



Gratia A. Countryman and Family Papers.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

(1)

A library is a light house
or perhaps it may better be
called a power house.

It is both of these, it furnishes
enlightenment and dynamic power
to the minds of men through books.

But for fear you may think
that a librarian is prejudiced
in her judgment of its value
and importance, we want to
quote from ~~proper~~ some well
known people who look at the
library from the outside.

Once Teddy Roosevelt said
"After the church and the school
the free public library is the most
effective influence for good in
America".

Mr Newton Baker recently said
"In times like these the services
of a public library are simply

(2)

indispensable if we are not to
start a relentless march backward
toward barbarism." He said
much more which we have space
time to quote but he left no doubt
of his as to his belief in the value of ^{America}
~~the opportunities which America~~
~~and the social and economic~~
~~problems~~ ~~Mr. Herbert Hoover~~
Perhaps no one has seen the
whole purpose of a library
better than William Allen White.
He says Ignorance is the
menace of civilization. If
America continues to grow, the
minds of her people must
grow. And the schools alone
cannot satisfy this need for
continuing that intellectual growth
of American citizens, after school
hours, must mental growth
cease when school doors
close behind our youth. There
must be some way out. Some

way to continue the educational ⁽³⁾
growth of the people. And there
is a way. That way is the
Public Library. It is America's
Continuation School."

People have been rediscovering
the public library during the
past few years and the use
has increased beyond any
parallel in library history. It
has been the experience of all
libraries, especially the city libraries
that their reading rooms have
been crowded to capacity
that the book knowledge of
their librarians ~~has~~ been tested
to the limit, and that the
demand for serious books
on economics, on history, on
religion and on the trades
and professions ~~has~~ ^{has} increased.

beyond any President.

(4)

There is certainly no institution
which has had such a heavy
burden laid upon its shoulders
to keep up the courage, to fill
the leisure time, to prepare
men and women for new or
different occupations.

It was estimated that there
were about 19,000,000 library
borrowers in 1929. But that the
number has increased by
4,000,000, in the past four
years. In the Minneapolis

library from whose experience
I must chiefly draw, ~~there~~

~~more~~ 27600 new borrowers were
registered and given borrowers cards
last year. ~~People who had not~~

~~before~~ been using the form
January to June, of this

year and additional 15000

have taken our borrowers cards -
All these people who not only

before have using the library. (5)
There are now 183,000 people
using this library. Many of the
new people are not accustomed
to reading; many do not know how
to use a library. They ~~are~~
need constant but unobtrusive
assistance from librarians. They
put up a problem to the
sympathetic and intelligent help of
the librarians, but they make an
unprecedented demand upon
the resources of the library.
We keep no record of the reading
done in our reading rooms, nor
the information furnished, often
with much long and patient research
over our desks. But we do
keep ~~an~~ account of the issues of
~~the~~ each day for home circulation,
and nothing comes from more surely
than people have re-discovered this
Dustin library. Ten years ago in
1928 there were 1,731,598 issues
total.

(6)

during the year, in 1932 there
were 3800,000 more than 100%
gain. 3,881,245

We must like to have you stand
behind a library desk for one day
and listen to the different requests
that come from hundreds of different
people. Let us listen to them
who are trying to fit themselves
for new jobs. Here is a man
who is studying chemistry and
trying out experiments on his
kitchen stove. He has produced
several articles which he believes
will be of commercial value.
~~One~~ One woman has been
working on all sorts of recipes and
has produced a water softener and
a laundry powder which have found
a local market. Every imaginable
thing which might be made at home,
Cosmetics, bakery goods, ~~fruit~~
preserved foods. One boy after
studying culture, is raising different kinds
of fish and

(7)

Another is making a houseboat
on the Mississippi to live in so
that he can eat out his Swann salary.
There is no end to the things
we have helped men to make or
repair or to invent. The Patent
documents are in constant use.

Almost every subject under the
sun has been called for by people
who were trying to write articles
~~for magazines~~ to sell to magazines.

~~Of course the~~ People have
prepared themselves to take
Civil Service examinations, have
hunted up locations of food stores
and methods of washing food.

It has been a joy to help
people in their efforts to help
themselves, but it has been ~~also~~
also been a pathetic thing many times.
But whether there be hundreds of people
fired in each case, a new way to

* But ~~it is not only the jobs which~~
unemployed men and women are
^{not only} seeking to prepare for jobs
through the help of the library. They
are seeking to ~~enjoy~~^{turn} their
free time to profitable or
at least wholesome forms of
mental occupation.

⑧
Earn a living, they have at least
gained much information and have
occupied many otherwise useless hours.

* We might say, I think that
self-education, the opportunity
for ~~growth~~ continual study is the
main thing which a library offers,
~~which it is the club room~~

Many young Clerks and stenographers
have been taking ~~courses made out~~
reading courses made out by our
Reader's advisory service, on ~~English~~
word building, on business correspondence
and in English grammar & better their
education along that line. One

Woman came in and wanted a course
on the history of the world. That
was a large order, but she
really did want a history of each
country so that as she said, she
could find out what all this
world trouble was about. A
Reading Course was worked out for

her, and she has kept right ⁽⁹⁾
at it. Another woman, apparently
well read, said she had finished
the 4th grade only and she wanted
to ~~go to reading, so that she could~~
join that she had completed grade
school. She means it, and went
^{happily} away with an arithmetic, as she
is following along with geography
and history. ~~This has been~~

When a man, a mechanic,
settles down in the reading
room day after day with an
algebra, declaring that he had
always wanted to study algebra and
that now he had time to do it.
The school carries on organized
classes, but there are hundreds,
or more than in the
past year, who carry on through
the help of library assistants a
regular course of study.

So much has this type of (10)
Self education grown that many
libraries have assistants called
"Readers Advisers" who do nothing
else but assist people to work
out a plan of progressive reading
on some chosen subject.
~~But~~ Persons hundreds of courses
were worked out in the Ypsa
library during this period, each
one particularly fitted for the
individual person. Everywhere
in the library, in the various Special
Departments, and in the branches
more or less of this kind of
personal assistance in educational
reading is going on constantly.

~~The mentioned the mentioned~~
I mention above that more
serious reading has been done
recently than ever before. People
have ^{been} doing much cultural reading

This great amount of planned
and Systematic reading has led
Mr Raymond Foodick to suggest that
this new by-product of hard times
may mark a new Renaissance, a
new revival of learning. People
are turning to these culture
resources who would never have
done so in times of prosperity.

(11)

Even if they have set themselves
a task of definite study tests -
They have used the enforced leisure
for a renewal of old reading
tastes. For the subject have
been Astronomy, Science, Archaeology,
History, Biography, Travel &c //

* But a great group of people
have turned to the library to
read the latest magazine articles
and the latest books on present
conditions. Men have wanted
books on investment and business
topics. They have wanted books
which analyze present conditions
and causes and remedies. Books
on politics, on foreign countries
on world problems. The library
as far as possible ~~has~~ has
mobilized books on these subjects, ~~but~~
~~as the Los Angeles Times pointed out, the~~
~~Public Library might be deemed to be~~

(12)

In this intricate and economic crisis, it is imperative that men and women be informed on all sides of these difficult problems. And when else will they find as much and so varied material as at their public library. This service to the public has led the Los Angeles Times to remark that the Public Library may be deemed a public utility.

~~Which~~ Before we learn the ~~function~~ problems of self-education which the library tries to solve for young and old, let us think about the young people of today. We have been told that there will be about 2,100,000 ~~graduating~~ young people graduating this year from High Schools in Minnesota and there were many last year and the year before that. Perhaps

5000 in the State within 1000.
Piling up year after year in their
home communities. How about
College graduates, especially trained
young people. All of them are
accustomed to study and reading in
their school years. Will the
libraries in their home towns be
kept going, so that these young
people can at least have a
chance to keep up their reading
habits. They have developed
capacities; they surely must have
some chance to preserve them.
~~There is a chance for~~
~~libraries to preserve and to improve~~
~~upon them through books.~~

~~But the problem is not yet,~~
~~Books take the place~~
But libraries have still another
function. ~~They are~~
Reading is a recreation, it is

pleasure to read an entertaining
book. Many people here said
to us "You cannot afford any books
and we have an auto, but we
read aloud at home these days";
~~the~~ ~~It is surprising to see people~~
~~living in the house~~ one woman
who had a big assortment of books
explained that she was out of work
and her father and both brothers
were at home idle, so she came
down, on one street car fare,
and got books enough to do the
whole family for a week. She
explained that they read because
it was the pleasantest thing ^{to do} ~~they~~
~~known of, to do~~ that they knew of.
And then she ~~explained~~ added
that her family felt the deepest
gratitude for such an institution as
the library. Probably it is the
need for recreation that creates such

a demand for detective and
adventure stories. Men have
always liked them ~~to~~ because
the grip of a mystery yarn
compulsively ~~divorced~~ ~~them~~ changes
~~their~~ ~~thoughts~~ and makes
them forget business cares.
But during these trying years,
young men and old, women
and girls, have demanded
mystery tales. There ~~is~~ no
keeping up with the demand nor
satisfying the calls. It is one
of the recreational phases of
reading. But it is only one.
As one walks down the aisle
of a reading of our open shelf
reading room where men
people may browse and
choose what they like, it is
surprising to see absorbed

Readers, with books of travel
with popular science and
interesting biographies, are
enjoying the pleasure of reading.
It is mental recreation and
a stabilizing influence.

Yes, we may surely use the
word stabilizing. We think we
do not exaggerate when we
say that the library is the
greatest single force in the
~~library~~ community for preserving
morale. As one librarian
put it "In times of depression
when the older man is a
danger to himself and the
younger man and boy is often
a menace to society, the library
is a most effective influence
becomes a most effective stabilizer

From London I mean, the
"Lion Heart" I would go crazy
if it wasn't for this library" ~~and~~
When we hear this story, we
know how essential to their very
sanity has been their ~~library~~ reading.
Again and again people have
come in explaining that they
are utterly discouraged, that they
see little ahead to live for, and
can we give them something to
read. Perhaps we can find
just the book that will ~~put~~ put
~~into~~ iron into their failing courage,
~~for books are~~. A girl came in
one day saying that she had lost
her place in the telephone exchange.
~~Some~~ She didn't know what
to do with herself. Some friend
had advised her to come to the
library for a book. She timidly
explained that she had never
read a book, but perhaps she

Could read a Shore Story. a
~~first~~ book of first shore stories
just such as any girl would
enjoy was picked out. Then the
assistant gave her a good ^{teacher}
~~Shore Story~~ book of fiction
~~experience~~ she insisted that
she couldn't read a whole book.
But she took it to please the
library assistant. In ten days
or so she ~~returned the book~~
came back perfectly radiant. She
had read a book, though. She
had a new confidence in herself.
She had gained a new ~~pleasure~~ and
unexpected pleasure. She has
gone from one book to another and
has been promoted to high fiction
and has entered a new world.
She is a typical example
picked out of hundreds similar.
May we now say that the
Library is also a fine relief agency.

It ranks with the Public Relief
Agency which furnishes food for the
^{body}
with the General Hospital
which furnishes care for the Sick
But the library furnishes relief for
harassed minds, ~~restless~~
~~leaving~~ and wholesome occupation
for restless souls, and the
restoration of self-confidence.

It is bad enough for men to lose
their jobs, but to lose
themselves and sink into apathy is
infinitely worse. It is profoundly
important that instead of despair
men turn their disaster into assets.

But the chief problem is
still to mention. Librarians
everywhere have strained their
resources to meet the unprecedented
demand. It is a time when
libraries should have been given

specific subsidies; the book
funds greatly increased and the
opportunities for community service
enlarged ~~increased~~ to meet the public demand.

Some one thinks that this would
be the time to deflate the Public
Library. But that is just
~~what has happened~~. Just
when the ~~unemployed~~ unemployed can
use them, just when ^{many} young
people must find ^{formal} education
just when the use of the library
~~is unprecedented~~, just when
men in dire need are turning
to their service which a library
can render. But that is
just what has happened all
over the country. ~~Intervention~~
~~slashing of the creation of social agencies~~
To repeat what was said earlier
the Public Library has been reduced to
the budget of ten years ago, with a
Public demand for service which has
increased more than 100%.

Why I quize education and starn
librarians. Can we escape a
doctrine that says that the common
good can be advanced by
strangling the ~~agency~~ ^{essentiale}
upbuilding agency.

~~Books and more~~
Librarians should learn how to
to say to the people. We are open
longer hours than usual, we have
employed expert book people, we
are buying more books ~~to~~ to serve
your vocational needs and ~~you~~ to
~~occupy your mind with~~ your desire
to ~~use~~ use your time fruitfully.
But what we must say: we are
cut to the bone, our hours must
be shortened, our expert people must
be cut ~~is~~ ~~drastically~~ in
numbers and in salaries. our book
budget must be reduced to almost
nothing.
Have we no imagination. Perhaps
there will never be long hours of labor

There may a permanent period
of leisure time. ~~Minds~~ People
Minds are making constant
readjustments, and adjustments
may be in the wrong direction.
Leisure time can be used for
destructive purposes.

But the library with its wealth of
books, of facts, of thoughts, can
divert the world for people, can
substitute new interests, can give
people new tools and open minds
to meet the stupendous social changes.

~~Our forefathers' primary education~~
~~sacrificed much to establish education~~

~~The way of going to put first things first.~~
Youth movement goes the way
but once. They are the ones who
will have to get the world out of
this mess. They must have the chance
to keep right on learning through
the latest books written.

Don't strangle the people's
Continuation School - the public library.

