of Speakers and Subjects.  
 Correspondence-Study: Courses in Elementary Mathematics.  
 Play and Recreation.

*Bulletins—*

Proceedings of a Conference (First) on Taxation in Indiana (1914). 50 cents.  
 Proceedings of a Conference (Second) on Taxation in Indiana (1915). 25 cents.  
 Public Discussion Manual for Civic Discussion Clubs.  
 \*Proceedings of a Conference on the Question "Shall a Constitutional Convention be Called in Indiana?" 25 cents.  
 †Proceedings of a Conference (First) on Educational Measurements (1914). (Out of print.)  
 †Proceedings of a Conference (Second) on Educational Measurements (1915). 50 cents.  
 Public Discussion: State High School Discussion League (County Government), (1914-15).  
 Public Discussion: State High School Discussion League (Municipal Home Rule), (1915-16).  
 A Manual of Pageantry.  
 Extension Division Announcements (1916-17).  
 History Consultation Service.  
 History Teaching in the Secondary Schools: A Conference held at Gary, Ind. (Out of print.)  
 †Proceedings of the Indiana Newspaper Conference (1915). 25 cents.  
 Correspondence Study.  
 Lantern Slides: Rules for Borrowing, Catalog, and Suggestions for Use.  
 The Community Schoolhouse: Bibliography, Notes, List of Lantern Slides.  
 First Loan Exhibit of Pictures: A Catalog, with Notes.  
 Early Indiana History: Bibliography, Notes, and List of Lantern Slides.  
 Indiana Local History: A Guide to its Study, with some Bibliographical Notes.  
 Westminster Abbey: A Lecture to Accompany Lantern Slides.  
 Reference Aids for Schools.  
 Community Welfare Programs.  
 Play and Recreation: Four Papers Read at the Indiana State Conference on Play and Recreation. (Vol. I, No. 11.)  
 Extension Courses of Instruction at Indianapolis. (First half-year.)  
 Play and Recreation: Four Papers Read at the Indiana State Conference on Play and Recreation. (Vol. II, No. 1.)