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# WEST VIRGINIA UNIVERSITY LIBRARY

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PUBLICATION 1

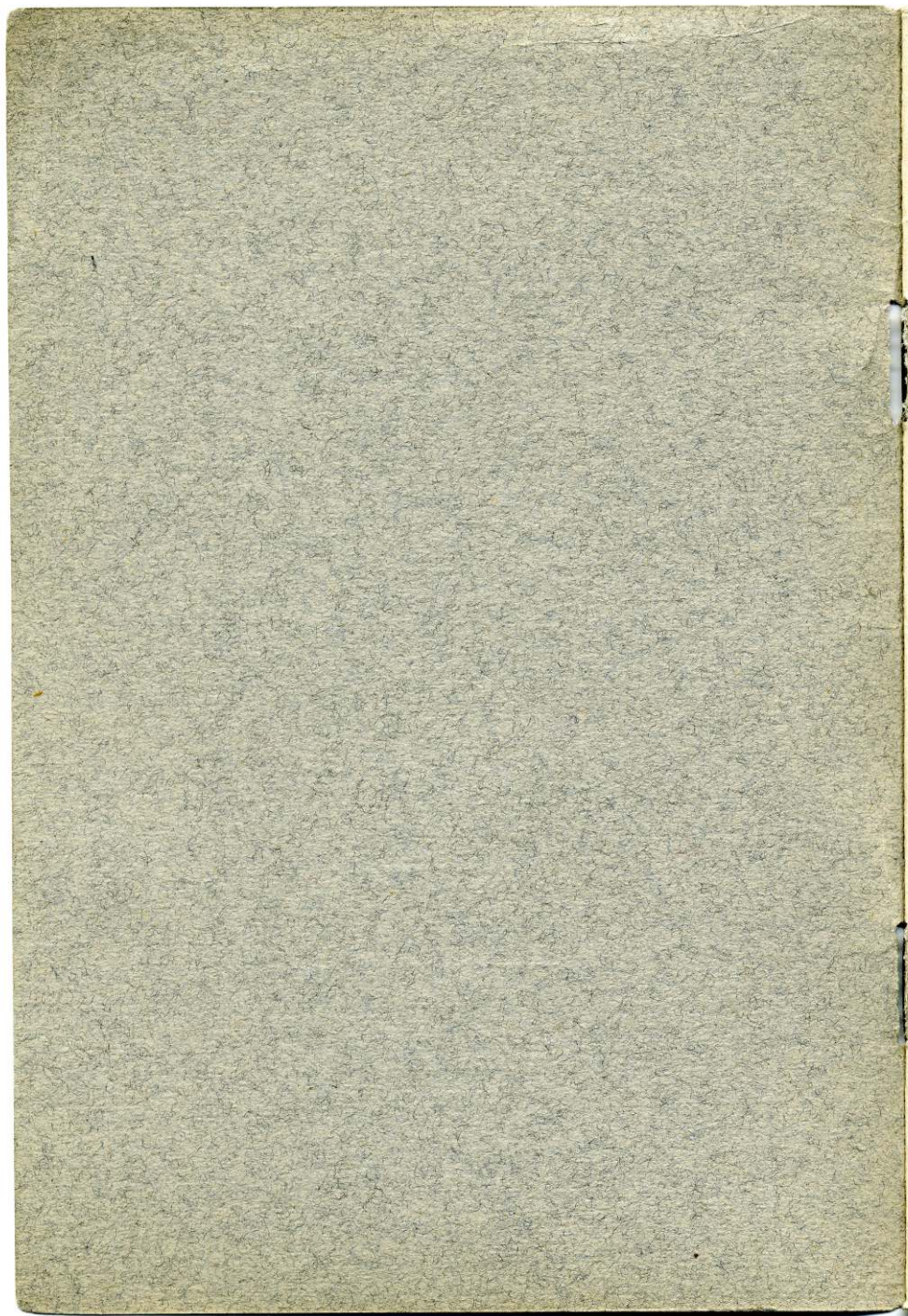
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MANUAL OF THE LIBRARY  
CONTAINING  
DESCRIPTIVE INFORMATION  
AND A FEW  
SUGGESTIONS

