

# REPORT

OF THE

# LIBRARIAN OF CONGRESS

FOR THE

FISCAL YEAR ENDED JUNE 30, 1899.



WASHINGTON:  
GOVERNMENT PRINTING OFFICE.  
1899.

# REPORT.

LIBRARY OF CONGRESS,

*Washington, December 4, 1899.*

SIR: I have the honor to submit the report of the Librarian of Congress for the year ending June 30, 1899.

I did not take office until April 5, 1899, so that my personal knowledge of the matters treated covers only the last three months of the period covered by the report. The death of my predecessor, John Russell Young, occurred on January 17, 1899. During the interim between January 17 and April 5 the Library was administered by Dr. Spofford as Acting Librarian.

I had not the advantage of personal acquaintance with Mr. Young, nor with the Library under his management, so that I am not in a position to pay here just tribute to the enthusiasm, learning, and geniality of character which it was the fortune of his intimates to enjoy. I may, however, bear witness to the evidence of high intention for the institution which is manifest in the records which he left behind him.

It is certainly proper that a biographical sketch of Mr. Young's career as a whole should appear in this report when printed, and one is appended which, though necessarily brief in compass, embodies the essential facts.

Mr. Young left no material toward a report for the past year. The report which I submit, therefore, goes little beyond the statistics of work in each department of the Library, as reported by its chief.

In accordance, however, with the requirements of law, I have been called upon prior to the date of this report, though since the termination of the fiscal year which it represents, to submit estimates for the maintenance of the Library for the year beginning next July. In order to determine the organization requisite it was necessary to consider existing conditions. An explanatory statement accompanying the estimates sets forth certain of these conditions. It has seemed not inappropriate to append that statement to this report. Preceding it is a summary of the organization proposed, compared with the present organization.

The following is a summary of the expenditures of the Library for the fiscal year ending June 30, 1899. For details see Appendix II.

## REPORT OF THE LIBRARIAN OF CONGRESS.

## EXPENDITURES IN GENERAL.

Salaries—library service .....	\$100,325.17
<u>Salaries—copyright department</u> .....	36,030.97
Increase of Library (purchase of books, etc.) .....	21,498.67
Contingent expenses .....	2,000.00
Total .....	159,854.81

Receipts—Copyright Business.

## FEES EARNED.

1898:	
July .....	\$4,724.50
August .....	4,266.50
September .....	4,537.50
October .....	4,744.00
November .....	4,269.50
December .....	5,088.50
1899:	
January .....	6,192.50
February .....	4,505.50
March .....	5,312.50
April .....	4,899.00
May .....	5,076.00
June .....	4,651.00
Total .....	\$58,267.00

EXPENSE OF COPYRIGHT BUSINESS.

Salaries as stated .....	36,030.97
Printing and binding (estimated) .....	3,291.41
Stationery, etc. (estimated) .....	950.00
Total .....	40,272.38
Net balance .....	17,994.62

NOTE.—As to cost of maintenance (except salaries) this statement can be only approximate, and it debits nothing on account of rent, light, heat, or janitor service. It may yet contain useful suggestion.

The receipts of the Library during the fiscal year in the form of copyright fees, the several appropriations, and the disbursements are set forth in detail in the Appendices to this report.

The expenditure for salaries fell short of the appropriation by the sum of \$6,268.86. This was not due to an excess in the provisions made by Congress, but to deductions from salaries of employees absent from illness (the amounts of such deductions being covered into the Treasury), and to unavoidable delay in filling certain vacancies, owing to the change in administration; the delay in the removal of the Library to the new building in particular rendering impossible the immediate application of all the service provided and causing delay in appointments. As these absences and this delay are responsible in part for the arrear of work now on hand, Congress will be asked to continue the unexpended balances in the control of the Library during the coming fiscal year. A similar

request will be made as to the sum of \$13,715.62, unexpended through similar causes, of the appropriation for salaries for the year ending June 30, 1898.

So far from a surplus of provision under ordinary circumstances, the present provision falls far short of the needs, as is set forth in the statement I have referred to; Appendix IV herewith.

#### BUILDING AND GROUNDS.

The amount disbursed on account of the maintenance of the Library building and grounds has not been incorporated in the preceding two reports of the Librarian. The account is reported direct to Congress by the superintendent of building and grounds, who is responsible for the disbursement connected therewith. For the convenience, however, of those who may be interested to know what is the total annual disbursement on account of the institution as a whole, I note here the amount of the several appropriations which should be added to those detailed above in order to secure this total.

The appropriations disbursed by the Superintendent were for the year ending June 30, 1899, as follows:

Care and maintenance .....	\$61,395
Fuel, lights, etc. (including all miscellaneous expenses).....	25,000
Furniture.....	20,000
Total .....	106,395

The last item is, of course, chargeable not to maintenance, but to permanent improvement. The equipment of the various departments of the Library with working furniture was not attempted as one undertaking, but is being proceeded with gradually as the need of each may be determined. On July 1, 1899, furniture had yet to be provided for the catalogue, order, shelf, map, music, and mail and supply departments, the newspaper-periodical reading room, and the department of bibliography. The department of prints, though provided with certain exhibit cases for select material, had yet to be equipped with cases for the storage of the main collection—70,000 articles.

Since July 1 there has been secured out of the appropriation for the current and last fiscal year certain furniture for the catalogue, order, shelf, and mail and supply departments, and for the newspaper-periodical room. But the major portion of the above needs is still to be met.

In addition, a very large amount of shelving is required on the ground floor and in the basement, and the estimates for next year will include a provision for some stacks in one of the large rooms in the east wing, second floor, for the use of the Smithsonian serials. The necessary expenditure for the above purposes will be very considerable.

The total force under the superintendent of building and grounds consists of 99 persons, including charwomen.

## PRINTED BOOKS AND PAMPHLETS.

In the report of the Librarian for the year ending June 30, 1898, an enumeration of the Library is given, with the following totals:

General collection.....	705, 122
Pamphlets:	
Catalogued and on shelves.....	50, 360
Uncatalogued and duplicates.....	176, 612
	<hr/> 226, 972

Exclusive of the above appears a statement of "Copyright deposits (duplicates), 126,985." These latter are the deposit copies retained in the copyright office. They are not to be considered as part of the Library proper. Where a volume from this collection is drawn upon for the Library proper it should appear as an accession of the year in which the requisition is made. Apart from "copyright deposit duplicates," however, the total of 705,122 includes "duplicates taken from the shelves, 9,999," and "duplicate and uncatalogued books, 64,647;" also "uncatalogued books in catalogue department, 17,793." The above four sections of the material in the Library are undergoing constant change as the sorting of the old material progresses. Even if the above statement of their contents as of September 30, 1898, was precise (which is doubtful), the changes which they have undergone in the course of the remainder of that fiscal year can not be stated with precision.

The attempt to distinguish in the accession register pamphlets from books was discontinued in 1898. The accessions (limiting this term to the material actually entered in that register) during that year are reported as follows:

Acquired by purchase.....	11, 229
Acquired by copyright.....	9, 026
Acquired by international exchange.....	852
Acquired through United States Government.....	397
Acquired by exchange of duplicates.....	2, 091
Acquired by gift.....	5, 312
Smithsonian deposits.....	2, 325
Miscellaneous.....	122
Total accessions (entered), books and pamphlets.....	<hr/> 31, 354

But the "enumeration" in the last report was of the Library as it existed on September 30, 1898. To secure the total existing collection at the end of the fiscal year covered by this report—that is, on June 30, 1899—there are to be added to the above enumeration the accessions only since September 30, 1898. These have been as follows:

Acquired by purchase.....	9, 088
Acquired by copyright.....	7, 075
Acquired by international exchange.....	420
Acquired through United States Government.....	260

Acquired by exchange of duplicates .....	2,009
Acquired by gift .....	4,303
Smithsonian deposits .....	1,744
Miscellaneous .....	63
Total accessions (entered), books and pamphlets .....	24,962

The total of books and pamphlets on September 30, 1898, was 932,094. This, it will be observed, included all duplicates (except those in the copyright office) and the entire Smithsonian deposit. Adding to these the above accessions, we shall have the total on June 30, 1899, as 957,056 books and pamphlets. The material actually received in the Library during the fiscal year includes a considerable amount not accessioned but set aside for exchange. By gift, for instance, there was received a total of 7,143 books and pamphlets.

Accuracy can not be claimed for the above figures, nor will accuracy be possible until the final arrangement and classification of the existing collection, which will be the work of a long period to come.

#### MANUSCRIPTS.

During the period September 1, 1898, to June 30, 1899, the additions to the manuscript department have comprised 1,866 manuscripts. Of these, 10 bound volumes and 1,682 unbound manuscripts have been acquired by purchase, and 174 unbound manuscripts and 1 volume of typewritten transcripts have been acquired by gift.

The expenditures in purchase have amounted to but \$301.67.

In January last, under instructions from my predecessor, the superintendent of the manuscript department went to Puerto Rico in search of manuscripts material, and, incidentally, of local imprints. In the brief period of his stay 126 manuscripts, 300 books and pamphlets, and various newspapers were acquired for the Library through gift or purchase. The visit to San Juan resulted, moreover, in the transfer to the Library of Congress of practically the entire accumulation of archives in the palace there of the Governor-General. This transfer was effected through a recommendation made to the Governor-General, forwarded to the War Department, and favorably acted upon. The supervision of the sorting and shipment of the material was carried on, at the instance of Governor-General Davis, by Señor Cayetano Coll y Toste, civil secretary, to whose interested, intelligent, and painstaking service in the matter the Library is greatly indebted. The shipment has now arrived in 220 large cases. It will be gradually sifted, and any material of importance for present administrative purposes will be returned to San Juan.

The gifts of manuscripts have been as follows:

From Señor J. A. Romero, Lima, Peru: Documentos conq. 1e Instru de la Segunda Cuenta de Receptoría Gñal. (1 vol.)

From Señor Cayetano Coll y Toste, San Juan: Copy of first volume of Records of Office of Secretary of Finance of Puerto Rico (typewritten).

From Prof. Thomas Wilson, Washington, D. C.: Eleven Flemish manuscripts (on vellum).

From Mr. and Mrs. J. Francis Wilson, Washington, D. C.: Ten-shilling note of the Colony of Delaware.

From Mr. Lawrence Washington, Alexandria, Va.: Confederate army manuscripts (34 in number) relating to the quartermaster's department.

