

A UNION WORLD CATALOG OF MANUSCRIPT BOOKS

PRELIMINARY STUDIES IN METHOD

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- II. The Manuscript Book Collections of Spain and Portugal.
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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

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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

which modern methods have developed. Some reasons for giving priority to this project are the known fact that its concrete service will begin from the very beginning, increasing with every day and dollar expended until the end. The sooner it is begun therefore the sooner service will begin. A second reason is that it is a closed project. When the end is reached it is the end. The number of book manuscripts in the world produced before 1500 or 1550 is fixed and though large, is limited. The catalog will be a permanent utility finished and complete where similar catalogs of printed books are continuing projects involving hundreds of thousands of new items printed every year. This must and will be produced sometime. It will always involve the same number of items. Why not do now and as soon as possible, so that it may benefit as many research workers as possible.

When the project was discussed in the A.L.A. Council and its Executive Board was authorized to solicit funds for the group of union catalogs it was at a time when the Association was attempting to raise funds for various purposes in order to match the original generous offer of endowment by the Carnegie Foundation which has done so much to promote the educational service of libraries for elementary, secondary and adult education. It was thought that the appeal for service to the higher education and research might be effective under the circumstances. Inquiry had been made of two of the organized endowments, not as to their willingness to make grants, but merely as to how such matters should be presented in order to gain the attention of any such Foundation. It was said that the obvious matter was to obtain the formal assurance of appropriate recognized Associations in the field as to the value of the project and its fitness for financial attention. These projects were approved at the same meeting at which the Executive Board was authorized and instructed to meet the Carnegie proposal. Shortly after this the American Library Institute also voted approval of the projects and of the solicitation of funds for the purpose. A special Woods Hole conference of bibliographers and librarians in Natural Science, did the same. The American Historical Association and others followed. The Executive board worked from this basis but nothing has yet come of it.

The amount of financial means asked has been \$25,000 a year for five years for producing a catalog of half a million titles of individual manuscript books. If it was ever thought that half a million titles would cover the matter this is no longer the case. The studies of Part I in this series and especially the studies of Spanish libraries in Part II have made certain the already growing belief that the actual number was very much larger than supposed. It may be one million or two million or even more but a catalog of half a million titles would do an appreciable fraction of the work and the task of its formation would thoroughly explore the at present unfathomed resources and chart their locations so that the remaining work could be done with precision and economy.

It might not be wise to undertake this first half million titles however unless there should be in the background some rather well defined hope that, if this project should show that the matter can be brought to substantial completion within a reasonable time at a reasonable cost per title, well within the estimate of the present project, the necessary support would be forthcoming.

(b) *Cooperation* as a means of producing begins with the pledged cooperation of the American Library Association, the American Library Institute and other bodies which have approved solicitation of funds for the purpose. These agencies are the main reliance in the solicitation of grants.

Direct cooperation is also a valuable factor of means in the formation of the catalog itself. American libraries may be relied on to lend copies of such of their catalogs of manuscripts as are not in the Library of Congress and to help secure photostats of lists of manuscripts printed in the various periodicals. It is not practicable for American libraries to contribute volunteer help in compiling after the old Poole Index pattern but it may easily happen that if certain properly equipped librarians happen to be going abroad their aid can be enlisted where it involves no special expense to them.

In the same way some cooperation from traveling American scholars may be expected where these are traveling for their own manuscript study, either in cataloging uncataloged collections or at least in locating such uncataloged collections.

How much cooperation may be expected from the librarians of manuscript collections in the way of proof reading, correcting and enlarging lists prepared from catalogs and sent them in proof or photostat is problematical but it is likely that if assured of a few separate copies of a corrected proof edition of their collections, it might get a rather general response with gain to quality but considerable added expense in handling and some delay in getting cumulated cards into service. However there will certainly be many cases where it will be worth while sending out photostat lists—and taking what cooperation they may bring.

(c) Existing *materials* are chiefly the catalogs of libraries (volume, sub-volume and unprinted), union lists of manuscripts of single works or single authors or single subjects contained in the prolegomena of editions, scattered through periodicals or occasionally monographic, together with similar lists in biographical dictionaries or lives of writers or literary histories, records of bibliographical travel, etc. etc.

These of course so far as they go are means which reduce the otherwise impossible task to manageable proportions. The actual catalogs of libraries are the primary material which reduce the financial expense of compilation from dollars to cents per title. The others are secondary but highly valuable for tracing small and otherwise uncataloged and unknown collections and gleaning up generally.

(d) *The Library of Congress facilities* include the existing bibliographical ap-

paratus, routines, copying apparatus and other facilities which may be usefully employed without farther appropriation, grants or process of gathering. These are very substantial.

