| Philosophy                         | \$175 | 00 |
|------------------------------------|-------|----|
| German                             | 175   | 00 |
| French                             | 175   | 00 |
| Mathematics and astronomy          | 125   | 00 |
| Chemistry                          |       |    |
| Pharmacy                           |       |    |
| Music                              |       |    |
| Physics and electrical engineering | 100   | 00 |
| English                            | 400   | 00 |
| History and sociology              | 225   | 00 |
| Latin                              | 175   | 00 |
| Greek                              |       |    |
| Botany, entomology and meteorology | 125   | 00 |
| Civil engineering                  |       |    |
| Zoölogy, anatomy and physiology    | 125   | 00 |
| Geology and paleontology           |       |    |
| Miscellaneous                      |       |    |

The professors are furnished with printed order slips upon which are written the author's name, title, edition, place, publisher, date, number of volumes, size and price of the book wanted. We use the form of the Harvard order slip. After these blanks are filled out they are handed to the librarian. Care is then given to the purchase of the books. When in due time the new books arrive they are entered in the accession book, recorded in the shelf list, classified according to Dewey's "System of Decimal Classification," and catalogued according to Cutter's "Rules for a Dictionary Catalogue." They are then placed upon exhibition shelves in the

reading room until the lower classes become familiar with the latest additions.

The accession book was begun in 1885. Previously the records of the books were kept quite crudely. The accession book prepared by the Library Bureau is the most approved method of keeping library records. The history of each book is accurately kept. Its classification, number, author, title, publisher, place, date, number of pages, size, binding, of whom purchased or donated and price are recorded.

A shelf list for each department has been made. These shelf lists are invaluable in many ways. They are lists of the books made in the exact order in which the books stand upon the shelf when each book is in its place. They are especially useful when taking an inventory of the library.

The scheme for issuing books was planned by L. I. Blake, Professor of Physics. It is arranged so as to answer quite readily three questions: Who has a certain book? What book a certain person has? When a certain book is due? The students have the privilege of taking books home, although the privilege is much restricted. A university library is more useful as a reference library than as a circulating one, especially in