From Dr. Thomas Ridgway, Washington, D. C.: British letters patent for an invention.

From Prof. H. C. Bolton, Washington, D. C.: Reunion Dinner of Comrades of University of Göttingen, menu card, etc.

Miscellaneous Puerto Rican manuscripts (126 in number).

There have been catalogued during the past fiscal year: Force papers, 20 volumes, 1,849 manuscripts; Paul Jones papers, 3 volumes, 259 manuscripts.

There have been calendared of Washington papers, 839 manuscripts; Paul Jones papers, 7 volumes, 514 manuscripts.

The number of manuscripts in the department is about 26,500. Of these only 7,340 have thus far been catalogued and only 1,604 have been calendared.

Beginning August 1, 1898, two employees from the Government Printing Office have been at work on the repair of manuscripts. Seven hundred and fifty manuscripts have been repaired and the 36 volumes of the Loyalist papers prepared for binding. It is reported that 780 of the 1,049 bound volumes are in need of rebinding, and that there are 210 packages of original manuscripts and 900 transcripts still unbound.

#### MAPS AND CHARTS.

The accessions since the last annual report may be tabulated as follows:

	By copy-right.	By gift.	By purchase.	Total.
Sheet maps .....	950	577	326	1,853
Atlases .....	48	7	70	125
Pocket maps .....	8			8
Total .....	1,006	584	396	1,986

Accepting the total number of pieces in the collection on July 1, 1898, as 50,195, it would on June 30, 1899, stand as 52,181.

Among the accessions of note have been the following:

A manuscript atlas of 16 sheets, beautifully colored, by Alexandro Gonzales, entitled "Atlas maritimo del reyno del Péru, Chile, costa Patagonica oriental y occidental. fol. Montevideo, 1797."

"Remarkable maps of the XVth, XVIth, and XVIIth centuries. Part 1-4. fol. Amsterdam, F. Müller & Co. 1894."

A. L. Pinart's "Recueil de cartes, plans et vues relatifs aux États-Unis et au Canada,

New York, Boston, Montréal, Québec, Louisbourg, 1651-1731. fol. Paris, E. Dufossé. 1893 "

Marcel's "Reproductions de cartes et de globes relatifs à la découverte de l'Amérique du XVI<sup>e</sup> au XVIII<sup>e</sup> siècle. 2 vols. fol. and 4°. Paris. 1893."

Arrowsmith's "London Atlas. 1832."

Nordenskiöld's "Facsimile atlas to the early history of cartography. fol. Stockholm. 1889."

Heather's "The Marine Atlas. fol. London. 1795-1804."

All but about 300 of the roller maps have been altered into folded form. The number of maps mounted has reached 431.

The indexing of maps in serials has progressed in spite of inadequate force. The work since March 15, 1898, is represented by 12,362 cards. The bulletins of maps relating to Alaska and Cuba, the copyright bulletins, and a special list on Guiana have been cut up, the titles pasted on cards and inserted in the card catalogue. A price list of maps and charts is being formed by clippings from sale catalogues.

The following bibliographies are in preparation: A bibliography of works relating to the construction, care, classification, and cataloguing of maps; a list of maps in the Library of Congress relating to the Revolutionary war, and a list of those relating to the city of Boston. The larger list of the maps relating to America, in books, now forms a document of 1,800 typewritten pages, which will later be offered for publication under authority of Congress.

MUSIC.

According to the last report the contents of the music department comprised 199,894 compositions. It seems, however, that as regards the old accumulations the estimate was based upon a mere measurement instead of a count.

According to the report of the superintendent of the department the number of pieces now in the department, including duplicates, is by actual count 277,465. Of this number 15,033 represent accessions for the calendar year 1898, and 8,950 accessions from January 1 to June 30, 1899. All are separate compositions with the exception of 675, which are bound and appear among the general accessions as reported by the catalogue department.

PRINTS.

The increase in the collection during the past fiscal year has been 10,915 prints. The total number of prints in the collection is now stated as 70,823. The accessions have been—

From copyright .....	10,522
From gift .....	377
From purchase .....	16
Total .....	10,915

Of the accessions from copyright about three-fourths were photographs.

The gifts consisted largely of photographs of Cuba and the Cubans and of incidents of the Spanish-American war. Over 100 of these were received from Mr. E. C. Rost, of New York City. Mr. Rost was also the donor of 179 engravings and of 18 etchings (chiefly of vignettes) published by the National and American Bank Note Company.

The purchases have been insignificant.

#### CATALOGUE.

Although the force in the catalogue department is below the needs even for the current work, the amount of material handled by it during the past fiscal year has been very considerable. According to the report of the chief of the department, there have been catalogued 3,865 bound volumes and 5,069 pamphlets. (These have also been classified according to the old classification.)

Thirty-one thousand one hundred and sixty-six cards (old size) have been inserted in the present (author) catalogue in the main reading room; 32,762 (standard size) in the duplicate author (and part subject-title) catalogue in the catalogue room; 20,135 cards have been added to the new dictionary catalogue (catalogue room). The most of these are printed, being either the cards issued by the American Library Association or the cards representing recent copyright accessions which since July 1, 1898, have been thrown into print.

If the output seems large for a force so small, it is to be remembered that during the past fiscal year the bulk of the entries were of books in English, and the titles simple.

The miscellaneous work of the department has comprised many items not included in the above, as the mounting on cards of (circa) 60,000 of the titles of the accessions to the British Museum.

The reclassification of the existing collection has progressed to the extent of 6,372 books and pamphlets. The work has now covered one of the forty-four "chapters" of the Library; but at this point it has come to a standstill, and can be proceeded with only in case the force be enlarged.

A special bibliography of timely importance is now ready for the press. It is a "List of books and of articles in periodicals relating to the Nicaraguan and other interoceanic canal and railway routes, including the Suez." It has been in process of compilation during the past two years by Mr. Hugh A. Morrison, jr., of the reading room force. Typewritten copies have been struck off for the use of the Nicaraguan Canal Commission, and the main work will now be offered to Congress for publication as a Government document. It comprises 876 books and pamphlets (of which the Library of Congress possesses 481) and 1,294 articles in periodicals (of which the Library possesses 1,053). Through the courtesy

of the superintendent of documents, the bibliography of United States documents pertaining to this subject (issued by his office in 1899) is offered for reprint as an appendix. An index of authors will cover the whole.

READING ROOM.

The main reading room was open 306 days—from July 1 to September 30, from 9 a. m. to 4 p. m.; from October 1 to June 30, from 9 a. m. to 10 p. m., except that on a few Saturdays during July and August of 1898 it was closed at noon.

The total number of readers recorded was 121,270 as follows:

	9 a. m. to 4 p. m.	4 p. m. to 10 p. m.
1898.		
July.....	4,367	.....
August.....	3,771	.....
September.....	4,131	.....
October.....	5,745	6,435
November.....	5,904	5,284
December.....	7,166	5,176
1899.		
January.....	7,609	6,057
February.....	7,907	4,851
March.....	9,031	7,137
April.....	6,778	5,518
May.....	5,592	4,870
June.....	4,116	3,825
Total.....	72,117	49,153

The highest number of readers in one day was 962 on February 4, 1899; the smallest 41, on September 9, 1898 (a half holiday).

The number of books and periodicals supplied was 297,662, as follows:

July.....	7,681
August.....	10,517
September.....	10,416
October.....	24,443
November.....	26,996
December.....	28,492
January.....	33,232
February.....	28,934
March.....	42,429
April.....	32,534
May.....	27,598
June.....	24,390
Total.....	297,662

The highest number issued in one day was 2,041, the lowest 87; the average number 1,090, of which 622 represents the issue between 9 a. m. and 4 p. m.

The record of books issued for home use is as follows:

July .....	639
August .....	662
September .....	730
October .....	1,206
November .....	1,545
December .....	2,545
January .....	3,573
February .....	2,899
March .....	2,137
April .....	1,804
May .....	1,513
June .....	1,397
Total .....	20,650

#### READING ROOM FOR THE BLIND.

This has been open every day from 9 a. m. to 4 p. m. From October to July there have been on each afternoon, except Wednesdays, readings, and on every Wednesday a musical recital. The readers and musicians are volunteers.

The interest in the room is indicated by the fact that it has been visited during the year by 31,000 persons, of whom 7,025 have attended the readings and recitals. It is true that of this large number only 885 were "unseeing." The number of the blind in the District of Columbia is of course limited, and the number that can afford the car fare necessary to bring them from their homes to the Library is still more limited. But the importance of the department in a library of this type lies not so much in the persons directly reached as in the demonstration that it affords. By the material which it gets together, by the character of service which it performs, it offers example and suggestion which may be applied locally in innumerable places to a widespread constituency.

#### PERIODICALS.

The number of bound volumes of periodicals and newspapers in the Library at the close of the fiscal year is reported as 50,330. This shows an increase of 1,819 volumes over the number reported in the Librarian's report for 1898. That report was, however, of the collection as it existed October 30, 1898, so that the 1,819 volumes above represent accessions for the eight months succeeding. They represent only in part material new to the Library, a number of volumes having been made up and bound from the old files as assorted.

Of the accessions, 589 volumes are newspapers, 1,230 periodicals. This brings the collection of files of newspapers to a total of 18,238 and of periodicals to 32,092. Annuals, transactions, and proceedings are not intentionally included in the enumeration.

The serials (newspapers, magazines, transactions, etc.) now currently received comprise 3,641, from the following sources :

By operation of the <u>copyright law</u> .....	946
By gift from publishers .....	780
By gift from Bureau of American Republics .....	18
By gift from Bureau of Statistics .....	36
Smithsonian .....	1,792
Subscriptions .....	69
<b>Total</b> .....	<b>3,641</b>

During the last half of the fiscal year a record was kept of the use by readers of newspapers and periodicals. It is reported as follows :

Months.	Bound.	Unbound	Total.
January .....	2,931	4,661	7,592
February .....	2,536	4,058	6,594
March .....	3,594	6,410	10,004
April .....	3,819	3,944	7,763
May .....	2,976	5,459	8,435
June .....	2,410	5,327	7,737
<b>Total</b> .....			<b>48,125</b>

LAW LIBRARY.

