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A LIBRARY SYSTEM

By

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Organization of the personal library has probably caused headaches for more than a few fishery workers. The task has been irksome and discouraging at times for me. After much experimentation, a system of indexing and filing my reference material was adopted which has proved quite serviceable. Perhaps other people, and especially those new in the fishery field who are stymied in choosing a library plan, would like to know about it. The general aspects of the system are these:

1. It is concerned with publications that pertain to one's profession.
2. The material is indexed on the basis of subject topics.
3. A 3" x 5" white card is provided for each topic, and a number of references are recorded on each card.
4. An index is prepared for each journal in the library, and one also for reprints and miscellaneous publications combined.

Scope is an essential consideration in the plan of this system. Although a utilitarian library might include the entire field of a science (biology, for example), one's occupational library will very likely be much easier to use and maintain if it is restricted to the branch of a science with which a person is chiefly concerned. For fishery

people, such limitation means inclusion only of references that pertain to fish. Literature of science is accumulating so rapidly that one is pressed to keep his head above the flood. Therefore it appears advisable that simplicity and utility be emphasized in the organization of reference material. Lest this opinion be misinterpreted, it does not infer that cultural interests be curbed; rather, it alludes specifically to the work-shop library. Other portions of one's complete library may be systematized separately.

Age and Growth, Bottom Fauna, Creel Census, Fish Culture, Mortality, Plankton, and Taxonomy are a few of the subject headings in my indexes which likely are in general use in other subject catalogs of reference material on fish. However, individuals may differ in choice of some headings. For example, I have lumped all references on salmon merely under Salmon, but people much concerned with these fish probably would prefer a division for each important species. The total number of headings used also depends somewhat on personal choice. My indexes presently contain 130 subject headings (listed in Table 1). Provision of this many headings may be questioned, but I think that the effort such detail requires is well repaid by the help it affords in finding material easily.

The illustrations explain better than words some aspects of the index cards. It will be seen that the subject heading is on the

Table 1. --Subject index headings used by the author

Abnormalities	Fishways	Pollution
Age and Growth	Food habits	Population
Alewife	Gars	Population control
Amphibians	Genetics	Predators
Anatomy	Geology	Productivity
Anesthetics	Grayling	Programs or Policy
Aquaria	Harvest	Psychology
Bait, fish	Hatchery equipment	Racial studies
Bass, largemouth	Hatchery techniques	Radioactive materials
Bass, miscellaneous	Hematology	Research equipment and techniques
Bass, smallmouth	Herring	Research, definition and evaluation
Bass, white	Hiodonts	
Beaver	Histology	
Bibliography	Hybrids	Salmons
Bluegill	Impoundments	Sauger and Bluepike
Bottom fauna	Improvement, habitat	Screens and Weirs
Bowfin	Laboratories	Sculpins
Burbot	Lamprey, sea	Shads
Carp	Lampreys, misc.	Sheepshead
Catfishes	Laws and Regulations	Smelt
Centrarchids, misc.	Limnology	Soils
Chemistry, water	Management	Spawning
Ciscoes	Mapping	Statistics
Climate	Marking	Sticklebacks
Crappies	Measurements	Stocking
Creel census	Migration and Movement	Sturgeons
Crustaceans	Minnows	Suckers
Currents	Mollusks	Surveys
Dams	Mortality	Survival rates
Diets	Muskellunge	Taxonomy
Diseases	Nets	Temperature
Diseases, treatment	Organoleptic tests	Toxicants
Dispersal	Outboard motors	Toxicity
Electric shocker	Paddlefish	Trout, brook
Farm ponds	Parasites	Trout, brown
Federal aid	Perch, yellow	Trout, lake
Fertilization	Percids, misc.	Trout, misc.
Fish culture	Physiology	Trout, rainbow
Fish distribution, geographical	Pikes	Turbidity and Sediments
Fish distribution, local	Plankton	Turtles
Fish introductions	Plants	Walleyes
Fisheries training	Plants, control	Whitefish
Fisheries as vocation	Poeciliids	Writing technique
Fishing, commercial		Yield
Fishing, sport		

Bluegill

Reprints

- GRAY-5- (See Grayling - feeding habits, Ford L., Mich.)
- F.A.R.-6- (See Food habits - winter feeding in Mich.)
 - 1- Calculation of condition from scale dimen., Scale, 27:3:132-134. 1946.
- SPAW.-3- (See Spawning - factors affect. reprod., Ala. ponds)
 - 2- Life hist. of, Buckeye L., Ohio, Bull. Jour. Sel. Labs., Denison Univ., 42:4:21-59. 1951.
- SPAW-5- (See Spawning - spawning period, Buckeye L., Ohio)
- F.A.P.-8- (See Farm ponds - trap. exper. to estimate pop., Iowa)
- F.A.P.-10- (ditto - production in Mich. ponds)
- MARK.-11- (See MARKING - tagging in Calif. lake)
 - 3- Population in Big Bear L., Mich., Pop. Mich. Acad., 40: 111-117. 1955.

Figure 1. -- An example of an index card used for reprints and items not published in journals.

