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PRELIMINARY STUDIES IN METHOD

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A UNION WORLD CATALOG  
OF MANUSCRIPT BOOKS

*Preliminary Studies in Method*

Made under the direction of  
ERNEST CUSHING RICHARDSON

VI. SUMMARY OF METHOD

by E. C. RICHARDSON

New York  
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1937

## PREFACE

In the preceding prefaces it has been explained that in the failure of the American Library Association to obtain grants for the purpose, these studies have been made with "very limited means" and printed quite without the "editing" which will be applied to a final edition in which it is the expectation (Pt. V, p. v.) that "a high percentage of accuracy" will be possible.

The lists were described as "rough material," "published as *manuscript*." They were published in this unfinished state as "strictly a study in method form not a contribution in a model form."

The reason for printing in this rough unfinished state was said to be that in the absence of financial grants "it seemed idle to spend more time and money elaborating preparations" which "would contribute little which is material to the present purpose" but rather the contrary since for a study of method the editing out of the errors of the many original catalogers would be misleading as to the difficulty of the task and its expense.

It was printed it was said as a guide to the Committee "in rethinking its method" and as an aid "to whatever agencies shall in the end undertake the preparation of this much needed tool for research library service." It was "published as manuscript" instead of merely printed for the private use of the Committee because it was "believed that this material rough as it is will be of some service to scholars meantime." With this explanation, it was said, "the material is offered without further apologies."

I still do not think that further apology is needed. The language seems to be plain and the situation plain while the material published has in fact served its purpose as a useful basis for a study of the method and has in fact also proved useful to several appreciative research workers.

Nevertheless the seemingly plain language has been misunderstood by certain foreign language reviewers of highest standing. They have assumed that this material was prepared with adequate financial grants

("Nouvelles subventions") and is presented as a model guide for catalogers attempting a definitive list. They infer therefore that it is a fair sample of what the final results, edited with reasonable means will be.

In view of this misunderstanding it seems necessary to repeat what has been said and try to be still more plain. The material has been prepared with scantiest means. It has not been presented as a model of cataloging but merely as an illustration of the form proposed. It does not constitute a fair sample of what is to be expected from final results, if project should be directed by the present editor who has expressly stated and now re-states that final results will be much more accurate if means are tolerable—and it will not be undertaken if they are not.

The whole story in a nutshell lies in the fact that this material was produced at ten cents per title while as the result of this experience we have asked for grants of a minimum of twenty cents per title and a maximum of thirty three cents per title. With this amount and in this method "a high degree of accuracy" would be insured, although not of course all the meticulousness and detail of those projects which take from two dollars to six dollars per title or of course of those which cost from ten to forty dollars per title.

It should be added that whatever the faults of this work, of whatever kind, the general editor is solely responsible. He refused to allow Dr. Grubbs whose feeling of accuracy was outraged by the publication of uncorrected matter to take the time to edit out errors. It seemed to the editor and still seems, wasted effort in a matter which in the end must be edited carefully. An attempt to edit carefully at this stage would have cost far more money than we had and the results without the extensive and expensive preliminary standardizing projects described in the following pages, worthless and misleading.

ERNEST CUSHING RICHARDSON

*Washington, D. C.  
November 18, 1937.*

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## CHAPTER I

### OF METHOD IN GENERAL.

(1) *Methodology* is the science of applying means to ends. It is the way to an objective. It is the art of getting results.

Method is a main factor in every project in whatever field of human endeavor where effort is exerted to produce a result. In the economic world, where the effort is typically to produce material objects or units of service, methodology is called scientific management or business engineering or efficiency. In science, which is business management applied to the production of new ideas, methodology is called scientific method. Its unit of production is a new idea. In education which is the mass production of these ideas in other minds and where the unit is one copy in one mind, it is called educational method. In religion it is universally known as the Way or Path or Road.

Whatever the field every project involves, first a clean cut definition of the objective, second, a survey of the means available and the selection of suitable elements for the purpose, third, adjustment or adaptation of these selected elements and the devising of new methods, fourth, a detailed plan, fifth, the application of this plan by demonstration experiment to the production of a model or sample of what the method used will produce, sixth mass production.