The additions to the law library, as stated by the superintendent, have been as follows:

	July 1, 1898.	Additions.	Total June 30, 1899.
Text-books .....	15,966	312	16,278
Reports, including cases and digests .....	18,515	569	19,084
Session laws, compilations, and codes .....	11,784	168	11,952
Works in foreign languages .....	9,809	171	9,980
Trials .....	4,842	39	4,881
Periodicals .....	3,103	124	3,227
Briefs and records .....	8,920	315	9,235
<b>Total</b> .....	<b>72,939</b>	<b>1,698</b>	<b>74,637</b>

The total of additions (1,698) is exclusive of the Conference Room Library (10,712), judges' sets (4,050), and law section of the Toner collection (1,293). Including all such divisions, and the duplicates (13,214 in number) the Law Library now consists of 103,906 volumes.

COPYRIGHT.

The report of the register of copyrights is submitted in full as Appendix III to this report.

For convenient reference, I quote here certain of the principal statistics given, with certain comparisons:

Fees received and applied.	Fiscal year 1897-98.	Fiscal year 1898-99.
Domestic (50 cents) entries.....	\$33,907.00	\$36,507.50
Foreign (\$1.00) entries.....	7,731.00	7,953.00
For certificates.....	13,493.50	12,577.50
For assignments recorded.....	773.50	1,218.00
For searches.....	12.50	11.00
Total.....	55,917.50	58,267.00
Total number of entries of titles.....	75,545.00	80,968.00
	Calendar year 1897.	Calendar year 1898.
Total number of deposits received (material of all classes including duplicates).....	103,875	115,610
Total number of entries <sup>1</sup> .....		76,874
		Fiscal year 1898-99.
Total communications received (including parcels).....		67,666
Total communications sent out (including letters written).....		98,729

<sup>1</sup> The law requires the report of entries to cover the calendar rather than the fiscal year. The number of entries for the year 1899 can not, therefore, be given. The number and classification of those for the calendar year 1898 were as follows:

Books, 1.....	6,887
Books, 2.....	8,247
Books, 3.....	6,196
Dramatic compositions.....	1,125
Periodicals.....	15,810
Musical compositions.....	20,030
Maps.....	1,937
Engravings.....	5,024
Chromos.....	1,297
Photographs.....	8,675
Miscellaneous.....	192
Fine arts.....	1,454
Total.....	76,874

I must add my appreciation of the great cordiality with which I have been welcomed to the administration by Dr. Spofford and by the various officials who have the conduct of the several subordinate departments of the Library.

Respectfully submitted.

HERBERT PUTNAM,  
*Librarian of Congress.*

The Honorable

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

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APPENDIX  
TO THE  
REPORT OF THE LIBRARIAN OF CONGRESS.

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1899.

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APPENDIX I.

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JOHN RUSSELL YOUNG,

1841-1899,

LIBRARIAN OF CONGRESS JULY 1, 1897-JANUARY 17, 1899.

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BIOGRAPHICAL SKETCH.

JOHN RUSSELL YOUNG was born on a farm near Downingtown, Pa., in 1841. He received his elementary education, however, at the Harrison Grammar School in Philadelphia, his father having removed thither in 1843. His mother dying in 1852, he was sent to New Orleans to reside with an uncle. In the high school of that city he took the usual course of study, graduating in 1856; a diligent student and always a favorite of his teachers. His ambition for journalism was even then manifested by his editorship of a little school paper issued by the pupils. He then returned to Philadelphia and entered the printing and publishing firm of Wm. S. Young & Co., with the end in view of learning the business. A year later he left this establishment and connected himself as copyholder with John W. Forney's newspaper, *The Press*, of Philadelphia. He was then 16 years old. From copyholder he advanced to the position of reporter, and before he became of age was an editorial contributor. Colonel Forney, being elected Secretary of the United States Senate, took Mr. YOUNG with him to Washington as his private secretary. While acting in that capacity Mr. YOUNG still continued to write for the *Press*. At the outbreak of the civil war Mr. YOUNG was, upon his request, assigned to duty at the front as a war correspondent for the *Press*. He joined the Army of the Potomac just previous to the battle of Bull Run, and his first letter from the front was a graphic account of the engagement. He was an observer of many of the most important of the military operations, including the Red River campaign of General Banks, whose military family he joined and accompanied in April, 1864.

Meantime he had returned to Philadelphia and assumed the position of managing editor of the *Press*. At the close of the war he with his brother and several others founded the *Philadelphia Evening Star*, and at the time of his death he was the principal owner of the same. In 1865 he left the *Press* to accept a position with the house of Jay Cooke & Co., in New York, where his experience as a journalist was of service in arousing popular interest in the loan for the aid of the Government. He became a member of the editorial staff of the *New York Tribune*, serving in that capacity from 1865 to 1869; in 1866 being appointed by Horace Greeley managing editor, to succeed Sidney Howard Gay. Mr. YOUNG was then but 25 years old. In the meantime studying law, he was, in 1867, admitted to the bar.

In 1870 he went abroad, at the request of the then Secretary of the Treasury, in the interest of some of the Government's financial measures. In 1872, having accepted an editorial position on the *New York Herald*, he went abroad in its interest, remaining several years in Great Britain, France, Germany, and Spain. His responsibility included the charge of the foreign news service of the *Herald*.

It was during his residence in London, in 1877, that Mr. YOUNG was invited by General Grant to accompany him on his tour around the world. This journey, concluded in 1879, was described by Mr. YOUNG in a series of articles, later published in two volumes, entitled "Around the World with General Grant." In China Mr. YOUNG became particularly intimate with Li Hung Chang, who pursued the friendship later both in China and at Mr. YOUNG's own home in Philadelphia.

Between 1879 and 1882 Mr. YOUNG resumed his literary and journalistic pursuits, becoming again an editorial contributor to the New York Herald and to other papers and magazines. In 1882 he was sent as minister to China, remaining there until the close of the administration of President Arthur in 1885. In this latter year he returned to London as editor of the English edition of the New York Herald, a position which he retained until 1890, when he returned to his work on the New York edition. During this as in other periods of his journalistic career his contributions upon current politics, as, for instance, the work of the party conventions, were notable, his intimacy with public men, the confidence in which he was held by party leaders, giving him a knowledge that enabled him not merely to report with accuracy the facts of current politics, but also to estimate with unusual accuracy the trend and purpose of political movements.

In 1892, under the reorganization of the executive staff of the Philadelphia and Reading Railway Company he was appointed fourth and afterwards fifth vice-president, holding this position for a year.

He was one of the founders of the Union League of Philadelphia; became in 1891 one of its directors, and in 1893 and 1894 served it as president.

In 1897 he was appointed by President McKinley Librarian of Congress. He took office on July 1, 1897, and was the chief executive of the Library until his death, January 17, 1899. At the date of his appointment the Library building was completed, but the transfer of the collections from the Capitol was yet to be undertaken. His first duty was to supervise this transfer, the installation of the material in the new building, and the reorganization of the staff for the larger service there. The staff, which in the whole Library had consisted of but 42 employees, was by act of Congress to become 108, exclusive of engineers, janitors, and other employees having to do with the care and maintenance of the building and grounds, and under the direct charge of the superintendent of the building. All of the additional appointments to the Library service proper, provided for in the new reorganization, were made by Mr. YOUNG.

Under Mr. YOUNG's administration the copyright, map, manuscript, music, and print collections (the latter designated by him "the graphic arts") were set off in distinct departments, and an entirely new department, the reading-room for the blind, was established and retained his warm interest. He had projected also a reading room for children, and had gone some way toward its establishment before the gift of Mr. Carnegie, insuring an adequate library building for the District of Columbia, with especial responsibility for popular educational service, had intervened to render such a special department in the Library of Congress unnecessary.

As Librarian Mr. YOUNG submitted two reports, one dated December 6, 1897, covering the fiscal year ending June 30, 1897; the second, dated December 12, 1898, covering the fiscal year ending June 30, 1898.

## APPENDIX II.

### RECEIPTS AND DISBURSEMENTS.

A general statement of the receipts and disbursements of the Library for the fiscal year appears in the body of this report. The following tables give the disbursements in detail:

#### *Expenditures in detail.*

Object of expenditure.	Appropriated.	Expended.	Balance unexpended.
Salaries, Library service.....	\$105, 785	\$100, 325. 17	\$5, 859. 83
Purchase of books.....	15, 000	14, 999. 97	.03
Purchase of law books.....	2, 500	2, 498. 88	1. 12
Purchase of periodicals.....	2, 500	2, 499. 82	.18
Exchange of public documents.....	1, 500	1, 500. 00	
Contingent expenses:			
Original appropriation.....	\$1, 500		
Deficiency appropriation.....	500		
	3, 000	2, 000. 00	
Printing and binding (allotment).....	25, 000	24, 969. 58	30. 42
Copyright, salaries.....	36, 840	36, 030. 97	409. 03
<b>Total.....</b>	<b>191, 125</b>	<b>184, 824. 39</b>	<b>6, 300. 61</b>

#### *Contingent expenses in detail.*

Object of expenditure.	Amount.
Stationery supplies.....	\$1, 158. 27
Horse for delivery wagon.....	140. 00
Care of horse and wagon.....	320. 68
Rubber stamps.....	151. 09
Traveling expenses.....	82. 25
Typewriter supplies.....	65. 23
Postage stamps (foreign correspondence).....	45. 00
Tools.....	5. 00
Post-office box rent.....	16. 00
Post-office box keys.....	.40
Telegrams.....	16. 08
<b>Total.....</b>	<b>2, 000. 00</b>

### APPENDIX III.

#### REPORT OF COPYRIGHT DEPARTMENT FOR FISCAL YEAR 1898-99.

The copyright business and the work of the copyright office for the fiscal year, from July 1, 1898, to June 30, 1899, inclusive, may be summarized as follows:

#### MONEY RECEIPTS.

The gross receipts were \$64,185.65. Of this amount \$6,327.55 was refunded, having been sent as fees for articles not enterable, leaving net receipts to the amount of \$57,858.10. A balance of \$2,408.51, representing trust funds and unfinished business, was on hand on July 1, 1898, making a total of \$60,266.61 to account for, of which amount \$58,267 was applied as fees and paid into the Treasury, and \$1,999.61 is carried over to July 1, 1899. (See Exhibit A.)

The applied fees as compared with the previous fiscal year show an increase of \$2,340.50. (See Exhibit B.)