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MORGANTOWN

JUNE 1908



**LIBRARY COMMITTEE**

MR. GOODRICH, Chairman

PROF. GREEN                      PROF. PATTERSON  
PROF. CALLAHAN              PROF. REESE

**LIBRARY STAFF**

NATHANIEL L. GOODRICH, Librarian

JESSICA G. CONE              DORA MOORE

LILLIAN SMITH

**HOURS**

During the sessions of the University—

8 A. M. to 10 P. M. dally, except Sundays

During the Summer vacation—

8 to 11 A. M., except Sundays.

On Sundays during term time—

2 to 5 P. M., for reading only.

On Friday evenings the Library closes at 8.

Acknowledgment is rendered to the similar  
publications of University of Illinois,  
Purdue University

WEST VIRGINIA  
UNIVERSITY LIBRARY

MANUAL

MORGANTOWN  
JUNE, 1908

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## INTRODUCTION.

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The West Virginia University Library is maintained primarily for the purpose of assisting the students and faculty in their daily work. In addition, it endeavors to provide, as far as its funds will permit, material for research and books for general reading. This handbook is published with the aim of providing in convenient form a general description of the Library, and suggestions to aid in its most effective use.

All persons whether connected with the University or not, are welcome to use the Library for reading and study. Students who wish to take books from the Library are requested to present slips signed by their class officer. Residents of Morgantown may obtain the same privilege, as provided in the rules at the end of this manual.

It is the chief desire of the Library that the students should more generally realize that it may easily be of much greater practical value to them than as a convenient place to study their text books. On many questions raised and left unsettled in the class room, and on all topics of current interest, much information is available at the Library. Material for themes and debates is constantly accumulating. The reading that makes for culture is not lacking, both the most advanced philosophical and scientific thought of the day, and the greatest imaginative literature. Especially should it be understood that the librarian and assistants are very ready to give help in finding material and answering difficult questions and to suggest lines of research.

### SUGGESTIONS.

Certain periodicals are especially useful to help one keep in touch with current events. The New York Tribune contains much news of general importance, not found in local

papers. The daily reading of this, supplemented by the thoughtful comments on current happenings supplied by the Nation, Harper's Weekly, Outlook and Independent, will enable one to have an intelligent opinion on the questions of the day.

The technical periodicals are published in such numbers because engineers find it imperative to keep in touch with the latest developments. Glance through them all and read an article or two on your specialty every week. There is no surer way of keeping out of the rut.

The Library should be used to supplement the work of the class room. Some such use of the Library is required in many courses. In all, it will add much to the value and the interest of the work. Other books than the text books should be consulted, whether for better treatment of special points, clearer illustrations, or more detail.

It is well to allow plenty of time for work in the Library. Others may be using the books you wish; and the search for material may take longer than you expect. You cannot hope to find in every case a book, chapter, or essay on just the point you are studying. It will frequently be necessary to pick out facts from several books and put them together, and form your own conclusions.

### BUILDING.

The Library was completed in 1902, at a cost of \$116,000.00. The material is a gray sandstone from Amherst, Ohio, and the interior is fire proof. The extreme dimensions, exclusive of the semi-detached stack room at the rear, are 135 by 70 feet. It is three stories in height.

At the right of the entrance is the librarian's private office. Entered through this are the vault for valuable books and records and an inner office usable, on request, for study and committee meetings.

The reading and reference rooms, separated merely by the rotunda, occupy nearly the whole of the first floor. The reference room, at the south end, is intended for study, especially by those using the reference and reserve books shelved in the low cases near the rotunda. The reading room, at the north end, is for those using the current newspapers and magazines and the bound periodicals there

shelved. The delivery desk faces the entrance, and the catalog of the Library is in the case at its right. Behind the desk are two small rooms, that at the right used as a work room by the Library staff, and that at the left containing the Library's collection of maps. The latter room may be used for study.