Factors of means are time, material, brains, research, experience, system (order) and labor. In a business project these means on last analysis resolve themselves chiefly into financial means. The project may include a variety of means, materials, voluntary labor, leisure and brains but these may, in general, and for the most part, be translated into terms of money.

The practical point of method is to get the best results possible in the shortest time with given means.

The application of means to a project, whatever the objective and whatever the means, involves first the brain factor in defining the problem and framing the detailed plan. The plan is expressed in terms of the means to be used and the cost of these means. If a man intends to build a tower or a union catalog or a military campaign he "sitteth down first and counteth the cost whether he have sufficient to finish it."

The commonest vice of projects is that they attempt too much quantity or too much quality for the money or time available. They fail to sit down and count the cost beforehand. The result is that at the end of the time set the project must have more time and more money or stop. The experienced producer plays safe. He estimates well within the limits of means while all the time trying to produce more results in a shorter time than his safety first estimates require. In order to do this

he relies on the carefully prepared and detailed plan with analysed costs and the application of the plan in a demonstration experiment before attempting general application.

A union catalog is a business proposition. The object to be produced is a joint index of books in two or more libraries. Its unit is a located book. It takes on existence first in one place only but copies may or may not be made by printing, photography, photostat, film, typewriting or handwriting and set up in as many places as desired. These replicas are exact duplicates of the catalog but the methodology of each kind of replica is again peculiar to itself and differs from that of the original.

These studies have to do both with the problem of the original formation of a catalog and with that of possible multiplication but its chief concern is with the formation of the original catalog and its operation, not with the possible multiplication of this unit by printing or film or otherwise.

(2) *The problem.* "The first thing to do," in any undertaking the teachers of scientific method say, "is to get a clearly defined conception of what the problem is."

The problem in this case is to locate promptly and surely for a research student of early manuscript books, all the manuscripts of any work with which he is concerned. The heart of the problem is to find quicker, surer and less expensive ways of doing this than those now in operation.

*Uses of manuscripts.* The main purposes for which American research scholars use book manuscripts are; text criticism, art study and paleographical science and teaching. Manuscripts are used also directly more or less in all kinds of historical research; social, political, linguistic, literary, medical, theological and the rest. This direct use however is relatively small in this latter field and is limited mainly to the use of a few unpublished works or the crosschecking of works that are very badly edited in printed editions. The bulk of such work is done not from manuscripts but from printed editions and satisfaction in the use of printed editions depends on the accuracy of the editions used, hence the increasing use of manuscripts by text critics.

The direct use of manuscripts for art, paleography and text criticism is on the other hand considerable and increasing. In spite of the handicap of distance from the great collections of manuscripts, American scholars have made distinguished contributions in all these fields during the last sixty years. Recently the work in art has reached a high degree of international distinction and recognition. American paleographical teaching and instruction too has advanced by strides and produced scholars of international distinction. The chief use and demand here however has been, as it is the world over, for the production of better editions of early writings. This is by far the greatest use of manuscripts. The demand for texts for this purpose is extensive. The introduction of the genealogical method has made

pretty much all editions before 1868 obsolete. The demand for better texts is insistent and textual critics have not been able to catch up with the situation. The demand far exceeds the supply. Naturally the bulk of new editions is by European scholars. They are nearer the manuscripts and can visit or borrow them much more readily than American scholars and what is still more to the point their nearness to their material has led to a greater familiarity with the subject and to much better and more extensive paleographical and text criticism instruction in the schools of higher learning. Until the recent rapid development of research work in American universities too the demand by reseachers for better editions was much more general and insistent among European than among American scholars but recent developments have changed the situation radically. American scholars in every field of early history are realizing the situation and demanding better texts.

In this field American scholars have already made noteworthy contributions both to the science of textual criticism and to production. Ezra Abbot, Caspar René Gregory and Charles Henry Thayer, among the pioneers are outstanding world figures and the number of internationally known names among contemporary or recent producers is becoming large.

It is a most promising field for real service by American scholarship and bound to be a great field if the handicap of distance from the great collections can be overcome by practical aids. Much has been done in aid of the work of collation through the development of photographic copying and the development of international lending. Much more can be done by improving present finding aids, in methods now well understood. Most can be done by a union catalog.