#### COPYRIGHT ENTRIES, ETC.

The total number of entries of title during the year was 80,968. Of this number, 73,015 were titles of productions of persons who are citizens or residents of the United States, and 7,953 titles of productions by persons who were not citizens or residents of the United States. Twenty-five thousand one hundred and fifty-five certificates and copies of record of copyright were furnished, 22,834 of these being for works by authors who are citizens or residents of the United States and 2,321 for works by foreign authors. (See Exhibit C.) One thousand two hundred and eighteen assignments of copyright were recorded and certified.

#### COPYRIGHT DEPOSITS.

The articles deposited in compliance with the copyright law during the fiscal year which have been receipted for, dated, credited, and catalogued amount to 120,143, and are classified as follows:

*July 1, 1898, to June 30, 1899.*

1. Books:	
(a) Books proper (volumes).....	5,834
(b) Miscellaneous articles entered under the term "book" as used in the copyright law, i. e., circulars, leaf- lets, charts, etc.....	4,196
(c) Newspapers and magazine contributions.....	5,185
2. Dramatic compositions.....	507
3. Periodical (numbers).....	9,777
4. Musical compositions.....	19,973
5. Maps.....	1,478
6. Engravings, prints, etc.....	3,505
7. Chromos and lithographs.....	1,050
8. Photographs.....	7,695
9a. Miscellaneous (unclassified articles).....	14
	59,217
Two copies of each article were received.....	118,434
9. Photographs with titles of works of art for identification, one copy each.....	1,709
Grand total.....	120,143

COPYRIGHT CATALOGUE AND INDEX.

By the act of Congress of March 3, 1891 (Fifty-first Congress, second session, chapter 565), a catalogue of all copyright entries which have been completed by the deposit of the copies demanded by law is required to be prepared for printing. This catalogue has been printed in weekly numbers, making four volumes for the fiscal year 1898-99.

	Pages.
Volume 16, third quarter of 1898, 13 numbers .....	1,001
Volume 17, fourth quarter of 1898, 13 numbers .....	902
Volume 18, first quarter of 1899, 13 numbers .....	746
Volume 19, second quarter of 1899, 13 numbers .....	1,044

In all, 3,693 pages of octavo print.

The articles catalogued are enumerated above. The catalogue is prepared on cards and each article represented by two cards. These cards become part of the permanent index of the copyright office, each book or other article deposited being indexed by title or author, and also under the name of the copyright proprietor. The cards made for the entries for the fiscal year 1898-99 number 141,894.

COPYRIGHT MAIL MATTER.

The mail matter required to be handled in the copyright office is steadily increasing. During the fiscal year the letters received numbered 67,666, while there were dispatched 98,729 separate pieces (envelopes or parcels) of mail matter—letters, cards, envelopes containing documents, and parcels containing books, etc. The accompanying table shows a classification of the mail matter. It is to be observed that this record does not include the parcels containing the deposits received, which (as reported above) numbered 120,143. (See Exhibits D and E.)

Of the letters, etc., received, 13,253 letters contained money in coin or currency, while 13,171 separate money orders, 3,828 checks, 980 drafts, and 1,003 express money orders were received, making a total of 32,235 letters transmitting money. Of the total communications received, 26,989 were letters asking questions regarding copyright business or otherwise desiring information. To these last are to be added at least 5,000 letters accompanying the applications (and included in the enumeration of that class of letters) which were of such a nature as to require individual replies, making a total of more than 30,000 letters which have required special attention.

Respectfully,

THORVALD SOLBERG,  
*Register of Copyrights.*

WASHINGTON, D. C., July 15, 1899.

EXHIBIT A.

*Statement of gross cash receipts, refunds, net cash receipts, and fees applied for fiscal year ending June 30, 1899.*

Month.	Gross cash receipts.	Refunds.	Net receipts.	Fees applied.
1898.				
July.....	\$5,102.74	\$212.60	\$4,890.14	\$4,724.50
August.....	4,675.96	262.41	4,413.55	4,266.50
September.....	4,714.82	585.91	4,128.91	4,537.50
October.....	5,149.07	265.85	4,883.22	4,744.00
November.....	4,788.30	662.48	4,125.82	4,269.50
December.....	6,435.56	179.48	6,256.08	5,088.50

## EXHIBIT A.

Statement of gross cash receipts, refunds, net cash receipts, etc.—Continued.

Month.	Gross cash receipts.	Refunds.	Net receipts.	Fees applied.
1899.				
January.....	\$6,050.86	\$841.36	\$5,209.50	\$6,192.50
February.....	5,141.40	526.10	4,615.30	4,505.50
March.....	6,300.02	969.87	5,330.15	5,312.50
April.....	5,198.69	771.58	4,427.11	4,899.00
May.....	5,593.50	668.08	4,925.42	5,076.00
June.....	5,034.73	381.83	4,652.90	4,651.00
Total.....	64,185.65	6,327.55	57,858.10	58,267.00

Cash balance June 30, 1898:				
Trust-fund accounts.....			\$679.00	
Unfinished business.....			1,729.51	
				\$2,408.51
Cash balance June 30, 1899:				
Trust-fund accounts.....			700.14	
Unfinished business.....			1,299.47	
				1,999.61
Reduction in cash balance.....				408.90
Amount of net cash receipts.....				57,858.10
Amount of fees applied.....				58,267.00

## EXHIBIT B.

Copyright fees for fiscal years 1896-97, 1897-98, 1898-99.

Copyright fees for the fiscal year from July 1, 1896, to June 30, 1897, reported by the Treasury Department as having been received from Mr. A. R. Spofford, in Column I.

Applied copyright fees for fiscal year from July 1, 1897, to June 30, 1898, as shown by present books of the copyright office, in Column II.

Applied copyright fees for fiscal year from July 1, 1898, to June 30, 1899, as shown by present books of the copyright office in Column III.

Month.	I 1896-97.	II. 1897-98.	III. 1898-99.
July.....	\$4,531.70	\$3,769.00	\$4,724.50
August.....	4,343.70	4,296.00	4,266.50
September.....	3,955.00	4,559.50	4,537.50
October.....	4,341.00	4,899.00	4,744.00
November.....	4,183.40	4,062.00	4,269.50
December.....	5,987.75	5,262.00	5,088.50
January.....	5,538.00	6,224.50	6,192.50
February.....	4,601.85	4,204.00	4,505.50
March.....	5,029.50	4,865.00	5,312.50
April.....	4,675.25	4,835.50	4,899.00
May.....	4,618.30	4,610.50	5,076.00
June.....	4,541.25	4,339.50	4,651.00
Total.....	56,346.70	55,926.50	58,267.00
Total, 1896-97.....			\$56,346.70
Less amount refunded.....			49.00
			56,297.70
Less unfinished business.....			1,054.90
			55,242.80
Increase in 1898-99 over 1897-98.....			2,340.50

## EXHIBIT C.

Statement of the number of foreign and United States copyright entries made and the number of certificates furnished for same, also number of certified copies of the records made, for the fiscal year ending June 30, 1899.

Month.	Foreign entries.	United States entries.	Total number of entries.	Certificates for foreign entries.	Certificates for United States entries.	Certified copies of the records.	Total number of certificates.
1898.							
July .....	541	5,112	5,653	212	1,738	97	2,047
August .....	647	5,358	6,005	188	1,603	76	1,867
September .....	812	5,376	6,188	158	1,738	93	1,989
October .....	728	5,588	6,316	205	1,953	70	2,228
November .....	755	4,927	5,682	198	1,684	98	1,980
December .....	734	6,554	7,288	192	1,803	84	2,079
1899.							
January .....	611	8,945	9,556	158	1,871	95	2,124
February .....	535	6,017	6,552	169	1,581	92	1,842
March .....	652	6,765	7,417	184	2,173	103	2,460
April .....	666	6,168	6,834	239	1,927	76	2,242
May .....	722	6,166	6,888	254	1,963	63	2,280
June .....	550	6,039	6,589	164	1,691	162	2,017
Total .....	7,953	73,015	80,998	2,321	21,725	1,109	25,155

## EXHIBIT D.

Mail matter received July 1, 1898, to June 30, 1899, inclusive.

Month.	Enumeration of letters containing applications for copyright and remittances.						Miscellaneous correspondence, letters of inquiry, etc.		
	Letters containing currency.	Money orders.	Drafts.	Express orders.	Checks.	Total per month.	Letters.	Cards and parcels.	Total for each month.
1898.									
July .....	890	1,013	72	56	174	2,305	1,401	486	4,092
August .....	1,021	986	82	68	176	2,333	2,579	494	5,406
September .....	930	1,039	84	63	181	2,297	2,592	508	5,397
October .....	1,194	1,076	91	71	289	2,721	2,365	688	5,774
November .....	1,087	1,095	67	67	295	2,611	2,195	355	5,161
December .....	1,280	1,205	91	90	320	2,986	2,179	558	5,723
1899.									
January .....	1,187	1,111	74	95	307	2,777	2,482	501	5,760
February .....	1,059	1,023	109	104	365	2,660	2,575	538	5,773
March .....	1,180	1,096	85	118	375	2,854	2,145	1,005	6,004
April .....	1,199	1,205	65	94	455	3,021	1,941	1,259	6,221
May .....	1,211	1,235	95	86	524	3,151	2,308	1,232	6,691
June .....	1,015	1,087	65	88	364	2,619	2,227	818	5,664
Total .....	13,253	13,171	980	1,003	3,828	32,235	26,989	8,442	67,666

## EXHIBIT E.

*Mail dispatched from July 1, 1898, to December 31, 1898, inclusive.*

Month.	Regis-tered.	Copied let- ters, cer- tificates, etc.	Postal cards.	Total.
July .....	160	2,905	3,226	6,291
August .....	489	2,715	4,798	8,002
September .....	1,447	3,037	3,477	7,961
October .....	602	3,396	4,064	8,062
November .....	547	2,898	3,713	7,158
December (estimated) .....	650	2,990	3,855	7,495
Total .....	3,895	17,941	23,133	44,969

*Mail dispatched from January 1, 1899, to June 30, 1899, inclusive.*

Month.	Dictated letters.	Mimeo- graph letters.	Envel- opes con- taining certifi- cates.	Postal cards dictated.	Postal- card receipts for remit- tances.	Postal- card notifica- tion A.	Postal- card notifica- tion B.
January .....	865	304	880	58	2,777	996	1,116
February .....	721	532	736	41	2,660	753	845
March .....	808	438	1,213	108	3,217	959	1,509
April .....	965	664	1,083	71	3,015	480	835
May .....	1,000	675	2,219	72	3,150	846	783
June .....	793	351	1,665	161	2,620	1,944	1,396
Total .....	5,152	2,964	7,796	511	17,439	5,978	6,484

Month.	Receipts for copy- right deposits.	Appli- cation blanks.	Pack- ages.	Bulle- tins Nos. 1 and 2.	Regis- tered.	Total.	Less reg- istered dupli- cated.	Net monthly total.
January .....	608	522	22	.....	441	8,589	441	8,148
February .....	525	874	15	.....	573	8,275	573	7,702
March .....	514	796	10	.....	808	10,380	808	9,572
April .....	387	777	11	50	1,012	9,350	1,012	8,338
May .....	419	738	28	70	895	10,895	895	10,000
June .....	354	702	14	.....	278	10,278	278	10,000
Total .....	2,807	4,409	100	120	4,007	57,767	4,007	53,760

EXHIBIT F.—COPYRIGHT BUSINESS, FISCAL YEAR 1898-99.

