A plan for organizing a Native American reference library is proposed in this paper. Some of the preliminary considerations discussed are the type of library needed; the levels of the books; the responsibilities for specific jobs in the library; and preliminary meetings to be held with students and teachers who will be using the facilities. Physical and mechanical requirements are discussed, and the Library of Congress method for cataloging a small library is described. Suggested regulations for users of the library are listed. Also listed are the names and addresses of both library-supply companies and publishers of Native American book reprints. A basic booklist is included for use in initial acquisitions. (PS)
This prospectus is being made available to Native American educators, schools, boards of education, and librarians. The work has been done in order to serve the needs of the many Native Americans who have asked for help in setting up a library.

Some preliminary considerations should be discussed:

I: Why a Reference Library?

The greatest need at present is for a library that can be of use to students and scholars in their school work, as well as to help them prepare for meeting the requirements of term papers, theses, or research programs.

A Circulating Library is of an entirely different character, requiring more staff, more books, more expenditures, and highly sophisticated security measures.

2: At the outset, careful planning is needed. Some considerations involve the determination of what level the books are to serve. In our experience, however, any library serving Native American studies must be prepared for use by the teachers as well as the students. But, a library being used by elementary school students, or high school students, must have books suitable for reading skills, as well as for study and research.

3: Direction. This is a critical question, and binding decisions should be made as to responsibility for cataloguing, shelf-filing books, book acquisition, and librarianship. Changes in filling such positions easily lead to disruption organizationally and eventually even a loss of books.

4: It is recommended that preliminary meetings or conferences be held with students and teachers who will be using the library facilities. Their support in maintaining security, in receiving acquisitions of books, and in proper use of the library, is critical.
PHYSICAL AND MECHANICAL REQUIREMENTS

1: Room space. For the library with funding, this is no problem. But for the beginning library with little or no funding, we often have to make-do with what is available. Sound proofing can be achieved with the use of drapes on walls and at windows. A clever amateur can devise panels on walls to cut outside noise. The fact is, if you want to do it, you can.

2: Tables. Again, if you have funds, there's no particular problem. But if you have to devise makeshifts, then choose the large round table where four may be seated. We started the INDIAN LIBRARY AND ARCHIVES with the flat part of DOORS from rooms, removing the door handles and using lumber to construct the legs. We finally graduated to second hand library tables.

3: Shelves for books. We constructed our own book shelves and they are a lot nicer than those you pay a lot of money for. Be sure to leave adequate space between shelves for the larger books. Fourteen inches between shelves is the usual. We also found it unwise to paint the shelves, because the books rub on the paint, leaving ugly scars and they don't help the book ends either. So we stained and then shellaced the shelves, using a light color.

4: Floors. Most public and college libraries use linoleum on the floors, or some similar material. It cuts sound. We like some kind of a carpet, and found that this can be obtained very cheaply. Again, it cuts sound.

5: Some kind of a tilted table should be provided for a dictionary. We have a home-made stand with a tilted table top, two shelves above it, and a shelf below. It holds a Webster's dictionary, a dictionary of medical terms, dictionary of geography, dictionary of place names, dictionary of anthropology, dictionary of law (Blackwell's), a Robert's Rules of Order, a Roget's International Thesaurus, Fowler's "Modern English Usage," and a lexicon of grammatical usage. We don't always agree with definitions, but we feel that these are the tools and we must learn to use them, if only to know how the other fellow thinks.

6: A real problem is the acquisition of a catalogue card cabinet. These are terribly expensive, running anywhere from $250 to $750, depending upon how many cards will be held in the drawers. We settled at first for ordinary 3 x 5 card catalogue boxes, and lined them one on top of the other. Not the best, but "will-do" until a better time comes. The official catalogue drawers come with a rod at the bottom, and the catalogue cards come with a hole in the lower center, so that the cards won't be misplaced or lost. Conversion can be made when a cabinet is possible. Some new small libraries have been lucky enough to obtain used cabinets from libraries which have closed.
Here are the names and addresses of supply companies, specifically utilized for library systems:

Gaylord Library Supplies, 155 Gifford Street, Syracuse, N.Y. 13201

They have an annual catalogue, giving items available, prices.

