Living accommodations may be obtained in the vicinity of the State University for $6.00 to $8.00 per week. Students are requested to make personal arrangements for room and board. The Organization Department will have on file a list of available rooms and suitable boarding places and will be pleased to assist in finding comfortable locations for applicants. Oxley Hall, the attractive women's dormitory, located on the University campus, offers room and board to students of the Summer Library School and we suggest to prospective students to write at once to the Superintendent, Miss Josephine Mathews, for reservations.

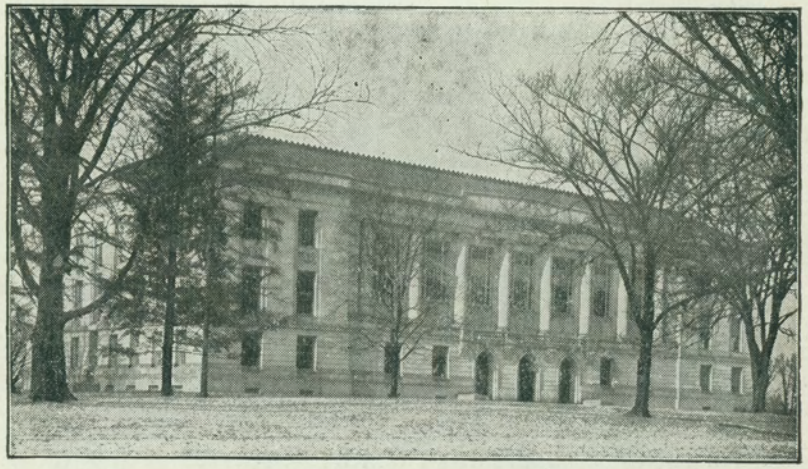
Request for application blanks or further information should be addressed to Library Organizer, State Department of Library Organization, State House, Columbus, Ohio.

State of Ohio

Board of Library Commissioners

Ohio State Summer Library School

July 1 to August 10, 1918



LIBRARY OHIO STATE UNIVERSITY
COLUMBUS, OHIO

State of Ohio

BOARD OF LIBRARY COMMISSIONERS

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OHIO STATE SUMMER LIBRARY SCHOOL

The second annual Ohio State Summer Library School conducted by the Board of Library Commissioners will be held July 1 to August 10, inclusive, 1918. The school will be under the immediate direction of the State Department of Library Organization, and through the courtesy of the Board of Trustees will be held in the library of the Ohio State University.

PURPOSE

This course of six weeks does not take the place of the longer term schools, but is designed especially for those persons holding positions in the smaller libraries, who wish to add to their knowledge of modern library methods, and who may not have either the time or the means to attend one of the regular library schools. The aim of the school is to afford an opportunity for the elementary study of library science and to raise the standard of service in the smaller libraries of the state.

ADMISSION

No entrance examination will be required, but applicants are supposed to have completed a high school course or its equivalent. Eligible candidates will be limited to those who hold positions in libraries, or who are under definite appointment to library positions; to library trustees; to teachers who have been placed in charge of school libraries; to persons who will enter one of the regular library schools in the fall, but who wish to gain a general preliminary acquaintance with library science.

INSTRUCTION

The course will consist of daily lectures and practice work, covering the fundamental subjects that comprise library economy. Emphasis will be placed upon cataloging, classification, reference work, book selection and library work with children, but attention will also be given to other essentials of library organization. Visits will be made to various libraries and places of professional interest, and provision has been made for occasional lectures on special topics by eminent librarians. Arrangements will no doubt be made for the school to visit the A. L. A. Library at Camp Sherman, Chillicothe, Ohio.

Instruction will be given by a competent staff, members of which will be announced at a later date. The course in book binding and repair will again be conducted by Miss Gertrude Stiles, who has studied in the binderies of Sangorski and Sutcliffe, London, and Torrini, Siena.

FACILITIES

Quarters for the Summer Library School have been generously assigned in the commodious and well equipped library building of the Ohio State University with its large and excellent collection of books. The accommodations and attractive environment are all that could be desired.

EXPENSES

No tuition fee will be charged. With the appropriation of $500 made by the last General Assembly the Board of Library Commissioners will endeavor to conduct the summer library school at a minimum cost to students.

The necessary desk supplies will amount in cost to less than $5. However, students will be expected to bring with them either their own or borrowed copies of the following:

A. L. A. Catalog, 1904; $1.00

A. L. A. Catalog, 1904-11; $1.50

A. L. A. List of subject headings for use in dictionary catalogs, Edition 3; $2.50

Dewey Abridged Decimal Classification, $1.50. The Decimal Classification ($6.00) is preferred.