single work on a number of distinct subjects, especially if the collective title does not suffi-
ciently describe them.

Notes: Add notes when necessary to explain
the title or to correct any misapprehension to
which it might lead.

Analytical Entries: Analytical entries may be
made, under author and title, for distinct parts
of works or collections, whether with or with-
out separate title pages.

Capitals: Initial capital letters are to be used
for names of persons, personifications, places
and bodies; for substitutes for proper names,
and for adjectives derived from these names;
and for the first word of the title of a book.
In all doubtful cases avoid the use of capitals.

CORRESPONDENCE.

(In the last issue we printed a letter from Mr. J. O. Wilson, A.L.A., of the General Assembly Library,
with regard to Mr. A. D. Cunningham’s article on New Zealand subject headings, printed in the
January issue of “New Zealand Libraries.” This month we print a letter from Miss Alice Woodhouse,
Reference Librarian of the Alexander Turnbull Library, together with Mr. Cunningham’s reply.)

Sir,—

Mr. Cunningham’s article on New Zealand
subject headings in the January number of
“New Zealand Libraries” makes some useful
suggestions for cataloguers of New Zealand
material, but the headings he gives for the
period subdivisions of New Zealand history do
not seem quite the most suitable. “Missionary
influence” extended beyond 1840, and many
settlement schemes were put into practice after
1850. The heading “colonization companies
and settlement schemes” in itself seems rather
too general. What readers usually want is the
history of some particular settlement or of a
certain province, and as these must therefore
have headings of their own, a reference can be
made from New Zealand History saying “See
also names of special settlements and sub-
division History under names of Provinces.”
The place for the Maori wars is also a question
on which there is likely to be a difference of
opinion. In the Turnbull Library catalogue
they are made a subdivision under Maoris—
“Maoris—Wars” with a cross-reference from
New Zealand—History.
The history of New Zealand falls so natur-
ally into certain periods that it is surely better
to use the names and dates of these periods as
subdivisions of History, and also, if desired, of
Description and travel. The list would be
something as follows:

Early period, 1642-1839.
Crown colony period, 1840-1852.
Provincial government period, 1853-
1876.
General government period (colony),
1877-1907.
General government period (Dominion),
1907.

Yours faithfully,

ALICE WOODHOUSE.

Sir,—

May I be permitted through your columns to
thank Miss Woodhouse and Mr. Wilson for
their helpful criticisms of the article “New
Zealand Subject Headings.” Both Miss Wood-
house and Mr. Wilson have brought forward
some very useful suggestions and corrected me
on several points regarding the suggested sub-
divisions of New Zealand history, for which I
am grateful. Being a comparatively recent
“importation” to New Zealand, I have to plead
guilty of not being quite as conversant with the
various phases of New Zealand history as I
might be!

I should like if I may to deal with the
points brought forward by Miss Woodhouse
and Mr. Wilson seriatim.

In regard to the subdivision “Period of mis-
sionary influence,” Mr. Wilson says that he
does not think that this is necessary. I am not
entirely in agreement. As, although I am not
aware of any work that has been published
so far, which is limited to this particular aspect
of New Zealand history, I do not feel certain
that such a work might not be published in the
future. While it may be contended that a work
of this description would be entered under the
heading “Missions—New Zealand,” I think
that, if the influence of the missionaries on the
history of the period was in any way empha-
sized, an additional entry under New Zealand
—History—Period of Missionary influence, or
some other such subdivision of New Zealand
history would be justified. Miss Woodhouse
points out that the period of missionary influ-
ence extended to 1850; therefore the subdivi-
sion should read: New Zealand—History—
Period of Missionary influence, 1814-1850.

Both Miss Woodhouse and Mr. Wilson agree
that the subdivision “Colonial companies and
settlement schemes” is unnecessary and suggest
that a reference is all that is required, but I am still of the opinion that, if a general treatise of early colonial schemes were published, an entry under New Zealand—History—Colonization companies and settlement schemes would be helpful. Miss Woodhouse prefers to refer to particular schemes, but this would not hold good in the case of a work covering a number of schemes unless the book was entered separately under each scheme mentioned. I would prefer to reverse the process and refer from individual schemes to general treatises (e.g., New Zealand company (second), 1837-1850. See also New Zealand—History—Colonization companies and settlement schemes.) While references from the specific to the general are not encouraged as a rule, in many cases this method is justified if it is wished to reduce the number of entries for the same work.

I am entirely in agreement with Miss Woodhouse in preferring the heading “Maoris—Wars” to “New Zealand—History—Maori Wars,” and the first is the heading used in the Auckland Public Library. I gave preference to the second heading because I thought (probably erroneously) that it would be more acceptable to small libraries, but I am of the opinion that, if a library has other material on the Maoris, it is better to enter all material on the Maoris together. The fact that the General Assembly Library prefers to put material on the Maori Wars under New Zealand history shows that there is a divergence of opinion in that respect. It is, of course, permissible to enter a work under both headings, but in my opinion inadvisable, the reference from one to the other being sufficient. I am obliged to Mr. Wilson for pointing out that the dates should be “1843-1872.” The subdivision should therefore: Maori Wars, 1843-1872, or as I prefer it the heading should be Maoris—Wars—1843-1872.

Taking advantage of Miss Woodhouse’s and Mr. Wilson’s criticisms as far as I am able, I suggest that the undernoted subdivisions (with references) be substituted for those given in “New Zealand Libraries” in January:

New Zealand—History—to 1840.

—Period of missionary influence, 1814-1850.
See also Missions—New Zealand.

—Colonization companies and settlement schemes, 1822-1850.
See also names of individual colonization companies and settlement schemes (e.g., New Zealand company (second), 1837-1853).

—Crown colony period, 1840-1853.
—Period of Provincial government, 1853-1876.
—Maori Wars. See Maoris—Wars—1843-1872.
—1876-1907.
—20th century.

I should like finally to point out that the list of subdivisions in “New Zealand Libraries” was only intended as tentative, and not as a list of subdivisions requiring no adjustment. As mentioned earlier, my knowledge of New Zealand history is as yet scanty, and I had no intention of being didactic in that respect.

I am,

Yours faithfully,

A. D. CUNNINGHAM.

LIBRARY EQUIPMENT.

By C. W. Collins, M.A., A.B.L.S., F.L.A.

I have been asked to write a brief article on library equipment. Since the subject is so wide, I shall comment on only a few points, which are likely to concern small as well as large libraries. If there is any demand, I may be permitted to treat other items of library equipment later. There are tricky points to watch, for example, concerning shelves and fittings, book-trucks, display stands, catalogue cabinets and lighting fixtures, not to mention book-stacks and other special equipment which is not yet known in New Zealand outside one or two larger libraries.

DATE STAMPS.

Many libraries, large as well as small, allow the “Date due” slips inside the covers of books to look very untidy. Clumsy band daters are used, and the impressions are scattered over two columns and twice as many horizontal lines as necessary. Often they have to be done twice, as the first attempt is upside down. In my opinion such slovenliness is a very bad advertisement as well as being wasteful. The staff, often comprising voluntary workers, cannot be fully blamed, if the usual type of date-stamp is used, as even the smallest size is awkward. But