Comparative monthly statement of gross cash receipts, executed business, number of entries, daily average, etc., July 1, 1898, to June 30, 1899.

1898-99.	Gross receipts.				Business executed.				Number of entries.					
	Monthly receipts.	Monthly increase.	Monthly decrease.	Daily average.	1898-99.	Increase.	Decrease.	Daily average.	Foreign.	United States.	Total.	Increase.	Decrease.	Average.
July .....	\$5,102.74			\$196.25	\$4,724.50			\$181.71	541	5,112	5,653			217
August .....	4,675.96		\$426.78	179.84	4,266.50		\$458.00	164.09	647	5,358	6,005	357		231
September .....	4,714.82	\$38.86		181.33	4,537.50	\$271.00		174.51	812	5,376	6,188	183		238
October .....	5,149.07	434.25		198.04	4,744.00	206.50		182.46	728	5,588	6,316	128		243
November .....	4,788.30		360.77	184.16	4,269.50		474.50	164.21	755	4,927	5,682		634	218
December .....	6,435.56	1,647.26		247.52	5,088.50	819.00		195.71	734	6,554	7,288	1,606		280
January .....	6,050.86		384.70	232.72	6,192.50	1,104.00		238.17	611	8,945	9,556	2,268		367
February .....	5,141.40		909.46	197.74	4,595.50		1,687.00	173.28	535	6,017	6,552		3,004	252
March .....	6,300.02	1,158.62		242.30	5,312.50	807.00		204.32	652	6,765	7,417	885		285
April .....	5,198.69		1,101.33	199.95	4,899.00		413.50	188.42	666	6,168	6,834		583	262
May .....	5,593.50	394.81		215.13	5,076.00	177.00		195.00	722	6,166	6,888	54		264
June .....	5,034.73		558.77	193.64	4,651.00		425.00	178.88	550	6,039	6,589		299	253
Total .....	64,185.65				58,267.00				7,953	73,015	80,968			

REPORT OF THE LIBRARIAN OF CONGRESS.

## EXHIBIT G.—COPYRIGHT BUSINESS, FISCAL YEARS 1897-98, 1898-99.

Statement of gross cash receipts, executed business, number of entries, etc., 1898-99, as compared with corresponding months in 1897-98.

Month.	Gross receipts.				Business executed.				Number of entries.			
	1897-98.	1898-99.	Increase.	Decrease.	1897-98.	1898-99.	Increase.	Decrease.	1897-98.	1898-99.	Increase.	Decrease.
July .....	\$4,257.70	\$5,102.74	\$845.04	.....	\$5,769.00	\$4,724.50	\$955.50	.....	5,015	5,653	638	.....
August .....	4,525.27	4,675.96	150.69	.....	4,296.00	4,266.50	.....	\$29.50	5,618	6,005	387	.....
September .....	5,218.87	4,714.82	.....	\$504.05	4,559.50	4,537.50	.....	22.00	6,106	6,188	82	.....
October .....	5,556.21	5,149.07	.....	407.14	4,899.00	4,744.00	.....	155.00	6,368	6,316	.....	52
November .....	4,292.88	4,788.30	495.42	.....	4,062.00	4,269.50	207.50	.....	5,288	5,682	394	.....
December .....	6,512.60	6,435.56	.....	77.04	5,262.00	5,088.50	.....	173.50	7,408	7,288	.....	120
January .....	6,074.03	6,050.86	.....	23.17	6,224.50	6,192.50	.....	32.00	9,220	9,556	336	.....
February .....	4,606.92	5,141.40	534.48	.....	4,204.00	4,505.50	301.50	.....	5,514	6,552	1,038	.....
March .....	5,138.78	6,300.02	1,161.24	.....	4,865.00	5,312.50	447.50	.....	6,350	7,417	1,067	.....
April .....	5,053.21	5,198.69	145.48	.....	4,835.50	4,899.00	63.50	.....	6,494	6,834	340	.....
May .....	5,386.93	5,593.50	206.57	.....	4,610.50	5,076.00	465.50	.....	6,222	6,888	666	.....
June .....	4,476.16	5,034.73	558.57	.....	4,339.50	4,651.00	311.50	.....	5,942	6,589	647	.....
Total .....	61,099.56	64,185.65	4,097.49	1,011.40	55,926.50	58,267.00	2,752.50	412.00	75,545	80,968	5,595	172
Increase .....	.....	.....	3,086.09	.....	.....	.....	2,340.50	.....	.....	.....	5,423	.....

## APPENDIX IV.

[Extracts from letter of explanation accompanying the estimates submitted by the Librarian of Congress for the year ending June 30, 1901.]

LIBRARY OF CONGRESS, *October 10, 1899.*

SIR: I have the honor to submit herewith estimates of the appropriations in my judgment requisite for the Library of Congress for the year ending June 30, 1901.

Prior to the draft of an organization for a period so long distant, I had hoped for opportunity to submit to Congress a statement concerning the present conditions in the Library, the work to be done, and the defects in the present organization. But as the law fixes October 1 as the date for the estimates, they must be submitted in advance of any such statement.

In submitting them, however, I beg to be permitted the following general remarks:

1. That as they can not be preceded by such a statement, they will proceed no further than to round out the present organization of the Library so as to enable it to cope with the work whose necessity is immediate and must be indisputable.

2. The estimates are classified somewhat differently from what has been the practice heretofore. The changes will render more obvious the duties and cost of each branch of the service.

Of the 134 persons at present in the Library service 39 are now detailed to departments other than those to which they are accredited by law. The estimates attempt a remedy by readjustment, so that the official title of each employee may correspond with his actual duties.

3. The estimates include provision for the following departments of work not covered by the present organization: (1) A reading room for current newspapers and periodicals, open day and evening; (2) an order (purchasing) department; (3) a department of documents and exchanges; (4) a department of bibliography; (5) a reference room for the Smithsonian collection. The explanation of each of these is given below.

4. Besides the current work of the Library, increasing with each year, there is in each of nine departments an arrearage. It consists of huge masses of material to be arranged, repaired, classified, and catalogued. So far as it may be summarized in figures it may be stated thus:

*Catalogue department.*—Seven hundred thousand books, 250,000 pamphlets to be reclassified, assigned new numbers, shelf listed.

Seven hundred thousand books and 250,000 pamphlets to be catalogued under their subjects. (There is at present no subject catalogue of the general collection.)

Author cards to be written for 200,000 pamphlets and verified and rewritten for 700,000 books.

All of the above cards to be seen through the press and arranged in a dictionary-card catalogue in triplicate.

*Art.*—Fifty thousand five hundred and eighty-nine prints to be classified and catalogued, exclusive of the Hubbard collection (20,000).

*Documents.*—Over fifty thousand volumes of documents to be specially catalogued and check lists drawn off and seen through the press. Innumerable gaps to be filled.

*Manuscript.*—Nineteen thousand one hundred and sixty manuscripts to be catalogued; 24,696 manuscripts to be calendared.

*Maps and charts.*—Fifty thousand sheet maps to be catalogued. All important maps in the books of the Library to be indexed.

*Music.*—Two hundred and seven thousand pieces of music to be assorted, classified, and filed; 237,000 pieces to be catalogued under author and title.

*Law library.*—Six thousand volumes of French laws to be catalogued.

*Periodicals.*—Many tons (number of items not computable) of periodicals and newspapers to be sorted, collated, made up into volumes, missing numbers supplied, prepared for the binder, and, when bound, arranged and catalogued. All copyrighted matter to be distinguished.

*Copyright.*—Eight months' arrears of 50-cent entries to be made up (say 50,000 entries).

Deposits amounting perhaps to nearly 200,000 articles to be arranged in sequence and shelved.

Deposits to an amount not computable to be credited and indexed.

*Binding.*—Over 100,000 books and pamphlets to be repaired or bound.

The estimates, however, provide only for a fraction of the arrears in but four of the departments—the catalogue, document, periodical, and copyright.

5. At present a great deal of costly time is wasted by the use of high-priced employees for mere messenger service and minor manual and clerical work which could easily be performed by boys. Of the additional employees recommended 22 are boys at \$360 per annum. In the case of the majority of the departments one or two of these low-grade attendants constitute the only increase provided for beyond the actual present working force.

6. Of the remaining 72, 14 are nominal and 8 effective additions to the copyright force.

7. A comparison of the salaries now paid to the chiefs of the several departments of the Library shows an inequality not in every case adequately accounted for by a difference in responsibility or in the relative difficulty of the duties required. The salaries now vary from \$3,000 (in the catalogue department and reading room) to but \$1,500 (in the music and manuscript departments). In the case of the manuscript, map, and the law departments the estimates recommend an increase which shall effect a partial readjustment.

8. Executive department (general administration): The force provided for is only the force requested in the estimates for 1899 and is the present actual working force.

*Mail and supply.*—This service is now supplied entirely by detail from other departments. The estimates for 1899 included mail and delivery clerk at \$1,200; supply clerk at \$1,200; total, \$2,400.

*Order (purchasing).*—A department found in every large library, essential here, and at present provided (ineffectively) only by the detail of three assistants from the catalogue department. As the main features of its work—

1. It has the custody of all trade lists and reference books showing what books have been published and where and at what prices they may be obtained.

