

CUS417/35.18

NOTES ON THE CATALOGUE

SIR WILLIAM OSLER'S

LIBRARY.

(Copy of typed copy of MS. of March 5-6, 1916)

NOTES ON THE CATALOGUE

The Catalogue, generally speaking, follows Bodleian rules, but there are various points of difference, of special arrangement etc., the chief of which are as follows:

ENTRIES

1. Heading.

Author's name to be followed by dates of his birth and death. English compound surnames to be entered under the past part of the name. Foreign names follow usage.

Two or more names to be entered as: e.g.  
"Smith (John) 1870-1910 and West (Alfred) 1840-1900."

? Societies and all institutions under the place, with sub-headings.

Collections of essays by various authors under the first word, not an article or preposition, of the title: the contents are to be shortly set out and references only given from the names of the authors.

Anonymous books under the first word not an article or preposition. When the author is known, the full entry will be in his name which is to be in square brackets.

Pseudonymous books under the real name of the author, which is to be in square brackets, with reference from the pseudonym.

Periodicals under their titles.

2. Title.

To be literally copied from the title page. Three dots (...) to be inserted to mark all omissions except that of the author's name, style and privilege, which are always to be omitted unless the sense requires their insertion. Capital letters on a title page are to be copied as such, but words entirely in capitals are to have the first letter only capital. Punctuation may be added where necessary. Words may be abbreviated "trl." always being used for "translation" or "translator". When cataloguing from a half title page, the fact should be noted below the imprint.

3. Imprint.

The sizes follow Bodleian rules except that the number of leaves in a gathering is never inserted. The publisher or printer must be given for all books earlier than 1800.

4. Notes on the book.

These are to be written below the imprint. They comprise all necessary information, such as illustrations, editors, preface writers, etc., if not mentioned in the title page. (Book plates are to be mentioned). The name of a series to which a book belongs, and the words "Repr. fr....." a periodical etc. are always to be written below the imprint whether on the title page or not.

The order for these notes is (a) editor or other individual requiring mention; (b) illustrations and various bibliographical information including no. of vols., contents (to be abbreviated if necessary) etc. and (c) names of series etc.

When only part of the contents is catalogued, the form should be "Contents include...".

II. ARRANGEMENT.

Chronology is the basis of arrangement under headings. Under an author's name the arrangement is (a) work for which an author is most renowned; (b) collection of works; (c) 2 or more works; (d) separate works chronologically. The translations of a work follow it in alphabetical order of language.

The catalogue is, however, divided into Sections, some of which have special rules for the arrangement of certain classes of works, e.g.:

Prima: works written about an author follow the division "separate works" and are arranged alphabetically under their authors' names.

Secunda and Biographica: works about an author whose works appear in Secunda follow the same rule as those in "Prima" (See notes on next page).

III. INDEX

The items catalogued will be numbered throughout and the entries in the index will quote numbers (and, where necessary, identifying catchwords) as references. The materials for the index will be (a) main headings; (b) all the headings which in most catalogues would be dealt with by means of cross references, e.g. editors, illustrators, etc. The headings which are to be indexed should be written in pencil on the catalogue card to which they belong. As soon as the catalogue is in proof, all index entries can be transferred to slips, given their correct reference number and alphabetized; they will then be ready for printing. (As little research as possible should be left for this final stage).

- I. It is possible that Biographica may be done away with and merged in Secunda, or remain as a very small section. Any one whose name is not in Prima or Secunda or Literaria is for the present put there. The Section is not revised.

NOTES.

Treat names as place-names before 1500; surnames after 1500.

If an author has a book in this library written under his vernacular name, all his books are entered under it (with reference from the Latinized, or other form, if necessary). If he has only written under the Latinized or other form, that is used.

(Above are B.M. Rules.)

DIVISIONS. (March 1919).

MSS.

Incunabula (bks pr. bef. 1500).

Bibliotheca prima.

"            secunda.

Biographica.

Literaria.

Bibliographica.

Historica.

SUBJECTS.

Bible, and parts of, in Literaria, unless the interest of the edition is the editor, as Servetus.

Sub-Sections: Secunda.

Alchemy  
Alcohol (Drunkenness;  
wine)  
Almanacs & prognostications.  
Anatomy & Histology.  
Anaesthetics  
Antiseptics  
Astrology  
Astronomy.

