

CUS417/3.5

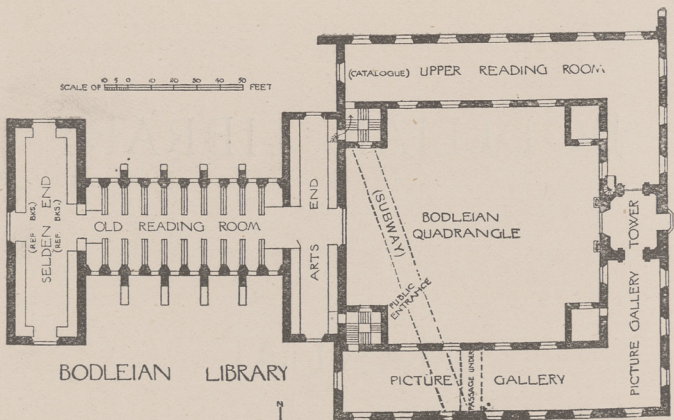
BODLEIAN LIBRARY

---

MANUAL  
FOR  
READERS

OXFORD

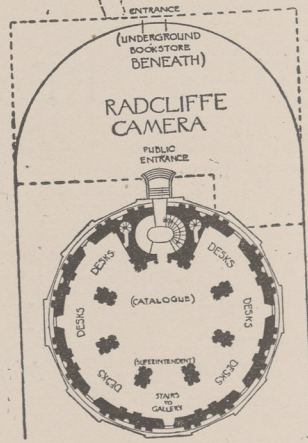
*March* 1920



BRASENOSE LANE

PLAN  
OF BODLEIAN  
READING ROOMS  
AND  
PICTURE GALLERY

BRASENOSE COLLEGE



STEP  
TO  
GALLERY

# MANUAL FOR READERS

## AND VISITORS

THE Bodleian Library was founded in 1602 by Sir Thomas Bodley, a 'worthy of Devon', and claims to be one of the earliest Public Libraries in Europe, as being one of the first owned by a public body (in this case the University of Oxford), and from the first open to all who have a proper recommendation.

It is now the largest University Library in the world and also the largest which is not directly aided by the State.<sup>1</sup> In size and importance (together) it ranks about eighth in the world, and among English-speaking peoples is second only to the British Museum, which was founded in 1753.

Readers are desired to bear in mind that a Library of this kind should be used for study and research, and not for trivial purposes.

<sup>1</sup> For statistics and brief annals of the Library, see p. 18. For plan, see Frontispiece.

The buildings occupied by the Library may be said to be seven in number:

1. The oldest part, now the *Old Reading Room*, is in the shape of an H, consisting of a central part, the original library, opened in 1602; the Arts End (1612), the centre of administration; and the Selden End (1640). In these the old books and fittings are retained. Beneath the H are the Divinity School and other public rooms of the University.

2. The *Bodleian Quadrangle*, of which one side is the Arts End above mentioned. The second floor has always been part of the Bodleian, but the rest has been taken over piecemeal at various dates between 1790 and 1884. The second floor consists of the Upper Reading Room and the Picture Gallery. The first floor contains the Gough Room, Gough Annex, Bible Room, Oriental Printed Room, Tanner-Malone Room, Staircase Room, Hebrew Room, Oriental MSS. Room, Sanskrit Room, Mason Room, Douce Room, Bywater Room, Rawlinson Room, Wood-Ashmole Room, Bodley Room, Q Room, and Auctarium. On the ground floor are the Map Room, Old School, Law Room, Logic School, Meerman Room, Savile Rooms, Music School, and Hope Room. In these rooms are the bulk of the MSS. and older books to 1824, see p. 7.

3. The *Radcliffe Camera*, a large circular domed building (1749), leased by the Radcliffe Trustees to the University since 1860, contains

(in the upper part) the Camera Reading Room, and (below) the Camera Basement, together containing about 150,000 volumes. The basement was until its transfer an open ambulatory, like the Proscholium.

4. Between the two last buildings is an Underground Bookstore (1912) containing at present about 250,000 modern volumes, but with ultimate capacity for a million octavos. The books are placed in rolling steel book-stacks, in accordance with the most modern methods of storage. A subway (1913) leads from the upper floor of the Bookstore to a lift for books in the north-west corner of the Bodleian Quadrangle.

5. Beneath the Sheldonian Theatre a portion of the basement is assigned to the Library, and contains the larger newspapers, periodicals, and Parliamentary Blue-books.

6. Beneath the Old Ashmolean Museum two considerable rooms are filled with nineteenth-century octavo books printed between 1824 and 1883.

7. Rooms beneath the Examination Schools contain the less-used books, chiefly fiction, directories, and old periodicals.

### Recommendation and Admission

Every one who desires to be a Reader should, unless he be a graduate of the University, obtain a printed form of recommendation (sent to any address on application to the Library), and procure that it be signed by someone *in a responsible position*, who knows the applicant *personally* or can otherwise give a sufficient reason for recommen-

dation. Ordinary cards of introduction or letters which state facts but do not amount to a personal recommendation, cannot be accepted in lieu of the form.

The form when filled up should be brought at or after 10 a.m. by the applicant himself to the Library (on any day when it is open), where, if the recommendation be accepted and countersigned, he will sign the statutory declaration in two Registers, kept one in the old and one in the modern part of the Library. Graduates of the University need only sign the statutory promise in the Bodley Register, stating their degree and College. Undergraduates are required to wear academical dress when reading in any part of the Library.

The Statutes forbid readers to introduce any kind of light into any part of the Library.

