The Compilation of *A Bibliography of Canadiana: Second Supplement*

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A Bibliography of Canadiana, published in 1934, and its *First Supplement*, published in 1959, describe the rich Canadiana holdings of the Toronto Public Library which had been acquired since the formation of the Mechanics' Institute in 1834 and the founding of the Library in 1884. Since 1959 librarians, researchers, booksellers, and users of our collection frequently have requested a new supplement which would bring bibliographical access up-to-date. Unfortunately we had neither the staff time nor the money for such a project. In 1983 several factors allowed us to look at the possibility again. The Canadian Studies Research Tools Program of the Social Sciences and Humanities Research Council of Canada provided a means of funding the work. The major undertaking of the 1970s, the move of the collection to a new building, had been accomplished and although public usage had increased over 300 percent, we had learned to cope with the workload. An increase in the budget for part-time staff meant that some staff time could be released from normal day-to-day operations.

In 1983 the Canadian History Department of the Metropolitan Toronto Library, the institution that had assumed responsibility for the reference collections of the Toronto Public Library system, submitted a grant proposal to the Social Sciences and Humanities Research Council for compilation and publication of a *Second Supplement to A Bibliography of Canadiana*. The original proposal called for a multi-volume work of approximately 3,500 titles, covering the period 1511 to 1867, to be produced over a three-year period. We were offered a reduced grant on the condition that we prepare and publish, in one year, a bibliography of one-third of the total, approximately 1,100 titles. Once that was accomplished we could request further aid to complete the *Second Supplement*. We accepted the grant with those conditions and changed our original proposal, choosing to publish a volume to cover the period 1801-1849, a discrete unit of 1,121 titles. In 1984, based on progress reports and samples, we received funding for

This paper was given at the 41st Annual Meeting of the Bibliographical Society of Canada at Quebec City on 18 June 1986.

another two volumes; in the fall of 1986 we published Volume 3 of the *Second Supplement* covering the period 1850-1867 and describing 1,615 titles, and in the summer of 1987 we will publish Volume 1 for the years 1511-1800 with approximately 400 titles. In 1985 we received a further grant to produce a cumulative index for all three volumes of the *Second Supplement* at the end of publication.

In this paper I will describe briefly the compilation of Staton and Tremaine's *A Bibliography of Canadiana*, how that volume affected work on our publication, and the methods used in the production and dissemination of the *Second Supplement*. This will lead to a discussion of the use of computers in bibliographical description and the ways in which such use may affect the future of bibliography.

There are no papers in the Metropolitan Toronto Library archives giving any information about the compilation of the first *Bibliography* except that occasionally the annual reports and monthly board reports have short references to progress being made. The information for this paper was prepared with the help of Florence Murray and Alma Page, two librarians who worked on the *Bibliography*. The idea for a printed catalogue of the Canadiana holdings of the Toronto Public Library, first mentioned in the annual report for 1934, came from Dr. George Locke, the second Chief Librarian of the system, who had a strong interest in Canadian history and a desire to use to advantage the experience and knowledge of his staff. Frances Staton, the head of the Reference Department, who had joined the library in 1889, was due to retire soon.¹ She knew the collections well, as she had bought many of the books, and she had assembled a tentative list, mainly on hand-written cards, of valuable Canadiana in the Treasure Room. She also knew where most of the material, mainly uncatalogued, was tucked away in the stacks. Marie Tremaine, who had been hired by Dr. Locke in 1927, had recently returned from a year of bibliographic study at the University of London.

When the project began, in December, 1933, much of the Canadiana held by the Library was not catalogued or only partially catalogued. Library staff were assigned in two-hour shifts to search systematically through the Cataloguing Department's stock list to find items. Frances Staton and Marie Tremaine set up the criteria for description of the items to be included in the *Bibliography*. It was to include books about Canada prior to Confederation, regardless of place or date of publication, and works on any subject printed in Canada prior to 1841. Miss Tremaine trained the librarians in the Reference Department to transcribe title-pages on to the librarian's ubiquitous 3 x 5 card; staff often worked on the project at the reference desk when they were not busy. Notes were a joint project of the staff of the Reference Department; Miss Tremaine worked on historical

and bibliographical notes in co-operation with anyone she could find willing to help. Letters were written to historians and libraries requesting information and verification, and the staff did not hesitate to ask for help from the historians and collectors who were regular users of the collections.