They include its printed catalogs of manuscripts which are many, well arranged and cataloged and only need segregating for the work, an operation which will be of direct service not only to the work of preparing the catalog but to the research workers in the library using it. Segregation may therefore perhaps be done in routine by the staff. The facilities include also the union catalog from which the located list of catalogs of manuscripts in American libraries may be extracted automatically by means of the check list of existing manuscript catalogs. The Library will doubtless also be by way of helping to complete the list of existing published catalogs of manuscripts since this is needed for the use of the purchase department. It will certainly cooperate also in gathering the working collection of these by purchase, copying and borrowing. It will moreover furnish sufficient floor space and it has already sufficient cabinets and minor furniture as well as other important facilities which can be used automatically. All these are important wholesale savers of financial means which automatically reduce cost.

Not the least is the spirit of cooperation and the expert help of its many consultants and Chiefs of Divisions. All of these are within the stride of the library and effect great economies in the production of the catalog without extra expense to the Library.

Wherever the operations of the project shall be conducted the local library facilities make some contribution to the means of catalog production. If conducted at Rome or Paris or any great manuscript center, certain means, e.g. paleographical apparatus and advice, might be as effective, possibly more so, than at the Library of Congress at present but a somewhat intimate acquaintance with most of the great manuscript center libraries and with the Library of Congress seems to justify the belief that on the whole for the purpose of practical formation and operation of such a catalog means available here translated into terms of money will amount to more than at any other point.

(4) *Organization* follows the choice of location and the provision or survey of means. It includes the organizing of accounting, of administration and of compilation staff.

a. *Accounting* for such a project is fully provided for, as it was in the case of the union catalog of printed books, in the routine of the Library of Congress system. Gifts for immediate use are made to the Librarian of Congress direct and managed at his sole discretion under the library accounting methods. In the case of endowments where income only is used for the purposes the funds are administered by the trust Board, the income by the Librarian.

b. *Administration* was provided for under the plan accepted by the Librarian

of Congress, through making the L.C. Consultant in Bibliography and Research who was also Chairman of the A.L.A. Committee, Director of the project, with the intention of giving it over after it was finished and accepted, to the Union Catalogs for administration and operation.

When the section on American manuscripts was made a separate project (Project C) with a more elaborate method, the organization for this was made special. Its Director and assistant Director operated under the responsible direction of the Librarian much as in other projects but with the advice of a Committee of the Modern Language Association corresponding somewhat closely with the position of the A.L.A. Committee on Bibliography in other projects but perhaps more advisory and less cooperative and administrative than that of the other projects. In both cases of course when funds were given to the Library or the Librarian the ultimate administrative authority is exercised by the Librarian and they are Library projects however thoroughly cooperative they may be. In any case the responsible administrative staff consists of a Director and an Executive assistant or assistants responsible for the selection of personnel, productive operations and immediate management. This is the key to success where the result depends on producing a large number of units per dollar. At this point the project will have the advantage of tested expertness through the cooperation of the Director of Union Catalogs, Mr. Schwegmann who was engaged on these projects even before the other Union Catalogs were implemented by Mr. Rockefeller's gift with Mr. Ernest Kletsch as Executive Curator. Mr. Kletsch was an outstanding manager and Mr. Schwegmann as his right hand man and successor has shown very exceptional ability in this crucial factor of management, staff selection and direction.

c. The *staff* involves typing and photography groups, filing, revising and service operation groups, during the formation of the catalog. It involved during the compilation of the three other catalogs copying groups at several other libraries operating at the same time or successively and transmitting results to the central office. In this case it will involve operations at many libraries and library centers abroad and will involve a special technique and a staff of special experts in language and in paleography, especially for the traveling staff but extensively for expert rechecking and editing work at the home office.

(5) The actual work of production of the catalog involves first a series of special *preparatory projects*; (a) The gathering of the catalogs and copies of catalogs for the work of actual compilation, (b) rules, (c) a list of entry names, (d) a survey of existing manuscript collections, (e) a survey of existing catalogs, (f) a union catalog of existing catalogs in American location.

(a) *Gathering catalogs* for use in compiling is the first process. It involves first organizing the L.C. material, second borrowing catalogs from other libraries,

third copying lists printed in periodicals etc., fourth copying written catalogs in the local collections and finally making lists of uncataloged collections. This will be a continuous process throughout the duration of the project. There will be no need of haste. The only pressure will be to keep far enough ahead of the compilers to prevent hitches. The bulk of this work will be done at the L.C., the remainder by traveling experts, by the cooperation of the librarians of collections without printed catalogs and by the cooperation of foreign scholars and learned associations.

This first process of actual work in production is of significance both for the economy and thoroughness of compilation itself and for the use of the index material by the researchers. A main factor of the method as worked out is the reference on the index card to the catalog from which it is taken. This reference allows the researcher to turn to the fuller sources of information in these catalogs.

