UNITED STATES PUBLIC DOCUMENTS,

THEIR VALUE AND CARE IN IOWA LIBRARIES OF 5000 - 20000 VOLUMES.

by

SARAH AMBLER.

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THIS IS TO CERTIFY THAT THE THESIS PREPARED UNDER MY SUPERVISION BY

Sarah Ambler

ENTITLED United States public documents, their value & care in Iowa libraries
of 5000-20000 volumes

IS APPROVED BY ME AS FULFILLING THIS PART OF THE REQUIREMENTS FOR THE DEGREE

of Bachelor of Library Science

Katherine W. Sharp

HEAD OF DEPARTMENT OF Library Science
Preface.

The writing of this paper was prompted by the conviction that the United States published a vast amount of literature each year, aggregating thousands of volumes, which are freely distributed to libraries, many of the libraries do not value them, others have not room for them, and how to take care of them is a problem deferred until "we have more time," and the valuable information contained in the United States publications can be made available to the public.

The report of twenty-two Iowa libraries of from 5000 - 10000 volumes, regarding publications most valuable in these libraries, may be a guide, for libraries of a similar type, in selecting the publications most useful to them.

It is hoped that the schemes suggested for classifying, and the compilation of rules for cataloguing the United States publications may be helpful to librarians.
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It is not surprising that so few librarians wish to undertake the solution of the United States public document problem. Until the work of cataloguing the government documents was proposed but no action was taken until 1861, when an act was passed authorising a catalogue of government publications to be made covering the years from 1774 - 1861. There was also a resolution to the head of each executive department to prepare complete lists of any and all books published by his department,War, or officers of the same from 1860 - 1861, and to report to Congress at its next session.

The catalogue authorized to be made of all public documents was under the direction of the Librarian of Congress, who with a considerable staff of clerks, made a personal search for the documents in the rooms of the several departments, the Congressional library, and the collections and catalogues of the New York Public library and the Massachusetts State library. Four departments were able to furnish complete lists of their publications; War, Navy, War, Interior and Justice. The other departments were not able to furnish the required list for title of its ten publications.

The entries for this catalogue were made largely from the files themselves, with a few descriptive lines stating where and when the document was published and its general scope.
Government Catalogues.

It is not surprising that so few librarians wish to undertake the solution of the United States public document problem. Until 1885, there was not a catalogue of any kind representing the number or scope of the government publications.

In 1845, the work of cataloguing the government documents was proposed but no action was taken until 1881, when an act was passed authorizing a catalogue of government publications to be made covering the years from 1774 - 1881. There was also a resolution passed the same year directing the head of each executive department to prepare complete lists of any and all books published by his department, bureaus or officers of the same from 1789 - 1881, and to report to Congress at its next session.

Descriptive catalogue of government publications, 1774 - 1881.

The catalogue authorized to be made of all public documents was under the direction of Ben Perley Poore, who, with a considerable staff of clerks, made a personal search for the documents through the libraries, document and committee rooms of the several departments, the Congressional library, and the collections and catalogues of the Boston Public library and the Massachusetts State library. Four departments were able to furnish complete lists of their publications, Navy, War, Interior and Justice; the other departments were not able to furnish the required list nor file of its own publications.

The entries for this catalogue were made largely from the volumes themselves, with a few descriptive lines stating when and where the document was published and its general scope.
The catalogue was published in 1885, it contains 100,000 titles, which are arranged chronologically, the first entry is Abridgments of laws in the American Plantation, London 1704. It contains, beside documents published by the United States, many connected with its history and development, that have been purchased or adopted by the government and accepted by Congress as official. There is an index to the volume. This catalogue cost $40,000 exclusive of the printing, 6,600 copies were printed for distribution and 500 extra copies for sale.

This catalogue was a beginning in the cataloguing of government publications, and the great amount of work required to collect the material from so many sources emphasized the necessity of catalogues of the government publications being made and kept up to date.

The comprehensive index, 1889 - 92.

The comprehensive index, also known as the Ames Catalogue of government publications 1889 - 92, covering the 51st and 52nd Congresses, is arranged in a tabular form. In the center of the page is a brief entry by subject, stating also how and when the document was published, at the right hand side of the page is given the Senate or House document, volume and number, on the left hand side the department, the name of the chairman of the committee or the name of the individual proposing the bill or making the report, as,
The subject entries are arranged alphabetically. In the Personal index are grouped senators and representatives reporting for committees, consuls making reports, authors of papers, cabinet officers and heads of departments.

Checklist of public documents.

In 1892 the first edition of the Checklist was issued, prepared by John G. Ames, Superintendent of documents of the Interior department. This is an index to the congressional set since the 14th Congress. The state papers and documents of the previous Congresses not having been published in a satisfactory form are not included in this Checklist. This edition was soon exhausted. The second edition was issued in 1895 from the Office of the Superintendent of documents, Mr. F. A. Crandall in charge. This was much larger than the first, among the additions being the Statutes at Large and Revised statutes, the publications of the different departments omitted from the first, a list of explorations and surveys, a list of government catalogues, an
alphabetical index of departmental publications with the serial numbers assigned to those that occur also in the congressional set.

The serial numbers assigned to the congressional set, form one of the chief features of the Checklist. These were worked out by Mr. Ames, but not used in the first edition. The numbers beginning with one are assigned to the volumes of the congressional set beginning with the 14th Congress. The volumes of each session are arranged under Senate Journals, Documents and Reports, House Journals, Documents and Reports. The volumes of the first fourteen Congresses are arranged in the same order, but without serial numbers. Primarily, the Check list is intended as an index to the congressional set, and for the use of depository libraries. By checking the volumes in the library it is easy to know what sets are complete, and which volumes to secure in order to complete the sets. The Checklist is supposed to contain a record of all known United States publications, when and under whose auspices published. It is the key that unlocks many mysteries connected with the United States publications.

The third edition is promised this year. Mr. L. C. Ferrell, the present Superintendent of documents, in his report for 1899, says the new Checklist is to be more systematic and comprehensive than any heretofore attempted. The documents are arranged under four headings:

1. Papers of the Revolutionary period.
2. Proceedings and debates of Congress.
3. The congressional series.
4. The departmental series.
The first group will contain valuable papers, not all public documents, but papers which have been purchased or adopted as official by the government. The second group will contain the Proceedings and debates of congress from the 1st - 55th Congress. The third group will contain a list as complete as possible of all congressional publications from 1st - 55th Congress, from the 14th - 55th the scheme of serial numbers will be carried out, from the 1st - 14th zero numbers are to be assigned to the volumes. The fourth group will be arranged in much the same manner as the departmental series in the second edition, those occurring in the congressional series will have the serial numbers assigned. There is also to be a new scheme introduced for classifying the departmental publications, to which reference will be made later.

Monthly catalogue of government documents.

Supplemental to the Checklist is the Monthly catalogue, which is issued each month, and contains the publications issued during the month, for example the May catalogue would contain the publications for May, and would not come out until the first week in June. It has been issued since 1885. The ten volumes issued from 1885 - 94 were edited by J. E. Eickcox. Since 1895 it has been issued from the Office of the Superintendent of documents. The arrangement is first, congressional reports, second, a list of the volumes of the congressional set for the month, with the serial numbers that have been assigned, third, the departmental publications, under each department are arranged the different bureaus, and divisions, belonging to it, with their
respective publications. Any change of name of department, bureau, title of publication, or regarding the frequency of publication is noted in the Monthly catalogue. The earlier numbers did not have an index, but since December 1897 an index has been issued with each number, and beginning with January 1900 a cumulative index is to be issued each month.

Dictionary catalogue.

The best catalogue issued thus far of the public documents of the United States is the Comprehensive index or Dictionary catalogue, provided for by the act approved 12 January 1895. This catalogue follows the comprehensive index of the 51st and 52nd Congresses. Each part of the new catalogue covers but one Congress, and is to be issued as soon as possible after the close of the last session of each Congress. Those for the 53rd and 54th Congresses have been issued and the one for the 55th it is hoped will be issued in the near future.

This catalogue is on the dictionary plan, there is a list of authorized governmental authors in the back, being a list of departments, divisions, bureaus and commissions which issue documents. The headings, subheadings and references are printed in antique or Clarendon type of different sizes. The catalogue for each Congress includes all publications issued during the two or three sessions of the Congress. It is a large quarto volume carefully prepared and well printed. It is the work of the Office of Superintendent of documents which has accomplished so much in cataloguing and reform in the distribution of public documents during the past five years.
Consolidated index.

This index takes the place of the six indexes, one of which is found in each octavo volume of all congressional documents prior to the 54th Congress, Senate, Executive, Miscellaneous or Reports, and House, Executive, Miscellaneous or Reports, each set for each Congress had an index, and this index for all volumes of a set is bound with each volume of the set. It was impossible to issue any volumes of a Congressional set until after Congress had adjourned its last session, and the indexes were completed causing delay and increased expense. The Consolidated index issued at the end of each session has the briefest possible entries, but one line, as a rule, to each one. The entries are made under the subject, and the name of the committee or congressman who presents the bill or report, with a reference to the manner of publication, thus, S. R. vol.3, no.236.