2. It is responsible for the proper examination of all such trade lists, publishers' circulars, etc., for the purpose of selection for the Library by other officials.

3. It draws off upon cards the titles for purchase approved by the Librarian.

4. It conducts the correspondence with dealers.

5. It sends out all orders for books or other material for the increase of the Library.

6. It solicits gifts; receives all articles given or purchased, or received through exchange. In the case of gifts, makes acknowledgment; in the case of purchases, checks up the invoices, verifies the prices, and O. K.'s the bills for payment.

7. It receives also from the copyright office the copies of books entered for copyright and transferred to the general collection of the Library.

8. It collates all books purchased; keeps the record of gifts; enters in an accession catalogue every book or pamphlet received for the increase of the Library, whether by purchase, exchange, gift, or copyright. This entry comprises in the case of each volume a statement of the author, title, publisher, date, source, and cost.

9. It assigns to each volume an accession number, and inserts in each the book plate of the Library.

While the expenditure for books was but \$5,000 per annum, exchanges inactive, and gifts few, the work of the order department might well be handled with a small force. With the expenditure at even \$25,000 it is a different matter. During the past year there were added to the Library 29,029 volumes. To negotiate and handle properly \$25,000 worth of purchases a year alone requires a distinct department thoroughly organized.

*Catalogue and shelf.*—The present classification of the Library is but a slight expansion of that adopted by Thomas Jefferson in 1815 for his library of 6,700 volumes. It is meager, rigid, and inelastic, and unsuited to a library of a million volumes. The entire library must be reclassified.

An indispensable record in a library is a list of the books composing each class as they stand on the shelves, and identifying them by their accession numbers. This is called the "shelf list." It is the basis of every inventory. There is no shelf list of the 700,000 books and 250,000 pamphlets in the Library of Congress. One must be written.

The minimum catalogue for a library of this size is a card catalogue which will tell—

1. What books the Library has by a given author.
2. What books the Library has upon a given subject.

There should at least be one copy of such a catalogue for the use of the public as well as the one (in the catalogue room) for official use, and in the case of the Library of Congress there should be a third for the use of Congress at the Capitol.

The only general catalogue which the Library now possesses is a single copy of one by authors. It is kept behind the counter, and is for official use only. It is for the most part in manuscript, and on cards of a size that can not be continued.

The Library has no general subject-catalogue whatever, and no general catalogue whatever accessible to the public or which may be placed at the Capitol.

The work of the catalogue-shelf department is—

1. To classify, locate, enter on shelf lists, number and catalogue the current accessions to the Library in the form of books and pamphlets. During the year beginning July 1, 1900, these are likely to exceed 40,000 volumes.
2. To reclassify, relocate, enter on shelf lists, and renumber the entire existing collection of books and pamphlets.
3. To catalogue under both author and subject 200,000 pamphlets not yet catalogued at all.
4. To make a "dictionary" catalogue of the entire existing collection of books. New author cards must be written in revision of these present author cards, but fuller in analysis; and subject cards must be written, for which there is no present basis.

5. All of the above cards must be seen through the press.

Estimating the present collection as for this purpose only 800,000 books and pamphlets, to reclassify and "shelf list" it might require a force of 116 persons working an entire year, at a cost of \$98,020.

To reclassify, shelf list, and catalogue it (on the dictionary system) in one year might require a force of 448 persons, at a cost of \$383,000.

To accomplish it in five years might require a force of 91 persons (26 in classification, 65 in cataloguing), at a compensation of \$84,340 per annum.

**NOTE.**—The above estimates assume as a unit for classification 20,000 volumes per annum as the output of each classifier, 5,000 volumes per annum as the output of each cataloguer (author and subject entries). But the figures include also the necessary supervisors, revisers, copyists, shelf listers, label pasters, and attendants assisting in minor and manual service.

If the Library is to render full service to this generation, obviously this great arrear should be made up within a few years. A proper classification, exact shelf list, and thorough catalogue are equally necessary as a basis for future growth, and with every year the difficulty of the work will increase with the growing mass.

But so large a force can be worked in but gradually. For the year beginning July 1, 1900, the estimates provide, therefore, for both catalogue and shelf departments combined a force of but 46 employees, of whom 6 are mere boys. This force will take care of the current accessions (40,000 volumes) and perhaps 40,000 volumes of the 800,000 in arrears. I note, however, that it is a carefully graduated and balanced force. The work of the various groups is interdependent; a reduction in one direction would, therefore, impair efficiency in others.

Special undertakings in cataloguing it seems best to provide for by a department of bibliography (see *infra*).

**Binding.**—Besides the current work there is great arrearage as noted above. At present one \$1,200 clerk is detailed from the catalogue department. The estimates for 1898-99 included a superintendent of binding at \$1,500, and an assistant at \$900, a total of \$2,400.

**Bibliography.**—A chief of this department is now provided by the detail of an "assistant" at \$2,000; but there is at present no force at his disposal.

A department of bibliography in the Library would—

1. Aid in the collection of bibliographic material.
2. Compile special bibliographies of material in this library.
3. Compile catalogues for use here of important material in other libraries of the District of Columbia.
4. Attend to inquiries involving special research not possible for the attendants in the reading room busy with the wants of the general public.
5. Answer inquiries by mail involving bibliographic questions or special research; developing in this way into a bureau of information for inquirers at a distance.
6. Edit and supervise through the press all of the publications of the Library.
7. Aid in such general bibliographic undertakings as may justly claim the coöperation of the Library of Congress.

Among the publications that should be undertaken immediately are:

1. A list of current serials taken by the libraries of the District of Columbia.
2. A check list of all files of periodicals in the libraries of the District.
3. A check list of the files of American newspapers in the Library of Congress.
4. A check list of United States and of foreign documents in the Library of Congress.
5. A check list of bibliographies in the Library of Congress.

Many of the undertakings will involve work (transcribing, etc.) to be done outside of the Library Building, and a great deal of correspondence. The work is highly technical and requires the broadest knowledge and great activity.

**Reading rooms and special collections.**—This force in number to remain as now provided by law—56 employees. An assistant at \$1,200 to take the place of the assistant at \$2,000 transferred to take charge of the department of bibliography. The total expenditure thus to be reduced from \$48,140 to \$47,340, evening service, Toner and Washington libraries, Senate and House reading rooms, reading room for the blind, cloak rooms, included. The term "assistant" used throughout for subordinates in place of the title "assistant librarian," which in library usage commonly

designates an official with general administrative duties, and in place also of the title "attendant in collecting."

*Periodical.*—Hitherto this force has been occupied solely—

1. With the receipt of current magazines and newspapers; and
2. With the sorting and grouping into volumes of the mass of old material accumulated for years in the vaults of the Capitol and brought over in sacks.

The latter work must continue yet for months, as tons of magazines and newspapers remain yet to be dealt with, and the process of sifting, collating, supplying missing numbers, and preparing for the binder is a laborious and tedious one. All copyrighted material has to be distinguished and specially dealt with.

The list of current periodicals is greatly increasing. And within two months there is to be opened the "Newspaper and periodical reading room," which has hitherto existed only in name. It will contain all the current issues, and be the largest reading room of its type in the world. It will be open in the evening as well as throughout the day.

The force recently at work has been nine persons. The estimates include but eleven. And these are to cover the day and evening service in the reading room and the sorting of the old files to such extent as may be possible.

*Documents and exchanges.*—As a legislative library, the Library of Congress should have every document procurable emanating from any public body: the United States, the States, foreign countries, important municipalities, and also from any organization whose work involves problems of economic interest which may bear upon legislation, constitutions, administration, finance, commerce, transportation, manufactures, industrial conditions, the management of penal and charitable institutions, statistics, etc.

The present collection of the Library is exceedingly defective. It may be built up only by incessant solicitation, exchange, and purchase.

There is needed to take this work in hand a man of thorough education, special training, system and vigor, who will organize and catalogue the material here, will complete the files, will be watchful of new documents as issued, and prompt and energetic in securing them.

The Library has thousands of duplicates, many of which will be available for exchange. This department will also conduct all the exchanges.

The present organization does not provide at all for the above work. I regard an adequate provision as extremely and immediately important.

*Manuscript.*—With addition of a messenger boy, the force left as at present. No additional provisions for arrears.

*Maps and charts.*—One of the most important in the Library, and of extreme importance to other departments of the Government in matters (such as the Alaskan boundary) of grave concern. The collection is in maps relating to America, the largest in the United States.

Over 50,000 maps to be handled; 50,000 sheet maps yet to be catalogued; thousands of books to be examined for maps to be specially indexed.

Two additional assistants (one at \$1,200, competent to administer the department in the absence of the superintendent; one at \$720, a typewriter) appear necessary. An expert map draftsman, competent to reproduce maps, would be of constant service.

*Music.*—The collection to be handled consists of 277,000 pieces, to which are added yearly nearly 15,000. The arrears consist of 207,000 pieces to be assorted and filed, and 237,000 pieces to be catalogued under author and title.

*Prints.*—This department has to handle a collection of engravings, etchings, photographs, lithographs, and other reproductions, amounting now to 70,623 items, exclusive of the Hubbard collection, and increasing at the rate of 11,000 items yearly.

It will have to deal with the Hubbard collection, rich in works of the European masters, and with the future additions from the fund which Mrs. Hubbard is to provide.

Fifty thousand five hundred and eighty-nine of the articles now in the Library are yet to be catalogued. The Hubbard collection is yet to be arranged and catalogued.

Mrs. Hubbard defers the transfer of the collection until satisfied that it will pass under the care of a curator of proper technical knowledge and adequate experience. There is needed not merely the knowledge which a dealer possesses. The official at the head of this department should have also a broad education in the fine arts (their history and applications), be familiar with European galleries, collections, and methods, and be competent not merely to conserve, arrange, catalogue, and exhibit this collection, but to make it broadly useful in an educational way.

I urgently recommend that in justice to Mrs. Hubbard's important gift and generous intention the salary be placed at a sum which will enable such a man to be secured. I recommend \$3,000, and in the meantime, unwilling to conclude any but the adequate arrangements, hold the position vacant.

*Smithsonian.*—The assistant provided for under the present law is occupied chiefly at the Smithsonian supervising the exchanges. The books and pamphlets which form the "Smithsonian deposit" at the Library are now shelved in the stacks. They can render adequate service only if displayed in open cases, to which inquirers may have direct access. It is proposed to equip for them the east-north curtain on the second floor.