The gathering together in one place therefore of a complete hand apparatus of catalogs will in effect form a union catalog of the first type i.e. an organized collection of the printed or manuscript catalogs indexed in the union catalog. Thanks to modern processes of photostat and film it will be possible and not difficult and not too expensive to gather in one handy organized collection all existing printed catalogs and copies of practically all others. Having the complete collection together for systematic handling by headquarters staff will tend to reduce cost of production to an amount in excess of the cost of copying and getting together. In the matter of the use by researchers it will do for workers not only what the great collections of the Vatican and Paris now do but do it much more fully and through the index reduce the time cost of consulting, wholesale. In short the collection will not only facilitate and reduce the cost of indexing but will produce a bibliographical tool of almost unlimited possibilities through the use of the index union catalog. The collection of catalogs and the union catalog together will form an indexed catalog collection which with utmost simplicity and in the briefest time furnishes the worker with all that he can now get from the most extended and laborious research.

(b) The *rules* as so far provisionally fixed and applied are exhibited in the demonstration experiments of Parts II, IV and V. These are broadly the rules developed by the editor out of his own experience in manuscript hunting and printed for his graduate course in paleographic method at Princeton as a serviceable method of record for traveling scholars.

If however the project shall be actually undertaken it will be necessary to restudy the whole matter of the rules with view to adjusting to the Vatican *Norme*. It is hoped that in the meantime the new edition of the A.L.A. (International) rules for cataloging which is now being compiled will take up the matter of cataloging manuscripts and the possibility of standardizing this on the

basis of the *Norme*.

It is hoped too that this committee on rules will take up the matter of standardizing author entries for all writers before manuscript publication came to an end, with reference to the publication of an approved standardized list of all authors and all recognized anonymous works to this date. This would not be difficult to compile but might be very difficult to fully standardize in a way which could be accepted by the libraries of all countries but it ought to be attempted and if not done by the librarians must necessarily be done by this project, if it is ever concretely undertaken.

As the matter now stands and as illustrated in these studies the *content of the cards* will include the following particulars; (1) author title or *initium*, (2) a short short title, (3) location (place and library), (4) catalog and call number, (5) language, (6) date, (7) material, (8) size, (9) number of folios or pages.

(c) A *standardized list of entry names* would naturally be those of the Library of Congress so far as these have been established. Where however these have been anglicised they are unsuited to a world catalog for which in the case of Greek and Latin writers the Latin form seems indicated. There is however a good deal of variety even in Latin forms. The use of Fabricius has been as severely criticized as the use of the Library of Congress forms. Probably the new short catalog of the Vatican library is now the best basis but whatever the basis and whether such a list can be made final to begin with or not such a list must be prepared to avoid as far as possible the entry under different forms and the resulting changes in editing. There will be many such changes in any event and the work will involve many cross references but they will be best made in a master list of names to begin with, avoiding in this way the highly expensive work of adjusting.

It will be hard to over-emphasize the value of this factor either for the production of this union catalog, for general literary historical usage or for the library cataloging of printed books. The economies will be huge, the conveniences and time cost savings large. Thanks to the recent work of the Vatican cataloging the task will be simple, perhaps not quite as simple as the mere copying and publication of this list because there are various obscure matters which involve differences of usage but the chances are that the mere publication of this list with cross references for variant entries much in use would cover most of the matter.

(d) A *survey of existing manuscript collections* necessarily precedes operations since the very plan and financing depend on it. Such a survey was made in Part I of this series supplemented from Part II. It is quite preliminary in character so far and will need to be very much more complete. How much more this involves is suggested by the fact that while the total of all sources used revealed 2,247 manuscript collections of which 321 are in Spain and Portugal only forty of 321 Spanish libraries are mentioned in the two chief sources of library statistics the *Minerva*

and the Index Generalis. A large majority of these collections consist of less than a dozen manuscripts each but it is precisely these little outlying collections which give most trouble and anxiety to the research student and which may cost most per title in compilation although it is to be said on the other hand that these many tiny collections are for the most part discovered through books of bibliographical travel and specially exhaustive list prolegomena etc. where they are already by the nature of the case sufficiently cataloged for the purpose and may be automatically exhausted at slight expense. This rough preliminary survey therefore does give sufficient information for preliminary estimates of extent and costs or would if it were not for the fact of the very different standards for inclusion used by the different library reports and lists of statistics. This will involve the constant extension and correction of this list for the elimination of libraries which contain only documents not books and the elimination from other catalogs of items which were written after print publication became general or which come under the head of autograph documents, letters, etc. This makes a rather wholesale elimination in many catalogs. This project will be in continuous operation until the catalog is finished.

(e) *A survey of existing catalogs of manuscripts.* This is a major factor in the material for compilation and a valuable aid as well in estimating the extent of the task. The rough list prepared as basis for such a project is still incomplete but contains some eight thousand catalogs more or less of which an appreciable but not very large percentage duplicate one another, being older or later catalogs of the same collection. There is no way of estimating at present what unpublished catalogs there are in the various collections, of which photostat or film copies may be had but personal experience suggests that there are rather many. As a part of the preliminary survey these are a large factor.