Directly behind the delivery desk is the stack room, containing the larger part of the Library's books. The metal adjustable shelving is of an approved pattern, and so built that a floor may be laid over it, and a second tier added.

On the second floor, at the south end, is a large room in which is kept the Library's large collection of U. S. public documents, and the Library of the late Senator W. T. Wiley, which he gave with the proviso that it be kept separately. Here also are exhibited some of the specimens collected by the State Geological Survey, which occupies the tower rooms on this floor. The large room at the north end is used as a class room by the Department of Fine Arts.

On the third floor are three class rooms. That in the south gable is used by the English Department, that in the north by the Greek Department, and the central room by the Department of Fine Arts.

#### **LAW LIBRARY.**

The library of the College of Law occupies two rooms on the second floor of Woodburn Hall, and numbers about 3400 volumes. It is open during the session of the college daily from 8:30 to 12 and 2 to 5, except on Friday afternoons. Any student of the University may use it for reference.

#### **LIBRARY OF THE EXPERIMENT STATION.**

This library is housed in somewhat cramped quarters, in the second floor of the Experiment Station Building. It is not affiliated with the University Library, but its books are at the service of any who wish to consult them for purposes of study. It is rich in Station reports and bulletins, and in reference books and periodicals dealing with Agriculture and the related sciences. It is open daily from 8:30 to 12 and 1:30 to 5.

#### **UNIVERSITY LIBRARY.**

The Library consists of 27700 volumes and about 3000 pamphlets. It receives regularly 165 magazines, a dozen daily papers, and most of the West Virginia county week-

lies. The present annual appropriation for books, magazines, and binding is \$4000, \$800 of which is allotted to the Law Library. This allows an annual growth of about 1700 volumes.

The Library began in 1867 with 300 volumes, the property of Monongalia Academy, turned over when the University was established. Its growth has been slow, and until very recently, irregular. The total of state appropriations for its increase from 1867 to the present has not exceeded \$35,000.00.

The selection of books is in the hands of the librarian, assisted by the library committee. Each year the heads of departments are asked to indicate the books of which instructors and students will have special need, and these are purchased, as far as the appropriations will allow.

#### ARRANGEMENT OF BOOKS.

It is the present policy of the Library to allow the students unrestricted access to practically all the books. It is believed that the students enjoy the privilege, and gain much by the opportunity to browse among the volumes. The stack room will, however, be closed to students if the privilege is in any way abused.

The books are distributed in the various rooms as follows:

Main collection: stack room, in a classified arrangement as described below.

Bound sets of magazines indexed in the periodical indexes; reading room, arranged alphabetically.

Reference books: reference room.

United States public documents: document room, second floor, arranged by serial number. The unbound publications of the Department of Agriculture are kept in the basement.

Bibliographies: librarian's office.

Theses: librarian's office.

Some sets crowded out of the stack room are kept in the inner office. A few books too old or valuable to bear much handling are kept in the office. These are indicated by the letter A preceding the call number in the catalog.

All the books in the library, with the exception of the numbered series of public documents, are classified and arranged according to the Decimal Classification, devised by

Melvil Dewey. This system has achieved international fame, and is extensively used by scientists, engineers and business houses in arranging their correspondence and collections of printed matter, as well as by a large majority of the libraries in this country.

By this system the entire field of human knowledge is divided into nine main classes numbered by the digits one to nine. A tenth class is also formed of works which belong to no class, or are so general as to cover them all, such as cyclopedias, and this is marked zero. These ten classes are:

- 000 General works, bibliography, cyclopedias.
- 100 Philosophy, psychology, ethics.
- 200 Religion, Bible, church history.
- 300 Sociology, economics, law, education.
- 400 Philology.
- 500 Natural science.
- 600 Useful arts and industries.
- 700 Fine arts.
- 800 Literature.
- 900 History, travel, biography.

