

Twenty-eighth and twenty-ninth annual reports of the Minneapolis Public Library, 1917-1918. 28th/29th

Minneapolis Public Library

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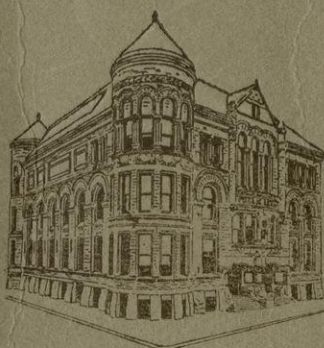
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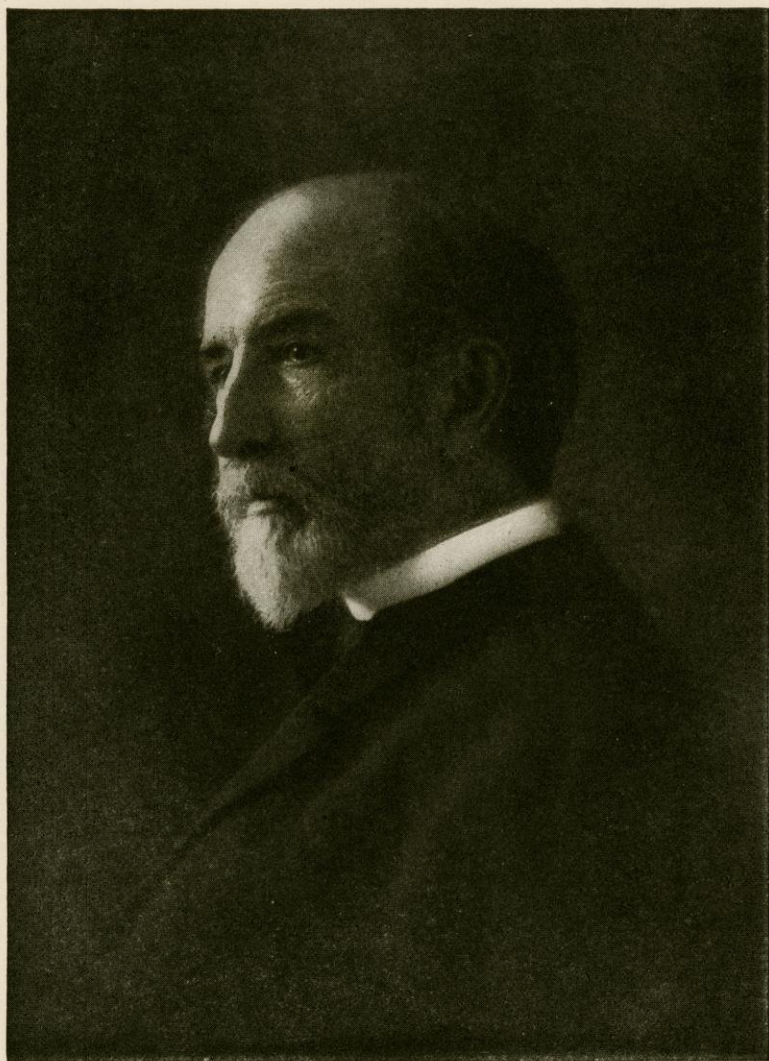
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MINNEAPOLIS PUBLIC LIBRARY

ANNUAL
REPORTS
1917-1918



MINNEAPOLIS, MINNESOTA



MR. THOMAS B. WALKER
PRESIDENT OF THE LIBRARY BOARD

Twenty-eighth and Twenty-ninth

Annual Reports

of the

Minneapolis Public
Library

1917 *and* 1918

PUBLIC LIBRARY BOARD, JANUARY 1, 1919

T. B. WALKER (Term expires 1924).....President

D. DRAPER DAYTON (Term expires 1924).....Secretary

EDWARD C. GALE

(Term expires 1920)

W. F. DECKER

(Term expires 1922)

NORTON M. CROSS

(Term expires 1922)

HARRY E. PENCE

(Term expires 1920)

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Building: Directors GALE, PENCE, CROSS.

Book: Directors BURTON, CROSS, MEYERS.

REPORT OF THE LIBRARIAN

Gentlemen of the Library Board:

It has been two years since a detailed report has been submitted to you, owing to the unusual conditions which have prevailed in the library world, as well as elsewhere.

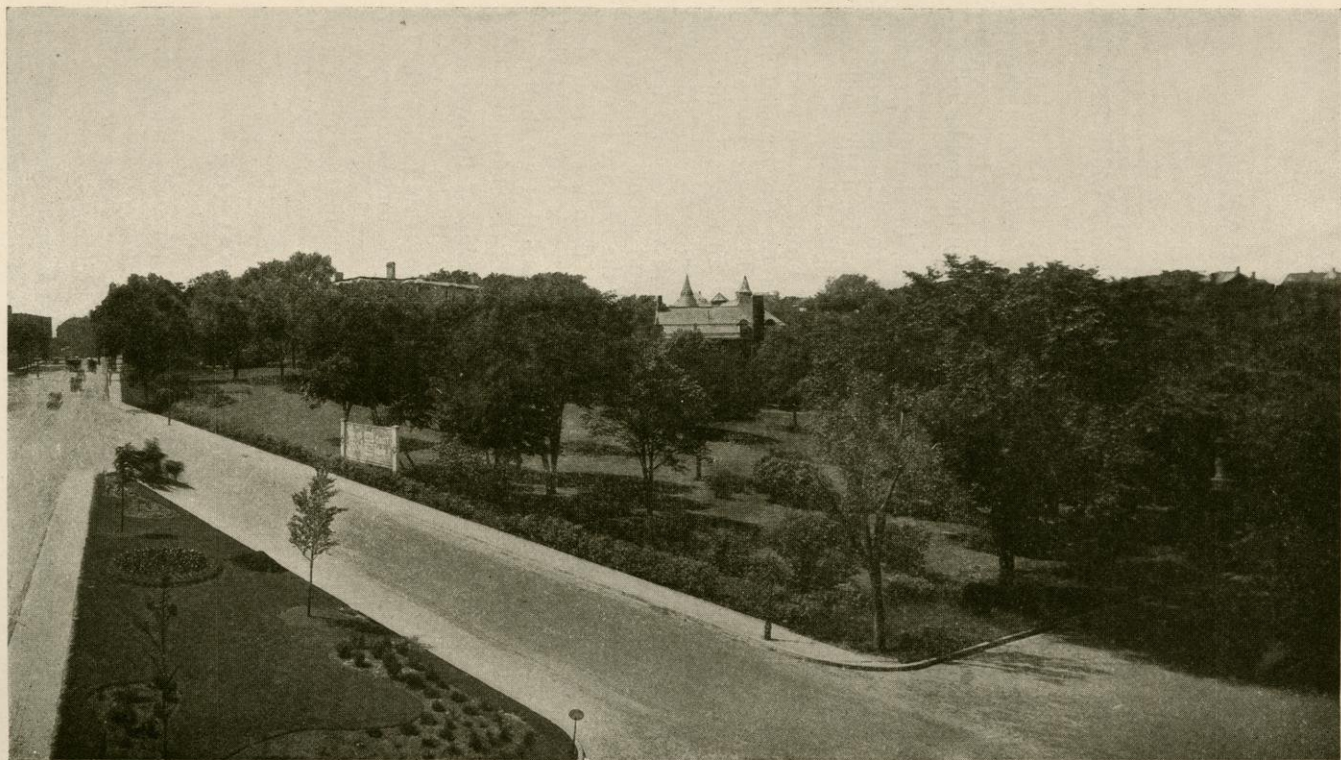
These years, so unparalleled in history, so feverish with anxiety and uncertainty, so unstable in the economic and business world, so eager with patriotic zeal on the part of both men and women,—these have been exceptional years in the Public Library. They have quickened the interest of every one in history, in geography, in race problems, in inventions, in chemical science, in domestic economy and food values, in government problems, and in child education. The general public has been alive and tense in its search for information, and the Public Library has been its source. This intellectual stimulus has brought men who were preparing for Civil Service examinations for Government jobs, men who were studying military and naval science preparatory to the draft, men who were concerned with air mechanics or munitions manufacture, men and women who were making war gardens or raising poultry or bees, women who sought the best methods of preparing substitute foods, and people who wanted the best war literature and poetry. Thus the Library has entered the life of the community more intimately than it has ever done hitherto; the quality and scope of the work have materially changed and broadened; and it is to be hoped that we shall maintain a closer relation still during the coming reconstruction days.

In the following pages we give an outline of the war work of the Library, a record of which deserves to be preserved; a brief summary of its main activities during this period; and a suggestion as to its possibilities in the future. In place, however, of the usual detailed departmental reports, we have added, as a supplement, a statement of the Library's organization and equipment, which will be published separately as a handbook for public information.

THE GIFT OF MR. T. B. WALKER

The one great event of the year, indeed the outstanding event in the history of the Minneapolis Public Library, is the gift from Mr. T. B. Walker of his entire art collection and a worthy site on Lowry Hill for a new central library building.

Mr. Walker has been President of the Library Board since its organization in 1885. He has been an active supporter of all



LOWRY HILL SITE, DONATED BY MR. T. B. WALKER

plans for library branches, advocating numerous library centers throughout the city and rejoicing in every extension of library privileges which the maintenance fund would permit. From the time the present building was projected until now, his interest in the growth of the Library has never flagged. He, more than any other person outside of the Library staff, has known the crowded condition of the central building. His knowledge of the Library's needs and his interest in its future growth have culminated in this magnificent gift to the city. This great event, therefore, makes this a forward-looking report as well as the usual retrospective one.

Mr. Walker's gift is in two parts: the personal property, consisting of his great art collection, and the real estate, consisting of about three and one-half acres of land on Lowry Hill. The deeds conveying the gift are printed as an appendix to this report. It will be noticed that no conditions are attached to this gift except the logical one that a new library building, adequate to house the public library and the art collection, must be built within a reasonable time, and that authorization for such a building must be obtained within a year after the date of the gift.

The Lowry Hill Site

The site is an unusually beautiful one on a commanding rise of ground which will give prominence to a monumental public building. It is just the spot which one would choose for a building which may remain in use for a hundred years. It is on the highway from the East Side to the Lakes and Minnetonka. It is very close to the William Hood Dunwoody Industrial Institute. It is a stone's throw from the Parade and Loring Park, each of which lures thousands of people for winter and summer sports. The site is at present far enough out to escape the dust and noise of down-town traffic and the smoke from the big buildings, which is especially destructive to a valuable collection of books.

If it is a little too far from business centers to satisfy the quick calls of business men, that inconvenience will be more and more overcome by our down-town Business Branch, with its frequent deliveries, and by additional down-town reading rooms at strategic points. An enlarged delivery service and a more extensive branch system in the future will easily give the whole city a satisfactory use of the Public Library.

Convenience of location, moreover, is not a matter of as great importance as it was when the present library building was the only library building in the city. Now there are seventeen regular branches, ten of them in buildings owned by the city, besides numerous school stations, business house and factory stations, making about 125 distribution points in the city from which books are circulated.



ONE OF THE CABINETS OF JADES
WALKER ART GALLERY



PART OF THE POTTERY COLLECTION
WALKER ART GALLERY

The great mass of the people who use the library, numbering now over 100,000, come only occasionally to the Central Building; they use habitually the branches or stations nearest their homes. This fact is proved by the circulation figures. Of the 1,450,000 volumes borrowed for home use this year, only 250,000 volumes, or 17% of the whole, were borrowed from the Central Library, and the rest, 1,200,000 volumes, from outside points.

The Central Library is the great storage plant from which daily distribution is made all over the city, the place where valuable collections are shelved, and complete information is gathered which cannot be duplicated in the branches. It is the place where the more serious study of a great variety of subjects is carried on. For the purposes of a central library, therefore, as the heart of a large circulatory system, the home of a valuable collection, and the quiet refuge of students and serious readers, the proposed site could not be more ideal.

The Art Collection

Mr. Walker's art collection is said to be one of the finest private collections in the country. It has been open to the public without charge for many years, and is well known to many of our people. A portion of it has been for years in the Public Library, forming a large part of the library gallery, and a large proportion of the Museum of the Academy of Science, which is visited by more than 50,000 people a year. The gift includes all of the material now in the Library, and the much more extensive and valuable collection in the Walker Galleries on Eighth Street and Hennepin Avenue.

It includes nearly 400 notable paintings gathered by Mr. Walker through a period of forty years or more, and a remarkable collection of jades, said to be the largest and most valuable in the world. The jades fill thirteen large wall cases and comprise every color and shape of carved pieces, from the great jade mountain to the daintiest snuff bottle. The collection is also rich in Chinese pottery, which fills thirty wall cabinets with 525 pieces; one case is of blue Hawthorn ware, another of priceless Peach-bloom, and many other beautiful varieties. There are three wall cases of ancient Greek pottery, fifty old Persian jugs, cases of rare old Rakka ware, sunspot bronzes, and temple idols from China and Tibet. The gift also includes a wonderful collection of Egyptian necklaces filling six cases; and an excellent collection of ancient glass, carved ivories, and gems. The art collection has received the highest praise from many critics. Professor Neuhaus of the Department of Drawing and Art in the University of California writes: "It may be safely asserted that not only among private collections, but also as compared to the leading public galleries, it ranks with the very best, in comprehensiveness, variety of subject and artistic quality. It permits of a clear



HOMEWARD THROUGH THE FOREST

WALKER ART GALLERY

EMILE VAN MARCKE

insight into the important European periods of painting, beginning with the Italian Renaissance and reaching way into the Romanticistic periods of Europe towards the end of the last century. It has obviously been made with persistent care for what is representative, expressive and beautiful alike."

The collection of ancient art from the tombs of Syria, Egypt, Babylonia, and Greece was obtained to a very large extent from Azeez Khayat, an educated Syrian, who has been engaged in exploration from his earliest years to the present time. Mr. Khayat has disposed of his finds to such institutions as the Metropolitan Museum of Art, the Boston Museum of Art, the Brooklyn Institute, and many other large institutions; also to well known collectors, such as Mr. J. P. Morgan, Mr. H. O. Havemeyer, Mr. Frank J. Gould, and others. Mr. Khayat writes to Mr. Walker, "I have given you the first choice of all my finds since you bought the first pieces from me; and I certify and guarantee that every piece bought from me is from the old tombs and ruins of these ancient nations, as represented."

Much more might be quoted from authorities on the value and beauty of this wonderful art collection, but this brief report will not allow.

The city is to be congratulated that Mr. Walker's collection is to become the perpetual possession of our people. It will remain for the immediate future in the old location, where it will be kept open as usual to the visiting public. When it is properly housed in the proposed new building, it will give great distinction and increased educational value to the Minneapolis Public Library.

Why We Need a New Building

In spite of the fact that the Librarian's Report has reiterated for several years the outgrown condition of the old Main Library, it is a new idea to most people that Minneapolis needs a new building. If it had not been for Mr. Walker's gift, the library work would probably have gone limping along in a half-efficient way in the old building for numbers of years.

"Why do we need a new building?" The question reminds us of father's "Why do you need a new dress?" when mother's old alpaca is out at elbows. The present building was planned in 1885, and has been occupied for thirty years. In that time, Minneapolis has outgrown its Y. M. C. A., its high schools, its churches, its commercial establishments, its City Hall, its hotels; scarcely an institution except the Library is in the same quarters that it occupied thirty years ago. It would be a rather unprogressive library system which could still occupy the same quarters when everything about it had outgrown and rebuilt its working equipment. The present building was erected when

Minneapolis was a city of 165,000 people, without reference to the great industrial center which she has now become, and without knowledge of the many activities in which a modern library now engages. The old-fashioned library, with its quiet, bookish atmosphere, visited only by students and bookworms, has given place to busy loan desks, and crowded reading rooms.

When the Library opened we owned 30,000 volumes, now we own 340,000; in our first year we loaned 250,300 volumes, now we loan yearly 1,500,000. Then we had no Art Department, no Music Department, no Technical Department, no Children's Department, no extension work through branches, stations, factories, and schools, nor was the building planned to accommodate any of these developments. It did not even contain catalog rooms, nor receiving rooms for new books, nor coat and lunch rooms for the staff. The large work now done in the building, and the need of a large staff of people to do it, was not even contemplated. However, the old building has had to serve as best it could the new purposes of modern library administration. At present, a visit to the stack rooms would show the shelves crowded to the top, with books two deep or piled on the floors in the summer; a visit to the sub-basement would reveal storage rooms in which valuable sets not so frequently used have had to be stored away; it would show underground workrooms and supply rooms. The splendid library of the Academy of Science, loaned to the Public Library, is tightly boxed in the cellar for lack of shelving space; our collection of bound newspapers, with the exception of the Minneapolis papers, has been given to the State Historical Society because even storage space is at a premium. In the meantime, the Minneapolis Athenaeum, which has a book fund of \$8,000 to \$9,000 yearly, has been enriching every department of the Library with rare and valuable titles. With this Board, we have a ninety-nine year contract to shelve and properly use their collection of books. We no longer have room to keep that contract and must lose the benefit of their accruing fund until a new building provides us again with shelf space.