And he is right. The Library is
a continuation of the
Peoples have been re-discovering
their public libraries these past
few years, and millions over the
country have discovered ^{the library} for
the first time. The use has
increased beyond any parallel
in library history. Reading rooms
have been crowded beyond capacity.
The book knowledge of librarians
has been tested to the limit,
and the supply of books has been
drained. There is certainly
no institution which has had
such a heavy burden of public
service laid upon its shoulders.
A service which has helped men
to keep up their courage, to give
their leisure time and to prepare
them for new or different jobs.

Just to indicate how heavy the
increase has been in the Imp's library
there were 27600 new papers ^{last year}
~~one~~ who for the first time began to
borrow books in the first four months
of the year 15000 more new papers
registered as borrowers, 42600 new
papers during these last years.
There are now 183000 papers
borrowing books, and we do not
know how many more using the
various central and branch reading
rooms. They want information
on every possible subject often
furnished after long and patient
research by the librarian.

Many are here to fit themselves for
new jobs. There is a man who has been for
years a chemist, but who is at it
making experiments on his kitchen
stove. He has produced several articles
of commercial value, one ~~more~~
woman working away at recipes
has produced a water softener and
laundry powder which have found a

loose market, one boy after reading
and he could find in raising fish bait.
There is no end to the things men
have been helped to make or repair
or invent, or the subjects which
they have called for in their efforts
to write readable articles for
magazines. Stenographers and
clerks have been reading courses
on fast English, business correspondence
and good breeding.

~~But many men are turning~~
~~their free time to propitiation~~
~~at least wholesome reading.~~
~~Men have wanted books on investments~~
~~or~~ Business men have sought books
on investments; they have wanted
books which analyze present conditions
and causes and remedies, on politics
on social problems. So much so
that the Los Angeles Times says that
the Public Library has become a
"Public Utility."

He might say, I think that self
education, the opportunity for
~~improvement~~ continuous study is the most
~~the service~~ a important service
a library renders. Men and women
literally by the thousands have come
to us to use their time for
profitable reading. Never have
there been so much serious
reading. Our librarians now have
assistance whose work it is to keep
~~for~~ form reading courses for people.
One woman wants a course on the
history of the world, a large order
but a course was planned out, and
she has kept right at it. Many
young men have asked for courses in
history, in drama, in the ~~history~~ literature
other cultural subjects.
One mechanic sitting down with
an algebra, declaring that he
has always wanted to study it, but
has never before had time.
He might name hundreds of cases
taken at random to illustrate the
great amount of self education
going on throughout the library.

Mr Raymond Foodick says that
this by products of hard times may
bring a new revival of learning.

But libraries have other another
functions, besides vocational help
and ~~self~~ educational. Reading

is a recreation. Many people
have said to us this winter

"We can't afford to go to the
and do we have a car, but we
are reading about at our house
and we don't know what we
must do without this library."

One woman carrying away a
great load of books, said that
she was out of work and so
did her father and two brothers,
so she came down for the
family ~~at~~ on one car fare, and
carried home enough for a week.
She explained that reading was
the pleasantest thing they could
do. One young girl explained
that she had lost her job at

The telephone exchange an almost
knew what to do next. Finally.
Some one had suggested that she
borrow books at the library. She
explained that she had never read
a book in her life, but she might
try a short story. She was given
one, as was persuaded to try a first
to whole long story. She came back
a few days later quite radiant. She
had read a whole book through, and
had gained a new self respect & confidence.
Now she is reading *Three* and a whole
new world has opened up to her. She is
typical of hundreds.

Perhaps it is in the need for recreation
and that create such a demand
for detection and adventure stories.
A good mystery tale can take
the mind off from itself and furnish
more distraction than anything else.
At any rate there is no keeping
up with the demand ~~for~~ ~~satisfaction~~

Mr. Bellini says he does not exaggerate
when he says that the library is
the greatest single force in the
community for preserving morals and

for keeping alive the smoldering
embers of self respect.

We must add to the other
functions of the living that it is a
great relief agency. Some months
ago paper Town said "I
would go crazy if it wasn't for the
living" ~~or can't you give me something
to read that~~

The Public Relief Agency relieves
the basic physical needs, the General
Hospital furnishes care for the sick,
but the living furnishes relief for
harassed and discouraged minds.
It has saved ~~the~~ the sanity of
many men and the integrity of many
others, by furnishing wholesome
mentate occupation.

In this long period of unemployment,
of depressed spirit, of social
and political unrest, the living has
strained every resource to meet

the ^{very} precipitous need of the paper.
This has been a time when
libraries should have been able to
~~draw~~ from specific outside as a
~~present~~ construction force; their
book funds greatly increased, their
opportunities for Community Service
greatly enlarged to meet the ~~various~~
demand.

Can one think that this would
be the time to deflate library service,
just when the unemployed can
use it, just when young people
must find up regular education ~~and~~
just when men in dire need are
turning to books for relief.

But that is just what has happened.
We are deflated. We must say to
paper, our budget is cut to the
bone, our hours of service must be
shortened, our trained librarians must
be drastically cut in number & salaries,
our book fund must be reduced to nearly
nothing.

Our budget for 1933 is less ~~the~~ in
actual money than in 1932, but our
~~service~~ service has increased
more than 100%. We ask, can
any public institution with so
heavy a load, and so indispensably a service
~~representing~~ stand up long
under so impossible a condition.

~~As we have watched the things~~
~~of people going in and out of the~~
~~library doors, or have seen the~~
~~periodicals we have since~~
~~It is happening all over the~~
~~country.~~ Libraries have always
given the most unstinted service,
on the least possible amount of
money. They have never been
accused of waste or extravagance.
Why, in this period of enforced
economy should the people's
entertainment become be strangled.
And we ask in all periods, why strangle
the public library.

LIBRARY WORK AS A VOCATION FOR WOMEN

for W.C.A.
news
not 5/26

When a borrower stands at the public desk of a library returning or borrowing books, the task of the clerk seems such an easy one and the job of handling all kinds of books looks like such an attractive one. Many young people come into the librarian's office ^{to apply for work} attracted by the pleasant surroundings and apparently easy tasks, who are not at all prepared to do the work.

Library work is a very attractive vocation; almost all librarians love their work and wouldn't change it for any other. ^{IP} But library work involves much more than can be seen by the outside observer. The library is an educational institution, and is concerned not only with those who are in school but with many who are trying to educate themselves. Librarians must therefore be educated people. They must have a good knowledge of books and literature. If any one should stand by the desk for some moments and listen to the questions that are asked, he would realize that a librarian must know the contents of books and where to look for all kinds of information. Nothing less than a college education is sufficient for a person who really wishes to make library work a career.

But training is also necessary just as it is for teaching. Methods have been developed for cataloging, for work with children, for book selection, and for classification, and recording of all kinds of material. This professional training is obtained in regular library schools of which there are a dozen or more in the country.

But library work also demands certain personal qualities; a library deals with two factors, -books and people. No matter how well trained or educated ~~a person may~~ be, she must like people and feel an enthusiasm for service. Love of reading and literary appreciation are important and necessary but so also are an intelligent understanding of other people's

opinions and tastes and a willingness to hunt to the limit for some information or book that a reader is anxious to obtain.

Perhaps that is why library work is so well fitted to women. It requires painstaking and patient work, and women usually have a gift for detail and careful, accurate work.

There is the greatest diversity of work in every library, and positions fitted to almost every temperament. These positions range from careful, scholarly work to social service work in the library branch of a foreign neighborhood. There is the work behind the scenes selecting the books, cataloging and preparing them for use, and there is the work with people over the desk. There are all kinds of people,-- working people who have not much time, and well-to-do people who have too much time. There are little children and old people. There is extension work in business houses and in hospitals and there is specialized work in art collections, music collections, technical and educational collections. But all this diversity of kinds of work and types of people to be served requires the same education and open-mindedness, enthusiasm, and sympathy.

The field has never been overcrowded. There is always a demand for well trained librarians who have the right spirit toward their work. Salaries compare favorably with salaries in the teaching profession, even if they are not as large as they are in the commercial world. There is opportunity for continual personal growth, and unlimited opportunity for service.

Gratia A. Countryman
Librarian

DUNWOODY HALL
52 TENTH STREET SOUTH
JONES-HARRISON HOME
3700 CEDAR LAKE AVENUE
MAHALA FISK PILLSBURY HOME
819 SECOND AVENUE SOUTH

WOMANS HOTEL
12 NO. 2ND ST.

KIRKBRIDE CLUB
1608-1614 STEVENS AVENUE
CENTRAL CLUB
1800-1804 FIRST AVENUE SOUTH
ASSOCIATION HALL
1800 FIRST AVENUE SOUTH

BERKELEY CLUB
MARQUETTE AVE. AT 13TH STREET
W. C. A. HOSPITAL
1700-1710 THIRD AVENUE SOUTH
CLINTON CLUB
1301 FOURTH AVENUE SOUTH
CLARA DOERR CLUB
1725 SECOND AVENUE SOUTH

COUNTRY CLUB—JANETTE MERRILL PARK—HOWARD'S POINT—LAKE MINNETONKA

WOMANS CHRISTIAN ASSOCIATION OF MINNEAPOLIS

ORGANIZED 1866
INCORPORATED 1874

ELIZABETH PAIGE MAY
SOCIAL SECRETARY

TELEPHONE ATLANTIC 0674
217 MEYERS ARCADE
MINNEAPOLIS, MINNESOTA

30 October, 1926

Miss Gratia Countryman
Public Library
Minneapolis, Minnesota

My dear Miss Countryman:

Miss Webb has suggested that you might be willing to write an article for the W.C.A. News on Library Work as a Vocation for Women. If you would be kind enough to write from 300 to 500 words on this topic, I certainly should appreciate it. If convenient, I would like the article for our November 15th issue, which means that I should have it by the 11th of November.

I am enclosing a copy of the News, and hope that you will be able to let us have the article.

Yours very truly,

Elizabeth P. May.

November 2, 1926

Miss Elizabeth P. May
Woman's Christian Association
Minneapolis, Minnesota

Dear Madam:

Miss Countryman has your letter of October 30 and asks me to let you know that she will write the article for your November 15th issue of the W. C. A. News as you request.

There was not a copy of the News enclosed in your letter. Miss Countryman would be glad to see a copy if you will send one.

Yours truly,

Secretary to the
Librarian

*1922
A. L. L. M. M. M.
Library, printed on
Kelsey, J. J.*

PROBLEMS OF DEPARTMENTAL ORGANIZATION

The request to present something on this subject to the Large Libraries Section found me struggling with many problems due to the enlargement of our building and the consequent re-organization of work in the Minneapolis Library. I do not remember hearing the subject discussed in any library conference, nor is the subject sufficiently stressed in the library schools. So that I feel considerable modesty in trying to formulate anything concrete or useful out of my own experience.

Aside from being educators and studying our educational problems, librarians are business administrators handling public funds, and carrying on with a large retail business. We certainly need to plan with as much regard to efficiency and economy as any ^{business} other/manager.

Few of us have had special training in business methods or scientific management, and yet we feel the need of just such knowledge and training constantly. If we have a difficult problem, we search through the departmental organization of other libraries and get what suggestions we can. May we not recommend to the new Board of Library Education that the advanced school give a course designed for executives and departmental heads on organization and personnel. Executive ability needs training as much as any other native ability.

But speaking only from personal experience, as I was asked to do; I find that in analyzing my own task I am trying to follow these principles:

1. Compactness of organization: as few loose ends as possible, and as few large departments as possible.
2. Distinct termination of duties; the avoidance of friction between departments, and the placing of responsibility for definite things.
3. Co-ordination of departments, for the cogs must fit,
4. Adaptability of the personality to the department and congeniality of departmental heads closely associated.

Each of these points presents problems in itself and each is complicated by three considerations,- the need for economy, the exigencies of the library building, and the difficulty of finding the right person. If we had plenty or even a fair amount of money to accomplish the work expected of us, and had a commodious and well adapted building and plenty of fine well-trained people to choose as executives, the work of organization would be play.

As to the first point,-- compactness of organization: A department is rather an abstract thing; it is just a convenient division of work, which will differentiate as the library grows, and require ^{various} segregations under executive heads. The problem is to determine the point at ^{entiation} which the differ/ must be made, and here comes the complication of economy. If we are to pay good and sufficient salaries to the right kind of executive heads, then for most of us, it will be necessary to create no more large departments than are absolutely necessary. We cannot afford to elevate every piece of work, even if it is distinctive, to the dignity of a department. Just as long as it can ^{an} remain under/already existent department, without detriment, it should remain there. As examples, I recall that our order department and catalog department remained together for many years until they were so thoroughly differentiated as to duties, that they needed different executive heads. It is possible that our catalog department may be divided again by the creation of a shelf department, but for the sake of economy and compactness, the division may be postponed indefinitely. But sometimes new work develops within a department, such for instance as the new hospital service: Shall I lift it bodily now that it has five workers, and make it into an independent department, or let it float awhile under my own personal supervision, until we re-organize possibly our whole body of extension work into a compact unit?

Personally I lean to large departments, with big stimulating and constructive executives in charge, who can subdivide distinctive but related pieces of work and put them under carefully chosen assistants. This plan seems to make compact organization with fewer loose ends, and more harmonious results. There is room, however, for much discussion and difference of opinion.