Each class is similarly divided into ten divisions, and each division into ten sections. Then a decimal point is used, and beyond this the subdivision is repeated as often as necessary. The subjects are arranged in simple numeric order, treated as decimals. Thus 512 Algebra precedes 513 Geometry and follows 511 Arithmetic. The analysis of a number is as follows: Take 513. 1; Class 5 (Natural science), Division 1 (Mathematics), Section 3 (Geometry), Point 1 (Plane geometry); and all plane geometries are numbered 513.1 and thus kept together.

A copy of the Decimal Classification may be consulted at the loan desk. Attention is called to the Relative subject index in the back. There the subjects are arranged in one alphabet, followed by the class number of each. It includes synonyms or alternative names for topics, and has other helpful entries and references.

The books are arranged in the stack room according to this classification, beginning in the first case at the left, under the stairs.

However, exigencies of space and convenience have caused

some volumes, and two or three whole classes or sections to be shelved out of their regular order. Thus the class 000 is split up, the magazines being in the reading room, the cyclopedias in the reference room, and the rest in the Librarian's office. The class 100 is between 300 and 400 in the stack room. All novels in English are arranged alphabetically by authors and shelved at the right of the entrance in the stack room. Literature 800 comes after 900 instead of before. Biographies are in their proper place, but instead of being subdivided, are arranged alphabetically by the names of the biographees. Volumes too large to go on the regular shelves, marked with a small q or f in the call number on the catalog card, are kept on special shelves near the floor.

#### CATALOG.

The catalog of the library is entered on cards of uniform size, a title to a card, arranged in alphabetic order, in the case at the right of the Delivery desk. This is a general index to the contents of the library and a guide to the location of the books. Every book is there entered under its author, its specific subject, and its title, if striking. The combination of letters and figures at the upper left hand corner of the card known as the call number indicates the book's location on the shelves.

Thus if a reader desires to get a book entitled "How to study pictures" without knowing the name of its author, he looks under the first word of the title, "How" and finds a card telling him that this book has the call number 750 C11 and that it is the work of Charles H. Caffin. In a similar manner the reader who remembers that Caffin has written a book on the study of pictures will find a card under Caffin which gives him the exact title. Again, the student wanting help in studying pictures will find a card under "Paintings" which also describes this book.

The combination 750 C11 is known as the call number, and as each book has a call number peculiar to itself, the proper use thereof will produce the desired book at once. The figure 750 indicates the book's place in the Decimal Classification, 750 being the division "Painting". C11 is a combination called the book number, added to insure that the book is always returned to the proper place on the shelf

devoted to the division 750. Under each division of the classification books are arranged alphabetically, therefore to find a book in the stack room, having found its call number from the catalog, it is necessary merely to know the general location of the classes. The Library staff are always willing to direct and explain. Having found the division 750 in its natural numeric place in the stack room, the book C11 will be found in that division, after the book B8 and before C12.

Nearly all the cards in the catalog are white, but three colors are also used: Blue for bibliography, green for bibliography, and yellow for criticism. References will be found from an unused form of name or subject to that under which entry is made; as, Maclaren, Ian, see Watson, John; Ornithology, see Birds.

At the end of each subject will be found a card indicating other subjects under which related and additional matter may be found; as, Money, see also Capital, Finance, etc.

#### PERIODICALS.

The current number of each periodical and newspaper received by the Library is kept in the reading room, chiefly in racks and pigeon holes. A few of the most used are in binders on the tables. The unbound numbers of preceding months are to be found partly in the drawers behind the delivery desk, and partly in the map room. Bound volumes of previous years are shelved in the reading room, except in the case of some of the scientific and technical periodicals which are in their natural place in the stack room.