In the back of the index is a Schedule of volumes issued during the session, and, beginning with the 55th Congress, the serial numbers are assigned to the volumes. The first index issued was for the 54th Congress.

Catalogue of the publications of the Smithsonian institution 1846 - 86.

The catalogue of the Smithsonian publications was compiled by W. J. Rhees. It is arranged chronologically, under each volume is a table of contents, unless the volume treats of but one subject. A serial number is assigned to each volume. There is also an index including both authors and titles, the reference to the volume containing the paper being by the serial number.
It would be a good plan to check the volumes of the Smithsonian publications in the library, and use the catalogue as a finding list.

1. Designated depository libraries, State and Territorial libraries.
2. Geological depository libraries.
3. Remainder depository libraries.

The first class are such libraries as receive substantially all free publications of the government. The second class receive all scientific publications of the Geological survey. The third class receive the fractional remainders of acts after the allotment has been made to the members of Congress.

Designated depository libraries.

Depository libraries of the first class are designated by senators, representatives and delegates. Each senator is entitled to name one library, to be located in his state, to be a designated depository library, each representative and delegate is entitled to name one to be located in the district which he represents to be a designated depository library.

In addition to the above, the law provides that each State and Territorial library, the libraries of each of the executive departments, those of the Military Academy at West Point and the Naval academy at Annapolis, and one other library, that of the American antiquarian society at Worcester, Massachusetts, shall be designated depository libraries.

In Iowa there are fourteen designated depository libraries, one in each of the eleven congressional districts, two appointed
Libraries.

Libraries receiving the United States public documents are of three classes:

1. Designated depositories, State and Territorial libraries.
2. Geological depositories.
3. Remainder depositories.

The first class are such libraries as receive substantially all free publications of the government. The second class receive all scientific publications of the Geological survey. The third class receive the fractional remainders of sets after the allotment has been made to the members of Congress.

Designated depository libraries.

Depository libraries of the first class are designated by Senators, Representatives and Delegates. Each Senator is entitled to name one library, to be located in his state, to be a designated depository library, each Representative and Delegate is entitled to name one to be located in the district which he represents to be a designated depository library. In addition to the above, the law provides that each State and Territorial library, the libraries of each of the executive departments, those of the Military Academy at West Point and the Naval Academy at Annapolis, and one other library, that of the American Antiquarian Society at Worcester, Massachusetts, shall be designated depository libraries.

In Iowa there are fourteen designated depository libraries, one in each of the eleven congressional districts, two appointed
by the United States senators, and the State library.

A library unless it be a college library must have at least 1000 volumes, exclusive of public documents, to become a designated depository library, and it must provide an accessible and safe place for the documents.

The purpose of the depository library is to accumulate sets of the congressional documents in different parts of the United States, in libraries which will hold and care for them, for the use of the people of the several districts. It is neither desirable nor advisable to change the location of depository libraries, as the sets would be broken and one of the objects of the library be lost. A library made a depository library can not hope to secure the back volumes, and if a depository library for any reason be dropped from the list it is left with a broken set.

It would be quite a reflection upon a library if the documents intrusted to its care by the government, for the use of the public should be found in the original wrappers, piled in a store-room. They might almost as well be in the government printing office at Washington.

Geological depositories.

Each senator, representative or delegate is entitled to name two libraries of the second class.

Remainder depositories.

Each senator, representative or delegate is entitled to name an unlimited number of libraries of the third class, provided, that the Superintendent of documents equally apportions the documents
among the members.

The bill now before Congress, recommends that designated depository libraries be divided into two classes, the first to receive all free government publications, the second to select only those desired, thus relieving the small libraries that can not care for all, and giving the large libraries that can care for them the full set.

The departmental publications, including the publications of bureaus, commissions and divisions, are distributed to libraries and individuals, from the departments publishing them, upon the recommendation of senators or representatives, and many of them can be secured by personal application to the department. Many of the departmental publications are also published in the congressional set.
Distribution and printing of public documents.

Much has been written of reform in the distribution and printing of public documents, many bills and resolutions have been presented to Congress and some good legislation has been accomplished. The American library association has been watchful and helpful. At each annual conference the committee upon public documents reports what progress has been made and makes valuable suggestions, regarding the needs of the libraries of the country in regard to the distribution and printing of public documents.

The best and most effective legislation upon the subject was provided for in the Act approved 12 January 1895. This Act provided for the establishment of the Office of documents. It has been the duty of this office to collect all congressional documents, that have not been distributed, and that have accumulated in various committee rooms, in store rooms, in the printing offices that have at different times done the government printing, before the establishment of the government printing office, also in the basement of the Capitol, and the Senate and House libraries, where they had been sent from time to time for members and had not been claimed by them. Many of the documents had been stored away for many years and were in a bad condition.

In a collection of this kind there were many duplicate copies, and these copies, as provided for in the bill, were to be distributed to libraries.

It became necessary to devise some plan for the proper care of the volumes thus accumulated, and 2340 stacks or storage bins were constructed, each of which would hold 75 - 300 volumes, ac-
cording to the size of the volumes.
The documents collected were sorted and cleaned, and those whose condition rendered them valueless for distribution were disposed of, the others were placed in their respective bins. An index was necessary for this vast accumulation, and for this purpose one copy of each volume was taken from the bins; these volumes were classified and arranged, upon shelves, by congresses and sessions, and the bin indicated where the duplicates might be found. This is both a library and an index of all available government publications. Shelves were provided for 10,000 volumes, but before two weeks it became evident that more shelving must be provided. According to the fifth Annual report of the Superintendent of documents for the year ending December 1899, the number of volumes now in the Document library is 26465 and 4233 maps.

Libraries were requested to send in their duplicates, the franks and mail bags being provided for all duplicate documents reported; these were sorted and placed in their proper bins. Libraries were requested to report volumes missing from their sets, and the sets which they desired, and these volumes and sets were as far as possible supplied from the duplicate collection.

All congressional documents for distribution to depository libraries are sent to this office to be distributed from it, documents being distributed from one office, this making it possible to keep account of those sent to and received by libraries. All designated depository libraries are reported by the senator, representative or delegate who names them, to the Superintendent of documents, thus making it possible to avoid duplications arising
from the same library being designated twice, as when the representative of a district and senator from the state in which the district is located each names the same library.

This office was also required to prepare a number of catalogues which are helpful to librarians. The most helpful of these have been described in the foregoing pages.

In 1896, important amendments to the act of 1895 were proposed in a bill entitled, "To reduce the cost, increase the value, and simplify the methods of publication of documents furnished to designated depository libraries." Some of the important provisions of the bill were:

1 "Libraries shall be supplied from the earliest editions of every document that can be made available for that purpose."

2 "That every document in its bound form shall appear under only one title, in one binding and color and one size."

3 "That for improvement of appearances and durability, and to save half the cost of production, the reserve volumes of public documents shall be bound in cloth instead of sheepskin."

The librarians of the country were asked to support this bill, and their support was heartily given. The bill passed the House, and was recommended by the Senate committee on printing, but failed to be passed by the Senate.

The bill expressed the needed reforms, and the question once having been raised and discussed, has been kept before the public. It is hoped that the bill before the present Congress covering much the same ground may become a law before this session adjourns.

Mr. Ames, for many years Superintendent of documents of the
Interior department, recommended many reforms in his reports, and was the promoter of many improvements, such as the first Checklist and Comprehensive index of the 51st and 52nd Congresses, and the clearing house for libraries. Libraries were requested to report to the office the duplicate copies of volumes in their possession, they were furnished franks to return them, or the franks and the address of some library desiring the volumes, to whom the duplicates were sent. Small libraries returned hundreds of volumes and were glad to do so, and the volumes returned were as gladly received by libraries not having them. This clearing house included the departmental publications as well as the congressional set.

Mr. Ames also in his last report made to the Secretary of the Interior in 1894, recommended the advisability of establishing one central office for the distribution of departmental publications; the recommendation was favorably received, but the office has not yet been established.

The manner of printing, lettering, and making of public documents has been without system, the title pages and binders titles have not been the same, in many cases the copies of the volumes printed at different times, and different volumes of sets are so dissimilar that it is often necessary to examine their contents in order to find out where they belong. This duplication and dissimilarity leads to waste and confusion.

Until 1860, the printing of public documents was done by different firms; usually the contract was let to the lowest bidder, and many times for only one Congress. By the establishment of the government printing office it became possible in a measure,
to secure uniformity in titles, lettering and the make up of volumes. But neither the Public printer nor the Superintendent of documents can go beyond the law, and, however much they may realize the need for reforms in their offices, they are powerless without authority from Congress.