Speed in getting material which busy people want, is one of the first essentials of good library service, and no one outside of the staff can fully realize how crippled the Library has become through overcrowding and how increasingly difficult it will become to give quick, efficient service when books have to be piled on floors or stored in the cellar.

The Library is to be congratulated that Mr. Walker's gift brings within sight the possibilities of a new, up-to-date, convenient building. There are limitless possibilities for valuable service in the new era of reconstruction before us, and the Library, in a new building, will be able to contribute to every problem.

THE LIBRARY WAR WORK

During the two years following America's entrance into the war, 1917-1918, the Library did not forget for one moment that we were under obligations to a country at war to serve in any capacity where our services would help.

As soon as the R. O. T. C. was established at Fort Snelling, before the American Library Association had organized its country-wide system of camp libraries, we established a policy of allowing every man in uniform to borrow directly from the Library whatever books he needed. And from that first summer to the present time, every man in service coming to our desks has gotten the book he wanted. Some books never came back, for when the men received marching orders, they had no time to make a good-bye trip to the Library.

During the first summer, when French lessons were popular at the Fort, and textbooks for large classes were unobtainable, we mimeographed the lesson sheets day after day, sometimes getting 1,500 sheets ready for an evening's lesson. Through the Y. M. C. A., established at the Fort, we supplied hundreds of gift books to be used by the men.

We also carried books and magazines regularly to the men guarding the mill district; we supplied the Air Mechanics School in the Overland building with recreational and technical books ordered from the American Library Association; and we had a regular branch of the Public Library in the Dunwoody Institute. The Army and Navy Club has been supplied with books likewise; and when the S. A. T. C. of the University went into barracks in the old Exposition and the Maxwell buildings, over 3,000 volumes of recreational reading were taken to them. All of these books, gifts from the public, were handled and distributed by the Library.

Then, when the American Library Association planned to put into operation a national system of camp libraries to cover camps, naval stations, marine stations, ships, and hospitals, and in September, 1917, launched a campaign for a \$1,000,000.00 fund, our staff responded to the national call with patriotic eagerness. With the help of the Woman's Club and the local commercial clubs, the city was placarded with posters, thousands of letters of appeal were sent out, and the sum of \$13,000.00 was raised for the Library War Service. With all due gratitude to the others who assisted, it is only fair to the library staff to say that the allotment would never have been raised except for their hard, untiring efforts. Campaigns were new at that time and the people somewhat unaccustomed to appeal; every dollar was hand-picked, with constant explanations as to why camp libraries were needed by the men.



POSTER USED IN MINNEAPOLIS CAMPAIGN
FOR THE LIBRARY WAR
SERVICE FUND

The next move was a book campaign in March, 1918. By that time, letters were coming back from the men begging for something to read, and an intensive campaign, in which the schools materially assisted us, resulted in an avalanche of books into the library buildings. The library truck collected most of them from the homes and schools, the staff sorted, labeled, pocketed, and stamped them. They also made typewritten catalog and charging cards, getting the books ready for immediate use upon their arrival at the camp library. Hours and hours of hard physical labor, mostly at night, much of it in the sub-basement, was contributed by the staff to prepare these gift books. This work has been as valuable as that given by others to the Red Cross, and it was the special service which librarians could best render toward keeping up the morale of the army. A record of the number of books contributed by a generous public has been kept and the following summary will show their distribution:

Delivered to 13 units in or near Minneapolis	10,338 volumes
Shipped to 8 camps in the United States.	26,428 volumes
Sent to New York for shipment abroad..	17,733 volumes
<hr/>	
Total	54,499 volumes

Many more gift books were received, which were in bad condition or unfit for use. These were sorted out and sold for waste paper and the money put into more suitable books for the soldiers.

The armistice, however, has not ended the library work among our men. Library buildings are now being built overseas, and the call for books is more imperative than ever. The troops now remaining overseas for a shorter or longer period have not the excitement and suspense of battle, and millions of books are called for, which our Library, among others, must help to collect. Moreover, the rehabilitation work at home is requiring great quantities of books. A reconstruction hospital is established now at Fort Snelling with a corps of teachers for educational and vocational work. The A. L. A. furnishes most of the needed books, but the Minneapolis Library is called upon daily to fill the gaps and to satisfy individual requests of the men.

Aside from the direct service to the men, the Library has contributed greatly toward the education of the "second line of defense." The United States Government has discovered the value of libraries as educational factors and has used them as never before to get information to various classes of people. The Fuel Administration has used us with all of our branches as an effective distributing agency. The Food Administration has had our constant co-operation; we have distributed thou-

sands of printed directions, and we have been most active in promoting a good feeling about the necessary Hooverizing. When the idea of food conservation was at first a little hazy and misunderstood we put out on our bulletin boards attractively lettered recipes in rhyme, such as these:

"Sing a song of corn meal, of white flour and rye,
This recipe for *Third Bread* you'll surely want to try.
Take one-third of each of these; a sponge you make of white,
One-third each of rye and corn—you can't but get it right.
Make the same as any bread—and much to their surprise—
The family will discover that it's fun to Hooverize."

"Little Jack Horner sat in a corner
Eating a Christmas pie.
Mrs. Horner, a wise sugar saver,
Used Karo and maple her stewed prunes to flavor,
And the pie-crust was made out of rye."

These Mother Goose rhymes were smilingly copied, and the borrower turned his attention to an attractive little white case labeled "Conservation Recipes," which held tested recipes multi-graphed on catalog cards for free distribution. Thousands of these cards were distributed at the Central Library and through the branches and were very popular, men often gathering up a complete set to take to their wives. In the open-shelf room, the entire class of domestic economy books was gathered on convenient shelves. Food bulletins of the United States Department of Agriculture, books on canning, preserving, and drying vegetables and fruits, circulated widely. To quote from the report of Miss Martin, of the Circulation Department, "We have tried to make the loan desk one of the vital centers of the community for winning the war."

Liberty Bonds and Red Cross campaigns have been given publicity through posters and literature. Thrift Stamps have been on sale at the Central Library and all branches. The Library War Savings Society with 185 members put \$6,000.00 into War Savings Stamps.

The Red Cross chapters have met in many of the branches. At the Franklin Branch our club room was used five days and two evenings a week by the Auxiliaries of the neighboring churches, the Franklin Branch being a distributing station for garment and knitted work. The North Branch, Walker Branch, and Thirty-Sixth Street Branch accommodated busy Red Cross units, while a Surgical Dressings Station met faithfully at the Central Avenue Branch. Three different units met at the Seven Corners Branch, among them the Slovak Red Cross group.

Rooms in the Central Library and branches, especially at the Thirty-Sixth Street Branch, have also been given up to Draft Boards, to Alien Registration and to Exemption Boards.

Doubtless, every librarian with red blood has longed to be "at the front" in some capacity, and those that could go have gone on leave of absence. All of the men on our night staff have been in service. Mr. R. L. Walkley, first assistant, was given leave for three months to serve as Librarian of Camp Grant, before he went into the regular service. Miss Jordan, of the Order Department, has given space in her department, and many hours of personal hard labor in preparing and packing soldiers' boxes, a task which was almost equal in labor and service to that of a camp librarian. Three women of the staff are now in overseas work: Miss Rosholt, Chief of the Catalog Department; Miss Frost, Librarian of Linden Hills Branch, and Miss McPike, Librarian of the Seven Corners Branch. Our Service roll contains 15 names. Miss Patten, Athenaeum Assistant Librarian, has been given six months' leave to take charge of the Camp Hospital Library at Fort Snelling, while numbers of others have taken Government work. The Librarian has been a member of the National War Service Committee of the American Library Association.

As a library bends to every wind of thought that blows over a community, never getting away from its people, no matter how varied their needs, so in this time of war strain, this Library, in common with all others in the United States, has shared in every war activity, and has helped, through books and the wholesome recreation of reading, to promote patriotism, to teach democracy, to educate, to encourage, and to ease.

READING IN WAR TIME

Not only has the Library participated directly in the various ways mentioned in the preceding section, but every department of the Library itself has been profoundly influenced by the war. Every branch and every departmental report recounts chiefly the activities produced directly or indirectly by the war.

But, although the chief endeavor has been to provide reading for the men in service and to co-operate with every national movement for winning the war, there has been also the regular service to the public. When the war began, there was more or less feeling that the Library would be left without readers. People would want the daily newspapers and up-to-date information; they would not be interested in or have time for books. Just the opposite has been true, and the year's circulation of 1,441,519 volumes has not been materially less than in the preceding year. Indeed, the war itself has been a great stimulus to reading; idle readers have become wide-awake readers. People suddenly found how little they knew about European peoples; they did not even know that there were Ukrainians or Letts. They had to study their maps to locate Galicia or Brest-Litovsk or Belgrade. The maps which the Central Library and many branches kept in conspicuous places showing the battle fronts and the places of war activities, were diligently studied through the entire war period. Children, as well as their elders, studied the wall maps and atlases. Altogether, we Americans must certainly have acquired much geographical knowledge that will help us to understand international relations as they develop hereafter. Then people in general knew little about race characteristics, or the history of European countries. Hence, histories, descriptions of countries, causes of the war were sought after: such books as Davis's *Roots of the War*, Johnson's *Topography and Strategy in the War*, and Gerard's *My Four Years in Germany*.

Because the war has stirred deep emotions, much fine poetry has been produced and has been read by many people not accustomed to much reading of poetry. Rupert Brooke, Alan Seeger, John McCrae, and many others have been eagerly read; and the little volume, *Treasury of War Poetry*, has been a favorite.

But the books about the war itself have been the most popular. This war has been so different from any other war in its methods, and has required equipment so different in type from that of any other war, that curiosity alone would have stimulated readers. Personal narratives, such as *Over the Top*, *Private Peat*, *Carry On*, or *The First Hundred Thousand*, these intimate experiences of real soldiers, have had thousands of readers. They took us into the trenches, allowed us to share the horrors,

made us realize the sacrifice of human life, and stiffened our resolve to do our share.

Then Russia and everything concerned with Russia has been intensely interesting to readers; many new translations of Russian short stories have appeared and been devoured by them. Works of older authors like Tolstoi, descriptions of the country and people, and such books as Stanley Washburn's *The Russian Advance* have found eager readers, showing how deeply our people have been interested in the Russian Revolution. Special reading lists on Russia have been printed as well as lists of best books on the war.

It would be a long story to recount the serious, the almost feverish, reading that has been done on all war topics. Diplomacy and international law have been studied; fiction has contributed also some excellent reading, such as *Mr. Britling Sees It Through*, *Home Fires in France*, and *Salt of the Earth*; while the spiritual element has found expression in such books as Lodge's *Raymond*. As a whole, the war literature has been a large mass of readable, informing, and stimulating material, and the Library has purchased largely for the comfort and instruction of its thousands of readers.

All books suspected of German propaganda, many of which were donated while the United States was a neutral state, all books which might weaken our unity of action during the war, or awaken antagonism toward any of our allies, were removed from the shelves. The more constructive efforts to help the patriotic spirit, through the distribution of Government material, and loyal propaganda of all sorts, have been recounted in another chapter on the Library's war work.

But not all readers have wanted war books. Indeed, many of them wanted relief from the continual thought of war. It was depressing, and they needed diversion in the shape of purely recreational and entertaining books. They have read the newspapers for daily war news, and have done their share of war work. Then they have come to the Library for cheerful books, and the Library has made an especial effort to assist these borrowers. Alongside of the unusual and extraordinary calls have been these regular lines of general reading; people with their special hobbies which a courteous assistant always tries to remember, and tired people who want a story that ends well. It has been just as much a public service to help an anxious, weary mind to relax as to help an eager, acquisitive mind to obtain.

General reference work has been quite different in character during these war years. School work and debating teams have gone on with more or less regularity, but women's clubs have dropped their literary programs, and have taken up social problems, especially Americanization and immigration studies. The large numbers of University students who have always used the

Reference Room have been conspicuously absent. They are in France, and their parents are hunting up small French towns from the picture post-cards or the veiled descriptions of cathedrals and historic landmarks, calculated to pass the censor's pencil. Yet the Reference Room has been a busy place, answering the many emergency calls, helping to locate elusive facts, collecting pamphlets and Government publications, assisting Four-minute men and newspaper reporters. Each day has brought its own work, which could not be calculated upon or prepared for beforetime.

The Technical Room has, perhaps, seen the most intensive war reading of the Library. Men have prepared for many Civil Service examinations here, and for many war jobs. This war has been largely carried on by new inventions of chemical and mechanical science, and the most up-to-date information has been demanded.

I quote from the report of Miss Thorson, who says: "Our collection on Military and Naval Science grew in an astonishingly short time from a very small collection of old out-of-date books to all of the latest editions of the War and Navy Departments. We secured all the books recommended to men in training, and with many duplicates could almost supply the demand. Not only men in the service but those who were expecting the draft made heavy demands. The people at home wanted information on tanks, poisonous gas, liquid fire, bombs, carrier pigeons, the latest methods of trench fighting, insignia, uniforms, pay of the Army and Navy, and many such subjects. We take pride in our collection of books on aeronautics, for every publication has been secured if possible. Our automobile section contains practically every title published in America. Books on tractors and gasoline engines are always in demand, but especially so during the past year. As Minneapolis is far from marine industries, there had been little call for shipbuilding and navigation; without anticipating any call, we had discontinued our only periodical on this subject, *International Marine Engineering*. This had to be again added to our files, as well as works on wood, steel, and concrete shipbuilding.

"The impetus which the war has given to new industries has been shown in our constant requests for material on textiles, dyes, oils, rubber, butter substitutes, paper, mica, and potash. We have made efforts to learn of new industries established in Minneapolis and to build up our material on such subjects. We have added the periodicals, *India Rubber World*, *Mining and Scientific Press*, *Paper Trade Journal*, *Paper Mill and Wood Pulp News*, *Coal Age*, and several others.

"Early in the spring began an unusual demand for garden and other agricultural literature. Seed catalogs were put on display, and garden posters were put in the windows. Children

made war gardens, everybody planted something, and the books on vegetables did good war service. Many duplicates of Government pamphlets on the evaporation, canning, and preserving of fruits were given away. Books on sheep raising, bee culture, and poultry raising were very popular.

"Many women patrons have come to this department this year for the first time. Some have wanted books on elevator operation, others on lathe practice; many have wanted books on telegraphy, filing, indexing, commercial correspondence, type-writing, and other business subjects, preparatory to taking examinations for Government positions. Students from the Girls' Vocational School have been using the department more and more.

"Though no statistics are kept of the use of United States Patent Records, much time is given to instructing people in the use of the indexes and other publications of the Patent Office, which is a practical service, for the man who can get his information in this way saves himself the fee of \$10.00 required by the Patent Office.

"Even before the end of the war we were made to realize the need of more books on hand-work. New material has been secured on weaving, basketry, toy-making, seat-weaving, and other hand trades. Women who are preparing themselves for reconstruction work are our regular patrons. Returned soldiers and sailors are already coming in for such books as *Fur Farming*, *Call of the Hen*, *Master Salesman*, and Gregg's *Speed Studies*."

The Library has spent more money proportionately on this department than on any other. Duplicate copies of titles which were in greatest demand have been furnished from the Athenaeum fund.

The Art Department naturally suffered some falling off in its activities during the war time. The purchase of fine art books has temporarily ceased, for nearly all art books are of foreign publication and cannot be imported. The Art Department has made collections of war posters and the various campaign posters, and has kept thousands of pictures and filed them under such headings as Aircraft, Air-men, Camouflage, Cartoons, Devastations, etc. These illustrations, as well as many thousands of European pictures already collected, have been used extensively by newspapers, by commercial artists, by people designing war posters, and by the publicity departments of the War Boards. Of the 1,170 lantern slides added during the year to our collection, 490 were on the war, such as sets on Relief Work, Fighting the Submarine Menace, Women in War Work, Devastated Districts, etc. These have been much in demand and probably will continue to be when the boys come home and their friends insist upon hearing their experiences. The portable lantern went out 57 times and 57,328 slides were circulated. A

series of 275 photographs, issued by the Committee on Public Information, has been added to the picture collection. These show the Making of the American Army, Our Boys in France, Airplane Manufacture, and Shipbuilding. Most of them are excellent photographs, clear and characteristic, and will be a valuable permanent record of the war.

As for the Music Department, there has been a considerable demand for war songs. Musicians have been greatly interested in the effect of the war upon music. Community singing has been greatly developed; the children's Symphony Concerts have



SLOVAK GROUP IN PAGEANT "THE TORCHBEARERS"

been largely attended; and the development of music in the schools has been vigorously carried on. Entertainments and pageants have demanded music and folk dances from the music shelves and costuming from the Art Room, and, take it all in all, these departments have been far from idle.