(f) *A union catalog of printed catalogs in American libraries* will be necessary in order to borrow from the respective libraries such catalogs as are not contained in the Library of Congress collections. It can be made rather simply owing to the circumstance of the check list of printed catalogs of which an alphabetical list can be made by cutting and pasting and with this alphabetical check list the union catalog can be automatically made by comparing with the titles in the union catalog of printed books and drawing off on the cards the location references. Since these cards include also the Library of Congress titles this will automatically show both what can be borrowed from other libraries and by checking with the list of collections, what libraries there are which have no printed catalogs.

(6) *Compilation* involves; a. short titling of entries on standard cards by a reasonably competent typist, b. proof reading and rechecking by expert, c. perhaps sending to the librarian of the collection for possible corrections or additions, d. filing, e. revising and editing.

a. *Short titling* starts with the printed volume catalogs. They are the chief source. It goes on to printed lists in periodicals, in the prolegomena to editions, in literary histories, records of bibliographical tours, reports of libraries and wherever else they are to be found. From these it goes on to unpublished catalogs and from there to original lists of uncataloged collections.

The actual compilation of the catalog will begin with the *printed volume catalogs*.

The second stage is the exhausting of *sub-volume lists* in periodicals or collective union catalogs, records of bibliographical tours, prolegomena, encyclopedias, literary histories, biographies etc. etc. This stage is far from simple. The material is scattered all over the library and no library has all of it. The preliminary process will naturally be to gather photostat or film copies of all sizable lists for treatment at the central office. This will be followed by typewritten or handwritten cards of the shorter lists and it will become a nice question of operation how far it is worthwhile to exhaust these minor sources most of whose titles will duplicate titles in the printed catalogs. On the other hand such lists made by specialist researcher are likely to contain a good many manuscripts in uncataloged collections which will not get into the catalog otherwise until the final stages of compilation from uncataloged collections and they may be the ones most important for immediate research use. As the cost of producing such titles is slight being almost the cheapest form of getting expert work, they will be included if possible and duplicate entries later removed.

The third stage of compilation which, however, may be, like the second stage, carried on simultaneously with the volume catalog compilation is the *exhausting of manuscript catalogs of manuscripts*. This factor is considerable. There are a good many manuscript collections which have no printed catalogs. Most of these if they are of any size have hand written or typewritten catalogs in the library. It is expected that a large proportion of the larger catalogs may perhaps be copied by micro-photography or photostat and written up at the home office. The photostat copies are a most desirable factor of the method especially because they secure a permanent copy of these catalogs at the Library of Congress supplementing its printed catalogs of manuscripts and providing the additional bibliographical information commonly found in the local catalogs. This bibliographical information is a matter of real importance although very secondary to the finding factor and quite non-essential therefore to the main problem. As a by-product however it must be counted as extremely valuable. It gives for certain classes of users information important for their special use. The main object of the copies however is the convenience of making cards at headquarters. This tends to reduce travel costs.

Under any circumstances however the time and money expense jumps rapidly with this third factor and the per title expense very rapidly indeed, it involves at

best a great amount of research travel. In late years a great reduction of this need has been made possible through interlibrary information service and inexpensive mechanical methods of transcription by photostat or film but it still involves much extensive travel to arrange for transcriptional service, identify the catalogs useful for transcription and often supervision of the transcription. With the modern methods however most of the work on these collections which have local handwritten or privately printed but unpublished catalogs of their collections can be done in an American office by getting a mechanical transcription of these catalogs.

And in the end, after all that is possible has been done in the way of mechanical copies, a good deal of work must be done on the spot. The local hand written catalogs are often in form difficult to reproduce and in many cases the machinery of reproduction cannot be obtained locally. In many cases the lists are short titled even below the index standard and it is far easier to exhaust these in regular method on the spot where they can in necessary cases be confronted with the manuscripts themselves. The traveling expert will have to make arrangements for copying such lists as may be copied profitably and do the rest himself. The traveling experts probably will be in general and for detailed work, local paleographical workers since such workers are on the whole more numerous, better trained and less expensive abroad than at home.

The fourth factor in the problem of compilation is the *Uncataloged collections*. After the volume catalogs, the analytic lists and the unpublished lists of manuscripts have been exhausted there remains the problem of the uncataloged collections. These are numerous. Most of them are small collections but there is still a rather large number of considerable collections, often special collections in large libraries, which are quite uncataloged and must be cataloged from the beginning. Something of the extent of this factor may be got from checking the number of collections in Seymour DeRicci's union catalog of American collections which have no catalogs but had to be fresh cataloged by M. DeRicci. There are scores of such collections in America alone or were until M. DeRicci cataloged them.

