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Henry Benjamin Wheatley
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How to Catalogue a Library

Henry Benjamin Wheatley (1838-1917) was a prolific writer on bibliography, literature and the arts. As founder of the Index Society, and editor of *The Bibliographer*, he was also involved in the foundation of the Library Association. In that context he wrote several works on library topics. *How to Catalogue a Library* (1889) was aimed at smaller library collections, as existing systems, such as the manuals of the British Museum library or the Library of Congress, were too elaborate for smaller collections. Wheatley begins by defining the differences between catalogues, indexes and bibliographies, and then compares the existing rules. He discusses the physical form of catalogues and lists the minimum requirements for the catalogue of a small library. He also discusses cataloguing manuscripts and cross-referencing, and provides a useful index of Latin place names. The book contains much on the theory of organisation of information still of relevance today.

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How to Catalogue a Library

HENRY BENJAMIN WHEATLEY



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The Book-Lover's Library.

Edited by

Henry B. Wheatley, F.S.A.

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HOW TO
CATALOGUE A LIBRARY

BY

HENRY B. WHEATLEY, F.S.A.

*Author of "How to Form a Library," "The Dedication of Books,"
etc., etc.*




LONDON

ELLIOT STOCK, 62 PATERNOSTER ROW

1889

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P R E F A C E.

 *THOSE* who are interested in library work are constantly asked where a statement of the first principles of cataloguing may be found, and the question is one which it is not easy to answer. Most of the rules which have been printed are intended for large public libraries, and are necessarily laid down on a scale which unfits them for use in the making of a small catalogue. I have divided out the subject on a plan which I hope will commend itself to my readers, and, after discussing the most notable codes, I have concluded

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with a selection of such rules as I trust will be found useful by those who are employed in making catalogues of ordinary libraries.

Here I must express the hope that my readers will excuse the frequent use of the personal pronoun. If the use of "I" could have been avoided, I would gladly have avoided it; but as the main point of the book is the discussion of principles and theories, it seemed to me that such value as the book may possess would be entirely destroyed if I did not give my own opinions, founded upon a somewhat long experience.

In dealing with a subject such as this, I cannot hope to convince all my readers, but I trust that those who disagree with my arguments

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them during the preparation of these pages.

All those who prepared the British Museum rules are gone from us ; but happily cataloguers can still boast of Mr. Cutter of Boston, one of the foremost of our craft. Mr. Cutter has prepared a most remarkable code of rules, and has not only laid down the law, but has also fearlessly given the reasons for his faith, and these reasons form a body of sound opinion. May he long live to do honour to Bibliography, a cause which knows no nationality.

H. B. W.

October, 1889.

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