For one who is unacquainted with the Library the following directions may be useful. On entering the Quadrangle of the Bodleian approach the Tower and turn round so that the Tower is at your back. Then straight in front, over the dark gateway leading to the Divinity School below, is a large window with tracery which lights the Old Reading Room and the centre of the administration. The public entrance to the

Library is the open doorway in the corner to the *left* of the said gateway. Your position is for another reason interesting. On right and left the labels over the ground floor doors indicate the rooms once used for the teaching of the Seven Liberal Arts, the two Tongues (Greek and Hebrew), the three Philosophies (Natural, Moral, and Metaphysical), and History, all of which were needed for the mediæval Arts degree. In front are the doors of the three Superior Faculties (on the left Medicine, now the Library entrance: on the right Law: in the middle Theology, the Divinity School). To these Superior Faculties the Student went on after his degrees in Arts. Thus the whole *cur-sus* of Mediæval Education is displayed before you in the quadrangle, in due succession of subjects. The date of the completion of the quadrangle is 1618.

After ascending a staircase you come to an open doorway, which leads into the 'Arts End' of the **Old Reading Room**. Inside the door is an exhibition case, at the end of which a view is obtainable of the oldest part of the Library, including a long vista of alcoves for readers on either side of a central passage, with a fine painted ceiling above. A candidate for admission will find the Librarian, or his representative, at an adjacent desk. It is noticeable that in the oldest part of the Reading Room hardly any detail has been altered since 1602.

On returning by the farther side of the glass-case to the staircase a few upward steps lead to the Picture Gallery, where is a larger series of exhibits, comprising manuscripts, portraits, models, &c.

After descending to the Quadrangle, if a dozen steps be taken straight forward from the door, a gateway on the right leads out to Radcliffe Square, in the centre of which is the circular dome-covered **Radcliffe Camera**

(containing the modern books of the Bodleian), in which the candidate for readership has to sign the second register. He will enter the door facing him and ascend the stairs to the Reading Room.

Visitors, unless accompanied by a member of the University in academical dress, pay *3d.* to the Janitor of the Bodleian proper and *2d.* at the Camera. In the latter building they are allowed to ascend to the roof for the view, of which a panorama by Mr. E. H. New is on sale for *2d.* For large parties there are special regulations about payment.

## Use of the Library

### I. *Reading Rooms.*

There are three Reading Rooms:—

- i. The Old Reading Room consists of (1) Duke Humphrey's Room (above the Divinity School), the walls of which were built in the 15th century, and which, after being denuded even of its fittings in 1556, was restored by Sir Thomas Bodley and opened as the University Library on Nov. 8, 1602, (2) The Arts End, added by Bodley in 1612, now occupied by the administration and by some exhibits, and (3) the Selden End, added in 1640. This Reading Room is devoted to students of MSS. and of the older books, and the newly admitted reader will take some unoccupied seat in the alcoves. Twelve seats at the Selden End are reserved by the Librarian for special readers: see p. 9.

ii. The Upper Reading Room was opened in 1907, and occupies the northern part of the second floor of the Quadrangle. It is connected by a short staircase with the Old Reading Room, and is especially light and airy. It contains a copy of the General Catalogue of Printed Books, which at present consists of about 1200 thick folio volumes, the British Museum Catalogue, and a selection of learned periodicals and Public Record Office Calendars, as well as seats for readers: see p. 9.

These two rooms are opened at 9 a.m. and close at 3, 4 or 5 p.m. according to the season (3 in Jan., Nov., Dec., 4 in Feb., March, Aug., Sept., Oct., 5 in Apr., May, June, July).

iii. The Camera Reading Room is in the Radcliffe Camera, and in it is kept the select literature of the last half-century. Readers are often admitted to 'the Camera only', when they only need modern books and are not engaged in the more serious forms of study and research. There is a select reference library, and a second copy of the General Catalogue of Printed Books. The room is open from 10 a.m. to 10 p.m. Sets of seats are reserved for graduates of the University and for ladies, if they wish to use them.

The **Days of Closing** are:—In the Bodleian building, Jan. 1, Good-Friday

and Easter-eve, Commemoration-day, Sept. 24–30, Nov. 8 (Nov. 7 when the 8th is a Sunday), the vigil of the Nativity, Dec. 25–31; and Sundays. In the Radcliffe 'Camera', the four weekdays next before Easter, the three first weekdays in October, the weekday preceding, and the two weekdays following Christmas Day: and Sundays. In exceptional cases of urgency and with special leave it is possible on some of these days for readers to continue their work, if requiring important MSS. or printed books which cannot be sent to the Camera, in a Bodleian room, even when the Bodleian proper is closed.

## 2. *Ordering books.*

A reader who wishes to order any **Printed Book** which is not accessible at once in the Reference cases, should look it out in one of the two copies of the alphabetical Author-catalogue already mentioned. If the book required bears its writer's name, it will be found under that name, otherwise under the institution or society issuing it, or, if anonymous, under its title.

A list of the Collections, both of MSS. and Printed Books, as printed in the *Staff Manual*, can be obtained on application. MSS. and valuable printed books cannot, in general, be supplied

to readers in the Upper Reading Room, or at the Camera.

The next step is to enter (in the clearest possible hand) certain details of the book required,<sup>1</sup> and the reader's seat number, on an order-slip, and to give up the slip or slips at the counter, or, in the Camera, at the Assistant's table. Even in the case of Reference books it is desirable that an order-slip, filled up, should be left in the place of the book. Slips filled up with the proper detail can be sent beforehand by post to the Librarian, and the books will be fetched and reserved for the reader on his arrival. At present books may in certain cases take as much as half an hour to obtain, since they may be in far-off rooms, and also because to send a boy for each single book the moment it is on order, would require a small regiment of junior assistants. It is understood that twenty volumes is the ordinary limit for a reader's books, unless he obtains leave to receive more.

<sup>1</sup> Usually a definite 'shelf-mark' (formerly called 'press-mark') will be found, of some such form as '8° L. 32 Art.', 'Douce M. 43', '46. 342', '37689 e. 24', 'R. 7 fol. 5' or 'S. Hist. Eng. 74'. The first is of the period 1602-1790, the second (consisting of a name, letter, and number) is common in 1790-1883, the third of 1824-51, the fourth after 1883, while the last two indicate that the book is in the Reference cases at the Bodleian proper or the Select cases at the Camera.

