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## THE ENTERPRISE

### Professor Ainsley Speaks On Libraries

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FRIDAY, OCTOBER 24, 1924.

In the educational department at the Roanoke fair this week, the Williamston high school exhibited a book representing a copy of The Enterprise being read by a man while his wife stood waiting for him to come to his meal. The setting for the scene was true to life for those in memory that comes to our mind which is of greater interest than the Home Paper.

Few people have a notion as to the enormous work required to make one copy of even a small newspaper.

The high school exhibit shows that it requires 141 different men and people to get out one copy of The Enterprise. In this number seven persons from the editor to the typist and from the typesetting to the delivery to the very last of the three steps are embraced.

The high school class which exhibited this scene, perhaps, do not know more than I knew when it produced and made known this information. Few trade or know of the great amount necessary to produce a single issue of even a small newspaper. They do not know that much of that which goes into the paper comes from very best brains of the paper's editor. The presence of the paper does not exert a magnetic attraction to make every word in it say something good. That is the real problem, why try to make every person help to help to build up a fine up-to-date civilization.

While the paper is a great service to the public and to the community, the local business men are anxious to see it ever to prosper.

Preparation for the tax day was well along. The several hundred expenses of the administration of the town were very heavy, so the tax bill was bound to be high.

Of course, the tax collector expects to see the tax paid in full, and many factors enter into the

Today marks the end of the first half of the year. The time has passed so quickly that it is hard to believe it is over. The weather has been mild, but the days are getting shorter and the nights longer. The leaves are falling, and the air is crisp. The children are back in school, and the adults are busy preparing for the holidays. The town is looking forward to the coming year with hope and optimism.

As for the midway, well the same men may have visited the four corners of the earth for every corner represented by someone on either side. And, more, the midway was clean and was characteristic for the absence of undesirable things. The boys are clever and are interesting conversationalists.

The Greensboro Daily News has installed a Goss press which prints a forty-eight page paper a day. This is quite an improvement over their old press which prints thirty-two pages at one time. The new will use both presses in their new plant.

Mr. William McAdoo is strong for the election of Davis against Bryan. Mr. McAdoo is not strong against La Follette, but he is aware that every democrat who cast for La Follette helps Coolidge that much and he opposes very strongly Mr. Coolidge and his policies. It is true that the policies of Mr. La Follette are much nearer like those of Davis than are those of Mr. Coolidge.

D. B. CONE  
Dentist

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## THE ENTERPRISE, WILLIAMSTON, NORTH CAROLINA

use as to belong to no one of these classes form a tenth class, numbered 000. Each of these classes is subdivided into ten divisions from 10 to 100. Each book in the library is classified according to the group in which it falls. Thus a book on English history would be numbered 240, via Class 9 (History) Division 4 (Europe). All books are arranged on shelves in simple number order according to class numbers, which is not the case in a library system. Books in each class are arranged on shelves alphabetically by author. The number 240 generally serves as an collective grouping, thus 240 gives of several persons in one volume. Books are then arranged alphabetically by the authors under this class. Fiction should not be classified by the Dewey system nor does it have author numbers. It is placed on shelves by itself and arranged alphabetically by author's surname.

All reference books should be placed by me. The books should be kept on separate shelves as they are not circulated. Each book should have its class number written on the upper left-hand corner of the page following the title page.

The accession record is the first and most important business record. It usually consists of a consecutively numbered list of all bound books in the library. In the book record, to show author, title, publisher, date of publication, place of publication, and subject, there is a space given to show whether it is a gift or purchase.

The preparation of books for circulation should be done in some section. Each book should have a neck card containing name, author, subject, writer, the author's title, class, together with necessary number. This card is placed in a pocket, preferably a back of book. This card stays in pocket as long as book is on shelf, when removed the card is placed in front of book. When the book is due for return, the card is placed in front of book. The card is then located in neck of book under same neck and new card is put in the book without the former discharge date.

The outfit needed for the above system consists of:

1. A book pocket for each book.

2. A neck card for each book.

3. A catalog card for each book.

4. One set of date guides printed

in days of the month.

5. One set of A-Z guides.

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