

New Criterion, 17 Albert St.	....	....	18	0	—
Royal, 20 Victoria St. West	....	....	20	0	18 0
Star, 27 Albert Street	....	....	22	6	—
Station, Anzac Avenue	....	....	18	6	less 10%
			(or 12/6 Bed & Breakfast)		(on full daily tariff only)
Waverley, cnr. Queen St. and St. East	....	....	12	6	—
			(Bed and Breakfast)		

*Private Hotels.*

Castlebar, Khyber Pass	....	....	12	0	—
Fernleigh, 28 Symonds Street	....	....	12	6	—
Glenalvon, 16 Waterloo Quadrant	....	....	14/-	and 16/-	—
Northland, 391 Queen Street	....	....	14	0	—
Princes Lodge, 32 Princes Street	....	....	13	0	12 0
Ryecroft, 26 Symonds Street	....	....	12	0	—
San Remo, 3 Symonds Street	....	....	6	0	—
			(Bed and Breakfast)		
			(Other meals not provided)		
Stonehurst, 34 Symonds Street	....	....	14/-	& 16/-	less 5%

**N.B.—ALL HOTELS ADVISE EARLY BOOKING AS THEY ARE USUALLY FULL IN FEBRUARY.**

*Further Registrations:* Auckland Girls' Grammar School—Miss M. E. Virtue; Leys Institute—E. B. Ellerm, Sir Cecil Leys, D. McInness; University College—Professor Forder, Professor Lancaster, Professor Sewell; Seddon Memorial Technical College—Miss E. M. Davis; Dannevirke High School—Miss P. B. Trapp. Dunedin. Otago University—Miss N. Gordon, Dr. R. Lawson; Fairlie-Mackenzie County Free Library—Mrs M. L. West; Hamilton Public Library—Miss B. Manning, S. B. Sims; Invercargill Public Library—Councillor A. W. Jones; Lower Hutt Public Library—Mrs J. M. Williams; New Plymouth Public Library—Dr. S. C. Allen, Miss C. A. Douglas, A. L. Low; Pahiatua Public Library—J. W. Sturton; Palmerston North Municipal Library—W. G. Black, H. Greenwood, A. Grigor; Raglan Public Library—G. Brownlee-Smith; Warkworth Town Library—Miss J. Smytheman; Wellington. Alexander Turnbull Library—C. R. H. Taylor, Miss A. Woodhouse; Public Library—W. J. Gaudin, Mrs Knox Gilmer, J. Norrie; Whangarei Public Library, Miss M. L. Collins, R. S. Finch.

## A COURSE OF TRAINING IN LIBRARIANSHIP

### SYLLABUS

THE SYLLABUS which follows has been approved by Council and will come into operation next year. Applications for admission to the course at its commencement must be

received by February 14, 1942. The date on which the course will start has been provisionally fixed for May 1, 1942, and intending applicants should write to the Honorary Secretary as early as convenient giving particulars of their home address, library address, date of birth, full name, and particulars of educational qualifications.

### *General Certificate*

- Part 1. Administration.
- Part 2. The Book: Elementary Cataloguing; Elementary Classification. Reading Record for fifty weeks.

### *Diploma*

The General Certificate Course and:—

- Part 3. Book Stock.
- Two of the following three parts—
- Part 4. Organisation.
- Part 5. Advanced cataloguing and classification.
- Part 6. The social background of library work in New Zealand. Reading Record for fifty weeks.

#### PART 1—ADMINISTRATION (12 months)

- (a) Principles of library administration. Daily and weekly routine in all departments.
- (b) Lending library methods: Registration of borrowers. Issue methods. Special and limited loans. Renewals. Reservations. Administration of pay collections. Overdues. Defaulters.
- (c) Library Statistics: their purpose, critical examination and standardisation. Statistics of stock, readers. Graphic and pictorial representation of statistics.
- (d) Stationery and printed forms. Correspondence. Filing and other office routine. Petty income and expenditure.
- (e) Main sources for book selection. Suggestion slips. Readers' requests. Ordering routine. Markets and discounts.
- (f) What happens to a book from delivery to shelving. Withdrawals and replacements.
- (g) Relations with readers. Aids to readers. Elementary principles of publicity, display, and extension work.
- (h) Library equipment and arrangement.
- (i) Quick reference books and bibliographical tools.
- (j) The case for free library service.