It may be useful for the reader to know in what part of the buildings the printed literature is stored. In the Quadrangle and Old Reading Room (the Bodleian proper) are almost all books printed before 1824, and the modern sections of bibliography, palaeography, Bibles and liturgies, Hebrew, Law, Oriental philology, music, the English drama, British topography and antiquities, genealogy, heraldry, and numismatics. In the Camera and the Underground Bookstore connected with it are almost all the books printed since 1883, with a select reference library. In the Basement of the Sheldonian are newspapers and Parliamentary Papers. In the Basement of the Old Ashmolean are all octavos received between 1824 and 1883 (the corresponding quartos and folios are chiefly in the Bodleian proper). In the Basement of the Examination Schools in the High Street are directories, fiction and some old magazines.

Researchers among **Manuscripts** will usually consult three Indexes, (1) a printed index of the Old Catalogue of 1697, (2) an amalgamated index in slips of the Quarto series of Catalogues, see below, (3) an index in slips of the Summary Catalogue. The Charters and Rolls acquired before 1878 have a printed calendar and index of their own. By

these three indexes the whole body of Bodleian MSS. is covered.

The chief Catalogues of Manuscripts are:—

The 'Old Catalogue' Oxon. 1697, folio: see p. 14.

The **Quarto Catalogues**: see p. 15. Each volume has an index, and there is also an amalgamated index in slip form.

The **Summary Catalogue** of all Western MSS. not included in the Quarto series: index in manuscript slips: see p. 16.

All Oriental MSS. acquired before 1787 are in Uri's *Catalogus codd. MSS.<sup>rum</sup> Orientalium* of that date. The continuation by Pusey and Nicoll (1835) only covers the Arabic MSS. For almost all Oriental MSS. received since 1787 (except Arabic), recourse must be had to volumes of the Quarto series as above. For a complete list of Bodleian Catalogues see p. 14.

The official copies of these catalogues are at the Arts End; working copies are at the Selden End and in the Camera Reading Room.

The relation of the 'Old', Quarto, and Summary Catalogues is a little complicated. Every MS. in the Library in 1695 is catalogued and indexed in the Old Catalogue, but no indication of date is given and the descriptions are gene-

rally short. The Oriental part was fully catalogued again by Uri (1787). The Quarto Catalogues are intended to cover the entire field in a modern and complete style. But up to the present they have left much undone; see list below. The Summary Catalogue treats shortly, but in modern style, all Western MSS. not in the Quarto Series, but vols. 1-2, i.e. the part dealing with MSS. acquired in the seventeenth century singly or in groups (not large collections), have not yet been published, though much of them is in type and available for readers; while the three Indexes above referred to, cover, in one way or another, every manuscript in the Library. It is probable that, in the future, volumes of the Quarto Series will deal with subjects, not collections.

There is also an amalgamated slip index of the following collections: Ballard, Browne Willis, Dodsworth vols. 8-36 (that of vols. 1-7 is printed), Hearne's Diary and Letters, and Rawlinson Letters. This can be consulted on application, and contains about 180,000 slips.

The shelf-mark (preceded by 'MS.')

and short description should be entered on one of the ordinary slips used for printed books, and the slip should be filled up and handed in in the same way.



The following collections have been transferred to, or deposited in, the Bodleian :—

1. The Old Ashmolean library.
2. The Oriental manuscript collections of Dr. Radcliffe's library (Fraser, Kennicott, Radcliffe Oriental, Sale). Also the printed collections known as Pamphlets (Bartholomew) and Radcliffe.
3. The Savile library.
4. The Music-School library.
5. Various MSS. belonging to the Clarendon Press.
6. †The MSS. of the following Colleges :—  
Brasenose  
Hertford (once called Magdalen Hall)  
Jesus  
Lincoln  
New  
University
7. The Max Müller Memorial Sanskrit MSS. (the property of the Administrators of the Memorial Fund).
8. Music Students' Library.

Readers may have volumes deposited in the Bodleian for their use, but the Librarian's consent must first be obtained.

The Librarian would be glad to see in every MS. received by him some evidence of ownership, in the way of a stamp, label, or inscription.

It is also hoped that no volume deposited in the Bodleian may have loose or half-loose leaves, or loose written papers between the leaves, since the Librarian cannot well undertake any responsibility for the safe return of any such matter.

‡ The Librarian does not allow these to be sent to the Camera without the consent of the Colleges.

No MS. deposited in the Bodleian is ever allowed to be photographed or sent to the Camera except by wish of the depositor expressed to the authorities of the Bodleian.

### 3. *Securing a seat.*

In any of the three Reading Rooms (except at the Selden End of the Old Reading Room) a reader may select any desk which is vacant. In the Old Reading Room and the Upper Reading Room, if at all the desks there is either a reader or books reserved by a slip bearing a reader's name and a date not three days old, the new-comer should speak to the Superintendent (in the Old Reading Room, which has 61 seats, Mr. Gibson; in the Upper Reading Room, with 24 seats, Mr. Gambier Parry) or his temporary substitute, who will do the best he can under the circumstances to provide a seat.

The Selden End of the Old Reading Room is reserved for special students.

#### 4. *Receiving books.*

The reader will already have secured an unoccupied seat and entered its number on his order-slip. The book will be brought as soon as possible to the reader's desk, and will be left there, even if the reader is absent for the time, except that MSS. and valuable books will in such a case be reserved at a counter until the reader needs them.

#### 5. *Reserving books.*

Books left at a desk without a protective slip of paper bearing the reader's name and the date, will be removed after the closing for the day, and sent back to their places. But in the Old Reading Room and Upper Reading Room a book or orderly pile of books obviously bearing a protective slip will remain at the seat, but three working days, after which (if the reader does not alter the date) it will be moved to an adjacent reserve for seven days more (ten calendar days in all). At the Selden End books will remain at the desks for ten days, or by arrangement for an extended period. But MSS. and valuable printed books must never at any time be left at a seat, but given up at the counter, to be kept for the reader's use, *each* such volume bearing a slip

with the name and date. And volumes from the glass cases have in general to be replaced in the cases each night; as also 'Reference' and 'Select' books and (generally) reference books on shelves accessible to readers, in all the Reading Rooms, unless leave be obtained.