It is at this point that the private researcher becomes wholly lost. There are scores of considerable collections uncataloged and hundreds, if not thousands, of minor ones. He cannot begin to visit them all just to find out whether they have an item or not. Correspondence is quite out of the question except perhaps for a few uncataloged collections which he finds mentioned here and there. As a rule he has to give up at this point. At best he cannot exhaust. On the other hand it will be no stupendous task for expert manuscript catalogers like M. DeRicci to visit all these libraries and exhaust their contents in short title index catalog form. Travel is the main money cost and time cost factor but an exceptional expert like M. DeRicci can do actual cataloging at the rate of sixty or seventy a day in large collections, and even in the very small collections a carefully organized tour may

exhaust more than one collection a day of these although short hours of opening and difficult access make this hard. And it will be possible in this problem to have very many of these done by local cooperation. The cost is therefore not prohibitive although rather expensive.

This original *short titling* from the catalogs will be by typists reasonably equipped in language and competent to apply rules but not necessarily highly expert scholars or editors. Experience has shown that in the case of many catalogs the material is so displayed in the catalog or in its index that it can be used automatically by a good typist without very much more equipment than a business college training in typing and accuracy. In such cases the output by an expert typist becomes something huge. In experiment it has some times produced for long stretches eighty to ninety titles per hour. In the case of one typist it reached one hundred and ten per hour.

In other catalogs where short titling is comparatively simple it becomes almost automatic for a typist moderately equipped in the languages. In either of these cases it so reduces the time cost of the super expert rechecker or reviser of this work as to greatly increase the output and the quality over the original production by tolerable experts. In any event the cost of expert revision is very greatly reduced if the expert has the type-script before him instead of having to do the mechanical work of production for himself.

b. *proof reading and rechecking* will be by experts. If working from prepared material the work will be rapid, the corrections if any will be made in handwriting and if substantial the cards will be copied, except that changes in author entry will retain handwriting or if copied be added in parentheses at least on cards if not in printing.

c. *proof reading by librarians* will not be strictly necessary where the work is done from complete and modern catalogs and will not be counted essential in any event if it involves too much delay and detail. It will be too optimistic to expect general and prompt attention to the matter by the libraries and long delay in introducing the cards into the alphabetical series is highly undesirable. Nevertheless the advantage in the way of completeness and accuracy especially in the case of the older and less well executed catalogs will be very considerable and a good many librarians may find it worth the trouble to cooperate, especially if it should be possible to submit these lists in type and supply a few proof copies of corrected material to the libraries to serve their local cataloging purposes. In some cases, at least in the case of short or moderate lists, it will be possible and useful to send at least photostat lists of the short titled work. By keeping a duplicate master list of the short titled work and making any corrections sent, on these cards in handwriting, it will be possible to maintain the contact between the edited titles of the alphabetical index and the original entries of the catalog.

d. The *Filing* of the cards will follow their preparation as soon as possible. It is not yet clear, if or in what cases, lists should be held up until they have been submitted to the librarians of the respective libraries but except for the somewhat increased cost of the process of recording corrections there seems no question that it will be better to file immediately a list has been prepared—the list being made in duplicate, one copy retained in the order of the catalog the other distributed in the alphabetical index ready for immediate service on demand.

The filing will follow the Library of Congress rules, standardizing with other catalogs of the Congressional Library. It will be done automatically following the entry of the cards as made by headquarters staff or by voluntary cooperators in libraries anywhere. No entry changes will be made by filers except as they are called for by the filing rules and are evident without research. In this case any change of entry will be made also on the duplicate list in the order of the library catalog—the standard of reference. Filing to this point will be fairly rapid and inexpensive amounting to not more than two or three dollars a thousand.

e. *The serious revising and editing* will follow filing and will be done by the most highly expert catalogers available. It will not be done before filing or in filing because it involves repeating expensive research unnecessarily. Nevertheless it will be understood that the second process of proof reading and rechecking by expert assistance will apply expert attention to the matter of entry so far as it is standardized or a matter of the application of rules and does not involve research beyond reference to standard entry list or standard filing rules. These two processes eliminate the bulk of the work of final expert editing and reduce the final process of revising and editing to a low minimum.

(7) The *service* or operation of the catalog is primarily for the fast growing body of research scholars working in the Congressional library itself. This service will be the usual automatic self help service of an alphabetical card catalog in convenient cabinets and trays with a competent information personnel in the background to guide the user to and help him in its use. As the customary use will be simply to copy the titles of a given author or work this will be done for the user if desired by photostat methods at the trifling service fee of the Congressional library service.

The secondary service by correspondence is likely however to become the major problem in bulk but offers no new problem in method which will follow the established information methods of the library with its customary modest service charges. The application of this service to manuscripts will naturally be on the alert for any developments of the international information and loan service so ardently promoted by the League agencies, now especially by the so-called documentation agencies.