#### INDEXES TO PERIODICALS.

Much of the most useful material for those who are working on a debate, theme, or thesis, is to be found in magazines. To some magazines, indexes covering the early volumes have been published, but the most useful are the general indexes covering in one alphabet many different periodicals. Of these the Library has several, kept in the reading room for general use. Of course, the Library has only a small part of the magazines indexed, but those it has are among the most important, and the searcher should not be discouraged because the Library has not the first magazines to which he is referred. A typewritten list of the indexed magazines in the Library is posted for reference.

1. Poole's index to periodical literature, 1802—1906, 6 volumes. Indexes 427 periodicals. Supplemented by—  
Annual library index. 1907—date.  
Indexes about 150 periodicals.
2. Reader's guide, 1907, supplemented by monthly numbers 1908. These index mainly the general periodicals. Of Reader's Guide and Annual Library index, each covers a few magazines not included in the other.
3. Engineering index, 1884—1905, 4 volumes.  
Supplemented by  
Engineering index annual 1906, 1907.  
This is continued to date in the Engineering magazine.  
A list of the magazines and newspapers received currently by the Library is given at the end.

#### UNITED STATES PUBLIC DOCUMENTS.

The library is a depository for the sheep bound set of U. S. public documents. These, with the Congressional Record, are kept in the document room, on the second floor, access to which may be had on application at the desk. A vast amount of valuable material relating to history, science, and statistics is included in these volumes. They are elaborately indexed in a series of volumes which may be used on request. The Library has a large proportion of the publications of the Department of Agriculture, but these are better indexed and more accessible at the Experiment Station.

#### WILLEY LIBRARY.

In the document room is kept the private library of the late Senator Waitman T. Willey, 1500 volumes, by him given to the University. It contains much material of value to students of the history of West Virginia and of the Civil War period. Complying with the terms of the gift, a catalog will be printed in the near future.

#### MAPS.

Several atlases are in a case in the reading room. The loose maps belonging to the library, chiefly the sheets published by the U. S. Geological Survey, are in drawers in the map room, arranged by states. West Virginia is now

almost entirely covered by these sheets. A map of the state has been marked and posted so that these may be readily found.

#### **RESERVE BOOKS.**

Books to which the instructors wish to refer students for study and research are placed in the case nearest the east side of the reference room. A shelf or two is assigned to each instructor. These books are not to be removed from the Library, since often students must use the same books in preparing required work. However they may be taken out at the closing hour to be returned before 8:30 the next morning the Library is open.

#### **MISCELLANEOUS INFORMATION.**

**Theses:** The typewritten theses submitted for degrees are bound, catalogued, and shelved in the librarian's office.

**College Catalogs:** The catalogs of a large number of colleges and universities are regularly received and kept on file in the catalog room.

**New Books:** The more important of the new books received are placed for a time on the revolving case at the left of the delivery desk. These may not be taken from the Library until they have been in the case one week.

**Inter-Library Loans:** When a book not in the Library is wanted for serious study, as in thesis writing, or the preparation of intercollegiate debates, it may sometimes be obtained by application to another library. This must be done by the librarian, and not by an individual direct.

**Books Sent to Non-residents:** Former students of the University who have held library cards, and others on presenting suitable guarantee, may apply for books to be sent to their residence, at any point in the state. These will be sent subject to the regular rules, provided the books are wanted for serious study, and that the applicant undertakes to pay transportation both ways. Bound volumes of magazines and any books in constant use by students will not be sent.

#### **A FEW BOOKS DEALING WITH COLLEGE LIFE.**

- |     |          |                                       |       |
|-----|----------|---------------------------------------|-------|
| 378 | Briggs   | School, college and character.        | 1901. |
| B76 |          |                                       |       |
| 378 | Canfield | The college student and his problems. |       |
| C16 |          |                                       | 1902. |

378	Hyde	The college man and the college woman.	
H99			1906.
204	Pritchett	What is religion? and other student	
P93		questions.	1906.
378	Sheldon	Student life and customs.	
Sh4			
378.73	Birdseye	Individual training in our colleges.	
B53			1908.