Much confusion and duplication result from the many forms or editions in which a document may appear.

The same report is often times issued in four different forms,  
1 As a House or Senate document.  
2 As a part of the report of the head of a department.  
3 As a volume of the bureau issuing the report.  
4 As a separate pamphlet.

A library asking for and receiving a complete collection of public documents will have the report in four different forms, when one or two, if the library is large, would be enough.

The bill now before Congress provides "That annual reports of heads of executive departments and chiefs of bureaus, commissions, and officers, reports of special boards and commissions appointed by the President or other executive officer, periodicals issued weekly, monthly, yearly, or at other regular intervals and serial publications issued at regular intervals shall not be numbered and printed as congressional documents."

If this provision of the bill should pass, the reports specified in it would no longer be published in the congressional set, and the number of congressional documents would be greatly reduced. Many of these reports are prepared and printed before Congress convenes, and can be distributed long before the congressional set can possibly be ready for distribution.
The expense of binding would be materially reduced, libraries would not receive as a rule more than one copy of a report, and the other copies would be available for other libraries, provided as many of the one edition were issued as had been issued in the three or four previous editions.

The same bill also provides, "That the color and lettering of the binding and the phraseology and typography of the title-page of every public document shall be the same on and in all copies of such documents, except reprints, which may show the addition of new matter and the date thereof: Provided, That this provision shall not be held to preclude or curtail any privilege now enjoyed by members and officers of Congress of having documents specially bound for their personal use."

This provides for uniformity in lettering and form of volumes. It is practically the same as was provided for in the bill of 1896, and expresses the necessity of the reform.

The present bill also provides; "That it shall be the duty of the author or compiler of any public document to furnish title page and index for the same."

This would assure the real subject being expressed by the title and index. It is most heartily hoped for the good of all concerned that this bill may become a law in the near future.
Scope of the United States publications.

Of the number of volumes constituting the official publications of the United States government, including those adopted or purchased by the government, there is no accurate record. Many are out of print, some ordered printed were never printed, and some printed in small editions can not be accounted for, but those contained in the different government and other libraries and recorded in their catalogues may be counted by the thousands. They are upon most varied subjects and cover a wide field, some reports requiring volumes, others published in small bulletins and circulars, some containing fine illustrations and maps, others long tables of statistics.

The different publications issued by Congress and the executive departments represent the conditions of the people of the United States in different sections, their relations to each other and to the outside world, their occupations and the results therefrom, the natural resources and the manufacturing industries, the finances and commerce of the nation and its relations with foreign countries and means of communication with them.

The United States Constitution declares that Congress shall have power to provide for the welfare of the people of the United States. The welfare of a great commonwealth consists of more than the enactment and administration of laws. The development of the natural resources of the country for the good of the people and the dissemination of the results of such investigation belong to the province of a great government, as do also scientific investigations concerning the flora and fauna, the geology and mineralogy, and astronomical observations, and investigations
concerning the social and economic conditions of mankind. All these are to be found in the United States publications.

The intrinsic value of the publications of the United States government can best be determined by a careful and thorough examination of the different reports, monographs, bulletins and circulars, by considering them as carefully as any other books added to the library. The public know too little of the variety and value of the publications of the general government, they are supposed to consist of business transactions of the various departments, in nature something like the account books of some large business establishment, only less comprehensible. Many of the publications are only routine reports of the various executive officers, this being especially true of some of the earlier reports, but each year there is issued a greater number of publications, that are interesting, instructive and educational in the broadest sense.
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Dewey card</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>Yes</td>
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<td>Dewey card</td>
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<td>Dewey card</td>
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<td>Dewey card</td>
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<td>Publication Departmental - see card</td>
<td>Dewey card</td>
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Is it advisable for a library of 5000 - 20,000 volumes to secure as many public documents as possible? This will depend largely upon the library and its probable growth, and the growth of the community in which the library is located. Each library must itself determine which documents are most desirable for it. The library is primarily for the enlightenment and entertainment of its patrons, and with public documents as with other literature, an accumulation of unused, unavailable material is poor economy. Select those of general interest, as educational and labor reports, select also publications of local interest to the community in which the library is located, for example in the library of a seaport town reports of the Light house board and Life saving service would be more useful than in an Iowa library, while reports and bulletins upon agricultural subjects would be more useful in Iowa libraries, reports upon free silver discussions would be most sought in the silver states of the west, and discussions upon tariff and production in manufacturing centers.

By referring to the accompanying table it will be seen which of the Federal publications are most used in Iowa libraries of from 5000 - 20,000 volumes. Other publications might be as valuable to these libraries if the attention of the patrons were called to them.

If, however, a library has room to properly shelve the public documents and has been and is the recipient of many of them it would be advisable, as far as possible, to keep up the sets; not so much for the present time as for the future.
If a library grows the time will come when these publications will be wanted and will be hard to obtain.

It would be advisable for depository libraries to secure, in addition to the congressional set, those of the departmental publications most used by the patrons of the library, to be classified with the subject to which they belong.

The United States government publications may be divided into two general classes, first the official class, second the educational class. The first contains those of a strictly business and administrative character. These publications are not much sought in a library of 5000 - 20,000 volumes. The second class contains those of general interest, and are more desirable for a library of the size under consideration. The publications reported most valuable in the Iowa libraries, are of the second class. This class may be divided into two divisions,

1 Scientific, containing
   Publications of the Department of agriculture.
   Publications of the Patent office.
   Publications of Smithsonian institution.

These represent those publications which are the result of scientific investigations or the result of applied technical skill and training as the Patent office publications.

2 Historic and sociologic, containing,
   American archives and State papers.
   Census.
   Debates and proceedings of Congress.
   Messages of the Presidents.
History and sociology are so closely related and in so many cases overlap each other, that it is hard to draw a dividing line, especially with United States publications, the greater part of which contain more or less material upon sociologic subjects. Hon. C. D. Wright says "The study of social science can not be carried on without the contributions of the Federal government and it has been most generous in its contributions." Mr. Wright is without doubt the best informed person, of the present time in the United States on sociologic problems, and any statement made by him upon the subject or publications relating thereto is accepted as authority.

Scientific publications.

Department of agriculture.

The Department of agriculture was organized in 1862, but was not made an executive department until 1889. From 1845 - 62 the agricultural reports were included in the Annual reports of the Patent office. The department of agriculture issues a greater number of publications than any other department of the government. The most important publications of the department are, the Annual reports, the Special reports and Bulletins of the Bureau of animal industry, the Bulletins and Circulars of the Biological survey, the Bulletins and Circulars of the Division of
botany, Bulletins of the Division of chemistry, the Bulletins, Circulars and Experiment station record of the Office of experiment stations and the Miscellaneous series and special reports, and Circulars of the Division of statistics.

Annual reports 1862 - date.

Since 1893, these reports have been published in two parts, part 1, purely administrative and issued in a limited edition, part 2, entitled Yearbook, containing the reports of the different chiefs of divisions and scientific papers. A large edition, 500,000 copies, of part 2 is issued and freely distributed.

Bureau of animal industry.

Special reports.

These reports treat of subjects of especial interest to stock raisers and the farming community, as, Special reports upon the diseases of horses and cattle, Sheep industry in the United States, and Inoculation as a preventive of swine diseases.

Bulletins.

These treat of the Dairy industries of the different states, Investigations concerning bovine tuberculosis, Inspection of meats for animal parasites, and Milk supply of Boston and other New England cities.

Biological survey.

Bulletins and Circulars.

These treat of such subjects as, English sparrows in North America, Pocket gophers of the United States, Jack rabbits of the United States, and Bird day in the schools. The Biological survey also publishes the Series of North American fauna.
Division of botany.

Bulletins and Circulars.

These treat of such subjects as, Flora of the Black Hills, Russian thistle, and Legislation against weeds.

Division of chemistry.

Bulletins.

These treat of Food adulterations, Experiments in producing sugar from sorghum, sugar cane and beets, and Composition of maize.

Office of experiment stations.

Experiment station record.

This is the most important publication of this office. It contains a brief synopsis of the bulletins issued by the different Experiment stations located in the different states in the United States and Canada, stating by whom the bulletin was written, its subject and when and where published.

Division of statistics.

The publications of this division contain monthly statements of the conditions of the crops, and special papers on such subjects as Freight rates, Farm products in foreign countries, and Wages of farm labor in the United States, and Effects of foreign immigration upon farm labor.

The Department of agriculture has also issued a Checklist of the publications of the department from 1845 - 95, which is supplemented by a Monthly catalogue containing the publications of the month. These catalogues give a complete list of all publications, however small, by title, under the division publishing them. The agricultural publications of the past ten years have
been largely the result of scientific experiments carried on in the different parts of the country, under the various conditions peculiar to the locality.