*All the manuscripts.* The problem of manuscript finding is far more exacting today than it was a couple of generations ago when the "best manuscripts" were the oldest and handsomest manuscripts. It was not so hard to locate these. They were mostly well known and the scouts for learned societies and private bibliographical tourists were fast gleaning out the remainder.

The discovery of the genealogical method changed all that. In this method a poorly written late manuscript may be worth a dozen older ones or a dozen more beautiful ones. The cry now is therefore for all the manuscripts. No textual critic is any longer satisfied with his work until he has examined test passages from every manuscript and found a provisional place for each in his stemma.

The difference between then and now in the number of manuscripts to be seen is illustrated by three cases of manuscript searching by the editor. In the first case the number of manuscripts found was ninety two compared with the two used in the previous edition of 1838, reprinted in the Migne. In the second case one hundred and eighteen were found (and 114 personally seen) compared with five used in the current Teubner edition. In the third case the standard edition does not seem to have used anything but printed editions and most of the previous

one hundred or more editions seem to have used only one or no manuscripts. Ninety nine manuscripts of this work have been seen and a provisional stemma of 65 of these was printed some twenty years or more ago. Recently the list has been increased by a Johns Hopkins graduate student, Mr. Hugo Weisgall, from ninety nine to more than four hundred manuscripts, gleaned from printed catalogs alone.

And the story does not end even here as the list of Spanish manuscripts prepared for these studies shows. It adds several manuscripts to the Golden Legend list, gives locations of manuscripts of other Varagine writings, not hitherto listed and adds items to one and perhaps both of the other lists. This is in spite of the fact that the chief Spanish printed catalogs had already been exhausted and the chief libraries had been visited and their written catalogs exhausted during three manuscript hunting journeys to Spain. It is likely that even after the long, laborious and expensive work of compiling these three lists so far, a good union catalog would add possibly ten percent more, on the average. A main object of Part V. of these studies was expressly to illustrate this point and it does show that even an incomplete and hastily executed union list of a rather small number of libraries will contribute automatically an appreciable amount to almost any list of any work whose manuscripts are widely distributed. It is the whole problem in a nutshell.

Altogether the finding and cataloging (which must include test passages and stemma) have taken on altogether new and vital importance, in recent times, exacting a very much larger share of research time and cost than before.

Altogether too the problem calls for much quicker and surer methods of finding. Too much time has to be spent getting ready for work. At present one must spend months and perhaps years exhausting available sources, printed and manuscript, before he gets at the real work of collating the manuscripts and editing his text.

*Present finding methods* being so slow and expensive discourage production and are therefore a serious handicap to the development of scientific text critical and paleographical studies in America. The aids are insufficient and cumbersome. The would be producer gleans the prolegomena of earlier editions, the literary histories and biographies and gets very little help as a rule, except from very modern editions and these are of course the texts which least need re-editing, while what the research scholar looks for is precisely those which most need editing. Now and then he finds a monographic list in some periodical article or literary history which is really helpful but very few even the best of these are definitive enough to satisfy his scholarly conscience and spare him the pains of going through the printed catalogs and extensive bibliographical journeys.

His chief dependence is the printed catalogs and even to exhaust these is a

laborious task costing months of diligent work. There are literally thousands of such printed lists of whole or partial collections to be examined and he does not dare skip any of these.

The task is comparatively simple in the case of volume catalogs. There are now tolerable collections of such catalogs in many American libraries especially at the L.C., Harvard and N.Y. Public Library. None of these is equal to the Vatican or Paris or other great European collections and few or none of them are grouped for the convenience of users. They are generally scattered through the literature about libraries, general and individual, or at least mingled with the catalogs of printed books in a way which doubles the time cost of handling, compared with collections arranged like those of Rome and Paris. At best all the American collections put together do not equal the great European collections. A few years ago a union card list of the Harvard, N.Y. Public and L.C. material was made and was found to fall a good bit short of the printed Paris list and this collection is short of the Vatican.

