

copy for Mrs. Abbott

April 24, 1922.

Memorandum to Dr. Burton

With reference to elementary school library, Miss Abbott called this morning and stated that some time ago, arrangements were made for the withdrawal into a special collection of about twelve hundred volumes previously cataloged and classified by Miss Abbott as part of the School of Education Library. This meant that the books had to be charged to the Elementary School. Miss Abbott had also begun writing location symbols on the catalog cards.

Soon after the withdrawal of the above books, there came a demand for a special catalog, author and subject. As Miss Abbott did not have the time to compile this catalog, it seems that arrangements were made whereby Miss Thompson of the General Library staff did the work outside of regular hours, being paid by the Elementary School. Miss Abbot now asks for directions as to how this special catalog is to be kept up.

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With reference to elementary school library.

Miss Abbott called this morning and stated that some time ago arrangements were made for the withdrawal into a special collection of about twelve hundred volumes previously cataloged and classified by Miss Abbott as part of the School of Education Library. This meant that the books had to be changed to the Elementary School. Miss Abbott had also begun writing location symbols on the catalog cards.

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I told her verbally that in my opinion, this should be taken care of by the department and paid for out of departmental funds. Printed cards could be ordered from Washington or entries might be typed or written by hand, whichever seemed most economical. Further, it seemed to me that Miss Abbott should continue to classify shelf list and make at least an author entry for books purchased for the Elementary School and charge the same to the above mentioned special collection.

I would not advise that location symbols be placed on catalog cards. The chances are that when the department finds itself crowded, they will ask the School of Education to take back the older and less used books and if these books are then only charged, the operation of return will be a relatively simple matter. If location symbols will have to be ~~placed~~<sup>changed</sup>, they will have the same difficulties with which the General Library is now contending.

I recommend that either Dr. Judd or the head of the Elementary School be communicated with in regard to this matter and that it be made clear to them that care and maintenance

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I recommend that either Dr. Lind or the head of the elementary school be communicated with in regard to this matter and that it be made clear to them that care and maintenance

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