## PART 2—THE BOOK. ELEMENTARY CATALOGUING. ELEMENTARY CLASSIFICATION (18 months)

### *i The modern book and how it is made*

- (a) The background of the modern book. Papers and paper-making to-day.
- (b) Printing and book illustration to-day.
- (c) Commercial and library casing and binding.
- (d) Care of books and simple book repair. Preparation of books and periodicals for the binder.
- (e) How to read a book technically. Definitions of bibliographical terms.

### *ii Elementary Cataloguing*

- (a) Definition of terms used in cataloguing. Information a catalogue should give. Reading a catalogue card. Library of Congress cards. Card and sheaf catalogues. Guiding. Alphabetising.
- (b) Application of the following Anglo-American Code rules:—1, 2, 21, 24-26, 38, 41, 45-48, 58, 72, 82, 83, 112, 114, 115, 119, 121-128, 130, 136, 139, 148, 150, 152, 155, 156, 159, 166, 169, 172, 173. Modifications advisable or permissible in a small library or for special purposes.
- (c) Subject headings (the student may choose whether Sears' or Library of Congress headings are used). Modifications.

### *iii Classification*

- (a) Definition and purpose. Definitions of terms necessarily used in classification. Classification of books by subject. Form classes and divisions. Notation. Mnemonics.
- (b) Detailed study of the schedules of and classification by *either Dewey or Library of Congress or Bliss*. (Attention to be concentrated upon the application, not criticism, of the schedules.)

*Note:* The bulk of the work in cataloguing and classification will be practical. Students will not be expected to memorise cataloguing rules or classification schedules, but they will not be passed this Part until their practical work is absolutely reliable and carried out at a reasonable working pace.

### PART 3—BOOK STOCK (12 months)

- (a) Book selection in relation to objectives in different types of library. Intrinsic book value and readers' needs. Demand: specific and general, actual and potential.
- (b) Readers: homogeneous groups and their reading habits. Occupational, economic, geographical and political factors in readers' choice of books. Reading difficulties. The "readability" of books.
- (c) Aids to book selection. Bibliographies and catalogues. Reviews: sources and authority.
- (d) Inter-loan, centrally co-ordinated book-buying, central or regional public library book supply and their effect upon the book stock of the individual library. The question of basic stock.
- (e) The Reference Library: general principles and policy. Lending "reference" books. The reference librarian's tools. Bibliographies and indices. Encyclopaedias, annuals and other quick reference material.
- (f) Newspapers and periodicals. Micro-film and photostat material. Pamphlets. Picture collections. Information files.

#### *either Books of Information*

- (g) Standard subject works (covering the whole field of knowledge).
- (h) The bibliography of a subject\* (e.g., New Zealand, agriculture, art, etc.).

#### *or Books for General Reading*

- (g) Non-fiction in the popular library. The demand for new books in both fiction and non-fiction. Duplication.
- (h) Fiction, its types and standards. The subject approach to fiction. Pay collection policy.

\*[The exhaustiveness of the knowledge required will be in inverse proportion to the width of the subject.]

### PART 4—ORGANISATION (12 months)

In every case the main topic will be the situation in N.Z., but, where useful for comparative or illustrative purposes, the salient features of the same topic abroad, usually Great Britain and the U.S.A., will be studied.

(a) *Either*

Public libraries:

History.

Library law: the present situation and desirable reforms.

Committees: constitution and work. Librarian's reports to the library committee.

Income and expenditure.

Departments and branches: organisation, scope and control. Staffing.

*Or*

University libraries: history, control, finance, and organisation.

- (b) Government and special libraries in New Zealand. Relationship with public libraries.
- (c) Co-operation between libraries. Aims, problems and technique of centralised book services.
- (d) Buildings and equipment.
- (e) Rules and regulations. General law as it affects libraries.
- (f) Relations of the library with other departments (municipal and university). Publicity. Extension work. Contact with adult education, the press, radio, social activities of the community.
- (g) Current topics: a study of trends, controversies and new methods and ideas revealed in N.Z., Australian, British and American professional literature of the last two years.

PART 5—ADVANCED CATALOGUING AND  
CLASSIFICATION (12 months)

*I Cataloguing*

- (a) Practical work. (This will be comprehensive and will continue throughout the course.)
- (b) Differences between the principal codes. Principal catalogues of the world.
- (c) Book lists. Printed and microfilm catalogues. Preparation for the press and proof reading.
- (d) Co-operative cataloguing and classification. Union catalogues.