The books were then catalogued by the Cataloguing Department, with one librarian assigned full-time for the task and others assisting when needed. Establishment of authorities was done by the Cataloguing Department, as was the physical description – pagination, illustrations, format, size, binding, and determination of imperfect copies. Anomalies of the *Bibliography* can probably be explained by this system: the cataloguer was a librarian, but not a bibliographer. Those familiar with the *Bibliography* may have some reservations about determination of format. I certainly have about binding; our copy of Denys' *Description géographique et historique des costes de l'Amérique Septentrionale*, for example, bought at the auction of the Gerald Hart collection in Boston in 1890, is described as being in a binding of olive morocco signed by Vogel; it is in fact in yellow brown polished calf. Colour can change over the years; binding materials do not. The final checking of all slips was done by Marie Tremaine, and she and Dr. Locke were responsible for the physical appearance and layout of the volume. The *Bibliography* was published in September, 1935. We believe that 500 copies were printed. The pre-publication price was \$4.00, and on publication, \$5.00. Based on a comparison of the salaries of librarians then and today, admittedly a rough indication, it was twice as expensive as our Volume 2, published in 1985 at \$50.00.

According to Fredson Bowers' definition² our *Supplement* is not a bibliography at all; it is rather a bibliographical or descriptive catalogue. We have not attempted to describe 'ideal copy,' but rather, we have described the copy held by our library to the extent that the description will be of some assistance in identification of issues and editions. Most of the basic decisions arrived at in the planning process for the *Second Supplement* were determined for us by the nature of the work. We were producing a supplement; we therefore wanted it to resemble the first two volumes as closely as possible. However since we were using a computer we decided to take full advantage of its capabilities to create much fuller indexes.

We started with a detailed analysis of the first *Bibliography*: on what principles was it based? how were entries handled? how were annual reports treated? what was the choice and form of entry? how were illustrations described? We then looked at the physical make-up of the book: how were the entries arranged on the page? what information was included? what excluded? We discovered that the principles followed were not always consistent, probably because of the number of people who were

involved in the project. One formidable standard set was the quality of the work; it is very hard to find a mistake in the *Bibliography*, in spite of the scarcity of research tools and finding aids available in the 1930s.

We decided to arrange all titles by imprint date, a departure from the organization of the previous volumes, in which a book was often listed according to the date at which its contents were seen to be most significant. Title-page transcription followed Miss Tremaine's guidelines: no indication of the arrangement of lines, rules, type-faces, or size was given, but the presence of upper and lower case letters was noted. We wished to be consistent with her guidelines, but were also ruled by practical considerations: our computer program would allow up to nine changes of type font on a page but laser-printing would not allow for a change of type font or type size within a line. Reference numbers were assigned to continue the numbering of the previous volumes. For bibliographical rules our basic texts were Bowers and Gaskell,³ but because we were producing a bibliographical catalogue, many decisions had to be based on cataloguing practice. Within imprint date all entries were arranged alphabetically by author, or if no author were present, by title. We did not use AA2⁴ for several reasons: we wanted the fullest form of name possible for personal authors, which AA2 does not permit; rules for corporate bodies would not allow us to assign the majority of our entries to the body responsible for them; as well, there are problems with entries for laws and pseudonymous works.

The decision on what constituted a title-page was based on Miss Tremaine's practice, but we also found ISBD(A)⁵ useful. If the book did not have a title-page or cover title, we used the caption title; if the caption title could not be construed as a title, we used the docket title, if one were present. In rare cases we supplied a title in square brackets. As this last instance was a marked difference from the practices followed previously, we differentiated the entries by an asterisk added to the reference number to show that the description was based on different principles from the rest of the text. In such cases, the contents note always gave the opening lines of the text.

Imprint dates were always given, even if they were followed by a question mark. To assign dates, we relied on internal evidence, bibliographies, city directories, or printers' indexes where they were available. We decided to give detailed collations, but did not include a signature count as this is hard to determine from only one copy. As well, many of our books have been rebound. Because printing practices changed during the period covered by the bibliography and the broad range of countries represented were at different stages of development in printing history, it was often difficult to determine the format. Where possible it was given, but if we

Coding - DSRARE1			
Name of Field	Tag	Subfield Tag	Subfield Name
Dewey #	D080	D082 D083	Dewey number Cutter number
Personal author main entry	A100	A101 A102 A103 A104 A105 A106	Author's name Author's numeration Author's title Author's dates Author's relator Author's misc. info
Corporate author main entry	A110	A111 A112 A115 A116	Name Sub-unit Relator Misc. info
Meetings and conferences main entry	A120	A121 A122 A123 A124 A125 A126	Conference name Number Place Date Sub-unit Misc. info
Uniform title main entry	A130	A134 A135 A133 A132 A137 A131 A136	Non-filing char. Name Part of work Language Version Date Misc. info.
Title	T240	T244 T245 T246 T250	Non-filing char. Main title Subtitle Remainder of title

Illustration 1: The first page of the coding for one of the data bases, giving the name of the field with its numerical tag and illustrating how the field is divided into subfields.

were in doubt, we left it out. The page size was always given.

