

ISBN 0-7703-0156-
ISSN 0318-7403

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SOURCE DOCUMENTS FOR AMERICAN BIBLIOGRAPHY:

THREE "McMURTRIE MANUALS"

SCOTT BRUNTJEN

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Occasional Paper 18.

SOURCE DOCUMENTS FOR (AMERICAN BIBLIOGRAPHY: . . .)
THREE "McMURTRIE MANUALS"

Scott Bruntjen

Halifax, Nova Scotia, 1978

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MANUAL OF PROCEDURE

INSTRUCTIONS FOR THE WORKING OF THE SYSTEM

INSTRUCTIONS FOR THE WORKING OF THE SYSTEM: FILES FOR MATERIAL
RELATIVE TO THE SYSTEM OF THE PRESS

UPDATING THE MANUALS: NOTES AND INNOVATIONS

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UPDATING THE MANUALS; NOTES AND ANNOTATIONS

Norman Horrocks

Series Editor

1. Checklist of American Imprints, 1820 -- (New York, Metuchen, New Jersey: Scarecrow Press, 1964 --) Carol and Scott Bruntjen
2. Scott Bruntjen and Melissa L. Young, Douglas C. McMurtrie: Bibliographer and historian of printing ("The Great Bibliographers" Series, number four; Metuchen, New Jersey: Scarecrow Press [in press])

PREFACE

EDITOR'S NOTE

After more than six years work with the "literary remains" of the American Imprints Inventory, which have been used as a main element in the production of the Checklist of American Imprints, I came to find that few bibliographers or librarians active today knew much about the work of the U.S. Historical Manuscript Survey that created much of the

This Occasional Paper brings together two interests of Dr. Scott Bruntjen. First is the bibliographical record of early American printing which he and his wife Carol are now compiling.¹ Second, his interest in the life and work of D. C. McMurtrie, shown in a soon to be published volume.²

The three Manuals by McMurtrie are now reproduced here as part of the historical record in the development of bibliography in America. Together with Dr. Bruntjen's interpretive notes they provide a guide to users of this bibliography. In addition, they enunciate principles of the art and science of bibliography which are of universal appeal. and my colleagues in the New England Academic Librarians' Writing Seminar who, as always, offered needed criticism and encouragement.

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PREFACE

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The three Manuals which form the bulk of this paper are the rule books that were used to describe thousands of early American imprints held by one or several libraries in the United States. More than 15 million individual items were recorded using these rules. Only after reading through these Manuals can we appreciate the problems inherent in superimposing bibliographical control upon a mass of unrecorded, uncontrolled, unlocated information.

My acknowledgements are three: Shippensburg State College for its continuing support of the Checklist; Dr. Norman Horrocks of the School of Library Service, Dalhousie University for the position of Librarian-in-Residence during the Spring of 1978 which gave me the opportunity to produce this paper; and my colleagues in the New England Academic Librarians' Writing Seminar who, as always, offered needed criticism and encouragement.

Scott Bruntjen
Halifax, Nova Scotia
May, 1978

INTRODUCTION

Bibliographical control for United States imprints took giant strides forward in the midst of the Depression. In the short period 1927 to 1937 several significant efforts had come to completion. The production of the first edition of the Union List of Serials¹ in 1927 was followed quickly by the first edition of Ulrich's Periodical Directory² in 1932. The death of Charles Evans on February 8, 1935, marked the termination of his work on American Bibliography³ which was, with the appearance of volume 2 in 1934, complete through the letter "M" for the year 1799. In 1927 Winifred Gregory published her monumental American Newspapers, 1821-1936⁴. In the midst of this activity, on June 19, 1934, the U.S. Congress had found it appropriate after years of discussion to establish the U.S. National Archives. All of these events served to underscore the national interest in the control of printed and manuscript records. Yet while these activities strengthened national bibliography they also emphasized the embarrassing gap in American Imprints.

For American imprints produced prior to 1800 the only fairly comprehensive record in 1937 was composed of Worthington Ford for broadsides of Massachusetts,⁵ Charles Evans for all types of publications,⁶ and of Joseph Sabin for books relating to America.⁷ The period 1799 "N" to 1819 was uncharted territory when it came to books and most broadsides published in America. The years 1820 to the beginning of the American Catalogue in 1876⁸ were sparsely covered by Roorbach's Bibliotheca Americana,⁹ Kelly's The American Catalogue of Books,¹⁰ and Sabin's A Dictionary of Books Relating to America.¹¹ Given the substantial increase in publishing which had occurred in the nineteenth century, it was obvious from the 35,854 numbered entries in Evans as compared with the 35,307 entries which made up the Roorbach--Kelly record, many items must have escaped the later bibliographers. The pre-1800 record was not perfect either. Evans certainly had his share of bibliographic

"ghosts" and unaccounted for titles. Fortunately, by 1872 with the advent of the Stationers and Publishers Weekly Trade Circular,¹² and the next year with the beginning of Publishers' Trade List Annual,¹³ the nation had begun to record many of its imprints as they were produced. By 1876, with the development of the American Catalogue, the continuing record of American imprints was under much improved control.

The policy of the federal government of attempting to develop massive employment opportunities during the Depression provided an unique platform from which to advance the basic research required to fill these United States bibliographical gaps for books and broadsides. In what were considered by some to be "Make work" projects, the Works Progress Administration [WPA] had, by 1937, employed thousands of workers in tasks as diverse as road and park construction, the recording of records in county and church archives, and the painting of murals in federal buildings. What was required for the development of United States bibliography was someone with the foresight, bibliographical and printing expertise, and the imagination to merge the vast labor opportunities of the WPA with the needs of seventeenth, eighteenth, and nineteenth century American imprints. The person who filled those requirements was Douglas C. McMurtrie.

McMurtrie envisioned using the "Evans technique" on the grandest of scales. Charles Evans, beginning at the age of fifty-one had devoted the last thirty-five years of his life to the production of the record of American publishing. Beginning with the initiation of American printing, the broadside "The Oath of a Free-Man" in 1639, and working toward the bibliographic control provided by Roorbach beginning in 1820, Evans traveled from library to library recording the holdings of those libraries in order by imprint date. "For the sake of economy and mobility," as Clifford Shipton described it, "[Evans] wrote his notes with a very fine pen on halved three-by-five library cards and packed them neatly into corset boxes...."¹⁴ The outcome of Evans' work was a bibliography identifying

and often locating over 35,000 pre-1800 American imprints. What McMurtrie imagined was a comprehensive American inventory of imprints to be funded by the federal government through the Historical Records Survey which was, by 1937, already a part of the Works Progress Administration.¹⁵ In this program not one individual but thousands of unemployed persons would visit every library in the nation with the explicit purpose of describing, from the collections of those libraries, both the catalogued and the uncatalogued holdings. In addition, these searchers would examine booksellers' catalogues, publishers' advertisements in newspapers and periodicals, auction records, other standard bibliographies, and governmental archives so as to expand the record of American imprints for the period prior to January 1, 1877 and, for eight Western states, through the end of 1890.

Using a hierarchical system built on states, regions, and a national office in Chicago, the field workers would funnel the imprints records forward for editing, review, and eventual production of local and regional checklists and bibliographies. Later, regional histories of printing and a national union catalog would be developed.

The proposed effort had a number of practical problems but chief among them was the need for a technique that would provide for the basic bibliographical training that was required for the almost 2,000 untrained workers who were to become involved in the effort. The training requirement was filled by the "McMurtrie Manuals" which are reproduced in their entirety in this paper. Through the use of the techniques described in these Manuals these novice "bibliographers" described 15,000,000 items, each on a separate slip. In true bureaucratic language these slips were known in the American Imprints Inventory Offices, as the McMurtrie project was named, as "Form number 22 for historical records" or, more commonly, as 22 HR's.

From 1938 to 1941 more than one million dollars were expended through the American Imprints Inventory to develop this basic research in what was the most ambitious project ever attempted in American bibliography. The records that these field workers developed became the basis for the Historical Records Survey checklists and other publications, for Catholic University of America Masters theses that dealt with regional printing histories,¹⁶ for Ralph Shaw and Richard Shoemaker's American Bibliography, 1801-1819,¹⁷ and for the Checklist of American Imprints, 1820 -- successively edited by Richard Shoemaker, Gayle Cooper, and presently, by Scott and Carol Bruntjen.¹⁸ A substantial number of the records, often after little or no editing, were incorporated into the National Union Catalog: pre-1956 Imprints.¹⁹ A look through those works or through such state bibliographies as Allen's for Arkansas and the Dakotas,^{20, 21} Alden's for Rhode Island,²² and Hargrett's for Oklahoma²³ illustrates the continuing influence of the work undertaken with the aid of these Manuals.

As is more fully described in Douglas C. McMurtrie: Bibliographer and Historian of Printing,²⁴ the file of "McMurtrie slips" eventually found its way to an abandoned U.S. Army warehouse which is now part of the Livingston College, Kilmer campus of Rutgers University in Piscataway, New Jersey. There the file continues to provide the basis for such national projects as the Checklist of American Imprints.

Taken together the three Manuals are remarkable not only because of the influence that they have had on the development of American bibliography but also because they constitute an excellent example of instruction for the uninitiated in the complex subject of bibliographical description. Through these Manuals, McMurtrie condensed and imparted his wide range of knowledge while issuing procedural instructions that permitted the functioning of the complicated system of the American Imprints Inventory.

references from library catalogues. Even with this note, however, the WPA file In the first, the Manual of Procedure, one is immediately struck by the underlying philosophy and rationale of the Inventory. On page 4 of the Manual McMurtrie sets up the basis question that guided his own personal research as well as the research of the Inventory. Scholars, he had noted on page 3, knew much of what existed for earlier Americana, especially that in the libraries of the east coast, but the holdings of other libraries had gone unrecorded. If an historian knew, for example, of the existence of particular works then these items might be located through the use of union catalogues then in operation, but if the existence of a work were not known, then the source could not be discovered. If would, consequently, go unused.

The rationale for an Inventory rested on two premises. First "the great majority [of local history] would have been printed locally," and second, "no historian could expect to know of [the existence and the location of these materials] unless from some comprehensive bibliographical mechanism giving titles and locations." Given that these two statements are correct, "it is obvious that a thorough inventory of printed matter in hundreds of institutions in hundreds of cities throughout the country is a prerequisite to the most thorough possible work in any local field."²⁵ Later in this Manual McMurtrie reiterated this local importance. "In a given town, an eight-page leaflet containing the constitution and by-laws of the first fire company is of far more significance than a five volume history of Rome printed in New York or Boston."²⁶ In 1939, however, American local historians had no mechanism that could identify and locate such materials in a comprehensive manner. From this identification of the failings of the then, [i.e., 1939] current American bibliographic bibliographical apparatus flows the remainder of the Manual.

From page 8 on the Manual is a guide for persons at all levels of the Inventory's program. The instructions are detailed but even though McMurtrie provided the answers to a number of anticipated problems, mistakes were often made in the field. On page 14, for example, McMurtrie cautioned workers against copying "See" or "In"

references from library catalogues. Even with this note, however, the WPA file is today, littered with that type of reference as illustrated below.

Farquhar, George

The beaux stratagem: a comedy, in five acts.
(In the British Drama.) Philadelphia, 1833.

v. 1 p. 791-812 23 cm.
Caption title.

NIC (1711-A31)

NIC

Works Progress Administration. WPA Form 22HR

Throughout the Manual McMurtrie's continual attention to procedural detail abounds. Witness, for example, the admonition on the top of page 23 which warns workers to reverse the order of the original and the copies when typing on the back of a slip so that an original on the front will be an original on the verso.

Part II of the Manual: "Recording Uncataloged Material" is, in a word, remarkable. The Inventory needed an intellectual description of each work but it had to rely upon the novice to provide that data. In one of the more complex topics, pagination, McMurtrie made sense out of that difficult task. He did begin that section, however, with a disclaimer: "We cannot expect our workers to know every last detail of library practice in this regard, but we do want them to give us an intelligent idea of the pages comprised in the book, and of how the volumes are made up." For the most difficult entries the Manual suggested that "it would be best for workers on imprints projects to seek the friendly counsel of the librarian or of an assistant in the cataloging department."²⁷

Advice about working in a harmonious way with the local library staff is spread throughout the Manual. In the section beginning on page 13 McMurtrie outlines the

strategy to use to sell the local librarian on the imprints program while on page 36 he comments on the conduct of workers. "A good reputation established in one library," he wrote, "is often our passport to work in another institution..."

The American Imprints Inventory not only located the item as being owned by a library, it went further and when an uncataloged piece was discovered the workers were told to describe the item's physical location inside the library. Supervisors and workers were to use "their common sense to provide information by which the book or pamphlet could be located at some future date..."²⁸

McMurtrie gave some typical inside-the-library location examples but in work with the file it becomes obvious that some workers went beyond these suggestions using such descriptions as "NCas (Not catalog-barn, second floor)"²⁹ or "Duplicate exchange room, table (dusty)!"

The seventeenth and eighteenth century broadside project of the Inventory necessitated a specialized manual: Instructions for the Description of Broadsides. In these Instructions McMurtrie again exhibited his ability to impart his printing and bibliographical expertise to the layman. The Inventory's emphasis on complete, accurate, but non-interpretative field tasks comes through. "The value of the description of a broadside hinges largely on the intelligence and judgement with which the salient facts in the text are presented in a concise but informative note."³⁰ This seemed to reiterate the warning provided on page 44 of the Manual. "We want a transcript of the title just as it is printed."

The tone of all of these documents successfully runs the narrow course between the potential insult of the intelligence and interest of the field worker and the giving to that novice of a free license to interpret. The reader of today feels just as the field worker must have felt then; this is an important project in which, for good reason, certain rules and limits must be followed.

"Find the printing and record the imprints," the noted American bibliographer Wilberforce Eames had said, "and you will slowly but surely build up a dependable

history of the press in any given locality."³¹ The extent to which the American Imprints Inventory went to find the record of printing is well illustrated by the third document, Instructions for Examination of Newspaper Files for Material Relating to the History of the Press. Probably no other project could have gone to the effort of searching hundreds of newspapers issue by issue on the chance that a publisher's advertisement might identify an otherwise lost imprint. On page 4 of these Instructions, however, McMurtrie seemed to stray from the recording of an imprint to the beginning of a selective, subject, newspaper index.

Unlike the previous two Manuals, this third document seems to have a somewhat diffused focus. It is questionable whether McMurtrie was attempting a bibliography and union list of newspapers, a newspaper index, or if he were attempting to identify otherwise unrecorded imprints. Knowing McMurtrie's interest in the history of printing it seems reasonable to believe that he was probably working on all three.

These three documents which defined the rules for the production of the file that, today, serves as a major portion of the foundation of American national bibliography have been difficult to obtain. They seem to have been little read in recent years. In reproducing these three Manuals in this convenient and inexpensive form it is hoped that those who use American bibliography will have now an opportunity to better understand how and why much of that record was produced, to recognize the strengths and limitations of that record, and to appreciate the efforts that made the development of the record possible.

14. Clifford K. Shipton, The American Bibliography of Charles Evans (Worcester, Massachusetts: American Antiquarian Society, 1935), XIII, v.

15. For a more complete account of the Historical Records Survey see: Elizabeth Jean Wellshear, "Historical Records Survey" (Unpublished M.S. thesis, The University of Illinois, 1943).