The business man has been very busy on all kinds of Draft Boards, Liberty Loan committees, Red Cross Boards, War Chests, etc., and yet the business books have been used more extensively than usual. Books on salesmanship, on advertising, and publicity have been in constant demand. Such books as Haddock's *Power of the Will*, books on efficiency, on character analysis, and on business psychology never remain on the shelves. The Business Branch has been prepared to help all the civic

organizations, such as the Americanization Committee, the Council of Social Agencies, the State Prohibition Committee, the Public Safety Commission, the Health Committee, the Council Committee on Markets, and dozens of others, besides many firms and individual business men. Questions on income taxes, bonds, banking, cost of living and wages, state lands, reconstruction problems, and legislation on every possible topic are brought to the Business Branch, and few fail in finding the information they seek. Whether the business man has been busy in his own business, or deep in public or war work, he has depended on the Library for information and has come to it oftener than ever before.

The children's interest in everything has been quickened even more than that of their elders. Their fathers or their brothers were at war, and everything connected with the war was exciting and stimulating. Reference work for them has been heavier and more elusive. The greater part of the material for school use must be up-to-the-minute, and three-fourths of what is wanted is not in simple language or usable form. The Friday patriotic school programs brought masses of school children tumbling over each other for a story of carbon (in the gas mask), or how to tap the sugar maple to save beet sugar, or the use of Red Cross dogs and carrier pigeons, or how soap is made. All of these subjects and many others had to be gathered in the clipping collection or multigraphed for the hurried use of one particular week, only to be shoved aside for the next subject of interest. In the spring came the Bird House Exhibit. No houses were accepted unless they had previously received the approval of the manual training teachers, so that an unusually good exhibit was brought together. There were bird baths, revolving feeding tables, and houses of all kinds for Minnesota birds. Fascinated crowds and fond parents visited for three days and awaited the awarding of the \$100.00 in prizes by the Boy Scouts' organization.

"Gee! I'd like to be a bird myself," remarked one urchin, "just to live in a swell house like that."

Posters, book displays, and school programs, in the meantime, helped to emphasize the main thought, "How the birds help Hoover."

The vacation schools were omitted in the summer of 1918, so the Library developed a summer vacation reading program to make up somewhat for this loss. Lists of thirty books, satisfactory to the teachers, were compiled, for the fifth, sixth, seventh, and eighth grades. The children were asked to sign up for this regular summer program. If they read ten books on the list, and wrote careful book reviews, they were to be certified to the teacher, who would give them credit on their fall term's work. It was a splendid, workable idea, and was appreciated by the parents and supported by the schools. Many things, how-

ever, broke in upon the plan, such as the Boys' Working Reserve and the need for juvenile help. But each branch library reported quite a list of boys and girls who carried out the program. The book reviews were illuminating: "Rebecca did not come up to Elsie Dinsmore," "Cooper is some sport, he must have swallowed the dictionary," Masefield's Jim Davis was "too slick, some easy mark," "Dave Copperfield was too ladylike."

In the fall, extension plans were made for the year's Junior Red Cross program, which was to emphasize its educational side, the history of the Red Cross, great men, and patriotism, all leading to the use of the Library. But the influenza epidemic closed the schools for two months, and paralyzed any systematic work for the children. For three weeks, the children's rooms were closed, and we turned the boys and girls away with a pang of the heart.

This brief résumé of the work of the public departments will point out some of the ways in which the war has stimulated reading and increased the desire for information. With the coming of peace, interests have already shifted; war programs, war books, are no longer in such demand. That atmosphere of restless waiting, even among the children, for the next atrocity, has been changed to a desire for peace and reconstruction. And now the responsibility is laid upon the Library to meet the demands these new interests create.

THE OUTLOOK

Having done our utmost for the people in war times, we are confronted with the still greater need of the reconstruction period. Many people who have never used the Library before, have grown accustomed to depending upon it, and we shall have an active part in the rebuilding processes, in the development of business and industries, and the solution of social and political problems.

We speak easily about the new social order that is coming, but do we really know what we mean? Can we foresee what is coming with the whole world flinging off the iron hand of age-long tyranny, with a new-born consciousness of power growing in the minds of those who have long resented oppression? This consciousness of power, which is communicating itself from one people to another, is an unconquerable force which never again will permit the enslavement of any people. Yet this very consciousness of power is a terribly dangerous force in the hands of ignorant people. We watch with grave apprehension this swift gathering force, which is casting all restraints to the winds in the name of liberty. Only the most widespread and the most impelling opportunities for education will set these forces in the right direction. This new consciousness of "we, the people," must be an educated consciousness. The great rank and file must learn to think clearly and to act thoughtfully. All of our democratic ideals rest upon the foundation of a wide education and an equal opportunity to acquire it. Never have American educational institutions been more needed than now. But what other institution can play the part which the free library plays in spreading a wide educational service? Through the printed book, men express and propagate thought, through the channels of the book men communicate their latest discoveries, their best methods of manufacturing and trade, their opinions on law and government, and their interpretation of democracy and life. Everything that men think or do gets quickly into print. Now, what other institution collects all this printed material, all this collected thought of mankind, and puts it at the disposal of the people, for their free use? The school prepares and directs the children, an indispensable service, but the library not only works co-operatively with the schools during the whole of the pupil's school life, but goes on with his self-education the rest of his life. It is the school for adults, the school in citizenship for the foreigner, the school in crafts for the artisan, the school in business for the tradesman and merchant, the general school for the education of those who have missed the regular school opportunities.

What is a Library? In the minds of many it is just a large collection of books piled shelf upon shelf collecting dust, and growing out-of-date, which university professors or bookworms

or children or club women or fiction readers visit and enjoy: something of a luxury which the citizens must pay for out of their taxes, but which is a vague and rather indefinite asset to the city life. Let me answer. A library is a collection of books of the world's best thought on every line; it is also a collection of timely up-to-date literature on every line. But it is something far more vital than just a collection of material, waiting for someone to come to use it. The modern library is a great, live, working school for the education of all the people; it is the one free, democratic, public institution which carries to every man and woman an educational opportunity so greatly needed at this new epoch of the world's history. But the modern library is not only a great democratic school, it is a *propagandist for education*; it believes in the widest dissemination of knowledge, it pushes itself into notice, it offers its services continually, it advertises its vast store of material, it constitutes itself a large bureau of information, it welcomes every new avenue of approach to its community. The nature of the free public library has not changed in essence from what it has always been; it has only broadened its scope. It is still a quiet, scholarly retreat for the serious student, but it is, in addition, alive to the great need of the present day—widespread, accessible, and free educational facilities.

Who uses the Library? At present about 100,000 people are drawing books; 25% are children under 16 years of age, the rest are adults. This averages at least one card to every family in the city, though there are doubtless many families who have never heard of the Library. There is, in process of making, a street directory of borrowers. When this is complete, the Library will be able to tell just what localities are making use of it, and just what localities are comparatively unreachd. Branch librarians can then take the directory of their districts and be able to locate the very families who are not using the Library and extend a personal invitation for them to do so. The registration cards show that more men than women borrow books and more boys than girls, while two-thirds of the patrons of the reading rooms are men. The rich and well-to-do use the Library only occasionally and for emergency calls. The middle classes and the poorer classes form the great body of borrowers; they are the beneficiaries.

It is probable, though, that every group of people is using the Library more or less. The problem is to find those who do not use it, and our ever-recurring questions are, How can we get at the men in the industrial plants? How can we reach the newcomers? How can we interest the foreigners? How can we find the very people who most need to know about the free library and its privileges? What can we do to put the rich inheritance and the accumulating wealth of today's thought at the disposal of everyone?

Extension. If our Library is to reach its people as successfully as it should, there should be many more points of contact. We have already entered many factories and places of business. We have books in all telephone exchanges, in all street car stations, in many engine houses. We reach the children and many of the parents through the class room libraries and school stations. We have branches and stations in many parts of town. But there is still much to be desired. South Minneapolis, from Lake Street to Minnehaha and from Bloomington Avenue to the river, is practically without library facilities. Homes are building up in this region very rapidly and a library must be within their reach. The same is true in Northeast Minneapolis near the river, where the residents are mostly foreigners and have an especial need of a library. Several good stations in that locality with sympathetic assistants would draw thousands of new Americans into touch with American ideals.

Just as Minneapolis business men feel that it is important to have an extension system of good roads into the surrounding farm lands, so the Library has felt that the educational roads ought to extend into the county; 63 stations are now established in the rural districts outside of city limits, in rural schools, in country stores, and even in private houses. Many localities, however, are still to be reached with our educational propaganda. The parcel post is a great help and will be used more and more for safe and easy book distribution, not only in the county but in outlying city districts.

We are looking forward to a dry city. Many saloon habitués will spend their evenings at home with time to read; many others will hunt for a place down town to take the place of the saloon. There should be municipal reading rooms, pleasant, comfortable places with books and magazines and quiet games. The Librarian recommends that two or three such centers be considered at once.

Americanization. Here is a problem for every interested American, and the problem covers not only the alien, and the new citizen, but the illiterate of our older citizenship. Out of the first draft of 2,000,000 men, a total of 200,000 could not read their orders nor understand them when delivered, being either foreign or illiterate. Here again is an outlook for work, for the library is the door of opportunity for all such as these. The day and evening schools, with their excellent programs, do not reach directly the larger body of foreigners. But the library, because it is more informal and more inviting, and because it makes less strenuous demands upon tired men and women, can come into a more genial relation with them. The library is open more hours per day than the schools, every day in the week and every month in the year. It can meet the imperative needs of the immigrant by furnishing books for teaching English and books for teaching

citizenship. It can furnish newspapers and books in foreign languages and reach the foreigner with information about America in his own tongue before he acquires English.

For several years the Library has had a representative at the Municipal Court and the District Court whenever groups of immigrants were receiving their final citizenship papers. The Judge always speaks of the Library to the new group of citizens and they, then and there, sign their applications for a library card. A list of helpful books is given to them with their cards to guide them in their reading. This has brought many foreigners to us by helping them over the red tape of registration while they are in the court room. But it is more important, we have come to think, to help them when they apply for their first papers. This year we are getting periodically from the District Clerk the list of those who have made their first applications, and are sending them an invitation to use the Library and to prepare for citizenship through the books we can lend to them. This should result in many new foreign borrowers. Branch librarians, who are in foreign neighborhoods, are continually sending books to adults through the children of foreign parentage. The night schools are visited regularly and all of the night students supplied with cards. Several classes met regularly this winter at the Sumner Branch, while the Logan Park Branch librarian has not only registered the night students as regular borrowers, but has carried arm loads of books over to the school building so that the tired men should have them without coming to the Branch. Two parties were given at the Seven Corners Branch for the night school men in that locality. Ninety men attended the first one, and enjoyed the open fires and the doughnuts and apples which were served. They were eager to know what books they could borrow, and how to get them. A similar party was given at the Sumner Branch. At these little parties eight nationalities were represented. These informal gatherings to explain the Library and its privileges will probably be a permanent feature of our Americanization work.

A set of slides, accompanied by a simple lecture on American history and the Constitution, prepared with the help of the Woman's Council of National Defense and loaned to various lecturers, has helped to interest groups of foreigners.

But native born Americans need a better understanding of foreign born Americans; they need to study foreign customs, foreign literatures, race characteristics; they need to develop a neighborliness and friendliness toward the foreign born resident. Many clubs have been studying along these lines, focussing upon the races living in our own city. For them, lists of books have been printed, a race map of the city has been prepared, and the Librarian has given many talks on the race distribution in Minneapolis.

The Library is a natural Americanization center, and looks forward to a persistent campaign in behalf of the foreign born American. The immigrant himself feels much more responsive than formerly to efforts in his behalf. In order to utilize its great opportunity, the Library must buy many more books in foreign languages, must distribute books on citizenship much more generously, and must advertise much more widely through the children, through employers of foreign labor, through foreign prints and posters, and through foreign language newspapers. Americanization of our immigrants, and of some of our native



PARTY FOR NIGHT SCHOOL STUDENTS
SUMNER BRANCH

born, is one of the most important and patriotic services which the Library can possibly engage in.

Readjustment Problems. The Library has had its part in giving publicity on all war matters; it must still be a clearing-house for all material on peace and reconstruction problems, and these are manifold.

Educational theories and methods are in flux, and the educational world is thinking and studying.

Reclamation projects, and the providing of homes for the returned soldier, his welfare, and his re-absorption into the business and industrial life of the country, produce a body of printed material which commands thought.

Woman suffrage is imminent and will bring a great body of uninformed voters into the political world. The Library will

certainly be requisitioned to help in the necessary education of this new force. Women are likely to take this new duty very seriously and are already preparing themselves to assume a grave obligation.

The industrial problem also looms large; the re-adjustment of old industries, wages and hours of labor, women in industry, the cost of living, and child labor, are each and all troublesome subjects which must be studied practically and theoretically. Many books are being constantly published which seek a solution of these difficult social and economic problems.

Public health problems, the care of children, the stamping out of venereal diseases and tuberculosis, the milk supply, the public playgrounds and recreational facilities,—all these and many other health problems are absorbing the attention of physicians and laymen, and the Library must keep up with the best that is written.

The religious life of the nation is also revived. We read of efforts at Church Unity and great movements undertaken by laymen for the establishment of new and deeper religious activity.

Organizations and societies are forming to consider these and many other re-adjustment problems. Toward the solution the Library will continue to offer the best thought that is written. We shall be the workshop where all may use the tools; the Library is non-partisan, without bias, and invites every seeker after information. And out of it all must come a "finer nationalism, a more altruistic industrialism, and a more understanding internationalism."

The outlook is boundless in its opportunity, and every library is awake and watchful. We are trying to organize on lines broad enough and on a scale large enough to accomplish what every library ought to accomplish for its city.

But we must confess that, while we have tried to meet the situation during the past year, the Library has not been well equipped to meet all the demands made upon it. Our book fund was cramped, and during the last three months of 1918 we ceased purchase altogether in order to avoid a deficit. We should have been able to expand our delivery stations, so that men and women who were busy could get books nearer home, but, instead of that, we were obliged to close our delivery stations, and to shorten the hours of opening all over the Library system in order to save fuel and light. No more inconvenience has been caused the public than was absolutely necessary to keep our balance on the right side of the ledger. The Government took important members of the staff, camp library work took others, and business took others. Vacancies have been hard to fill with competent people, and the financial

condition of the Library Board has not allowed any increase of salaries to meet the increased cost of living, or to compete with the lure of business positions. It is only just to say that the important library work of these past two years has been done only through the loyalty of library assistants, who have stood by their work in spite of much higher salaries in other fields, because they knew that just this kind of public education was an important public service, and that no other institution than the Library could furnish the valuable information needed at this time. It will not be fair to expect a long continuance of such sacrificing service, nor will it be possible to recruit new employees at the old salary schedules.

The tax levy is as large as the city charter allows, and the maximum rate should be increased by this winter's legislature. The public have shown their confidence in the Library in many ways, and will be willing, we firmly believe, by the small additional tax required, to keep it at its highest efficiency.

Respectfully submitted,

GRATIA A. COUNTRYMAN.

Librarian.

REPORT OF THE MINNEAPOLIS ATHENÆUM FOR THE YEAR 1918

To the Stockholders of the Minneapolis Athenæum:

I herewith submit a report of the accessions to the Athenæum Library for the year ending December 31st, 1918; the fifty-eighth report since the founding of the Athenæum, and the twenty-ninth since the union with the Public Library.

Number of books in library, Jan. 1, 1918.....	72,800
Accessions, 1918, by purchase.....	1,623
Accessions, 1918, by gift.....	89
Accessions, 1918, by binding.....	283
Total accessions, 1918.....	1,995
Number of volumes worn out and discarded, 1918.....	17
Number of volumes lost and paid for, 1918.....	44
Total withdrawn, 1918.....	61
Net gain, 1918.....	1,934
Total number of volumes in library, Jan. 1, 1919.....	74,734
Total amount expended from Spencer Fund in purchase of books and periodicals, 1918.....	\$5,081.26

The accessions of the year are classified as follows:

Bibliography.....	25	Medicine.....	22
Periodicals.....	243	Useful Arts.....	285
Collected works.....	33	Fine Arts.....	141
History.....	457	Philosophy and Psychology..	44
Travels.....	87	Political Science.....	127
Biography.....	129	Folklore.....	16
Literature.....	57	Foreign Languages.....	86
Poetry and Drama.....	126	Documents.....	7
Physical Science.....	39	Music.....	6
Natural Science.....	57	Fiction.....	4

During the past year the Athenæum has tried to do its bit towards winning the war. Besides buying largely of the best war literature, it has assisted the Public Library in supplying the great demand for technical books, on aircraft, engineering, mechanic arts, farming, and food conservation.

After doing this, we still had a good share of our income left, and this has been temporarily invested in the various Liberty Loans, until such time as we may have an opportunity to make a large purchase of fine books.

Another bit of war service which the Athenæum has rendered is the loan of its librarian for a few months to the Reconstruction Hospital for wounded soldiers at Fort Snelling.

