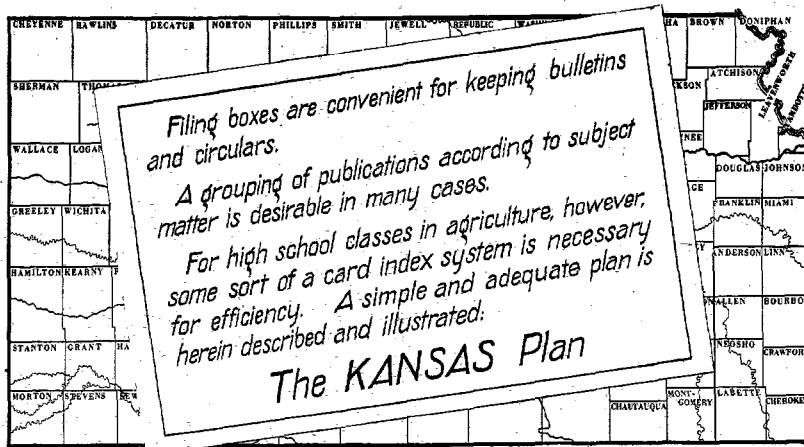


AGRICULTURAL EXPERIMENT STATION

KANSAS STATE AGRICULTURAL COLLEGE
MANHATTAN, KANSAS



FILING AGRICULTURAL BULLETINS AND CIRCULARS

HUGH DURHAM

Agricultural bulletins and circulars issued by various agencies of agricultural investigation, extension, or statistics, may be of permanent value to farmers or those in any agricultural position. But to be of large value they must not only be readily accessible, but be accessible for a long period of time. This requires that some adequate (though it may be simple) system be adopted and faithfully followed in their handling and use.

Examples are common in homes of every community and in schools all over the country of the misuse and waste of these publications. In fact in the small schools their average life is but a few years. This is unfortunate as well as wasteful, as many of these publications are issued in such limited numbers that they are no longer available for distribution five years after being issued. A few publications have only a temporary value, but in many cases the publications issued in 1920 will be quite as valuable in 1950 as they are today. If they are good today they are worth keeping for ready reference.

BULLETIN FILING BOXES

Three-inch filing boxes provide an economical and convenient way of keeping these publications. From several types of these boxes which may be made, or purchased from supply houses, two types (fig. 1, A and C) are recommended as being well adapted to the use of the farmer or teacher of high school agriculture.

The first type (fig. 1, A) should be used wherever bulletins and circulars must be stored on an open shelf. This box is open on one side only and as it stands on the shelf this open side is placed against the wall. The usual outside dimensions of such a box are: Height, $10\frac{1}{2}$ inches; width, 7 inches; thickness, 3 inches. The top and bottom consist of strips of wood (preferably bass wood) about $\frac{3}{8}$ of an inch thick. The sides and front are of heavy binders' board and the two edges are finished with binding tape.

The type of filing box illustrated by C, figure 1, is more attractive and convenient than A. It is open at the top only, having the front side somewhat lower than the back for convenience. Where filing boxes may be kept in a sectional bookcase, or a place similarly protected from the dust, this type of box should be used. The outside dimensions of the one illustrated (fig. 1, C) are as follows: Height, 9 inches; width, 7 inches; thickness, 3 inches. The front of the box is 5 inches high, the sloping top starting from this point and ending at a point 2 inches from the back of the box. The sides are of substantial, heavy binders' board, the front, bottom, and back being made from a strip of bass wood about 3 inches wide and $\frac{3}{8}$ of an inch thick. Brads of the proper size are used in sufficient numbers to make the box strong and durable. Such a box may be further finished and trimmed. Only essentials are given herein.

It should not be difficult to have uniform and satisfactory filing boxes made in any farm, manual training, or school shop.

METHODS OF FILING PUBLICATIONS

Two common methods of filing small collections of agricultural bulletins and circulars are in use by farmers, professional men, organizations, and classes studying agriculture. (1) Grouping the publications together according to subject matter in a few or many groups and placing each group in a box or in

boxes by themselves. (2) Some sort of a card index system.