As to the second point,-- a distinct termination of duties:
from the statement
There is probably no dissent /that many troublesome problems will be eliminated by a very distinct understanding of the ground covered by a department and the responsibility given for definite units of work. There must be much interchange and willingness to interchange work among assistants, and even among department heads at times, but that does not mean that the border lines of work ^{should} be undetermined.. If certain recurring duties are floating around, they will certainly cause friction until they are definitely placed. Friction in a staff is always a difficult administrative problem. Fine and well-bred people often rub each other the wrong way; at the least sign of friction, the cause should be searched and a careful sifting and regulation of each one's responsibilities and duties ^{should} be worked out.

This brings us to my third point;-- The co-ordination of departments:
In spite of the effort to determine distinctive duties, all departments must work closely and some duties are over-lapping and cannot be separated. Library work does differ widely from business, and we are naturally anxious not to make our organization machineslike, even though we must do much planning and scheduling. To keep departments working harmoniously on overlapping duties, we have reached a ^{satisfactory} solution in our library by the creation of standing committees chosen from closely related departments.

For instance, in place of a bibliographical department there is a "Bibliographical Committee" composed of the heads of the circulation and reference departments, and the Athenaeum Librarian (in charge of a special fund), with a special assistant assigned to the committee whose whole time is given to book selection and who meets regularly with the committee. We have also an "Editorial Committee," chosen from different departments which edits and publishes lists, bibliographies, the "Bookshelf" and other publicity. A "Rules Committee" considers and revises rules, and interprets them where they are not understood or acted upon alike. Other standing committees could be organized for any piece of work which overlaps. Staff meetings, either in groups or as a whole, do much to promote co-ordination and mutual understanding.

To speak briefly of the fourth point,-- the Adaptability of the Personality to the particular department or task: Of course we all feel that we have done our biggest piece of administrative work when we have found just the right person to accomplish what we have in mind. Often the whole idea of a piece of work develops around a personality. Some one has originated an idea for which she has a particular liking and aptitude, and we begin to build up a new job around that person. I can see in our library a number of places where I could to advantage lift whole pieces of work which have accidentally developed in one place around a personality, and place them elsewhere where they more nearly relate, except that inadequacy of space and limitations of the building demand that they stay where they grew. Much desirable re-organization is interfered with, I imagine, by the inconvenience of our buildings. A factory might tear down and build to suit changing conditions, but unfortunately, our rapidly changing and enlarging work has to be done in ~~the~~ old unsuitable buildings and our projects have to be fostered as well as possible under difficulties.

But given the right persons to do the work and then giving them broad scope of action and a generous recognition of their best efforts, and we will have an organization which functions smoothly. Just as we all learn how to do by doing, so will our staff, and the finest kind of departmental organization and spirit can be obtained only by giving departmental heads the largest possible authority and chance for creative thinking.

But organization within the department also demands that a departmental head give ample scope for initiation to her assistants down to the last clerk or page. Growth and development of each assistant is the surest way to make a working staff. If a head cannot do that and her subordinates feel unhappy or cramped, what shall we do? Transfer the assistants, and give an otherwise good head every chance to build her departmental work. But if she cannot use authority without domineering, if she has not an enlarging, growing sense of co-operation with her assistants in doing a big public service, then she isn't the right head. It hurts and touches our sympathies, but no department can be allowed to deteriorate for lack of the right leadership.

In appointing heads of departments, either of old ones or newly organized ones, we cannot afford to take some one who is waiting for promotion or is First or Senior Assistant in the department unless she is obviously the right one.

As executives our whole work is made or marred by our staff and by those whom we choose as leaders (Heaven help those who must take what is thrust upon them by Civil Service regulations) and our biggest task is not to create a faultless scheme of organization, but to get the people who can breathe the breath of life even into a faulty scheme.

LIBRARY WORK AS A PROFESSION

The Field

Occupational

Bureau -

2-5-30

The trained library worker has a larger field, a much broader and more varied field than might at first be imagined. The general reader is likely to think only of the public library and of the people who serve him there as the only representatives of the library profession. It is true that the public library with its many activities, its various forms of service, and its wide extension system does form an important part of the library field. Most towns, especially in the North, have good public libraries, and most large cities have a complex system with branches and delivery stations, county service, hospital service, and school service.

But the public library does not monopolize the field of library work. There are the high school libraries which require trained service and this work will increase as more high schools feel the necessity of a well developed and well administered library. There are the college libraries, splendid scholarly collections with a large staff of trained workers and a system of departmental libraries. There are the state libraries and those of historical and other learned societies. There are libraries also in newspaper offices and librarians in bookstores. A very interesting field has developed in connection with manufacturing concerns, which accumulate under the direction of trained librarians all of the printed matter related to the business to form a special library. Such libraries as the Engineering Library of the Western Electric Company or that of the Firestone Tire and Rubber Company of Akron or the National City Financial library of New York City, and many similar ones offer fields for specialized work.

A glance through the membership of the American Library Association reveals a surprising breadth of library activity. Wherever a collection of books is to be used intelligently and systematically, either by the general public or special groups, some one who knows how to use books as

tools must be in charge.

The Local Field

The local field in Minneapolis is represented first by the Public Library. It has many special departments such as the art department, music, technical, children's, and school departments, which require ^{and} different types ^{of} and differently prepared librarians. Then there are twenty-two branches: two in field houses in connection with the Park Board, six in Junior High schools in co-operation with the School Board, twelve general community branches. One branch is a special down town business and municipal branch and another specializes in social sciences. A special Scandinavian library is housed in one branch. In addition there is a system of business house libraries, a complete hospital service to all hospitals, a school department maintaining fifteen elementary school library branches, and a county system with branches and stations throughout the County.

Besides the Public Library, there is the State University with its many departmental libraries in law, medicine, and the various sciences. There are the high school and private school libraries. In the immediate vicinity are the St. Paul Public Library, the State Historical Library, the Hill Reference Library, the State Library, the Library Division of the State Department of Education with its system of travelling libraries, and several college libraries.

This group of libraries has a good many vacancies each year, altho the turnover in any one library is not large. Within the State, there is an increasing demand for high school librarians. The library profession is not yet overcrowded with the right kind of people. Librarians feel that it is necessary to recruit for candidates for the library schools and to urge people with the right kind of qualifications to prepare for the profession, and vice versa, to discourage people who have not the proper qualifications.

Preparation

The library is an educational institution; the greater part of its work is closely linked with formal education or with the continuations of education through self effort. The librarian must therefore be an educated person, for her duties are not merely those of guardianship and care taker of books, but of research worker, cataloguer, bibliographer, intelligent adviser, and gracious guide to the contents of books. Nothing less than a college course or its equivalent is sufficient for the librarian who wishes to rise in the profession, and a college course which has been as broad in its scope as possible. Preferably a good foundation of history, literature and languages should be laid. Moreover the library is the one public institution concerned with adult education which is charged with the duty of creating a more intelligent citizenship. It cannot function as a great continuation school unless its teaching staff, which is its body of trained librarians, be a group of educated people.

But education is not enough. Librarianship has become a profession. Many libraries conduct apprentice classes. Courses have been added to many normal schools and colleges, and there are a few good correspondence courses among which are the courses offered by the Extension Division of the University of Minnesota. But the best preparation is given in eighteen different library schools accredited by the American Library Association. Some of these schools are departments in Universities such as the ones connected with Illinois University or Columbia University, and others are carried on in connection with large libraries such as those in the St. Louis Public Library and the Los Angeles Public Library.

The Twin Cities have been at a disadvantage in the matter of local opportunities for training courses. But the University of Minnesota added a course to its curriculum in 1928 - 29. The course comprises a full year's work after graduation, or a similar number of credits in the Junior and Senior years. Since both training in professional methods and a full

college course are very desirable for a successful library career, it is recommended that a full college course be completed before taking a fifth year for a library course.

Personal Qualifications

Important as education and training ^{both} are, the personality of the librarian is even more vital. The library deals with two important factors,-- books and people, the more important being people. There is no place in the modern library for the person who does not like people. Enthusiasm for service is as essential as training. There is no profession which calls for more idealism and self effacement. Many applicants say to a librarian, "I know I should just love library work; I have always loved to read," and the librarian must answer, "But you have little time to read in a library; your task will be to help other people to find what they would like to read." Love of reading and literary appreciation are important and necessary, but so also is an intelligent understanding of other people's opinions and tastes.

The library is the most democratic and unbiased institution ever devised; nothing human is foreign to it, and it is fatal for a librarian to be narrow-minded or opinionated. People are many-sided and have many opposing views. The library is the laboratory for all phases of opinion to which every citizen has the right to come for assistance. The librarian must have the type of mind which can forget personal bias and can interest itself in serving impartially any person who seeks information. Open-mindedness, sympathy with every one's mental needs, enthusiasm, vigor of mind, and health of body are splendid assets to any person who hopes for success in library work.

Variety of Positions

There is the greatest diversity of work in every library, and positions fitted to almost every temperament. They range from scholarly

research work in a highly specialized library to the social service work over the desk of a public library branch in a foreign district.

A large public library offers a wide choice of positions which may be roughly divided into two classes-- positions which bring the librarian directly into contact with the public, and positions concerned with the selection and preparation of books.

There is the general lending department which serves the great mass of general readers. There is the work with children which includes story telling and co-operation with the schools. There is the reference department where librarians are engaged in answering requests for every kind of information. Special departments afford positions to librarians who are interested in the literature of art and music, or who like the complexity of government documents, or who enjoy serving engineers, mechanics and chemists with their technical and scientific literature. The growth of adult education since the War has brought in a special service often called the Readers' Advisory Service which helps patrons in the selection of books or in reading courses.

The modern library does much extension work with the employees in factories, telephone exchanges, and business houses; with hospitals; with new Americans, and with the country through village and rural libraries.

Administrative ability is required in organizing these various departments of work and in developing branch libraries. All these offer fields for assistants with executive ability and vision.

Behind the scenes, there are many interesting positions. Books must be selected carefully from publishers' lists and book reviews. They must be classified and given an individual shelf number and be thoroughly indexed and catalogued so that they can be readily found by any patron or assistant. Selected lists and bibliographies are made to assist readers. Book ordering and accounting must be done, and statistics and records must be kept. If

one does not care for the public service positions there are very interesting and absorbing places of work in the cataloguing and book-ordering departments.

Salaries

Salaries for librarians have grown steadily better since the war, and compare favorably with those of the teaching profession. No worker in educational fields can yet expect the financial recompense of commercial positions. But there is adequate salary and chance for promotion in the library field and there is opportunity in addition for continual personal growth and development, and unlimited opportunity for service.

January 22, 1927

Mr. Newton H. Hegel
Board of Education
Minneapolis, Minnesota

My dear Mr. Hegel:

I am sending you a short article on library work which I think might be useful to a high school student. Will you look it over and see if it is what you want. I could, of course, go into much more detail if you wish me to.

Yours truly,

Librarian

Enclosure
GAC MP

Jan. 1927

To young people who like to read themselves and who sympathize with other people who enjoy a good book, there is no more attractive work than can be found in a public library. While library employees have practically no time to read while on duty, there is a pleasure in the handling of books and the constant contact with many titles and authors and subjects of books, which is mentally stimulating.

The Public Library is a part of the Public Education system. It is supported by taxes and is maintained by the city to carry on public education for all its citizens throughout their lives, and to furnish information on all kinds of subjects to any citizen who enquires for it. 100

A live modern library is not simply a fine collection of books on the world's best thought, and a timely up-to-date information bureau; it is an educational opportunity for all the people. It is not only a great democratic school where people have an opportunity for self education, but it is an active propagandist for education. It believes in a wide diffusion of knowledge and so offers its services continually and advertises its vast store of material, and welcomes every opportunity to make books accessible to the people. 200

Now, if this is the spirit of a free library, its assistants must be enthusiastic on the subject of widespread popular education; they must be willing to make any effort to help people to get the information they want.

But if a librarian is to assist people intelligently, he or she must be educated and must know books. In the Minneapolis Library, the regular assistants must be college graduates, and must have had a year's training in a professional library school. If with this preparation, they have a friendly attitude toward people and the real spirit of service, they are sure to succeed. 300

Every year the Library employs quite a number of High School boys and girls to shelve books and ^{to} do other clerical work such as charging books on borrowers' cards, and discharging them. These young people receive beginning salaries of \$55.00 per month for full time work which is increased \$5.00 per month each six months to a maximum of \$85.00 a month. These positions do not lead to promotion. Additional education is necessary for promotion and nothing takes the place of it. Nevertheless, the experience in a library, even in a clerical position, is a most valuable one, and many young people report to us in after years that their library experience, even in a clerical capacity, was most useful to them, in the knowledge which they gained of books and authors. 400

We would suggest that any young student who thinks that the library profession might be a congenial one, ^{might} ~~could~~ try it out, as a clerk. If it proves attractive, she could then plan her education and training with reference ^{to it}. There are usually twenty or more University students who pay their way each year through college by doing part time work at the Library; many of them have started as clerks, and some of them will choose to stay in library work. 500

The field of library work is large and quite varied,-- work with children, in special departments such as art, music, engineering, etc. There are various kinds of libraries such as public libraries, college libraries, historical libraries, and State libraries. The supply of good, well educated librarians has never exceeded the demand. The length of this little survey will not allow of much definite information, but any librarian will be glad to talk over the subject with any interested person. 600

LIBRARY WORK AS A PROFESSION

BY

GRATIA A. COUNTRYMAN
LIBRARIAN, MINNEAPOLIS PUBLIC LIBRARY

BULLETIN NO. 13

PUBLISHED BY
WOMAN'S OCCUPATIONAL
BUREAU
216 MEYERS ARCADE
MINNEAPOLIS

MARGARET A. SMITH, MANAGER
JANUARY 1923

THE FIELD.