Baths  
Bezoar stones  
Blood-letting  
Botany and Materia Med.  
dealing with Bot.

Cabbalists  
Calculus, Differential  
Charlatanry  
Cheiromancy  
Chemistry  
Child-life & culture  
Christian Science  
Cinchona, Peruvian bark, Quinine.  
Contagion.

Death  
Demonology (see Witchcraft)  
Dental Surgery  
Dreams  
Drunkenness (see Alcohol)

Education  
Electricity  
Epidemics  
Euthanasia  
Evolution

Faith Healing, Lourdes  
Famine  
Fever  
Forceps

Ghosts  
Gout

Histology (see Anatomy)  
Homeopathy  
Hypnotism (see Mesmerism)  
Hysteria (Louise Lateau etc.)

Inoculation  
Insanity

Lateau (Louise) (see Hysteria.)  
Lithotomy  
Longevity & Old age  
Lourdes (see Faith healing)  
Magic (see Witchcraft)  
Magnetism (Animal) (see Mesmerism)  
Mathematics in Medicine  
Mercury  
Mesmerism & Animal Magnetism  
Microscope (Hist. of., & bks dealing with use of)  
Midwifery (see Obstetrics)  
Music in Medicine  
Mysticism

Nursing (& Hist. of)

Obstetrics  
Occulism  
Old Age (see Longevity)  
Ophthalmology

Pathology & Pathol. Anatomy  
Peruvian Bark (see Cinchona)  
Phrenology  
Physiognomy -  
Physiology  
Plague  
Precious stones in Med.  
Prognostications (see Almanacs)  
Psychology  
(Not Percussion)

Quackery  
Quinine (see Cinchona)

Resurrectionists  
Rosicrucians  
Roxburghe Club

Saints (St. Cosmo etc.)  
Singatures in Disease  
Sleep  
Stenography in Med.  
Surgery  
Sympathy, Cures by, and Power of  
Syphilis

Tar water  
Tobacco  
Tuberculosis

Vaccination  
Veterinary Med.  
Vivisection

Wine (see Alcohol)  
Witchcraft, Demonology & Magic.

*cf. Letter to Geo. Fox of Aug 17 1917*

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Literaria.

Doctors in fiction.

Historica

Asylums  
Clubs  
Dispensaries  
Hospitals  
Institutions  
Societies.

Bibliographica

Bibliography  
Book-worm  
Catalogues  
Dictionaries  
Lexicons  
Libraries.

*Representative libraries  
Oxford  
Bodleian library  
Bibliographical Society  
Richard de Bury  
Dublin  
Washington. S.C.S.*

Prima

Harvey, Wm. All Circ. of the Blood, and Harvey Orations,  
with short titles, full titles, and authors.

Medicine:

American Indian  
Arabian  
Babylonian  
Beginnings (compartments S9. indexes)

Byzantine:

Egyptian  
French  
German  
Greek  
Hindu  
Italian

Byzantine:

Jewish  
Persian  
Primitive  
Roman.



Some further notes re Library

PRIMA. Revised by J.F.W. Author's index slip in each book. For this section the index slips for references are written and placed in alphabetical order in the card-board box so labelled. They only require the permanent number added.

LITERARIA. Revised.

→ Representative Readers  
 Alkensis  
 Asbme  
 Halma  
 Sturw Melchur  
 Pabelais  
 Patin  
 Narsc

The author's index slip in each instance will be found in the book, with the present shelf mark (tier, shelf and position of book on shelf) and a short title. These slips can be used, if wished, by striking out what is unnecessary, and adding the permanent number.

Reference are written in pencil on the cards, and will need to be copied on fresh slips with of course the permanent number.

When a man is in the index only as an editor, translator etc. his date will be in index. The date follows an author's name at the head of the list of his books in the catalogue.

SECUNDA. Revised as far as PITCAIRN, (Archibald). Remarks as for Literaria.

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N.B. Some medical books will be found in Literaria, as it was at first decided to keep all the works of an author in the section in which his best known work was placed, e.g. John Aiken. Later on this rule was modified.

The slips inserted in the books show that such books have been revised. A blue stroke at the right top corner of a card, and the number of the book following the number of the shelf also being there shows that the book has been treated according to the present rules. Should the blue stroke occur, followed only by tier letter & shelf number, it has no significance. Such books were dealt with by the former rules and must be re-done.