Geological survey.

This survey is the consolidation of the different organized United States surveys existing in 1879. By an act of March 3, 1879, the Geographical and geological survey of the Rocky mountains region, the Geological and geographical survey of the territories, and the Geographical survey west of the 100th meridian were discontinued and the United States Geological survey was established as a division of the Interior department. This division has charge of all the surveys of the United States, and the work is apportioned to different sections of the United States, each section being under the supervision of a chief who is well qualified to conduct the special work. The work in the different parts of the United States goes on at the same time; the publications are Annual reports, Monographs, Bulletins and Mineral resources.

Annual reports.

Contain the general plan of the work for the years, the division of work and the report of the surveyor in charge, the extent, and expense of the work and a summary of all work undertaken and accomplished.

Monographs.

The monographs are exhaustive treatises upon various phases of the geological formations in the United States, prepared by men high in science; these monographs are published under the name of the person making the investigation, as,
Emmons, S. F. Geology and mining industry of Leadville, Colo. with atlas.


Irving, R. D. Copper-bearing rocks of Lake Superior.

Bulletins.

The bulletins are special papers upon different features of the work in different sections, as Geology of Big Stone Gap coal fields, Geology of Nantucket, Geology of North California.

Mineral resources.

These publications are especially concerned with the value of ore deposits, the extent of the deposit, methods of working the mines and the expense involved.

Patent office.

The Patent office has supervision of the patents applied for and the issuing of the same, and the publications have direct bearing upon patents. They consist of Annual reports, Official gazette, Specifications and drawings, Indexes, and Miscellaneous publications.

Annual reports.

Which are statements of the business affairs of the office, administrative in character.

Official gazette.

The gazette is published weekly and contains a report of all patents issued during the week and a list of persons to whom they have been issued, with a brief description and small illustrations.
Specifications and drawings.

This is issued monthly and contains more minute descriptions and more detailed drawings of the patents. Copies of the detailed specifications and drawings of any single patent can also be obtained by any one for 10 cents.

Indexes.

Annual index contains all patents issued during the year, a list of patentees and trademarks. Special indexes have been issued from time to time, as Indexes of patents relating to electricity, Indexes of foreign patents for use in the Patent office.

Miscellaneous publications, as,

Patent laws relating to trade marks and labels.

Women inventors to whom patents have been granted by the United States government 1790 - 1888.

The Patent office issued a large folio volume, in a limited edition, illustrating the developments in different industrial lines, as the evolution from the primitive pointed stick to the latest improved sulky plow, where the plowman rides sheltered from the sun by a canopy, the grinding of grain between two smooth stones to the roller flour mills. The illustrations representing each industry are upon the same page, so that each step in the evolution can be closely followed.

Smithsonian institution.

The publications of the Smithsonian institution are each year fulfilling the desire of its founder James Smithson whose will contained this provision, "I bequeath the whole of my property to the United States of America to found at Washington, under the name of the Smithsonian institution, an establishment for the
increase and diffusion of knowledge among men." The publications are not restricted to any one branch of science, but all sciences come within its province. The investigations, conducted by the various departments of the institution, are by the best talent, in their special lines, in the United States, are exhaustive and must be original and a real addition to knowledge. Each year there is distributed to libraries and learned societies of the United States an unequalled set of valuable treatises varying from the fishes of the rivers and lakes to the birds of the air, from the stars of the heavens to the minerals within the earth. The publications are Annual reports, Contributions to knowledge, Miscellaneous collections and the publications of the National museum and Bureau of ethnology.

Annual reports, 1848 - date.

The early ones were simply the business transactions of the board of regents; the later ones contain papers indicating the progress in different branches of knowledge as Boundary line between geology and history and Meteorology.

Contributions to knowledge.

These papers are by specialists and must be the result of original investigation and be a positive addition to knowledge. They are upon such subjects as, Arrangement of families of animals, Arrangement of families of fishes, Ancient fauna of Nebraska, Extinct American ox, Remains of man from caves in the Aleutian Islands.

Miscellaneous collections.

Include reports on particular branches of science also special reports.
National museum.

The National museum issues a number of publications. The original plan of the museum was to collect specimens for study, but later it has collected for exhibition and to preserve the species. The publications are descriptive of the specimens in the museums, also studies of the habits of animals living, and investigations concerning extinct species. The papers are upon such topics as, Remains of the Walrus in Maine, Descriptions of a new species of fishes, Studies upon the birds of North America, Fresh water sponges etc.

Bureau of ethnology.

Bureau of ethnology was transferred to the Smithsonian institution from the Geographical and geological survey of the Rocky mountain region, when the different United States surveys were consolidated forming the United States Geological survey. The bureau continued under the supervision of J. W. Powell. The publications deal with the North American Indians, and consist of Miscellaneous publications and Bulletins.

Miscellaneous publications.

These contain papers upon such topics as, The study of sign language among the North American Indians, and Study of mortuary customs among the North American Indians.

Bulletins.

The Bulletins are upon different phases of Indian life, and consider the traces of ancient civilization among the Indian tribes, their language, and the remains of earth-works. Some of the titles of the papers will illustrate the scope of the subjects, as Bibliographies of Indian tribes, Work in mound explora-
Historic and sociologic publications.

American archives and state papers.

The official publications relating to our earliest national life are the American archives and state papers. The original plan in compiling the archives was to issue a set in six series, containing all important documents connected with the American colonies, their relation with England and Holland, the colonial period, the causes of the Revolution and its results, and the constitution of the United States to the final ratification thereof.

Of this work only the fourth series was completed and three volumes of the fifth. The fourth is in six volumes and covers the time from the King's message 1774, to the Declaration of Independence, 1776. The three volumes of the fifth series cover the time from the Declaration of Independence through December, 1776.

The American state papers were prepared under a provision of Congress approved March 3, 1831, and a joint resolution of March 2, 1833, and an act of June 12, 1858. Under the first act and resolution 21 volumes were prepared and issued and 17 volumes under the last act. They contain the most important documents of an executive and legislative character, selected with great care from the manuscripts and printed material of both houses of Congress and the different executive departments. They cover the 1st - 22nd Congress, 1789 - 1834. They are divided into ten classes according to the subject matter, Foreign relations,
Indian affairs, Finance, Commerce and navigation, Military affairs, Naval affairs, Post-office department, Public lands, Claims, Miscellaneous.

Census bureau.

The United States Census bureau was one of the bureaus organized under the State department, to which it belonged until the Interior department was organized. The bureau is not organized and working all the time but is organized about one year before the time of taking the census, and continues until the work is completed.

The original purpose of the Census was for enumeration, for the purpose of representation, as a basis for taxation and tariff legislation. As the interests of the country have increased, other items have been added to the Census, until now it is a history of the country in figures, for every ten years.

The first Census was taken in 1790, and was the first periodical Census provided for by any nation. The Census of 1790 was a pamphlet of 52 pages, the one for 1800 a pamphlet of 78 pages, the one for 1810 was in two volumes, one on population and one on manufactures. With the growth of the country and the development of new interests, and the increase in wealth and population, each Census report has been larger and larger until the ones for 1880 and 1890 required 22 and 25 quarto volumes. The contents of the 10th Census, 1880 will convey some idea of the scope:

v.1 Population
v.2 Manufactures
v.3 Agriculture
32.

v. 4 Agencies of transportation
v. 5 - 6 Cotton productions of the United States.
v. 7 Valuation, taxation and public indebtedness
v. 8 Newspapers, Alaska, and ship building
v. 9 Forest trees of North America with atlas
v. 10 Petroleum, coke, and building stone
v. 11 - 12 Mortality and vital statistics
v. 13 Statistics and technology of the precious metals
v. 14 Mining laws of the United States
v. 15 Mining east of the 100th meridian
v. 16 - 17 Waterpower of the United States
v. 18 - 19 Social statistics in cities
v. 20 Statistics of wages and prices of necessaries of life
v. 21 Defective, dependent and delinquent classes
v. 22 Power and machinery in manufactures, and report on ice industry

The 11th Census is much like the 10th, except Mortgages on houses and farms, and Surviving veterans of the War of the Revolution were added. The 12th Census, the enumeration for which begins 1 June 1900, will be much like the 10th and 11th.

In order to avoid duplication in the distribution all volumes were ordered distributed from the office of the Secretary of the Interior to such libraries, institutions or individuals as should be named by senators, representatives or delegates; each senator could name fifteen, and each representative or delegate ten. The libraries, institutions, or individuals were to be notified upon whose recommendation the volumes were sent.
United States Congress.

Debates and proceedings of Congress.

The debates and proceedings of Congress are issued by Congress and consist of four series: The first, Annals of Congress, compiled by Gales and Seaton, the second, Register of debates, the third, Congressional globe, the fourth, Congressional record.

Annals of Congress.