The American researcher, after he has exhausted the Boston, N.Y. and Washington centers may pick up other titles in Baltimore, Chicago, Phila. or other centers and locate other individual items here and there by means of the L.C. union catalog of printed books but this is a slow process and he cannot very well borrow the items located just to see whether they contain his item or not. He may in some cases under modern methods of information service have the catalog searched for him but this is not a simple matter. It may involve looking under a dozen different entries with which no one but the researcher is familiar. At best anything but personal examination is an interminable process, unsatisfactory in its results and the time cost of correspondence and the information service by the libraries, makes it almost or quite prohibitive, except as a last resort in rare cases.

The net result is that after the researcher has exhausted the resources of two or three centers he finds it necessary and economical to go abroad and use the better collections, better arranged for his purposes and quite likely he finds it more economical both in time and money to do this to begin with, as soon as he has exhausted his home library and its near neighbors.

And exhausting the thousands of volume catalogs, although the most fruitful is much less troublesome than the three other factors; the lists in periodicals, the written catalogs and the uncataloged collections.

It is when the searcher comes to his second stage, the periodicals and collective sources, that his troubles really begin. American libraries are happily rich in periodicals and collections and a surprisingly large fraction of the references can be found at any of our book centers but the difficulties and time cost of finding and using these is much greater than in the case of volume lists and the American stock of periodicals while very rich in the best standard serials is far from complete

and is especially lacking in the more specialized fields of historical research where such lists are apt to be found. Dr. Grubbs mentions some sixty periodicals which have special lists of Spanish manuscripts but not all of these are to be found in America and the list itself although unusually comprehensive misses some. A pointed illustration of this turned up only the other day. A Belgian scholar mentioned in a review a work which quotes two or three manuscripts belonging to the list which is being compiled by Mr. Weisgall, extending the editor's list of editions of the Golden Legend. No copy of this periodical was to be found mentioned in the great A.L.A. union catalog of serials or in the L.C. union catalog. The union catalog division of the L.C. circularized the forty one most probable libraries in vain. The periodical in question was a very high class scholarly production of one of the Catholic Orders and the information was then sought from the Monasteries of this order. A copy was finally located and borrowed for very satisfactory use but the process was long and prohibitive to the average researcher for his brief use in finding or not finding whether a given work is contained in any of hundreds of lists.

And when the volumes and periodical articles have been exhausted the problem of collections which do not have printed lists remains. Many of these have local unprinted catalogs but some important collections have no printed catalogs or only partial catalogs and many small collections have no catalogs at all, printed or unprinted. As a matter of fact many of the small collections are not even to be found mentioned in the various library lists available. To handle this problem of unprinted catalogs the researcher must rely on bibliographical journeys which may and will be combined with journeys for the use of the material but at a time cost greatly in excess of what would be needed if he had his information organized before travel.

It is quite hopeless for an ordinary researcher to try to exhaust all the minor collections by bibliographical travel and he can never be certain that some do not contain something for him. He finishes work haunted by the fear that he has missed something. Many a researcher has visited many unlisted collections with few or no results, driven by his fears. Correspondence is ineffective. There seems to be no substitute for or escape from this but a Union catalog.

(3) *The solution of the problem* is obviously a *Union world catalog*.

A union catalog is one which lists books located in two or more libraries. A union world catalog of manuscript books aims to locate for the use of research workers any manuscript of any work that he may wish to use.

There are at least four types of existing union catalogs of manuscripts either on a world scale or on a national scale; (a) an organized collection of printed catalogs, (b) a collection of catalogs printed in uniform style and published as a series, (c) such a collective catalog with a general index, (d) an alphabetical index

catalog.

(a) The simple organized collection of printed catalogs. The mere possession of a number of printed catalogs by a library does not constitute a union catalog but when these catalogs are segregated and organized as a collection they become a true union catalog.

There are many examples of such a catalog in European libraries which have large collections of manuscripts. The outstanding examples are those of the Vatican and of the Paris National library. These union catalogs, incomplete as they are, even if every existing printed catalog is included, are vast labor savers for the research student—time savers and money savers.

There is no example of this type of catalog in America known to the editor. Such a catalog was projected for the L.C. and one was actually formed for the paleographic seminar of Princeton University but the Princeton collection has been broken up and the catalogs distributed among the literature of libraries while the L.C. project has remained chiefly, though not wholly, a project.