The catalog may be and is perhaps likely to be more used internationally even

than nationally as a matter of quantity but it will be more important and more of a relief to North and South American, and still more to the remoter nationals who feel more keenly the handicap of distance from the great manuscript collections.

While the service of the catalog will be chiefly by photostat it may perhaps be rendered by film if desired or if long sections are wanted, or if lists desired are short, they will be typewritten.

The mechanical process of service is simply to extract the bunch of titles desired, spread them out in overlapping form and take the photostat copy. Since the thinnest standard card is best for this service it will be used in the catalog and since it economizes the use of photostat paper and makes a better publication sheet in case for any reason copies are to be multiplied, the typing of the titles will be made rather near the top of the card and uniform as to style.

It is expected that this service will begin immediately with the first catalogs exhausted and it will probably be possible to keep the filing and service up to date daily. Something approaching this was the case with the great union catalog of printed books during its compilation but with that experience it will probably be possible to keep up to date as fast as the cards are prepared, the only doubtful factor being the question whether the cards will be finished ready for filing before submitting to the libraries or not and the probability is that the alphabetical filing will not wait for this. The motive for the catalog is to supply information as soon as possible without waiting for the endless process of the production of adequate catalogs by the libraries. The driving interest of the situation is precisely the refusal to let finding service, the only service that the worker cares much about, wait on the perfecting of details, which however useful in their way and for their purpose, are quite irrelevant to the finding.

CHAPTER IV.

STANDARDS OF FULLNESS AND ACCURACY FOR THE PROJECT.

(1) The standard of *fullness* will be the short short title, strictly avoiding temptation to fullness of title or any unnecessary matter whatever. Ultra abbreviation will be encouraged and the fact that the list is strictly an index to, as a rule, fuller catalogs which may be consulted for farther detail, insisted on. As a rule main entry will be confined to not more than two or very occasionally three or four typewritten lines of not more than sixty letters each.

The proposal to apply to this index catalog the extreme short short catalog method has aroused something the same polemic on the part of some convinced full catalogers that its application to finding lists of printed books has called forth. Although it is a matter of this or nothing they urge that nothing is better, just as the extreme book catalogers urge that it is better to keep piling up arrears than to apply photostat, clipping and short title methods.

The distinction between full and short cataloging is best and accurately described by the terms bibliographical and finding catalog. One serves readers about books and writers of books about books, the other serves readers and writers of books of all kinds including the writers of bibliographies. The one serves those who deal with the outside of books the other with users of the inside.

The chief trouble with full cataloging is that it costs through the nose. When a protest was made against a cost of five dollars a title for cataloging books which had themselves cost on an average two dollars apiece it was said "what of it—if this cost is necessary why not?" The answer is of course the Yankee answer, the question, Necessary for what? One earnest cataloger urged that, "we are taught that every card should be a work of art"—have every possible perfection that is except perhaps usefulness. The purpose of the cataloging entry is not to minister to the esthetic pleasure of the reader but to minister to finding needs. If that need can be served for five cents as well as for five dollars, four dollars and ninety five cents have been spent for other than primary library purposes. The Library of Congress union catalog of printed books freshly cataloged several hundred thousand titles at the cost of a little over three cents per title, ninety nine percent plus accurate for finding purposes. Bibliographical cataloging is strictly not the business of libraries at all. It is the responsibility of bibliographers and bibliographical societies. It belongs to science and learning not to the primary service of books. The business of the library is to furnish finding cataloging.

All this is true also of manuscript cataloging. Full cataloging absorbs so much of the funds of many manuscript collections that the bulk of the manuscripts remain uncataloged for decades.

Certainly the full method can never be applied to a union catalog for reasons of sheer cost. It is short short method or nothing.

And this is not the only disadvantage of full or part full method although it is the decisive one. The bulk itself is a disadvantage for finding purposes. The full method of the French department union catalog is an example. It is far more troublesome to use than the inventory catalogs of various special collections which are characteristic of French practice. It is true that all libraries may sometime have full catalogs of their manuscripts. These will form a union catalog of type one but although manuscript books are a strictly limited group—a closed objective, such a catalog will not be finished for use for a thousand years.

At all events a union world catalog of manuscripts with at least a million titles in full method is wholly impracticable under present circumstances both on account of cost and bulk.

Those who refuse to give up full cataloging for finding cataloging still urge the old cliché, "what's worth doing is worth doing well," meaning by well a quantity of various more or less useful information irrelevant to finding, meticulously executed. Others who are reluctant to recognize short method as the only method which can serve the complete finding purpose urge a middle way. These have won over so good a short cataloger and experienced finder of manuscripts as M. Seymour DeRicci.

Probably the best examples of extreme full cataloging, high standard short cataloging and extremest short cataloging are to be found at the Vatican; the first two in the cataloging of manuscripts, the third in a finding catalog of printed books.

