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PHYSICAL EXAMINATION.

NAME
 AGE DATE

- Head Forward, back, right, left.
- Neck Large, small, right, left.
- Shoulders ... Forward, down, right, left.
- Scapulae ... Prominent, high, down, right, left.
- Arms Triceps, biceps; extensors, flexors.
- Hands Right, left.
- Chest Flat, prominent, hollow, center, right, left.
- Sternum ... Short, long, depressed.
- Ribs Prominent, depressed, center, right, left.
- Abdomen ... Prominent, depressed.
- Waist Narrow, flat, deep.
- Back Straight, round, hollow.
- Spine Prominent, curved, right, left, anterior, rotation, cervical, dorsal, lumbar.
- Hips Broad, narrow, down, high, right, left.
- Thighs Flexors, extensors.
- Leg Flexors, extensors, bow, knock-knees.
- Instep High, low.
- Feet Flat, right, left.

PHYSICAL DIAGNOSIS.

NAME
 AGE DATE

- Head.
 Eyes, right Left
 Ears, right Left
 Mouth
 Throat

- Thorax.
 Heart
 Lungs
 Abdomen.
 Stomach
 Liver
 Intestines
 Kidneys
- Pelvis.
 Standing.
 Head
 Chest
 Hips
 Poise
- Food, amount.
 Protein
 Fat
 Carbo-hydrate
 Water
- Blood.
 Corpuscles
 Hæmoglobin
- Urine.
 Quantity
 Quality
- Skin.
 Condition
 Color
 Texture
 Eruptions
- Muscles.
 Condition
 Character
- Fat.
 Quantity
 Character
 Fatty degeneration
- Diseases.
 Nervous
 Postures
 Action
 Expression
- Chronic
 Contagious

Organization of a Library

Irene Warren Frances Simpson

The general principles of cataloguing and the various kinds of catalogues in use at the present time in typical libraries were defined in the May number of the COURSE OF STUDY. The purpose of this paper will be, therefore, to give in brief and simple form the actual method of making a card-catalogue.

Materials: The guides, inks, pens, and penholders desirable for making library records have already been discussed in a former outline. (See COURSE OF STUDY, January, 1901, p. 427.) If the cards in the catalogue are written, great effort must be made to secure legibility, and to that end all shading and unnecessary strokes should be omitted. A plain, vertical writ-

ing will make a neat and legible catalogue. If a typewriter is used, one with a card attachment is best, as ordinary correspondence rollers do not hold heavy cards with sufficient firmness. A black record ribbon should be used which should be changed whenever the entries show the slightest signs of becoming faint. Stiff white cards suitable for cataloguing purposes can be obtained at various prices from office supply firms.

Entries: In general, each book in the library is entered twice in the catalogue; under the author's surname, called the main or author entry, and under a subject, called the subject entry.

Methods of Making Entries: Enter all

books under the surname of the author, followed by the forenames in full. The author entry is written on the top line, beginning at the first marginal line. On the line below the end of the author entry, beginning at the second marginal line, is written the title of the book exactly as it appears on the title-page, except that the article in English is usually omitted and capitals are used only for the first word and proper names and their derivatives. In the case of a long title, omissions, indicated by three dots (. . .) may be made. Following the title and separated from it by 1 cm. (3/8 in.) is written the imprint consisting of the edition, paging, or number of volumes, illustrations, portraits and maps, place of publication or publisher, and date, with the name of the series to which the book belongs, if desired. The accession number is written in the lower left-hand corner in black ink and the call number in the upper left-hand corner in red ink. The word which most accurately describes the subject-matter of the book is written as a subject heading on the reverse of the card in red ink and on the first line of the subject card also in red ink. The library should keep a list of such subject headings as are used, and should add to their number as fast as new ones are needed, taking care never to employ synonyms, but making a reference from each synonym to the heading actually used.

551	Shaler, Nathaniel Southgate
552a	Outlines of the earth's history: a popular study in physiography 417 p. ed. Appleton, 1888.
5641	

Facsimile of Author Card
Actual size 7½x12½ cm.