END NOTES

1. Winifred Gregory (ed.), The union list of serials in libraries of the United States and Canada (First edition; New York: H.W. Wilson, 1927)
2. Carolyn F. Ulrich (ed.), Periodicals directory; a classified guide to a selected list of current periodicals, foreign and domestic (First edition; New York: Bowker, 1932)
3. Charles Evans, American bibliography; a chronological dictionary of all books, pamphlets and periodical publications printed in the United States of America from the genesis of printing in 1639 down to and including the year 1800; with bibliographical and biographical notes (Chicago: Printed for the author, 1903-1959)
4. Winifred Gregory (ed.), American newspapers, 1821-1936; a union list of files available in the United States and Canada (New York: Wilson, 1937)
5. Worthington Chauncey Ford, Broadsides, ballads, etc. printed in Massachusetts, 1639-1800 ([Boston] The Massachusetts Historical Society, 1922)
6. Evans, loc. cit.
7. Joseph Sabin, Bibliotheca Americana; a dictionary of books relating to America, from its discovery to the present time. Continued by Wilberforce Eames, and completed by R.W.G. Vail (New York: Sabin, 1868-1892 and New York: Bibliographical Society of America, 1928-1936)
8. Frederic Leypoldt, et. al., The American catalogue [1876-1910] (New York: A.C. Armstrong, 1880-1911)
9. Orville Augustus Roorbach, Bibliotheca Americana, 1820-1861 (New York: Roorbach, 1852-1861)
10. James Kelly, The American catalogue of books (original and reprints) published in the United States from January 1861 to January 1871, with date of publication, size, price, and publisher's name (New York: Wiley, 1866-1871)
11. Sabin, loc. cit.
12. Stationers' and publishers' weekly trade circular, 1872 -- (New York: F. Leypoldt, 1872 --. v. 1 --)
13. Publishers' trade list annual, 1873 -- (New York: Publishers' Weekly, 1873 --)
14. Clifford K. Shipton, The American bibliography of Charles Evans (Worcester, Massachusetts: American Antiquarian Society, 1955), XIII, v.
15. For a more complete account of the Historical Records Survey see: Elizabeth Jean Wellshear, "Historical Records Survey" (Unpublished M.S. thesis, The University of Illinois, 1943)

16. The Historical Records Survey publications numbers 1-20, 23-27, 36, 38-42, 44-45, and 52 and the theses of the Catholic University of America are available on microfiche from Information Handling Services Library and Education Services, 15 Inverness Way, Englewood, CO 80110.

17. Ralph R. Shaw and Richard H. Shoemaker, American bibliography; a preliminary checklist for 1801-1819 (New York: Scarecrow Press, 1958-1966)

18. Checklist of American imprints, 1820 -- (New York, Metuchen, New Jersey: Scarecrow Press, 1964 --)

19. An example of this incorporation into the records of the National union catalog, pre-1956 imprints can be found by comparing the Farnsworth, H. entry on page 25 of the Manual with the NUC pre-56 entry numbered NF 0037918 a copy of which appears on page 2 of Updating the Manuals, Notes and Annotations.

20. Albert H. Allen, Arkansas imprints, 1821-1876 (New York: R.R. Bowker for the Bibliographical Society of America, 1947)

21. Albert H. Allen, Dakota imprints, 1858-1899 (New York: R.R. Bowker for the Bibliographical Society of America, 1947)

22. John Eliot Alden, Rhode Island imprints, 1727-1800 (New York: R.R. Bowker for the Bibliographical Society of America, 1950)

23. Lester Hargrett, Oklahoma Imprints, 1835-1890 (New York: R.R. Bowker for the Bibliographical Society of America, 1951)

24. Scott Bruntjen and Melissa L. Young, Douglas C. McMurtrie: Bibliographer and historian of printing ("The Great Bibliographers" Series, number four; Metuchen, New Jersey: Scarecrow Press [In press])

25. Manual of procedure (fifth edition, April 1939; Chicago: The Historical Records Survey, 1939), p. 4.

26. Ibid., p. 37.

27. Ibid., pp. 31-34.

28. Ibid., p. 29.

29. A Checklist of American imprints, 1831, p. iv.

30. Instructions for the description of broadsides (First edition, January 1939; Chicago: The Historical Records Survey, 1939), p. 5.

31. Wilberforce Eames quoted in Douglas C. McMurtrie, "Locating the printed source materials for history," Mississippi Valley historical review 31 (December, 1944), 372.

Chicago
The Historical Records Survey
1939

American Imprints Inventory

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

Manual of Procedure

FIFTH EDITION, APRIL, 1939

Chicago
The Historical Records Survey

1939

American Imprints Inventory

MANUAL OF PROCEDURE

In every field of history, whether political, economic, religious, scientific, industrial or commercial, primary dependence must be placed to an ever increasing degree on contemporary source material. With the great improvements in library practice and in the extent of library provision during the present generation, recent contemporary source material has been relatively well preserved, adequately catalogued, and conveniently recorded. The earlier source materials are as yet imperfectly known, even to specialists, because we lack adequate guides to most classes of such source material.

Contemporary source materials for historical work may be divided first into two classes: Manuscript and Printed.

The printed materials may be divided into two classifications: (1) newspapers and (2) books, pamphlets and broadsides.

Much effort has been expended to inventory and record newspaper files and issues. For the earlier newspapers, through the year 1820, we have the noteworthy bibliography compiled by Clarence S. Brigham, which is now in process of revision and amplification.¹ Newspapers printed since 1820 have been recorded, in brief form at least, in the recently issued Union List of Newspapers, ably edited by Miss Winifred Gregory under the auspices of The Bibliographical Society of America.

But the record of books, pamphlets, and broadsides printed within the present limits of the United States during relatively early years is spotty, indeed. Those printed from the beginnings of the press, at Cambridge, Massachusetts, in 1639, through the year 1800, were recorded by the late Charles Evans, in twelve volumes of his monumental American

Bibliography. Mr. Evans lived to complete his notable inventory through the middle of the alphabet for 1799. The compilation and publication of the final volume, completing the record for 1799 and continuing through 1800, has been undertaken by the American Antiquarian Society.²

Another noteworthy effort to list printed material of American interest was undertaken by Joseph Sabin in his Dictionary of Books Relating to America. This work, suspended several times because of Mr. Sabin's death and because of changes of later editors, has recently been brought to conclusion under the brilliant editorship of R.W.G. Vail, also under the auspices of the Bibliographical Society of America. The latter part of "Sabin," as this work is usually referred to, is a model of modern bibliographical practice. The Sabin volumes cover a wide variety of material, including books, pamphlets and broadsides, published over a wide range of dates in many different countries.³

Fortunately for the student, both Evans and Sabin locate titles, though both include many titles which are not located. Evans recorded many titles derived from various sources, without giving his authority for so doing. In the latter volumes of Sabin the authority for all information is carefully noted.⁴

Both publications represented a first attempt at American historical bibliography on a large scale. Both must be regarded as great achievements, but because they were first efforts both are admittedly incomplete in their record of printed materials within their defined scopes. In addition both, for the most part, recorded titles in a number of important libraries, and did not adequately represent many special collections in out-of-the-way institutions.

The Union Catalog at Washington represents, in a single great file,

In addition to these two general bibliographies, there have been compiled and published numerous special bibliographies of the earlier issues of the press in individual states and cities, and of material within certain subject classifications. There is no need here to discuss these works in much detail. It may be pointed out, however, that the great majority of them deal with publications originating in the Eastern states. The early printed materials of most of the southern, mid-western and western states have been relatively neglected.⁵

Since Evans revised his date limit to the year 1800 and since Leyboldt's United States Catalog did not take up the record again until 1876, this left the books, pamphlets and broadsides printed in the United States between 1800 and 1876 largely unrecorded. In addition there were, of course, many titles before 1801 which were not recorded by Mr. Evans.

A historian who in recent years has studied exhaustively a particular subject, will have encountered, unexpectedly, printed material of vital importance which he never had thought existed. And he will know by one reference or another of numerous publications which were rather badly needed by him during the course of his work, and which he was never able to locate.

If historical work is to be as effective and thorough as possible, it becomes evident that there are needed some extensive supplements to the existing record of American printed materials. The situation was helped tremendously by the establishment at the Library of Congress of the great Union Catalog and by the subsequent establishment of local union catalogs which were made possible by WPA labor.

The Union Catalog at Washington represents, in a single great file,

the holdings of many of the more important American libraries. Filing is by author only. Therefore, if a scholar knows the title of a book or pamphlet and the name of the author, he can ascertain, by consulting the Union Catalog, the library or libraries in which it may be found.

If, however, a scholar is studying some special historical subject, or the history of some specific region or community, he may not know from any available source the titles of a tenth of the books and pamphlets he would like to consult, nor the names of their authors. If, for example, he is studying the early history of any American city, he will look up the few titles he knows. But he also needs a list of every kind of material bearing on the life and activities of that city, which may be preserved in one place or another. Naturally enough, the great majority of such material would have been printed locally.

When he is provided with an adequate inventory of material locally printed during the early years of the community, he will find that one pamphlet of vital importance is to be found only in Cambridge, Massachusetts; three others only in Washington, D.C., one in San Marino, California, two in Providence, Rhode Island, one in Chicago, Illinois, and so on. Previous historians missed the information contained in these books and pamphlets because they did not even know of their existence. And no historian could expect to know of their existence, unless from some comprehensive bibliographical mechanism giving titles and locations.

If printed historical materials are regarded from this point of view, it is obvious that a thorough inventory of printed matter in hundreds of institutions in hundreds of cities throughout the country is a prerequisite to the most thorough possible work in any local field.

How, then, is such a bibliographical mechanism to be provided?

Realizing this need, the Historical Records Survey, a Federal activity of the Women's & Professional Projects Division of the Works Progress Administration, undertook, as a part of its regular work, the preparation of a nationwide inventory of American printed materials within certain specified date limits. These date limits extended through 1820 for the states along the Atlantic seaboard, through 1840 for the states such as Ohio and Kentucky, through 1850 for the states such as Wisconsin and Missouri, through 1876 for the states along the Pacific seaboard, and through 1890 for certain states of the Rocky Mountain region and the Western plains.

The state directors of the Historical Records Survey were instructed to undertake the Inventory of American Imprints to such an extent as the resources of their staff and the demands of the work previously undertaken might permit. Some states were able to accomplish considerable work, others little work, still others none. However, enough progress was made to demonstrate to historians and bibliographers the value of such a project to the record of historical materials, and the authorities of the Works Progress Administration approved the further extension of the imprints work, either by workers on the state quotas of the Historical Records Survey or by special statewide projects which might be set up for this purpose specifically in individual states.

When it became evident that resources were large enough to make it possible to carry through a comprehensive inventory of American printed materials, the date limits originally established were revised upward to include all imprints to the year 1876, the year in which Leyboldt's United States Catalog first appeared.

The extension of date limits was enthusiastically approved by many bibliographers and historians in the southern states, for the reason

This revision in date limits was made on the emphatic recommendation of leading librarians, who wished to see carried through the program originally conceived by the late H.H.B. Meyer, former bibliographer of the Library of Congress, to fill in the gap in the record of American publishing between Evans and Leypoldt.

For many years, Mr. Meyer picked out and set aside one printed card for every title dated from 1801 to 1876 which was catalogued by the Library of Congress, and he intended to devote the leisure of his retirement to round out a satisfactory list. But his death soon after his retirement cut short the project. Professor James T. Gerould, Princeton's librarian, took up the project and recommended it to the WPA authorities.

Recognizing the amount of work involved in carrying such a project through to completion, Dr. Luther H. Evans, national director of the Historical Records Survey decided early in 1937 that it would be inadvisable to undertake it, with the resources of man hours then available. When circumstances made available the services of larger staffs of workers, it was decided that it would be possible to accomplish the desired end by extending date limits of the American Imprints Inventory. This was done.

As to editing titles and the preparation and issue of check lists, attention will be concentrated first on material within the original date limits (see page 46).⁶ But when and if it becomes possible to work the material within the later date periods, the titles will be available.

It is quite possible that these later titles may be utilized and made available in two ways: (1) in the form of regional lists of imprints, and (2) in a form similar to that of the United States Catalog, including only books issued by trade publishers.

The extension of date limits was enthusiastically approved by many bibliographers and historians in the southern states, for the reason

Washington, March 8, 1939

that the Inventory will now include record of all Confederate imprints.

At the present time, imprints work is being done in the majority of the states by the staff of the Historical Records Survey, while special statewide imprints projects are in operation in the other states.

To render the work done as uniform and effective as possible, the instructions which follow are issued for the guidance of state directors, supervisors and workers on the staff of the Historical Records Survey, and are recommended to the authorities of the special statewide imprints projects which have been established.

At all stages of the work since its inception, the survey has asked for and received the counsel of leaders in American library work and in American historical research. The approval by these authorities of the soundness of the project and of the methods adopted to carry it out has been almost universal. Many have expressed the opinion that the American Imprints Inventory will render a service of noteworthy significance to American history.

This Manual was mimeographed in the Chicago office of the Historical Records Survey, under the direction of Howard E. Colgan, State Director. The printing of illustrations and cover, and the binding, were done by the Chicago School of Printing as a contribution to the work of the American Imprints Inventory.

Suggestions for improving in any way the utility of this Manual of Procedure as a tool for supervisors and workers will be heartily welcomed.

Douglas C. McMurtrie
Consultant to the National Director
Historical Records Survey

Chicago, March 6, 1939

Approved:

Luther H. Evans
National Director
Historical Records Survey

Washington, March 8, 1939

INSTRUCTIONS

What Is An Imprint?

Books and pamphlets usually contain title pages, at the bottom of which is stated the place and date of printing and the identity of the printer or the publisher, or both. This latter material at the bottom of the page is known technically to librarians, publishers, and printers alike, as the "imprint." From this, books and pamphlets indicated in their imprints to have been printed at a place and date which renders them of special interest become known as "imprints." Broad sides are generally included with books and pamphlets in this category.

Administration

Since the essence of the American Imprints Inventory lies in the exchange of records among all the states, it is obvious that a national filing and clearing office is an essential. For certain reasons this national clearing office has been set up in Chicago in the Illinois office of the Historical Records Survey. This office affords the local authorities of the Historical Records Survey and all cooperating statewide imprints projects advice as to practice, receives and files records, and edits the lists of imprints thus cooperatively produced.

The work of the American Imprints Inventory is under the administrative direction of Luther H. Evans, national director of the Historical Records Survey, who has delegated the technical direction of the bibliographical work to Douglas C. McMurtrie, consultant to the national director. Local authorities of the Historical Records Survey and of statewide imprints projects, seeking advice and guidance in setting up programs and on the technical aspects of their work, should look to Douglas C. McMurtrie, Consultant, American Imprints Inventory, Historical Records Survey, 443 East Erie Street, Chicago, Illinois. It is desirable that titles recorded should be mailed in weekly installments

to Mr. McMurtrie, giving him and his staff opportunity to check them currently and thereby enabling them to be in position to make suggestions regarding improvement in practice or changes in style of the records.

Date Limits

According to a recent decision already referred to, field workers should record all books, pamphlets and broadsides printed within the present boundaries of the United States, and printed from the beginnings of the press through the year 1876. In other words they are to record every title printed in this country earlier than January 1, 1877. For books and pamphlets printed within the following eight states a later date limit through 1890 (earlier than January 1, 1891) will be observed:

Arizona
Idaho
Montana
Nevada

North Dakota
South Dakota
Wyoming
Utah

Most of the work will be done in libraries or in public institutions maintaining libraries. Titles found and recorded as being in public institutions are of the greatest value to the student, for two reasons: (1) their location presumably is permanent, and (2) they are readily accessible for consultation to anyone desiring to use them.

It is true that there are many rare and valuable books and pamphlets in private collections, and it will be desirable to record as many of these as possible. It is our judgment, however, that work in private collections should not be undertaken until the public institutions in any particular state are well covered. It is believed that man hours can be put to far better advantage, from the viewpoint of results, in public institutions, than in private libraries.