In the Camera Reading Room, all ordinary books which the reader desires to reserve must be given up with a protective slip (as above described) to the Superintendent of the Reading Room, and will then be kept for seven days.

If a reader is likely to be absent for more than ten or (in the Camera) seven days and wishes to use the same books on his return, his best course is to keep a list of the 'shelf-marks' of the books, and then let them go back to their shelves, unless the Librarian gives special leave for the books to be retained.

All reserved books will be returned to the shelves during the week Sept. 24-30 when the Library is closed.

The Library cannot be responsible for a reader's private books or papers.

#### 6. *Giving up books.*

Ordinary books, if done with, may be either left at the seat or given up at the counter, on departure. For MSS. and valuable printed books, see above.

7. *Photographing.*

The Librarian cannot allow readers to take photographs for themselves from Bodleian books, prints, &c.

But the University Press provides proper photographic apparatus in the Bodleian, and sends a highly skilled operator of its own. The terms and a copy of the form of specification to be filled in can be obtained on application. The cheap rotary bromide process is

recommended as providing scholars and students with the means of obtaining facsimile reproductions of texts at a price often lower than that of transcriptions.

Before authorizing a photograph to be taken, the Librarian desires to know the purpose for which it is wanted, and he also reserves to himself the right of refusing an application.

The charges for **negatives** and prints are:—

	Size in inches.		
	$6\frac{1}{2} \times 4\frac{3}{4}$	$8\frac{1}{2} \times 6\frac{1}{2}$	10 x 8
	<i>s.</i> <i>d.</i>	<i>s.</i> <i>d.</i>	<i>s.</i> <i>d.</i>
Price per negative . . . . .	4 6	6 3	8 0
Prints from negatives			
Bromide prints or silver prints			
(unmounted), each . . . . .	0 9	1 3	2 0
Packing and postage extra.			

Estimates for larger sizes may be had on application. If more than 20 copies are required from any one negative the collotype process is recommended as being generally cheaper than bromide or silver prints, as well as more satisfactory should it be intended to use the copies

as book illustrations. The Controller of the University Press will be pleased to supply quotations for collotype prints, or photo-litho prints, on receipt of particulars as to number of copies required.

**Rotographs.** Prints giving white letters on a black background (which do not involve the making of a negative) can be supplied as below :

Size $8\frac{1}{2} \times 5\frac{3}{4}$ inches, per print	s. d.
	. 1 0
" $11 \times 9$ " " "	2 0

(A single print may contain a single page or the two pages in an opening, but unless the original MS. or Printed Book is small in size customers are advised to have only one page on a print.)

An additional charge of 1s. for each volume dealt with will also be made to cover the operator's time in getting out the MS. or book and adjusting it before the camera. Thus if two MSS. are involved and four pages are required from each, the charge for the eight prints in  $8\frac{1}{2}'' \times 5\frac{3}{4}''$  size would be 10s.

#### 8. *Miscellaneous Regulations.*

All needful help will be willingly given by the Assistants, but readers are respectfully asked to do what they can for themselves, in view of the amount of other necessary work which falls on the Staff. For instance, the details required for an order-slip must be supplied by the reader himself.

Suggestion books, in which readers may enter the titles of any works of permanent value which they need and which cannot be found in the General Catalogue, lie in both parts of the Library, and are considered by the

Librarian every Wednesday. Such suggestions are welcomed, especially if adequate details are supplied, with an estimate of the value of the book; and often lead to the filling up of gaps in the collections.

Tracing and painting require special leave.

The removal from the Reading Rooms of any volume, paper, or other possession of the Library even for a short time, and also any injury to them by marks, erasure or mutilation, are absolutely forbidden under severe penalties. A mistake in the Catalogues, or fault or imperfection in a book, or any other error needing correction should be pointed out at once to an official, and will be promptly attended to.

The ordinary temperature in the Reading Rooms is intended to be between  $55^{\circ}$  and  $60^{\circ}$ .

The Bodleian is a library primarily devoted to study and research, and works of fiction are not in general given out to other than graduates of the University, unless the reader has some literary purpose in ordering them, and states it on the order slip.

Silence must be kept in the Reading Rooms.

Access to the shelves is not possible in so large a library. But when a reader desires to find the chief or best

works on a subject, he can either consult Mr. G. K. Fortescue's Subject Indexes to the British Museum Accessions, 1881-1910 (continued by other compilers for 1911-15), or ask to see the hand-lists of Bodleian books as they stand on the shelves since 1883 according to subject, or finally consult the Bodleian Subject Catalogue. As the slips which form the last-named Catalogue are loose and not laid down in volumes, and moreover do not bear the latest corrections as made in the Author-Catalogue, it is the least satisfactory of the three courses open to an inquirer, though it will often supply many titles of old works.

Personal letters must not be written as from the Library, nor may readers have letters addressed to the Library except by leave.

Readers would do well not to blame individual members of the staff in particular instances, when it may be the general system which needs amendment.

### Notes on the proper treatment of books

Books which are in a public library are for public use, but also for preservation.

Nothing should be done by which the condition of the books suffers deterioration. Thus:—

No mark should be made by a reader in a book or on its cover.

No book, or paper on which a reader is taking notes or is writing, should be placed on another open book.

No book should lie between the reader's pen and the inkpot.

In the case of Manuscripts and valuable printed books, a sheet of gelatine (supplied by the library) should in general be spread over the pages on which the student is at the time engaged.

At the end of the day readers at Bodley should close such of their books as are to be reserved at their desk and arrange them in an orderly pile, but they should give up MSS. and valuable books (*whenever* they leave the library) at the Reserve Counter.