The period covered by this series is from the 1st Congress through the 1st session of the 18th Congress. The volumes do not contain a full report of the proceedings of Congress, but only such abridged reports of debates as could be collected from reliable sources; the proceedings of the two houses are arranged separately by sessions and congresses. In an appendix incorporated in the last volume for each Congress, are to be found the most important executive and other documents belonging to the Congress, and all public laws passed by the Congress. The series is in 42 volumes, published 1835 - 56. The records of Congress until the publication of the Annals were scattered and in varied forms, many of them in the original manuscripts. Congress subscribed for 2000 copies of the Annals and adopted them as the official record of Congress for the period covered.

Register of debates.

The period covered by the Register of debates is from the 2nd session of the 18th Congress through the 1st session of the 25th Congress. This was also compiled by Gales and Seaton, who went into Congress and reported the debates; these are not always full but are substantially accurate. The reports of each House are arranged by sessions, except those contained in the first volume,
which are by days. The appendix of the last volume of each session contains the messages of the Presidents and the most important reports from the departments, also important state papers, originating during the Congress. Provision for the purchase of the Register was made from time to time by Congress.

Congressional globe.

The Congressional globe began with the 1st session of the 23rd Congress and continued through the 3rd session of the 42nd Congress. In this series the record is by days. Some of the most important debates and speeches are in the appendixes and are not printed in the body of the globe. Until the close of the 29th Congress the messages of the Presidents and reports of the Cabinet officers were contained in the appendixes. From the 2nd session of the 32nd Congress, the laws passed during the sessions are included in the appendixes; from the 1st session of the 37th Congress a statement of the appropriations made during each session is included in the appendixes. Each appendix has an index, and the index for each session is as a rule bound in each volume. The volumes are published in parts, some containing four or five parts.

Congressional record.

The Congressional record is the fourth and current set of the series of Debates and proceedings of Congress. An act of March 3, 1873, provides that, "The debates of Congress shall be printed by the Congressional printer under the direction of the joint committee on public printing on the part of the Senate." All material not strictly belonging to the proceedings of Congress is excluded from the record; it is kept by days and the proceedings
taken in the exact order in which they occurred. For some years, the record for each day is printed, and the senators and representatives find upon their desks the printed record for the previous day. These daily records are sent to libraries. The index for each session is issued in a separate volume, except in a few cases where the proceedings for the session are included in one volume and the index is bound with the volume. Speeches that for various reasons have been omitted from the proper place in the record, are published in an appendix, some times in a separate volume, and sometimes bound with the last volume of the session.

Bureau of education.

The Bureau of education was established as a department in 1867, but, after the Interior department was established, it was transferred to this. The publications of the bureau are Annual reports, Circulars of information, Art and industry, and occasional publications in the interest of education.

In 1893, the Bureau of education published two volumes prepared by the American library association. These volumes are distributed by the bureau in the same manner as publications prepared by the bureau or under its direction. The volumes are Papers prepared for the World's library Congress 1893, and Catalogue of the "A. L. A" library.

Annual report.

These reports contain general information and statistics upon educational subjects in the United States and foreign countries. Many papers upon special subjects are included in the Annual reports, such as bibliographies of different educational topics,
and discussions of various methods used in teaching different branches, as mathematics, languages and geography.

Part 2 of the Annual report of 1876 is devoted to the history and development of the library movement in the United States, being entitled, Public libraries of the United States 1876. It is the history of the most important libraries, public, college, university, subscription, theological, law and medical in the United States. The types of libraries are discussed and historical sketches given of the most prominent libraries under each type. Catalogues and systems of cataloguing used at the time are ably discussed by Mr. Dewey, Mr. Schwartz and Mr. Noyes. In connection with the discussion of cataloguing the subject of classification is ably presented. There are also many tables of statistics showing the conditions of libraries of all types and sizes which contain three hundred volumes or more. The papers are all by men who were prominent in library work at that time, many of whom are at the head of the profession today.

Rules for a dictionary catalogue by C. A. Cutter was published as part 2 of the report on public libraries, containing the cataloguing rules formulated by Mr. Cutter. The Appendix contains the cataloguing rules of the American library association, the Library association of the United Kingdom, the Bodleian and Dewey.

Circulars of information.

These circulars are issued irregularly; they contain the Proceedings of the department of superintendents of the National educational association and special papers, as Study of music in the public schools, Sanitary conditions of school houses.
Teaching and history of mathematics in the United States, Education in Alaska, and Statistics of public libraries of the United States and Canada, prepared by Weston Flint 1891, also a series of papers on Higher education in the different states.

Art and industry.

This series is by I. C. Clarke and deals with drawing and industrial and manual training in the public schools.

Papers prepared for the World's library congress 1893.

The papers were issued as a part of the Annual report of 1893, and also in a separate form. They were written by the leading librarians of the country and stand for all that was best in library economy at the time, and in many respects represent what is still best. The questions discussed are upon subjects such as library administration, equipment, furnishing, relation of librarians and trustees, hours, branch and delivery systems. In no one volume are so many able papers upon the subject of library economy brought together.


This is the catalogue of the 5000 volumes selected for a model library, as shown at the World's fair. It illustrates the principles of classification of both the Dewey Decimal classification and the Cutter Expansive classification; it also illustrates the classed and dictionary arrangement for a catalogue.

Department of labor.

The Department of labor was established as a bureau of the Interior department, but was made an independent department in 1888. The work of this department is the study and investigation of the labor problems both in the United States and abroad.
The investigations are conducted in the localities presenting particular phases of the subjects; for example, if the problem of strikes is under consideration the historical matter is collected, and the investigation is conducted at the time and place of the occurrence of the disorder. The reports contain many statistics; they are Annual and Special.

Annual reports.

Each report is upon some one subject as, Industrial depressions, Convict labor, Strikes and lockouts, Railroad labor, Industrial education.

Special reports.

Treat of Marriage and divorce, Labor laws in the various states and territories and in the District of Columbia, and Housing the working people.

Messages of the Presidents.

The Messages of the Presidents are included in the Senate and House documents, and in the cloth set of abridgments. The edition compiled, under the direction of Congress, by James D. Richardson is the best collection of the messages of the Presidents so far issued. It contains all of the messages from Washington to Cleveland, the messages arranged chronologically. The portraits are fine steel engravings copied from the finest painted portraits. The work is in nine volumes and an index, which is a most excellent feature of the work. Under each President are arranged all the important acts, treaties, arbitrations, and other important events, both national and international to which there is reference made in the messages, so that it forms a review of all important national and international transactions.
of the United States from 1789 - 1897.

United States Congress.

Tariff.

The publications relating to the tariff are issued by Congress, by special commissions appointed at different times, and are included in the Reports of committees of both the Senate and House, from time to time. The Tariff act of July 24, 1897, known as the Dingley law is published as one of the bulletins of the Bureau of the American republics. Tariff acts 1789 - 1895, are published by Congress both in cloth and in the congressional set. The committee on ways and means of the 53rd Congress published a tariff schedule in pamphlet form. A number of other pamphlets have been published from time to time, as, Comparison of tariff laws of 1883 with the Mills bill of 1888, Comparison of tariff laws of 1883 with those of 1890, Comparison of the tariff laws of 1894 with 1890, with the Mills bill of 1888, and with the Wilson bill of 1894.

Department of State.

Treaties, International arbitrations, conventions, expositions.

This series contains the reports of the proceeding and results of the different international tribunals to which the United States has been a party. Each publication is complete in itself, one of the most important publications of this series is the volume entitled Treaties and conventions between the United States and other powers 1776 - 1887.

It contains the text of all treaties between the United States and other nations for the time covered. It also contains an
index of subjects referred to in the treaties and conventions, and a synoptical index to the titles of treaties and the names by which they are known; this index also contains the date when a treaty was ratified by the Senate, the date when ratified by the President, the dates of exchange of ratifications between the nations party to the treaty, and proclamation of the same.

The reports of International tribunals of arbitration, which convene to inquire into the causes of differences between nations and to bring about a settlement, not only satisfactory to the nations concerned, but at the same time to consider the rights, already existing, of other nations, are included in this series.

One of the best examples of an International tribunal of arbitration is the Paris Bering Sea tribunal of arbitration 1892.

This is entitled Fur seal arbitration, proceedings under the treaty between the United States and Great Britain concluded at Washington in 1892, for the determination of questions between the governments concerning the jurisdictional rights of the United States in the waters of the Bering Sea. All claims of both nations are set forth in regard to the seal fisheries, the manner of taking the seal, their habits and when most valuable for the fur are discussed, also how the herds should be protected so as not to become extinct. The work is a history of the fur seal industry and a settlement of questions concerning the number of seals to be taken each year, and what portion of the Bering Sea shall be under control of the United States.