The Smithsonian authorities are justly dissatisfied with the location of the collection at present and at the lack of special provision for its administration. There is not now on the staff of the Library a single employee with a scientific training.

A very important work may be accomplished with this collection if properly classified, catalogued, displayed, and administered.

*Congressional Reference Library at the Capitol.*—There is now provided by law a force of three persons. But the Congressional Reference Library does not yet exist. There is at the Capitol merely a station of the pneumatic tube and book railway.

It is proposed to place at the Capitol a collection of reference books, and of catalogues and other bibliographic tools. The books are being got together and will be ready as soon as space for their use shall be assigned by Congress. In addition to the permanent collection, space will be asked for special collections to be sent over on deposit from time to time bearing on questions at the moment under consideration. It is hoped that this department, when equipped with proper bibliographic tools (including a duplicate of the card catalogue of the Library), will greatly facilitate and enlarge the use by Congress of the general collection in the Library building. The service of the tube and railway and station will, of course, continue.

With reference to these larger purposes, therefore, an addition to the force is asked of one assistant at \$1,200, and of two messenger boys at \$360.

*Copyright department.*—The estimates for the copyright department for the year ending June 30, 1900, were for a force of 39 persons, at a total compensation of \$43,880. There was provided by law a force of but 30 persons, at a total compensation of \$36,840. It was impossible to carry on even the current business of the office with this force, and additional assistants to the number of 6 have had to be lent to it from other departments of the Library. The actual present working force in the office is, therefore, 36 persons, at a total compensation of \$40,360.

Moreover, during the past year nearly every regular employee of the office has, without extra compensation, worked overtime. The total of overtime for that year (excluding the personal overtime of the register, whose working day rarely ends until 10 o'clock) has amounted to 9,789 hours, the equivalent of the service of 7½ clerks for an entire working year.

Yet the current work is in arrears, the noncertificate (50-cent) entries are over

eight months behind, the current correspondence, apart from such as may be taken care of by printed forms, has to be delayed to an extent that would not be tolerated in ordinary business dealings, and the publications received to perfect the entry can not be credited and forwarded quickly enough to serve promptly the uses of the Library.

In the Capitol the copyright force, exclusive of the Librarian, consisted of 24 persons. Since then new methods involving improvements in system have been introduced. For example, an adequate system of bookkeeping and accounts (requiring the services of three clerks); acknowledgment of remittances; notifications of entry; indexing of correspondence. The indexing and cataloguing of title entries required by law, formerly attended to by one clerk, now occupies the time of five. The correspondence formerly went little beyond the dispatch of forms. The volume of business is constantly increasing at the rate of nearly 10 per cent yearly. In 1889 the entries numbered 40,985; in 1899 they will exceed 80,000, an increase of nearly 100 per cent in the eleven years.

The money receipts of the office, in 1897-98 \$55,926.50, were in 1898-99 \$58,267. Upon this ratio the receipts for the next fiscal year will be over \$63,000. The net profit of the office during the past year (charging against the receipts all service, printing, stationery, and supplies) has been over \$17,000.

In the meantime the current work (including under this term the business since July 1, 1897) is in arrear. For the current work the estimates for 1900-1 add to the actual present working force one clerk at \$1,800, two clerks at \$1,600, one messenger at \$360; and they increase one salary from \$900 to \$1,200 and one from \$720 to \$900.

There is, besides, a great arrear of work not being touched at all under the present organization. This consists—

1. Of the arrangement of the mass of copyright deposits received during the twenty-seven years from 1870 to 1897. The accumulation comprises perhaps 200,000 articles—books, maps, charts, prints, etc.—every article subject to copyright. This material is now for the most part in confusion. Any item of it may be called for on any day as evidence in litigation. The validity of important property rights may depend upon its prompt production, and the duty of the department to the persons in interest requires that at the earliest possible moment it be arranged and shelved in orderly sequence. The estimates include provision for one clerk at \$1,200, a porter at \$720, and a boy at \$360 to classify and arrange the material.

2. The service of the department requires that every copyright deposit received shall be credited and indexed. A large mass of old deposits (the number can not be computed) remains still uncredited and not yet indexed. The estimates include provision for two clerks at \$1,200 to attend to this work.

The organization of the office as proposed would be as follows:

Register of copyrights .....	1
Chief clerk .....	1
Division of bookkeeping and accounts .....	3
Division of applications for copyright .....	3
Division of records, certificates, and assignments .....	9
Division of indexing and catalogue .....	8
Division of copyright deposits .....	5
Division of correspondence .....	8
Porter .....	1
Messenger .....	1
Total .....	40

at a total compensation of \$46,320.

The special service for the year 1900-1 adds five persons at a total compensation of \$4,800.

Estimating the fees of the office for that year as \$63,000, the cost of the service on the above basis, including the special service, will fall short of the receipts by \$11,880; and if against this balance there be debited expenditure for printing, stationery, and supplies (say \$4,000), the office will still net the Government during the year the sum of \$7,880.

That the office should be self-supporting is reasonable to expect. The clients of the office may well complain, however, if it yield a profit to the Government at the expense of really adequate service.

The following table will aid in the comparison of the proposed with the present organization:

Department.	Present year.		Year ending June 30, 1901.	
	Number of employees by law.	Number in fact.	Number provided.	Estimated expenditures.
Executive.....	3	6	6	\$14,920
Mail and supply.....	1	3	3	2,460
Stamping and packing.....	2		2	1,440
Order.....		3	13	11,760
Catalogue and shelf.....	16	16	46	42,640
Binding.....		1	3	2,460
Bibliography.....		1	6	6,580
Reading rooms, etc.....	56	40	56	47,440
Periodical.....	4	8	11	9,620
Documents and exchange.....			4	5,250
Manuscript.....	3	3	4	4,460
Maps and charts.....	3	3	6	6,580
Music.....	4	4	6	5,500
Prints (graphic arts).....	4	3	5	6,360
Smithsonian.....	1	1	4	3,780
Congressional reference.....	3	2	6	5,040
Law.....	4	4	4	6,400
<b>Total.....</b>	<b>104</b>	<b>98</b>	<b>185</b>	<b>182,740</b>
Copyright.....	30	36	45	51,180
<b>Grand total.....</b>	<b>134</b>	<b>134</b>	<b>230</b>	<b>233,920</b>

#### INCREASE OF THE LIBRARY.

For the present year my predecessor recommended an appropriation of \$30,000 and, as a distinct item, \$5,000 for manuscripts. Since that recommendation detailed examination is enabling the deficiencies of the Library in standard material to be ascertained in detail. With reference not merely to the use of the Library, but to convenience and economy in the reclassification and cataloguing, it is important that these deficiencies be supplied at the earliest possible moment. The greater the delay the rarer the material and the higher the price to be paid.

Considering the gaps to be filled and the resources at the disposal of competitors, I consider \$50,000 to cover the purchases of all classes of material as a minimum estimate for the next fiscal year. Were it not for the difficulty of handling a larger amount of accessions with the force provided for I should recommend the expenditure of a much larger sum.

*Law books.*—There are yet many gaps to be filled in the statutes and session laws of the several States (to name only one of the several needs).

*Periodicals, serials, and newspapers.*—The list at present subscribed for is far below the requirements of a library of this type.

#### CONTINGENT EXPENSES.

This item must cover not merely contingent and incidental expenses properly so called, but also all stationery (except that involving "printing"), stock (such as

manila covers for maps, envelopes for pamphlets, cardboard mounts for prints), supplies, transportation (including the library mail and delivery wagon), freight (except as charged directly on the book bills), foreign postage, and traveling expenses. And it includes the copyright business. As expressed by my predecessor, it covers "contingent expenses of the Library, stationery, traveling expenses (attending book sales and on library business), one horse and care thereof, one mail and delivery wagon, miscellaneous items, and copyright business."

His estimate for the year 1898-99 was \$4,000. The amount recently granted has been nominally \$1,500, increased each year by the deficiency bill to \$2,000. Two thousand dollars has been inadequate, even under recent conditions. It will be utterly inadequate with a larger force, larger purchases, increased activity in the solicitation of gifts and in exchanges, the larger enterprises in cataloguing and bibliography and the proper preparation for use of material requiring stock (as "mounts") which can not be secured from the Government Printing Office. It is only an extravagance to handicap the work of high-priced employees by unsuitable tools or insufficient supplies.

The Library is much embarrassed by inability to move freely in investigations and negotiations involving incidental expenses.

A much larger allowance must be made for traveling expenses. The material for a great library comes from all over the civilized world. It is not a simple commercial product which may be ordered upon definite specification. To secure it by purchase and gift requires something more than correspondence. Agencies must be established and periodically inspected. Representatives must be sent out constantly to search, investigate, examine, explain, attend public sales, negotiate purchases at private sale, urge gifts, institute relations of exchange. The expense of such trips is trifling compared with the material they bring in. Their purpose is the increase of the Library. A dollar expended on them may often save ten to the book fund; but they can not, it appears, be met out of the appropriation "for the purchase of books." They must be provided for as a "contingent expense." But this means that at present they can not be met at all. Under my predecessor a representative of the Library went to Puerto Rico in its behalf. The trip resulted in the acquisition of important material at a nominal cost. But his expenses, though but \$169, remain yet unreimbursed him.

#### AUTOMOBILE.

The Library has now one wagon, and will next year require two horses whose maintenance will cost annually \$650. One of the horses will next year have to be replaced at a probable cost of \$200.

The Library possesses an electric plant which could, without expense, charge an electric vehicle as often as desired. The current repairs on such a vehicle appear to be small, and the outlay of \$1,845 as its purchase price, compared with the cost of maintaining the present wagon and two horses, on the whole an economical investment.

I recommend this purchase, and to cover the remainder of the "contingent expenses" for the year I recommend an allowance of not less than \$4,800. The total of this item is, therefore, \$6,645.

#### PRINTING AND BINDING.

As to this item I submit a separate communication.

LIBRARY OF CONGRESS, *October 10, 1899.*

SIR: As the allotment for printing and binding for the Library of Congress for the year ending June 30, 1901, I beg to recommend the sum of \$75,000.

The allotment for the past year was \$25,000. Of this amount \$5,360.11 went to

miscellaneous printing; \$3,976.73 to the labor of four employees of the Printing Office detailed for repair work at the Library and for the materials used by them. Two of them are employed upon manuscripts, one upon maps. There was left for general binding and all printing only \$15,663.16.