The Princeton collection although not containing as many printed catalogs as may be found in the three largest collections was considerable and was a true union catalog. It was segregated and kept with other paleographical material in a special seminar room, organized in classified form with a printed finding list. It was used for the graduate course in the method of paleographical research. It was dispersed when the graduate course was discontinued at the retirement of the giver.

The L.C. project for such a collective union catalog was formed in co-operation with the A.L.A. Committee on Bibliography shortly after 1923, as a necessary preliminary tool and part of a project for a union world catalog of manuscript books. This sub project was formally approved by the Librarian of Congress as a natural factor in the L.C. service to research and as a suitable way of co-operating with the libraries of the Association in producing a union catalog of manuscript books. He allocated Dr. William Dawson Johnston to the task under the director of the general project.

This preliminary project as developed for the L.C. contemplated not only the picking out, gathering together and organizing of the rather large number of volume catalogs already in the library but a purchase list of all other obtainable volume catalogs and manuscripts, a union catalog of such catalogs in American libraries, a list of great manuscript collections, a union catalog of facsimiles of manuscripts in American libraries and a union catalog of paleographical literature supporting these. The work proceeded slowly in the absence of special grants for the purpose and was interrupted and slowed further by the death of Dr. Johnston, but the union catalog of manuscript facsimiles was carried through and was printed in two editions in 1929. This has been continued to date by the union catalogs division and the number of entries has doubled since 1929. A union catalog of

paleographic material, including catalogs of manuscripts, covering the collections of Harvard, New York Public and the L.C. was also formed, by photostat methods, on cards and is kept with other paleographical references as material for the projected union catalog but no attempt has been made to carry this to completion. Altogether there is a very considerable body of material already prepared for this collective union catalog only waiting for the American Library Association Executive Board to secure the necessary funds for its organization and extension, which was the cooperative share in the task accepted by the Association.

Meantime with the development of photostat and film service the problem of the purchasing of printed lists or copying the unpurchasable has been simplified and made much less expensive. It is now possible to extend with reasonable means to lists printed in scattered periodicals and lists which exist only in written form in the local libraries, making it possible to do the whole work of compilation at the Library of Congress except in the matter of the collections which have no catalogs printed or written even in the local library.

(b) The second type of collective catalog is that which prints a series of catalogs in uniform style and publishes as a series. Several such on a national or world scale have been published. The most familiar and perhaps only existing one on a world scale is that of Migne and the best illustrations of a national or very large scale are two for France and one for Italy. The French catalogs are also the best illustrations of the respective uses of full or bibliographical cataloging on the one hand and of the extreme short cataloging or finding method on the other. The one is the governmentally published catalog of manuscripts in the French departments and the second is Robert's series of otherwise uncataloged French collections, hastily compiled, casual, extremely short titled but an invaluable aid, suggesting how little meticulous bibliographical detail has to do with the finding problem of the research student.

The Italian illustration is the catalog of Mazzatinti-Sorbelli. This is rather short titled and includes a very large proportion of documents and manuscript books written since printed publication became general but it is a very useful example of extreme inclusion method and like DeRicci's catalog is a suggestive illustration of the uses and the disadvantage of the inclusive method.

(c) The third type is such a collective catalog with a general index. The best illustrations of this type on a world scale are the catalogs of Montfaucon and Haenel. The best on a nationwide scale is the unfinished catalog of American manuscripts by DeRicci. This last is actually more than nationwide in that it includes also British-American collections, but it is not worldwide.

(d) The fourth type is the alphabetical index catalog which is a catalog of all libraries arranged by authors, titles and *initia*. Such a catalog may or may not have also a collective catalog of the individual libraries included accompanying this

alphabetical union catalog, but this is not essential to the method and it is not of much use to the average researcher. The catalogs of Montfaucon and Haenel since they are indexed approach this method but they differ from it in one important respect. The indexes to their collective catalogs does not give the finding data but refer the searcher to collective catalogs for his finding data. The alphabetical index union catalog on the other hand has all necessary data for finding without need of reference to any other catalog.

This is the method adopted for this project. An illustration of it, which may be considered either as a union catalog of national scope or as an unfinished world catalog, is to be found in the cumulated author list of twenty seven Spanish libraries in volume V of this series.