Early in November a call came from the American Library Association for a trained person to organize a library for the overseas men to be sent to Fort Snelling, and with the very kind

permission of the Directors for a temporary leave of absence, I undertook the work. It has been a most interesting and valuable experience.

Beginning with about 250 men from overseas, there are now more than 800 patients, besides several hundred enlisted men in the hospital corps, and a large staff of surgeons, nurses, and educational and reconstruction experts.

Under the direction of the Surgeon General's Office, courses are given in English, common school and high school subjects, bookkeeping, stenography, telegraphy, and shop work of various kinds, while a large corps of Reconstruction Aides in occupational therapy give bedside instruction in weaving, basketry, beadwork, toy making, etc., to the men in the wards.

The American Library Association provides the books for all this with the assistance of many loans from the Minneapolis Library. The work has grown so much that an assistant had to be provided. At present the library is in very crowded quarters, occupying a room scarcely larger than a closet in the Administration Building, but with the completion of the Red Cross House, it will have a good room in that building. Meanwhile, for the most part, the books must be carried to the different hospital buildings and distributed to the patients individually. This has the great advantage of bringing the librarian into personal touch with every man, and making it possible to give individual help. We are working in the closest co-operation with the Education Department and with the Red Cross, and a united effort is being made to give every man a chance to read, or study whatever line of work appeals to him, or to suggest openings for those in doubt. The men are very appreciative of everything that is being done for them, and it is exceedingly interesting to see the progress that many of them are making.

Now that the war is over and business will become normal again, it is pleasant to find ourselves with so large a balance on hand, as the result of four lean years of book buying. With a fine new library building in prospect in the near future, I hope it will soon be possible to make some large purchases of fine books, and that another year's report will have something worth while to chronicle.

Respectfully submitted,

KATHARINE PATTEN,
Athenæum Assistant Librarian.

LIBRARY STATISTICS, 1917

(According to form recommended by American Library Association)

Population, 400,000 (estimate).

Total agencies: 190.

Central building. 15 branches (10 separate buildings). 25 deposit stations (6 in schools). 330 class room collections in 42 schools. 45 factories, settlements, engine houses, etc. 62 county stations outside city limits. Open 363 days. Hours open for lending, 75 per week; for reading, 88 hours per week.

INCREASE

	Adult	Juvenile	Total
Number of volumes January 1, 1917.....	260,089	59,144	319,233
Number of volumes added by purchase.....	22,953
Number of volumes added by gift.....	1,201
Number of volumes added by binding.....	755
Number of volumes added by Athenæum.....	1,577	1,577
Number of volumes lost or withdrawn.....	4,374	6,582	10,956
Total December 31, 1917.....	274,554	60,209	334,763

USE

Total number of volumes lent for home use.....	1,568,078
Number of volumes of fiction lent for home use.....	555,704
Number of prints lent for home use.....	56,003
Sheet music lent for home use.....	3,910
Number of lantern slides lent.....	69,219
Number of multigraphed poems lent.....	7,488
Number of clippings and pamphlets lent.....	2,810

REGISTRATION

Number of borrowers registered during year.....	20,657
Total number of registered borrowers.....	97,185

RECEIPTS FROM

Local taxation	\$205,011.34
Fines	6,832.32
Duplicate pay collec- tions	447.55
Other sources	2,033.12
Total	\$214,324.33

PAYMENTS FOR

Books	\$20,764.07
Periodicals	5,789.55
Binding	11,522.93
Salaries, library service	107,955.45
Salaries, janitorial	15,944.88
Insurance	693.21
Rent	8,055.92
Heat	8,512.99
Light	4,973.83
Other maintenance	22,052.26
	<u>\$206,265.09</u>

Furnishings (Bond Fund) \$552.95

LIBRARY STATISTICS, 1918

Population, 415,748 (1918 estimate).

Total agencies—187:

Central building. 17 branches (10 separate buildings). 21 stations (7 in schools). 34 school buildings (274 class room collections). 52 factories, settlements, engine houses, etc. 63 county stations outside city limits. Open 363 days. Hours open for lending, Central, 72 hours per week. Hours open for reading, 82 hours per week.

INCREASE

	Juvenile.	Total.
Number of volumes January 1, 1918.....	60,209	334,763
Number of volumes added by purchase.....		18,239
Number of volumes added by gift.....		1,204
Number of volumes added by binding.....		832
Number of volumes added by Athenæum.....		1,995
Number of volumes lost or withdrawn.....		10,897
Total December 31, 1918.....		346,136

USE

Total number of volumes lent for home use.....	1,441,519
Number of volumes of fiction lent for home use.....	505,039
Number of prints lent for home use.....	3,842
Sheet music lent for home use.....	5,060
Number of lantern slides lent.....	57,328
Number of multigraphed poems lent.....	6,694
Number of clippings and pamphlets lent.....	35,992
Newspapers and periodicals: 651 titles; 2,221 copies.	

REGISTRATION

	Adult.	Juvenile.	Total
Number of borrowers registered during year.....	13,221	5,215	18,436
Total number of registered borrowers.....			98,371
Registration period, 5 years.			

RECEIPTS FROM

Local taxation	\$206,794.50
Fines	7,245.17
Duplicate pay collections	206.55
Other sources	2,809.40
	<hr/>
	\$217,055.62

Athenæum fund
(for books)\$ 5,081.26

PAYMENTS FOR MAINTENANCE.

Deficit, Jan. 1, 1918....\$	4,294.70
Books	19,445.91
Periodicals	6,896.72
Bindery	12,244.36
Salaries (library service)	113,094.52
Salaries (janitors, etc.)	18,229.09
Insurance	382.26
Rent	7,417.10
Heat	11,827.25
Light	4,406.48
Other maintenance	22,719.43

Total maintenance ..\$216,663.12
Deficit Jan. 1, 1919....\$ 3,902.20

TREASURER'S REPORT 1918

RECEIPTS

Desk Receipts	\$10,261.12
Taxes	205,794.50
County Commissioners	1,000.00
	<hr/>
	\$217,055.62

DISBURSEMENTS

Deficit, January 1, 1918.....	\$4,294.70	
Books	\$19,445.91	
Periodicals	6,896.72	
Binding	12,244.36	
	<hr/>	38,586.99
Printing	1,136.65	
Repairs	6,026.91	
Furniture, equipment, tools.....	1,043.66	
Light, gas, electricity.....	4,406.48	
Fuel	11,827.25	
Insurance	382.26	
Rent	7,417.10	
Supplies	6,254.18	
Incidentals: telephone, postage, ice water.....	5,281.80	
Water tax	1,156.97	
Salaries (Library Service).....	113,094.52	
Salaries (Art Gallery and Museum).....	1,577.70	
Salaries (Janitorial)	16,651.39	
Automobile maintenance	1,819.26	
	<hr/>	\$220,957.82
Deficit January 1, 1919.....	3,902.20	
	<hr/>	\$217,055.62

BOND FUND

Balance carried forward, January 1, 1919.....	\$1,403.44
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LIBRARIAN'S CASH ACCOUNT, 1918

RECEIPTS

Balance of incidental fund, January 1, 1918.....	\$56.58
Balance in Librarian's hands	1,114.15
Received from fines	7,245.17
Received from book rentals	206.55
Received from books lost and paid for.....	411.55
Received from rent of rooms	19.00
Received from rent of lantern	56.50
Received from books sold	109.57
Received from sale of waste paper and junk.....	254.63
Received from sale of stamps and supplies.....	116.80
Received from pay telephones	37.10
Received from incidentals	174.35
Refund, Athenæum books	170.66
Refund, Dunwoody books	840.12
Refund, books, etc., returned	241.78
Received from City Treasurer, for incidental expenses.....	1,613.72
	<hr/>
	\$12,668.23

DISBURSEMENTS

Carfare	\$137.01
Freight and express.....	179.72
Emergency help	352.04
Books bought	449.06
Incidentals	137.53
Postage	363.01
Deposited with City Treasurer.....	10,224.72
Balance in Librarian's hands, December 31, 1918.....	773.18
Balance in incidental fund	51.96
	<hr/>
	\$12,668.23

APPENDIX

DEEDS OF GIFT.

THOMAS B. WALKER TO THE LIBRARY BOARD OF THE CITY OF MINNEAPOLIS.

(1) Land

THIS INDENTURE, made this fifth day of August, A. D. 1918, by and between THOMAS B. WALKER, a widower, of the City of Minneapolis, Minnesota, party of the first part, and THE LIBRARY BOARD OF THE CITY OF MINNEAPOLIS, a corporation existing under the laws of Minnesota, party of the second part,

WITNESSETH: That for good and sufficient considerations, the party of the first part does hereby give, grant and convey to the party of the second part, its successors and assigns, FOREVER, the following described land and real property, situate in the County of Hennepin and State of Minnesota, to-wit:

All that part of Block One (1) of Lowry Hill, Hennepin County, Minnesota, according to the plat thereof recorded in the office of the Register of Deeds of said Hennepin County, which lies North of a line drawn across said Block parallel to and distant Two Hundred Seventy-five (275) feet South from the South boundary line of Vineland Place; also all that part of said Block One (1) which lies Westerly of a line drawn at right angles to the North-easterly boundary line of Groveland Terrace (Groveland Avenue), from and through a point therein distant One Hundred Fifty (150) feet Southeasterly from the intersection of the North-easterly boundary line of Groveland Terrace with the Southeasterly boundary line of Bryant Avenue South, to a point where it intersects said line drawn parallel to and distant Two Hundred Seventy-five (275) feet South from the South boundary line of said Vineland Place; reserving, however, as an appurtenance to the adjacent portion of said Block One (1), an easement for the admission of light and air over so much of that portion of the granted land as lies South of a line drawn parallel to and distant Two Hundred Twenty-five (225) feet South of the South boundary line of Vineland Place and Easterly of an extension of said line drawn as aforesaid at right angles to the Northeasterly boundary line of Groveland Terrace from and through the point above defined in said North-easterly boundary line of Groveland Terrace; and no portion of any building shall be erected on the land subject to such easement other than steps and approaches.

TO HAVE AND TO HOLD to the party of the second part, its successors and assigns FOREVER, But subject, nevertheless, to the following express conditions:

First: That the party of the second part pay or procure to be paid or remitted and canceled, all taxes and impositions of every kind which may have been or may be levied or assessed upon or in any manner imposed upon the party of the first part or his heirs or executors or administrators, or upon his property or estate during the year 1918 or at any time hereafter on account of the ownership of the property hereby given, granted and conveyed, or on account of this gift, by virtue of any law of Minnesota or of the United States, and save harmless therefrom the party of the first part, his heirs, executors and his estate.

Second: That the party of the second part shall procure to be enacted by the Legislature of the State of Minnesota within one year from the date of this deed, such laws, in addition to the laws now in force, as will authorize and empower the raising by taxation or by the credit of the City of Minneapolis, or both, of funds for the erection upon the land above described of a building adequate for the housing of the Public Library of the party of the second part (other than branch libraries), and the personal property given by the first party to the second party by deed of even date herewith, as well as the collections of the Minneapolis Academy of Sciences, and that such building be erected as soon as practicable in view of financial conditions resulting from the war.

Third: That the party of the second part shall likewise procure from the City Council of the City of Minneapolis within one year from the date of this deed, consent to the raising of such funds by taxation or upon the credit of the City, or both, at such time and in such manner as the Council may specify if such consent be required by law.

Fourth: That said Board shall, within such year provide by a standing rule for a Commission of at least five (5), to be charged under the rules and regulations of the Board with the care and custody of the personal property conveyed by the first party to the second party by deed of even date herewith.

The Board shall not be limited to its own membership in the selection of the Commission. Vacancies in the Commission shall be filled upon nomination of the Commission itself, subject to confirmation by the Board.

Fifth: That the party of the second part, within one year from the date of this deed, shall bind itself by its promise to erect upon the land above described, the building above referred to, adequate for the purposes above specified.

Sixth: That the lands hereby given be thereafter suitably cared for, and be free to the use of the inhabitants of the City of Minneapolis, subject to such reasonable rules and regulations as the party of the second part may from time to time adopt.

Seventh: That the land herein described and any additions thereto shall be known as THE WALKER TERRACE.

Eighth: That the party of the second part procure to be enacted by the Legislature of the State of Minnesota within one year from the date of this deed such legislation, in addition to that already in force, as may be necessary to enable it to do any and all the things herein provided for.

In the event of the breach of any condition herein expressed prior to the erection on the premises herein conveyed of the building herein required to be erected thereon, this deed shall be void at the election of the party of the first part or his heirs, and at such election only, and the party of the first part or his heirs may re-enter and re-possess the land aforesaid unless the party of the second part within one year after written notice given to it by the said first party or his heirs, specifying such default, makes good such default; but after the erection of the building as herein provided, the grantor or his heirs shall have no right to re-enter and re-possess the land hereby conveyed or forfeit the title of the second party to said premises on account of any breach of condition hereof.

IN TESTIMONY WHEREOF, the said party of the first part has hereunto set his hand and seal the day and year first above written.

(Signed) THOMAS B. WALKER. (Seal)

Signed, Sealed and Delivered
in Presence of

(Signed) C. W. BENNETT.

(Signed) R. H. ADAMS.

STATE OF MINNESOTA }
COUNTY OF HENNEPIN } ss.

On this first day of October, A. D. 1918, before me, a Notary Public, within and for said county, personally appeared THOMAS B. WALKER, a widower, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

(Signed) R. H. ADAMS,

Notary Public, Hennepin County, Minn.
My commission expires April 24, 1919.

(2) Collections.

THIS INDENTURE, Made this fifth day of August, A. D. 1918, by and between THOMAS B. WALKER, a widower, of the city of Minneapolis, Minnesota, party of the first part, and THE LIBRARY BOARD OF THE CITY OF MINNEAPOLIS, a corporation existing under the laws of Minnesota, party of the second part, WITNESSETH:

That for good and sufficient considerations, the party of the first part does hereby give, grant, convey and deliver to the party of the second part, its successors and assigns, FOREVER, the following described personal property, situate in the County of Hennepin and State of Minnesota, to-wit:

All the collections of paintings, works of art, Jade, Korean and Japanese ware, Greek pottery, old Persian and Rakka ware, Miniatures, carved ivories, bronzes, temple idols, glassware, Egyptian and Syrian necklaces, Greek Tanagrans, ancient jewelry, cut and uncut gems and miscellanies which are listed in the inventories which are delivered herewith and made a part of this deed and identified by the signature of the party of the first part.

TO HAVE AND TO HOLD To the party of the second part, its successors and assigns, FOREVER, But subject, nevertheless, to the following express conditions:

First: That the party of the second part pay or procure to be paid or remitted and canceled, all taxes and impositions of every kind which may have been or may be levied or assessed upon or in any manner imposed upon the party of the first part, or his heirs, executors or administrators, or upon his property or estate during the year 1918, or at any time hereafter on account of the ownership of the property hereby given, granted and conveyed, or on account of this gift by virtue of any law of Minnesota or of the United States, and save harmless therefrom the party of the

first part, his heirs, executors and his estate, including the higher rate, if any, on the remainder of the estate on account of this property and on account of the land conveyed by deed of even date.

Second: That the party of the second part shall procure to be enacted by the Legislature of the State of Minnesota, within one year from the date of this deed, such laws, in addition to the laws now in force, as will authorize and empower the raising by taxation or by the credit of the City of Minneapolis, or both, of funds for the erection upon the land conveyed by deed of even date herewith by the first party to second party, and being part of Block One (1) of Lowry Hill, Hennepin County, Minnesota, situate in said Hennepin County, Minnesota, of a building adequate for the housing of the Public Library of the party of the second part (other than branch libraries), and the personal property hereby given, as well as the collections of the Minnesota Academy of Science, and that such building be erected as soon as practicable in view of financial conditions resulting from the war.

Third: That the party of the second part shall likewise procure from the City Council of the City of Minneapolis within one year from the date of this deed, consent to the raising of such funds by taxation or upon the credit of the City or both, at such time and in such manner as the Council may specify if such consent be required by law.

Fourth: That said Board shall within such year provide by a standing rule for a Commission of at least five (5), to be charged under the rules and regulations of the Board, with the care and custody of the personal property hereby given.

The Board shall not be limited to its own membership in the selection of the Commission. Vacancies in the Commission shall be filled upon nomination of the Commission itself, subject to confirmation by the Board.

Fifth: That the land conveyed by the party of the first part to the party of the second part by said deed of even date herewith, and any additions thereto, shall be known as THE WALKER TERRACE, and that the personal property herein given and any additions thereto shall be known as THE WALKER GALLERIES. But this provision shall not prevent the suitable designation of any gifts or donations by others.