The provision of a contents note field in the *Second Supplement* was another departure from the previous *Bibliography* and *First Supplement*. It was, in effect, an extension of the pagination statement and gave a complete accounting of the book from the first to the last page – all the sheets that went through the press. One of the marvels of the first *Bibliography* is the notes area. The notes are superb, the result of long hours of work by the staff of the Reference Department. Time constraints meant that we could not be as comprehensive in the *Second Supplement*, but we hoped that the contents note would give some indication of the content of the work, and where and when possible we added bibliographical and historical notes. A list of bibliographies checked was added to each title; a minimum of ten were checked for every book. A copy-specific note field was added to give page size, binding materials, colour of paper or cloth, major distinguishing marks, and provenance.

Because of the capabilities of the system used to prepare the *Second Supplement*, we were able to provide extensive indexes both in the printed form and on-line. The staff of the department suggested the eight indexes chosen based on use of the collection over the past twenty-five years. They included names of all those associated with the book, that is, all authors, editors, compilers, artists, engravers; titles; place of publication; printers and publishers; subjects, including genres such as directories, almanacs, textbooks; maps and plans; and illustrations.

We began work by examining the new titles which had been added to the collection since 1959. In 1960 the structure of the Toronto Public Library's Central Library had changed from a division by function, i.e. reference and cataloguing, to division by subject department. The Canadian History and Manuscripts Section was formed to contain all books printed in Canada, about Canada, or by Canadians, prior to Confederation. All titles listed in the *Bibliography* and the *First Supplement* printed prior to Confederation, were transferred to the new department. In the late 1960s the department decided to document all new acquisitions to the collection. This new acquisitions file was composed of copies of the author or title card arranged by imprint date; all newly catalogued material from about 1968 was included. After considerable effort to ensure that all titles acquired from 1959 to 1968 had been added, the file formed the basis for the *Second Supplement*.

Working from this file I examined each title to see if it met the criteria for inclusion.⁶ The cards for items to be included were then photocopied on blue paper stock. The other compiler of the *Supplement*, Karen Evans, working twenty-four hours a week, was responsible for retrieving the items using the blue cards and transcribing the bibliographical description

on to a pre-coded data entry sheet. I then proofread her work and searched bibliographies looking for anomalies, information about the title, and other editions. I also examined contemporary reviews and historical treatises on the subject. A record of all bibliographies checked was kept on the blue cards; the notes were written on the coding sheet. These sheets were entered into the data-base by a part-time data inputter at the rate of approximately thirty per week. The blue cards were filed into the new acquisitions drawers and the white cards pulled, thus enabling us to keep track of what had been transcribed. As the coding sheets were input in random order, and sorted later, entry could be undertaken up to the last minute before publication.

The decision to use a computer was based on practical considerations: a condition of the grant was that we produce a printed bibliography of 1,100 titles within a year; the only way to cope was to use modern technology. We were fortunate that the Metropolitan Toronto Library had just installed MINISIS, an acronym for Mini-Computer Based Integrated Set of Information Systems. This is a computer-based information management system developed by the International Development Research Centre for library applications. Several requirements must be met when a system is being examined for use in bibliographic applications: it must provide for fields of data of variable length within a record and within the data base; it must allow some fields to repeat many times, and on other occasions, not to be present at all, and also permit some fields to be grouped together, and these group fields to repeat. MINISIS was designed with a flexible approach to structure allowing users to define and build data bases without any knowledge of computer programming. The system permits variable length and repeatable fields with subfields: each record can contain up to 256 unique fields, each group field can have up to 9 subfields, and repeatable fields may repeat up to 200 times. A data base can contain any number of files of related information, and at any one time, up to 16 of these can be joined to a maximum of 32,000 characters. In essence, it could do practically everything we asked of it. The library wanted to use the system to manipulate bibliographical data and produce special materials catalogues – precisely our purpose.