Library Bureau, Remington Rand Office Systems, 801 Park Avenue, Herkimer, New York.

Ask for their library catalogue. They describe furniture, desks, systems, cataloguing and cards.

Sperry Rand Library Bureau, Division of Remington Rand. Same address. Send for their special catalogue on "Furniture and Equipment from Library Bureau."

American Library and ALESCO Educational Service Co., 21 Harristown Road, Glen Rock, New Jersey, 07452.

Their catalogue describes systems, card racks and cabinets, and new ways of servicing the library. Ask for "...increasing the Librarian's Reach."

The Oklahoma Center for Continuing Education held an Institute for Training in Librarianship on "Improvement of American Indian Use of the Library, in July, 1970. If they have come up with any new ideas or materials, you should be aware of it. Write to them, University of Oklahoma, School of Library Science, Norman, Oklahoma. Or, write to Mrs. Beverly Gerard, Riverside Indian School, Anadarko, Okla. She was in charge of the above named Institute and may have further information.

The INDEX TO LITERATURE ON THE NATIVE AMERICAN, published by the Indian Historian Press, on an annual basis, carries names and addresses of Indian publications, and is a good source guide for research workers.
CATALOGING A SMALL LIBRARY

There are two major systems to catalogue a library. One is the Library of Congress system (LC). The other is the Dewey System. Both are based on decimal point methods of assigning numbers to books. The Dewey System is very complex, and is rapidly going out of favor with librarians. There are, however, many libraries still making use of this system, and to change would be an enormous task. The Library of Congress system is most generally in use. A very good reason to use the L.C. system is the advantage of uniformity in numbering books for the library, and a readily accessible way in which to obtain catalogue numbers for the books acquired. Each book published receives a catalogue (L.C. number upon application by the publisher. This is registered, and ready-made cards are available for use in the libraries.

If it is decided to catalogue the library according to the L.C. system, then you must decide upon the subject areas to be utilized. A complete listing of L.C. subject classifications may be obtained by writing to the

Library of Congress Processing Dept
Subject Cataloging Division
U.S. Govt Printing Office, Bldg 159
Navy Yard Annex
Washington, D.C. 20541

When the Indian Historical Society first began to catalogue the Indian Library & Archives, we chose two major subject classifications: History, listed as Classification "E-F", and Geography, listed as Classification "G." After considering the L.C. system for months, we finally devised our own system, which is described here. However, if you wish to purchase the L.C. Classification books, they may be purchased from the above address, and at last notice, were $3.50 each book.

The System devised for Indian Library & Archives is quite simple. It combines a numerical system with an alphabetical, and can be enlarged to suit a library of many thousands of books.

First of all, we chose the following subject classifications, and gave each of them a three-digit number, preceded with the first letter of the last name of the author:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>History and anthropology</td>
</tr>
<tr>
<td>200</td>
<td>The Arts</td>
</tr>
<tr>
<td>300</td>
<td>Education</td>
</tr>
<tr>
<td>400</td>
<td>Law</td>
</tr>
<tr>
<td>500</td>
<td>Reports</td>
</tr>
<tr>
<td>600</td>
<td>Fiction</td>
</tr>
</tbody>
</table>

Following this line of reasoning, a book titled "The Rise and Fall of the Choctaw Republic," by Angie Debo, would be listed, and shelf filed under the opening
Cataloging (continued - 2)

classification as D100. Or, it would have the first letter of the surname, and the section or classification number immediately following.

The second designation in this cataloging system would be the second letter of the author's surname, and the letters of the alphabet are numbered as shown below.

Thus the Debo book would then have the following added to its classification:

\[ \text{D100.5} \]

Again, still another classification would be added to the numerical designation, and this number would indicate the THIRD letter of the author's surname. Thus,

\[ \text{D100.5.2} \]

Finally, the books may so develop in acquisition, that you may have five or even many more authors, whose names have these first three letters: D - E - B. Therefore, each book so filed bears the entry number, which will start with one (1).