The full method printed catalog of manuscripts by Pelzer represents the high water mark of modern bibliographical cataloging, accurate, learned, competent to a high degree. Every bibliographer will welcome it. It deserves the highest possible recognition that a learned institution can give to bibliographical work. But it covers only four hundred fifty-five mss. out of sixty thousand and cost twenty years of time or more than two weeks per manuscript. It bulks correspondingly. The service of such a catalog is for bibliographical research, especially paleographical research rather than technical historical or linguistic service but it is a true scientific service in this narrow field—as far as it goes. Like all full cataloging from the bibliographical standpoint however, it stops short of the most essential factor in modern manuscript cataloging—perhaps wisely for to attempt the final stage of description which is the location of the manuscript in its place in the best published stemma, involves an amount of time consuming detail which may well daunt even the most conscientious full cataloger. The climax of manuscript description is however certainly the locating of its position in a stemma as is now commonly done in specialist cataloging. Even the full-

est of library cataloging does not so far attempt this but with the multiplied cases of the specialized union cataloging of individual works, which make this the very end and object of its cataloging, the introduction of this feature of full cataloging is only a question of time. The shortest short cataloging with a carefully compiled stemma is more useful to research scholars than hundreds of pages of customary bibliographical detail. The description of a manuscript which does not point out its genealogical relation to other manuscripts is Hamlet with Hamlet left out. Library school instruction in the rules for manuscript cataloging should and sometime will teach the method of finding and incorporating this most important of all information in cataloging. This might well apply not only to full cataloging but to medium cataloging. In cases where the information is available it is far more important to the researcher than information as to provenance or other external matters of interest to collectors and bibliographers but not important for scientific study.

The short title card catalog of the Vatican library manuscripts represents the *ne plus ultra* of short cataloging as that of Pelzer does of full cataloging. Its rules (*norme*) are model rules for short cataloging. The work has been done confronting the manuscripts themselves and by a well trained staff of expert paleographers. The highest standards of accuracy are observed. Data are not now at hand for comparison of cost but the cost is very much less than either full cataloging or medium cataloging and is no more than is quite reasonable for the Vatican cataloging. The amount produced per dollar is amazing to an American librarian. Altogether it is a well judged common sense standard applied with extreme thoroughness by a competent staff and director. It sets a model for all great collections of manuscripts such as research workers have long desired. A world catalog on this basis is not unimaginable but expense and even bulk seem to put even this standard out of the question.

Interestingly enough the Vatican not only supplies the best examples of both fullest and short method but also supplies the best example known to the editor of the extreme rough and ready and cheap method of short cataloging unless perhaps the union catalog of the Rhineland printed books at Frankfort is to be excepted. It is a union catalog of the eleven special printed book collections of the Vatican library. These collections have been hitherto practically unusable by the visiting researcher. Now they are entirely usable through a card catalog rapidly thrown together by clipping and quick copying on uniform cards at little cost of time or money and this has proved in use an invaluable finding means, as well as revealing the very great bibliographical richness of these collections hitherto only guessed at.

The best modern illustration of the medium or compromise method is the work of DeRicci in his census of American manuscripts. This has taken nearly

ten years for perhaps six thousand book manuscripts and something the same number of vellum and paper documents—deeds, acts, etc. It bulks perhaps ten times the volume of this project and costs at least twenty times as much.

The present project is gauged to a method which turns out perhaps sixty titles per person per day at a cost of ten cents per title unedited, twenty cents edited and thirty three cents printed. If printed it bulks fifty eight titles to the page. At this level a catalog becomes imaginable as to time cost, money cost and bulk. This compares with DeRicci's shorter method at seventy five cents per title, his medium style at say five dollars per title and the full style of Pelzer which probably means at least four times medium style. Any of these would be quite impossible to finance for a million titles.

The short short method of DeRicci as proposed to the French Institute some years ago approaches the standard of this project both in method and cost but it contemplated somewhat less careful handling.

(2) The standard of *accuracy* set up is, "all the accuracy that means will allow." This involves absolute accuracy in essentials—entry, reference and fidelity to the source. It does not involve correction of the data given in the sources—a constant temptation—if this involves research time. It will however automatically produce many slight corrections. In the case of one catalog it has produced hundreds. Accuracy is at bottom a personal equation. It is a matter of attention. Some people are habitually accurate others not. All men are more accurate while their attention is fresh but become less accurate as exhaustion proceeds. Professor von Gebhardt used to hold that no man could collate for more than four hours in a day without errors beginning to multiply rapidly. This can be cross-checked in the experience of most collators. It is less marked in the proof reading of print but is an ever present factor even there. It may be ignored when the proof is to be re-read especially by another eye, but re-reading introduces another cost factor.

There has been so much discussion of or polemic on this matter of accuracy and it has been so pointedly applied to these particular studies that it is necessary to explain in detail why these studies contain and this project at very best will necessarily contain more non-essential error than most books although all books always contain some errata and often publish lists of typographical errors.