Primary and Secondary Stages of the Work

Work on the Inventory of American Imprints naturally divides itself into two stages, which we may conveniently designate as primary and secondary. The primary stage will consist of the original listing in greater or less detail, of all books, pamphlets and broadsides which can be found in local libraries and institutions. In the secondary stage of the work the titles so recorded, filed in the Chicago office and checked against other titles reported from all other parts of the country, will be checked to ascertain which are adequately known and which are previously unknown or unreported from other localities. It is these latter imprints, of course, that have the greatest potential value to historians.

Titles found to be rare or of special interest must then be recorded in far greater detail and with greater thoroughness than it would be sensible to undertake in the primary listing. The Chicago office then will ask the local workers or library authorities to examine such imprints in detail and give complete information very carefully checked as to accuracy. Such secondary descriptions can be prepared according to the rules on pages 24-34 of this manual for dealing with uncataloged material.

Conceiving the program of work in these two stages makes it possible to do the primary field work in an intelligent and effective manner. Since the practice of different libraries in cataloging their books and pamphlets varies greatly in style and detail, the primary record taken must necessarily reflect these differences. The same book may be cataloged by one library in a twelve-line title, and by another in a three-line title. If the workers in the library which catalogs the book in three lines were forced to call for every single

book and pamphlet and write out full descriptions of them, our work would be made needlessly difficult and slow.

What will happen is that in most instances a book or pamphlet will be reported to the Chicago office from several libraries. One of these will have cataloged the title with the greatest thoroughness, and all of this material will have been copied by our worker. Another will have cataloged it with reasonable thoroughness, while a third will have cataloged it briefly. However, the briefest of the descriptions will be sufficient to identify it as referring certainly to the same publication as the other two entries. The Chicago office then will take the most complete description as its master title and add to it note of the locations of other copies reported in less detail. If a book or pamphlet not described with thoroughness turns out to be rare or unique, the Chicago office then will ask for a full description. This method of procedure will greatly minimize the burden on libraries throughout the country.

Instructions for Primary Record

Hence, our instructions for the primary record of books and pamphlets which have been cataloged, are to copy the catalog cards exactly as they stand and send the titles in to the Chicago office. The small proportion of these titles which will not satisfactorily identify a book or pamphlet, or which prove to be rare and interesting, then will be returned to the local office for actual examination and thorough description of the imprint in question.

There are, of course, some exceptions to the statement that exact copies of catalog cards will be satisfactory for the primary record. A more exact statement is that where the catalog card states the author, title and the place and date of printing, these data will suffice in

the primary stage of our work. It is of course desirable that there should also be included in the primary record an indication of the edition (first, second, third, etc.), of the identity of printer or publisher, or both, of the size or height of the book or pamphlet, and of the number of pages (usually referred to as the pagination).

Card Catalogs Available

In the larger and more modern libraries there often is a choice of which card catalog shall be used. Such libraries have a public catalog in which titles are filed both by author and by subject. Not infrequently it is found that five or six duplicate cards for one book or pamphlet are filed in a public catalog under five or six different author and subject headings. Thus, if a worker goes through this catalog, starting with the letter "A" and copies every card bearing an imprint within our date limits, he will have copied the title for that particular book five or six different times.

In the large institutions there generally is at least one other card catalog. This is sometimes known as an "official" catalog, which contains only one card for each title in the library, usually filed alphabetically by author. A worker going through such a catalog and copying every title bearing an imprint within our date limits would copy any given title only once. In other libraries the duplication of the public catalog may be avoided by using a "shelf-list" catalog in which each book or pamphlet is represented by a single card only, arranged in the order in which the books are placed on particular shelves. If such a shelf-list catalog is examined from beginning to end, card by card, and the titles within our date limits are copied, we will have a full record of every cataloged imprint in that library.

Consultation With Librarians

Of course the first necessity in planning work in any library is for the local director or supervisor to call on the librarian and explain the imprints program, pointing out to the librarian the significance and value of the work we are undertaking. It will be generally desirable also to point out to the librarian that every title in his or her library, which we record, will be automatically reported to and recorded in the Union Catalog of the Library of Congress at Washington. This record will make the resources of the individual library more widely known. And it will be the most interesting and valuable items in the library which will be thus reported to the Union Catalog. Most librarians will consider such record of specific value to their respective institutions.

Another advantage which will accrue to the library is that the rarest and most valuable material located in it will appear in our published lists of imprints, with indication of the particular library in which the volume was found.

As the activities of our workers cannot fail to impose a certain burden on the library staff and a certain strain on its desk space and facilities, it is a satisfaction to be able to offer librarians these reciprocal advantages.

The director or supervisor should realize the difficulties of the librarian in keeping up his or her daily work, often with an inadequate staff. The cooperation we almost invariably receive should be appreciated as a courtesy, rather than accepted as a matter of course.

After giving the librarian a conception of the objects of our work and having secured permission for a certain number of our workers to

examine the card catalogs, the next thing to do is ask the advice of the librarian as to the most expeditious procedure for discovering the imprints of interest to us in the library. He can best tell us which catalog should be used. If it should be necessary, as will probably be the case in smaller libraries, to use the public card catalog, our workers should be instructed to pass by all titles under subject entries, paying attention only to cards filed under author entry, or under the first word of title (title entry) when no author is named.

Having determined which catalog to use, the worker should start at the beginning of the catalog and work through it, card by card, stopping to copy each title which was printed in the United States within our date limits.

Where there is doubt in the worker's mind as to whether or not the book was printed in the United States, he or she should err on the side of inclusion. For example, a book printed at York in 1810 might have been printed at York, Pennsylvania, or at York, England, and the individual worker would have no way of telling which city is meant. In such a case the title should be copied and sent in, leaving it to the national clearing office to determine, from the name of the printer or other indication, whether or not it is an American imprint.

All cards which catalog an article or section of a book should be passed by, since the only title we are interested in is that of the book itself, which will be encountered on a separate card at one point or another in the catalog. Such cards are often referred to as "In" or "See" entries because they list an article as in another book, or instruct the reader to see some other work. In the latter category will be found many cross references, which we can of course disregard.

In most modern libraries a large percentage of the cards in the card catalog will be printed cards supplied to the local library by the Library of Congress. A printed Library of Congress card looks like this:

Keach, Benjamin, 1640-1704.
 The travels of True Godliness and Ungodliness; abridged from the works of Mr. Benjamin Keach; shewing the different success they met with, in their various journeyings amongst that race of fallen spirits, who are clothed for a season with flesh and blood, and commonly called men and women. Schenectady: Printed and sold, wholesale and retail, by Cornelius P. Wyckoff, corner of State and Washington streets. 1796.
 1v, [5]-281 p. 17^{cm}.
 "The progress of sin; or, The travels of Ungodliness. Abridged from the works of Mr. Benjamin Keach" (with special t.p.): p. [141]-261.
 Signatures: A-X⁶ (last leaf is advertising matter)
 1. Title.

~~Library of Congress~~ ○ ~~BV4513.K4 1796~~ 5-28765

For such cards, when they are used without changes or revisions in pen and ink or typewriter, by the local library, we need a brief title only. Always indicate by 4 dots (. . . .) anything omitted from a title which is being copied. But in such cases an essential item of information is the serial number of the Library of Congress printed card, which is ringed on the above reproduction. The shelf location of the book in the Library of Congress, which is crossed out in the reproduction, is of no interest to the worker recording the contents of a local library. So this should always be omitted.

The printed Library of Congress card reproduced above can be adequately recorded by our workers as follows:

Keach, Benjamin. The travels of True Godliness and Ungod- liness; . . . Schenectady: Printed and sold, . . . by Cornelius P. Wyckoff, . . . 1796. 261 p. 17.5 cm.	
CSMH (8069).	LC card 5-28765 CSMH
Works Progress Administration. WPA Form 22HR	

There is one caution, however, in recording the serial numbers of Library of Congress printed cards. Often, the library orders a printed card for a book it desires to catalog and no card is available for the exact edition which the library has. So they receive a card approximately correct, necessitating the altering in pen and ink or on the typewriter a few points only. An example of a card which has been so altered is shown below:

Hellenbroek, Abraham, 1658-1731. A specimen of divine truths, for the instruction of youth who prepare themselves for a confession of their faith. By the Rev. A. Hellenbroek, late minister of the gospel at Rotterdam. Translated from the Dutch. Philadelphia: Printed by Robert Aitken, at Pope's head, in Market street, in 1783 New York City, 1809. 88, [2] p. 15 ^m .	
1. Reformed church—Catechisms and creeds—English.	1. Title.
Library of Congress	BX9429.H4 [a34b1]
2-8793	

This card may be recorded by our field workers in the following manner:

	Hellenbroek, Abraham.
	A specimen of divine truths, for the instruction of youth who prepare themselves for a confession of their faith. . . . New York City, 1809. 86, (2) p. 15 cm.
	LC card 2-8793 is Philadelphia, printed by Robert Aitken, 1783.
ICHi	○
Works Progress Administration. WPA Form 22HR	

If we are not told about the differences between the printed card and the catalog entry, we may be led into error.

Handwritten Titles

There are two methods which will be acceptable to the Chicago office for the record of imprints in local libraries. When necessary, a single slip for each imprint, handwritten in ink, will suffice. Two typical handwritten entries are reproduced below:

Chicago, Ill. 1852
Smith, Samuel Lisle
Ecology upon the life, character and services of Henry Clay. Pronounced before the Common Council and citizens of Chicago, July 20, 1852. By S. Lisle Smith, ...
Ed. Published by S.C. Briggs & Co. Chicago. Daily Journal Office Print. 1852. 22 p. 22 cm
ICHi (EC 61945). ○ IHi

Cincinnati, Ohio 1824

Great effects from little
causes, illustrated. (2 lines,
quotations) Cincinnati: Printed
by Samuel J. Browne. 1824
16 p. 16.5 cm.

OCHP (not cat.)

Typewritten Titles

From these reproductions it will be apparent that the place and the date of printing are written on the top line, with the date centering on the width of the slip. Next follows the name of the author on a line by itself. Where no author is named, this line should be left blank and the title begun on the line below.

The rest of the slip should be copied just as it is written on the library catalog card, with the exception that the "call number" or "shelf number," indicating the location of the particular book in the library and usually written in the upper left-hand corner of the card, should be transposed inside of parentheses, following the library symbol in the lower left-hand corner of the slip. The style to be followed, with respect to these features, can be seen in the reproductions.

If it is necessary that titles be written by hand, great care must be taken to see that names, particularly, and figures and dates, and also any words in a foreign language, are perfectly legible.

When final slips are handwritten, the first draft should be the last. The workers should write the titles on single 3 x 5 cards or

slips, with a fountain pen if possible, in the library, checking the record of one imprint for accuracy before giving attention to the next. In handwritten slips, long titles can be shortened in the manner suggested on pages 15-16. But remember that, no matter how short the titles, these elements are essential; author, start of title, place of printing, name of printer and (or) publisher, date, paging, size, and the location of the imprint.

Typewritten Titles

The ideal way to copy the appropriate cards in a library catalog would be for the worker to type our slip directly from the card in the drawer. It is worth enquiring whether this can be arranged, but in most cases this procedure has proved impracticable, for reasons of the library's convenience.

When it is necessary to make all copies at the library by hand, in pencil or pen and ink, the best course is to provide workers with scratch paper in a size large enough so that their handwriting need not be cramped. Each card selected is copied verbatim on a plain sheet of scratch paper, which is later typed on 22HR forms at the nearest office where imprints work is being handled.

Before turning a card over, the worker should check or proofread his transcript against it to make sure that the copy is accurate, that names are properly spelled and legibly written, that dates and figures are correct, and that the library symbol and location are noted.

No Forms to be Used

It will be noted that the use of plain paper is recommended, and since members of the staffs of the Historical Records Survey or of

other W.P.A. activities are so well schooled to use printed or mimeographed forms to be filled in, it may be well to state here the reason for recommending a different practice in the Inventory of American Imprints.

The reason is that we want as a final record the equivalent of a good library catalog card, which also constitutes a sound title for inclusion in a bibliography. The foundation of such an entry is a literal transcript of a title page, without variation in text, punctuation, or sequence. We may illustrate with an imaginary imprint, the title page of which would be transcribed as follows:

Essays on agriculture; compiled by
Eben A. Jones, with notes and additions.
Buffalo, N.Y.: Press of Thomas A. Jewell,
1836.

A worker might well fill out a form on this title as follows:

Author or compiler: Eben A. Jones

Title: Essays on agriculture, with notes and additions.

Place and date of printing: Buffalo, 1836.

Printer or publisher: Thomas A. Jewell.

Date of printing: 1836.

Such a record would present an insoluble puzzle to the central editorial office. For when it came to reconstruct this title, it might well read:

Essays on agriculture, with notes and
additions. By Eben A. Jones.
Thomas A. Jewell, printer, Buffalo, 1836.

As will be evident, this is a far cry from the original title page which the worker undertook to break down into the elements called for by the blank form. This tells the story of why we do not want workers

to be called on to interpret the title in any way. What is needed is a verbatim transcript which is, after all, the simplest possible requirement.

Typewritten titles can most conveniently be typed on 22HR forms, which can be obtained on application to the national office of the Historical Records Survey in Washington. The use of these forms, each sheet of which carries four titles, materially reduces the labor of assembling slips and carbon paper and inserting them into the typewriter.

When the titles are typed on these 22HR forms, it is desired that one original and two carbon copies be made and transmitted to the consultant at Evanston, Illinois. On the original or ribbon copy the space above the top line is left blank. This original is intended for the use of the Union Catalog at the Library of Congress, which files the titles by author entry only.

The place and date of printing are to be typed above the top line on the two carbon copies, which are retained for the use of the American Imprints Inventory and filed by place of printing and date. Reproductions of the original and one carbon copy of the top quarter of a 22HR form are shown herewith:

	Franklin, Benjamin
	The way to wealth; advice to a young tradesman; necessary hints to those who would be rich; and the way to make money plenty in every man's pocket. By Doctor Franklin. Ithaca: Mack, Andrus, & Woodruff. 1838. 32 p. 11.5 cm. NIG (FF129189.9.38 F83). NIC ○ Works Progress Administration. WPA Form 22HR

Ithaca, N. Y.	1838
Franklin, Benjamin	
The way to wealth; advice to a young tradesman; necessary hints to those who would be rich; and the way to make money plenty in every man's pocket. By Doctor Franklin. Ithaca: Mack, Andrus, & Woodruff. 1838. 32 p. 11.5 cm.	
NIC (FF129I89.9.38 F83).	
	NIC
Works Progress Administration. WPA Form 22HR	

The above reproductions also show the way the various details of the title are placed on the form.

The 22HR forms, not cut apart, are to be sent, in weekly installments, to Douglas C. McMurtrie, Consultant, American Imprints Inventory, Historical Records Survey, 433 East Erie Street, Chicago, Illinois. They are then cut apart accurately on a special cutting machine.

In case a title is spoiled in typing, please leave it in place on the sheet, marking it out on both original and carbons with a big X in pencil. After the slips are cut apart, these marked-out single titles will be thrown away. It has been our experience that efforts to cut the slips apart in the field result in considerable inaccuracy in size and shape.

Where a title is so long that it will not go on the front side of a single slip, please write or type the word "over" in the lower right-hand corner of the face of the slip and turn the slip over, typing or writing the remainder of the copy on its back. The reason for this request is that, with the many thousands which must be handled daily, it is exceedingly difficult to keep two slips for a continued title together. But when one title is on the front and the back of a single

Part II

slip of paper, there is no possible way for the parts of the title ever to get separated. When continuing typed titles onto the back of slips note that the sequence of original and copy sheets must be reversed in order for the ribbon typing to come on the reverse of the original.

detail, that have been adopted as standard by the American Imprints

Symbols for Location

The libraries in which titles are found should be indicated on each slip by a symbol which has been officially approved by the Union Catalog. Lists of symbols already assigned for local libraries have been sent to each state director by the Consultant, and assignment of symbols for other local libraries can be obtained on application to him. A list of symbols for all libraries in the country is now being mimeographed and should soon be ready for distribution.⁷

These symbols, which are made up on a logical scheme, are being universally adopted by bibliographers as the best means of identifying library locations for newspapers and manuscripts, as well as for books, pamphlets, and broadsides. It is essential, therefore, that we adhere to this system of symbols in designating locations.

used than many long

Newspapers and Magazines

While the American Imprints Inventory is not primarily concerned with newspapers or periodicals, it seems only sensible, when our workers are going through a card catalog and encountering listings of newspapers or magazines, to copy them for the benefit of any later investigators who may be interested in such material. It is therefore our recommendation that such titles be copied and sent in. It is the intention to file and preserve them, though there is no immediate plan for making specific use of them.⁸

pagings, see the instructions of pages 31-35 of this manual.