*II Classification*

Limitations of close subject classification of books. Canons of classification: a critical examination. Book numbers. The

influence of classification and shelf order upon other aspects of library work, e.g., planning, statistics, issue methods. A comparative outline of the Bliss, Brussels, Dewey and Library of Congress schemes, with some practical work on all these schemes, and intensive practical work on one of them.

#### PART 6—THE SOCIAL BACKGROUND OF LIBRARY WORK IN NEW ZEALAND (12 months)

- (a) Historical and geographical factors. Vital statistics.
- (b) Government, central and local. Social services. Public expenditure.
- (c) Education.
- (d) Transport and communication and their effect on social habits.
- (e) Production, imports and exports. Income groups.
- (f) Occupational groups, leisure and social habits. Amusements.
- (g) Community life. National organisations such as the Farmers' Union, Women's Institutes, W.E.A.
- (h) The book trade in New Zealand (publishing, printing, bookselling).

#### READING RECORD

\*Candidates for the General Certificate must keep a record for fifty weeks, and candidates for the Diploma, a record for another fifty weeks, of their general reading and of opportunities which this reveals of linking the library with outside organisations and the interest of readers. In neither case need the fifty weeks be consecutive. Books and periodicals on professional subjects, other than those which are read in connection with the course for a Part may be included, but the main object of this weekly record is to stimulate and record the student's general reading and to encourage him to relate his outside interests to his professional work. The Record is not intended to involve the student in a great deal of extra reading, but to be a record of the amount and the type of the reading he normally does. Students should not spend a lot of time composing comments but, especially at the Diploma stage, there should be indication that the student's reading is not an entirely passive occupation. The Record may be kept either in tabulated or narrative form. It should not be padded out with extraneous matter.

\* See list of exemptions.

The number and type of books read will be determined by the tastes, capabilities and time of the student, but a record of fewer than twenty-five books (other than light fiction) read during a period of fifty weeks will be considered unsatisfactory and, especially in the Diploma period, students will be expected to include in their reading something other than fiction, plays, and popular biography and travel. Outstanding articles read in periodicals, and books which, though not read fully have been skimmed through or carefully examined, should be noted.

Upon completion the Record will be sent to the Examining Board for approval. If approved, an oral discussion with the student will be held to corroborate the authenticity of the Record and to ascertain whether the student is maintaining regularly the standard of reading revealed in it. If the Record is considered unsatisfactory, either in the amount or quality of reading which it reveals, the student will be required to carry on his reading Record for a further period, the length of which will be determined by the Examining Board.

## NOTES ON THE SYLLABUS

### *General Notes*

This course of training in librarianship will be organised and controlled by the New Zealand Library Association (Inc.). The Council of the Association will appoint annually tutors to carry on the work. The Standing Committee on Library Training will fill any vacancies for tutors which may arise during the year. The Examining Board is authorised to make minor adjustments to the syllabus, for example to change the order of the sections of a Part, if any sufficient reason arises. All such changes must be included in an annual report to Council.

The complete course comprises five Parts (since only two of the last three Parts need be taken) and the Reading Record. Upon the satisfactory completion of Parts 1 and 2 and the fifty weeks' Reading Record, the student is entitled to the General Certificate in Librarianship. This Certificate will be an adequate qualification for appointments carrying salaries of up to £200 or £250 per annum. Students who complete the whole course including the fifty weeks' Reading Record will be entitled to the Diploma in Librarianship (N.Z.). This qualification is intended for those holding the higher posts in librarianship in the Dominion.

### *Time Taken*

The Parts must be taken in the order set. The time given for each Part is the estimated time the course for it will last. So far as possible, arrangements will be made for students who can do so to complete their tests as well as their regular monthly written work within this period, but most students will require a period after the end of the course in which to complete test work. It is hoped that all students will be able to carry out their Reading Record concurrently with the various Parts of the syllabus, but those unable to do so may take what time they need for this at the end of Part 2 and upon the completion of the five Parts for the full Diploma course. Students will be admitted to the courses for the various Parts twice a year and the times of entry will be arranged to allow them to pass, if they wish, from the end of one course to the beginning of another without undue loss of time. The written work on each section of each Part must be completed within the time allowed. Special arrangements will be made in cases of illness. There is no time limit to the completion of the Certificate or Diploma courses, students who wish to do so may pause after completing one Part before starting work on the next Part. A few students may find it possible to take two Parts together. This will apply mainly to Parts 1 and 2. The course for Part 2 will start within six months of the course for Part 1 and students who think that they can manage the double course, and whose work supports that view, will be allowed to take the two Parts together. Students who have had a good deal of experience in cataloguing and classification, and whose practical work proves that they have thoroughly mastered the basic principles and practice, will be allowed to reduce the time spent on Part 2.