It is impossible for a library to be as comfortable or convenient as a private study, and readers should recognize this. Complaints about the Catalogue or about delay in obtaining a book are often due to want of acquaintance with the working of a very large library, and for that reason this 'Manual for Readers' is offered to students. The officials will always be glad to explain what has apparently gone wrong, or to investigate legitimate causes for complaint, with a view to their removal.

## Bodleian catalogues

These are not given in exchange except to a few of the greatest Continental Libraries. With these, and these only, the Bodleian exchanges catalogues, copies being given for that purpose by the University Press.

All newly published vols. of Bodleian catalogues are the property of that Press, which contributes the whole cost of printing them, and keeps the stock of them, and from which they may be bought either direct or through any British or foreign bookseller.

## A list of the chief Bodleian printed catalogues

### A. Catalogues of manuscripts

(with prices, when still on sale).

#### Catalogue of 1697 (the 'Old Catalogue').

Catalogi librorum manuscriptorum Angliæ et Hiberniæ in unum collecti, cum indice alphabetico. Oxoniæ, 1697 [1698], fol.

[Bodleian MSS. are contained in tom. 1, pt. 1, pp. 1-374.]

#### Wood collection.

Catalogus librorum manuscriptorum Antonii à Wood. . . [By W. Huddesford.] Oxford, 1761, fol., or Middle Hill, 1824, fol.

[A reprint of pp. 359-370 of the Catalogue of 1697.]

### Oriental MSS.

Catalogus codicum manuscriptorum Orientalium . . . a Ioanne Uri confectus. Pars prima. Oxonii, 1787, fol.

— Pars secunda. Confecit A. Nicoll . . . ed. absolvit . . . E. B. Pusey. Oxonii, 1835, fol.

### D'Orville MSS.

Codices manuscripti, et impressi cum notis manuscriptis, olim D'Orvilliani . . . [by T. Gaisford.] Oxonii, 1806, 4<sup>o</sup>.

### Clarke MSS.

Catalogus sive notitia manuscriptorum . . . a cæl. E. D. Clarke comparatorum . . . Pars prior . . . [by T. Gaisford.] Oxonii, 1812, 4<sup>o</sup>.

— Pars posterior [by A. Nicoll.] Oxonii, 1815, 4<sup>o</sup>.

### Gough collection.

A catalogue of the books relating to British topography, and Saxon and Northern literature, bequeathed to the Bodleian library, in the year 1799, by Richard Gough, Esq. Oxford, 1814, 4<sup>o</sup>. 15s. net. [MSS. and printed books.]

### Ouseley MSS.

Catalogue of manuscript works in various oriental languages collected by Sir W. Ouseley. London, 1831, 4<sup>o</sup>.

**Icelandic MSS.**

Catalogus . . . codicum CLIII manusciporum Borealium præcipuæ Islandicæ originis . . . auctore . . . Finno Magnæo . . . Oxonii, 1832, 4<sup>o</sup>.

**Malone collection.**

Catalogue of early English poetry and other . . . works illustrating the British drama, collected by Edmond Malone, Esq. Oxford, 1836, fol.  
[MSS. and printed books.]

**Dodsworth MSS.**

Three Catalogues; describing the contents of . . . the Dodsworth manuscripts . . . etc. by Joseph Hunter. London, 1838, 8<sup>o</sup>.

Index to the first seven volumes of the Dodsworth MSS. Oxford, 1879, 8<sup>o</sup>.

**Douce collection.**

Catalogue of the printed books and manuscripts bequeathed by F. Douce, Esq. Oxford, 1840, fol. 15s. net.

**Sanskrit MSS.**

[Catalogue of] Prof. Wilson's Sanskrit MSS. now deposited in the Bodleian Library. [Oxford], 1842, 4<sup>o</sup>.  
[Part of the annual list of Bodleian Library purchases for 1842.]

**Ashmole MSS.**

A descriptive, analytical, and critical catalogue of the manuscripts bequeathed unto the Univ. of Oxford by E. Ashmole . . . By W. H. Black. Oxford, 1845, 4<sup>o</sup>. 30s. net.

— Index to the catalogue of the manuscripts of E. Ashmole. [By W. D. Macray.] Oxford, 1866, 4<sup>o</sup>. 10s. net.

**Quarto catalogues.**

Catalogus codicum manusciporum Bibliothecæ Bodleianæ.

Pars I. Recensio codicum Græcorum. Confecit H. O. Coxe. 1853.

II. Catalogus codicum MSS. Laudanorum. [Lat. et Misc.] Confecit H. O. Coxe. 1858-85. (Index only: 2s. net.)

III. Codices Græci et Latini Canonici. Confecit H. O. Coxe. 1854.

IV. Codices . . . Thomæ Tannerii . . . Confecit A. Hackman. 1859. 12s. net.

V. fasc. 1-5. Codices R. Rawlinson. [A-D cum indicibus.] Confecit W. D. Macray. 1862-1900. £5 8s. net.

VI. Codices Syriaci, Carshunici, Mendæi. Confecit R. Payne-Smith. 1864.

VII. Codices Aethiopici. Digessit A. Dillmann. 1848. 6s. 6d. net.

VIII. Codices Sanscritici [Vol. I]. Confecit T. Aufrecht. 1864. Appendix by A. B. Keith. 1909. 45s. net.

— Vol. II begun by M. Winternitz . . . continued and completed by A. B. Keith. 1905. 25s. net.

IX. Codices a K. Digby anno 1634 donati. Confecit W. D. Macray. 1883. 10s. 6d. net.

X. [The 1845-66 Ashmole catalogue now forms part 10 of this series.]

XI. Catalogo dei manoscritti italiani . . . compilato dal conte A. Mortara. 1864. 10s. 6d. net.  
[Not at first a part of this series.]

XII. Catalogue of the Hebrew MSS. [Vol. I]. Compiled by A. Neubauer. 1886. £5 5s. net, with facsimiles.

Catalogue of the Hebrew MSS. Vol. II by A. Neubauer . . . and A. E. Cowley. . . . 1906. 30s. net.