There are now in the Library building, by count, over 80,000 books and over 200,000 pamphlets in paper covers. How large a fraction of these are duplicates, how large another fraction consists of material not justifying the expense of binding, has not yet been ascertained. Forty-three thousand pamphlets have already been thought worthy of a catalogue entry, but yet, with the above, remain unbound. It is certainly safe to estimate that the number of books now in the Library in need of binding or rebinding or repair may reach 40,000 volumes and the number of pamphlets 100,000.

In addition, there are 3,086 volumes of newspapers and 7,785 of periodicals, to which number others are added as the sorting of the old files progresses.

The cost of the binding, rebinding, and repair upon these 10,871 volumes of newspapers and periodicals alone, at the rates now charged by the Government Printing Office, would exceed \$27,000.

And to all of the above must be added the material which comes in in the course of each year, including over 500 newspapers, which, if averaging each but two volumes to the year, will cost \$5,000 to bind.

It is of great importance that all this work should go forward speedily, for the use of the volumes in paper covers and of the newspapers and magazines in unbound numbers is a serious injury.

The printing of the catalogue cards is now attempted only in the case of copyrighted titles. These form but a fourth of the total number of cards currently prepared. But the rest have to be withheld from the printer owing to the meagerness of the appropriation. Fifty thousand titles are now ready to be turned in to him, which must be printed before they can be made available for the general card catalogues.

The output of the next and each succeeding fiscal year may be 50,000 additional entries. At the present rates the cost of putting into type 50,000 entries, with the necessary multiplication of copies, would exceed \$11,000. The estimate of the Public Printer for the class of cards not now undertaken (comprising a large proportion of titles in foreign languages) is over twice the present rates.

Excluding all printing of material in book form, and assuming that the bibliographic publications of the Library will be provided for by special authorization, there still remains to be covered by this appropriation all the miscellaneous printing of the Library—blanks, forms, letter heads, etc. The forms for the copyright office alone cost annually between \$3,000 and \$4,000. The total of routine printing increases very rapidly with the increase of the force in the Library and the increase of its business.

In view of the important pending work I shall ask an increase of the allotment for this year in the form of a deficiency appropriation of \$25,000, and I have no hesitation in naming \$75,000 as the minimum that should be granted for the year ending June 30, 1901.

Very respectfully, your obedient servant,

HERBERT PUTNAM,  
*Librarian of Congress.*

The Honorable  
The SECRETARY OF THE TREASURY.

## MEMORANDUM AS TO DEFICIENCY ESTIMATES.

OCTOBER 10, 1899.

The following have been submitted:

For printing and binding .....	\$25,000.00
For services on arrears of work (being unexpended balances of appropriations for salaries for years ending June 30, 1898, and June 30, 1899, as explained in communication to Secretary of the Treasury, copy of which is inclosed herewith) .....	19,984.48
For contingent expenses .....	2,500.00
For expenses of Herbert Friedenwald in traveling to and from Puerto Rico for the purpose of collecting for the Library of Congress rare manuscripts, books, and maps pertaining to that island, January 8-February 19, 1899 .....	169.66

The need of a deficiency appropriation for printing and binding is sufficiently explained in the explanation accompanying the estimates for the next fiscal year. I may add that of the \$25,000 appropriated for the present year, \$4,383.68 is pledged to bills already rendered, \$7,179.28 to work already in hand at the Printing Office, and \$4,270.98 will be consumed in the payment of the Printing Office employees occupied at the Library in repair work. This leaves only \$9,166.06 available for the balance of the year, a sum entirely inadequate to cover even the binding alone of the newspapers and periodicals which will be ready for binding within the next few weeks.

LIBRARY OF CONGRESS, *October 11, 1899.*

SIR: During the year ending June 30, 1898, owing chiefly to unavoidable delays in appointments, there was covered into the Treasury an unexpended balance of the appropriation for salaries in the Library of Congress amounting to \$13,715.62.

During the past fiscal year (ending June 30, 1899) there was similarly covered in a balance of \$6,268.86.

The amount of service which the Library has thus had the benefit of during the past two years has fallen short of the intention of Congress by the above two sums, amounting in all to \$19,984.48.

The Library is this year obliged to struggle with a great arrears of work for which the above fact is in part responsible. The balances are subject to no claim whatever, and it seems only fair that for the purpose of making up, in part, those arrears the control of the Library over them shall be revived and that they shall become available in the form of a deficiency item.

I the more urgently recommend this course from the fact that any other method of making provision for the arrears can not become effective until July, 1900.

Very respectfully,

HERBERT PUTNAM,  
*Librarian of Congress.*

The Honorable  
The SECRETARY OF THE TREASURY.

## SERVICE:

## ORGANIZATION PROPOSED FOR THE YEAR 1900-1901.

NOTE.—In estimating the efficiency of the force proposed as compared with that of other libraries for work similar in kind it is to be remembered—

1. That the estimates must include a department (the copyright) special to this Library;
2. That the working day in the Library of Congress is shorter by 25 per cent than the ordinary library working day;
3. That the working year also is shorter. Each employee has thirty days of annual leave, and may have thirty additional days of sick leave without loss of pay; and
4. That deductions for other absence do not inure to the use of the Library (for substitute service, for instance), but are covered into the United States Treasury.

Positions noted as "submitted" are not specifically provided for by the present appropriation act, though in some cases filled by detail from other branches of the Library service.

## Executive department:

- Librarian of Congress. (February 24, 1899.)
- Chief assistant librarian. (February 24, 1899.)
- Chief clerk. (February 24, 1899.)
- Librarian's secretary. (Submitted.)
- 1 clerk (assistant to chief clerk). (Submitted.)
- 1 messenger. (Submitted.)

## Mail and supply:

- Superintendent. (Submitted.)
- 1 assistant. (Submitted.)
- 1 messenger. (Submitted.)

## Packing and stamping:

- 2 attendants. (February 24, 1899.)

## Order (purchasing):

- Superintendent of department. (Submitted.)
- 10 assistants, graded. (Submitted.)
- 2 messengers. (Submitted.)

## Catalogue and shelf:

- Superintendent of department. (February 24, 1899.)
- 15 assistants, graded. (February 24, 1899.)
- 24 assistants, graded. (Submitted.)
- 6 messengers. (Submitted.)

## Binding:

- 1 assistant in charge. (Submitted.)
- 1 assistant. (Submitted.)
- 1 messenger. (Submitted.)

## Bibliography:

- Chief of department. (Submitted.)
- 4 assistants, graded. (Submitted.)
- 1 messenger. (Submitted.)

## Reading-room (including evening service) and special collections.

- Superintendent. (February 24, 1899.)
- 21 assistants, graded. (February 24, 1899.)
- 1 assistant. (Submitted.)

## Reading-room (including evening service) and special collections—Continued.

## Evening service:

- 20 assistants, graded. (February 24, 1899.)
- 1 attendant Senate reading room. (February 24, 1899.)
- 2 attendants Representatives' reading room, graded. (February 24, 1899.)
- 2 attendants cloak rooms. (February 24, 1899.)
- 1 attendant Toner library. (February 24, 1899.)
- 1 attendant Washington library. (February 24, 1899.)
- 4 messenger boys. (February 24, 1899.)
- 2 watchmen. (February 24, 1899.)

## Periodical (including evening service):

- Superintendent. (February 24, 1899.)
- Chief assistant. (Submitted.)
- 2 assistants. (Submitted.)
- 3 assistants. (February 24, 1899.)
- 2 messengers. (Submitted.)
- For arrears of sorting and collating, 2 assistants. (Submitted.)

## Documents and exchanges:

- Superintendent of department. (Submitted.)
- 2 assistants, graded. (Submitted.)
- 1 messenger. (Submitted.)

## Manuscript:

- Superintendent. (February 24, 1899.)
- 2 assistants, graded. (February 24, 1899.)
- 1 messenger. (Submitted.)

## Maps and charts:

- Superintendent. (February 24, 1899.)
- 2 assistants, graded. (Submitted.)
- 2 assistants. (February 24, 1899.)
- 1 messenger. (Submitted.)

## Music:

- Superintendent. (February 24, 1899.)
- 1 assistant. (Submitted.)
- 3 assistants, graded. (February 24, 1899.)
- 1 messenger. (Submitted.)

## Prints:

- Superintendent. (February 24, 1899.)
- 3 assistants, graded. (February 24, 1899.)
- 1 messenger. (Submitted.)

## Smithsonian:

- Custodian. (February 24, 1899.)
- 2 assistants, graded. (Submitted.)
- 1 messenger. (Submitted.)

## Congressional Reference Library:

- Superintendent. (February 24, 1899.)
- 1 assistant. (Submitted.)
- 2 assistants, graded. (February 24, 1899.)
- 2 messengers. (Submitted.)

## Law Library:

- Superintendent. (February 24, 1899.)
- 2 assistants, graded. (February 24, 1899.)
- 1 messenger. (February 24, 1899.)

40 REPORT OF THE LIBRARIAN OF CONGRESS.

Copyright department, under direction of the Librarian of Congress:

Register of copyrights. (February 24, 1899.)

28 clerks, graded. (February 24, 1899.)

10 clerks, graded. (Submitted.)

1 messenger. (Submitted.)

Arrears, special service:

3 clerks. (Submitted.)

1 porter. (Submitted.)

1 boy. (Submitted.)

Increase of Library of Congress:

Purchase of books for the Library (increase of \$25,000). (February 24, 1899)..... \$50,000

Purchase of law books for the Library, under direction of the Chief Justice (increase of \$500). (February 24, 1899)..... 3,000

Purchase of new books of reference for the Supreme Court, to be a part of the Library of Congress and purchased by the marshal of the Supreme Court, under the direction of the Chief Justice. (February 24, 1899)..... 1,500

Purchase of periodicals, serials, and newspapers (increase of \$2,500). (February 24, 1899)..... 5,000

Expenses of exchanging public documents for the publications of foreign governments. (February 24, 1899)..... 1,680

\$61,180

Contingent expenses, Library of Congress:

Contingent expenses of the Library, stationery, supplies, traveling expenses, postage, transportation, and miscellaneous items, including purchase of automobile mail and delivery wagon at not exceeding \$1,845. (February 24, 1899)..

6,645