Sixth: That no additions shall be made to the said Galleries, nor shall any items of the property hereby given, or which may be purchased in whole or in part by the proceeds of the sale of the property herein given, or received in exchange therefor, be sold or otherwise alienated except with the approval of the Commission hereinbefore provided for, but, with the approval of such Commission, the party of the second part may from time to time, and is hereby given authority, to dispose of or exchange from time to time portions of such collection at any time before the termination of its estate therein on account of the re-entry herein for conditions broken, and such sale shall convey the property so sold free of any conditions, but the proceeds of such sales shall be held intact by the second party until the same are re-invested in the purchase of additions to such Galleries approved by said Commission, and any property purchased with such proceeds or received in such exchange, shall become a part of said WALKER GALLERIES.

Seventh: That the personal property hereby given be forever suitably cared for by the second party hereto and be free to the use of the inhabitants of the City of Minneapolis, subject to such reasonable rules and regulations as the party of the second part may from time to time adopt; but this provision shall not prevent the loaning of parts of the collection, with the approval of the Commission.

Eighth: That the party of the second part within one year from the date of this deed shall bind itself by its promise to erect upon the land

conveyed by the first party to second party by deed of even date herewith, above referred to, the building above referred to, adequate for the purposes above specified.

Ninth: That the party of the second part shall procure to be enacted by the Legislature of the State of Minnesota, within one year from the date of this deed, such legislation, in addition to that already in force, as may be necessary to enable it to do any and all things provided to be done by it herein or in said deed from the first party to second party of even date herewith.

In case of the breach of any conditions herein expressed this deed shall be void at the election of the party of the first part or his heirs, and at such election only, and the party of the first part or his heirs may re-enter and re-possess the personal property aforesaid and all additions thereto (save only such portions as may have been sold or disposed of pursuant to the powers hereinbefore given), unless the party of the second part, within one year, after written notice given to it by the said first party or his heirs, specifying such default, makes good such default.

IN TESTIMONY WHEREOF, the said party of the first part has hereunto set his hand and seal the day and year first above written.

(Signed) THOMAS B. WALKER. (Seal.)

Signed, Sealed and Delivered
in Presence of

(Signed) C. W. BENNETT.

(Signed) R. H. ADAMS.

STATE OF MINNESOTA, }
COUNTY OF HENNEPIN } ss.

On this first day of October, A. D. 1918, before me, a Notary Public within and for said County, personally appeared THOMAS B. WALKER, a widower, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

(Signed) R. H. ADAMS.

Notary Public, Hennepin County, Minnesota.

My commission expires April 24, 1919.

Public Library
Handbook

Public Library Handbook

This handbook is published to give the citizens of Minneapolis information regarding the equipment and privileges of the Public Library, with the intent that more people may benefit from its use through definite knowledge of its various activities, and the abundance of its accumulated material.

No handbook, however, can take the place of personal enquiry. "Ask at the Public Library" is a thought which should occur at once to the mind of any person seeking knowledge on any subject whatever. Library assistants are chosen with reference to their knowledge of books and their ability to use them intelligently. They are servants of the people and are glad to search for any information desired. People are urged to ask freely for whatever they wish to find. With the help of this handbook, added to the daily service of the assistants, the library administration seeks to promote a larger and more intelligent use of the library among all classes of people, until it becomes a city-wide habit to turn to the Public Library for healthful mental recreation, for knowledge, and for inspiration.

As for its recreational benefits: Lady Mary Wortley Montague writes to her daughter a great truth which should be experienced by thousands more of our people,—“No entertainment is so cheap as reading, nor any pleasure so lasting.”

Dr. Arthur E. Bostwick, Librarian of St. Louis, expresses it strongly from the educational point of view: “A modern library is a city’s headquarters in its strife against ignorance and inefficiency.” And John Cotton Dana, Librarian of Newark, says, “The

prime purpose of a library is to place the right book in the proper hands, to get more joyful and wise thoughts in the minds of its owners—the people.” This is its inspirational value.

Administration: The library is administered by a board of nine directors, six of whom are elected by the people for a period of six years. The remaining three are ex-officio members.

Support: The library is supported by a municipal tax, the maximum being one mill on the dollar levied upon the city’s taxable property. It therefore belongs to the people upon the same basis as the schools and the parks, and is absolutely free to all residents of the city.

The Athenaeum: A library known as the Minneapolis Athenaeum was established in 1859. It was a corporation which loaned books to its stockholders or to annual subscribers. When the Public Library was created by an Act of the Legislature in 1885, the Athenaeum entered into a ninety-nine year contract with the new organization, the terms of the contract giving the free use of the books then owned or thereafter to be purchased by the Athenaeum, to the people of the city, providing the Public Library would shelve and care for them and pay all expenses of administration. The Athenaeum has, from an endowment under the will of the late Dr. Kirby Spencer, an income of between \$8,000.00 and \$9,000.00 yearly for the purchase of books and prints. This money is used for the expensive and valuable reference books which could not be purchased from the limited tax fund.

Main Library: The main building stands at the corner of 10th Street and Hennepin Avenue. It was completed and opened to the public December 16,

1889. In the Main Library is shelved a general collection of 210,000 volumes. It is the center of a large system of branches and distributing stations. Here all books both for the Main Library and the branches are purchased, cataloged, and recorded. Here also is located a fine bindery which binds magazines and newspapers and rebinds and mends thousands of worn books. Special departments, such as the Art Department, Music Department, Technical Department, and Children's Department, also the various administrative departments, are in the main building.

Extension System: The extension system is carried on in various parts of the city through a chain of branches, through school stations and class room libraries, and through collections placed in factories, business houses, engine houses, etc. The library is now open to all residents of Hennepin County, who may obtain borrower's cards upon the same terms as city residents. Sixty-three stations have also been established through the county for the convenience of county borrowers. In all, the library distributes books through 190 different points.

Privileges: The reading rooms of the Main Library and all branches are open freely for the use of either residents or non-residents and transients. Books may be borrowed without cost by all residents, or by non-residents, who are here in business, or who attend any educational institution within the city. Transients or strangers may draw books by depositing the value of the books drawn until they are returned.

In order to explain clearly the simple regulations and the many forms of usefulness which the library offers, the following sketch will outline a new reader's experience.

Mr. and Mrs. Reader Discover the Library

CHAPTER I.

Circulation Department

"I wish," said Mr. Reader, "that I had some books. Isn't there a library somewhere around here?"

The Readers have just moved to Minneapolis. The house is settled; the children are in school and a few friends have looked in on them. The time has come when Mr. Reader wants to know what reading his newly adopted city can furnish him.

And Mrs. Reader, who has been keeping her eyes open, says, "Why, yes, right over on the corner of Tenth and Hennepin. I notice they are open every evening until 9 o'clock. Let's go over tonight."

They go, and find themselves at the registration desk. By giving the names of two personal friends, which may be found in the city directory, Mr. and Mrs. Reader are promptly equipped with cards. Mr. Reader also takes out a card for his invalid mother, who likes books but cannot get to the Library.

"How many books may we take?" asks Mr. Reader.

"Two books of fiction, or two current magazines if you prefer, and as many books of non-fiction as you choose to carry," replies the attendant.

Mr. Reader, who is interested, in his spare moments, in travel and exploration, and Mrs. Reader, who likes to dip into slim volumes of new verse, plan to bring a market basket or a Ford and carry home bodily Harry Franck and Amy Lowell.

"But suppose we don't finish the books at the end of two weeks?" says Mr. Reader. "Do we have to lug them all back to be renewed?"

"Oh no," is the reply, "just step to the telephone and give your card number, the book numbers, and the date taken, and if there is no one waiting for the books they will be renewed for you."

Mr. and Mrs. Reader then find their way to the open-shelf room. At the left Mrs. Reader finds all the books on Domestic Economy and is especially delighted with a collection of economical recipes. Mr. Reader is interested in the shelves of new war books. They make a selection and proceed to the charging desk.

"But this isn't all the books you have, is it?" says Mr. Reader, seeing the background of dark stacks through the doors in the rear.

"No, on account of the architecture of the building it isn't possible to have more than five thousand books on the open shelves. All of our domestic science books, our recitations, our books on amusements and games and many volumes of standard fiction are accessible. In the other classes we keep only our newest books before the public. But there are more than two hundred thousand books on our closed shelves, covering every phase of human interest,—and we will bring out any number for

you to look at. The attendant at the information desk will help you to find what you want, and the card catalog here at the right indexes our collection by author, title, and subject."

"May we never visit the shelves?"

"In case the catalog and the information desk cannot supply the needed material, and you are making a study of some special subject, you may get a shelf permit at the office which will give you a chance to look over the books on that subject."

"But have you nothing we may take home to help us select books?" asks Mr. Reader, eyeing the cases of catalog drawers rather doubtfully.

"We have our annual bulletins and lists on many subjects; here are a few." And Mr. Reader is invited to stuff his pockets with lists of books on "League of Nations," "Modern Socialism," "Modern Verse," "Helps For New Citizens," "Care of Babies," "Actable Plays," "Detective Stories," and many others.

Mrs. Reader hands in her card and books, among which is a copy of *Four Horsemen of the Apocalypse*.

"This is a five-cent book," says the attendant.

"What does that mean?" asks Mr. Reader. "I thought this was a free library."

"So it is. We have fifteen free copies of this book in the system and the five-cent copy is purely an accommodation for people who want to read it so much that they would rather pay five cents than to wait their turn to get it. We have five-cent copies of only the most popular books,—and we never reserve the five-cent copies unless requested to do so."

"What do you mean by reserve?"

"If you want a book and it isn't in, you may leave us a self-addressed postal card and the postage and we will mail you the card when the book is available."

"May we reserve books over the phone?"

"Yes, and also find out if they are in. Then they will be kept for you forty-eight hours."

Mrs. Reader finds a bird book in the special collection shelf at the right of the desk and asks more about that shelf.

"We try to keep seasonal reading there. For a time we had a shelf on the 'League of Nations.' We have had on display books on and about 'Roosevelt' and 'Walt Whitman,' 'Vacation Reading,' 'Lenten Reading,' 'Interesting Biographies,' 'Food Thrift,' 'Minnesota in the War,' 'Easy French Books,' and 'Soldiers' Letters'—as the occasion seemed fitting."

"But we go out to the lake in the summer," says Mrs. Reader, "we shall miss the library just as we are getting used to it."

"But you may take some of it with you," is the reply. "We issue vacation cards to persons leaving the city on which any number of two-week books may be taken, to be kept until October 1st. We don't let more than three on a subject go to one person, however."

"There is one thing I should like to get," says Mr. Reader, "and that is the text of the new peace treaty, but I don't suppose you have anything up to the minute like that. We were having an argument down at the office—"

But the terms of the peace treaty is in his hands before he finishes the details of his argument, and the Readers are introduced to one of the most important activities of the Library—the clipping collection. In filing cases which line one side of a room are filed newspaper and magazine articles which have been clipped, indexed, and prepared for circulation.

"These fill a long-felt need," says the attendant. "Of making many books there is indeed no end, but when it comes to social and economic questions, the world moves so rapidly that books on those subjects are out of date almost before they are on the market, and the daily, weekly, or monthly magazine is the source of late material. These articles have been used widely by teachers, students, social workers, club women, and clergymen. Perhaps the collection has been used most widely by those men and women doing Americanization work, and there is no way of estimating the value these articles have been in creating a better understanding between the native born and their stranger brothers. Other popular subjects have been 'Canning and Preserving,' 'Red Cross,' 'Hallowe'en,' 'Military Training,' 'Food Thrift,' 'Reconstruction,' 'Bolsheviki,' 'Roosevelt,' 'League of Nations,' 'Non-Partisan League,' 'Recitations,' 'Rupert Brooke,' and 'Peace Conference'—showing how wide has been the appeal."

The Readers stand aside awhile and watch the stream of people coming to and from the information desk. A little girl asks for "two good books for mother"; a nurse for a "cheerful" story to read to her patient; a woman for a recipe for orange marmalade; an elderly gentleman for something "new and interesting" in biography; a foreigner for a book in simple English, as he is just learning the language.

"A book of patterns for my wife; she's just learning to sew, and can't leave the baby."

"What about this spiritualism anyway? People are talking a lot about it. What would you suggest for me to read on the subject?"

"I want the best one-volume United States history you have,—one that covers at least part of Wilson's administration."

"What have you that will help me get ready for civil service examinations?"

"I'd like to acquire the reading habit. Don't like fiction, but would like a list of good things on which to get started."

Mr. and Mrs. Reader turn to go, loaded with books, lists, and clippings, when Mr. Reader asks, as if to clear his mind of a lifting doubt, "But after all, doesn't this department circulate mostly light fiction?"

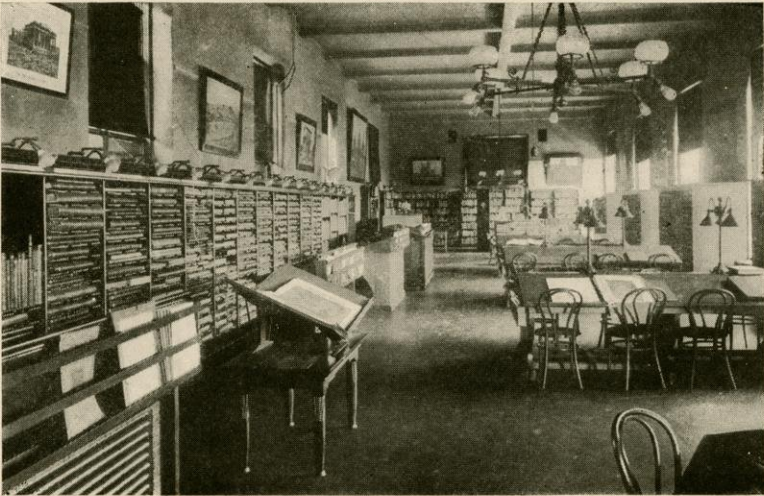
"Although light fiction has its place and will always be popular," says the attendant, "it is interesting to note that among the novelists most widely read this year are Archibald Marshall, Leonard Merrick, John Galsworthy, H. G. Wells, and Hugh Walpole. The biographies of Joel Chandler Harris, Edward Everett Hale, and John Morley, and W. H. Hudson's *Far Away and Long Ago* find many readers. War poetry and plays as well as other books on the war have been popular; Agnes Repplier, E. V. Lucas, Samuel Crothers, and Christopher Morley are welcomed by essay lovers. It seems to me the best vindication of Minneapolis readers is to show you our list of reserves. That proves that our two most popular books are works of thoughtfulness and distinction,—Blasco's *Four Horsemen of the Apocalypse* and the *Education of Henry Adams*."

CHAPTER II.

They Visit the Art and Music Departments

Minneapolis exerts its never-failing charm and the Readers come to the conclusion that if they are to remain here,—and nothing could now drag them away—they want to build their own home.

So far, their wants in the book line have been ably met on the second floor of the Library and Mr. Reader and the young woman at the circulation desk have become quite friendly, so that when this new idea of building takes possession of his mind he naturally speaks of it.



ART BOOK ROOM, CENTRAL LIBRARY

"I really want to have my own ideas pretty well formulated before I go to an architect. I wish I knew where to get some house plans."

"Why, you will find plans in the Art Book Room, on the third floor. Just take the elevator over in that corner."

Mr. Reader cannot refrain from joking the elevator man on the size of his cage, but it serves its purpose and takes them in its leisurely way to the next floor. At the door of the big room running the length of the Tenth Street wing of the building, Mr. Reader pauses while his eye notes the large framed photographs of famous buildings on the walls. He glances down the long room, the walls lined with cases filled with large books.

"Is there anything I can get for you?" the attendant asks.

"Yes, I want a book on architecture."

"On the history of architecture, or architectural drawing, or house plans?"

"House plans, please. But if you'll just show me where the books are, I'll look them over."

"I'm sorry," says the attendant, "that this isn't an open-shelf room like the one down stairs, but here are the books on house plans and I'll gladly take down as many as you wish to see."

"Why can't we take them down ourselves?" queries Mr. Reader.

The attendant hesitates. It is not pleasant to have to explain that from the nature of some of its books, an art department suffers from mutilations more than other departments of the library. She finally says that all the large public libraries having art departments (and ours is the largest in the United States outside of New York and Boston), have found it wise not to extend the open-shelf privilege to that part of the library.

Mr. Reader is quick-witted and evidently senses the difficulty, for he does not pursue the subject, but acquiesces in the suggestion that he take a seat at one of the reading desks, where he is supplied with a number of books. Indeed, the pile put before him is so large that he protests, "Oh, I don't need all the books in the library on house plans. I only wanted those on bungalows."

"But these are all on bungalows. We have books on every kind of house, from a log cabin, to a palace. Will you want a garage also?"

"Sure! We've got a little Ford and it has to have a roof over its head too."

Mrs. Reader turns with the attendant as she goes for garage plans, but instead of going to the shelves the attendant stops at a case of drawers, with the remark, "Many of these pictures are more recent than our books. Suppose we show your husband some of these." As the drawer is opened Mrs. Reader exclaims, "All these cases aren't full of pictures, are they?"