This series also includes different international monetary conferences, which have been held at different times to consider different money standards and coin values, as the conference held
at Paris in 1892, to consider the relative value of gold and silver as a money standard. This conference was of especial interest to the United States, being at a time when the claims of the western silver states were being so vigorously pushed forward.

The reports of the different international exhibitions are included in this series, as the Centennial exhibition at Philadelphia, the report of the Paris exposition 1867. These reports contain descriptions of exhibits, names of exhibitors, list of prizes awarded and to whom, the nations taking part and the extent of their exhibits.

United States Congress.

Revised statutes.

In 1873, the first edition of the Revised statutes was issued, containing all laws then in force. The second edition, issued in 1878, embraced all laws included in the first that had not been repealed, and all amendments to existing laws made during the 43rd and 44th Congresses.

Statutes at large.

The statutes at large include all laws passed by the United States from 4 March, 1789, through the 55th Congress. The first volume contains Declaration of independence, Articles of Confederation, Constitution of the United States, and the public acts of Congress from 4 March, 1789 - 3 March, 1799. From the 1st through the 37th Congress the Statutes were published irregularly, but beginning with the 38th Congress they have been issued at the close of each Congress. They contain the laws both private and public passed during each Congress and treaties ratified.
by the United States and other nations.

Session or pamphlet laws.

These are issued at the close of each session of Congress, and at the close of each Congress are combined to form the Statutes at large of that Congress.

Department of war.

The Department of war is one of the original departments of the government, having been organized in 1789. The most important publications of the department are, Annual reports, Army register, Record of the war of the Rebellion and the publications of Surgeon-General's office.

Annual reports.

These reports have been published since 1789. They include the report of the Secretary and his subordinates, and are administrative in character. Some of the reports of the subordinate officers are also issued separately, as Reports of the Quartermaster, Chief of ordnance, and report of the Commissary-General.

Army register.

This register has been issued since 1802. It contains the names of all persons connected with the army, their rank, regiment, company and division, a record of all promotions and a list of retired men with the rank with which they retired.

Record of the war of the Rebellion.

This is one of the most extensive publications ever undertaken by the government, being a most detailed account of the war. Each division of the army, its campaigns, its work and battles are minutely described, all orders and correspondence, special messages and telegrams are recorded and the text in full
given. Excellent maps and charts of the campaigns, battles, camps and lines of march accompanying the work. The first series contains 53 volumes, the second eight volumes, while two volumes of the third series have been issued, in all making 63 volumes; some of the volumes contain more than one part. The parts bound under separate covers are distinguished by serial numbers, the second volume of series three bears the serial number 123.

There are 11000 copies issued and, to avoid duplication, they are distributed from the office of the Secretary of War.

1000 copies are sent to the executive departments, 1000 are distributed among the officers of the war department and to those who have contributed to the work. 8300 copies are distributed to libraries, organizations and individuals designated by senators, representatives and delegates of the 47th Congress; each senator being entitled to name 26, and each representative and delegate 21.

Office of Surgeon-General.

This office publishes a catalogue of all books in the medical library belonging to the office, which is the largest medical library in the world. The office also published the Medical and surgical history of the war of the Rebellion in six large quarto volumes.
Arrangement and classification.

The usefulness of a library may be greatly increased if classified and arranged according to a system by which books and pamphlets may be easily located, and which has a simple and easy scheme of marking the volumes. What is true of a general library is true of public documents; they would be much more valuable to libraries if the contents could be brought out by a scheme of classification.

The congressional set is most often arranged by the serial numbers as assigned in the Checklist. This arrangement has the following advantages; when a volume is received, the volume is numbered and can be put in place soon after receipt; by keeping the Checklist checked up to date, it is easy to know which volumes of the congressional set are in the library.

The manner in which the volumes of the congressional set are made up, makes it impractical and almost impossible to arrange and classify them according to subject matter. Often reports of different departments being quite dissimilar in character are bound together.

Mr. Cutter has suggested six different ways of arranging the departmental set,

1 In a single alphabet. A straight alphabetical arrangement is easily understood by those using the library, and since persons wishing to consult the documents frequently wish to go to the shelves some simple plan is most desirable.

2 Arranged alphabetically by the executive departments, and independent branches of the government, with an alphabetical sub-arrangement by bureaus, divisions, commissions, and boards.
This arrangement brings publications upon allied subjects nearer together.

3 In one alphabetic order of the executive departments, and independent branches, together with such bureaus as have an almost independent character, the other divisions, board, and commissions being arranged under their departments, as Agriculture, Department of,

Agrostology, Division of,

Chemistry, Division of,

Census bureau,

Education, Bureau of,

This is a modification of the first and second, following the general alphabetical plan of the first, with the sub-arrangement of the minor divisions under the main departments as in the second.

4-6 Having arranged the documents by any one of the first three plans, take out those most useful to be arranged with the subjects to which they belong. Those remaining will still be arranged according to which ever plan had been adopted.

Another plan followed in many libraries and gaining favor, is to classify all of the departmental set. It seems most useful and logical to classify and arrange these with the subject, if the classification is not carried to extremes. Do not break up a set because one or two volumes may be more closely classified with another subject, but place the set as a whole with its subject, for example some volumes of the United States Geological survey will classify closely with mining subjects, but the set as a whole is Geology and should be placed with Geology.
The geologist, who will use these publications more than half a dozen others, knows what and where his material is, and he will be disappointed not to find it all together. In a library of 5000 - 20,000 volumes this plan seems most practical, especially if only those documents are selected which are most useful to the library.

Each library must decide how the public documents must be arranged to be most serviceable to the patrons. Having decided upon the arrangement, it is necessary to adopt or create some plan of marking, and it is better to follow some plan already worked out, as it will take too much time to work out an original plan.

The scheme, if possible, should be in harmony with the one used in the library, if the plan of arranging with other works on the same subject is adopted this will be necessary.

If it has been decided to keep the documents all together arranged in one alphabet, adopt a classification broad enough and assign the class number, as 353 of the Dewey Decimal classification or Jv if the Cutter Expansive is used. Add a book number to indicate the department; an author number from the Cutter Author table may be chosen.

If the second scheme is followed, the same system of marking may be adopted as for the first. In the fifth annual report of the Superintendent of documents, a plan is proposed for classifying and marking the departmental set that recommends itself for this arrangement; the system is to be worked out in the new Checklist. The numbers may be applied to the departmental set in the same manner as the serial numbers are to the congression-
al set.

The initial letter is used to indicate the department, as A = Agriculture, I = Interior, the figure following the letter and preceding the decimal point indicates whether the report is departmental, or issued by a bureau board or commission.

A1 = Reports made by the Secretary of Agriculture.

A 1.1 = Annual report.
A 1.2 = General publications.
A 1.3 = Bulletins.
A 1.4 = Circulars.
A 1.5 = Yearbook.

A 2 = Reports made by the Bureau of animal Industry.
A 2.1 = Annual report.
A 2.2 = General publications.
A 2.3 = Bulletins.
A 2.4 = Circulars.
A 2.5 = Orders.

The figures following the decimal point always stand for the following,

1 = Annual report.
2 = General publications.
3 = Bulletins.
4 = Circulars.

This plan has been tested in the document library and has proved so satisfactory that the Superintendent of documents recommends it to libraries; it has the advantage of being uniform with the classification used in the Checklist.
The third plan might be marked as the first one. Mr. Cutter in his seventh scheme of classification has combined the third plan with the sixth, that is to say the documents desirable to classify with their subjects are taken out and so classified, while those remaining are arranged according to the third plan. This scheme is worked out in detail, and is suited to a large library, yet it can be applied to the sets and individual volumes in a library of 5000 - 20,000 volumes. The scheme is most surely to be recommended to a library using the Cutter Expansive classification.

Of the twenty-two Iowa libraries from which reports were received thirteen use the Dewey Decimal classification in the general library; of the remaining nine, four are not classified, two are arranged by subject, one history, one uses the Cutter Expansive, and one reported classified does not state how it is classified. The majority use the Dewey Decimal classification; this is easily used and understood, and is a good classification for a small library, it may be close or broad though three figures as a rule is close enough for a library of from 5000 - 20,000 volumes, unless for a special collection as that of the Historical library at Iowa City, where the full scheme for history should be carried out.

The Dewey Decimal classification is more generally used than any other in the United States and has stood the test for a number of years, the different editions keeping up with the times, but all worked out on the original plan of ten general classes, each class divided from 1 - 9, 0 always meaning general works, and these nine divisions are each similarly divided into nine
sections.

The ten classes are as follows:

000 = General works.
100 = Philosophy.
200 = Religion.
300 = Sociology.
400 = Philology.
500 = Science.
600 = Useful arts.
700 = Fine arts.
800 = Literature.
900 = History.

Public documents relating to sociology, as Labor, Education and administrative reports will classify in 300, those of a scientific nature as Geology and Smithsonian reports in 500, while Patent office publications and Agriculture will be best placed in 600, historical publications, as American archives and War of the Rebellion, will classify in 900.