XIII. Catalogue of the Persian, Turkish, Hindūstāni and Pushtū MSS. Begun by prof. E. Sachau . . . completed by H. Ethé. 1889- [In progress.] Part I. 63s. net.

XIV. Catalogue of the Armenian MSS. . . . by rev. S. Baronian and F. C. Conybeare. 1918. 30s. net.

Catalogue of Malay manuscripts and manuscripts relating to the Malay language. By R. Green-tree and E. W. B. Nicholson. 1910. 16s. net.

Catalogue of Prakrit manuscripts. By A. B. Keith. 1911. 6s. net.

#### Montagu collection.

List of manuscripts, volumes of autograph letters, illustrated and other books, &c. the bequest of the late captain Montagu Montagu. Oxford, 1864, 8s.

#### Clarendon Papers.

Calendar of the Clarendon State Papers. Vol. I. Edited by the rev. O. Ogle and W. H. Bliss, under the direction of the rev. H. O. Coxe. Oxford, 1872, 8s. 18s. net.

— Vols. II. and III. Ed. by the rev. W. D. Macray. Oxford, 1869-76, 8s. 16s. and 14s. net.

#### Charters, &c.

Calendar of charters and rolls preserved in the Bodleian Library. Ed. by W. H. Turner, under the direction of the rev. H. O. Coxe. Oxford, 1878, 8s. 31s. 6d. net.

#### Japanese and Chinese.

A catalogue of Japanese and Chinese books and manuscripts lately added to the Bodleian Library. . . . Prepared by B. Nanjio. Oxford, 1881, 4s. 1s. 6d. net.

#### Summary catalogue.

A summary catalogue of Western manuscripts which have not hitherto been catalogued in the quarto series, with references to the Oriental and other manuscripts. By F. Madan. [Vols. I and II, which contain a new edition of the 1697 catalogue, partly by H. H. E. Craster, are in progress.]

Vol. III. Collections received during the 18th cent. Oxford, 1895, 8s. 21s. net.

IV. Collections received during the first half of 19th cent. Oxford, 1897, 8s. 25s. net.

V. Collections received during the second half of 19th cent. Oxford, 1906, 8s. 25s. net.

VI. Pt. 1. Accessions, 1890-1904. Oxford, 1906, 8s. 7s. 6d. net.

Pt. 2. Accessions, 1905- [In progress.]



**B. Catalogues of printed books.**

Early catalogues, now superseded, were issued in 1605 (pr. and MS. books in shelf order), 1620 (pr. and MS. books in alphabetical order: 2nd edition of appendix, 1635), 1674, and 1738.

**Early printed books.**

Notitia editionum . . . quæ vel primariæ, vel sæc. xv. impressæ, vel Aldinæ, in Bibliotheca Bodleiana adservantur. Oxonii, 1795, 8<sup>o</sup>.

**Gough collection.**

[See the list of catalogues of manuscripts.]

**Academical dissertations.**

Catalogus dissertationum academicarum. Oxonii, 1834, fol. 7s. net.

**Malone collection.**

[See the list of catalogues of manuscripts.]

**Sutherland collection.**

A catalogue of the Sutherland collection. 2 vols. London, 1837, fol.

**Douce collection.**

[See the list of catalogues of manuscripts.]

**General Catalogue of 1843.**

Catalogus librorum impressorum. 3 vols. Oxonii, 1843, fol.

(Vol. 4) [Additions 1835-1847.] Oxonii, 1851, fol. £4 net for 4 vols.

**Mortara collection.**

[Part of the annual list of Bodleian Library purchases for 1852.]

**Hebrew printed books.**

Catalogus librorum Hebræorum . . . Digest . . . M. Steinschneider. Berolini, 1852-60, 4<sup>o</sup>.

**Montagu collection.**

[See the list of catalogues of manuscripts.]

**Hope periodicals.**

Catalogue of a collection of early newspapers and essayists, formed by J. T. Hope, Esq. Oxford, 1865, 8<sup>o</sup>. 7s. 6d. net.

**Chinese works.**

A catalogue of Chinese works in the Bodleian Library. By J. Edkins. Oxford, 1876, 4<sup>o</sup>. 2s. 6d. net.

**Periodicals.**

Catalogue of periodicals contained in the Bodleian Library. Pt. 1. English. Oxford, 1878, 8<sup>o</sup>.

Pt. 3. Foreign. Oxford, 1880, 8<sup>o</sup>.

[Pt. 2. Colonial and American. Never issued.]

**Japanese and Chinese.**

[See the list of catalogues of manuscripts.]

## Statistics and brief Annals

The Bodleian has grown to its present size, partly by the books and estates given to it by its founder, partly by collections, large and small, presented or bequeathed to it since his time, partly by accessions under successive Copyright Acts, and to some extent by its own powers of purchase, derived largely from the contribution of the University.

The Bodleian now contains over 1,000,000 volumes, over 2,000,000 separate literary pieces, and about 40,000 manuscripts, not counting separate charters and rolls, which number perhaps 20,000. In the year 1919 the accessions were 55,973, of which 314 were MSS. and 40,940 came under the Copyright Act: the income was £11,568, and the expenditure £12,491.

The staff consists of the Librarian, two Sub-Librarians, nine Senior Assistants, one Special Assistant, two Temporary Assistants, two Minor Assistants, fifteen Junior Assistants, two Janitors, and two manual workers. On the Extra Staff or otherwise regularly employed in the Library are twenty-two persons. The total number is fifty-eight persons.

The coin collection contains about 65,000 pieces, which are arranged geographically according to the places of issue.

The earliest library of the University was

in existence in 1337 and fully established by 1409. It then bore the name of Bishop Cobham (*d.* 1327), who had built the room over the Old Convocation House at the north-east corner of St. Mary's Church, where the books were housed. The second library is usually stated to have been that of Bishop Richard of Bury, author of the *Philobiblon* (*d.* 1345), who intended to present his books, but it is very doubtful whether his library ever came to Oxford. The true second library was that of Humphrey Duke of Gloucester (*d.* 1447), who in 1435-44 gave about 500 manuscripts, and contributed largely to the building (now the Old Reading Room) which was made in about 1450-80 to contain his and similar benefactions. But out of twenty-nine of these MSS. known to be in existence, only three are still in the Bodleian, for in 1550-56 the library was dispersed and ruined by Edward VI's Commissioners.