If you have these authors' names, then your classification will look like this:

\[
\begin{align*}
\text{DEBO} & = \text{D100.5.2}.-1 \\
\text{DEBAR} & = \text{D100.5.2}.-2 \\
\text{DEBRA} & = \text{D.100.5.2}.-3 \\
\text{DEBIN} & = \text{D100.5.2}.-4
\end{align*}
\]

These are random examples, but will serve to show the system.

Here is the numbering system for the alphabet, as chosen by the Indian Library:

\[
\begin{align*}
\text{A} & = 1 \\
\text{B} & = 2 \\
\text{C} & = 3 \\
\text{D} & = 4 \\
\text{E} & = 5 \\
\text{F} & = 6 \\
\text{G} & = 7 \\
\text{H} & = 8 \\
\text{I} & = 9 \\
\text{J} & = 10 \\
\text{K} & = 11 \\
\text{L} & = 12 \\
\text{M} & = 13 \\
\text{N} & = 14 \\
\text{O} & = 15 \\
\text{P} & = 16 \\
\text{Q} & = 17 \\
\text{R} & = 18 \\
\text{S} & = 19 \\
\text{T} & = 20 \\
\text{U} & = 21 \\
\text{V} & = 22 \\
\text{W} & = 23 \\
\text{X} & = 24 \\
\text{Y} & = 25 \\
\text{Z} & = 26
\end{align*}
\]

This book was assigned to the History (section or classification 100) number. We have our books shelf-filed and catalogued in this section for history, anthropology, ethnology, biography, and geography. The reason for this is that the library is a small one (under 10,000 books), and to set space aside to take care of special and separate classifications would soon put us out of space. We depend upon the card catalogue to tell the readers where to find the books, and the card cataloging system is the next we have to consider.
Cataloging (continued, 3)

The card catalogue is maintained according to these classifications:

    By author's name         ...         By book title ...         
    By Tribe                 ...         By classification section (history, education, etc.)

The catalogue is maintained alphabetically.

Let us take one book title, through the card catalogue system, and type out the way the cards will appear when filed in the catalogue drawer:

TITLE & AUTHOR OF BOOK: John Abers, "Natives of America."
(This is an arbitrary title, as an example)

Here is the card, typed for the author classification catalogue: (3 x 5 white card)

ABERS, JOHN A100.2.5 - 1


A general history of the American Indians, Eskimos & Aleuts following European contact.

Typed for subject classification:

HISTORY A100.2.5 - 1


A general history of the American Indians, Eskimos and Aleuts following European contact.

Typed for Title classification:

NATIVES OF AMERICA A100.2.5 - 1


A general history of the American Indians, Eskimos & Aleuts following European contact.
Typed by Tribal Classification:

North America


Other tribal classifications are more specifically by Tribal name, such as Cherokee, Choctaw, Sioux, Navajo, Hopi, etc. For a complete research source, Indian Library & Archives expects to catalogue periodical articles, reports, and diverse pamphlets as they relate any material in connection with any tribe.

The classification number gives the library user the locality in which he may find the book listed. Your book cases will naturally be consecutively labelled, and be alphabetically shelf-filed according to each subject classification.

In the actual use of the "open shelf system," which is what this type of library is (with the exception of extremely rare books, which are kept under lock and key), a reader may "pull" from the shelf the book or books he requires for his work. But in our library, he must insert a special hard cover card in the space left by the book, with his name on it. Those who wish to utilize rare books, must sign out for them, and the librarian will get it for him; otherwise there is too much danger of losing books, or having them defaced inadvertently.

REGULATIONS FOR USERS OF THE LIBRARY: Each person who is admitted to use of the library fills out a form giving simply: his name and address, school, class, teacher, telephone.

No pens, especially ballpoint pens are permitted in the library. If by any chance pen and ink (and especially ballpoint ink) lands on the book pages, the book is defaced for any other reader. Notes must be taken in pencil.

Typewriters are permitted in the library, the reader providing his own, but storage space may be provided at the owner's risk.