**List of the Most Important Periodicals Received.**

**GENERAL**

American magazine	Life
Athenaeum	Literary digest
Atlantic monthly	Living age
Blackwood's	McClure's magazine
Century	Nation
Contemporary review	National geographic magazine
Current literature	Nineteenth century
Dial	North American review.
Edinburgh review	Outlook
Fortnightly review	Putnam's
Forum	Poet-lore
Harper's magazine	Review of reviews
Harper's weekly	Revue des deux mondes
Illustrated London news	Scribner's
L' Illustration	Sewanee review
Illustrirte Zeitung	South Atlantic quarterly
La ilustracion	Spectator
Independent	World's work
Illustrated monthly West Virginian	Youth's companion

**BIBLIOGRAPHY AND LIBRARY SCIENCE.**

Book review digest	Library journal
Bookseller	Public libraries
Bulletin of bibliography	Publisher's weekly

**PHILOSOPHY AND PSYCHOLOGY**

Journal of comparative neurology and psychology
Psychological bulletin
Psychological review
Psychological clinic

**RELIGION**

Assembly herald	Home mission monthly
Baptist banner	Methodist advocate
Biblical world	Missionary review
Christian advocate	Religious education
Christian evangelist	Sunday school times
Christian science journal	Western Christian advocate
Church calendar	Westminister
Herald of gospel liberty	Woman's work

**ECONOMICS, SOCIOLOGY AND POLITICAL SCIENCE.**

American economic association—Publications
American economist
Quarterly journal of economics
Yale review
National conference of charities and corrections—Proceedings
American political science association—Proceedings
American political science review
National prison association—Reports
Political science quarterly

John Hopkins University studies  
American journal of sociology  
Annals of the American academy of political and social science

#### **EDUCATION**

Education  
Educational review  
National society for the scientific study of education  
Pedagogical seminary  
National educational association—Proceedings  
School review  
West Virginia educator  
West Virginia school journal

#### **LANGUAGES**

American journal of philology  
Anglia  
Beiblatt zur Anglia  
Journal of English and Germanic philology  
Classical review  
Modern language notes

#### **SCIENCE**

American journal of science  
British association for the advancement of science—Report  
Popular science monthly  
Scientific American supplement  
American naturalist  
Carnegie institution—Publications

#### **MATHEMATICS**

American mathematical society—Transactions

#### **PHYSICS**

Astro-physical journal  
Physical review  
Science abstracts: A, physics; B, electrical engineering

#### **CHEMISTRY**

American chemical journal  
Annalen der chemie  
Journal of the society of chemical industry  
Zeitschrift fur analytische chemie  
Zeitschrift fur anorganische chemie

#### **GEOLOGY**

Economic geology  
Journal of geology  
Bulletin of the geological society of America

#### **BIOLOGY AND ZOOLOGY**

Anatomischer anzeiger  
Journal of experimental zoology  
Archiv fur anatomie und entwicklungsgeschichte  
Zeitschrift fur wissenschaftliche zoologie  
Journal of morphology  
Zoologische jahrbucher  
Biological bulletin

Zoologischer anzeiger  
Zoologisches zentrablatt  
Quarterly journal of microscopical science  
Archiv fur mikroskopische anatomie

#### **MEDICINE**

American medicine  
Dietetic and hygienic gazette  
Johns Hopkins hospital—Bulletin  
Journal of American medical association  
Journal of anatomy and physiology  
Journal of experimental medicine  
Journal of infectious diseases  
Archives of internal medicine

#### **GYMNASTICS**

American gymnasia  
Mind and body

#### **CIVIL AND MECHANICAL ENGINEERING**

American society of heating and ventilating engineers—Transactions  
American machinist  
American society of civil engineers—Transactions  
Cassiers magazine  
American society for testing materials—Proceedings  
Engineering  
American society of mechanical engineers—Transactions  
Engineering and mining journal  
Engineering magazine  
Engineering news  
Engineer's society of Western Pennsylvania—Proceedings  
Journal of association of engineering societies  
Zeitschrift des vereines deutscher ingenieure