Rule number one in systems is do not become the guinea pig in testing a new system if you wish to retain your sanity. We were the test project for the library because our requirements were so much more complicated than the norm. We quickly learned the idiosyncrasies of the software but we had to overcome many setbacks and problems. We went through three versions of the software, each a more sophisticated improvement on the previous version, but each having its own set of 'bugs' usually only discoverable in the final printed product. I constantly tested small files for quirks. Our


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ENTER DB NAME OR EXIT - dsrare2
NAME OF PRINT FORMAT FILE - spmain.canhis
FILE EXISTS...DELETE? -
CHANGE PAGE LEVEL SPECIFICATIONS? - y
COLUMN FORMATTING (Y/N) - N :
PRINTING MODE (default 1) - 1 :
LINES PER PAGE (default 59) - 62 :
CHARACTERS PER LINE (default 80) - 83 :
DEFAULT SPACING (default 1) - 1 :
SPACING BETWEEN RECORDS (default 1) - 0 :
MAXIMUM NUMBER OF RECORDS/PAGE (default 32766) - 32766 :
LEFT MARGIN (default 1) - 1 :
MAXIMUM NUMBER OF LINES/RECORD (default 0) - 0 :
SPLIT RECORD BETWEEN PAGES (Y/N) - Y :
PRINT AFTER LAST RECORD (Y/N) - N :
STARTING PAGE NUMBER (default 1) - 1 :
NUMBER OF HEADING LINES (default 0) - 0 :
CHANGE RECORD LEVEL SPECIFICATIONS? - y
TYPE 'HELP' FOR VALID COMMANDS

INPUT COMMAND - s
  1 T267  2 L060  3 Y020  4 Y030  5 Y040  6 Y050  7 Y060
  8 L1TL  9 Y070 10 T246 11 T250 12 T264 13 T261 14 T263
15 T301 16 T302 17 T303 18 N500 19 N520 20 N540 21 N550
22 N530
INPUT COMMAND -
INPUT COMMAND - 1 t267
PRINT BY GROUP (Y/N) - N
ALTERNATIVE -
CHECKED FIELD ID -
EQUAL SUPPRESSION ON CHECKED FIELD (Y/N) - N
DISPLAY WHILE FIND CHECKED FIELD (Y/N) - N
STARTING COLUMN (default -1) - -1
ENDING COLUMN (default 0) - 0
FIRST LINE INDENTATION (default 0) - 32
SUBSEQUENT LINE INDENTATION (default 0) - 0
MAXIMUM NUMBER OF CHARACTERS (default 32766) - 32766
DISPLACEMENT INTO THE FIELD (default 0) - 0
NUMBER OF SPACES TO RIGHT (default 1) - 1
NUMBER OF LINES BEFORE (default 0) - 3
NUMBER OF LINES AFTER (default 0) - 1
CONDITIONAL DISPLAY (Y/N) - Y
PAGE EJECTION (Y/N) - N
EQUAL SUPPRESSION (Y/N) - Y
PRINT AT TOP OF PAGE ONLY (Y/N) - N
RIGHT JUSTIFICATION (Y/N) - N
FUNCTION CODE OF USER EXIT (default 0) - 0
LITERAL 1 - *4*
LITERAL1 CONDITIONAL (Y/N) - N
LITERAL1 POST (Y/N) - N
LITERAL1 REPEATABLE (Y/N) - N
LITERAL1 SUPPRESSION (Y/N) - N
INPUT COMMAND -

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Illustration 3: The sort program for the bibliographic entries in the catalogue.

last major problem in Volume 2 was solved three days before we ran the final print copy.

Briefly, the procedures we followed to produce the final printed volume are as follows. When individual entries in the 1934 *Bibliography* had been analyzed as to the elements in each entry and how the elements were arranged within the entry and on the page, they were identified into 101 fields and subfields. Each of these had a separate mnemonic and numerical code. (See Illustration 1.) Once all the elements were identified and coded they were arranged in a data-base design which listed field name, mnemonic and numerical tag and indicated how the field was linked to other data bases. (See Illustration 2.) Field lengths were also determined. Decisions on field length changed several times during compilation of Volume 2, especially in the notes area, as some multi-volume sets demanded lengthier contents notes. In some cases we set up new data bases to handle the lengths needed. The contents notes, for instance, is in two data bases for a total field length of 6,000 characters. The final structure consisted of one authority data base and five bibliographical data bases strung together. Each bibliographical data base holds a maximum of 4,096 characters or bytes, so the maximum record length is about 20,000 characters. We will probably have to add at least one more data base for Volume 1 (pre-1800 titles) as we shall probably have to expand the title field. The next version of MINISIS, which will apparently allow 32,000 characters in a single data base, unfortunately will not be available in time to be used in our project.