Part II

Recording Uncataloged Material

When some or all books and pamphlets in a library are uncataloged, it becomes necessary to work directly from the imprints themselves.

There are two styles of descriptions, varying to some extent in detail, that have been adopted as standard by the American Imprints Inventory. The first, Style A, marks the ending of each line on the title page, makes note of rules, filets and ornaments; gives the page dimensions, width by height, in centimeters, and records the paging in detail.

The Style A descriptions are standard for American imprints dated earlier than 1801, no matter where they were printed. These descriptions also will be specified for the final listing of rare imprints of a few southern and western states.

Style A Description

Typical Style A descriptions accompanied by the title pages from which they are derived, are reproduced on the following page. These reproductions will give a better idea of the terms used than many long definitions. It will be noted, of course, that the upright strokes mark the ending of each line on the title page, providing information equivalent to a line for line transcript of the title page, which would take up too much space. When an upright stroke is not available on a typewriter, the diagonal shilling or fraction mark (/) can be used instead. The main words in important lines of the title, as well as proper names, are capitalized.

The dimensions of the pages, width by height, are indicated in centimeters, to the nearest half centimeter, thus: "13.5 x 19 cm."

As to paging, see the instructions of pages 31-35 of this manual.

AN ORATION

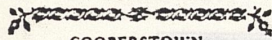
ON

MUSIC.

DELIVERED AT THE COURT-HOUSE IN
COOPERSTOWN, IN OTSEGO; APRIL,
1794 AT THE CONCLUSION OF A
SINGING SCHOOL, TAUGHT BY NA-
THANIEL BILLINGS.

By Dr. H. Farnsworth.

"Music has charms to soothe the savage breast,
To soften rocks, and bend the knotted oak."



COOPERSTOWN:
PRINTED BY ELIHU PHINNEY:
FOR THE AUTHOR.
--M,DCC,XCV--

Farnsworth, H

An | oration | on | music. | Delivered at the
court-house in | Cooperstown, in Otsego; April, |
1794: at the conclusion of a | singing school,
taught by Na-|thaniel Billings. | [Line of type
ornaments] | By Dr. H. Farnsworth. | [Line of type
ornaments] | [2 lines, quotation] | [Line of type or-
naments] | Cooperstown: | Printed by Elihu Phinney; |
for the author. | --M,DCC,XCV--
21, [2] p. 10.5 x 16.5 cm.

MWA: pamph. vol. 95.

MWA

Works Progress Administration. WPA Form 22HR

16-6662 ...

9.

JOURNAL OF THE CONVENTION, OF THE STATE OF NORTH-CAROLINA.

AT A CONVENTION Begun and Held Pursuant to the Third Article
of the Constitution of the United States, and the Acts of the
Legislature of the State of North-Carolina, bearing Date the seventeenth of
November, One Thousand Seven Hundred and Eighty-Nine.

THE following officers for the said convention and to which were assigned the following duties:
President: John W. Blount, Jr. Secretary: James W. Blount, Jr. Treasurer: James W. Blount, Jr.
Clerk: James W. Blount, Jr. Librarian: James W. Blount, Jr. Recording Secretary: James W. Blount, Jr.
Committee on the Constitution: James W. Blount, Jr. Committee on the State of the Union: James W. Blount, Jr.
Committee on the State of the State: James W. Blount, Jr. Committee on the State of the Nation: James W. Blount, Jr.
Committee on the State of the World: James W. Blount, Jr. Committee on the State of the Universe: James W. Blount, Jr.
Committee on the State of the Cosmos: James W. Blount, Jr. Committee on the State of the Galaxy: James W. Blount, Jr.
Committee on the State of the Universe: James W. Blount, Jr. Committee on the State of the Galaxy: James W. Blount, Jr.
Committee on the State of the Cosmos: James W. Blount, Jr. Committee on the State of the Universe: James W. Blount, Jr.

North Carolina. Convention, 1789.

[Headband of type ornaments] | Journal | of the |
Convention, | of the | State of North-Carolina. |
[Double rule] | At a Convention begun and held at
Fayetteville, on the Third Monday | of November, One
Thousand Seven Hundred and Eighty-Nine, agreeable to |
the Resolutions of the last General Assembly, bearing
Date the Seventeenth of | November, One Thousand Seven
Hundred and Eighty-Eight. | [Double rule] | [Edenton;
Hodge & Wills. 1789?]

16 p. 17 x 21 cm.

Caption title; im- print on p. 16; Edenton;
Printed by Hodge & Wills, Printers to the State.

NoU

NoU

Works Progress Administration. WPA Form 22HR

In a detailed description, with the title transcribed line for line (with line endings indicated by / or |), besides the words of the title, all other printed features should be indicated, each one as if it were a separate line of the title. Some of the more common printed features of title pages, with the terms used to indicate them, are the following:



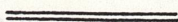
[Rule]



[Short rule]



[Double rule]



[Short double rule]



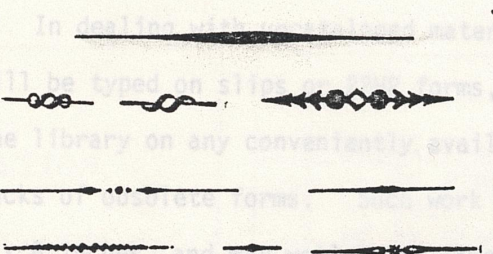
[Thick-thin rule]



[Thin-thick rule]



[Wavy rule]



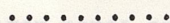
[Fillet] "Fillet" is a general term for a great variety of ornamental rules, distinguished by having a scroll or some kind of design in the middle, or with only a swell or thickening. Only a few of the innumerable varieties of "filets" are shown here.



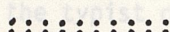
[Line of type ornaments]



[Group of type ornaments]



[Row of dots]



[Double row of dots]



[Dash]

Style B Descriptions

Style B descriptions represent the description on a standard library catalog card. All words, except the first word in the title, and proper names, are written in lower case or "small" letters. There is no attempt to indicate line endings, or features such as rules, ornaments, filets, etc., which may appear on the title page. The title page is simply transcribed in full in simple form, with the imprint given in full.

Then on another line is given the paging and the height of the book or pamphlet in centimeters, to the nearest half centimeter. In this connection, please note that the half centimeters should be expressed decimally. We should thus write 22.5 cm. instead of 22 1/2 cm.

Typical Style B descriptions accompanied by the title pages from which they are derived, are reproduced on the following page.

Method of Work

In dealing with uncataloged material in areas where the final record will be typed on slips or 22HR forms, workers may write descriptions at the library on any conveniently available sheets of scratch paper or the backs of obsolete forms. Such work sheets should not be smaller than 5 x 8 inches, and may well be as large as letter sheets, in order to permit the writing to be large and clear. Such original descriptions, to be typed later, may be written in pencil. After careful checking with the typed transcript they can be discarded.

In writing such descriptions, workers should be specially careful to spell all proper names or unusual words accurately, and to write them so clearly that the typist cannot mistake the letters. Names can well be lettered, rather than printed.

THE
WAY TO WEALTH;

ADVICE

TO A YOUNG TRADESMAN;

NECESSARY HINTS

TO THOSE WHO WOULD BE RICH;

AND THE

WAY TO MAKE MONEY PLENTY

IN EVERY MAN'S POCKET.

BY DOCTOR FRANKLIN.

ITHACA:

MACK, ANDRUS, & WOODRUFF,
1838.

Franklin, Benjamin

The way to wealth; advice to a young tradesman; necessary hints to those who would be rich; and the way to make money plenty in every man's pocket. By Doctor Franklin. Ithaca: Mack, Andrus, & Woodruff. 1838.

32 p. 11.5 cm.

NIC (FF129189.9.38 F83).

NIC

Works Progress Administration. WPA Form 22HR

AN
ORATION,

DELIVERED AT VANDALIA,

JULY 4, 1830,

BY
JAMES HALL.

VANDALIA,
PRINTED BY BLACKWELL & HALL

1830

Hall, James.

An oration, delivered at Vandalia, July 4, 1830, by James Hall. Vandalia. Printed by Blackwell & Hall. 1830. 15 p. 16.5 cm.

ICH1 (F37T.G72).

ICH1

Works Progress Administration. WPA Form 22HR

Be specially careful to avoid confusion between u and n, and between a and o, in handwritten transcripts.

Typed slips should be proofread by a second worker against the original record, before sending them on to the consultant.

When it is not intended to type the titles, the worker should write the description directly in pen and ink (fountain pen preferred) on single 3 x 5 cards or slips. This being the final record, it should be written neatly and accurately. See reproduction of specimen handwritten slip on page 17. A worker should check his completed slip against the book or pamphlet, before dealing with another imprint.

It is specially recommended that local authorities do not undertake to use printed or mimeographed forms for the record of uncataloged material, for the same reasons as have been already set forth, in the case of cataloged titles, on pages 19-20.

Location Data

Instructions regarding library symbols and the location of the imprint inside the library, are the same as those applied to titles copied from catalog cards (see page 23).

It is important that the location data be put on each sheet of scratch paper or imprint slip when it is written so that, regardless of future handling, the source of the title will be clearly apparent.

In dealing with uncataloged material, the necessity of locating material inside the library is doubly important, because the library itself will have no mechanism by which it can locate the imprint.

Supervisors or workers will have to depend on their common sense to provide information by which the book or pamphlet could be located at some future date, in case a reader or correspondent might ask for it.

Typical inside-the-library locations of uncataloged imprints might read as follows:

In pamphlet volume labelled "Political tracts" on top shelf of stack 4M.

In bundle of pamphlets near right end of lower shelf of bookcase in basement storeroom.

Where there are many uncataloged volumes of bound pamphlets in a library, it may be desirable to suggest to the librarian that these volumes be numbered serially on their backbones, so that "Miscellaneous pamphlet vol. 14" will, in the future, be an adequate designation of location.

When titles of uncataloged material are typed, it is suggested that an extra carbon copy of the descriptions be offered the librarian, with the idea of providing an informal finding list which might prove helpful, pending the professional cataloging of the material.

Information Not on the Title Page

If all the information needed to describe an imprint does not appear on the title page, but may be found elsewhere in the volume, this should be recorded in a note following the paging and size, but preceding the location symbol.¹⁰

For example, when a printer's imprint cannot be found on the title page, it may be found on the reverse (verso) of the title page or at the end of the volume. Such an imprint (sometimes referred to as a colophon imprint) should be recorded in a note as follows:

Imprint on p. 14: Printed by John Jones, at the Gazette Press, Auburn, Mass.

When the only imprint on the title page is that of a publisher, look carefully for evidence as to where and by whom the volume was

printed. In the later years of our period the functions of publishing and printing diverged. Many a book bearing a western publishing imprint on the title page is found, on the reverse (or verso) of the title page, or elsewhere, to have been set up and printed in the east.

In the 1830's and 1840's many books published and printed in the middle west bear on the verso of the title page a note to the effect that they were set up and stereotyped by some firm in New York, Boston, or elsewhere. From one setting of the type, duplicate stereotype plates of popular works were cast in the eastern city and sold to the middle-western printer, who was thus saved the labor of setting the whole book, and yet was enabled to print as many copies as he chose.

We regard such books as imprints of the city in which the stereotype plates were printed, but should like to have the identity and location of the stereotyper indicated in a note.

Caption Title

Where the text starts off under a title at the top of the first page of a pamphlet, this title is designated in a note as "Caption title." If the pamphlet has a separate paper cover (or wrapper) on which the full title appears and there is no independent title page on the same paper as the result of the publication, this title is designated as "Cover title".

Paging

The accurate record of the paging (or pagination) of books or pamphlets is one of the most complicated features of cataloging. We cannot expect our workers to know every last detail of library practice in this regard, but we do want them to give us an intelligent

idea of the pages comprised in a book, and of how the volumes are made up.

In most publications the first three pages are not specifically numbered in print. A pamphlet, for example, with a title page, would have the title page unnumbered; the reverse or verso of the title page unnumbered, and the first page of text, which would be the third page in the pamphlet, unnumbered. The second page of text would be, therefore, page 4, which undoubtedly would be found to be numbered either at the top or the bottom of the page. Let us assume that the text then runs on continuously and ends on the page numbered 14. An entirely adequate description of the paging of this pamphlet would simply read "14 p."

In the pamphlet just described there are 14 printed pages in all. Counting back from page 4 we find that page 3 is the beginning of text, page 2 is the verso of the title page, and page 1 is the title page, which is the first printed page in the book. If, in this process of counting back the early printed pages, the first printed page would be page 1 if all pages were numbered, the notation of "14 p." already suggested would be justified.

If, on the other hand, the second page of text is numbered 2, which would make the first page of text, if numbered, page 1, then we have to deal with two unnumbered pages not accounted for in the paging. The numbered pages in the same booklet, therefore, would end with page 12. Our instructions are to describe this latter booklet in the simplest possible way, as follows: "[ii], 12 p."

Some librarians would catalogue this as "1 p. 1., 12 p.," meaning one unnumbered preliminary leaf and twelve numbered pages. This particular style, it seems to us, is conducive to confusion, since the character on the typewriter for the lower case letter l is the same as

for the figure 1. And the abbreviation p. has to serve for both "preliminary" and "pages."

Another way to write this same paging, since page 1 is unnumbered, would be to put down 1 p. 1., [1]-12 p., but this amount of detail is, for most practical purposes, unnecessary.

In some books the introductory or front matter starts with roman numbering, and the beginning of the text proper picks up in arabic numbering. Sometimes the arabic numbering continues the sequence of the roman numbering, while other times the arabic numbering starts with page 1.

When the front matter of a book ends with page viii and the first page of text is shown to be page 9, by the fact that the page following is actually numbered 10, the paging of this book might be indicated as "viii, [9]-221 p." But, for all practical purposes, we will not go far wrong if we simply put down 221 p., for there are 221 printed pages in the volume.

If the front matter, however, is numbered separately, and the pages numbered in arabic figures start from page 1 (either numbered or unnumbered), the book must be recorded as having "viii, 221 p."

In indicating paging, square brackets always mean that the paging is not specifically indicated in printed figures on the respective pages. Many almanacs, for example, do not have the pages numbered. In describing such almanacs it is necessary to actually count the number of leaves or pages which they contain. If an almanac, for example, contains twelve unnumbered leaves, it can be described as having twelve unnumbered leaves or twenty-four unnumbered pages. Its paging best can be stated as "[24] p." Again, the abbreviation for leaves is so unsatisfactory

(the same characters on the typewriter as used to write the figures 11) that it seems best to avoid possible confusion by enumerating the pages rather than the leaves.

A book may perhaps run to 112 numbered pages and then have at the end five unnumbered pages of index. This would be noted as containing "112 [5] p."

If these index pages were separately numbered, beginning with figure 1, the paging would read "112, 5 p." The omission of the square brackets simply indicates that the latter five pages were numbered.