#### **ELECTRICAL ENGINEERING**

Society for the promotion of engineering education—Proceedings  
Electrical world  
Electrician (London)  
Street railway journal  
American institute of electrical engineers—Transactions

#### **MINING**

Mines and minerals  
American institute of mining engineers—Transactions

#### **AGRICULTURE**

Crop reporter  
Experiment station record  
New York farmer  
Practical dairyman

#### **ART**

House beautiful  
International studio  
Masters in art

## MUSIC

Musical courier  
Musical leader  
Musician

## HISTORY

American historical review  
Journal of American history  
Ohio archeological and historical quarterly  
Records of the past  
Virginia magazine of history and biography

## COLLEGE PUBLICATIONS

Athenaeum  
Monongalian  
Many exchanges from other colleges

## TEMPERANCE

Union Signal

## NEWSPAPERS

Baltimore sun  
Charleston daily mail  
Chicago record-herald  
Daily sentinel (Grafton)  
Grafton daily republican  
Morgantown post-chronicle  
New York tribune  
Parkersburg dispatch news  
Gazette times (PITTSBURG)  
Wheeling intelligencer  
Wheeling register  
Daily telegram (Clarksburg)

## RULES AND REGULATIONS.

1. The library will be open daily in term time, except Sunday, from 8 A. M. to 10 P. M. On Sunday the library and reading room will be open from 2 to 5 P. M., but no books will be received or issued for home use.

2. Every member of the University is entitled to the use of the library for reference.

3. Any person is entitled to the use of the reading room, current periodicals, newspapers, and reference books, but in no case are these to be taken from the room. Bound periodicals are issued only by special permission.

4. Any student may borrow books for home use by presenting a card from his class officer and signing the library register. The library reserves the right to ask for further guarantee in special cases.

5. In special cases any member of the faculty may, with the consent of the Librarian, draw an unlimited number of books and keep them as long as necessary, subject to recall by the Librarian; but an inventory of such books shall be returned to the Librarian by the borrower at the end of each quarter.

6. Any person not a member of the University may have the privileges of the library by securing as guarantor a responsible citizen of Morgantown or vicinity, or by depositing a guaranty fund of two dollars which will be returned when the privileges of the library are no longer desired, if all dues to the library have been paid.

7. All books taken out for home use shall be charged at the Librarian's desk.

8. Two volumes may be taken out at one time. Only one of these may be fiction. They may be retained two weeks, and any book but popular fiction may be renewed for the same period, unless application for it has been made by others, and may then be kept two weeks from date of renewal. Children under 16 may take only one book of fiction in two weeks.

9. Reserved books may be taken out at 9:30 P. M. and kept until 8:30 A. M. They must be charged at the desk and returned to the desk.