In 1508 Sir Thomas Bodley, a statesman and diplomat high in the favour of Queen Elizabeth, being weary of state-craft, determined 'to set up' his 'staffe at the Librarie-dore in Oxon', and once again furnished Duke Humphrey's room with book-cases, and became, to his eternal glory, the founder of the Bodleian Library.

1602. Nov. 8. The Library was formally opened, with over 2,000 volumes, of which 299 were MSS. These were all contained in 'Duke Humphrey's Library', see frontispiece ('Old Read-

- ing Room'), the entrance being at the West (not as now the East) end.
1605. The first Catalogue of the Library was published.
1610. Dec. 12. An agreement was made by which one copy of every work entered at Stationers' Hall in London was granted by the Company to the Bodleian—a right extended by subsequent Copyright Acts, and still enjoyed by the Library.
1612. The 'Arts End', by which room visitors enter the Library, was completed, being the first augmentation of the buildings.
1613. Jan. 28. Sir Thomas Bodley died: on March 29 he was buried in the Chapel of Merton College, of which foundation he had been Fellow.
1620. The second Catalogue was issued.
1629. The **Barocci** collection of 242 Greek MSS. was given by William Herbert earl of Pembroke, Chancellor of the University.
1634. The **Digby** MSS. were presented by Sir Kenelm Digby.
- 1635-40. In four successive instalments Archbishop **Laud**, seeing the troubles in front of him, presented his magnificent collection of MSS. and coins. More than twenty languages were represented in them.
1640. The second addition to the buildings, a room now called the 'Selden End', was completed.
1646. 'When Oxford was surrendered (24<sup>o</sup> Junii, 1646) the first thing General Fairfax did was to set a good guard of soldiers to preserve the Bodleian Library': and Cromwell not long after presented a collection of Greek MSS.
1650. The executors of John **Selden** sent most of his MSS. and printed books. The Latin MSS. which were not bequeathed perished by fire in London in 1680.
1673. The **Dodsworth** and **Fairfax** MSS. were bequeathed by Thomas, first Lord Fairfax.
1674. The third Catalogue of printed books was issued.
1677. The valuable Anglo-Saxon collections of Francis Junius were received.
1682. The first of the Annual Bodleian Speeches in Latin was delivered—a custom continued to this day on Nov. 8.
1693. The extensive Oriental manuscript collections of **Pococke** and **Huntington** were received, followed in 1713 by that of Archbishop **Narcissus Marsh**.
1697. A complete list of the MSS. (over 8,000) was published in **Bernard's Catalogi MSS. Angliae**.
1701. **Thomas Hearne**, the antiquary, was appointed assistant.
1714. **Hearne** calculated that in this year there were 30,169 printed books and 5,916 MSS. in the Library.

1736. The great donations of the middle of the eighteenth century began with Bishop **Tanner's** MSS. and printed books, received in this year.
1738. The fourth Catalogue of printed books was issued.
1753. The bulk of the valuable State Papers collected by Edward Hyde, first Earl of **Clarendon**, the historian of the Civil War, were bequeathed, as well as the first portion of the **Carte** papers, chiefly Irish State Papers.
1754. The original correspondence and documents on which was founded John Walker's *Sufferings of the Clergy* were presented.
1755. The vast manuscript collections of Dr. Richard **Rawlinson**, Bishop among the Non-jurors, numbering about 4,800, were bequeathed, including all Hearne's Collections.
1787. John Uri's Catalogue of the Oriental MSS. was published: Nicoll and Pusey's continuation came out in 1821 and 1835.
1790. In this year the Library began its encroachment on the various rooms or Schools of what is now the Bodleian Quadrangle: the last was taken over in 1884.
1809. The valuable topographical collections of Richard **Gough** came by bequest.
1817. The **Canonici** MSS., Greek, Latin, and Italian, amounting to over 2,000, were purchased in Venice.
1821. The **Malone** collection of Elizabethan (especially Shakespearian) dramatic literature came by bequest, containing all the Folios and many Quartos of Shakespeare's Plays.
1829. The **Oppenheimer** collection of over 5,700 Hebrew printed books and MSS. was purchased in this year.
1834. The **Douce** collection of about 400 MSS. and 17,000 printed books (bequeathed) brought many illuminated MSS. and much early and valuable English literature to the Library.
1837. A peculiar donation came in this year — copies of Clarendon and Burnet, grangerized until they contained 20,000 engravings of persons and places mentioned in those works, were presented by Mrs. **Sutherland**.
1841. A bequest of £36,000 came by the will of the **Rev. Robert Mason** of Queen's College.
- 1843-51. The latest printed Catalogue of the printed books was issued.
1849. The number of bound volumes of printed books was in this year estimated to be 220,000, and the MSS. 21,000. In 1867 the numbers were stated to be 350,000 and 25,000 respectively: and in 1885, 410,000 and 26,300.
1860. In this year the Radcliffe Trustees offered the Radcliffe Camera, the dome of which is so conspicuous a feature of Oxford, as a Reading Room for the Bodleian and a loan for that purpose to the University. The