The alphabetical index union catalog proposed in this project is perhaps best visualized as a simple index to the volume catalogs of type (a) extended to other printed lists, to manuscript lists and then again to original lists of uncataloged collections.



## CHAPTER II

## THE PROJECT TYPE OF UNION CATALOG.

The union catalog proposed by this project is an alphabetical, author and title, short cataloged, cumulative, index, finding, card, Union catalog of early manuscript books, rigidly short title, rigidly excluding manuscript documents (archival or diplomatic documents etc. etc.), inscriptions (epigraphic documents) and all bibliographical cataloging, and inexpensive. Specifically it proposes such a catalog at the Library of Congress as one of the units of the union catalogs division. With sufficient means this catalog may of course be printed but print is not an essential and is contingent.

The present practical project is devised to meet the conditions mentioned in the definition and yet to solve the problem of the research manuscript hunter—not help to solve, but solve. This does not quite mean that a perfect list of all manuscripts will be expected. There will always be manuscripts hidden away or inaccessible which will from time to time be brought out and increase the stock of accessible manuscripts. It does not mean either, necessarily, that it will be completed at once by this project although it might be with reasonably sufficient means. It does mean that the problem of the researcher will be solved and solved better than he could solve it himself, his problem being a complete list of findable, not of lost manuscripts. The point of the matter is that this probably will be solved far more quickly and surely than the research worker could solve it himself, even with plenty of time and money. It will produce in a few hours or perhaps a few minutes at the cost of a few dimes or at most a few dollars a more complete list than he could produce under present conditions in months or years of time and hundreds or thousands of dollars.

(1) A catalog of *manuscript books*: A manuscript book is distinguished from a manuscript document whether rolled or folded or flat and on whatever material inscribed, broadly speaking, by the fact that the book is written for continuous reading or perusal rather than for reference as evidence or record of fact. It is typically a private matter not public. The document is properly a manuscript used for evidence rather than for consecutive reading. It is properly an official record but the term is used commonly also of private documents, letters, etc. The "book" is more apt to be a volume (codex, roll or film) a document, to be a folded or rolled sheet but there is no hard and fast distinction. The two classes are however broadly, very distinct indeed. Each has its own recognized science, paleography for books, diplomatics for documents. Books are commonly housed in libraries and documents in archives. The two are treated in cataloging under quite different codes of rules. In European usage as represented by the *Minerva*, the *Index Generalis* and

like publications the very term manuscript means a book manuscript, in library statistics usually a volume manuscript. Documents are usually named and numbered separately, either as "documents" or specific kinds of documents such as acts, inventories, autographs and whatnot.

In American statistics however a manuscript is any written record, book or document. No distinction is made of form or content. Any handwritten item is a manuscript. This results in some curious statistics. In the automatically gathered statistics e. g. of Part I of these studies gathered from report records there were, before analysis, 12,441,989 "manuscripts" of which 7,620,176 were in America and only 188,039 in Great Britain. The Connecticut state library is credited with 1,650,000 against 95,000 for the British Museum, 125,000 for Paris Bibliothèque Nationale and 54,000 for the Vatican!

(2) An *alphabetical* author and title index catalog as distinguished from an unalphabetized unindexed series of catalogs like that of Migne or Robert or even an indexed series like those of Haenel and Montfaucon has the advantage of directly pointing to the manuscript instead of to some place where the finding information may be obtained. The alphabetical form is best because the manuscript is almost always sought by author entry or title entry where author is not known but the title is.

In an alphabetical catalog titles are arranged by authors where known, by title if any where author is unknown. Where neither author or title is known, the *initium* or first word of the text is used as artificial title, even when the manuscript is a fragment with beginning lost. In the case of fragments, a title which is simply the first word of text is rather lost in an alphabet. To make these useful a cross reference under a few general alphabetical subjects is needed or a separate alphabetical list (compare Part IV of this series) or a classed index list. (Compare the Vienna catalog.)

(3) An *index* catalog as distinguished from an indexed catalog or collective catalog with index is one which points directly to location of manuscript not to some place in some other catalog where finding information as to location can be found.

In this project it is an index catalog in a double sense. It not only gives finding information in itself, instead of finding information as to some other catalog in which the finding information can be found but it gives also index references to the source catalogs which are used not for finding purposes but for fuller bibliographical description.