Subject Entry: The subject card is an exact copy of the main author card, except that initials may take the place of the author's forenames. The subject heading is

written on the top line in red ink, beginning at the inner marginal line. The accession number is always omitted.

9774	Michigan - History
677	Cowley, A. W.
	Michigan a history of governments Ed. 8. 326 p. Houghton, 1897, 1885 (American Commonwealth)

Facsimile of Subject Card
Actual size 7½x12½ cm.

Title Entry: All works of fiction, plays, single poems published separately, and books with striking titles should be entered also under their titles. A short form of the title is used, written on the first line, beginning at the inner margin and followed by the date of publication. The author's surname, with initials, is written at the outer marginal line, and the call number in the upper left-hand corner.

71645	Home Bunker; or, The
6	adventurer 1899
	By George Mac M. M.

Facsimile of Title Card
Actual size 7½x12½ cm.

Reference Cards: The cataloguer should refer freely from pseudonyms to real names, from other forms of spelling to the one adopted, and in general should leave no device untried which may help to an intelligent use of the catalogue.

	Durum, Mark, see
	Ullmann, Samuel Bang
	Ullmann

Facsimile of Reference Card
Actual size 7½x12½ cm.

Arrangement: The arrangement of the cards in the catalogue drawers should be strictly alphabetical, and the case should be provided with a rod in order to make the cards entirely secure. Manila guides

(see the COURSE OF STUDY, January, 1901, p. 427) should be inserted to facilitate the use of the catalogue, and each drawer should be labeled.

An inexperienced cataloguer can often be greatly assisted by consulting the printed catalogues of other libraries, and noting the form of entry adopted. The Cleveland Public Library has issued a dictionary catalogue in a bound volume which is for sale. The Milwaukee Public Library also

sells its catalogue. The Bureau of Education will send free on application the catalogue of "A. L. A." Library, 5,000 volumes for a popular library shown at the World's Columbian Exposition. This is in pamphlet form, and should by all means be secured, as it will be found most useful.

References: See COURSE OF STUDY for May, 1901; also Dewey, *Library School Rules and Simplified Library School Rules*; and A. L. A., *List of Subject Headings*.

Literature for the Primary Grades

Gudrun Thorne-Thomsen

Pedagogic Class: As stated in the May number of the COURSE OF STUDY, stories, presenting different types, are given this month.

The Pancake

Once on a time there was a woman who had seven hungry children, and there was an old man in the house, too. One day the goody was frying a pancake for them, and the children stood round about, and the goodman sat by and looked on.

"Oh, give me a bit of pancake, mother, dear; I am so hungry," said one child.

"Oh, darling mother," said the second.

"Oh, darling, good mother," said the third.

"Oh, darling, good, nice mother," said the fourth.

"Oh, darling, pretty, good, nice mother," said the fifth.

"Oh, darling, pretty, good, nice, sweet, mother," said the sixth.

"Oh, darling, pretty, good, nice, sweet, clever mother," said the seventh.

So they begged for the pancake all around, for they were so hungry and so good.

"Yes, yes, children; only wait a bit till

it turns itself." She ought to have said, "till I can get it turned," for when the pancake heard this, it turned itself all of itself, jumped out of the pan, sprang out on the floor, and rolled off like a wheel through the door and down the hill.

"Halloa! Stop, pancake!" and away ran the good woman after it, with the frying-pan in one hand and the ladle in the other, as fast as she could, and her children behind her, while the old man limped after them, last of all.

"Hi! won't you stop? Seize it. Stop, pancake," they all screamed out, one after the other, and tried to catch it; but the pancake rolled on and on, and in a twinkling of an eye it was so far ahead that they could not see it.

So when it had rolled a while it met a man.

"Good day, dear pancake," said the man; "don't roll so fast. Stop a little and let me eat you."

"Oh, no, if I have run away from the good woman, the old man, and seven hungry children, I may well run away from you, Manny Panny," said the pancake, and rolled on and on till it met a hen.

"Good day, pancake," said the hen.