The trained library worker has a large field, much broader and more varied than might be imagined. The general reader thinks of the public library and the young women who serve him there as the representatives of the library profession. The public library with its many activities, its various forms of service, and its wide extension system does form an important part of the library field. Most towns have good public libraries and most large cities have a complex library system with branches and delivery stations, county service, hospital service, school service and service to employes of large business concerns.

But the public library does not monopolize the field of library work. There are the high school libraries which require trained service and this work will increase as more high schools feel the necessity of a well developed and well administered library. There are the college libraries, splendid scholarly collections with a large staff of trained workers and a system of departmental libraries. There are the state libraries and those of historical and other learned societies. There are libraries also in newspaper offices and librarians in bookstores. A very interesting field has developed in connection with manufacturing concerns, which accumulate under the direction of trained librarians all of the printed matter related to the business to form a special library. Such libraries as the Engineering Library of the Western Electric Company or that of the Firestone Tire and Rubber Company

of Akron or the National City Financial library of New York City, and many similar ones offer fields for specialized work.

A glance through the membership of the American Library Association reveals a surprising breadth of library activity. Wherever a collection of books is to be used intelligently and systematically, either by the general public or special groups, some one who knows how to use books as tools must be in charge.

The local field in Minneapolis is represented by the public library with its seventeen branches and its extension system of travelling and county libraries, and by the state university library with its many departmental libraries. Besides these there are the high school and private school libraries. And in the immediate vicinity are the St. Paul public library, the State Historical library, the Hill reference library, the State library, the Library Division of the state department of education, and several college libraries.

Every year there are many library vacancies here in the Twin Cities, and every year trained people are scarce. The library profession has never been overcrowded. Librarians feel that it is necessary to recruit for candidates for the library schools and to urge students with the right qualifications to prepare for the profession.

Everywhere the demand for trained workers far exceeds the supply. During the war many librarians were taken into business positions and government offices because of their special education and training. Library schools were depleted and have not been able to catch up with the demand. The camp libraries throughout America and Europe taught many young men to use books, and they have brought their

acquired library habits home with them to increase the demand for good library service. Many large libraries are now employing clerical assistants and untrained persons in positions where they would gladly employ trained librarians if they could get them.

PREPARATION.

The library is an educational institution; the greater part of its work is closely linked with formal education or with the continuation of education through self effort. The librarian must therefore be an educated person, for her duties are not merely those of guardianship and caretaker, but of research worker, cataloguer, bibliographer, intelligent adviser and gracious guide to the contents of books. Nothing less than a college course is sufficient for the librarian who wishes to rise in the profession, and a college course which has been as broad in its scope as possible. Preferably a good foundation of history, literature and languages should be laid. Moreover the library is the one public institution concerned with adult education which is charged with the duty of creating a more intelligent citizenship. It cannot function as a great continuation school unless its teaching staff, which is its body of trained librarians, be a group of educated people.

But education is not enough. Librarianship has become a profession. Methods have been developed just as methods have been developed in the teaching profession. These methods are now taught in thirteen different standardized library schools throughout the country. Some of these schools are departments in universities such as

the ones connected with Illinois University and Western Reserve University, and others are carried on in connection with large libraries such as the one in the New York Public Library or the one in the St. Louis Public Library.

There is no library school nearer to the Twin Cities than the one at Madison, Wisconsin, and it is very desirable that a library school be established in connection with the University of Minnesota, so that our own college graduates can take a library course at home. A determined effort is being made by the local librarians to bring about the establishment of such a course in the near future. Training in professional methods is almost as necessary to a successful library career as is a college education, and the libraries of the Twin Cities will be at a disadvantage until our state university adds a library course to its curriculum.

PERSONAL QUALIFICATIONS.

Important as education and training are, the personality of the librarian is even more vital. The library deals with two important factors, books and people, the more important being people. There is no place in the modern library for the person who does not like people. Enthusiasm for service is as essential as training. There is no profession which calls for more idealism and self effacement. Many applicants say to a librarian, "I know I should just love library work; I have always loved to read," and the librarian must answer, "But you have little time to read in a library; your task will be to help other people to find what they would like to read." Love of reading and literary appreciation are important and necessary, but so also is an in-

telligent understanding of other people's opinions and tastes.

The library is the most democratic and unbiased institution ever devised; nothing human is foreign to it, and it is fatal for a librarian to be narrow-minded or opinionated. People are many-sided and have many opposing views. The library is the laboratory for all phases of opinion to which every citizen has the right to come for assistance. The librarian must have the type of mind which can forget personal bias and can interest itself in serving impartially any person who seeks information. Open-mindedness, sympathy with every one's mental needs, enthusiasm, vigor and health are splendid assets to any person who hopes for success in library work.

VARIETY OF POSITIONS.

There is the greatest diversity of work in every library, and positions fitted to almost every temperament. They range from scholarly research work in a highly specialized library to the social service work over the desk of a public library branch in a foreign district.

A large public library offers a wide choice of positions which may be roughly divided into two classes—positions which bring the librarian directly into contact with the public, and positions concerned with the selection and preparation of books.

There is the general lending department which serves the great mass of general readers. There is the work with children which includes story telling and co-operation with the schools. There is the reference department where librarians are engaged in answering requests for every kind of information. Special departments af-

ford positions to librarians who are interested in the literature of art and of music, or who like the complexity of government documents, or who enjoy serving engineers, mechanics and chemists with their technical and scientific literature.

The modern library does much extension work with the employes in factories, telephone exchanges and business houses; with hospitals; with new Americans, and with the county through village and rural libraries. Administrative ability is required in organizing these various departments of work and in developing branch libraries. All these offer fields for assistants with executive ability and vision.

Behind the scenes, there are many interesting positions. Books must be selected carefully from publishers' lists and book reviews. They must be classified and given an individual shelf number and be thoroughly indexed and catalogued so that they can be readily found by any patron or assistant. Selected lists and bibliographies are made to assist readers. Book ordering and accounting must be done, and statistics and records must be kept. If one does not care for the public service positions there are very interesting and absorbing phases of work in the cataloguing and book-ordering departments.

SALARIES.

Salaries for librarians have grown steadily better since the war, and compare favorably with those of the teaching profession. No worker in educational fields can yet expect the financial recompense of commercial positions. But there is adequate salary and chance for promotion in the library field and there is opportunity in addition for continual personal growth and development, and unlimited opportunity for service.

Library Work as a Profession

By

GRATIA A. COUNTRYMAN
Librarian, Minneapolis Public Library



Published by
WOMAN'S OCCUPATIONAL BUREAU
1111 Nicollet Ave.
Minneapolis, Minnesota
KATHERINE WOODRUFF, Director

1930

LIBRARY WORK AS A PROFESSION

THE FIELD

THE trained library worker has a larger field, a much broader and more varied field than might at first be imagined. The general reader is likely to think only of the public library and of the people who serve him there as the only representatives of the library profession. It is true that the public library with its many activities, its various forms of service, and its wide extension system does form an important part of the library field. Most towns, especially in the North, have good public libraries, and most large cities have a complex system with branches and delivery stations, county service, hospital service, and school service.

But the public library does not monopolize the field of library work. There are the high school libraries which require trained service and this work will increase as more high schools feel the necessity of a well developed and well administered library. There are the college libraries, splendid scholarly collections with a large staff of trained workers and a system of departmental libraries. There are the state libraries and those of historical and other learned societies. There are libraries also in newspaper offices and librarians in bookstores. A very interesting field has developed in connection with manufacturing concerns, which accumulate under the direction of trained librarians all of the printed matter related to the business to form a special library. Such libraries as the Engineering Library of the Western Electric Company or that of the Firestone Tire and Rubber Company of Akron or the National City Financial library of New York City, and many similar ones offer fields for specialized work.

A glance through the membership of the

American Library Association reveals a surprising breadth of library activity. Wherever a collection of books is to be used intelligently and systematically, either by the general public or special groups, some one who knows how to use books as tools must be in charge.

The Local Field

The local field in Minneapolis is represented first by the Public Library. It has many special departments such as the art department, music, technical, children's, and school departments, which require differently prepared and different types of librarians. Then there are twenty-two branches: two in field houses in connection with the Park Board, six in Junior High schools in co-operation with the School Board, twelve general community branches. One branch is a special down-town business and municipal branch and another specializes in social sciences. A special Scandinavian library is housed in one branch. In addition there is a system of business house libraries, a complete hospital service to all hospitals, a school department maintaining fifteen elementary school library branches, and a county system with branches and stations throughout the county.

Besides the Public Library, there is the State University with its many departmental libraries in law, medicine, and the various sciences. There are the high school and private school libraries. In the immediate vicinity are the St. Paul Public Library, the State Historical Library, the Hill Reference Library, the State Library, the Library Division of the State Department of Education with its system of travelling libraries, and several college libraries.

This group of libraries has a good many vacancies each year, although the turnover

in any one library is not large. Within the State, there is an increasing demand for high school librarians. The library profession is not yet overcrowded with the right kind of people. Librarians feel that it is necessary to recruit for candidates for the library schools and to urge people with the right kind of qualifications to prepare for the profession, and vice versa, to discourage people who have not the proper qualifications.

PREPARATION

The library is an educational institution; the greater part of its work is closely linked with formal education or with the continuation of education through self effort. The librarian must therefore be an educated person, for her duties are not merely those of guardianship and caretaker of books, but of research worker, cataloguer, bibliographer, intelligent adviser, and gracious guide to the contents of books. Nothing less than a college course or its equivalent is sufficient for the librarian who wishes to rise in the profession, and a college course which has been as broad in its scope as possible. Preferably a good foundation of history, literature and languages should be laid. Moreover the library is the one public institution concerned with adult education which is charged with the duty of creating a more intelligent citizenship. It cannot function as a great continuation school unless its teaching staff, which is its body of trained librarians, be a group of educated people.

But education is not enough. Librarianship has become a profession. Many libraries conduct apprentice classes. Courses have been added to many normal schools and colleges, and there are a few good correspondence courses among which are the courses offered by the Extension Division of the University of Minnesota. But the best prepara-

tion is given in eighteen different library schools accredited by the American Library Association. Some of these schools are departments in Universities such as the ones connected with Illinois University or Columbia University, and others are carried on in connection with large libraries such as those in the St. Louis Public Library and the Los Angeles Public Library.

The Twin Cities have been at a disadvantage in the matter of local opportunities for training courses. But the University of Minnesota added a course to its curriculum in 1928-29. The course comprises a full year's work after graduation, or a similar number of credits in the Junior and Senior years. Since both training in professional methods and a full college course are very desirable for a successful library career, it is recommended that a full college course be completed before taking a fifth year for a library course.

PERSONAL QUALIFICATIONS

Important as education and training both are, the personality of the librarian is even more vital. The library deals with two important factors,—books and people, the more important being people. There is no place in the modern library for the person who does not like people. Enthusiasm for service is as essential as training. There is no profession which calls for more idealism and self-effacement. Many applicants say to a librarian, "I know I should just love library work; I have always loved to read," and the librarian must answer, "But you have little time to read in a library; your task will be to help other people to find what they would like to read." Love of reading and literary appreciation are important and necessary, but so also is an intelligent understanding of other people's opinions and tastes.

The library is the most democratic and unbiased institution ever devised; nothing human is foreign to it, and it is fatal for a librarian to be narrow-minded or opinionated. People are many-sided and have many opposing views. The library is the laboratory for all phases of opinion to which every citizen has the right to come for assistance. The librarian must have the type of mind which can forget personal bias and can interest itself in serving impartially any person who seeks information. Open-mindedness, sympathy with every one's mental needs, enthusiasm, vigor of mind, and health of body are splendid assets to any person who hopes for success in library work.

VARIETY OF POSITIONS

There is the greatest diversity of work in every library, and positions fitted to almost every temperament. The range from scholarly research work in a highly specialized library to the social service work over the desk of a public library branch in a foreign district.

A large public library offers a wide choice of positions which may be roughly divided into two classes—positions which bring the librarian directly into contact with the public, and positions concerned with the selection and preparation of books.

There is the general lending department which serves the great mass of general readers. There is the work with children which includes story telling and co-operation with the schools. There is the reference department where librarians are engaged in answering requests for every kind of information. Special departments afford positions to librarians who are interested in the literature of art and music, or who like the complexity of government documents, or who enjoy serving engineers, mechanics, and

chemists with their technical and scientific literature. The growth of adult education since the war has brought in a special service often called the Readers' Advisory Service which helps patrons in the selection of books or in reading courses.

The modern library does much extension work with the employees in factories, telephone exchanges, and business houses; with hospitals; with new Americans, and with the county through village and rural libraries. Administrative ability is required in organizing these various departments of work and in developing branch libraries. All these offer fields for assistants with executive ability and vision.

Behind the scenes, there are many interesting positions. Books must be selected carefully from publishers' lists and book reviews. They must be classified and given an individual shelf number and be thoroughly indexed and catalogued so that they can be readily found by any patron or assistant. Selected lists and bibliographies are made to assist readers. Book ordering and accounting must be done, and statistics and records must be kept. If one does not care for the public service positions there are very interesting and absorbing places of work in the cataloguing and book-ordering departments.

SALARIES

Salaries for librarians have grown steadily better since the war, and compare favorably with those of the teaching profession. No worker in educational fields can yet expect the financial recompense of commercial positions. But there is adequate salary and chance for promotion in the library field and there is opportunity in addition for continual personal growth and development, and unlimited opportunity for service.

PUBLICATIONS.