(4) A *finding* catalog is distinguished from a bibliographical catalog. It gives strictly only such information as is necessary for locating the manuscript but since this is also a self contained index catalog, such minimum amount of helpful bibliographical detail is given as to physical form and handwriting as will ordin-

arily save the trouble of reference to fuller bibliographical description.

(5) A *card* catalog, printed or written as distinguished from a bound volume catalog printed or written, is like a loose leaf volume or a relative location of books in a library as distinguished from fixed location. It allows the insertion of titles in the existing series and permits therefore cumulation instead of aggregation. While the project calls for a card catalog and such a catalog must first be formed it does not exclude going on to a printed volume catalog also if means permit.

The card catalog has now been standardized in size internationally and conveniently as twelve and a half by seven and a half centimeters. This permits cumulative union catalogs.

The thickness of cards is not so well standardized as size, but most libraries use three rough standardized styles; thick, thin or medium. In this case the thinnest style employed by the Library of Congress is used, for convenience of handling in photostating.

The form of typing or writing on the card is also pretty well standardized, but not so thoroughly as the size. Cards in America often are ruled to guide in typing or writing. In this project the typing is placed rather high on the card also for convenience in photostating.

(6) A *cumulative* catalog as distinguished from a serial or successively published catalog, with or without an index, is a self indexing device formed by inserting the cards in alphabetical order as fast as received, and making it possible therefore to keep service up to date during compilation. This was done in the Library of Congress union catalog of printed books while it was growing from two and a half million to eight million titles. In the case of this catalog of manuscripts, it is hoped to bring up to date for service daily.

(7) An *inexpensive* catalog is distinguished from other catalog projects which involve prohibitive cost of time or money. It is so planned as to be executed in a brief time, at near minimum cost, and to be operated simply and cheaply by photostat or film methods.

(8) In the possibility of going on to a printed catalog a special study has been made of economical methods for its contingent print production. (See Part V.)

## CHAPTER III.

### PRODUCTION AND OPERATION OF THE CATALOG

The problems to be considered in the actual formation of a concrete catalog include, (1) the plan, (2) the location of operations, (3) means, (4) organization, (5) preparatory projects, (6) compilation and (7) service or operation of the catalog.

(1) The *plan* or final project is contained in these studies, its summary in this Part VI and the gist of the matter in the following outline of the plan of production.

The plan was worked out to a certain point by the American Library Association Committee with the cooperation of the Division chiefs of the Library of Congress affected by the proposal and in consultation with various library experts at home and abroad, familiar with the problem, or experienced in the method. None of the details of the plan are regarded as final although the putting into printed form of some ten thousand titles would compel the scrapping of this material if different rules for inclusion, sequence or punctuation were adopted. It is an applied project rather than a theoretical project or proposal, by this much. But this does not mean that this small demonstration fraction could not be and should not be scrapped and the method modified if it seemed worthwhile.

(2) *The location* of the catalog at Washington was not the first idea nor is it necessarily final but as matters developed it seemed to be the most practicable. Theoretically a European site at first seemed indicated, the chief collections are there, and the majority of users.

In the earlier stages of discussion in the A.L.A. or A.L.I. the idea of locating such a catalog in America although suggested was generally subordinated to the idea of production and operation at Rome or Paris or Geneva. It is still not intended to dogmatize as to this. The question is in some sort left open until the question of means, their source and the wish of givers is known. American scholars want the catalog somewhere, where it can be used, but they do not insist on their own convenience if it can be made and used elsewhere.