"Yes, pictures, either mounted or unmounted, and fine photographs and color prints. While your husband chooses his books of plans, wouldn't you like to see what we have for the rest of your house? As soon as it is built you will want to decorate it, won't you? Here are pictures of living rooms and bedrooms and sun-porches and, most attractive of all to the housekeeper, kitchens to make kitchen work a joy!"

"Oh, what a convenient kitchen cabinet, and isn't that breakfast alcove charming? May we take out these pictures?"

"Yes, indeed! Let's see what else we can find for your new home. Here are suggestions for lighting fixtures, and curtains and fireplaces, and a lot of interiors in color to show color schemes for walls and rugs."

"That's nice. We must buy new rugs. I hope we can afford two or three Orientals, but I wish I knew more about the different kinds."

"We have ever so many books on Oriental rugs. While your husband studies up house plans and the outside appearance of the house, don't you want some books on interior decoration and rugs and furniture for the inside?"

"Yes. But I'm so interested in these pictures that I can't get away from them. May I see what you have in all the other drawers?"

"Certainly! In these first two sections we have classified in an alphabetical arrangement pictures illustrating everything you can think of. Just notice the variety of headings—Animals, Architectural rendering, Arms and armor, Baskets, Birds, Book-bindings, Cartoons, China painting, Costume,—"

"Oh," interrupts Mrs. Reader, "have you pictures showing the costumes of different countries? Our club is going to give a costume party, and I want to go as a Spanish gypsy. Have you any pictures of gypsies? Why, yes, here is a whole folder labelled 'Costume: Gypsy.' What luck."



PICTURE FILES, ART BOOK ROOM
CENTRAL LIBRARY

The attendant seems as pleased as Mrs. Reader herself, and remarks triumphantly, "Didn't I say that we had pictures of everything you could think of? Or, if we haven't the picture, we will try to get it. One day a commercial designer came in to get farm scenes. We had never collected illustrations under that heading, but we began hunting and the next day we had a number of good pictures for him. 'There,' we said, 'the next time anyone wants farm scenes they will be all ready.' And what do you think? Within a week another commercial designer came in and asked for pictures of farmers' *wives*!"

"How funny!" laughed Mrs. Reader. Then, as she pulled open another drawer, "Genesis!"

"Yes, in those two drawers you will find everything from Genesis to Revelation! They are very helpful to Sunday School teachers."

"Do you mean that I can get illustrations for every Bible story?"

"For almost every one, and for a good deal of other literature. There are two drawers full of pictures of Shakespeare's plays. See how lovely these colored ones on *Midsummer Night's Dream* are. The high schools use these constantly."

"They *are* beautiful! Do you have anything as nice for the lower grades? My children aren't in the high school yet."

"Well, as fast as we can find illustrations for what the children study, we buy them. Here are two hundred views of places in the United States that they study about in geography and history. These are all in color, and in that large portfolio on top of the case there are sixty beautiful panoramic views. We issue those a few at a time, and we have a round tin carrying-case to protect them when they go out."

Mrs. Reader looked from the top of the case to the bottom, where some shallower drawers caught her eye. "What do you keep in those little drawers?"

"Post-cards, more than five thousand of them. Many we bought, but hundreds have been given to us. We try not to have these handled in school, but kept clean for use in a reflectoscope. They are nice, too, to entertain a 'shut-in.'"

"And these larger drawers? Oh, they say 'Painting' and 'Architecture.' They seem to be photographs and color prints."

"Yes, they are largely prints imported from the best European firms, and used chiefly by study clubs, but if you want to buy any pictures for that new home, you could have a delightful time choosing from these. We have hundreds of expensive prints, which are too large and valuable to circulate, but you may examine them here, and you might take home a selection of these smaller ones and keep them for a week to see which you like best to live with."

"What a good idea! I'll certainly remember that."

They start down the long room, but almost at once Mrs. Reader pauses before one of the magazine racks and exclaims, "Here's the *International Studio*! Do you have many other magazines?"

"Yes, the racks all down the length of the room have them on art, architecture, photography, interior decoration and china painting. In the large front room adjoining, you will find about two hundred of the more general and popular periodicals. That is the Magazine Reading Room. It is airy and cool in summer and light and warm in winter. I sometimes wonder why even more people do not enjoy it, especially evenings and Sundays."

"Perhaps because it is a little out of the way, on this third floor," Mrs. Reader suggests, "but it seems lighter and more quiet than the open-shelf room below. Now what can you have in these drawers?" she questions, as they move on down the room. "They don't seem quite like the cases that we've been looking at."

"No, these cases contain articles on the subjects of which the books in this department treat. This particular section holds the lives of individual artists. We've been having a run lately on the lives of Minnesota artists. You spoke of how useful the clipping collection downstairs was when Mr. Reader wanted the text of the peace treaty. This clipping collection serves the same purpose for art topics."

At the far end of the room they come to the bound magazines, and the shelves full of *International Studio* and *The House Beautiful* make Mrs. Reader wish that she could spend days in this department. "And how my oldest boy would revel in all those *Cartoons Magazines*! He has two hobbies just now,—his new kodak and drawing cartoons."

"Send him up here. Those are good hobbies to encourage and we can help him in both. That entire section of shelves is full of photographic books, and we have a number of books on cartooning. Perhaps we can interest him also in the finer kinds of illustration. Here we have grouped together books showing the work of all the best illustrators,—Rackham, Dulac, Parrish and the rest."

"Those look more interesting to me than all the big books you have crowded in the shelves we have been passing. Who ever wants to see those?"

"Architects, for one class of people. The big architects want the big books. Of course they all have libraries, but they can't have as much as we have here. They have good working collections for every-day use, but they come here for special needs. Interior decorators use this room constantly, and designers of stained glass, metal work, jewelry and wood-carving."

"Oh, yes, of course an art department would have material for all the workers in the art crafts. I'm glad to have seen a bit of what riches you have stored here. But now I think we'd better get those pictures of garages for Mr. Reader. I see that he has chosen the books he wants to take home."

While the books and pictures are being charged, Mrs. Reader notices in a case back of the table rows upon rows of small black boxes. "Whatever do you keep in those?" she asks curiously.

"Lantern slides. There are over ten thousand, and more than one hundred of the sets have lectures accompanying them."

"Can any one take them out? How much do you charge? Our church used to rent sets and they cost five cents a slide. It made a pleasant evening's entertainment, more worth while than most of the 'movies.'"

"If your church had been in Minneapolis the entertainment would have cost nothing. Many of our ministers use slides for their mid-week or Sunday evening services. They are charged on your library card, just like a book."

"Well! well!" exclaims Mr. Reader, "while we are taking books and pictures, shall we take a set of slides too? What fun it would be to invite some of our friends in and show them our trip through the Yellowstone!"

"We have no lantern," says Mrs. Reader in a tone of finality.

"The library has one to rent for a dollar," is the librarian's prompt rejoinder, "and if you have post-cards that you wish to show instead, we have a reflectoscope to rent for only fifty cents."

"You ought to be a salesman working on commission," Mr. Reader says laughingly. "Thank you, but on second thought I believe we'd better leave the slides until another time."

"There will be another time very soon," chimes in Mrs. Reader, "for here is the very crochet book that Mrs. Brown has, which I hated to borrow. I had no idea I could get that here. This room is certainly a great find. I fancy you will see us often."

As Mr. and Mrs. Reader leave the Art Room to go home, they pass through a small reading room and looking up, Mrs. Reader catches the sign, "Music."

"Well, I do declare, do you suppose they have music as well as lantern slides and pictures? Let's ask about it."

Stepping up to the attendant, she asks, "Do you have any of the old songs?"

"Oh, yes, old songs and new songs. Do you want solos or duets or choruses?"

"Will you let me see some solos, please?"

The attendant leads her to a vertical filing case and shows her a collection of hundreds of songs bound in sheet form, so flexible that they will lie flat on the piano.

"Are there songs in all of these cases?"

"No, there is music for the piano, the violin, and for other instruments."

"And may I borrow sheet music?"

"Indeed you may, any number of pieces at a time."

"What are all these books?"

"They are books about music, lives of musicians, musical magazines, opera scores, and bound collections of music scores. Musicians and music students say that we have a very good collection."

"Do you have things for children?"

"We have kindergarten songs and easy pieces for beginners; then we have folk songs and dances and little operettas. I am sure we can find something for the children as well as yourself."

"Well, I am so glad I noticed this department," remarks Mrs. Reader with satisfaction. "I shall take up my music again and we think we shall get Symphony tickets next fall."

"Would you like this list of books on symphonies? We have also orchestral scores which you may like to study before the concerts. Come in again and I will show you everything we have."

CHAPTER III.

The Reference Room

Mrs. Reader, in the course of events, joins a club and is asked to fill a vacant place on the program the very next week.

"It is a very short time, but I agreed to do it and I want to do my very best," she says to Mr. Reader.

"Well, you had better begin right away. I'm going over to the Library for a good detective story tonight, and we will see what we can get on your subject."

They go again to their friendly desk assistant and tell her what they want.

"You had better go up to the Reference Room, I think; the assistants up there are skilled in hunting up material for club papers."

"We haven't been to the Reference Room; where is it?"

"It is on the third floor, just beyond the Music Room on the right."

Mr. and Mrs. Reader soon find themselves in a long room, lined with many large volumes which Mr. Reader's quick eye soon identifies as sets of encyclopedias and atlases and handbooks.

"I don't believe you can take any of these books home," he whispers to his wife.

"I don't care; this is such a nice, quiet room that I believe I could study and write better here than at home. See those small individual desks;



REFERENCE ROOM, CENTRAL LIBRARY

they are much more private than large tables. I think we will just look around tonight, and tomorrow I will come and stay all day."

"There is our minister," says Mr. Reader, "looking up something for his sermon, I suppose, and there is Mary's teacher; yes, and that nice newspaper reporter that you met last week."

Glancing down the rows of desks filled with university students and serious looking men and women deeply interested in some absorbing study, they slip out before the attendant can find time to serve them.

The next morning Mrs. Reader is there bright and early in the big, light, airy room. One attendant is hunting up some quotations for a man who has a speech to make that night, and another is calling over the telephone a list of our foreign ambassadors. A branch librarian is waiting for the reference librarian's opinion concerning the best books on commercial geography to be purchased for a branch. But Mrs. Reader's turn soon comes, and telling her subject, she follows the attendant to the magazine indexes.

"Here are books which index the articles in leading magazines for the past half century or more down to last month. I think we will have to look here for your subject. Almost everything gets into the magazines and is usually presented in a brief, effective way."

They look under the subject heading and find some very promising entries.

"I shall be glad to look at all of these," says Mrs. Reader, "but I won't be satisfied with brief accounts; I want to write quite an exhaustive paper, for this is my first one."

"While the page is getting these magazines, we will look in the catalog," and walking over to a case containing hundreds of small trays filled with catalog cards, she explains that every book in the entire library, both circulating and non-circulating, is listed in that catalog in at least three ways,—under its author, its title, and its subject,—and that they are all arranged together in one alphabetical list.

"The Catalog Department does this work," the attendant explains, "and it is really an index of the whole library; the bigger the library gets, the more necessary is this catalog."

Turning to the catalog, she finds six cards under the subject.

"See," she says, "here are two books, and chapters in four other books on your subject. We should not have thought to look for those chapters, if the catalogers had not analyzed the books and directed our attention to this material through these little cards."

"Well, I didn't know the catalog was made so carefully, nor that it could be used so easily."

"We are always glad to show people how to use the card catalog and the indexes, so that they can help themselves. Now here are your magazines on this desk, and I am going to send an encyclopedia to you which contains a good article."

And so Mrs. Reader settles down with magazines, books, and encyclopedia to read and to write a paper which shall establish her reputation at the club. Numbers of times she goes back to the assistant for help and as she is leaving, she says, "Do many people bother you as much as I have done?"

"But it isn't a bother to help people; that is what we are here for and we hope you will always ask for what you want. Just now a woman called over the telephone to know where she could get a baby incubator; we had to refer her to the city hospital, but we were glad she thought to ask the Library."

CHAPTER IV.

The Business Branch

One afternoon Mr. Reader meets a friend whom he has not seen for some time.

"I'm on my way to the Men's Civic Club; come and have dinner with me. I'm sure you will want to join."

"I believe I'll accept," says Mr. Reader. "My wife is at a club this afternoon, reading her first paper. She is studying public questions, and I'll have to keep up with her."

As they walk along, Mr. Brown turns into a doorway, saying, "We are going to discuss the street railway franchise tonight, and I want to get a few figures in here."

"What is this place?"

"This is the Business and Municipal Branch of the Public Library; you can find simply anything you want in here. I'm going to look at the annual reports of the Rapid Transit Company to find last year's earnings."



BUSINESS AND MUNICIPAL BRANCH

As they enter, Mr. Brown points toward the farther end of the room.

"Do you see that big collection of wall maps? Well, they have hundreds of smaller maps also, filed alphabetically in wooden cases. While I'm here I'm going to look at one to see if my land in Texas is anywhere near the new oil districts."

He starts down the room, but turning, "Oh, I want to find something else, too. Will you look over in those directories for me and find the address of Dr. Jones, a dentist in Seattle; look also for a real estate firm in Aberdeen, South Dakota."

Astonished, Mr. Reader goes over to the shelves, his eye taking in the many city directories, state gazetteers, trade directories, and telephone books.

"I've been wondering how I could get a good list of people to circulate about our new product, and here is just the thing," he says to himself.

"Can I take any of these to my office?" he asks an attendant.

"No, but you can bring your typewriter here and copy whatever you want," she replies as she hands a cable code to a man who wants to translate his cablegram.

"Can you give me the wheat production in the different countries of the world in 1918?" asks another man coming up hastily. "When you are at leisure," says a third, "won't you find the salaries paid to city attorneys in the big cities of the United States? I'll call for it tomorrow."

"Can you answer such questions as these?" interposes Mr. Reader.

"Usually we can, and if we haven't the information we write and get it. We try to get any statistics or facts that business men want."

"Yes," says Mr. Brown coming up, "I've always found what I wanted and I save about \$25.00 a year looking over the financial journals here, instead of subscribing for so many."

As they start out, they hear an alderman asking for all the Minneapolis milk ordinances and traffic ordinances passed since 1905. "You have all the ordinances of the city indexed here, and I can get what I want so quickly."

"The library never did a better thing than to establish this Business Branch," comments Mr. Brown as he walks hurriedly along. "You have had just a small sample of the questions answered there every day, and the location here in the office district is very convenient for busy men. You must go in some day and look over their map collection."

"There doesn't seem to be many books there for so important a branch. I saw books on salesmanship, on insurance, and banking and other business subjects, but not as many as I should have expected."

"No, they keep only the latest and best, but they have the whole Central Library to draw upon. There are four deliveries from there every day. Moreover, if the book wanted isn't 'in' at Central, the Branch department will send to other branches which may have it and get it for you. It is a very flexible system; you can call for a book at any branch and if it can be obtained at any point in the library system, it will reach you in time. Getting things to you is the library's strong point, and I have learned to ask there for anything I want."

CHAPTER V.

The Technical Room

"Do you know how to oil and keep your sewing machine in order?" asks Mr. Reader one morning.

"Of course I do," replies his wife.

"Well, I don't know one thing about my car. I have to take it to the shop every time it squeaks and I've got to study up about it. I suppose the Library might have something I could read."

The next evening Mr. Reader comes past the Library on Tenth street and walks in at the side door. On his right, he steps into the Newspaper Reading Room.

"I have often noticed, as I have been passing by, the men reading newspapers in here. I think I'll stop and see if they take our old home paper," says Mr. Reader to himself. He steps up to the rack and there among sixty or more papers is the one he seeks. He quickly runs through the local news and thinks to himself, "I'll make it a practice to look over this paper regularly."

As he leaves the room, he sees across the hall, "Technical Reading Room," and thinking of his Ford, he asks the attendant if she has anything that will explain automobile troubles.



TECHNICAL ROOM, CENTRAL LIBRARY

"I think we have almost every book published on automobiles; do you want to look them over?"

So he seats himself with several books, finally choosing the simplest one on the "Model T Ford car."

A young man beside him is studying a technical looking book on aviation engines, while a very alert business man is going briskly through a pile of motor magazines, apparently in search of some statistics or a certain advertisement. A returned soldier, across the table, is examining several books on agriculture, live stock, poultry raising and bee-keeping. He is evidently turning to the land for a new start in life.

Mr. Reader notices that at all the tables in this room are men earnestly reading magazines and studying books. He wonders what different subjects these men can be interested in. Surely the material on every subject is easily accessible to every one for the shelves are open to all and the newest technical and scientific magazines are on the tables.

Walking the length of the room, he finds at the back a large collection of the United States Patent reports. Here at a table are two or three men

looking up data on patents. Mr. Reader knows how valuable these reports are in a public library for he has often needed to use them.

He notes many shelves of bound scientific periodicals and is pleased to find a complete file of *The Journal of American Chemical Society*, the one magazine which in his work is most necessary, and he has never been able to have his own copies bound.