It is to be recommended that libraries of from 5000 - 20,000 volumes should select the publications most useful to them, and classify them by subject. In depository libraries arrange the congressional set according to the Checklist, and classify by subject the parts of the departmental set which are most used.

In view of the fact, that the Dewey Decimal classification is used more than any other well established system in Iowa libraries, and that it may be adapted to the classification and arrangement of public documents it is recommended.
Rules for cataloguing Public documents.

The following rules for cataloguing Public documents are a compilation from,

Cutter, Charles A. Rules for a dictionary catalogue.
Linderfelt, Klas August. Eclectic card catalogue rules.

Added to these are a few notes and additional rules, and sample cards illustrating the principles involved.

In cataloguing Public documents the catalogues and check lists issued by the Government should be freely consulted. They can be had free, either upon the application of the congressman from the district in which the library is located, or upon application of the librarian in behalf of the library, to the Documents office or the department issuing the catalogue.

For rules for form, titles, imprint, etc. not covered by the following rules, see Dewey, Melvil. Simplified library school rules.

Author entry.

1 Congresses, Parliaments, and other government bodies are authors of their journals, acts, minutes, laws, etc. and other departments of government of their reports, and of the works published by them or under their auspices. Cutter 41

See S. C. 18, 21, 24.

2 Enter government departments (country or state) including national or royal libraries, museums, galleries, etc. under name of the country followed by a dash and official name of department, inverted if necessary to alphabet by the distinctive word (3j - k, 9g): e. g. U. S.-Agriculture, Dept. of,
Enter subordinate bureaus directly under name of the bureau and under department, give a list of all bureaus belonging to it under which entries have been made.

See S. C. no. 18, 21, 24.

Dewey Simplified library school rules. 3g.

3 Enter governmental departments and bureaus with their legal name (transposed if necessary so as to bring the most important word first) as 2d e. w., in all official reports and other publications, giving a c. r. from the name of the officer reporting, if considered of sufficient importance.


4 In the entry of government publications, use for a subdivision the name of the office rather than the title of the officer. The individual name of the occupant of the office for the time being may be added in parenthesis to the name of the office and should be added when the publication has an individual character.

Cutter 45.

5 Subordinate parts of headings. Use a in headings between name of a country, city, town or institution and name of a department, bureau or other subordinate part.

As U. S.-Congress.

Dewey Simplified library school rules. 3j.

6 Use inversion to bring the most important word of a heading first. as,

U. S.-Attorney-General, Office of,

Dewey Simplified library school rules. 3k.
7 Two bureaus by the same name.

It is not necessary to designate the department to which a bureau, division, or commission belongs, except when two departments have bureaus by the same name, as,

Statistics, Bureau of, (State, Dept of,)
Statistics, Bureau of, (Treasury, Dept of,)

Reports.

8 Messages of a superior executive officer (as President or governor) transmitting to a legislative body or to some higher executive officer the report of some inferior officer, should be entered as the report of inferior officer provided the message is merely introductory matter; provided also there are not three or more reports; if there are the higher officer is to be regarded as the collecting editor. In this case refer analytically to the superior officer's official title from all the inferior officers whose reports are so transmitted. Cutter 46

9 Reports not made by an official.

Reports made to a department but not by an official are to be entered under the department, with either an entry, reference or analytical, under the author as circumstances require. Cutter 48.

10 Reports made to department, but not by an official are entered under the department, with either a new entry or c. r., according to the importance of the report, under the name of the author.

Linderfelt 181
11 Legislative bodies. The official publications of these (journals, acts, minutes, laws, etc.) are also entered under the name of the place as, 1st e. w., with the legal title of the body, or its division if any is named as 2d e. w. As Great Britain-Parliament. Acts. Linderfelt 183.

Laws.

12 Laws compiled by a person who is not the regular officer of a legislative body, or treating of one or more particular subjects, whether digested or merely collected must have author entry both under the name of the country and under the name of the compiler. Linderfelt 184.

13 Laws on one or more particular subjects, whether digested or merely collected, must have author entries both under the name of the country and under the name of the collector or digester. Cutter 42.

Committees and commissions.

14 The reports of these are entered under the name of the body to which they belong, or by whom they are appointed, with c. r. from name of important commissioner, as from the name of individual members when reporting separately if necessary. Linderfelt 192

See S. C. 20, 18.

15 Enter reports of committees under the name of the body to which they belong. Cutter 54
Conventions, conferences.

17 Enter reports, journals, minutes etc. of conventions, conferences etc. under the name of the body holding the conferences etc. When the body has no exact name enter under the name of the place of meeting. Cutter 52.

Congresses, Conventions, Expositions.

18 Enter congresses of several nations under the name of the place of meeting (as that usually gives them their name) with references from the nations taking part in them, and from any name by which they are popularly known. Cutter 49.

See S. C. 13, 8, 19.

19 Congresses, Conventions, Expositions etc. by the accredited representatives of several nations.

Then the name of the place is e. w. since that usually gives them their names, with c. r. from the nations taking part, and from any name by which they are popularly known: as Berlin, Congress of 1878. Philadelphia, International exposition 1876, with c. r. Centennial, exposition. Linderfelt 185.

Treaties.

20 Enter treaties under the name of each of the contracting parties, with a reference from the name of the place, where the treaty is commonly called by that name, and from any other usual appellation. Cutter 50.

21 International treaties are entered under the name of the nation by whom and in whose interest the work in question is published, and in the case of a single treaty with c. r. from the other contract-
ing parties, as well as any name by which it may be known. U. S., Treaty with Great Britain 1794 with c. r. under Great Britain and Jay's treaty. Linderfelt 186. See S. C. 23.

Surveys.

22 Geological, geographical and geodetic surveys, systematically prosecuted, are entered under the name of the government, by whose authority they are carried out with c. r. from the name of the leader immediately connected with any survey. U. S. Geological and geographical survey of the territories with c. r. under F. V. Hayden. Linderfelt 160. Remark. Many of the U. S. surveys are known by the name of the leader as well if not better than by the U. S.

Monographs.

23 Enter monographs and important bulletins under the name of the individual who is the actual author, with reference from the department, bureau, board or commission publishing the monograph or bulletin. See S. C. no. 7, 25.

Congressional record, globe, Annals of Congress and Register of debates.

24 Enter the series of Debates and proceedings of congress under U. S. Congress. Make added entries for each set of the series, giving time covered by each. Add note referring from the latter to the earlier, and continuation note referring from earlier
to the later.

See S. C. no. 3, 4, 21.

Bureau of the American republics.

25 Enter each of these publications separately and not as a set.

Note. They will not properly classify together.

Smithsonian institutions and other similar institutions.

26 Enter under first word of their own name not an article, universities, colleges, libraries, galleries, museums and other similar institutions which have an individual name, not derived from the place where they are situated, with c. r. under the place as, Smithsonian institution, Washington. British museum, London. Linderfelt 202.

Added entries and references.

27 Title. Make title references (first-word catch-word or subject word) for works which are entered under the names of societies and governments. Cutter 89.

See S. C. 29, 6, 14.

Remark. Many government publications are as well known by their titles as by the departments publishing them.

28 Title references must sometimes be made from sub-titles or half titles. Cutter 90.

29 Subject. Enter the books under the word which best expresses their subject whether it occurs in the title or not.

Remark. Subject entries for government publications, in order to bring out the subject matter of a publication, either in part or as a whole, greatly increase the value of the publication to the library.
Use A. L. A. Subject headings as a basis adding new subjects whenever it seems practical and useful.

Analytics.

30 Make analytics for distinct important parts of books, especially when the parts have been published separately or when the subjects are not otherwise represented in the library.
Dewey Simplified school rules 2t
See S. C. no. 1, 10.

Remarks, As a rule make only subject analytics, for public documents.

31 Do not make author analytics except when the author of the analytic is different from the author of the main work.
See S. C. no. 1.

32 Make entries for all bibliographies of one page or more.
See S. C. no. 2.

Notes and contents.

33 Add notes whenever it is necessary to make clear, the manner of publication, change of author or title, or frequency of reports.
See S. C. no. 27, 28.
34 Add contents when the volumes or parts of a set have different titles or are the work of different individuals, under the direction of the department or bureau issuing the report; as in U. S. Geological and geographical survey of the territories. Final reports where the different reports are made by different individuals, each one complete.

35 Information notes.

Add information notes whenever it will make clearer the entries, arrangement or use of the catalogue, or publications.

See S. C. no. 15, 16, 26.

Congressional set.

36 If it is desirable to catalogue a volume found only in the congressional set, catalogue it the same as if it were a departmental publication, using the serial no. for the call no. and add the series note (U. S.-Cong. 52 sess.1 House rept's. v.2 no. 1960)

See S. C. no. 11.