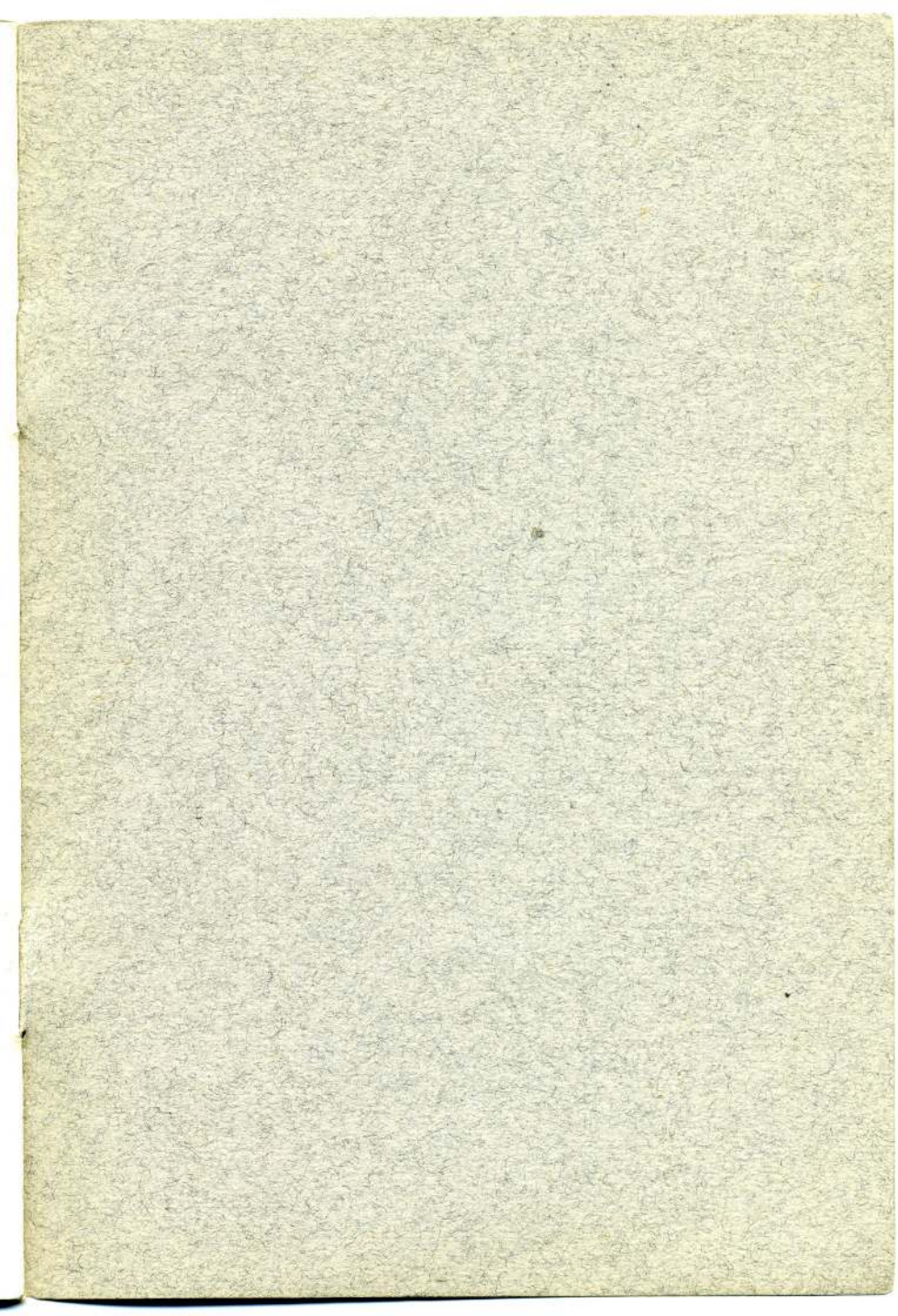
10. A fine of two cents will be imposed for each day that a volume is overdue, and no other book will be deliv-

ered to the person incurring the fine until it is paid. When a book is one week overdue, a messenger may, at the discretion of the Librarian, be sent to secure the book, when an additional fine of ten cents will be charged. Reserved books are subject to a fine of ten cents a day, and if they are needed, a messenger may be sent for them at any time, when an additional fee of ten cents will be charged.

11. All books are subject at all times to recall by the Librarian and must be returned at once on receipt of notice.

12. All marking or defacing of books or other property of the library is strictly forbidden.

13. All books lost or injured must be replaced, or proper damages paid. In case of the loss of one or more volumes of a set, if the missing volume or volumes cannot be secured separately, the entire set must be replaced.



MORGANTOWN POST COMPANY

**A Brief History**  
of the  
**Independent School District**  
of **Wheeling, W. Va.,**  
Commemorating the  
**Seventy-Fifth Anniversary**  
of Its Establishment,  
**March 27, 1849**