For some time just after 1922 discussion as to location of the earliest catalog inclined towards a European site at Rome or Paris or specifically, for a couple of years, Geneva. The Committee on International Intellectual Cooperation of the League of Nations composed of the foremost research productive scholars of the world had declared that bibliography was the fundamental of research and that the great practical need of research and learning was an international library or series of libraries each containing a copy of every book which might be wanted by any research scholar. When however the practical situation was studied and it was

found that such a collection even of printed books which could be purchased in the market would cost at least thirty million dollars for a beginning, an indefinite amount for the photographic copying of manuscript books and an impossible amount for manuscript documents it was realized that such libraries were a physical impossibility. The fact was however developed that an approximation could be reached to such libraries in any great library center by the production of a union catalog. This is the simple and sufficient organization to turn any group of libraries into an integrated library functioning for all scholars within reach. The Committee therefore recommended that such cooperative libraries be constituted. Several constituent nations especially France adopted the resolution and passed necessary legislation. It had been suggested that such local union catalogs, of which one of the earliest was that of the Zurich libraries and the latest and best matured in method that of the Philadelphia libraries, would form reservoir sources from which there could be made by simple methods of reproduction a union catalog of union catalogs.

This movement was directed first at printed book Union catalogs but it necessarily included Union catalogs of manuscripts and of facsimiles of manuscripts.

The natural location of the International "library without books" as the late John Cotton Dana used aptly to call such a library, was Geneva. It was a world project calling for the practical cooperation of all constituent nations and therefore best operated at the point where administration could keep in direct touch with the representatives of the nations and where its prestige would attract the direct cooperation from the libraries of the respective nations. Practical considerations however intervened. The League was in its infancy. There was no building space. The budget was very timid. It had been hinted that the French government might be willing to provide a library building at Vincennes and possibly a Secretariat for the League Committee but nothing tangible matured. Then it developed that the Belgium government was willing to supply the Bibliographical Institute of Brussels with plenty of working space. The Institute had gathered some four million titles of books for a Bibliography of world literature and could and would adjust its method so as to make its collection the nucleus of a Union Catalog of located copies on the lines of the League idea. This pointed to Brussels as the location but later when the issue was raised the Brussels Institute indicated a willingness even to remove to Geneva or even possibly under some circumstances to Paris. American libraries were willing to cooperate and encourage the soliciting of funds at any of these locations.

The League entered into formal agreement in 1924 that the Brussels Institute should be the exclusive agent of the League for this matter (compare Chapter VII) but without any prescription as to the location of the catalog. About that time the French Government made good on its proposal to equip a secretariat for the League Committee on International Intellectual Cooperation at Paris and this

shifted attentions again to Paris as site for the catalog, but nothing came of the International catalog project, which the League Committee in the fall of 1925 referred back to constituent and cooperating states for national union catalogs of national resources.

When the American Committee began pushing the American union catalogs at the Library of Congress the project for manuscripts naturally went with these but the Committee continued to inquire about the possibilities of Rome, Brussels, Geneva and Paris until the progress of the projects for union catalogs of printed books, special collections (including manuscripts) of facsimiles of manuscripts and of American manuscripts cumulated reasons for a Washington location. Even then the decision was not counted final although strongly indicated and almost inevitable.

(3) The *means* for carrying out this project include, first financial grants but second very substantial secondary means in the way of voluntary cooperation and existing material, of which the Library of Congress facilities in material and organized service are outstanding.

a. For *financial* means the chief hope has lain and lies in grants from the organized educational foundations. The values of the catalog are so strictly specialized to the field of research and higher learning that if those who are professionally concerned in such matters cannot be convinced of the value of this tool in its financial proportion to a thousand and one other worthy objects pressing for their attention, it seems vain to look elsewhere for such means. It has been plainly understood from the beginning that the Librarian of Congress could not and would not cooperate in the Association projects by asking Congress for appropriations. This is not a matter to interest Congressmen. It clearly belongs to the considerable and growing body of utilities, National in their service, for which there is provision in law through the Library of Congress trust fund Board and the Librarian's authority to accept and expend current donations.

There is of course a vague hope that if the matter is published among the many Associations for the advancement of learning which are by way of understanding the fundamental significance of manuscript research and its many indirect bearings on education as well as learning that there may spring up from somewhere or nowhere some individual giver, as there did in the case of the union catalog of printed books when Mr. Rockefeller went over the head of his organized agencies and personally provided the means. But in the ordinary course of events it will be to the great organized educational and research agencies that manuscript scholars will look and for which they will have to wait. The chief grounds of hope for the selection for early attention to this highly specialized object out of thousands of proposals most of which must be rejected are first of course its intrinsic merits as a recognized means of service in a recognized field of learning. In this field there is some special ground of emphasis in the fact of the need of modernized editions