Our Library is not open to the general public. It happens to be a graduate library, strictly for upper-class research. Because of the lack of adequate space, admission is on a priority basis. First of all, the Corporate Members have priority. Second, all others with priority given to Indian scholars. Application must be made in advance, and the time to be spent in the Indian Library & Archives must be listed in the application. These rules are made entirely because our space is very limited, and the demands for working in the library are too great for us to take care of.
To complete this brief discussion of cataloging, Indian Library & Archives has decided to add the L.C. number to each catalogue card. Each book has this number listed either on the first, second or third page of the book itself. It is a simple matter to list the L.C. number, just below our own catalogue number.

Plain white catalogue cards are available either from Library of Congress, as listed previously in this paper, or from any of the Library supply companies, also listed.

If you catalogue according to L.C., cards come already typed in five or even more series according to classification. But since we don’t always, and even seldom agree with the general description of the book, we wouldn’t use it anyhow. We prefer the plain white card, even if it means the extra work of typing four cards, each of them individually. Once you get started, however, keeping up the work makes it a simple matter of maintaining a comprehensive and workable card catalogue system.

As can be seen, organizing a library requires a full understanding of all that is involved.

Continuous, persistent work is needed. A true respect for books is necessary, even if one disagrees with its contents.

According to the philosophy of the American Indian Historical Society, the one advantage of the European invasion of this continent is the knowledge of writing, and the access to books. If we Natives had the knowledge contained in books prior to the European invasion of our country, we might have been able to send the immigrants home before they laid their hands on our land.

The cataloging system described above can be modified, enlarged, or limited in any number of ways.

What is required is a good committee of five to seven dedicated people, who work and keep on working – each to his own assigned task, and all working together.

After the first few months of constant work, keeping up the cataloging, typing, and care of books is a relatively easy matter. A good deal of self-study is required, in order to familiarize yourselves with library methodology, systems, and security. In many cases, students have been able to receive credits for scholastic work as a result of this activity. We do need some people who will specialize in librarianship, and become professional librarians.

It would be wrong to say that "Anyone can do it."

What should be said is that "Anyone can do it if the need is there, and the desire to LEARN is there."
Most of the basic books required for a Native American Reference library are out of print. They can be obtained in second hand book stores at high prices, or through a book search dealer. However, some books are being reprinted by publishers who specialize in this type of service. Also, other publishers are now reprinting many of the old reports, anthropological and archaeological records, and diaries which are needed in research work. Some of the publishers specializing in this type of printing are these:

AMS PRESS, 56 East 13th Street
New York City, N.Y. 10003

Johnson Reprint Corporation
111 Fifth Avenue
New York, N.Y. 10003

Iroqrafts
RR 2, Ohswegen
Ontario, Canada

Kraus Reprint Co.
16 East 46th Street
New York, N.Y. 10017

All of these companies publish catalogues, and they will send one if you write.

University presses also quite often publish reprints. They are a good source for current books as well. A complete listing of such publishers may be found in Patterson's Educational Directory, available in any public library of any size. Or, the professional teachers' libraries in school districts or universities will have it.

The subject of a microfilm section in the library is entirely too important for treatment in a paper such as this. Suffice it to say that sooner or later any serious library will have to consider the purchase of a microfilm reader and microfilm rolls of important records. There is just so much space available for just so many books, and sooner or later you run out of space.

The question of subscribing to periodicals is also one that is special enough for separate treatment. In this connection, a great deal depends upon how much money is available, and what the particular library needs as to subject.
ACQUISITION OF BOOKS

II

This section of our informational paper, or prospectus for Native American Reference Libraries, deals entirely with the kinds and titles of books needed as a basic source of reference and research.

BIBLIOGRAPHIES


O'LEARY, TIMOTHY. "Ethnographic Bibliography of South America," published by Human Relations Area Files, New Haven, Conn., 1963.

These are companion volumes, of inestimable use in bibliographic aid to the student and the scholar.