On his way to the desk he passes shelves of books on manufacturing, on building construction, interesting titles on all phases of business, engineering in all its branches, and books on the physical sciences. Here is a brand new book on the chemistry of rubber, which will probably settle the difficulty which his firm is having in the manufacture of a new product.

The attendant at the desk is giving some information over the telephone about the freezing points of alcohol, ether, and ammonia, and Mr. Reader wonders what the small leather bound book can be, which gives the information so readily. Upon asking, he is told that this department has at hand many ready reference books such as this, which give in condensed form invaluable information on civil, mechanical, mining, and electrical engineering.

A woman steps up to the desk and asks what will remove glue from a stained glass window. This is quickly found in a book of formulas. Mr. Reader is curious to know what else may be found in this book and is told that almost any formula from "adhesives" to "yeasts" appears here.

"This is my first visit to this department of the Library," says Mr. Reader to the attendant, "and judging by the trade periodicals which I find on file here and the many books which I can use, I think I shall become a regular visitor. My wife and I shall want to take some of these attractive books on landscape gardening very soon as we are building a new home. Your file of house organs is very interesting, but I do not find the one which my firm publishes. I will ask them to put the Technical Department on their mailing list, as we want to be represented here. This department should be used by every progressive workingman in the city. What a good education a young man could get by spending his evenings here in the Library."

CHAPTER VI.

The Children

"Mother," says Mary one noon, "a library lady was at our school today, and she said we could have cards if you would sign this application. She is helping all the children to get cards, and Mother, I wish you would sign it right away for I've got to get something right off about Minneapolis."

"But, Mary, I can draw books for you on my card," replies Mrs. Reader.

"No, Mother, I want a card of my own, and I want to go over to the Children's Room. There is such a nice library lady over there, and she

tells stories and helps you to pick out your books. I went over with Jane once, and there were stereographs to look at and puzzle pictures and dissected maps and bird charts."

Mary's mother decides to go over to the Library that very afternoon with Mary, and see the Children's Room. They ask the attendant for something about Minneapolis, and she leads them to a filing case and draws out a lot of typewritten sheets.

"Most of the material on Minneapolis isn't in shape for the children, so we have gathered it together in simple form and duplicated it on our multigraph to loan to the schools. We do the same with poems. Some-



CORNER OF CHILDRENS' ROOM, CENTRAL LIBRARY

times a teacher wants twenty-five or fifty copies of a poem, and we duplicate it so that she can borrow enough copies for each child in the room."

"I used to be a teacher, and this interests me very much. We used to have such a hard time getting suitable things for the children."

"You would have enjoyed this pictures then," says the attendant, opening one drawer after another; "these are for geography and history work, and these are for nature work."

"Oh, Mother, isn't this a beautiful book about pets? I want a rabbit."

"Children ought to have pets; see how they enjoy this fish globe," says the assistant pointing to a group of little urchins watching the goldfish.

Just then, a teacher steps up and asks for a list of books for the fifth grade.

"Yes," answering the inquiring look on Mrs. Reader's face, "we have prepared carefully annotated lists for every grade. Would you like to have them? They would help you in choosing books for your children, and here is a list of stories to tell to children."

"Come and see my pushmobile," says a small boy, pulling the attendant's sleeves, "I made it from the book you gave me."

"My! what a pity that all the children in town cannot get to the Library," says Mrs. Reader looking at her happy little girl.

"There are splendid children's rooms in all of the branches," answers the attendant, "and good collections of books. We are trying to make readers of these little people. It is the best habit they can form. Sometimes we have to attract them by story hours, sometimes by games, but the whole idea is to teach them to love books. We are educators as well as



SCHOOL DEPOSIT STATION, THOMAS LOWRY SCHOOL

the teachers, and our children's librarians are trained specialists on children's literature."

"I saw a little school building away out by Minnehaha; have you any branches out that far?"

"No, we haven't yet, but we have found a way to reach all of the children anyway. We have a School Department which has in charge a system of class room libraries for these far away school buildings,—collections of twenty-five volumes for class room use fitted to the grades in the building. They are under the care of the teacher and are loaned to the children for home use."

"I am so glad that I came in with Mary. I'm coming back to learn more. Come, Mary, we must leave this delightful place for today."

Our general reader has now seen a portion of the library activities and taken a bird's-eye view of what it contains. Only repeated use by various readers,

business men, manufacturers, clergymen, artists, philanthropists, chemists, and teachers, reveals the vast storehouse of knowledge awaiting the enquirer.

Books for the Blind: The library owns a few volumes in the Moon type, and New York Point, which have been given. But books are loaned to us by the Faribault School for the Blind for the free use of blind citizens. These are exchanged frequently, affording considerable variety for blind patrons. They are shelved at present, for convenience, in the Technical Room.

Government Documents: The library is a depository for Government documents, and a large room is devoted to them. Although printed in unattractive form and shunned by many readers, most valuable and most interesting material is now issued by the different bureaus of the Government, such as the Public Health Bureau, the Children's Bureau, the Forest Service, the Pan-American Union, and the Department of Agriculture.

Patent Documents: The reports of the United States Patent Office and a set of the Drawings and Specifications of Patents are shelved in the Technical Room. They are used very frequently by inventors and patent attorneys.

Clippings: The clipping collection in the Circulation Department contains about 75,000 clippings arranged under subjects in a vertical filing case. Each one is fastened in a brown paper cover ready for circulation. This is kept up to date by constant insertions from the daily papers, from magazine clippings, Government reports, and pamphlet material. Much valuable material that could not be obtained in books,

is immediately available in the clipping collection. In the Reference Room, much of the same kind of material is filed for reference use, while the Music Department, Art Department, Children's Department, and Technical Department clip and file for circulation much material on their respective subjects. Several of the large branches also have vertical files and clip



CLIPPING COLLECTION, CIRCULATION DEPARTMENT
CENTRAL LIBRARY

material suitable for debates, club papers, and current reference work.

Foreign Books: A great effort is made to assist new Americans. Night schools are visited annually to take applications for cards, and the naturalization courts are visited monthly by the registration assistants. A large collection of Scandinavian literature is shelved at the Franklin Branch, a collection of Yiddish and Hebrew and Russian at the Sumner Branch, while at the Main Library are good collections of Polish, Roumanian, Hungarian, Modern Greek, Let-

tish, Syrian, Dutch, Italian, Spanish, and Finnish, with strong collections of German and French.

New Americans who cannot yet read English are given personal assistance, and easy books in English are shelved near the foreign collections for their convenience.

How Books Are Chosen: The leading critical magazines are assigned to staff members, who report upon the best books published. As far as possible these books are obtained on approval and distributed among the departments for criticism. At regular intervals the branch and central assistants meet and discuss the books to be purchased and the number of copies necessary for each point in the system. The public are always welcome to make suggestions, and specialists are frequently asked to name the best books in their field.

The Bindery: The library has a very complete bindery employing six men and eight women. All magazines and newspapers are bound, and all worn books rebound or mended in the library bindery. An average of 40,000 to 50,000 volumes pass through the bindery yearly. Over 10,000 books are worn out and discarded each year, and about 15,000 are rebound. Sheet music is prepared, portfolios for the circulation of music, clippings, and pictures are made in the bindery, as well as scrap-books, puzzle pictures, and pamphlet covers, and many miscellaneous articles.

Telephone Service: The telephone switchboard connects with all departments. For the benefit of borrowers books are renewed or reserved over the telephone, and much information is furnished by the various departments.

Delivery Service: Borrowers who cannot obtain from their nearest branch the book desired can send through the branch to the Main Library. Daily deliveries are made by motor truck to all large branches, and bi-weekly deliveries to stations and small branches, with occasional parcel post deliveries. Books are packed in water-proof cases made of var-



LIBRARY IN FACTORY REST ROOM

nished trunk board. If a book call from a branch cannot be at once filled, it is looked up every day for a week on the shelves or borrowed from another branch. A book taken at one point can be returned at any other, clearing through the Branch Department at the Main Library.

Factory and Business House Libraries: To enable busy men and women to use the library conveniently, collections of books have been placed in many department stores, telephone exchanges, street car stations, factories, fire-engine houses, or wherever groups of people are permanently employed in large

numbers. A special assistant has this in charge and visits each plant regularly to consult with the employees regarding their choice of books. Her personal stimulation and direct contact with employees has had much to do with the success of these stations.

Club Rooms: In seven branch buildings, small auditoriums or club rooms seating from 75 to 150



FIRE ENGINE HOUSE LIBRARY

people, are open to the public for club use or community gatherings, Boy Scouts, Camp Fire Girls, debating societies, lectures, or any other local use of an educational character. In the Seven Corners Branch is a large recreation room equipped with simple gymnasium apparatus to absorb the superfluous energies of the children. Use of the rooms is granted without charge for rent, light, heat, or janitor service. Use of the lantern costs \$1.00.

Training Class: Library service requires not only persons of good education who know books, not

only persons with strong social instincts who desire to give to others the highest type of service, but it requires a certain amount of technical training in cataloging, classification, bibliography, reference work, filing systems, children's literature, library administration, and many other things. Technical training is required for promotion, and for all im-



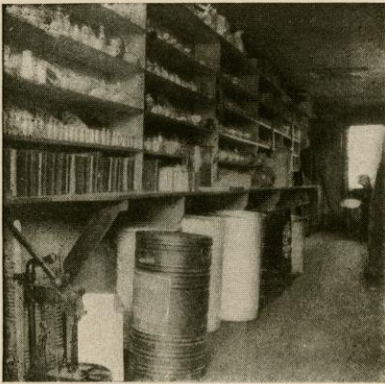
TEACHING A SCHOOL CLASS HOW TO USE THE LIBRARY
FRANKLIN BRANCH

portant positions. A training class is conducted by the library, covering a nine months' course of lectures and practice work. Examinations are given in June and September, and applicants must have had at least one year of college work. Clerical positions are filled entirely by Civil Service appointment.

Teaching the Use of the Library: A successful work has been inaugurated at the Franklin Branch, in co-operation with the teachers of neighboring schools. Children of the seventh and eighth grades have a regular course in the use of the catalog and

reference books. This is followed by drill in looking up subjects assigned by the teachers, in the various reference helps under the guidance of the librarian. School time is used for this work and pupils are given credit for their library lessons. It is planned to make this a general course in every branch library.

County Libraries: The use of the library was extended to Hennepin County in October, 1915. Any



LIBRARY STATION IN A COUNTRY
STORE

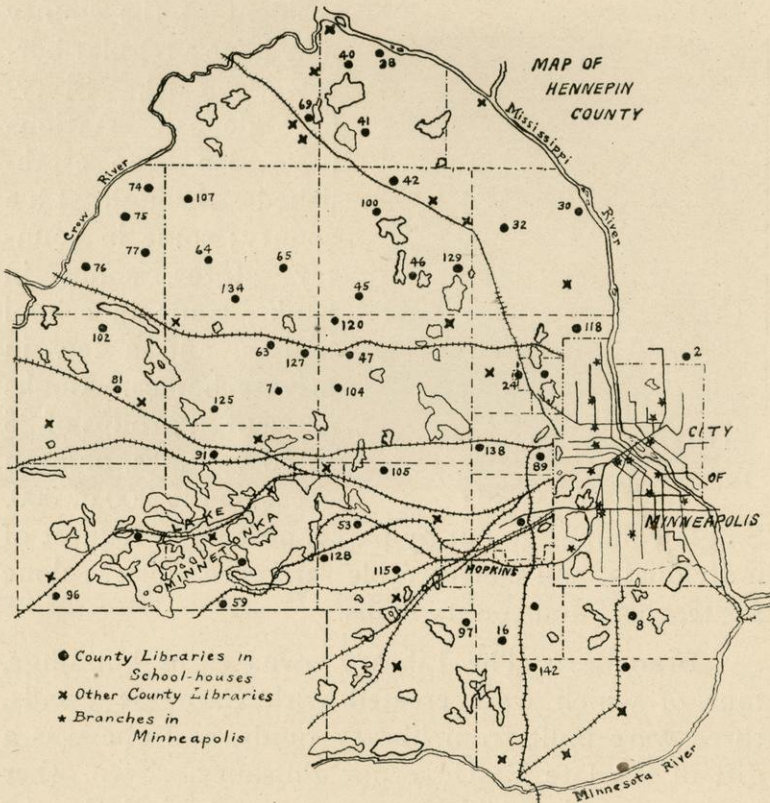
HENNEPIN COUNTY

resident of the county may have a regular borrower's card. Sixty-five deposit stations have also been established through the county; some in country stores, some in banks, some in school houses, and a few in private homes. Books are sent in groups of 25 to 50 volumes, or even occasionally 200 or 300.

Single volumes go out by parcel post upon request of individuals, and considerable reference work is done for teachers and county clubs.

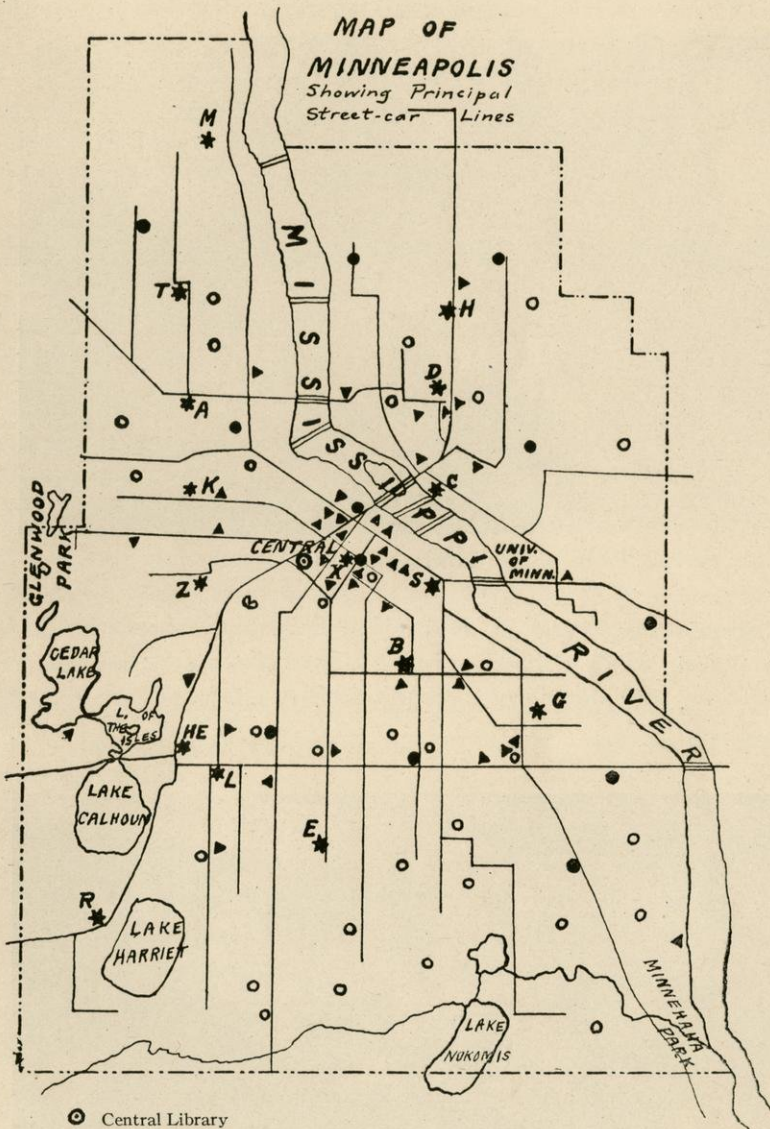
Branches: The Library owns eight buildings, four of which were erected with Carnegie Funds, three were built from library funds, and one was a gift of the late Ex-Governor Pillsbury. Two other branches are in Field Houses operated jointly by the Library and Park Boards. The Business Branch is located on the ground floor of a down-town office building. A technical branch is located in the Dunwoody Institute. Two branches are in large rented store buildings, and three in Junior High

Schools. Smaller branches with library assistants are located in seven school buildings. These branches have their own collections of circulating and reference books; they have large reading rooms supplied with magazines and newspapers. The branch librarian and staff make a survey of their neighborhood and take an active interest in its social and educational development.



MAP SHOWING
 COUNTY LIBRARY EXTENSION WORK
 OF THE
 MINNEAPOLIS PUBLIC LIBRARY

Note: Figures indicate School Districts



- Central Library
- ★ Branches
- Deposit Stations
- Class Room Libraries
- ▲ Factory

DISTRIBUTING POINTS
OF THE
PUBLIC LIBRARY
WITHIN THE CITY LIMITS

1918



NORTH BRANCH



NORTH BRANCH--INTERIOR

NORTH BRANCH

This branch is on the edge of the Twentieth Avenue retail business district, but is really situated in a very good residence section. Most of the people of the vicinity own their homes and are permanent patrons.

The population includes many of German, Scandinavian and Irish descent, with a few Polish readers near Washington Avenue.

The North High School is two blocks away and after school hours the pupils swarm to this branch for help in their studies; during the school year the library assistants are kept very busy with this demand for reference work. The steel book stacks in the main floor reading room shelve a reference collection which is second to that in no other branch.