- original Radcliffe Library, which was scientific, had been removed to the New Museum.
- The year is also marked by the transference from the Ashmolean Museum of the Ashmolean MSS., printed books, and coins. This set an example which has been followed by the Radcliffe Trustees, who have deposited coins and Oriental MSS., by the Savilian Professors, by the Clarendon Press, and by six Colleges which have deposited their MSS. as revocable loans, namely Brasenose, Hertford, Jesus, Lincoln, New, and University.
1893. The **Shelley** collection was presented by Jane, Lady Shelley.
1902. The Tercentenary of the Library was celebrated on Oct. 8-9.
1906. The original copy of the First Folio of Shakespeare which came to the Library in 1623 under the agreement with the Stationers' Company (see *sub anno* 1610, above), and which had been parted with after the Restoration as superseded, was bought by public subscription from W. G. Turbutt, Esq., of Ogston Hall, Derbyshire, for £3,000.
1907. The Upper Reading Room was opened, on Oct. 8. The costs of preparing and fitting the room were defrayed by the generosity of the late **Earl Brassey**.
1910. The Maharajah **Sir Chandra Shum Shere**, Prime Minister of Nepal, presented 6,330 Sanskrit MSS.
1912. The Underground Bookstore between the Bodleian proper and the Camera, due to the munificence of the Trustees of the **Oxford University Endowment Fund**, was completed.
1912. Through the munificence of the late **Earl Brassey**, an adequate staff for the Revision of the General Catalogue of Printed Books was provided, with a view to printing.
1913. A magnificent collection of Chinese works, both printed and manuscript, numbering about 17,000 volumes (*pên*), was presented by **Sir E. Backhouse**.
1913. A subway between the Camera and the Bodleian building, for the Staff, with a lift for books, was constructed with money provided by the **Oxford University Endowment Fund**.
1913. A new Bodleian Statute in English, based on the old Latin code, but modified to meet modern requirements, was passed.
1914. **Prof. Ingram Bywater** bequeathed a library of about 4,000 volumes on Aristotle and his commentators, and the Humanist scholars up to 1650.
1916. The Shakespeare Exhibition was held April 24-July 31.

The chief books relating to the Library are:—

*Annals of the Bodleian Library*, by the rev. W. D. Macray, 2nd edition, 1890, 8°; published by the Clarendon Press, Oxford: 25s.

*Bodleian Guide for Visitors*, by the rev. Andrew Clark, 1906, 12°; published by the Clarendon Press, Oxford: 1s. 6d.

*Some Oxford Libraries*, by S. Gibson,

1914, 12°; published by the Clarendon Press, Oxford: 2s. 6d.

The *Bodleian Quarterly Record*, containing Notes and News, the chief Accessions, and Documents & Records. Issued in April, July, October, and January, price 1s. Nos. i (April 1914) and following are obtainable from the Librarian.

For the pictures see Mrs. R. L. Poole's *Catal. of Portraits*, vol. i, Oxf. 1912, 8°: 12s. 6d.

## Chief Bodleian Benefactors.

### Godley, Sir Thomas (1545-1613).

Anson, sir William Reynell, bart. (1843-1914).

Ashmole, Elias (1617-1692).

Backhouse, sir Edmund, bart. (b. 1873).

Ballard, George (1706-1755).

Barlow, Thomas, bp. of Lincoln (1607-1691).

Beit, Alfred (1853-1906).

Bernard, Edward, D.D. (1638-1696).

Blakeway, mrs. J. B.

Brassey, Thomas Allnutt, 2nd earl Brassey (1863-1919).

Bywater, Ingram (1840-1914).

Cardwell, Reginald (d. 1910).

Carte, rev. Thomas (1686-1754).

Casaubon, Meric (1599-1671).

Caulfield, Richard, LL.D. (1823-1887).

Chandra Shum Shere (b. 1863).

Cherry, Francis (1665?-1713).

Cobham, Thomas, bp. of Worcester (d. 1327).

Crewe, Nathaniel, 3rd baron Crewe (1633-1722).

Cromwell, Oliver (1599-1658).

Crynes, Nathaniel (d. 1745).

Dawkins, Henry, D.C.L. (d. 1814).

Denyer, mrs. Eliza D. (d. 1824).

Digby, sir Kenelm (1603-1665).

Dorset, 1st earl of (1536-1608).

Douce, Francis (1757-1834).

Dugdale, sir William (1605-1686).

Elliott, John Bardoe (fl. 1801-1859).

Fairfax, Thomas, 3rd baron Fairfax (1612-1671).

Godwyn, rev. Charles (18th cent.).

Gough, Richard (1735-1809).

Grabe, John Ernest, D.D. (1666-1711).

Hamilton, sir William (1788-1856).

Hatton, Christopher, 1st viscount Hatton (1632-1706).

Hope, rev. Frederick William, D.C.L. (1797-1862).

Hunt, Thomas, D.D. (1696-1774).

Junius, Francis (1589-1677).

- Laud, William, archbp. of Canterbury (1573-1645).
- Marsh, Narcissus, archbp. of Armagh (1638-1713).
- Marshall, Thomas (1621-1685).
- Mason, rev. Robert (d. 1841).
- Mendham, rev. Joseph (1769-1856).
- Montagu, capt. Montagu (d. 1863).
- Murphy, Patrick (1828-1909).
- Pembroke, 3rd earl of (1580-1630).
- Powell, Charles Marten.
- Rawlinson, Richard, (1690-1755).
- Roe, sir Thomas (1581?-1644).
- Rosebery, 5th earl of (b. 1847).
- St. Amand, James (1687-1754).
- Savile, sir Henry (1549-1622).
- Sayce, rev. A. H. (b. 1846).
- Selden, John (1584-1654).
- Sheldon, Gilbert, archbp. of Canterbury (1598-1677).
- Shelley, Jane, lady (d. 1899).
- Sunderlin, baron, Richard Malone (1738-1816).
- Sutherland, mrs. (d. 1852).
- Tanner, Thomas, bp. of St. Asaph (1674-1735).
- Toynbee, Paget, D. Litt. (b. 1855).
- Walker, William (18th cent.).
- Walker, sir William Stuart (1813-1894).
- Wardrop, Oliver (b. 1864).
- Watney, Vernon James (b. 1860).
- Williams, John Fischer (b. 1870).
- Willis, Browne, LL.D. (1682-1760).
- Wood, Anthony (1632-1695).

Humphrey, Duke of Gloucester (1391-1447) contributed largely to the building of that part of the Library which is now the Old Reading Room.

OXFORD: FREDERICK HALL  
PRINTER TO THE UNIVERSITY