DOCKSTADER, FREDERICK J. "The American Indian in Graduate Studies: A Bibliography of Theses and Dissertations. Compiled by an eminent scholar, this bibliography was published in 1957 by the Museum of the American Indian, Heye Foundation. Theses and dissertations present a wealth of untapped resources, and this bibliography is soon to be brought up to date.


ANTELL, WILL & LEE. "American Indians: An Annotated Bibliography of Selected Library Resources, 1970. Published by the University of Minnesota: Library Services Institute for Minnesota Indians, Prepared specifically for Minnesota elementary and high school use, annotations are descriptive and not critical. Contains a list of Minnesota Indian craftsmen, speakers, motion pictures, Indian organizations & services, slides and records. Some of the books, annotated as useful, are derogatory to Native Americans. However, the book is listed here as an example of what can be done, and should be done in Native communities and areas, with more critical care. Forty-one participants helped prepare this study.

BERRY, BREWTON. "The Education of American Indians: A Survey of the Literature." U.S. Government Printing Office, Washington, D.C., 1969. Printed for the use of the Special Subcommittee on Indian Education of the Committee on Labor and Public Welfare, U.S. Senate. This is probably one of the best bibliographies published on such a specialized subject, Indian or any other. It is an excellent job, 120 pages in length, and can still be obtained from the U.S. government.

FONTANA, BERNARD L. "The Indians of North America: Bibliographical Sources," 1970. Mimeographed, Arizona State Museum, University of Arizona, Tucson. Good guide to source materials. With the exception of a few listings, this is a very good guide. Two at least of these sources are: "American Indian Index," J. A. Huebner, Chicago, 1953-. This is worthless. A second is Bernard Klein's "Reference Encyclopedia of the American Indian," 1957, Chicago. This is less than worthless. Information in many cases is totally incorrect; addresses are wrong, and there is too much emphasis on nonIndian personalities. Altogether a very poor work.


The Smithsonian Institution, Washington, D.C., Bureau of American Ethnology, publishes bibliographies on various subjects, mimeographed, and these are valuable assets. Some are:


STURTEVANT, WILLIAM C. & WALLACE L. CHAFE. "Bibliography on Indian Languages and Language Families."


STURTEVANT, WILLIAM C. "Selected References on Federal Indian Policy and Administration," 1959.

A specialized bibliography has been prepared by the Eastern Illinois University, Charleston, Ill. 1970.

KELLER, CHARLES, JAMES MURRAY, & HAROLD FINN. "A Selected Bibliography of Materials Related to American Indian Education, Economics, and Deviant Behavior."

Other bibliographies are these:


This list is certainly not exhaustive. It merely gives the librarian an idea of what is available, and presents the possibility of making a good beginning in Library Acquisition.

Naturally, bibliographical materials existing in certain Handbooks, special studies, and scholarly books in general, will be of added assistance to the scholar and student.

NEEDED REFERENCE BOOKS

These books are needed in any reference library on the Native American. Again, the list is not exhaustive, but only a start in acquisition of books:

HODGE, FREDERICK W. (ed). "Handbook of American Indians North of Mexico." Published originally as #30 in the Bureau of American Ethnology studies, this 2-volume classic is now out of print, but can still be acquired through search facilities. The Handbook is currently being revised by the Smithsonian Institution, but the 29-volume work will not be available for some years. Although the "Hodge Handbook" is out of date in certain areas, it is still a valuable tool both for information and bibliography.

WAUCHOPE, ROBERT, (ed). "Handbook of Middle American Indians," 9 volumes published to date. Eleven volumes planned. Published by University of Texas Press, Austin.

SCHOOLCRAFT, HENRY R. "Historical and Statistical Information Respecting the History, Condition, and Prospects of the Indian Tribes of the United States." Collected and prepared under direction of the Bureau of Indian Affairs, 1947. Reprinted by AMS Reprints. Long out of print, this five volume work has now been reprinted by AMS, with an index (lacking in the original edition). The Reprint is better in type and mechanical work, than the original. Listed at $1,500, it is still worthwhile obtaining for any library, and all effort should be made to do so.