The Woman's Occupational Bureau has published a number of bulletins of which the following are available:

THE PROFESSION OF NURSING.

Ruth Houlton. 1930.....Price 10c

LIBRARY WORK AS A PROFESSION.

Gratia A. Countryman. 1930. Price 10c

THE PROFESSION OF SOCIAL WORK.

Frank J. Bruno, Ph.D. 1929...Price 5c

WOMEN IN CLERICAL AND SECRETARIAL WORK.

M. C. Elmer, Ph.D. 1925.....Price 25c

OPPORTUNITIES FOR WOMEN TRAINED IN HOME ECONOMICS.

William H. Stead, Ph.D. 1928. Price 35c

Suggestions for talks on Recruiting for Librarianship.

Choosing a vocation

Students should look to their futures and plan studies accordingly. To be socially useful; to work among people who value education; to earn a fair livelihood are reasonable aims. In entering upon a career, or in earning a living, one wants to be sure that he is also gaining a life.

The Why of libraries, - or their scope.

Modern library not alone a beautiful building and a collection of books; rather an agency of increasing influence in educational, business and community life, bringing the benefits of books and reading to a clientele composed of all classes.

Some phases of library work.

Public libraries, with catalogue, reference, lending and children's divisions.

School libraries, elementary, high school, normal, college and university.

Business, Municipal and legislative reference, technical libraries.

Hospital libraries.

County systems.

State Libraries.

Points in praise of library work

A profession suited to women, especially college women, and one in which they can rise to the top.

One that will give interest and satisfaction all one's life, and an opportunity for social service to those who do not wish to enter branches that deal only with the ills of life.

Usually pleasant surroundings, about a 40 hour week, and a month's vacation.

A variety of occupation, and broader opportunities coming.

In 45 years has achieved a national association of 5,000 members, 1500-1800 attendance at annual meetings; many state associations and commissions; two library journals; literally thousands of libraries.

13 recognized library schools, with definite enlarging curricula.

Fair salaries and large chance for promotion as the profession is far from crowded. Salaries have passed low-water mark. \$1200 lowest paid to trained librarian; average for assistant librarian \$2,000; private libraries pay \$2,500 - \$4,000. Seattle salaries gained 209 percent between 1910 and 1920.

No fear of unemployment; demand greater than supply; Library schools and A. L. A. serve as employment bureaus.

A coming profession for men

Profession given more recognition than formerly and sure to increase in numbers and worth; unlimited field of work and tremendous personal satisfaction.

Opportunity as heads of technical libraries, business libraries with commercial organizations, legislative and municipal libraries, libraries of boys' schools, colleges and universities, state libraries, as well as directors of city public libraries. Supervision of building, book buying, binding, work with magazines and periodicals and direction of business branches are phases of library work, especially suited to men.

Perhaps Library work should not be stressed as a stepping stone, but many men have found it good training for other positions and professions.

An energetic man may be more than head of a library - may serve as leader in public thought; splendid opportunity for executive and administrative ability.

* See first paragraph above.

What the librarian does.

In general - Makes the library an institution valuable and recognized in the community, and the books a pleasure and profit to its readers, individually and in their business and professions.

In particular - Selects and orders the books, classifies and catalogues them, uses them for references and lends them for home use.

Qualifications of a librarian.

Health, energy and enthusiasm.

Love of reading and literary appreciation.

Social experience, interest in people and the community.

Personality and administrative ability. "A library is 75 percent librarian."

The librarian's preparation

It is a modern idea that persons shall be definitely trained in the art of bringing people and books together.

Emphasize the advantage of college training.

College and library work can be arranged as joint course leading to B.A. degree in several library schools. Foreign languages, English, History, Social Sciences form good background for library work.

Professional preparation neither so long nor so expensive as in case of doctors, lawyers, etc. Most important.

Library schools - Outline special features of some of them.

Summer schools - students gain much in limited time, but usually discover that they need further training.

Travel

Urge that students have library work as an objective, and go where they can make a beginning. If going to the university, they should register for the course in books and libraries.

Disadvantages!

That salaries are not higher. Some one has said "Good fun and low pay".

Irregular hours and frequent evening and Sunday work.

In school and college libraries suitable rank not always given.

What is there in it for me?

Answer can be given that no profession offers so much to its followers as library work.

Opportunity for knowledge through contact with books and magazines.

Work not "routinized"; every day presents something new; a sense of freedom and informality as compared with teaching, for instance.

Attendance, state and national meetings; opportunity for travel.

Standing of a good librarian is assured in any community.

Personal development and advancement; a democratic calling, needing leaders in all types of positions; advancement dependent upon individual's ability, growth, personality, interest in people, initiative, force.

Unlimited opportunity for service.

It is desirable that opportunity be given for personal conference after the talk.

Printed matter on Recruiting for Librarianship may be obtained from Miss Baldwin of the Library Division of the State Department of Education, or from the Educational Committee of the Minnesota Library Association, Elizabeth Robinson, of the St. Paul Public Library, Chairman.

Print in
pamphlet form
by the
Bureau

The Field

The trained library worker has a larger field than might at first be imagined. Not only in school and public libraries, but in bookstores, newspaper offices, special libraries in big business firms and manufacturing establishments.

The demand to-day is far greater than the supply and many of the large libraries are employing clerical assistants and untrained persons where they would gladly employ trained libraries if they could obtain them.

In Minneapolis there is the Public Library with its seventeen branches and its extension system of traveling and county libraries, and there is the great University library with its many departmental libraries, besides the High School libraries. In the immediate vicinity is the St. Paul Public Library, the State Historical Library, the State Library, and the Library Division of the State Board of Education besides other college libraries. E

Every year there are many vacancies right here in the Twin Cities for which trained librarians are needed. Many of them are filled with clerical help because trained people are scarce. The demand has always been larger than the supply. The field has never yet been overcrowded. Librarians feel that it is necessary to recruit for candidates, and to urge students with the right qualifications to prepare for this most interesting profession.

Preparation

The Library is an educational institution; the greater part of its work is closely linked with formal education or with the continuation of

adult education. The librarian must therefore be an educated person, for the duties are no longer those of guardianship and caretaker, but of research worker, cataloguer, and bibliographer, and gracious guide to the contents of books. Nothing less than a college course is sufficient for the librarian who wishes to rise in the profession, and a college course which has been as broad in its scope as possible. Preferably a good foundation of history, literature, and languages should be laid, but nothing comes amiss, for no librarian ever knows what the next question will be. No preparation seems adequate in the face of the numberless and unexpected requests of the public.

But education is not enough. Librarianship has become a profession. Methods have been developed just as methods have been developed in the teaching profession. These methods are now taught in thirteen different library schools throughout the country. Some of these schools are departments in Universities such as the ones connected with Illinois University and Western Reserve University, and others are carried on in connection with large libraries such as the one in the New York Public Library or the one in the St. Louis Public Library. There is no school nearer to the Twin Cities than the one at Madison, Wisconsin, and it is very desirable that a library school be established in connection with the University of Minnesota, so that our own college graduates can take a library course here at home. A determined effort is being made by the library profession to establish such a course in the near future. Training in professional methods is almost as necessary to a successful career as an education, and the libraries of the Twin Cities will be at a disadvantage until our State University adds a library course.

Phases of Library Work

There is the greatest variety in library work making it a profession which fits almost any temperament. There is the work with children, including story-telling and the direction of children's reading and the choosing of children's books for purchase. This phase of the work brings the librarian closely in touch with parents and teachers.

There is the work for foreigners and new Americans, which includes Americanization work, close contact with the Naturalization Courts, the Night Schools, the foreign groups in the city, and all organizations which are working with them. There is the general landing department which makes contacts with the general public both for information and recreation in reading.

There is the more scholarly side of the work, the book selection, cataloguing and reference work which is most satisfying to a certain type of librarians.

Then there are the special departments for those whose tastes draw them to art, music, business, mechanic trades, and science.

Large libraries are developing large extension systems, such as a hospital service, and the service to factories and business houses, and the service throughout the County to the village and rural population.

To sum it all up, the library touches not only all educational fields and institutions, but the business and community life, the recreational and social agencies. It is a profession which gives broad opportunities for service, and interest and satisfaction to the librarian.

PERSONAL

But after one has placed great emphasis on educational preparation

and has stressed the necessity of training, the personal qualities are most essential.

A teacher may be trained in the best normal schools in the country and be a dead failure, and a business man of years of experience is often in the wrong job.

There is no place in the library field for the person who does not like people. There is no profession which calls for more idealism and self-effacement. Many applicants say to the librarian, "I know I should just love library work; I have always loved to read," and the librarian must say, "But you have very little time to read in a library; your task will be to help other people to find what they would like to read." Love of reading and literary appreciation are important, but so are also is appreciation of other people's opinions and tastes. It is fatal for a librarian to be narrow-minded or opinionated, or one-sided. The public are many sided and have very opposing views. The library is the laboratory for all phases of opinion and every citizen has an equal right to come to it for assistance. The library assistant must have the type of mind which can interest itself in serving any person no matter what personal opinion or views she may hold for herself.

Besides broadmindedness toward everybody's views, the librarian must have a deep and real sympathy with every class of people. The most ignorant must not be discouraged by feeling the intellectual superiority of the librarian. It is only through real sympathy and understanding that the librarian can help to bring the right books and people together.

A library aspirant ought in addition to have health, energy, and enthusiasm, for these go to make up her personality. This is rather a high standard to set.

RECRUITING FOR LIBRARY WORK

This is the time when graduates from college and high schools are entering upon their careers. Have you thought of the profession of librarianship? The field is a wide one, and it has never yet been overcrowded.

If you are a High School graduate you are not well enough educated to begin your library training, but you can choose your college course and shape your future studies with the library in mind.

But the library profession is calling for college graduates; there is a shortage of well-equipped librarians and the demand upon the library schools is greater than the supply. If you have not settled upon your life career, here is a profession that calls for intellectual vigor, an interest in education, and an enthusiasm for service. The equipment needed is a good background of information, a college education, and at least a year's training in an accredited library school. With this equipment any man or woman is ready to enter into the satisfaction of doing a creative piece of work.

Let us look at the field: First the Public Library: What is it? A great collection of books? Yes, those are its resources, its tools. "But the library is good only as the librarian makes it so." The choosing and gathering together of a great collection of books is one thing, the bringing together of the library and its community is another thing, and that is the chief task of the librarian. The librarian is always on the search for things that seem to need to be done, for groups of people who need the encouragement and help that books ^{can} bring. So the field continually changes as the city grows, as its problems develop, as its industries change, as its citizenship enlarges. The field of a large city library changes in character every year, and what the library actually occupies to-day, may be described quite differently tomorrow.

But this brings all kinds of specialized work in the public library. There is the Children's work, which offers great opportunity, reaching out and

co-operating with the schools, with the playgrounds, with the parents, and studying the children's special interests. There are the Art Departments and the Music Departments, the Scholarly reference work and cataloging technique.

Outside of the public library are very interesting fields in the college libraries and in State Library Commissions. But the past few years have brought forth the Business libraries which many great industries develop for their own research workers, the Hospital libraries for nurses, doctors, and patients, the professional libraries of doctors, engineers, and social workers. There are private libraries and Historical Society libraries, and indeed so much opportunity for specialization as to give the widest opportunity for individual preferences.

The field is as large as the subjects to be studied and the people who are studying. The library is the most democratic and the most unbiased institution ever devised. Nothing that is human is foreign to it. The field for usefulness is great, and so are the opportunities for personal growth and development. No profession can offer greater satisfaction.

But before you choose a career you are likely to ask if that career can earn you a living. Well, you will not get rich in any educational work, not as a University professor, not as a teacher in our public schools, and you will not get rich upon the salary of a librarian. But because there are at present so many new opportunities in this profession and because there is a growing recognition of the public library as an educational institution, the salaries are becoming better and better, and can compare favorably with other educational work. Experience and ability bring their financial rewards in this field as in others.

If this profession appeals to you as you step out into the serious pursuits of living, the librarian of the Public Library or of the State University will be glad to give further information, or to make suggestions with regard to library schools.

(Addresses of Library schools?)

Phases of Library Work

*Not always
+ the
the
Behind the scenes*

There is the greatest variety in library work making it a profession which fits almost any temperament. There is the work with children, including story-telling and the direction of children's reading and the choosing of children's books for purchase. This phase of the work brings the librarian closely in touch with parents and teachers.

There is the work for foreigners and new Americans, which includes Americanization work, close contact with the Naturalization Courts, the Night Schools, the foreign groups in the city, and all organizations which are working with them. There is the general lending department which makes contacts with the general public both for information and recreation in reading.

There is the more scholarly side of the work, the book selection, cataloguing and reference work which is most satisfying to a certain type of librarians.

Then there are the special departments for those whose tastes draw them to art, music, business, mechanic trades, and science.

Large libraries are developing large extension systems, such as a hospital service, and the service to factories and business houses, and the service throughout the County to the village and rural population.

To sum it all up, the library touches not only all educational fields and institutions, but the business and community life, the recreational and social agencies. It is a profession which gives broad opportunities for service, and interest and satisfaction to the librarian.

Personal Qualifications

But after one has placed great emphasis on educational preparation

Spare library

(1)

Sometimes you must choose a career
perhaps mechanics will interest the boys
perhaps Salesmanship & business -
or the girls will be interested in teaching
or millinery or nursing or some profession.

Maybe you have now thought of
librarianship. But it is worth thinking

about.

To be useful to society

To work among people who value
Education

To earn a fair livelihood

Are reasonable aims.