### *Admission to the Course*

Applicants for admission to the course must (a) be in regular paid employment for not less than fifteen hours a week in a library eligible for institutional membership of the N.Z.L.A.; (b) must *either* have been fulfilling (a) on or before 31st December, 1941, *or* must have passed the School Certificate Examination, the Matriculation examination, or any recognised equivalent or higher general educational qualification; (c) must be personal members of the N.Z.L.A. Any cases of applicants who are not at the time of making application employed in a library but who were so employed in the past will be considered on their merits by the Training Committee. The Committee will not admit such appli-



cants unless they had served in a library for a reasonable length of time, left for some satisfactory cause, and have a good chance of again taking up library work. The Training Committee will consider similarly any cases which may arise of students who leave library service after starting the course and wish to continue their work for it.

### *Tuition, Tutors, Fees*

Tuition will be by correspondence. The Branches of the Association will be at liberty to make supplementary arrangements for oral lectures. Students should inform their tutors of any such arrangements in which they are participating. The Training Committee will be responsible for drafting the course for each Part and for this purpose will co-opt the services of members of the Association and others having special qualifications for contributing to any particular section or sections. As a general rule such contributions will be short and no fee will be paid for them, but in the event of contributions of this sort involving the contributor in a considerable amount of work, and especially if such a contributor is not a member of the library profession, the Training Committee will recommend to Council the payment of an honorarium. Contributors will retain the right of publication. The course will consist of notes, reading lists (which will be as short as possible), and written and practical work to be done during the month.

If possible the number of students allotted to any one tutor at a time will not exceed fifteen, and it is hoped to keep the number below that figure. Tutors will be paid a fee of £1/1/- per student per Part. Students will provide their own stationery and pay postage on work sent to the tutor. The tutor's postal expenditure will be paid by the Association. The fees paid to tutors include their services on the Examining Board.

The fee to students will be 25/- for each of Part 1 and 2, and 30/- for each subsequent Part.

### *Examining Board*

The Examining Board shall consist of the panel of tutors with the addition of the Convener of the Training Committee and the Liaison Officer. In the event of the total number of tutors, other than the Convener of the Training Committee and the Liaison Officer, being fewer than four, the Training Committee shall appoint sufficient persons to the Examining Board to bring its numbers up to six. The Examining Board shall appoint two of its members to be

responsible for the tests applied to each student. If possible these members shall be tutors for the Part the student is taking but shall not include the student's own tutor. The student's own tutor shall be consulted by the examining tutors and shall have the right of appeal to the whole Examining Board against the decision of the examining tutors.

### *Tests*

The primary object of this syllabus is not to set up a system of examinations but to provide a course of training. The tests to which students must submit are checks upon the extent to which they have benefited from the course. Before admission to any test, students must have completed the appropriate sections of the course for the Part to the satisfaction of their tutor. The work done by students throughout the course will be taken into account by the examining tutors in judging their project and other test work. Before a student is declared to have passed a Part he must have reached a satisfactory standard in his written work on each section of the Part and in each test he is set. Unsatisfactory work on any section during the course will be referred back to the student for a second attempt. This second attempt need not be marked by the tutor but must be presented, together with the first attempt, to the examining tutors at the end of the course. Failure to reach a satisfactory standard at that test or any equivalent of it which the examiners may set. If failure in the tests is serious or persistent, the student will be required to work through the whole course again.

Tests set will be of five types. One or more types will be used for each Part according to the nature of the subject and the stage reached. These types will be:—(a) Project work; (b) oral work; (c) written examination of the short-answer type; (d) prepared essay; (e) written examination of the ordinary type.

### *Withdrawal or Dismissal from the Course*

Students who withdraw voluntarily from the course for a Part may not enter for it again for at least one year, and they will be required to start the course for that Part at the beginning again. This regulation does not apply to students who, on account of illness, arrange with their tutor for temporary withdrawal from a course.

Tutors are instructed to report to the Examining Board any student whose work is frequently irregular or unsatis-

factory. The Examining Board will appoint one of its members to investigate the position, and if this member concurs with the report of the tutor the student will be dismissed from the course. Before this step is taken every allowance will be made for lack of the requisite material or experience, and wherever and in so far as is possible the Association will assist the student to remedy such lack. Students who are dismissed from a course will not be eligible to apply for admission again for at least one year.