Age & Growth (2)

P. F-C.

- 17:3:123-125 (growth of brown trout finger on diet fortified w. ascorbyl + thiamine)
- 17:4:192 (quick method of preparing permanent fin-ray + spine sections)
- 18:1:45-46 (growth of smallmouth buffalo in carp ponds)
- 18:3:103 (poor man's portable scale press)
- 18:3:120-125 (effect of tape on growth + condition of cold-water fish, Wyo.)
- 18:3:141-142 (an inexpensive scale projector)
- 19:1:31 (neutralizing electrostatic charge on scale press)
- 22:2:81-82 (1st year growth of several Minn. fish)

Figure 2. -- An example of an index card used for papers in journals available in the personal library.

upper left corner and the classification of the publication ("Reprint" or the initials of a journal) on the upper right corner. A major portion of the title serves to describe the contents of a reference; especially long titles are abbreviated to save space, but occasionally additions (e. g., the geographical location of a study) may be advisable. Entries are continued on the back side of the card, and on additional cards if necessary. If a subject requires more than one card, these cards are numbered in sequence, after the heading. Use of chronological order in indexing will help to locate references quickly.

Reprints and items that have not been published in journals (the latter being classified and filed with reprints for the sake of convenience) are indexed somewhat differently from papers in journals contained in the library. One variation is that call numbers are assigned to the reprint and "independent" references. This number consists of initials or larger portions of words to identify the subject and a numeral which shows the location of the reference in the subject series. Bound papers (those recorded in the journal indexes) are not numbered. Entry of a publication under several subject headings also differs; whereas a system of cross-referencing is used in the reprint index (see Figure 1), multiple citations are identical in the journal indexes.

Some people may question the need of a card index for journals inasmuch as each volume is indexed and cumulative

indexes are issued from time to time. However, I think that a personal cataloging system for references in journals is definitely worthwhile because it provides a uniform key for finding material in various journals and also compensates for the lag in availability of cumulative indexes.

Except for the call numbers, the data are entered on the cards with a ball-point pen. These records may be typewritten to produce a neater job, but longhand seems adequate and is more convenient. A lead pencil is used to write the call numbers on the cards and on the publications of the reprint category to insure ease of revision should changes be required.

My reprint and "independent" publications other than books are stored in 4" x 9 1/4" x 12 1/4" cardboard library covers, and are filed in the same order as recorded on the index cards. One container may hold the material classified under several different subjects. Generous allowance of vacant space in each box to accommodate future accessions precludes the need for frequent rearrangement of the material. Books and journals are stored separately from the forenamed publications and are unnumbered. However, call numbers and an indexing system doubtless should be used for books in libraries that contain numerous volumes. My choice is not to keep reprints of papers that are available in journals in the personal library.

If extra copies of bound papers are desired, these could be recorded by writing "reprint" in the left margin of the card, opposite the entry for the reference concerned in the journal index, and the duplicates kept in containers provided specifically for them.

The names of authors may, of course, be included among the data on the subject index cards if this information is desired. An alternative is a separate author index. A conceivable method of compiling one as a supplement to the subject indexes is to use a 3" x 5" card for each author and list all of his papers represented in the library on this card. Much labor would be saved if only the more prolific writers were cataloged.

The method of employing several indexes is not unwieldy, as one might suppose, but functions quite well. Successive listing of references on the topic cards instead of use of a separate card for each reference saves time and effort in finding publications and also conserves space. To illustrate the compactness of the index portion of this system, my file occupies only 4 inches of linear space. The reference materials cataloged are the contents of 15 volumes each of The Progressive Fish-Culturist and the Transactions of the American Fisheries Society, the fishery literature in 18 volumes of The Journal of Wildlife Management, and 15 boxes of reprints and publications of miscellaneous origin.

Report approved by
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Summary of: (Institute for Fisheries Research Report No. 1639)

A LIBRARY SYSTEM

By Clarence M. Taube

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A system of indexing reference material in a small professional library has been tested and found serviceable. The materials are indexed by topic. The system is especially applicable to a small library that concerns a particular area of knowledge, e. g., fish and fisheries-- in my case a library that contains volumes of 3 journals and about 1,000 separate reports and reprints which are indexed under 130 topics such as age and growth, bottom fauna, muskellunge, toxicants.

A file of 3" x 5" cards of the various topics is maintained for each journal and for separates. A particular topic is entered on a card and papers that pertain to it are listed on the card. A major portion of the title describes the contents of a reference; abbreviations can be used, and helpful additions can be made. Other data include a call number (for separates only), and the name, volume, number, and pages of the publication in which the reference appears. (In the journal indexes, the name of the journal appears only in a top corner of the topic card.) More cards for any topic or for new topics can be added as necessary.

An example will show how the system works. Material on "grayling" is desired: (1) this card in the separate file bears 6 references, "Gray 1", "2", "3", etc.; (2) the file for the Progressive Fish-Culturist shows 2 references, 9:3:136-142 and 18:2:96; (3) the files for other journals contain no topic card marked "grayling." It is now known that the possibilities of this library on the subject have been exhausted.

Cross references can be incorporated in the system. For example, paper A & G 13 ("age and growth") may also be listed on the topic card for "bluegill" since it deals with this species.

Separates are grouped by major subject in alphabetical order as are the index cards, and are stored in cardboard library covers. Separates on several topics may be included in one box but allowance for expansion should be made. Bound materials (journal volumes and books) are not numbered and are stored in some convenient sequence.

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