What is a library

A collection of books - yes,
all the knowledge of the world gets
sooner or later into books. The most
able minds of the world pack their
knowledge into books. They are the
record & the inspiration of human

progress. They are the most
wonderful thing - because generation
after generation build on the knowledge
recorded in them - A librarian
must love books.

But a library is much more. If
you had 300000 or 400000 tools or
300000 or 400000 neckties or hats -
Could you find the one you wanted
at once. But you come to the
library and get a book in a few
moments. Or if you ask for some
information, the librarian knows just
where to find it. The library
isn't just a storage place for
books. There is a systematic
arrangement of the books, so carefully
worked out that if there were

a million books, Each one could ⁽³⁾
be found just as readily as if there
were a dozen. But if you don't
know what book you want; but want
to get some information that is perhaps
hidden away in some chapter in a
book you would never think about.
Then the library system of cataloging
together with the librarian's knowledge
turns right to it + finds it. So the
Librarian must know books and
how to use them systematically.

Now you are students, you
know something about the value of
books, but not everyone is like you.
The library isn't just a storehouse of
books, carefully arranged and indexed
ready to give out when asked for.

Scholars will use ^{us}, teachers will ^{use} us, but a great many people do not know anything about a library or the pleasure + usefulness and joy of reading. There are the foreigners ~~who~~ among us, There are the people who never had a chance to go to school, there are the people who had to go to work without learning how to do anything. It is the library's biggest job to carry the books to them - to hunt them up, every citizen, and put books conveniently near to them and teach them how to use them. Books that delight, books that teach, books that cheer -

So the librarian must love people.

What is a librarians job

5

Now let's see.

If you think of the library not as a storage place for books - but a place where books are being made useful to help every kind of person.

Then the librarians who conduct it and use the books to help people are teachers.

Yes - teachers. They don't sit in a schoolroom and have 40 or 50 children coming every day.

No they have a different group every day, and they want information on every known subject, and the librarian is the teacher who finds the material who tries to help them learn the thing they want.

The librarian chooses the books carefully in the first place

Then she Analyzes and classifies
them and ~~puts~~ makes an index
of all the things that people would
find in them arranged alphabetically.
Then she helps the people that come
to get just what they want, and
then she thinks out all the ways
she can

The modern Library is distinctly an
American institution. ~~It is the~~
~~fulgrowth of time~~ It is not known and
~~used~~ in Americans have developed it
in any other country. Various countries
~~are sending for educated~~ notably
Scandinavian countries are sending
educated young people over here
to our library training schools to learn
our methods and catch our spirit.
A young Belgian woman who came
over and took our American training
has made librarian (two years ago)
of the University of Brussels - a ~~man~~
a most dignified position which a
woman do not hold in European Universities
(nor in American for that matter) because
she was the only scholarly person who
had had American library training.
The French were introduced to our democratic
American ^{library} system during the war
and at their urgent request the American
Library Assoc. has organized and is
partially sustaining "The American Library
in Paris" has given an American training
class who started to train young Europeans
in American library methods. And now it should
be for sure some
American has started the first circulating library

This American institution which European
educators are ^{becoming} so much interested in is
also ^{very} modern. The American Library
Association is not yet 50 years, and the
modern library movement has gained its
present momentum in the last 25 years.
It is changing still so rapidly in its
character and its ~~relation to the common~~
~~people~~ in its methods of reaching the common
people that the modern librarian keeps
eyes and ears open constantly ready to
seize opportunities.

What is this modern public library movement?
~~It is a~~ There have always been libraries,
from the time of Nineveh & Babylon
Men have always recorded & preserved
their accumulating knowledge and this
body of recorded knowledge has ^{always} been
collected for other scholars to consult.
~~Then too, neither is the idea of circulating~~
~~books free to citizens a recent new~~
But preservation of knowledge for the
scholar is not the prevailing idea
of the modern library.
The modern library movement is
concerned with the distribution of

Knowledge. ^{Among the common people.} It is concerned with
Popular education of the masses.

American belief in education, witnesses
the enormous attendance at High Schools
and Colleges. And the enormous sums we
spend for public schools. ~~But~~ Americans
yes the vast majority of public ^{Experiments in}
Democracy rests absolutely upon the
intelligence ^{of the common man} who knows what he is
voting for. We are committed to the cause of education
~~And~~ the vast majority of citizens have
had very few years of formal education, and
the amount of actual illiteracy is appalling.
~~There is the field of the public library~~
~~the field of adult education, reaching from~~
~~the time when class room work ceases to~~
~~the end of life.~~

~~The modern library is a great living~~
~~working school for the common people.~~
Boys and girls must get to work. Men
and women must earn their living.
But the public library becomes their
opportunity, books can teach, and the
library is a living working school, and
it ~~is a great individual that comes to it~~ ^{it is a great}
~~its great scholars are the poor, the~~ ^{individuals}
~~uneducated, the foreigner, the foreigner,~~
it has for its ~~the whole field~~
~~that reaches from interrupted school life~~

it has for its field of education the whole body of people from the interrupted school career to the end of their lives.

Now the interesting thing about the modern library movement is that it has ~~has accepted~~ recognized ~~this field~~ ~~this field~~ this enormous field of popular education which is so vital to democracy. it has accepted the task and has set to work with a will, to ~~solve~~ ~~all~~ the ~~varying types~~ study and attempt to solve this ~~same~~ problem of adult education for the masses.

Now this does not mean that the public library has changed in essence from what it has always been. it has only broadened its scope. It is still the scholarly retreat for the serious student, but it is in addition alive to the great need of the present day = widespread, accessible and free educational opportunities.

Librarians have caught this vision. they have become propagandists for education, they believe in the power of the printed page, and in the

development of human beings. It is
a great piece of work which lies before
the Public Library, which no other institution
is doing. It is the other arm of
education beginning where the schools leave
off.

Now is our own library working out
the problem of indopress, accommodation
and free education for the masses.

Minutes taking the time for a review
of the steps tracing the steps on which
we have travelled in the 34 years
of its public life, may I outline the
system as it is operation today.

Our system is made up of the
central library and nineteen branch
libraries. Between them are constant
interloans and daily delivery of material
so that one copy of a book may do service
at many different points.

The branch libraries have been established
one at a time and have as nearly as

been located according to the
direction of growth ~~Very few of the~~ ^{first}
~~left hand~~ ^{left hand} ~~helped more or less~~ ^{helped more or less} ~~the library~~ ^{the library} and there
are a few. Gov Picobury gave the land ^{for}
and building for the Picobury Library on ^{the main}
the East Side. Mr. Gale + Judge Vandenberg
gave the land on which the North Branch
and citizens raised a small sum toward
the building. Mr. Walker gave the
land upon which the Walker Branch is
built, and Mr. McKnight + his sisters gave
the land on which the Tanker Branch stands.
Four of the branches were built with
Mr. Carnegie's money, four have been
built from ~~our~~ ^{out} of our tax levy
and one by a bond issue. Two are
are occupied jointly with the Park Board
and the rest are in rented quarters or
other buildings. They are certainly
scattered reaching from the River
across South to Camden Park No. 1, and
from Central Ave N.E. to Linden Hill Dr.
And all this is in the interest of accessibility.
The very people who most need the library

men not so far, nor send his children far
to reach a public library. ~~Education up~~

Some attendance up to a certain age is
compulsory, not so the use of a library.
It is ~~then~~ a purely voluntary institution
and must go to the people ~~if they are~~
if it is to of assistance.

And now I have hit upon another
driving force in the modern library.
~~As for~~ If the function of mass education
is as important, ^{as we feel it to be} then means must be found
to reach the masses. They cannot so
readily understand the value of the library
the library must go to them.

So in addition to organized branch libraries
we have occupied a number of some buildings
in outlying communities, with reading rooms for
the surrounding community.

But we have taken a step nearer to
the working men and women by going to
their place of business. At first we put
banks in the fire engine houses, because
the firemen had leisure time between calls.
Then we put ~~these in~~ collections in the
street car barns, where the men come use
them when off duty. Then we went into

all the telephones & changes, and many
other factories & business houses. Ryko has
at Dayton in the educational dept is a
good collection of books, with a large
circulation. Another at Donelson's Powers
The Editor, other at the Northern Bay
Co, Morgan Lamp. Soe shops &c &c.
~~There are other collections~~ In all of these
business places, the expense of an attendant
and books &c is borne by the firm.
and the library reaches thousands of young
working people.

During the war we took charge of the
library at Fort Snelling, and afterward
furnished books to the Prison at St Barnabas
Thorne & Asbury. Now the Government takes
charge of a very well equipped library at
Asbury. But in the course of our work, we
became very much interested in the many
hundreds of hospital who had nothing to read.
So we have now established a hospital
system and as fast as we have funds we
are opening up libraries in the hospitals. We
now visit the wards twice a week in
six hospitals & hope to open Fairview
this coming month. It is remarkable
how much good reading can be done
by convalescents, and the physician & nurses

have welcomed us as a most valuable
therapeutic agent. They say the patients have
now something to think about besides themselves.
From the library point of view is another
chance at education.

Not long ago we visited the jails &
workhouses, with a view to establishing
regular ~~the~~ stations. Men with no occupation
leisure in such places might well be
helped through the medium of books.
Then there is the whole group of foreigners.
It would take me some time to tell you
how we have always worked for them -
Americanization was an old story with
us long before the name was even coined.
We have always kept a race map of the
city, and whenever a branch was located
near a foreign group, books in their own
tongue were housed in that branch. Many
of the older ones never learn to read English.
Our chief work for the past few years
has been in connection with Court work.

> Tell Court work -
Department - for special report

Yet though American talent so thoroughly
in education - and the Library has made
such heroic efforts in that direction

Two distinct lines of work - That which
furnishes children with books + guidance
both in connection with class work and
cultural + recreational reading.

And adult work, ~~which~~ there are so
many boys + girls who must learn to read
early, and who later feel great need of more
education. There are many who through minor
jobs see a chance ahead if they could
only study more. There are the foreign born
many of whom have never had a chance.
There are the great bulk of men and
women who want to keep abreast of the
times. There is the whole field of public
life demanding for women who have
been enfranchised. The ~~prohibition~~ ~~law~~ ~~has~~ ~~given~~ ~~more~~ ~~leisure~~ ~~and~~ ~~opportunities~~
to many who squandered it before.

Guidance to the individual by individual
selection of ~~books~~ books, careful searching
for individual requests for help.

~~The most~~

~~The~~ Many things have brought about an
interest in adult education, The stimulus
for reading about history, science, biography, &c
that came with the war, The Americanization
work, the enfranchisement of women which led
them to studying many new subjects, and the
learning between work. Y. M. C. A. classes
and many other such movements. In
all of which the library must be a most
valuable assistance

yet American has been so blind to
the efforts of Slavery the Public Library
and has supported so entirely out of
proportion to ~~the~~ its functions to
Society.

A big task to outline the teaching
of a big institution. We have to cover
in a broad rather than a detailed way -

~~What is a library~~

We will all agree that there are great
forces - mental & moral forces at work in
the world. - A new Consciousness of power has
taken hold of the masses of people. and that
this Consciousness of power is a dangerous force
in the hands of ignorant people.

Most of us believe that only the most widespread
and most compelling opportunities for education
will set these forces in the right direction.

Democracy is the suppression of each individual's
opinion regarding the laws that control him through
his right of suffrage. But how can he express an
opinion regarding that of which he knows nothing?
Democratic ideals rest upon a widespread education.
Rank & file and an equal opportunity -
Acquire it. What we need is a great rank &
file which thinks clearly, & acts thoughtfully.

Toward such an end, the library continually
turns its attention.

What is a library - Do some of you think of it
lazily, as just a great collection of books housed

Public Library

Minneapolis

GRATIA A. COUNTRYMAN
LIBRARIAN

Purpose of a library

Our growth - 1905 -
1915 -

over 85000 books
each book circulates - 5 times per year
" Person reads $4\frac{1}{2}$ vols " "

Comparison with other libraries

Men + women readers -

Extension features.

Branches - 14. Where -

Stations 25 - How they differ

Factories 30 - What + How.

Fire Engine Houses

Settlements

Children's Homes + Institutions

Commercial Clubs. &c

About 120 points School Buildings

County extension

Whom we try to reach.

General Public - most important

Students + scholars.

Artists

Art Dept.

Lantern Slides

Circulating pictures

} Design
Architects

Public Library

Minneapolis

GRATIA A. COUNTRYMAN
LIBRARIAN

Musicians - New music dept
Societies -
Women's clubs -
Artisans & Mechanics - Useful arts -
Foreigners - { Books in foreign languages
 { Night schools -
Children -
Unemployed
Blind
Business men { Advertising Forum
 { Business Branch
The City itself - Municipal Dept.

How we try to reach.

General advertising { in local bills
 { Sober

Newspaper publicity
(Care of an expert.)

Telephone

"Transact your business etc."

Open shelves.

Lists upon readable subjects
sent to individuals.

Story telling, on playgrounds -

Exhibits

S.S. Teachers

Call. of Bible Teachers.

Special list

Children's Clubs, Miss Hester.

Public Library

Minneapolis

GRATIA A. COUNTRYMAN
LIBRARIAN

Teachers. Multiple material.
Summer reading - Vacation Cards.
Unlimited Cards.

- Recreational features

Lantern Slides

Microscopes

Games

Motion picture booths in
new branches.

Lectures.

Note

the

[Cooperation

with Park Board - ^{First House} Story telling.

" School Board - { School station
classroom library

" State University

Extension lectures.

" Civic Organizations

" Women's Clubs.

Criticism -

Are results commensurate with the
Costs.