Fortunately for our purposes, the paging of most of the imprints with which we have to deal, is quite simple. The great majority of books and pamphlets start at page 1, unnumbered, and run consecutively through to the last numbered page, which gives us a simple but correct record of pagination. On the rare book where the paging is very complicated, skipping from roman paging to arabic paging, with gaps between, and numerous pages unaccounted for, it would be best for workers on imprints projects to seek the friendly counsel of the librarian or of an assistant in the cataloging department.

Plates, Maps, etc.

In addition to the printed pages of text, a book may have special leaves containing illustrations or additional data, such as plates, maps, charts, etc., bound in, and belonging to the book, but not included in the numbering of pages. These, together with the numbered and unnumbered pages already mentioned, make up the complete volume, and should be listed with the total pagination. Such material, if included in the text or numbered pages, need not be specially mentioned, since it has already been covered in listing the page.

A "plate" is generally understood to be a full-page illustration on special paper, usually engraved or printed on one side only, and not counted in the regular numbered pages of the book. If such a leaf is included in the paging, as occasionally happens -- that is, appears between p. 238 and p. 241 -- it may be noted by saying "356 p., including plate."

When a plate is bound facing the title page, it is designated a "frontispiece," and is listed first. Other material so placed is also specially noted; thus: "frontispiece portrait," or "frontispiece folded map." Any plates, maps, charts, etc., which are folded to bring them within page size should be so described.

If a book contains many such extra leaves, the worker will find that the quickest and most accurate procedure is to list these on a separate sheet of scratch paper as the book is collated page by page, and then count them and arrange the correct listing. They may be listed in the following uniform order: portraits, plates, maps, plans, diagrams, charts, and tables. Paginations may then read thus: [2], v-vii, 9-123, [3] p. Frontispiece, 2 colored maps, and 12 diagrams, one of which is folded. Or: xii, 11-239 p., including 2 plates; [3] p. of advertisements, inserted slip of errata. Frontispiece folded plan, 24 portraits, and 3 folded tables.

Dimensions

Dimensions are taken from the size of pages in the book, rather than from the cloth binding which may overhang to some extent. They do not refer to the actual type page or printed area on the page.

When it is evident that a book has been cut down very seriously in binding, the actual present height or dimensions may be stated, followed by a note in parentheses: "(Badly trimmed in binding.)"

It is desired that all dimensions be expressed in centimeters, to the nearest half centimeter. If state directors have difficulty in obtaining rules graduated in centimeters, they can obtain them on request to the Consultant.

Location SymbolsNOTES AND COMMENTSThe Importance of Accuracy

A comment made by several state directors on the first edition of this manual was to the effect that we did not stress enough the urgent necessity of care at every stage of the work to see that titles turned in should be accurate. Accuracy is, of course, vital to the success of our work. Two incorrect titles will bring on us more criticism than the credit we would get for a hundred accurate titles.

Field workers should check and double check their work as it is being done. Typing and other work done in the office should be carefully proofread, preferably by two workers, one of whom reads the original copy, while the second checks the typed transcript to see that it corresponds accurately with the copy.

It should be impressed on every worker dealing with imprints that twenty correct titles recorded in a given time, are greatly to be preferred over thirty titles, containing a number of errors, produced within the same time.

Conduct of Workers

Supervisors should take care to see that the conduct of our workers admitted to libraries, does not prejudice our standing with the library authorities. All library regulations should be most carefully observed.

A good reputation established in one library is often our passport to work in another institution which might not otherwise be disposed to grant our workers needed facilities.

Location Symbols

Do not assume location symbols. These are assigned with great care, according to a scientific system, and a lot of trouble can be caused by putting a guessed-at symbol on hundreds of titles, when it may have to be changed editorially on every one of them. Make sure you have an officially approved symbol, to be obtained through the Consultant's office, for every library to which workers are assigned.

State and Local Documents

We wish to record all these within our date limits, even at the risk of considerable duplication. Local ordinances, municipal reports, etc., are very imperfectly known and we do not want to miss any of them. Even state documents, journals, committee reports, and the like have been satisfactorily listed in relatively few states.

Federal Public Documents

This group of material sometimes presents a serious problem. Where there are only a few in a library, they should be recorded, but other material should be given priority as to attention. Where a vast store of federal documents is encountered, the procedure should be discussed with the Consultant before too much work is undertaken.

Importance of Local Material

Workers should be impressed with the importance of local material which is often very rare. In a given town, an eight-page leaflet containing the constitution and by-laws of the first local fire company, is of far more significance than a five-volume history of Rome, printed in New York or Boston.

top line of cartons, for example, should read:

Boston, (Mass.)

Reprint of 1740

Works in Two or More Volumes

One title slip will suffice for listing a work in several volumes. Give the complete title of the first volume, including imprint and date. If all volumes were not printed in the same year, place in brackets following the date of the earliest the date of the latest: thus: 1803 [-1807].

In the place where paging is recorded, give numbering, date, paging and height of each volume, and note any imprints different from that of the first volume; thus:

Vol. 1, 1803. viii, 278 p. 20.5 cm.

Vol. 2, 1804. vi, 325 p. 20.5 cm.

Vol. 3, 1806. x, 404 p. 20.5 cm.

Vol. 4, 1806. xxii, 360 p. 20.5 cm. Imprint: James Dana & Co.

Vol. 5, 1807. iv, 420 p. 20.5 cm. Same imprint.

In case the set is not complete, list the volumes present as above, and mention missing volumes in a note, thus: Vols. 2 and 4 missing.

The pagination of individual volumes in long sets of well-known publications will not be required. Examples of such sets are American State Papers, legal case reports, encyclopedias, etc.

And when we list long sets of periodicals, such as Littell's Living Age, the Atlantic Monthly, etc., in accordance with the instruction on page 23 of this Manual, all the record required consists of title, place of publication, range of date, and range of volume numbering.¹¹

Reprints or Facsimiles

Where a reprint or facsimile of an early printed document is encountered, it should be entered on carbon copies under its own place and date of printing. Where the date of the reprint is outside our date limits, the top line of carbons, for example, should read:

Boston, (Mass.) Reprint of 1740

Undated Titles

Workers will have to use some common sense as to whether or not to record titles without date. If there appears to be some likelihood that the title is old, it is best to copy it. On the other hand, if the subject dealt with were the world war or commercial aviation, a worker could safely pass by such titles as falling outside our date limits.

In the case of uncataloged material, if there is no date on the title page, look on the verso of the title page for date of printing or copyright date, and if necessary search further for a dated preface or for evidence of date in the contents, indicating in a note the information and its source.

Abbreviations

In writing titles in the secondary stage of field work, the whole title should be copied without change or abbreviation. In the primary, or short-title stage of work, obvious abbreviations can be used, "second edition," for example, being written "2nd ed."

Misspelled Words in Titles

When a misspelled name or other inaccuracy is encountered in a title, it should be copied exactly as written with the word sic within square brackets following it to call attention to the error, thus: Asociation [sic] entered into at Perth Amboy . . . If square brackets are not available on typewriters, parentheses can be used instead.

Spellings which are merely antiquated, but correct at the time, such as "almanack" or "governour," need not be dealt with in any special way.

Square Brackets on Typewriters

Square brackets are so essential in work of the character we are undertaking, that every reasonable effort should be made to have square

brackets put on typewriters being used. An upright stroke (|) to mark the endings of lines on title pages will also prove exceedingly useful.

Broadsides

A broadside is a printed sheet, printed on one side of the paper only. A broadsheet is a sheet printed on both sides. Three-page and four-page leaflets are generally classed with broadsides and are included in many published lists of broadsides.

The American Imprints Inventory has a special interest in this material for we are now compiling a union list of American broadsides of the seventeenth and eighteenth centuries.

Broadsides have been generally neglected by libraries, in spite of the fact that many of them are of vital importance historically. Workers are requested to keep their eyes open for such broadsides, so that we can arrange to have them recorded.

As a matter of fact, special enquiry should be made in every library in which we work, as to whether or not that institution has any early broadsides, which will probably not be represented in the catalog.

Special instructions for the description of broadsides are now available for distribution. If any number of broadsides are encountered ask for a copy of these special instructions.

Printed Blank Forms

Unless they were printed at an exceedingly early date in any community, we do not wish to have recorded printed blank forms, whether filled in or left blank. Among such forms are commissions, deeds, summonses, warrants, etc.

Author Entries

In the primary stage of field work, we do not regard author entries as too serious a problem. When catalog cards are copied, the library has determined the entry for us, though there is considerable difference in practice between libraries. When workers are listing uncataloged material, we would not be disturbed to receive a literal transcript of the title page, with the author line left blank. Where the identity of the author is perfectly obvious, as with a sermon by Edward Jones, or a textbook on arithmetic by Caleb Ferguson, the author's name, with the last name coming first, can properly be written in the space reserved for author entry.

But where we have to deal with the minutes of the Muskingum Association of Baptists, it would be hard for all workers throughout the country to learn that the author entry should read as follows:

Baptists. Ohio. Muskingum Association.

But if the title and imprint are transcribed in full and the size and paging noted, the editors in Chicago will have no difficulty in dealing with this title.

For the benefit of state editors who want to do a thorough job on the titles they send in, a few of the rules adopted by our national clearing office may prove helpful.

All directories are entered under the name of the community covered, instead of the compiler. Thus "Hammond's Milwaukee directory for 1861" will be entered under:

Milwaukee, Wis. Directories.

Texts or portions of the Bible are entered thus:

Bible. O.T. Psalms

Bible. N.T. Gospels

Bible. German.

The best modern practice in cataloging almanacs is to enter them under Almanacs, plus the name of the state in which they are printed.

Typical headings would be:

Almanacs. Connecticut.

Almanacs. Illinois.

For the "American Farmer's Almanac," printed at Philadelphia, the author entry would be: Almanacs. Pennsylvania.

A "New England Almanac," if printed in Rutland, would be entered under: Almanacs. Vermont. without regard to whether or not the compiler was named on the title page.

When there is no specific date in the imprint of an almanac, the year previous to the year to which it applies is placed, within square brackets, in the space for date on carbon copies, or on originals of handwritten slips.

There should be a separate slip for each year's issue of any almanac. It is preferable not to lump a number on a single slip, as for example, "Almanacs for 1803-1810."

Session laws, single acts, and the like, are entered under the political authority enacting them, plus the words, "Laws, statutes, etc.", thus:

Pennsylvania. Laws, statutes, etc.

South Carolina (colony). Laws, statutes, etc.

Briefs or reports of civil law cases can be entered under the name of the plaintiff. Reports of criminal trials are entered under the name of the man or woman being tried.

When there are two joint authors, only the name of the author named first in the title need be entered on the author line, plus the words "joint

author." Where there are three or more authors, the author line can read:

Furness, William, and others.

Real names of authors, when known, are preferred to pseudonyms in the heading. But be sure that the transcription of the title page includes the author's name or pseudonym exactly as it there appears.

Place of Printing on Carbons

It is requested that place of printing and date be typed above the top line on carbon copies of title slips. When the field worker or office worker has reason to know beyond question the state in which the city is located, it will be helpful to our filing clerks to have the abbreviation for the state added, after the name of the city. If the state is not shown in the imprint, it will be desirable to include the abbreviation for state in parentheses, thus:

Springfield, (Mass.) 1799

But the abbreviation for state should never be added in the title, unless it forms part of the title. Nothing should be added to any title which does not appear on the title page.

When field workers or local editors are not absolutely certain of the state in which a printing point is located, they should put down the name of the city only, and not hazard a guess as to the state in which it is located. The national clearing office can generally determine this by reference to an index to printers and publishers, or by some other means. It has available many sources of information unknown to the local workers.

Multiple Imprints

When two or more cities are named in an imprint, we are often asked, should two or more of them be typed above the top line on the

carbon copies of 22HR slips. The answer is that one only will here suffice. When a book is published at "New York and Chicago," New York appears at the top of the carbon copies. When Chicago and Denver are named as publishing points, Chicago only is named on the top lines of carbons. But, if we are able to find anywhere in the book a printer's imprint, this may show the book to have been printed in some entirely different small town, which should then be entered above the top line of the carbons. For our purposes, the place of printing, when known, localizes the imprint.

Foreign Language Titles

The titles or transcripts of title pages of books or pamphlets printed in languages other than English should be given us in the language in which any particular publication is printed. There have been several instances in which some obliging workers have translated Norwegian or German titles into English for us. The helpful intention is appreciated, but the fact is, in this as in many other instances, that we want a transcript of the title just as it is printed.

Authors' Names

Just because the name of an author is put on the next to the top line of a 22HR form does not eliminate the necessity of copying the whole title, including the name of the author, in exactly the order in which the material appears on the title page. In this connection see the title slips reproduced at the bottom of page 17, and on pages 25 and 28 of this Manual.

This instruction does not apply when a worker is copying catalog cards. The first requirement then is to copy the cards just as they are written or printed.

Locations in Private Collections

When interesting titles are found in private ownership, no symbols to indicate location are assigned. In the place of the symbol on the title slips, write, for example, "Collection of Mr. Edward T. Jones, 237 Fourth Street, Fredericksburg, Oregon."

Packing Titles for Shipment

Do not separate originals of 22HR forms from carbon copies. Leave them in the original sequence as typed. Pack them, when enough are available, in lots about two or three inches thick. Wrap around such a pile some corrugated board, cardboard, or an old newspaper to protect the edges against damage in transit, wrap the whole in wrapping paper, and tie up with twine. Official franked address labels can be pasted on such packages. Or, lacking these, the fronts of official letter envelopes can be cut out and pasted on the package.

If it is desirable to use the large brown kraft official envelopes, wrap the slips in some protective material, and insert the lot in the envelope. Then fold over any part of the envelope not filled by the slips and tie up the resulting package with twine.

Do not use wire clips to fasten original and carbons together. Clips must be taken off just before the individual titles are cut apart, as they make the files of slips cumbersome to handle and difficult to pack. The cost of the wire clips is one non-labor expense which can be saved.¹²

AMERICAN IMPRINTS INVENTORY

Date Limits Originally Established

For purposes of reference, the date limits originally established for the American Imprints Inventory are given below. So far as inventory work in the field is concerned, they are obsolete, but they still mark the limits for intensive editing, compilation of check lists, etc., and they still delimit the field of our most active present interest when any choice must be made of covering most completely at the present time, one class of material or another.

All points in the United States . 1820	Iowa 1860
(The 1820 date limit applies to all the Atlantic seaboard and New England states, New York City, Philadelphia, etc.)	Minnesota 1865
	Kansas 1875
<u>Later dates as follows:</u>	Nebraska 1875
New York state outside of 1850	South Dakota 1890
New York City (but Hudson river towns such as Poughkeepsie, Newburgh, Hudson, Troy, Albany, etc., through 1830 only)	North Dakota 1890
	Colorado 1876
	Wyoming 1890
Pennsylvania outside of Philadelphia 1830	Utah 1890
Ohio 1840	Montana 1890
West Virginia 1830	Idaho 1890
Mississippi 1840	Nevada 1890
Alabama 1840	New Mexico 1875
Florida 1860	Arizona 1890
Kentucky 1830	Texas 1860
Tennessee 1840	Oklahoma 1870
Michigan 1850	Arkansas 1870
Indiana 1850	California 1875
Illinois (<u>but</u> Chicago 1871) . . . 1850	Oregon 1875
Missouri 1850	Washington 1875
Wisconsin 1850	Hawaii 1860

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American Imprints Inventory

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

Instructions for the Description of Broadside

FIRST EDITION, JANUARY, 1939

Chicago

The Historical Records Survey

1939

American Imprints Inventory

INSTRUCTIONS FOR THE DESCRIPTION OF BROADSIDES¹³

Many American broadsides have great historical interest because of their immediacy in reporting news. With more and more emphasis being placed on contemporary records, the broadside becomes important because it is contemporary almost to the point of minutes. The action of meetings, the proclamation of gubernatorial decisions, the announcement of the receipt of important news, were rushed to the compositor and printed and distributed in broadside form within the shortest possible time. Many broadsides give the most graphic impression possible of historic events as they happened.