After the data base design was set up, we designed a coding sheet; for Volume 2 of the *Supplement* it was four pages long; for Volume 1 it was expanded to six pages. Since entry into the data base worked on prompt commands, the worksheet was designed to reflect the prompts. Because the system used mnemonics as well as tags, the transcriber and the data inputter did not have to be trained in coding; the former filled in the blanks and the latter answered the questions put forward on the screen. About thirty records were input every week. At the end of each week we printed out an edit list which was proofread against the coding sheet. The errors were corrected by the inputter and I proofread again directly on the terminal.

This system was working more or less smoothly by early 1984, three months into the project. The data base design was complete, worksheets were printed, and the information was being input into the computer. We then had to set up the programs to pull the information out of the computer into certain specified products. One hundred and six files, basically composed of machine and user programs, were used in the compilation, editing, and production of the *Bibliography*. Twenty-nine of those programs produced the actual printed volume.

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/t srtmain.canhis;l all
FILE UNNUMBERED
1  KEY=DATE OF PUBL.,LENGTH=4
2  FIELD=T267,STRIP=S4
3  END
4  KEY=MAIN ENTRY,LENGTH=200,EXIT=FILING:PREPROCESS,KEEP=YES
5  FIELD=A101,STRIP=S4
6  ALTERNATIVE=A111,STRIP=S4
7  ALTERNATIVE=A121,STRIP=S4
8  ALTERNATIVE=A135,STRIP=S4
9  ALTERNATIVE=T243,STRIP=S4
10 ALTERNATIVE=T245,STRIP=S4
11 END
12 DATAFIELD=OTHER ENTRY 1,LENGTH=40
13 FIELD=A102,STRIP=S4
14 END
15 DATAFIELD=OTHER ENTRY 2,LENGTH=100
16 FIELD=A103,STRIP=S4
17 END
18 KEY=SECONDARY ENTRY,LENGTH=250
19 FIELD=A104,STRIP=S4
20 ALTERNATIVE=A112,STRIP=S4
21 ALTERNATIVE=A122,STRIP=S4
22 ALTERNATIVE=A136,STRIP=S4
23 END
24 DATAFIELD=OTHER ENTRY 3,LENGTH=100
25 FIELD=A105,STRIP=S4
26 ALTERNATIVE=A115,STRIP=S4
27 END
28 KEY=TITLE,LENGTH=200,EXIT=FILING:PREPROCESS,KEEP=YES
29 FIELD=T245,STRIP=S4
30 ALTERNATIVE=T243,STRIP=S4
31 END
32 KEY=SUBTITLE,LENGTH=50
33 FIELD=T246,STRIP=S4
34 END

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Illustration 4: The print program for the bibliographic entries in the catalogue.

We first set up the sort program to sort the information on the worksheets in proper order. (See Illustration 3.) MINISIS allows a maximum of five sort keys and for this type of catalogue this is the minimum needed. The first sort key chosen was the date of publication; the second was the first element of the main entry – personal name, corporate or geographic name, conference name, uniform title, or title if there were no author. The third sort key was the second element of the main entry – dates, or secondary corporate, geographic, or conference name. The fourth sort key was the title; the fifth, the subtitle. Six sort keys would have been ideal as I would have liked to sort on edition statement for those rare occasions when two editions of a work are published in the same year. In this case the titles were filed in the order in which they were entered. I discovered this, needless to say, after the fact, and had to delete two very long records and re-input them in edition order.

The sort program defines the print program. (See Illustration 4.) The print program lists page specifications, number of lines to a page, characters to a line, space between entries, etc., and it arranges the fields on the page. Each section of the *Bibliography* – the main body and the eight indexes – has its own sort and print program.

Once all the programs were set up and working and the last entry input, at the end of February, 1985, I sorted the entire data base into the proper order and assigned reference numbers following the numerical arrangement of the previous two bibliographies. The sort and print programs were run, the files produced were run through a laser-filter program to convert diacritics and assign type fonts and these were packed onto a computer tape. The tape was mounted onto a laser printing computer which produced a single copy of the text. This was reduced by ten percent, and plates were produced which were used to print the volume.