Fees will not be repaid to students who withdraw or are dismissed from a course.

### *Access to Material*

Textbook work during this course will be reduced to a minimum and the notes sent to students will be fairly full. But there are a few books which all students must have at hand and the student who proceeds to the Diploma course needs to be able to consult occasionally a considerable library of professional literature. It is hoped that the various library authorities in the main cities will co-operate to build up good collections of professional literature and that nucleus collections will be available in the libraries of secondary cities. Borough libraries should purchase at least the few books listed below. The Association's own library will be available to supplement local collections, but the Association cannot attempt to provide textbooks which are frequently required by many students.

Students should lose no opportunity of collecting and examining forms, lists, leaflets, statistics and reports issued by libraries other than their own.

### *Essential Books*

Library Association, London. Small municipal libraries: a manual of modern method. 1934.

Doubleday, W. E. Manual of library routine. Allen & Unwin. 1933.

Phillips, W. H. Primer of book classification. Assn. of Asst. Librarians. 1938.

### *One of the following:—*

- (a) Dewey, M. Decimal classification and relativ index. 13th ed. Forest Press, 1932. (It would be possible to take Part 2 with the aid of the 11th or 12th editions. The abridged edition is not adequate.)
- (b) Bliss, H. E. System of bibliographical classification. H. W. Wilson. 1935. (At the time of writing only

volume 1 of the full schedules has been published. Probably by the time any student reaches Advanced classification the work will have been completed. For Elementary Classification the outline schedules will serve, though it will be advantageous to have access also to a volume of the full schedules.)

- (c) U.S. Library of Congress. Classification Division. Classification. (Students who choose the Library of Congress classification as the scheme which they will study in detail will need to have access to all the schedules which have been published in full to date.)

Sharp, H. A. Cataloguing. 2nd ed. Grafton. 1937.

Cataloguing rules, author and title entries. Compiled by Committees of the Library Association and of the American Library Association. Library Association, London. 1935.

U.S. Library of Congress. Catalog Division. Subject headings used in the dictionary catalogs of the Library of Congress. 3rd ed. 1928.

or

Sears, M. E. List of subject headings for small libraries. 3rd ed. 1933.

### *Exemptions*

<i>Qualification held</i>	<i>Exemption</i>
Any degree of a British university or approved foreign university.	Reading record for both the General Certificate and Diploma.
*††Elementary examination of the Library Association, London (see footnotes).	Reading record for the General Certificate. Partial exemption, Part 1, sections (a) to (f).
††Intermediate examination of the Library Association, London. 1. (see footnotes).	Section iii of Part 2 and Section ii of Part 5.
††Intermediate examination of the Library Association, London. 2. (see footnotes).	Section ii of Part 2 and Section i of Part 5.

\* For this purpose students who have obtained an exemption from the Elementary Examination of the Library Association by virtue of the possession of a university degree, will not be deemed to have passed the examination.

† The equivalent sectional certificate issued by the Library Association on syllabi prior to the date of the institution of the Elementary, Intermediate, and Final Examinations will be accepted.

### *Partial Exemption*

Candidates who have passed the Elementary Examination of the Library Association will be sent the notes on sections (a) to (f) directly the course starts. These notes should be read through carefully. A month later a series of questions of the short-answer type will be sent to these candidates. Answers to these questions must be returned within a month, that is within two months of the beginning of the course. If these answers are satisfactory the student will start section (g) without further delay. Sections (g) to (j) must be worked through fully and the ordinary test work of the course done on these sections. If the answers to the questions on sections (a) to (f) are unsatisfactory the student will be required to work through the complete course in the ordinary way.

---

‡ The exemption will be granted only if the English examination was taken not later than May 1943 in the case of the Elementary Examination, and December 1944 in the case of both parts of the Intermediate Examination. The dates given apply to the date of the papers and not the date on which the examination was held in New Zealand. Special consideration will be given to any case of a student who took the English examinations while resident outside New Zealand.

## WHAT THE BOOK RESOURCES COMMITTEE IS DOING

---

*By E. J. CARNELL, Liaison Officer*

---

THE UNION CATALOGUE, a depository set of Library of Congress cards, complete coverage in New Zealand of all publications of any value in the English language, loans for long periods and in bulk to all free libraries and the libraries of teaching institutions, revised procedure for interloan, centralised cataloguing of New Zealand material—these are the main topics which were before members of the New Zealand Book Resources Committee at their meeting on