JOURNALS AND DIARIES of Spanish early visitors has been put together by the Quivira Society, Los Angeles. In English translation, here is a sampling of the books: "Expedition into New Mexico made by Antonio De Espejo, 1582-1583, as Revealed in the Journal of Diego Perez De Luxan, a Member of the Party," (volume 1). "History of New Mexico, by Gaspar Perez De Villagra Alcala, 1610," (volume 4). "The Indian Uprising in Lower California, 1734-1737, as Described by Father Sigismundo Taraval," (volume 2).

KAPPLER, CHARLES J. "Laws and Treaties." Volume 2 contains the Treaties. This very hard-to-get book is necessary for any Library on the Native Americans. Searching will only seldom produce a set of the books. However, AMS Press has stated it will produce a reprint of this important source.


LIMITED GENERAL LISTING

A listing of additional books is offered below, not necessarily in the order of their importance, but needed in order to make a beginning in Library Acquisition.


OWEN, ROGER C. and James J. F. Deetz, Anthony D. Fisher, "The American Indian, A Sourcebook," Macmillan, 1967. This is a collection of monographs and articles on the subjects such as, History & Evolution of American Indian Cultures, Ecology and Physical Types of the American Indians, Indian Languages of North America, Religion Among American Indians, the Eskimo, Northern Hunters, Basin-Plateau, California, and Southwest. Articles and monographs are dated from 1914 to 1963.


FOREMAN, GRANT. "Indian Removal," (Emigration of the Five Civilized Tribes.) University of Oklahoma, Norman.


BROWN, JOSEPH EPES. "The Sacred Pipe, Black Elk's Account of the Seven Rites of the Oglala Sioux." University of Oklahoma, Norman, 1953.


KING, JEFF, (narrator) "Where the Two Came to Their Father," Navajo war ceremonial, legends and paintings. Princeton Univ. Press, Bollingen Series 1, 1969. Excellent illustrations and text.


KING, JEFF, (narrator) "Where the Two Came to Their Father," Navajo war ceremonial, legends and paintings. Princeton Univ. Press, Bollingen Series 1, 1969. Excellent illustrations and text.


STANDS IN TIMBER, JOHN. "Cheyenne Memories," 1967, Yale University Press.


DUNN, DOROTHY. "American Indian Painting of the Southwest and Plains Areas," University of New Mexico, 1968.

This is a very slender, even a meager listing of books with which a library can be STARTED.

You should add the names of authors such as Franz Boas, Ruth Underhill, William Fenton, among many others which are REQUIRED reading and must be made available in your library.

Books are now being published by the Navajo Tribe, the Rough Rock Demonstration School, and other tribal entities. Send directly to the Tribal Councils for information.

The Indian Historian has an on-going Book Review department, which appears quarterly. This section should be watched and read, for recommended books. This journal also publishes bibliographies, according to subject area.

THE INDIAN HISTORIAN PRESS is now publishing books BY and about the Native Americans. Get yourself placed on the mailing list. A simple letter of request will do it.

The matter of physical SECURITY cannot be over-stressed here. There are some libraries, well started, and with a good fund of books already available. Most of these books are being lost through theft.

Again, if you don't want your work to go into the "useless" column, you must exert SECURITY, have a librarian on duty at all times, and don't allow yourself to be embarrassed because of insistence that the books must not leave the library.

At this time, a REFERENCE LIBRARY is the most desperate need of the Indian Studies Programs, the Universities, and the young Native student, who needs the books and source materials for his studies.

Two university groups (to our knowledge) at least, are now preparing a comprehensive bibliography of ALL MATERIALS published on the American Indian. This ambition may perhaps be realized in the next few years.

FOR CURRENT MATERIALS: The "Index to Literature on the Native Americans" will be published annually, starting with 1970 (publication date: September, 1971). Published by The Indian Historian Press, San Francisco.

Prepared by the Publications Editor of the American Indian Historical Society, an All-Indian honor society of scholars and traditional historians of the Tribes of America.

1451 Masonic Avenue, San Francisco, California, 94117 (415) 626-5235