Public Library
Minneapolis

GRATIA A. COUNTRYMAN
LIBRARIAN

Get Branch picture
" Hist of Western Stories
Collection Bible picture
"

A Public Library deals with 2-Things.

1 - It deals with the whole body
of printed material.

Do you realize what a body of material
that is? and what has accumulated during
the ages -

If you take the newspapers and
periodicals printed in 12 months
in this country alone, it would fill
2 billion copies of books size of
David Harum.

I understand that there already
is a body of 50000 titles on the
present war; it is estimated that
250000 are in course of
preparation and that there will
be at least 1 million volumes on
the war. I believe that there
will be fully that many. When one
realizes that 3 or 4 new titles per year
are still being issued on the
French Revolution and 12 to 14

New ones in the Civil War.

Human thought, human history
human ambition, human knowledge
on every subject, ~~human ambition~~
human government, human aspiration
have all been pressed into the
printed page.

We work with a tool which has
been fashioned by the experience of
humanity and there is none other
like it. Do we appreciate the

antiquity, the dignity, the possibilities
of this tool - the printed page.

I sometimes think that we
librarians get lost in the maze
of details, forget the book in the
classification & cat. forget the
contents in the technique.

The most necessary thing for any
workman is to know his tools
and to know which one to use to
accomplish his purpose. The same
is true for us.

Books are really the finished product

of the human mind. Do you know
books -

Well, that is asking a good deal
of any of us. The more we could
know would be a mere smattering
in all acknowledge that, but it
doesn't excuse us from getting as
good a smattering as possible.

Know as many books - especially
cultural books as you can. ~~Know~~

Next know about as many books
as you possibly -

Next know where to find out about
them when ~~the~~ you need to.

Do not handle books as if they
were lumber. Next let yourself
have a certain awe, a great
respect and a friendship for books
in themselves - learn that there are
certain of them that belong to a
group that you cannot respect.

2 - But a library also deals with
people - not only in the mass
but as individuals. Sometimes
I think our work is always with
the individual, and ultimately it is.
But the librarian's experience

Knows that are waves of interest
passing through communities. She
keeps her ears constantly open
to these currents, and prepares
for them. There are always
groups of people ~~with constantly~~
in a community, who have certain
recurrent needs year after year -
such as student-bodies, ministers
etc. There are those who speak
foreign languages, or those who
engage in certain trades - These
you think of in the mass, and
prepare for them that way. That
is the social side of the library - and
no one can make a good librarian
who is not capable of seeing the
large wants of a community, of
relating the library facilities at once
to any public need. The mind
~~is~~ that cannot look beyond the
day's work, and cannot see the
reach of the library influence, ~~to~~
~~the~~ ~~and~~ who cannot realize the
lessening influence of education and
intelligence upon ~~the~~ public thought.

hasn't got the fundamental characteristics
of a good librarian.

But granted that we have the big
views - the Community group - the
application of our views is made
one by one. We wait on this
individual, we serve the needs of that
one, as if there were for the moment
no one else to be considered.

Think of the kinds of individuals -
take them by age - there are the
children, - a whole library training
is needed just for that - there is
the adolescent boy and girl - we never
stayed grow too old to think back
~~to the feelings~~ to our own experience
of that age. There are the High
School boy - the College Student,
the father and the mother in active
life, there are the retired and
old.

Take them by occupation, there
are the electricians + mechanics, the
bankers and merchants, the school
teacher and college professor.

the minister and Physician, the
housekeeper and nurse -

Take them by personal interests -
there is the Social worker and
Club woman, the woman inventor
and the Amateur Photographer, ^{and the}
~~the amateur gardener~~
~~hobby and hobbyist~~ and

~~the cranks and~~

Take them by physique - the blind -
the crippled, the Athlete, the Convalescent
and bedridden -

Take them by natural disposition -
the Thoughtful and serious, the frivolous
jeil, the erratic, the Abnormal,
the degenerate, the cranky, and
just the normal, cheerful, pleasant
rank & file -

Oh this people, our big family
of humans, they make heavy
drafts on our best tempers and
our best manners - but in
our hearts we must keep the

~~Sense of importance~~ spirit of
friendliness and human sympathy -

Given these two forks & people

What is a Librarian's task -
Why to bring books & people together.
Some people need little help - they
know just what they want - they
need only courteous & quick service.
Others know what they want, but do
not know how to get it - they
need direction and assistance.
Others do not know what they
want, they need painstaking
attention.

I haven't time to tell you what
you to make up a good Librarian
except to put in order of their
importance the three things
which seem to me essential

- 1) A feminine, Swiss character
- 2) Kind & conciliatory character
- 3) A good education.

We will all fall short of our ideal
but aiming high - God speed the
work.

Rice Co. Historical Soc.

3-18-29 at

Fairbault

What a public library is for:

How it functions in local history

(a) Early history

Books - Early history

Old maps

Photographs of places and people.

(Search photographers' galleries for previous residents)

Files of local publications; newspapers, etc.

Clippings; newspapers, magazines.

Old letters, diaries, manuscripts.

Books by local authors, or about local authors or musicians.

Making History now:

Prepare now for the future

Articles about present day officials

Council proceedings

City or County documents of any kind

Reports of all organizations: literary, musical, financial, etc.

Building history; codes, real estate boards.

History of banks, or any commercial enterprises.

School or college reports or local school publications of high school or college classes.

Files of Hospital reports

Federal Reserve District.

Complete story of Charter changes

Franchise of street cars, telephone, electric companies, or any other public utilities.

Story of all industries, consolidations, change of name, production statistics.

Road building, and airports.

All the above may be in newspaper clippings, hard to preserve, or magazine articles, or state and federal documents:

Vertical files-- pamphlet boxes.

Expense of preserving. Historical Society aid library.

Instructions for
library

of reading ^{which to many is the sole reason} ~~and the value for any library.~~
~~Cultural and leisurely reading~~
~~for mental recreation.~~

But the three first named functions
are the ones which constantly
grow, and which justify a municipality
in supporting such an institution
for the benefit of its citizens.

4. Adult education However is

Student
the great reason for a public
library in a democracy, where
an informed citizenship is
absolutely necessary to good government.
The library must maintain what
the schools exist to create.

The taste for learning and the
way to obtain it begins in
the school, but the library must
do the follow up work.

That means intelligent service

(A) Intelligent Service in the
library

- b. extending of privileges throughout the city - In branches, stations, business houses & factories.
- c. Sufficient books to meet the demand when it comes.
- d. specialized ^{collections} ~~work~~ for special groups - such as engineering, business, Trades & industries, music, architecture, design, Journalism &c &c.

Work with Schools is the next most important function. This involves ~~not only work with children who~~
Come to the

- a. work with children who come to the library
- b. work with teachers ^{and who come} to the library.
- c. intensive work with college & high school students
- d. University-extension classes.
- e. Night schools for foreigners.
- f. Summer schools
- g. Special Schools like Dummerby Gym &c classes, School of Telegraphy, Business Colleges, &c &c

It also means direct work in
the school buildings.

A - in class room libraries

B - in grade school libraries.

C - in instruction of children
in the use of reference tools, and
Cataloguing method.

The Minneapolis Library has tried to
meet all of these functions to
the fullest extent of its resources.
We have tried to reach men and
women ~~you~~ working girls and
boys, we have established
collections in 60 business houses
reception exchanges, street car Lounges
factories. We reach business men
~~through a business branch with~~
specialized service through ~~the~~ a
business branch. Farmers + industries
through a Technical Collection.

~~We furnish library~~

~~Schools in the~~

Grade Schools (except High Schools)

depend upon the library for their

Collections of books. We have
8 separate reading rooms in
from school buildings with
train attendants. Three well
equipped branches are located in
Junior High Schools. and 25
from schools are furnished with
collections for class rooms to be
loaned by the teachers.

Are we to proceed with this
educational work throughout
the city, or are we to withdraw from
the school, cease to build branches
and maintain only what we have.
~~Not a single~~

The circulation in 1923 exceeds that
of 1922 by 200,000 (or the number
which must be circulated by two of our
largest branches. ~~It is likely that~~
~~1924 will represent~~ and will likely
reach the astounding circulation of
two million issues of books. 1924
will probably increase as much more,
if the growing population keeps on
~~at the same rate~~ ~~at the same rate~~.

using books as they have been doing.

Not a single school is opened or enlarged, but a corresponding amount of extra work is thrown upon the library. . . ~~Not~~ All increase of attendance at the University is felt at the library. Not an industry is opened or an organization started, that the library does not feel the reflex.

What we most need is an enthusiastic citizenship, who are willing to tell what the library is doing for them & others.

Fact & Contact

~~There are many things~~
~~that~~ ~~an~~ ~~idea~~ ~~of~~ ~~human~~
talks about what is librarianship,
and I want to emphasize
some of the things which she
said. I will probably
say them so differently, tho,
that you won't recognize
them, for I will try to make
them a little more definite.

First, every bit of your
individuality, every bit of your
capacity, every bit too, not
only of your natural capacity—
but all you can acquire
is needed in library work.

~~One~~ of your best, and
none of your worst side
must be brought to the library.

You must spare yourself
not at all, you must
Spend and be spent for
your work, else you might
as well make up your
mind to fail,

I want to call your
attention to this fact, that
the library profession has
for its main business, the
servicing of other people,
If you should get the idea
that the library work is
simply to buy, and catalogue

books and put them
on the shelves, and then
lend them out and
charge them to the
person who wants them
you have lost the object
and inspiration of your
work. In many kinds
of work, business is the
chief end, and serving
people is one's incidental
opportunity, but the
business of a library is
to serve, and to do it in a
high spirit of service.

Let me give you a
glimpse of our work

here just to illustrate -

(buying books - Keeping
Track of the currents of
thought, Keeping ahead of
the people. Reviewing them
beforehand, thinking for them
beforehand, -

What do ^{we} have an open shelf
Room, Why this art Room,
Why branches & Stations and
School work - to serve.)

So I lay down as the spirit
of the good librarian -

That she shall bring the very
best there is in her to her
work, and that she should
develop her best qualities for

the sake of her work,
and that she shall keep
constantly in mind that
her business is to serve
other people, no matter what.

That being the object and
spirit which we bring to our
work, how are we to
accomplish it. - let me
particularize on the qualities
and methods which we need.

I will assume first that
you have an education, but
you must go on with your
education as much as you
can, you will not be able
to specialize, but you will

Need to keep just as broad
as you can. Keep yourself
informed ~~as much as~~ on
~~the~~ the events of the day, on
the discoveries, on what
people are thinking and
talking about. If anybody
asks you about Radium,
you ought not to be ignorant
of so important a discovery.
Ignorance is excusable, and
~~yet~~ you because no one can know
everything, yet one does not
~~must~~ expect a person who
deals with books and people to
stay ignorant of what other people
are interested in. Learn
all you can, keep your
interest in things just as

universal as you can. If
you have special tastes along
certain directions, do not
cultivate them to the exclusion
of the broader knowledge, because
the library represents all kinds
of knowledge, and all kinds
of people will ask questions
of you. You will find
so that you need every
particle of education and
training that you have had
and that you will need to
get as much more as time
will allow.

So much for that quality.
That is the book side, &
There is another quality or

Natural ability - which is
vital, more vital than
your education, and that
is your temperament.

Many people applying here
for a ~~desperate~~ position
say - "I am sure I would
like it, I have always
liked books", I always
feel like saying - "That is
all very well as far as it
goes, but do you like people?
You are not in a library to
like books, or to acquire and
get knowledge for yourself
you are there to give.
You must like books, you
must enjoy acquiring

Knowledge, but if you
don't like people, and don't
feel willing to give out
all you know and all you
can get hold of. Then your
liking for books won't do
the library any good.

Besides the books which
go to make up the library
Here are the people who
own the library, and for
whom the library exists, and
who are the most important
factors in the equation.

Besides your education, which
you likely will have to ~~continue~~
improve, there is your
temperament - your attitude

toward people, which you
likely will have to improve.
It is right here that most
of us fall down at times.
We all have had to
learn many things.
Miss B. wanted me to talk
to you on tact & contact.
Contact with people means
the necessity of lots of tact.
It is a fine art to learn
to live with anyone, even
those you love best, it is
hard work to learn to work
cheerfully with other people, and
it is probably harder yet to
serve the public who are
sometimes pleasant and sometimes

unpleasant - reasonable or
unreasonable (that is from our
point of view). In general
~~For the people~~ ^{in general}
There is no better place than
the library to practice the Golden
rule. How would you feel
if you came to the library, and
received brusque treatment or
careless indifferent attention,
or curt answers, or, Let
me tell you, you but I
must always treat the
people outside ^{the center} exactly as
if we were the ones on the
outside asking the question.
If you will cultivate the
habit of always trying to
put the other persons view

trying to get cheerfully
and willingly the thing
they want, if you will
cultivate adaptability under
every circumstance to your
circumstances, it will grow
to be second nature.

Now it is one thing to do a
thing cheerfully, and another
thing to make it apparent
that you do so. Make it
perfectly clear to your patron
that you are glad to wait
on them, that you are willing
to ^{take} ~~make~~ any number of steps
that you don't consider it a
bit of trouble to serve them.
Now do for strangers.

more than you would do
for your friends. If you are
going to be partial at all
be partial to the person you
don't know. Friends can
make themselves a nuisance
and they should be made to
understand that they cannot
ask privileges. (Don't let
them visit with you in
business hours, social
receptions. Have no place in
a library, or if a friend
is talking with you, excuse
yourself immediately to wait
on some one who wants something.