In spite of their historical importance, relatively few broadsides have been adequately recorded, and only two libraries in the United States have regularly cataloged the broadsides in their collections.

A certain number of broadsides have figured, of course, in general bibliographies such as those of Charles Evans and Joseph Sabin. But the only bibliographical work devoted exclusively to American broadsides, so far as I know, is that outstandingly important contribution by Worthington Ford, Massachusetts Broad-sides, 1639-1800, published by the Massachusetts Historical Society in 1922.¹⁴

Because of these circumstances, a feature of the editorial and publishing program of the American Imprints Inventory which is being pushed to completion at the earliest possible date is a "Union List of American Broad-sides of the Seventeenth and Eighteenth Centuries," in which we will endeavor to list and locate all broadsides printed within the present

boundaries of the United States earlier than 1801. It is believed that this list will prove of much value to scholars concerned with any aspect of American history.

Considerable progress in the compilation of this list has been made. The exceedingly important collections of broadsides in the Library of Congress, the American Antiquarian Society and the Massachusetts Historical Society already have been cataloged. The authorities of the New York State Library, the Yale University Library, and several other institutions have courteously prepared for our list descriptions of the broadsides in their possession. Titles of broadsides in The New York Public Library and the Henry E. Huntington Library have been drawn off by our workers from the highly adequate catalog cards of those institutions. Mr. L.H. Dielman has courteously contributed a microfilm copy of broadsides in the ownership of the Maryland Historical Society. And broadsides in many other libraries have been, or are in process of being, recorded.

It is our desire, however, to make our list just as nearly complete as possible, by recording even one or two broadsides which have been preserved in a number of public and private collections. To this end we earnestly solicit the cooperation of librarians and collectors, to supplement the record being built up by our own field workers.

Broadsides Later Than 1800

In addition to our special interest in broadsides earlier than 1801, it should be pointed out that our program includes a record of all broadsides printed before 1877 in the United States as a whole, and earlier than 1891 in eight specified western states: Arizona, Idaho, Montana, Nevada, North Dakota, South Dakota, Wyoming and Utah.

Defintion of Broadside

A broadside, strictly speaking, is a single sheet of paper, of reasonable size, printed on one side only, to serve the purpose of a public notice, handbill, or poster. Or, a broadside may contain text that might properly have been printed in a pamphlet or booklet but which, because it is relatively brief, can be printed comfortably on a single sheet. In this latter classification are found single acts or laws, the minutes of daily sessions of conventions, controversial letters, and so forth.

A broadsheet is a single sheet of paper printed on both sides.

Except for the fact that the text is carried over to a second page, a broadsheet is similar to a broadside.

In the collections of broadsides in various important collections throughout the country, it is the practice to include among the broadsides single printed sheets with one fold (four-page folders). This practice brings into a collection of broadsides a number of leaflets of three or four printed pages, which bibliographers might be inclined to regard as pamphlets. But because of the unanimity in practice of keeping such leaflets with the broadsides, it has been determined to include them with broadsides in our record.

There is one very practical reason for including these four-page leaflets in our listing of broadsides. If they should be omitted, and if the institution owning them had excepted them from its cataloging of books and pamphlets, they might be altogether overlooked and never be recorded.

Worthington Ford, in the introduction to his Massachusetts Broadsides, writes: "In the present instance the word (broadside) has been broadly used, intended to apply to almost any issue of the press which has not a proper

title page, whether printed on a single leaf or on a number of leaves, whether carrying page numbers and signature-marks or without such usual indications of a pamphlet or volume. It is more serviceable to note this stray and fleeting product of the press, often unrecorded elsewhere, in too great fulness, for in that way the labors of other bibliographers are supplemented." This definition is broader than the one adopted by the American Imprints Inventory.

And in the introduction to the fifth volume of his American Bibliography, Charles Evans defines broadsides and broadsheets as follows:

"In this connection it may not be amiss to take up with the student of bibliography the question of an exact description for the various forms used in the issues from the printing press -- a subject upon which there is a total absence of such essential information in all manuals of bibliography and library economy, and a confusing variation of opinion on technical points in works of more general information. There are five of these forms, in order, Broadside, Broadsheet, Tract, Pamphlet, and Book; and the questions at issue are what constitutes each of them, and what is the essential difference between them, bibliographically. The single sheet of paper upon which the matter is imposed furnishes the basis for the description without regard to the size, or to the manner, whether in one, two, or more columns, in which the printed matter is displayed.

"First, the Broadside. If the printed matter is on the recto, or face, of an unfolded sheet, only, it is, bibliographically, a broadside, in folio, quarto, octavo, or sixteenmo size, as the printed sheet of paper may be. The proclamation, sheet calendar, handbill, advertisement, and political squib, whose design is to be posted up for general information, are all of this description.

"Second, the Broadsheet. If the printed matter overruns the recto of an unfolded sheet, and the verso is also printed upon, it then becomes a broadsheet, and is bibliographically described as consisting of pp. (2), folio, quarto, octavo, or whatever size the single sheet of paper may be. The circular letter, and short political address, belong to this description. Dictionaries and encyclopedias make the two terms, broadside and broadsheet, synonymous; bibliographically they are not, being differentiated in the manner stated. . . ."

As has already been pointed out, the American Imprints Inventory is including in its lists of broadsides, broadsheets and leaflets of three or four pages printed on a single sheet of paper with only a single fold.

Style of Description

For a satisfactory record, the description of a broadside should serve not only to identify it, by its heading, signature, imprint, and physical form, but also to indicate its possible historical value by a brief statement in a note of its subject matter, if this is not clearly apparent from the heading.

The value of the description of a broadside hinges largely on the intelligence and judgment with which the salient facts in the text are presented in a concise but informative note.

Broadsides, because they lack a title page on which the substance of a volume has been boiled down for us by the author, require more time and thought to describe adequately than do ordinary books and pamphlets. But it is worthwhile giving the job sufficient time to convey to readers of a bibliography a clear idea of what each broadside sets forth.

Printed forms, with blank spaces left for data to be supplied in handwriting, may also be described if of obviously early date for printing

in their locality, particularly if bearing the imprint of a printer. It is not desired to record the usual run of printed forms with blanks to be filled in with handwriting.

Any worker describing broadsides should be furnished with a centimeter measure; the dimensions of the sheet, width by height, being indicated decimally to the nearest half centimeter. The dimensions of the printed area or of the type page are then added within parentheses. Thus:

Broadsheet. 12.5 x 18 cm. (8 x 13.5 cm.)

Or:

3 p. 13 x 24.5 cm. (10.5 x 21 cm.)

With a folded sheet, on which the printing appears in unusual position, the statement may read somewhat as follows:

Printed on p. 1 only of a 4-page fold. 12 x 20 cm. (9.5 x 17 cm.)

Or:

Printed on pages 2 and 3 of a 4-page fold. 10 x 16 cm. (7 x 13.5 cm.)

It should be noted that dates, places, names, and the like, are specially essential to a description. If for any reason such data are omitted from the line-for-line description, they certainly should be included in a note.

Since author entries for broadsides are often difficult to determine, these may be left off entirely. They will be inserted later by the editors of the list of broadsides.

If the broadside contains more than one notice, letter, proclamation, resolution, etc., this fact should be shown. It is well to give in a note the approximate fraction of the sheet filled by each document.

The date, signatures, etc., at the foot of the first unit should be given as well as the heading, significant phrases, date, signatures, etc., of the second, and of any following units. This will greatly facilitate

recognition of variant issues, as well as provide more accurate descriptions.

Titles of broadsides earlier than 1801 should be written on sheets of plain paper 8-1/2 x 11 inches in size. Titles of those later than 1800 should be written on 22HR forms.

Reproductions of a few broadsides with accompanying specimens of the descriptions which apply to them are presented on the following pages for the guidance, as to style, of workers engaged in recording broadsides.

Douglas C. McMurtrie
Consultant to the National Director
Historical Records Survey
Chicago, January 3, 1939

Approved:

Luther H. Evans
National Director
Historical Records Survey

Washington, January 5, 1939

NH1

Falmouth February 2, 1785. / Sir, / This is to inform you that a
Meeting of the / Proprietors of the Township number One, situated /
in the county of Lincoln, at the eastward of Mount- / Desert or
Union-River is to be holden at the / house of Mrs. Mary Parker,
Innholder in Cape-Eli- / zabeth, in the county of Cumberland, on
Tuesday / the twelfth day of April next, at ten o'clock in the /
forenoon; . . . / [7 lines] / At which Meeting you are desired to
give your / punctual attendance.
/ Samuel Freeman, Clerk.

Broadside. 13 x 14.5 cm. (10 x 8.5 cm.)

Notice of a meeting for the purpose of electing officers and
transacting other business affecting the interests of the proprietors.

MHi

[Royal arms] / By His Excellency, / Robert Johnston, Esqrs. /
 Governor and Commander in Chief in and over His Majesty's Province of /
 South-Carolina, / A Proclamation, / [31 lines] / By His
 Excellency's Command, / Charles Hurt, Secretary. / Given under my
 Hand and Seal, / FALMOUTH February 2, 1785.

SIR,

THIS is to inform you that a Meeting of the Proprietors of the Township number One, situated in the county of LINCOLN, at the footward of MOUNT-DESERT or UNION-RIVER is to be holden at the house of Mrs. MARY PARKER, Innholder in CAPE-ELIZABETH, in the county of CUMBERLAND, on Tuesday the twelfth day of APRIL next, at ten o'clock in the forenoon; when and where they propose to chuse suitable officers for managing the business of said Propriety; to see what measures they will take to promote the settlement of said Township; to consider and determine upon what terms they will quiet the present settlers; to receive accounts; to vote necessary sums of money; and to agree upon some method for calling Meetings in future.

At which Meeting you are desired to give your punctual attendance.

SAMUEL FREEMAN, Clerk.

Public Record Office, London.

[Royal arms] / By His Excellency, / Robert Johnston, Esqr; /
 Governor and Commander in Chief in and over His Majesty's Province of /
 South-Carolina, / A Proclamation. / [31 lines] / By His
 Excellency's Command, / Charles Hart, Secretary. / Given under my
 Hand and Great Seal of / this His Majesty's Province at Charles-Town,
 / this Fourth Day of November, Anno. Dom. / 1731. And in the
 Fifth Year of His Majesty's / Reign. /
 Robert Johnson. / God Save the King.

Broadside. 30 x 41.5 cm. (18.5 x 36.5 cm.)

The cut of the royal arms is flanked with the letters G and R. Initial
 W in box of type ornaments.

Forbids the surveying of crown lands in the province by any person "until
 he have a Warrant from me for so doing; and that he has received a
 Deputation and Power" from James St. John, newly appointed surveyor
 general of the province; with other directions for grants of such lands.

Public Record Office, London.

At the Secretary's Command,
 Charles Hart, Secretary.

GIVEN under my Hand and Great Seal of
 His Majesty's Province of South-Carolina,
 this Fourth Day of November, Anno Dom.
 1731. And in the Fifth Year of His Majesty's
 Reign.

ROBERT JOHNSON.

GOD SAVE THE KING.

G



R

By His EXCELLENCY,

ROBERT JOHNSON, Esqr;

Governor and Commander in Chief in and over His Majesty's Province of
SOUTH-CAROLINA,

A PROCLAMATION.

WHEREAS I have thought fit (by and with the Advice of His Majesty's Council) to dispose of His Majesty's Lands, not yet purchased, to such Persons as shall be willing to take out Grants for the time, and to cultivate and improve it at His Majesty's direct:

AND WHEREAS several Persons have heretofore received Deputations from former Surveyors General, to run out and admeasure Lands, which Deputations being now superseded by His Majesty's Commission, appointing, James Dr. John, Esq; Surveyor General of this Province; I HAVE therefore thought fit (by and with the Advice of His Majesty's Council) to issue this my Proclamation, strictly forbidding any Person whatsoever to survey or admeasure any of His Majesty's Lands in this Province, until he have a Warrant from me for so doing; and that he has received a Deputation and Power from His Majesty's said Surveyor General, to act under him as His Deputy, and not presume to sign or return any Certificates of Lands by them run out or admeasured, for which they had not legal Warrants from me, as they shall answer the contrary at their Peril. And the said James Dr. John, Esq; being also His Majesty's Auditor and Comptroller of his Revenues in this Province, all Persons concerned are to take Notice thereof, and that the said Auditor and Comptroller is ready to enter all Grants and Conveyances for Land, pursuant to an Act of Assembly past for that Purpose this present Session of the General Assembly, upon Application made to him at his Office in Charles-Town.

AND WHEREAS His Majesty has impowered and directed me to dispose of his Lands in this Province not yet granted or purchased, under several Rules and Restrictions: And I thinking it for His Majesty's Service, and that of this his Province, that the said Lands should be disposed of for the better strengthening and settling the same, and for encouraging New Comers,

I HAVE ALSO thought fit (by and with the Advice and Consent of His Majesty's Council) to give this Notice, that Warrants shall issue for the Survey of such Lands as may be granted from His Majesty to such Persons as shall apply for the same by Petition to me in Council, to be heard on the 17th Day of November Instant, on the Terms and Conditions contained in His Majesty's Instructions, and paying the Fees appointed by Law, as in a Table ordered to be set up in the Secretary's Office in Charles-Town, together with a Copy of the said Instructions, where (on Application) every one may view the same, and also the Regulations settled by me and His Majesty's Council, for his further Information.

By His Excellency's Command,
Charles Hart, Secretary.

GIVEN under my Hand and Great Seal of
this His Majesty's Province at Charles-Town,
this Fourth Day of November, Anno Dom.
1731. and in the Fifth Year of His Majesty's
Reign.

ROBERT JOHNSON.

GOD SAVE THE KING.

Province of the / Massachusetts-Bay / in New-England. / [Royal
arms] / By His Excellency, / Joseph Dudley Esq. / Captain General
 and Governour in Chief, in and over / Her Majesties said Province &c. /
 A Proclamation for a general Fast. / [19 lines] / Given at Boston
 the First day of October, 1702. In the First Year of Her Majesties
 Reign. / By Order of His Ex- / cellency & Council, / Isaac
 Addington Secr. / J. Dudley. / God Save the Queen.

Broadside. 19 x 24.5 cm. trimmed close (17.5 x 24.5 cm.)

The copy described is trimmed close all around, removing the imprint
 line (if any) at the bottom. The first three lines of type at the top
 are printed at the left of the coat of arms.

Appoints Thursday, the twenty-second of October, as a day of public
 fasting and prayer because of the beginning of war with France and also
 because of "the present calamitous and deadly Sicknesses at New-York,
 . . . the Infection whereof is spread in these parts."

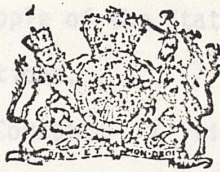
Public Record Office, London.

By Order of His Ex-
 cellency & Council,
 Isaac Addington Secr.

J. DUDLEY

GOD Save the Queen

Province of the
Massachusetts-Bay
in New-England.



By His EXCELLENCY,

Joseph Dudley Esq.

Captain General and GOVERNOUR in Chief, in and over
Her Majesties said Province &c.

A Proclamation for a general Fast.

Taking into Consideration Her Majesties necessary Entrance into a War with the French King, since her happy Accession to the Crown, for the preservation of the liberties of Europe: And thereby the danger that this Province, and other her Majesties Territories and Provinces in America are in of being exposed: As also the present calamitous and deadly Sickneses at New-York, and other English Plantations, the Infection whereof is spread in these parts.