The Logan grade school is in the same block, while the Franklin Junior High School is about ten blocks to the south, and the Bremer Junior High School is ten blocks to the north. In the latter is a good school library branch which provides largely for the school and community needs around it.

The basement auditorium with a seating capacity of 150 has an outside entrance, and is used by debating clubs, business organizations and women's clubs.

A large sunny room on the second floor, the children's room, is the largest and most attractive one in the library system.

Books: 16,000 volumes; circulation, 85,000.

Location: 1832 Emerson Avenue North. Reached by Penn and Fremont car lines and by Emerson Avenue bus line.

Established: 1890, the first branch to be established. Its first home was in the basement of the High School; moved to present building in 1894.

Lot: Donated by Mr. S. C. Gale and Judge C. E. Vanderburgh.

Building: Cost \$10,000; one-fifth donated by North Side citizens, the remainder from the library maintenance fund. An addition, doubling the size of the building, was built in 1914, at a cost of \$10,000.

Architect: Frederick G. Corser, Minneapolis.



FRANKLIN AVENUE BRANCH

This branch is in the Franklin-Bloomington business district of small stores. There are nearly forty churches in the neighborhood, with a membership of over 15,000.

This building shelves all the books in the system in the Scandinavian languages. It serves as a central distributing point for these books by lending them in small collections to the other branches.

Half the space of the main floor reading room is devoted to Scandinavian books and the other half to English. In the basement the club room is in constant use for meetings of older people as well as children's clubs. The juvenile room, with a separate entrance, is also on the basement floor.

The South High School is eight blocks away; over one-third of the children in the public schools are borrowers, due to the close co-operation of the library with the teachers.

Books: 23,000 volumes; circulation, 98,000.

Location: 1314 East Franklin Avenue. On Franklin Avenue or Snelling-Minneha car lines, one block from Bloomington line.

Established: 1890. Housed in rented quarters till 1914, when present building was completed.

Lot: Donated by Mrs. George C. Christian, Mrs. Franklin Crosby, and Mr. Sumner T. McKnight.

Building: Cost about \$41,000, part of donation of \$125,000 made by Mr. Andrew Carnegie.

Architect: Edward L. Tilton, New York City.



PILLSBURY BRANCH

This branch is located near the end of the new Third Avenue bridge, one block from East Hennepin Avenue.

Tho close to a large factory and business district, it is the branch nearest to the State University, and is opposite the East High School. It does a great deal of school reference work. There are small French and Syrian colonies to the north, and some Polish and Italian people, but it is, in the main, in an American residence district.

The building is of white marble and is furnished with mahogany. Besides the main reading room and the stack room, there are separate rooms for reference and children's books; all these are on the same floor.

Books: 15,900 volumes; circulation, 66,300.

Location: 100 University Avenue S. E. One block from Como or Oak Street car lines, and two blocks from Johnson, Monroe, or Central Avenue lines.

Established: 1891. In rented quarters until moved to present site in 1904.

Lot and Furnished Building. Donated by ex-Governor John S. Pillsbury. Cost, approximately \$70,000.

Architect: Charles R. Aldrich, Minneapolis.



LOGAN PARK BRANCH

This branch occupies a large room on the main floor of the Logan Park Field House, in the center of the Park. The Park Board supplies play ground directors for the gymnasium and shower baths, for the outdoor skating rink in winter, and the play ground in summer. The large room for dancing and meetings makes the building the recreation center for the entire neighborhood.

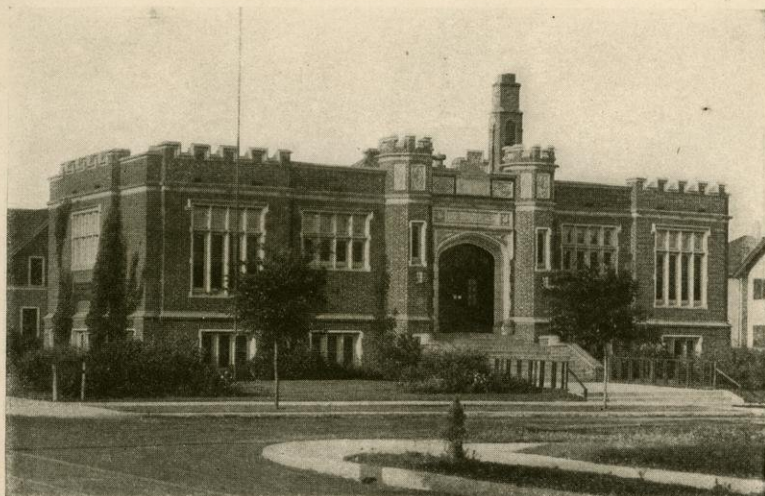
There are four public schools less than seven blocks away, well provided with indoor and outdoor recreation facilities, and four Catholic schools for the Polish, Russian, German, and Irish people, who, with the Scandinavians, make up the majority of this hard-working foreign population.

The Northeast Neighborhood house and Margaret Barry Settlement house are each about ten blocks distant. The library co-operates with the social workers and the teachers, and conducts frequent story-hours with lantern slide exhibits.

Books: 5,000 volumes; circulation, 43,000.

Location: In Logan Park, Monroe Street and 13th Avenue N. E. Reached by Monroe or Broadway street car lines.

Established: 1913, in present building. Cost, \$8,000, paid by Library Board to Park Board for Library's share of construction.



THIRTY-SIXTH STREET BRANCH

This branch is located within a block of the Central High School, the largest in the city. Much reference work is done with the pupils. Several grade schools are within short distances. This is a new branch and it is growing very rapidly. Nearly all the population in the vicinity is English speaking.

The Minneapolis Audubon Society uses the large basement room for meetings and exhibits, and the smaller club room is often used by other clubs. The main reading room has a reference alcove opening on sun porches on each side.

Books: 7,200 volumes; circulation, 73,000.

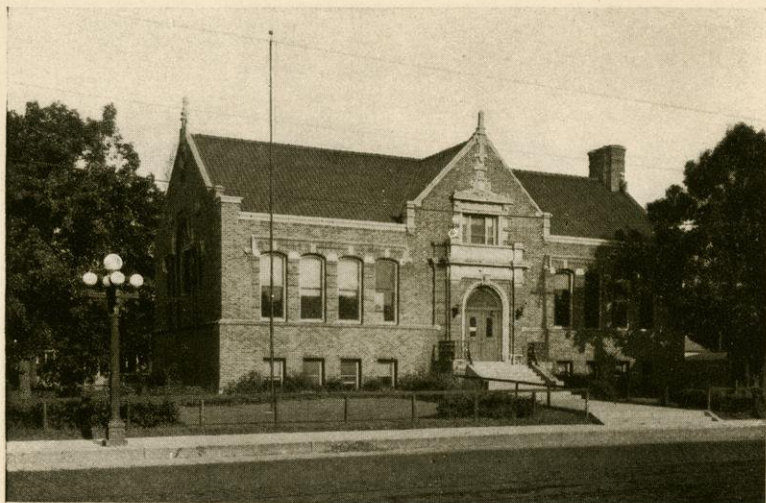
Location: 347 East 36th Street, on Fourth Avenue South car line.

Established: 1916, in present building.

Lot: Purchased by bond issue for \$2,500.

Building: Cost about \$35,000, part of donation of \$125,000 made by Mr. Andrew Carnegie.

Architect: H. D. Whitfield, New York City.



CENTRAL AVENUE BRANCH

This library is on the main thoroughfare of what is popularly called the New Boston business district. The Soo Line shops are the largest of the many factories and foundries in this Northeast district. Much of the population is of Scandinavian or German descent.

The building is not large, but has in the basement a good-sized auditorium in which many clubs and associations meet.

Books: 7,150 volumes; circulation, 66,000.

Location: 2208 Central Avenue N. E., on Central or Columbia Heights car line.

Established as a Deposit Station in 1892; in 1907 made a branch and housed in street floor of a store building. Moved to present building in 1915.

Lot: Purchased by bond issue. Cost, \$6,000.

Building: Cost about \$25,000, part of donation of \$125,000 made by Mr. Andrew Carnegie.

Architect: Edward L. Tilton, New York City.



WALKER BRANCH

This building has a commanding position at the head of the Mall boulevard. The branch serves the well-to-do residents near Lake Calhoun and Lake of the Isles, and is close to one of the Lake Street retail districts. West High School and three other schools are within "borrowers' distance," but about half the circulation is adult fiction.

The high ceiling of the main reading-room gives a roomy effect. There are sun porches for use in summer, and half the basement is finished off for use as a club room.

Books: 11,300 volumes; circulation, 80,000.

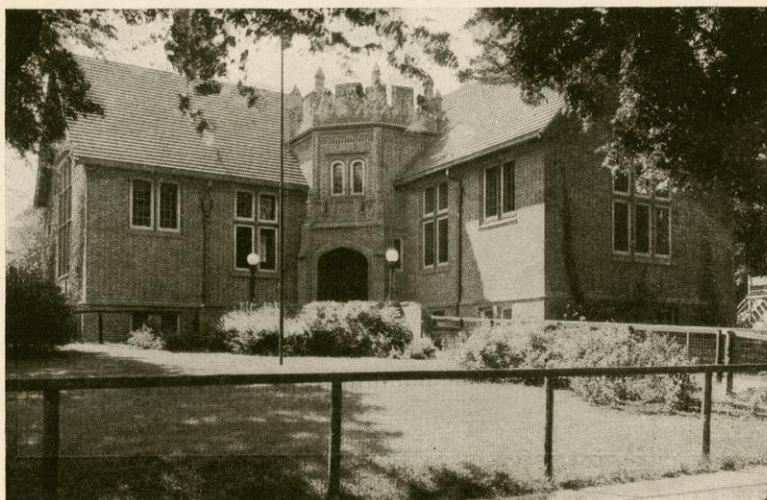
Location: 2901 Hennepin Avenue, on Harriet, Hopkins, St. Louis Park car lines. One block from Selby-Lake line.

Established: 1911, in present building.

Lot: Donated by Mr. T. B. Walker, President of Library Board.

Building: Cost, \$45,000, paid from city taxes.

Architect: Paul Jerome Jackson, Minneapolis.



SUMNER BRANCH



CHILDREN'S ROOM—SUMNER BRANCH

SUMNER BRANCH

The neighborhood conditions make this library a home for the children while they are out of school, and the character of the work becomes that of a social center more than in most of the branch libraries. The majority of the population are Jews, all omnivorous readers, and the librarians cooperate closely with the Hebrew institutions, especially the Talmud Torah. Boys' and girls' clubs meet constantly in the building, sometimes twenty-one clubs a week, using the private staff rooms, and the children's room after closing hours. The place is so overrun with the younger generation that discipline is difficult, and the adults are virtually crowded out.

A large room in the basement, built for an auditorium, was very frequently used for the purposes of an auditorium and club room for one year after the erection of the building. But the overcrowding on the first floor compelled the taking over of this space for a permanent room for little children. community life.

Although the building is still new, it is wholly inadequate to the large work which goes on within its walls. No other branch has grown so fast, nor fills so large a place in the community life as this one.

This building contains the collection of Yiddish books, which supplies the whole system, just as the Franklin Branch collection supplies Scandinavian books.

Books: 8,500 volumes; circulation, 64,800.

Location: 601 Emerson Avenue North. On Sixth Avenue North car line.

Established: 1912. In rented quarters until removed to present building in 1915.

Lot: Purchased for \$8,000, from bond issue.

Building: Cost about \$25,000, part of donation of \$125,000, made by Mr. Andrew Carnegie.

Architect: Cecil Bayless Chapman, Minneapolis.



OCCUPATIONAL WORK IN THE CLUB ROOM
SEVEN CORNERS BRANCH



CHILDREN'S CLASS IN GAMES AND FOLK-DANCES
SEVEN CORNERS BRANCH



SEVEN CORNERS BRANCH

Only about ten per cent of the people near this library are native-born. On the south is the large Scandinavian area of South Minneapolis; Slavic peoples occupy the river flats, and most prominent among the other peoples here are the Negroes and Jews.

This Branch has been described as a "community clearing house" for information and assistance of all kinds. On the main floor is the general reading room, including magazines, newspapers, reference books and the children's room. The adjoining sun porch is popular in summer. In the basement are two club rooms and a large recreation room, with gymnastic apparatus and pool tables. The circulation is small because most of the reading is done in the building.

Books: 8,300 volumes; circulation, 38,000.

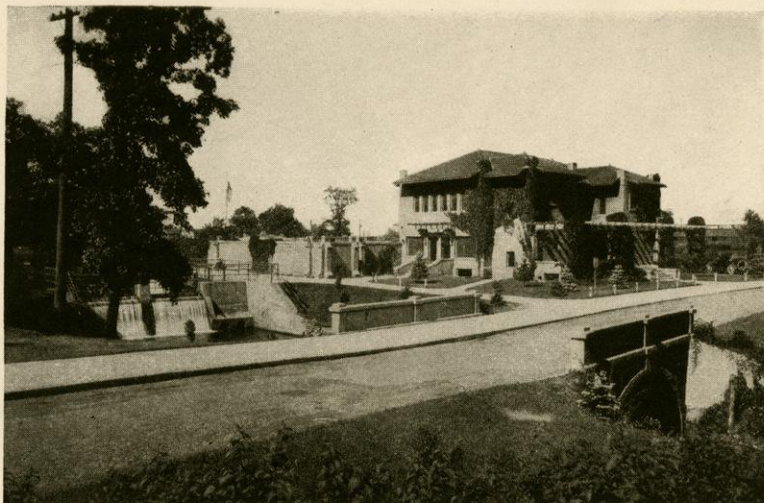
Location: 300 Fifteenth Avenue South. One block from Cedar, Nokomis, Minnehaha Falls, or St. Paul car lines.

Established 1905 as a reading room in Riverside Chapel, but soon removed into a store building, and moved to present building in 1912.

Lot: Cost \$8,000, paid from city taxes.

Building: Cost about \$32,000, paid from city taxes.

Architect: Paul Jerome Jackson, Minneapolis.



JOHN D. WEBBER MEMORIAL FIELD HOUSE
CAMDEN PARK BRANCH OCCUPIES UPPER FLOOR

CAMDEN PARK BRANCH

This branch is in the John D. Webber Memorial Field House, used by the Park Board for recreation purposes. The building contains recreation equipment for an outdoor swimming pool, which is at the outlet of a pretty lake used for canoeing in summer and for skating in winter. As the library occupies the upper floor, it has an attractive outlook.

The neighborhood is not thickly settled. The nearby business district is called Camden Place, and is the center of one of the communities near the edges of the city limits. Hopewell Hospital and the City Workhouse are also near the Park.

Books: 4,500 volumes; circulation, 26,000.

Location: Reached by Camden or Fremont car lines.

Established as a Deposit Station in 1895; since 1910 in the present building.

Building: Gift to the city from Mr. C. C. Webber.

LYNDALE BRANCH

This branch is in a rented room in the rear of the ground floor of the Calhoun Commercial Club building, in one of the Lake Street retail districts at a street car transfer point. It enjoys a good circulation in spite of its proximity to the Walker Branch (eight blocks away). Most of the residents are of American descent.

Books: 7,000 volumes; circulation, 62,000.

Location: 711 West Lake Street. On Bryant and Selby-Lake car lines.

Established as a Deposit Station in 1899, changed in 1908 to a branch in a store building. Moved to present location in 1914.

LINDEN HILLS BRANCH

This branch occupies the ground floor of the Lake Harriet Commercial Club building. A middle partition wall divides the juvenile and adult rooms, without preventing supervision of the room. The neighborhood is strictly residential, with a well-to-do English-speaking population.

Books: 6,500 volumes; circulation, 42,000.

Location: 2720 West Forty-third Street. Reached by Lake Harriet or Hopkins lines.

Established as a Deposit Station in 1905. Moved in 1911 to present location as a branch.

JUNIOR HIGH SCHOOL BRANCHES

SEWARD SCHOOL BRANCH

The fact that the library is in a school is unfortunately a hindrance to large use by adults, who feel that it is a school institution.

The people near this branch belong mainly to a good class of people who earn their wages in mechanical trades. Most of them are of Scandinavian descent.

This library is in a large portable building about 60 by 25 feet, on the school property and close to the school itself. The Board of Education bears all the expense except attendants and equipment.

Books: Over 6,000 volumes, with a circulation of nearly 50,000.

Location: Twenty-eighth Avenue South and Twenty-fourth Street. Reached by Snelling, Minnehaha, or East 25th Street car lines.

Established: 1912.

BREMER SCHOOL BRANCH

This branch was established as a school Deposit Station in 1910, but in 1917 was given a basement class room with a separate entrance. It is developing fast along the same lines as the Seward Branch and is serving a very similar community of thrifty workingmen's families.

Books: About 3,500 volumes, with a circulation of 45,000.

Location: Emerson and Lowry Avenues North. On Fremont car line.