Don't tell tales out of
either, or me one has been

disagreement, or showed an
unkind side of themselves,
it won't do any good to
breach a word about it.
Don't criticize the library
its - management, or your
assistants outside. It
isn't business like to run
down in any way your
own institution. Just be
loyal to its interests.

Here, you will need to get
with the people you work
with. If you have assistants
or if you are an assistant yourself.
Alas Brand

in a large building, which children & adult
women visit - which costs taxes out is a
rather vague asset to the city life.

I hope I may pass upon the library.

It is a collection of books of the scholars
things of the world, and of the things up to date
literature of today. But it is I

What is a library
What is a librarian

I do not know what proportion of young college women must earn their living. I do know that the great majority when they leave college feel the necessity of useful occupation.

I have noticed that an increasing number of young women, whether in need of a livelihood or not, turn to occupations which are distinctly humanitarian. ~~partly because it is~~ which contribute to the well being of men and women.

Such a group of occupations are presented to you this afternoon. and I know that you will feel that that profession grips most, which occupies most fully both the mind and the heart of the worker.

I hope, I may be able to make you feel that the library profession is one that grips and one that is worth consideration as your life work. ^{that it has the cultural attention} ^{that it has the humanitarian attention.} I will discuss the profession under

1. What is library work
2. What training is necessary
3. What are the present opportunities

What is a library? &

When you enter the University library you call for the book you want, and you probably think no more about it, it is just a

where hundreds of books are stored
and are forthcoming when some one asks
for them. Perhaps you never stopped to
wonder, why, among 300,000 books, the one
you want can be found at once. It ought to
suggest that there is a systematic arrangement
so carefully worked out that if there were
a million books, each one could be found
just as readily as if there were a dozen.
When you finish with that book, this system
will carry that book right back to the very
place it came from. A library is not a storage
place, it is a collection of books, ^{so} carefully classified
and catalogued and indexed that you ~~cannot~~ can
not only find the book you want, but the
very bit of information which may be hidden
away in some book you know nothing about.

It is the librarian's business to see that
those books are so arranged and so
catalogued that you will not be delayed
when you want something in a hurry.

But perhaps you knew all this and
you think of the library as a great storehouse
of learning. You are a college woman
and you know the value of books. If some
one had had your training, the librarian's
work would be completed when he had
purchased, classified and shelved the books
and had handed them out to such as you.
But ~~that~~ ^{what the function of a library used to be.} ~~that~~ ^{is not like you, many}
have had no opportunities, many never
heard of a library, and right here the
library, especially the Public Library, begins
to feel its larger opportunities, it begins to
differentiate from the simple task of
serving out books to those who ask.

modern library of today has gone
so far from its early prototype as the
modern school has from the Latin
school of our fathers.

Its functions and its methods have changed.
It is still the storehouse of books, it is still
the Mecca of scholars, but it is also
a much bigger thing, it is a great
social institution for making books easily
available, for making knowledge attractive
to the masses who do not even know that
they want to know. Its function is to

carry the message of books to every citizen
- Books that delight, books that cheer, books
that make one laugh, books that teach
books that heal. Books are the
medium which the librarian uses to keep
on the great social re-organization.
As to methods, may I use our own library
as a typical example.

~~If the above~~ To make a library really useful,
it must study the community in which it
lives, the kinds of people it must serve
the nationalities they belong to, the trades
that employ them, the parts of the city in
which they live. Our own library first
established branch libraries in various
sections, until now we have fourteen
branch libraries, each with a fairly
complete collection and staff of trained
people. ~~Cards were made~~ Borrowers
cards were made good at any point, so
that one could take a book at any place
and take it back at any other. Books
from the Central library are delivered daily

each branch, and if a book wanted
to not in at the Centre, then it is searched
for in all the branches and if it can be
found at any point, it is gotten to that person.

But branches were not enough, and were too
expensive, so deposit stations were also
established, where a small collection of
books for immediate use were shelved
and delivery made two or three times a
week. Whenever a branch or a station is
established it is advertised all around the
locality - by placards, by ~~advertisements~~ handbills
by notices ~~in~~ in the papers, inviting
the people to use the free public library.
But this did not seem to reach all
the people, so we sought them where
they worked, in the factories, in the
department stores, in the telephone exchanges.
Now there are 28 of these libraries, Downtown
Dayton, & the Mpls. Dry Goods have their
own collection, every trolley station has their
own telephone exchange. Many of the fire
engine houses.

I haven't even spoken of the work with
children, the mothers clubs, the boys & girls
clubs, the story telling, the help with their
school work, the class room libraries. for it
is almost a proposition by itself.

I haven't spoken of the work with foreigners
the books in their own languages the

~~But I~~ attempts to find them out in
the night schools and in their local churches
and meeting places.

But perhaps this is enough for you to
define more clearly what a library is.
What should ^{be} the qualifications of a librarian.
1 - Well first she should be educated, the
better the education, the better the work
she will do. If she is going to help all
kinds of people, wanting all kinds of
things, then this more she knows the
better. Secondly, and not less important
to her love of books, she must add a love
of people. No person ~~can~~ can make a
real success in library work, who is not willing
to spend and be spent ~~and~~ for people.
The quality of temperament will

What training is necessary.

The pit.

the title "Work in the Public Library" ought
to be taken in two ways - One meaning
the nature of the work inside of the library,
its technical side and administrative side and
the other its work on the outside with the community.
I think to most outsiders it is very
interesting to look behind the scenes and see
how institutions are conducted. Our methods
of buying, recording, cataloging, filing material,
binding, printing, selecting books, disposing
of worn out discards, would I believe be
of interest to such a body as you are.
But interesting as they are to me and possibly
to you, it is of the work in the community which
I ~~can~~ wish to bring to you.

I do not have to ~~prop~~ ^{prop} to you as I do to
some audiences ~~that is worth while~~ ^{that books}
and reading are worth while. You know
that knowledge is power and that
happy is every one that ~~feels~~ ^{feels} wisdom. and
You know that all human knowledge
is put away systematically between ^{the covers of}
books for one and all of us to share as we
have time or capacity -
You know that to awaken ambition in
people or to arouse dormant powers, or to
create the love of knowledge or to teach
discrimination between truth and falsehood, you
know that these possibilities lie within the
power of books. I do not need to point

~~What~~ out to you the reasons why the Public Library of today is growing to be such an influential institution - You will ~~recognize~~ or have already recognized the reason in this that the library of today realizes that its usefulness is to the many and not to the few.

~~I was thinking this morning how I could best express the policy of the library and adopt as its working policy the extension of its privileges into every portion of the city, the development of its resources to fit the needs of every shade and variety of its people. It will not have fulfilled its purpose ~~until~~ as long as there are ~~whole~~ sections not using its books, or as long as there is a family who does at least not know about the library. Now, then we may consider the library as an educational institution. Making knowledge an easily accessible thing, its methods of work are strictly businesslike.~~

I never realized until I began to think of today how very much like a business ~~like~~ house we are growing, and I wanted like to present it to you from that point of view.

Take for instance the inside management, we take account of stock ~~inventory~~, we build up again as it is used up, our Super Standard Goods, we work off from the shelves the out-of-date and useless material.

We keep our stock carefully recorded and indexed, so that we will waste as little

time as possible in finding it. When there are sales and bargains, bankrupt stores &c, we buy up at once such things as we can always use and keep them in our store rooms, so that we may be able upon short notice to start up a new station or reading library. We study efficiency of work, not letting expensive employees do the work which could be done by cheaper help.

Now we take business ways to advertise our material. to call attention on timely occasions to the books relating to current activities. — Articles in the newspapers, placards posted up in the building and special lists distributed from the desks are through the system.

(See lists.)

When you have a good thing to advertise, why shouldn't it be thoroughly known.

Every good business, besides ~~good~~ advertising wisely, studies its locality, what kind of people compose its clientele, what goods are they likely to want, what price they be most likely to take.

Well so does the library study its community.

We are a University city, we have an unusually well-educated community. We must build up a strong scholarly reference library. This we have been able to do through the University.

We are an art-loving city and always have been consequently — we must develop an Art Department which now stands third in the

Country. This Art Department must not only
contain the best for Architects and designers
but it must be prepared to help teachers and
grade pupils in the simpler designs &
art crafts. A large collection of Circulating
pictures, photographs and designs - about 10000,
has been developed for this purpose.
A large postal card collection is under
way and we are now beginning a collection
of lantern slides. The wealth of material
in this department ~~now~~ to the artisan, the
wrought iron designs, stained glass, wall paper,
jewellery, rugs, china, wood working etc etc
can only be known by those who really use it.
We are a music loving city, and are
now slowly developing a good collection
of Circulating music in bound and sheet form.
We are a city of most intelligent workmen
and a department of Useful Arts on the
first floor was started two years ago
containing books on Carpentry, manufacturing, trades,
Engineering, mechanics of all kinds, agriculture.
We are deeply interested in Civics, and have the
first public library to develop a municipal
department. ~~We~~ This department clips
the civic news from newspapers in all parts
of the country. Keeps reports of all civic organizations,
Charters & ordinances of cities &c.

But this is not the only way we study our
Community.

Race maps - foreign work
Branch Community Studies

But a good growing commercial establishment
does something more. It sends its agents out
to establish branch stores, to work up its
business through new channels, to find an
outlet for its productions.

Just so the library; altho its motion and
purpose is so wholly different, it proceeds upon
similar lines. It reaches the development
of certain sections of town and places station
therein, which grow until a full fledged
branch library must be installed to meet the need.
If the Park Board builds a recreation house
will they let the library join with them and
share the space - as we have done in
Camden Park and Logan Park.

~~Will~~ Do the school children in outlying schools
have a chance to get juvenile books under
proper supervision. Investigation has
shown that they can get penny dreadfuls
and nickel libraries at every newsstand.

Is the library well occupied that find -

Factory libraries

Fire Engine libraries

107 Prints

OUR LIBRARY SCHOOL AND THE ACCREDITED
LIST OF THE A. L. A.

When the University Library School was an accomplished fact, I think this whole Association felt that the best thing which we had worked for was accomplished. We have every reason to be proud of the School, of its instructors, and of the product which it turns out.

But we have now turned out three classes of graduates and are not yet accredited by the A. L. A. Many times during the year prospective students or their parents ask us if the University School is accredited and if not, should they go elsewhere.

What does accrediting mean. Let us go back on the history of the matter a bit. During Mr. Carnegie's lifetime, he made a number of grants to library schools, including Pittsburgh, Atlanta, Western Reserve, and the New York Public. After the Carnegie Corporation was organized it also made grants, especially to Pittsburgh and New York, amounting to \$129,450.00 prior to 1925. When the so-called ten year program of aid to libraries was adopted, the Carnegie Corporation made very large grants, evidently believing that the instruction of librarians was the first step in bettering library work. Altogether the grants for library schools have amounted to more than \$3,000,000.00.

But the Carnegie Corporation did not attempt to make the allotments themselves; they entrusted the money to our national body. The American Library Association, in 1924, created a Board of Education, with Mr. Adam Strohm of Detroit as its Chairman and Miss Bogle as its Secretary.

The task of this Board has been a thankless one, open to much criticism and dissatisfaction. That was inevitable.

Their first task was to visit all of the library schools, to create minimum standards, to accredit various schools, and to allocate the funds. At present ten library schools are receiving aid, including the

million dollar endowment of the Chicago University Graduate School. Nine receive no grants and these are, in the main, State University library schools.

So the Board of Education is a Board appointed by the Executive Board of the A. L. A. and financed by the Carnegie Corporation. It has no executive power but its object has been to raise the standard of library instruction and the quality of librarianship. Since it was the Board for the distribution of money, many schools would naturally seek accreditation primarily to get money for maintenance, but benefitted also by raising their standards.

Now the standards which were adopted touched the following points:

1. The number of students per teacher.
2. Subjects to be taught
3. The general physical equipment
4. Apparent financial support.

When a school desires accreditation application is made for inspection. At least two members of the Board visit that school, ascertain if it meets the minimum standards and accordingly accredit it or not.

Now what is the matter here at our School? Well, first and chiefly, our classes are so large that we cannot meet that standard. This University has always had the policy of non-limitation of educational opportunity. That rule applies to all the professional schools. There is no limit to the size of classes; if the enrollment is large, the instructors must accept it..

The University cannot very well accept a standard forced upon it by an outside board, which it is not setting for any other professional school.

The Library classes are too large but the A. L. A. demands are inconsistent with the University's practice and policy. The invitation for inspection must come from President Coffman and the Board of Regents,

and they have never extended the invitation because they feel that they cannot accept dictation for the size of their classes, or jurisdiction by any outside body.

You will remember that the University made a test before the Supreme Court to prove that they were free from the Board of Control. Dr. Coffman feels that if they must be free from any control by a State Board, they must certainly be free from any control by an outside body. As I understand it, it is a question of University control.

The whole difficulty therefore lies in the size of the classes per teacher. Mr. Walter and Miss Hutchinson constantly discourage applicants, but it is remarkable that the quality of the teaching and the real difficulty of the course has attracted the very best students on the campus.

It is greatly to be deplored that the classes are so large. The School faculty would gladly reduce the number. The A. D. A. standard is a perfectly reasonable one. But the fact remains that the University funds are heavily encumbered and no allotments can be made for more instructors. The School tuition fees have so far carried the expenses of the School. There is no immediate hope that the School enrollment can be reduced to the proper number per teacher or that the teachers can be increased to the proper number for the standard class size. So there the matter rests.

We lack actual accreditation, but no one doubts the quality of this School.