I have therefore thought fit, by and with the Advice and Consent of her Majesties Council, to Appoint Thursday the Twenty-second of October instant, A day of publick FASTING and PRAYER, throughout this Province, to Implore the Divine Mercy; That her Majesties Life and health may be long continued, and her just Armes prospered, for Subduing the Exorbitant power of France; That her Provinces and Territories in America may be preserved and defended; The present Infection removed from our Neighbours and our selves; And that all Divine and needful Blessings may be granted to us and them: Directing all Ministers and People in their respective Congregations, religiously to perform the Duties of the said Day, in offering up most ardent and fervent Supplications to Almighty GOD: And all Servile Labour is Inhibited upon the same.

Given at *Exeter* the First day of October, 1702. In the First Year of Her Majesties Reign.

By Order of His Excellency & Council,
Isaac Addington Secr.

J. DUDLEY.

G O D Save the Queen

Ratification of the Constitution of the United States by the Convention
of the State of / Rhode-Island and Providence-Plantations. / We
the delegates of the people of the State of / Rhode-Island and
Providence-Planta- / tions, . . . / do by these Presents, assent
to and ratify the said Constitu- / tion. . . . / Done in convention,
at Newport, in the County of Newport, in the State of / Rhode-Island
and Providence-Plantations, the 29th Day of May, in the Year of our /
Lord One Thousand Seven Hundred and Ninety, and in the Fourteenth Year
of the Inde- / pendence of the United States of America. / By order, /
Daniel Owen, President. / Attest. / Daniel Updike, Secretary. / . . .

Broadside. 28 x 43.5 cm. (24 x 39.5 cm.)

No printer's imprint; text set in 2 columns.

Contains 18 articles of a Bill of Rights with the act of ratification dated and signed as above, followed by 21 proposed amendments to the Constitution of the United States. Ends with a resolution that 300 copies of the ratification, including the bill of rights and the proposed amendments, be printed for the general information of the public.

RHi

South-Carolina. / In the Commons House of Assembly, / the 29th Day
 of November, 1765. / This House, sincerely devoted, with the warmest
 Sentiments of Affection / and Duty to His Majesty's Person and
 Government; . . . / [62 lines] / In the Commons House of Assembly, /
 the 29th Day of November, 1765. / Thomas Farr, jun. Clerk. / By
 Order of the House, / Peter Manigault, Speaker. / [Line of type
 ornaments] / Charles-Town, printed by Peter Timothy.

Broadside. 29 x 39 cm. (22 x 35 cm.)

Publishes resolutions concerning rights, liberties, and grievances.
 Contains a statement of the principle of "No taxation without
 representation."

Public Record Office, London.

SOUTH-CAROLINA.

In the Commons House of Assembly,
the 29th Day of November, 1795.

THIS House, sincerely devoted, with the warmest Sentiments of Affection and Duty to His Majesty's Person and Government; inviolably attached to the present happy Establishment of the Protestant Succession; and with Minds deeply impressed by a Sense of the present and impending Misfortunes on the People of this Province; citizen it their indispensable Duty to their Constituents, to Themselves, and to Posterity, to come to the following RESOLUTIONS, respecting their most essential Rights and Liberties, and the Obligations under which they labour, by Reason of several late Acts of Parliament.

I. **RESOLVED**, That His Majesty's Subjects in this Province owe the same Allegiance to the Crown of GREAT-BRITAIN, that is due from His Subjects born there.

II. **THAT** His Majesty's Liege Subjects in this Province, are intitled to all the inherent Rights and Liberties of His natural born Subjects within the Kingdom of GREAT-BRITAIN.

III. **THAT** the Inhabitants of this Province appear also to be confirmed in all the Rights afore-mentioned, not only by their Charter, but by an Act of Parliament of the 13th GEORGE II.

IV. **THAT** it is inseparably essential to the Freedom of a People; and the undoubted Right of ENGLISHMEN, that no Taxes be imposed on them but with their own Consent, given personally, or by their Representatives.

V. **THAT** the People of this Province are not, and, from their local Circumstances, cannot be, represented in the House of Commons of GREAT-BRITAIN. And further, That, in the Opinion of this House, the several Powers of Legislation in AMERICA were constituted, in some Measure, upon the Apprehension of this Impracticability.

VI. **THAT** the only Representatives of the People of this Province are, Persons chosen therein by themselves; and that no Taxes ever have been, or can be, constitutionally imposed on them, but by the Legislature of this Province.

VII. **THAT** all Supplies to the Crown being free Gifts of the People, it is unreasonable and inconsistent with the Principles and Spirit of the BRITISH Constitution, for the People of GREAT-BRITAIN to grant to His Majesty the Property of the People of this Province.

VIII. **THAT** Trial by Jury, is the inherent and invaluable Right of every BRITISH Subject in this Province.

IX. **THAT** the late Act of Parliament, intitled, "an Act for granting and applying certain Stamp Duties, and other Duties, on the BRITISH Colonies and Plantations in AMERICA," &c. by imposing Taxes on the Inhabitants of this Province; and the said Act and several other Acts, by extending the Jurisdiction of the Courts of Admiralty, beyond its ancient Limits; have a manifest Tendency to subvert the Rights and Liberties of the People of this Province.

X. **THAT** the Duties imposed, by several late Acts of Parliament, on the People of this Province, will be extremely burthensome and grievous, and, from the Scarcity of Gold and Silver, the Payment of them absolutely impracticable.

XI. **THAT**, as the Profits of the Trade of the People of this Province ultimately center in GREAT-BRITAIN, to pay for the Manufactures which they are obliged to take from thence, they eventually contribute very largely to all the Supplies granted there to the Crown: And besides, as every individual in this Province, in as advantageous at least to GREAT-BRITAIN, as if he were in GREAT-BRITAIN; and as they pay their full Proportion of Taxes for the Support of His Majesty's Government here (which Taxes are equal, or more, in Proportion to our Estates, than those paid by our Fellow-Subjects in GREAT-BRITAIN upon theirs); it is unreasonable, for them to be called upon, to pay any further Part of the Charges of the Government there.

XII. **THAT** the Assemblies of this Province have, from Time to Time, whenever Requisitions have been made by His Majesty, for carrying on military Operations, either for the Defence of themselves, or that of AMERICA, in general, most cheerfully and liberally contributed their full Proportion, of Men and Money, for these Services.

XIII. **THAT**, though the Representatives of the People of this Province had equal Assurance and Reason, with those of the other Provinces, to expect a proportional Reimbursement, of those immense Charges they had been at; for His Majesty's Service, in the late War, out of the several parliamentary Grants for the Use of AMERICA; yet, they have obtained only their Proportion of the first of those Grants; and the small Sum of Two Hundred and Eighty-five Pounds Sterling received since.

XIV. **THAT** notwithstanding, whenever His Majesty's Service shall, for the future, require the Aids of the Inhabitants of this Province, and they shall be called upon for that Purpose in a Constitutional Way, it shall be their indispensable Duty, most cheerfully and liberally, to grant to His Majesty, their Proportion, according to their Ability, of Men and Money, for the Defence, Security, and other public Services of the BRITISH AMERICAN Colonies.

XV. **THAT** the Restrictions on the Trade of the People of this Province, together with the late Duties and Taxes, imposed on them by Acts of Parliament, must necessarily greatly lessen the Consumption of BRITISH Manufactures amongst them.

XVI. **THAT** the Increase, Prosperity, and Happiness of the People of this Province, depend on the full and free Enjoyment of their Rights and Liberties; and on an affectionate Intercourse with GREAT-BRITAIN.

XVII. **THAT** the Readiness of the Colonies to comply with His Majesty's Requisitions, as well as their Inability to bear any additional Taxes, beyond what is laid on them by their respective Legislatures, is apparent, from the several Grants of Parliament, to reimburse them Part of the heavy Expences they were at in the late War in AMERICA.

XVIII. **THAT** it is the Right of the BRITISH Subjects of this Province, to petition the King, or either House of Parliament.

ORDERED, That these VOTES and RESOLUTIONS be printed, and made public, that a just Sense of Liberty, and the firm Sentiments of the Loyalty, of the Representatives of the People of this Province, may be known to their Constituents, and transmitted to Posterity.

In the Commons House of Assembly,
the 29th Day of November, 1795.
THOMAS FARR, jun. Clerk.

By ORDER of the House,

PETER MANIGAULT, Speaker.

CHARLES-TOWN, PRINTED BY PETER TIMOTHY.

American Imprints Inventory

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

Instructions for Examination of Newspaper Files

for materials relating to the history of the press

FIRST EDITION, APRIL, 1939

Chicago

The Historical Records Survey

1939

American Imprints Inventory

Instructions for Examination of Newspaper Files
for materials relating to the history of the press

From the first, it has been the aim of the American Imprints Inventory to make a record, just as nearly complete as possible, of the activity and product of the printing press of the United States. Since the hazards to which printed matter has been subjected have been responsible for the disappearance "without trace" of many issues of the early press, we are under necessity of turning to other sources of information regarding those issues, in our endeavor to perfect the record. A most important source of such information has been found to be the extant files of early newspapers. In these newspapers, announcements were made of many early books and pamphlets of which no copies can now be found, even with the most assiduous search in hundreds of libraries.

Fortunately for our purpose, most titles printed by local presses were announced in advance and, after their appearance, were advertised for sale in contemporary issues of local newspapers, which often were printed in the same office as the pamphlets or books in question.

Quite often the contemporary newspapers provide the only evidence that many important pamphlets and books were ever printed at all. We know, for example, of 42 pamphlets, books, and broadsides produced during the first ten years of printing in South Carolina. But, today, of 22 of these no copy can be found. Our only knowledge of them is derived from advertisements in issues of the South-Carolina Gazette announcing them as "in press" or offering completed copies for sale. If we are to get a well-rounded view of early local authorship, printing, and publishing in South Carolina, over half the known titles must be derived from examination of available newspaper files.

To cite but one more proof of the necessity for our purposes of consulting newspaper files, let us consider a popular publication compiled and printed in Kentucky, in a number of successive editions between 1789 and 1821: Thomas Johnson, Jr.'s Kentucky Miscellany. We know only from notices in the columns of Kentucky newspapers of three different editions of this work, printed in 1789, 1796 (possibly reprinted in 1803 and 1806), and 1815, but not a single copy of any one of these editions can be found today. The earliest known extant copy is a solitary mutilated copy of the fourth edition, which appeared in 1821. A record of the early Kentucky press which failed to mention the earlier editions of Johnson's popular book would be defective indeed.¹⁵

When the author, title, and place and date of printing any book or pamphlet become known through a newspaper advertisement, it becomes far easier to locate a copy of the imprint, through union catalogs or other bibliographical mechanisms. The listing of the title puts interested scholars on notice to watch for a copy, thus markedly increasing the chances of its future discovery.

It is thus obvious that any program for developing a complete record of the early press of the United States must include examination of newspaper files for essential data bearing on printing activities.

The following instructions for the examination of newspaper files are issued for the guidance of directors, supervisors, and workers in the various states.

Douglas C. McMurtrie
National Editor
American Imprints Inventory

Chicago, April 3, 1939

Approved:
Luther H. Evans, National Director
Historical Records Survey

Washington, April 6, 1939

Instructions for the Examination of Newspaper Files

The first effort of the American Imprints Inventory to record references to printing in newspapers will be directed to the examination of papers published earlier than 1801 in the eastern states, and of papers published during the early years of printing in the midwestern and western states. Later in the program, it is hoped that files of later dates can also be examined.

As to the order in which newspaper files in any given library should be worked, state directors or supervisors should correspond with the National Editor.

In the examination of newspapers published in any community, it will be our aim to note and record:

1. All items bearing on the printing and publishing activities of that community or of any other communities.

In this category will be embraced all references to the establishment, suspension or discontinuance of newspaper publication; changes in the printing and publishing personnel; advertisements for apprentices or journeyman printers; equipment and supplies used in printing -- whether relating to the paper being examined or to other publications to which reference is made in its columns.

Through references in this class we often learn of the establishment, or the suspension, of newspapers of which no copies can be found today. From such references we can also fill gaps in the record of newspapers of which only a few scattering issues have been preserved. And frequently we learn the names of the printers, publishers, or editors of vanished newspapers only from the mention of them in the columns of some contemporary that has survived.

2. All advertisements or announcements of pamphlets or books proposed for publication or actually published.

These are likely to be worded "Now in the press and shortly"

will be published," or "Just published and for sale at this office."

Such advertisements provide us with our only definite record of the actual printing of many titles of which no copies can now be found. Other similar notices tell of the receipt by the editor of books or pamphlets of local interest, sometimes with brief descriptions or expressions of editorial opinion about them.

3. While our workers are turning the pages of early newspapers, it is desirable that they should also note the publication in the newspaper columns of documents of a public or semi-public character which constitute essential source material for local history, yet may never have been printed anywhere but in the newspaper.

Here are included such things as state constitutions, laws of local interest or application, city charters and ordinances, proclamations or messages of governors or mayors, constitutions and by-laws of local organizations or societies. All such material might properly have been issued separately in pamphlet or broadside form, so we are not straying far from our appointed field in recording it.

4. It is also desired that workers, when examining newspapers printed during the period from September 17, 1782, to January 1, 1791, should make note of all editorials bearing on the Constitution and the first ten amendments thereto.

Method of Procedure

After all necessary arrangements are made with the librarian for access to the newspaper files which are to be recorded, the worker will proceed as follows:

1. Make a record, on mimeographed forms to be obtained from the National Editor, of the issues that are in the file or volume which is being examined.

This is done by going through the file, issue by issue, and checking on the mimeographed form the date of each issue found.

Make a little circle around the date of the earliest issue in the field or volume and in the proper column on the form note the volume and number of that issue, with marginal remark "Earliest issue in [symbol for the library] file."

In the same way, proceeding through the file, circle the date and note the volume and number of:

The first issue of each successive volume of the newspaper;

The first issue in each year; and

The last issue of each year.

Also note in the same way the date, volume and number of any changes in day of publication or in frequency of issue, with explanations in the "Remarks" column, such as:

"Day of issue changed from Tuesday to Thursday" or

"Changed from weekly to semi-weekly."

Note that a separate mimeographed form is to be used for each year, and also that the form mimeographed on yellow paper (see page 7) must be used for leap years. Any date that can be divided evenly by 4 is a leap year, except the century years 1700, 1800, 1900.

The specimen newspaper record form reproduced on page 6 will illustrate the indicated procedure.

2. After recording the issues present in the file that is being examined, go back to the beginning of the file and turn the pages, one by one, carefully looking for references of the kinds already specified as requiring notation.

When items in which we are interested are "spotted," they are to be recorded on half-sheets, 5-1/2 by 8-1/2 inches, in ink, if library rules permit the use of pens, or otherwise with indelible pencil.

Title of paper (in full):

Leap

Library

Place of issue:

Year

symbol:

Check dates of issues in the file.

Circle dates and add vol. and no. of issues referred to in Remarks column.

Vol

No

Changes (in title; in day or frequency of issue; in owners, publishers, editors, printers) and other Remarks

Jan	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Feb	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	1	2	3
Mar	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Apr	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
May	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
Jun	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Jul	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Aug	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Sep	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Oct	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
Nov	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
Dec	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Each sheet is to be headed with the title of the newspaper and the symbol for the library.

Long titles may be shortened. For example, a title such as "The Massachusetts Gazette, or the Springfield and Northampton Weekly Advertiser," may be shortened in such a heading to "Massachusetts Gazette."

Each entry is to begin with the date, page, and column of the issue in which the item is found.

Short entries must be transcribed literally, word for word, with spelling, capitalization and punctuation exactly as printed, and in quotation marks to show that the item is quoted exactly.

For long items such as the text of proclamations, laws, and the like, filling a column or more, it will be sufficient to quote the heading and then add in a note below a brief statement as to the subject matter, date of enactment, or the like, if such information is not in the heading.

An advertisement or announcement that is repeated in a number of successive issues is not to be copied again and again, but it will be desirable to add to the first entry of it a note of the dates of the issues in which it is repeated.