One of the prime motivating factors for using laser printing was cost: for a printed page that closely resembles the look of a type-set page the cost, for the *Bibliography*, was about ten cents a page. Several years ago the library used photo-composition for some of its catalogues and for a page with much less text the cost then was about \$5.50 a page. Cheaper photo-composition software is now available but this does not support all diacritics. The library prints catalogues in twenty languages and had spent three months developing the laser-print program. Our project was the economic beneficiary of the work that had already been done. The technology of laser printing still requires much work to overcome a variety of frustrating problems. Changes of font are allowed on a page, but change in font within a line is not possible. Lines may be justified either on the right or the left, but not both.⁷ Not all characters are programmed; at present we have the extended ASCII 256 character set, which allows, for example, only five

Greek characters. We have not been able to block the text, with the result that a single line of type sometimes appears at the bottom or top of a page. The print format as set up by our computer printing company does not have proportional spacing: an 'i' for instance, contains fewer dots than an 'm.' This results in a ragged edge in our indexes, even though they are programmed justified to the right.

The *Bibliography* as a printed volume is a fixed entity, but it is only one product of an on-line bibliographic data base. MINISIS has a sophisticated query function which can search on all fields and combination of fields. The Library has bought its own HP 3000 computer and a terminal will be located in the Canadian History Department, hard-wired into the computer. Soon we will be able to conduct search queries for researchers, and with increased storage capacity we will be able to add more fast-access files. At the moment key word searches can be done on authors, subjects, and titles; free text or word string searches can be done on all other fields, including notes.

As bibliographers, librarians, booksellers, collectors, and researchers, we cannot remain ignorant of the computer; it raises issues which we must all address eventually. It will affect not only how we print our tools but also the nature of the work that is to be done. Because the printed volume is the product of a fluid technology, we have to question the exact nature of a bibliographical reference. As mistakes are found and corrections made to our *Bibliography*, the text in the volume will remain the same but the information on which the text is based will have changed. As time goes on the *Bibliography* will exist in two states (non-bibliographically speaking): one fixed, one fluid.

The use of computers and laser printers is also expanding the role of the bibliographer. In effect, he or she can be the sole arbiter for the entire production process, not only transcribing the title and conducting historical research, but also inputting the information, programming the final product, and designing the layout and the physical appearance of the volume. And with laser printers becoming relatively inexpensive, the bibliographer can become the printer as well. At the Metropolitan Toronto Library we have established a cottage industry composed of a small number of people assisted by technology. Soon we are all going to become familiar with the term 'desk-top publishing.'

The opportunities computers afford us are many. Printed bibliographies are fixed entities and the information they contain can only be located according to the approaches offered by the bibliographer. In an on-line environment the searcher can become, in effect, a bibliographer; he can construct his own search strategy and arrange the up-to-date information present for his own purposes. Powerful indexing capabilities will save

years of searching and filing. The Bibliothèque nationale du Québec's recently published *Catalogue des impressions québécoises* illustrates how on-line data bases provide opportunities for statistical analysis which would have proved almost impossible several years ago. The ESTC is a massive undertaking that could only be accomplished with the use of computers.

With *A Bibliography of Canadiana: Second Supplement* we have taken some small steps in using the computer as a tool for indexing and printing bibliographical information. We look forward to forthcoming volumes and future projects as an opportunity to expand access to, and knowledge of, our collections.

NOTES

- 1 Frances Staton actually retired in 1940 after forty-eight years of service.
- 2 Fredson Bowers, *Principles of Bibliographical Description* (New York: Russell & Russell, 1962), p. 4.
- 3 Bowers, *Principles* and Philip Gaskell, *A New Introduction to Bibliography* (New York: Oxford University Press, 1972).
- 4 *Anglo American Cataloguing Rules*, 2d ed. (Chicago and Ottawa: American Library Association and Canadian Library Association, 1978).
- 5 International Federation of Library Associations and Institutions Working Group on the International Standard Bibliographic Description for Older Monographic Publications (Antiquarian), *ISBD(A): International Standard Bibliographic Description for Older Monographic Publications (Antiquarian)* (London: IFLA International Office for UBC, 1980).
- 6 As is common with many special collections, we have material that does not fall within our collections policy. These titles had been included in the new acquisitions file.
- 7 This is purely a function of time and money; our systems analyst estimated that he could program the capability in ten working days.

Illustrations are courtesy of the Metropolitan Toronto Reference Library.