37 It is sometimes advisable to bring out a congressional set, in addition to the departmental one, add the following note. These reports are also in the congressional set as follows: giving the volumes with their serial nos.

See S. C. no. 28.

38 If a departmental set is not complete and it is desirable to complete by adding the missing volume from the congressional set, add the following note, (1892 found only in the congressional set. u. n. 3087.)
<table>
<thead>
<tr>
<th>S.C. no.</th>
<th>Title</th>
<th>Author/Creator</th>
<th>Notes</th>
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<tr>
<td>379.73</td>
<td>American library association Papers prepared for the World's library congress</td>
<td>(see U.S. - Education, Bureau of, Report of the commissioner of education, 1892-93, pt. 1, p. 691-1014.)</td>
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</table>

See next card.
Register of debates, 1825-37.

For debates & proceedings of congress after 42d cong. 1873 see Congressional record, 1879-date.

Congressional record, Mar. 4, 1873-date, covering 43rd-55th congress. W. Wash. 1873-date.


1889-99 issued under the direction of W. T. Harris, commissioner of education.
Fur seal arbitration.
see
Paris, Bering Sea tribunal of arbitration, 1892.

Gannett, Henry
A manual of topographic methods.
300 p. illus. pl. maps, F.
Wash. 1893 (U.S.- Geological survey.
Monographs v.22.)

Great Britain, Bering Sea tribunal
of arbitration, at Paris 1892.
see
Paris, Bering Sea tribunal of arbitration, 1892.
Harris, William Torrey
commissioner of education.
U. S. - Education, Bureau of,
Report of the commissioner of
education. 1889-93.

American library association
Papers prepared for the World's
library congress. (see U. S. -
Education, Bureau of, Report of the
commissioner of education, 1892-93,
pt.1, p.691-1014.)

McMurtrie, William
Report upon an examination of wool
& other animal fibers. 613 p. illus.
pl. F. Wash. 1886. (U. S. cong.
49, sess. 1, House mis. doc. v.21
no. 392.)

Being a report made for U. S. -
Agriculture, Dept. of.
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<tr>
<th>S. C. no. 12</th>
<th>606</th>
<th>Melbourne centennial</th>
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| S. C. no. 13 | 341.6 | Paris, Bering Sea tribunal of arbitration 1892. Fur seal arbitration, proceedings... under the treaty between the U. S. & Great Britain concluded at Washington Feb. 20, 1892, for the determinations of questions between the two governments concerning the jurisdictional rights of the U. S. ... of the Bering Sea 16 v. illus. maps, 0. Wash. 1895. |

<table>
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<tr>
<th>S. C. no. 14</th>
<th>345.11</th>
<th>Statutes at large</th>
</tr>
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<tbody>
<tr>
<td>Un 3</td>
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<td>see U. S.- Congress Statutes at large.</td>
</tr>
</tbody>
</table>
### Treaties

Treaties between the U. S. and other countries are found in the Statutes at large issued at the end of each congress, and in Pamphlet laws issued at the end of each session. See U. S. Congress Statutes at large.

### Treaties

For treaties between the U. S. & other countries prior to 1867, see U. S. Congress. Treaties and conventions between the U. S. and other powers 1776-1867.

### U.S. - Agriculture, Dept. of, McMurtrie, William

Report upon an examination of wool & other animal fibers. 1886.
<table>
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<tr>
<td>630 Un3</td>
<td>U. S. - Agriculture, Dep't. of, Yearbook 1894- date. Wash. 1894- date.</td>
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<td></td>
<td>Being pt. 2 of U. S. - Agriculture, Dep't. of, Annual report of the secretary of agriculture, since 1894.</td>
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<td>U. S. Bering Sea tribunal of arbitration, at Paris 1892. see Paris, Bering Sea tribunal of arbitration 1892</td>
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U.S.- Congress

Debates & proceedings of congress 1789-1824.


U.S.- Congress

Statutes at large of the U.S. from Mar. 4 1789- to Mar. 3 1853 covering 1st-55th cong. v.1-30

These laws are first issued at the end of each session of cong. when they are known as Pamphlet or session laws.

U.S.- Congress

Treaties & conventions between the U. S. & other powers, 1776-1857. 1167 p. 0. Wash. 1892
### 379.73
U. S.- Education, Bureau of,
Report of the commissioner of education. [1870-72], illus. 0.
Wash. [1870-73].

1889-99 issued under the direction of W. T. Harris, commissioner of education.

### 379.74
U. S.- Geological survey
Monographs

<table>
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<tr>
<td>22</td>
<td>Gannett, Henry</td>
<td>(A) manual of topographic methods</td>
<td>1893</td>
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<tr>
<td>23</td>
<td>Pumpelly, Raphael, Wolff, G. E.</td>
<td>Geology of the Green Mountains in Massachusetts</td>
<td>1894</td>
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<td>Dale, T. N.</td>
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### 379.76
U. S.- Interior, Dep't. of,
see also
U. S.- Education, Dep't. of,
U. S.- Geological survey.
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<tr>
<td>331 U. S. - Labor, Bureau of,</td>
<td>Annual report of the commissioner of labor. 1885-87. v.1-3 0 Wash. 1886-88.</td>
</tr>
<tr>
<td>Un3</td>
<td>Contents</td>
</tr>
<tr>
<td></td>
<td>v.1 Industrial depressions.</td>
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<tr>
<td></td>
<td>v.2 Convict labor.</td>
</tr>
<tr>
<td></td>
<td>v.3 Strikes &amp; lockouts.</td>
</tr>
</tbody>
</table>

See next card.

For Reports issued after 1888 see
U. S. - Labor, Dep't. of, Annual reports.
Annual reports of the commissioner of labor 1885-94. v.1-5. O, Wash.

Contents
- V.1 Industrial depressions.
- V.2 Convict labor.
- V.3 Strikes & lockouts 1881-86.
- V.4 Workingwomen etc.
- V.5 Railroad labor.

V.6 Cost of production; iron, steel etc.
V.7 Cost of production; textiles, glass, etc.
V.8 Industrial education
V.9 Buildings & loan associations
V.10 Strikes & lockouts. 1887-94
V.11 Work & wages of men, women & children.
V.12 Economic aspect of the liquor problem

V.13 Hand & machine labor.
Reports for 1886-88, v.1-4 were published by U. S. - Labor, Bureau of, v.1-13 issued under the direction of C. D. Wright, commissioner of labor 1884-98.

These reports are also in the congressional set as follows:

<table>
<thead>
<tr>
<th>Volume</th>
<th>Year</th>
<th>U.S.</th>
<th>Page</th>
</tr>
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<tr>
<td>v.1</td>
<td>1885</td>
<td>2352</td>
<td>v.8</td>
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<td>v.2</td>
<td>1886</td>
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<td>v.7</td>
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<td>2938</td>
<td>v.13</td>
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</table>

Yearbook

U. S. - Agriculture, Dep't. of,
Bibliography.

American library association.

List of subject headings.

American library association.

Report of committee on public documents, at the Atlanta conference. L. j. 24: C 100 - 1

American library association.

Report of committee on public documents, at the Chautauqua conference. L. j. 23: C 117 - 21

American library association.

Report of the public documents committee at the Milwaukee conference. L. j. 11: 377

American library association.


American library association.

Report of committee on public documents at the St. Louis conference. L. j. 14: 267 - 8

American library association.


American library association.

Resolutions reported by public documents committee at the Chautauqua conference. L. j. 23: C 127 - 28

American library association.

Resolution on the U. S. superintendent of documents at the Philadelphia conference. L. j. 22: C 154
Ames, J. G.

The new law. L. j. 20: C 78

Ames, J. G.

Public documents. L. j. 8: 107

Bowker, R. R.

Poore's catalogue of government publications. L. j. 11: 4 - 5

Bowker, R. R.

Special report of public documents' committee. L. j. 16: C 118 - 20

Bowker, R. R.

U. S. government publications. L. j. 10: 236 - 41
Catalogue of Ben Perley Poore. L. j. 8: 150 - 51
Cataloguing government reports. L. j. 23: 214

Cutter, C. A.

A clearing house for duplicate public documents. L. j. 11: 19 - 20

Cutter, C. A.

Editorial. L. j. 11: 35

Cutter, C. A.

Expansive classification

Cutter, C. A.

Rules for a dictionary catalogue.

Dewey, Melvil.

Decimal classification

Dewey, Melvil.

Simplified library school rules.

Distribution of government documents. L. j. 15: 209.
-73-

Distribution of United States Statutes. L. j. 11: 78
Fuller, Edith D.

United States state and town documents in small libraries. L. j. 23: 564 - 56.

Garrison, W. P.

Public document catalogue of Ames. Nation 60: 103 - 4

Goode, G. E.

Account of the Smithsonian institution, origin, history, objects and achievements.
The government documents problem. L. j. 15: 12 - 14

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