In the first issue examined, carefully note the names of printers, publishers, and editors. These names are usually found in the "masthead" at the top of the first column on the first page, or (especially in the earliest newspapers) at the bottom of the last page. Quote these exactly and in full.

Watch carefully for any changes in these details in successive issues. If there is a change in the names or in the address of the printing office, in the day of issue, or in any other essential detail, make a new entry for the issue in which the change is found.

Only one copy of each entry will be made, and that will be the final copy. There will thus be no need of working it over or retyping it, with the consequent risk of introducing errors. But for that reason it is highly important that the entry be made with care in the first instance and that the writing be legible, particularly in the writing of names.

It never will be wrong to "print out" names so that there can be no chance of misreading them.

See page 10 for two specimen sheets of notes as written by a worker in the field.

These sheets of notes from newspapers should be assembled and mailed to the National Editor in weekly installments, so that there may be opportunity for criticism, or suggestions for improvement, of the records before the work on any file has gone too far.

The following pages show reproductions of some entries and specimens of a number of others, to illustrate the form to be followed.

N.B. All the newspaper titles, dates, subjects, text, etc., of these specimen records are wholly imaginary.

New York Journal (N.Y.)
1841: Apr. 31, p. 2, col. 1. John A. Jones
announces that he has taken Evan Britton
into partnership and that the paper will
henceforth be published by Jones and Britton
"at the new Printing-Office, 17 Broad-Street."
Day of issue changed from Wednesday to
Friday.

New York Journal (NN)

1741: Feb. 10, V. 1, No. 10 (earliest issue in file).

"Printed and published every Wednesday by John A. Jones, at his Printing-Office in Wall-Street, opposite the Public Market."

Same in issues of May 4, 11, 18, 25, June 1, 8, 15.

New York Journal (Jones & Britton). NN

1742: June 29, p. 4, col. 1. "Just published and for sale at the Printing-Office of Jones and Britton, the new Merchant's Guide and ready Reckoner, by A. Gideon. Price 1 sh. 6 d. A liberal allowance will be made to those who buy to sell again." Adv. dated June 22.

Same in issues of July 6, 13, 20, 27, and many later issues.

New York Journal (NN)

1741: Apr. 21, p. 2, col. 1. John A. Jones announces that he has taken Evan Britton into partnership and that the paper will henceforth be published by Jones and Britton "at the new Printing-Office, 17, Broad-Street."

Day of issue changed from Wednesday to Friday.

1792: Sep. 10, p. 4, col. 2. "A few copies of the new Militia Act, for sale at the Printing-Office, Price 12 cents the copy."

Same, Sep. 17, 24, Oct. 1, 8, 15, and many later issues.

New York Journal (Jones & Britton). NN

1742: Mar. 2, p. 2, col. 1. "We have just received the first issue of a new weekly newspaper published in Philadelphia by Andrew Anderson. It is entitled the American Courant."

New York Journal (Jones & Britton). NN

1742: April. 27, p. 3, col. 2. "Now in the press, and will shortly be published by the printers hereof, The Merchant's Guide and Ready Reckoner, by Abijah Gideon. This useful work will contain upwards of 200 pages, printed on a new type and good paper, Price 1 sh. 6 d."

Same in issues of May 4, 11, 18, 25, June 1, 8, 15.

New York Journal (Jones & Britton). NN

1742: June 29, p. 4, col. 1. "Just published and for sale at the Printing-Office of Jones and Britton, in Broad-Street, The Merchant's Guide and Ready Reckoner, by A. Gideon. Price 1 sh. 6 d. A liberal allowance will be made to those who buy to sell again." Adv. dated June 22.

Same in issues of July 6, 13, 20, 27, and many later issues.

New York Weekly Enquirer (Samuel Edginton). NN

1792: May 3, p. 3, col. 2. "Adam Quigley, who formerly published the American Eagle at Newburgh, brought out last Thursday the initial issue of his new newspaper, the Poughkeepsie Weekly Eagle, a wretchedly printed sheet suitable to Mr. Quigley's contemptible political opinions. . . ."

The editor goes on at length to condemn Mr. Quigley's politics.

Albany Gazette (Adams & Gilliss). NN

1792: Sep. 10, p. 4, col. 2. "A few copies of the new Militia Act, for sale at the Printing-Office, Price 12 cents the copy."

Same, Sep. 17, 24, Oct. 1, 8, 15, and many later issues.

South Carolina Daily Clarion (Charleston, McHale and Ray). DLC

1798: Sept. 2, p. 2, cols. 2-4. "The Ordinances of the City of Charleston."

Contains three ordinances passed in August 1798.

Carson Advocate (Howell & McReady). DLC

1862: Jan. 10, p. 3, col. 4, to p. 4, col. 2. "The Constitution of the State of Nevada. Adopted at a convention begun and held at Carson City on the first Monday in November, A.D. 1861."

Constitution adopted by the convention on Dec. 18, 1861.

Illinois Constitutionalist (Vandalia, R.A. Brown). ICHi

1838: Mar. 19, p. 1, col. 1. "We regret that there was no issue of our paper last week and the week before, because of a shortage of paper. The high water occasioned by the recent freshets delayed the arrival of a supply of that indispensable commodity."

Illinois Constitutionalist (Vandalia, R.A. Brown). ICHi

1838: July 30, p. 4, col. d. "A journeyman printer will find a good position at the office of the Constitutionalist if he is sober and industrious. None others need apply."

Same, Aug. 6, 13, 20, Sep. 3, 10.

UPDATING THE MANUALS

Notes and Annotations

1. Clarence S. Brigham, History and bibliography of American newspapers, 1690-1820 (Worcester, Massachusetts: American Antiquarian Society, 1947) [Reprinted Hamden, Connecticut: Archon, 1962 with additions and corrections.] In 1939, when this Manual was written, the Brigham bibliography was available, in pieces scattered through several volumes of the Proceedings of the American Antiquarian Society. In 1961 additions and corrections to the 1947 cumulation were published in the Proceedings of the American Antiquarian Society, April, 1961.
2. In 1955 Clifford K. Shipton completed Evans through 1800 [Worcester, Massachusetts: American Antiquarian Society, 1955] and in 1959, in a work edited by Roger Pattrell Bristol, a cumulated author-title index to the entire set was added to Evans as volume 14. Several individuals and groups began checking Evans. From this work came corrections and additions of several types. Included in that group are Roger Pattrell Bristol, Supplement to Charles Evans' American bibliography (Charlottesville: Published for the Bibliographical Society of American and the Bibliographical Society of the University of Virginia by the University Press of Virginia, 1970) and the Checklist of additions to Evans' American bibliography in the Rare Book Division of the New York Public Library, compiled by Lewis M. Stark and Maud D. Cole (New York: The New York Public Library, 1960). The accessibility of items represented by Evans was greatly increased by a Readex Microprint Corporation project which has produced microprint copies of most items listed in Evans and in the Bristol supplement. This project was accompanied by Clifford K. Shipton and James E. Mooney, National index of American imprints through 1800; the short title Evans (Worcester, Massachusetts: American Antiquarian Society and Barre Publishers, 1969).
3. The "Final statement" by Andrew Kelog et. al. and the "Introduction" to volume 26 of Sabin written by R.W.G. Vail provide a concise summary of the publishing history of Sabin. Beginning in 1974 Lawrence S. Thompson began issuing his The new Sabin; books described by Joseph Sabin and his successors, now described again on the basis of examination of originals, and fully indexed by title, subject, joint authors, and institutions and agencies (Volume 1 --. Troy, New York: The Whitston Publishing Company, 1974 --).
4. An example of the Evans' tendency to present items in his bibliography without first-hand verification is represented by such entries as numbers 25537-25540. Here, Evans used the "Universal register of the Baptist denomination in North America" by John Apslud without checking the items himself. In his Key to the bibliographical puzzle presented by the Baptist association minutes of the years 1790 to 1794 . . . McMurtrie explains why several of these Evans' entries are ghosts. (Evanston, Illinois: n.p., 1943).
5. McMurtrie's interest in early printed materials is well illustrated by his publication A history of printing in the United States, the story of the introduction of the press and of its history and influence during

the pioneer period in each state of the union (New York: R.R. Bowker and Company, 1936). It may have been McMurtrie's interest in areas other than the printing centers of the Northeastern United States that caused him to produce Volume II: The Middle and South Atlantic states, first. Unfortunately, only this volume of a planned four volume set was ever published.

6. The first checklist that was rushed out by the Historical Records Survey was A preliminary checklist of Missouri imprints, 1808-1850 (Washington: Historical Records Survey, 1937). This work was largely the result of McMurtrie's personal efforts over the ten years preceding its publication but by almost tripling the number of imprints known for Missouri it set the stage for the acceptance of the American Imprints Inventory by historians as a valuable endeavor.

7. Location symbols for libraries in the United States (Baton Rouge: Hill Memorial Library, Louisiana State University, 1939). [Additions and corrections, January, 1941.]

8. Newspapers and periodicals are added to the Checklist of American imprints in the year that represents volume 1.

9. As an example of an entry that has been incorporated, with little editing, into the National union catalog, pre-1956 imprints, compare the Farnsworth entry in the Manual with the following from the National union catalog, volume 167, page 157.

76 Farnsworth, H
FA76786 An oration on music. Delivered at the
court-house in Cooperstown, in Otsego; April,
1794: at the conclusion of a singing school,
taught by Nathaniel Billings. By Dr. H. Farnsworth.
Cooperstown: Printed by Elihu Phinney,
for the author, 1795.
cover-title, 21, [2] p. 18 (.
Contains "New-Year's song. Set to music, by
Nathaniel Billings," 2 p. at end.

NF 0037918 RPB MWA WHI CCHT-W

10. The information developed in this manner that has caused the most difficulty is that of imprint date. Field workers, not finding a date on the title page, would use such information as the preface date to fill the date requirement. Often, however, the workers failed to note that the date was supplied from the preface. In the case of an author such as Sir Walter Scott, who was often reprinted with no date on the title page, the file has the tendency to create rather than destroy bibliographical ghosts.

11. Multi-volume works caused problems in the field especially if the library in which the worker found the book had only a portion of the set. The file presents more problems than it solves when it comes to items such as court reporters.

12. Another non-labor expense that was saved was paper. In many cases imprints were described on the versos of old state income tax forms or motor vehicle license documents.

13. According to the items listed in George Thomas Tanselle, Guide to the study of United States imprints (Cambridge, Massachusetts: The Belknap Press of Harvard University Press, 1971) this project made little headway except to add the record of broadsides to the file and to the National union catalog.

14. Worthington C. Ford, Broadsides, ballads, etc. printed in Massachusetts, 1639-1800 ([Boston] The Massachusetts Historical Society, 1922).

15. Thomas Johnson, Kentucky miscellany (Fourth edition; Lexington [Kentucky]: Printed at the Advertiser Office, 1821) The National union catalog, pre-1956 imprints [volume 282, page 484, item NJ0130763] describes this as "probably the first and only edition." Shaw and Shoemaker in their American bibliography for 1806 cite the 1806 "edition" but only from the Kentucky Gazette and General Advertiser advertisement of April 30, 1806.

DALHOUSIE UNIVERSITY LIBRARIES AND DALHOUSIE

UNIVERSITY SCHOOL OF LIBRARY SERVICE

OCCASIONAL PAPERS SERIES

(SERIES EDITOR: NORMAN HORROCKS)

1. A Bibliography for Examination of Forms of Training for Scientific and Technical Work, by John Howard Oxley. 1972. \$3.00.
2. Not yet released.
3. Workshop on French-Canadian Literature and its Provision in the Public Libraries and Schools of the Atlantic Provinces: Proceedings, edited by Norman Horrocks. 1973. \$2.00
4. Proceedings of the Workshop "Publishing in Canada, II: East Looks West", edited by John R.T. Ettlinger. 1973, \$2.50
5. Geology of Halifax County - a selective bibliography, compiled by Nelle Leidemer. 1974. \$1.00.
6. Check List of Canadian Small Presses: English Language, compiled by Grace Tratt. 1974. \$2.50.
7. The Halifax Library Association, 1934-74, by Evelyn Campbell. 1974. \$1.00 (Members of the Association, 50 cents)
8. The Society for the Diffusion of Useful Knowledge, 1826-1864: a social and bibliographical evaluation, by Harold Smith. 1974. \$2.00
9. Developing Public Libraries in Canada from 1535-1983, by Elizabeth Homer Morton. 1975. \$2.50. The Alberta Letts Memorial Lecture (All proceeds will be devoted to the Alberta Letts Memorial Fellowship Fund.)
10. Three Papers on Collections: delivered at the Canadian Association of College and University Libraries Workshop on Collections Development held at Sackville, New Brunswick, June 17, 1973: edited by John R.T. Ettlinger. 1975. \$2.00
11. Visual Literacy: Implications for the production of children's television programs, by Lorne J. Amey. 1976. \$2.50.
12. Helen F. MacRae collection concerning Korean Relations with Canadian and Other Western Peoples: a checklist. Compiled by Helen F. MacRae Parker Lee, edited by M. Doreen E. Fraser. 1976. \$2.50.
13. The Information Needs of Physiotherapists in the Atlantic Provinces with Suggested Physiotherapy Working Collections for Small Hospitals, by Hazel A. Lloyd and M. Doreen E. Fraser. 1977. \$2.50
14. Library Automation: A View from Ontario, by William Ready and Tom Drynan, 1977. \$2.50

15. Access to Film Information: An Indexing and Retrieval System for the National Film Board of Canada, by Mary Dykstra, 1977. \$3.00.
16. A Guide to The Identification and Acquisition of Canadian Provincial Government Publications, by Catherine A. Pross and A. Paul Pross, 1977. \$3.00.
17. The Development of Public Library Services in Newfoundland 1934 - 1972, by Jessie Miffen. 1978. \$3.00
18. Source Documents For American Bibliography: Three "McMurtrie Manuals", by Scott Bruntjen 1978. \$3.00.

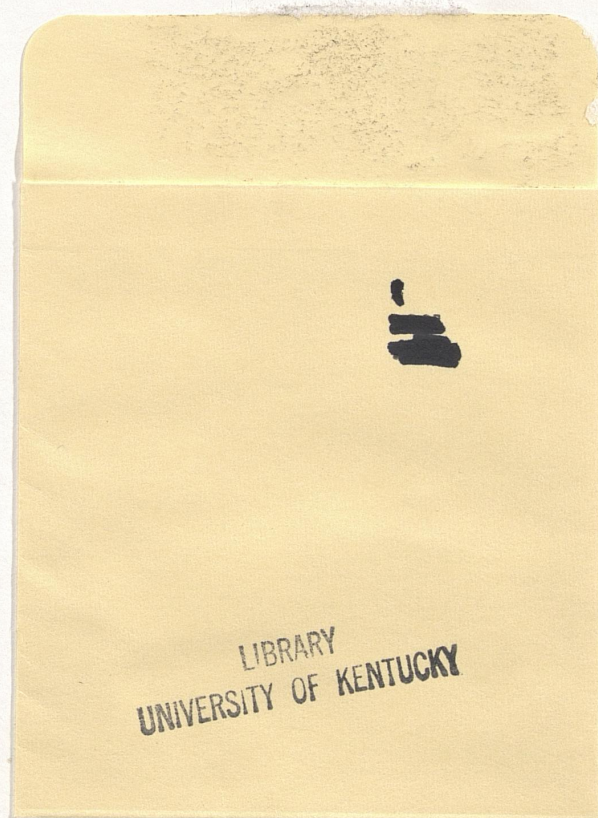
Copies of the Occasional Papers can be ordered from the Director, School of Library Service, Dalhousie University, Halifax, Nova Scotia, Canada, B3H 4H8

or from

The Vine Press, 21 Gwendolen Avenue, Putney, London, SW15 6ET, England

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JAN 1979