There is bound to be more or less error material or negligible in every product of human endeavor. Everything which passes through the human mind is tainted. Even a divine verbal revelation to the most highly sensitized prophet would inevitably contain a percentage of error.

There is however a great distinction to be made between material error and negligible error and it is the failure to make this distinction which is a basic vice of criticism. It is the distinction between straining out gnats and swallowing camels.

This distinction is made even in the exact sciences. There is always, so the treatises on scientific method say, a tiny percentage of error in even the very best scientific work. It is always an approximation. Exactness is never quite exact. If the figures are carried to enough decimal points they may be used for mathematical computation but still they are only approximate.

The same thing is true in the stern realism of mechanical production. The approximation to exactness of the interchangeable standardized parts of an automobile in mass production is amazing. They fit to an unbelievable degree of exactness so that any part may be used in any machine but even in the most perfect fit there is always a tiny decimal of variation allowed for. There is negligible error within incredibly narrow limits.

This same thing is notoriously true of proof reading or collation which is in effect the problem of this union catalog. After the revised New Testament had passed through the hands of several of the most expert proof readers to be found and had been scanned by all the revisers, who were all by way of being professional experts in collation, the publishers offered a guinea apiece to the public for the discovery of farther typographical errors and such errors were found.

A foreign reviewer of these studies who is perhaps the head of the profession of manuscript cataloging whose standard is uncompromising and whose work in cataloging manuscripts is perhaps the most thorough and competent existing to date, nevertheless in reviewing and pointing out many mistakes in the nine thousand more or less titles of Part V, himself makes two slight typographical errors in the title of the book which he is reviewing and might therefore be said to justify eighteen thousand such errors in the book reviewed. But even if there were eighteen thousand errors of this type in the list they would not affect finding service of the catalog in the slightest—any more than the permissible variations in an automobile part.

The reason why this project must necessarily contain many more errors than, say, the Vatican short title catalog, is because it is not first hand work. It is not done from the manuscripts themselves. It will contain therefore all the material errors of the original catalog plus any errors which may be made by the staff of the project. It is true that thousands of strictly immaterial errors in the sources will be corrected by the catalogers or editors but in this kind of work it is highly dangerous to correct even apparently obvious typographical errors, for these may be and often are the spelling of the manuscript itself and to correct this to any other standard than that of the original author or scribe is itself an error and throws everything out of gear. Some of the worst errors in modern books come from gratuitous editorial correction. The present writer once received the proof of an article of his when he was abroad. The editor had changed "mana" to "manna," making nonsense of the point. The correction was cabled back but was too late

for use. To attempt such corrections is like the "conjectural emendation" so abhorred by critics. The "correction" of an error is itself an error where the "error" is in the original manuscript. Even the correction of typographical errors will therefore not be made unless absolutely unmistakable as e.g. where the index to a catalog of manuscripts is found to conflict with the text of the catalog. Project catalogers will be held strictly to account for fidelity to the catalog used, not for its mistakes—and catalogs are often slipshod.

The editor of this series has always stood and now stands for that standard of accuracy which is the counsel of perfection. He has never intended to try to justify himself for any lapse from this standard although he has had plenty of mortifying occasions to pardon himself as a repentant sinner for his slips. He has had occasion in a long lifetime of industrious, if intermittent, collation of manuscripts to recollate the work of far better collators than himself and has always found an appreciable number of errors. In one case he had occasion to recollate two manuscripts done by a first class professional for a round professional compensation and undoubtedly checked over once or twice by the collator himself. In both these cases he found a number of errors and corrected the collation accordingly and then finding later that a number of passages conflicted with what the *stemma* showed they ought to be, he again examined for these readings and corrected most of them, finding the *stemma* correct about it. In another instance he had occasion to use the transcript of a palimpsest made at great expense by an absolutely first class professional. He was told that it had been done with care and since a free use of chemicals had been made to bring out the readings it would be no longer possible to read on account of the blackened state of the vellum after the chemical application. Any attempt to recollate therefore it was said would be futile. But after the *stemma* had been formed and the readings found to be frequently conflicting, the transcription was marked for several hundred apparent contradictions and comparing this with the original more than five hundred slight (with a few important) corrections and tiny additions were made. Most of these were immaterial for text but in the modern genealogical method even variations useless for text may help the *stemma* and the importance of absolute accuracy is greatly increased while even a few definite errors may not only vitiate the effectiveness of the *stemma* but throw on the manuscript a suspicion of conflation which materially lessens its value in evidence. At all events this experience shows that some errors are bound to be made even by the very best of experts.

Everyone will agree that in exact scientific work no amount of pains, time and money is to be spared to avoid material error or even negligible error if means hold out but where an urgent end of practical service is set, means are limited and the choice is between the elimination of negligible error and not doing at all,