The remainder of this circular is devoted to a discussion of these two methods of filing agricultural publications. It is the purpose to adapt them to the needs of the farmer, standard rural school, county agent or other agriculturist, and high school classes in agriculture. No reference is made to methods successfully used in large libraries.

CLASSIFICATION OF PUBLICATIONS BY SUBJECTS

The simplest adequate way for a farmer to care for available publications of value to him in his life and business, is to group them by subjects and properly protect them in labeled filing boxes. For the ordinary farmer possibly four groups are sufficient. They might be grouped under the following subjects and put in boxes so labeled: (1) Plant Industries; (2) Animal Industries; (3) Agricultural Economics; (4) Farm Homes. Four filing boxes, such as heretofore described, would take care of 125 to 175 publications. Such a plan would be acceptable also for a rural school.

In many cases there may be justification in extending this classification and using it for larger numbers of publications. Properly extended it may provide for a few hundred publications before becoming unwieldy. It is adapted to places where the publications grouped will be cared for and used by but a small number of individuals. The following subjects and labels for the filing boxes are suggested: (1) Field Crops; (2) Soils; (3) Insects and Plant Diseases; (4) Animal Husbandry; (5) Dairy Husbandry; (6) Poultry Husbandry; (7) Feeding Farm Animals; (8) Horticulture and Forestry; (9) Agricultural Economics; (10) Agricultural Engineering; (11) Rural Life; (12) Agriculture (General).

This classification is only suggestive and may be modified to meet the needs of the individual or groups whom the publications serve. Some of the subjects may require two or three filing boxes for their proper protection. The plan becomes cumbersome, however, where several hundred publications are collected or where it is necessary or desirable for many individuals to use them frequently. It is inadequate to meet the needs of high schools. The disadvantages for high school use are as follows: (1) Waste of time in searching for desired information. (2) Waste of publications by unnecessary wear

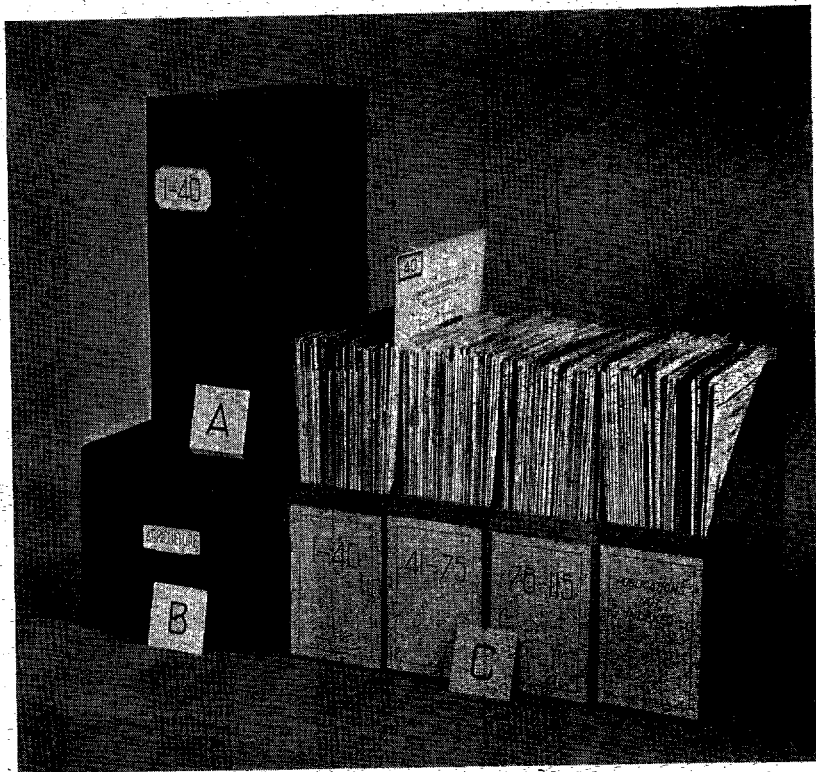


Fig. 1.—A collection of agricultural bulletins and circulars indexed and filed by "The Kansas Plan." A, Extra sample filing box—a good type of box for keeping bulletins on an open shelf. B, Single drawer card index cabinet. C, The publications as they appear when filed in open-top filing boxes. These boxes are easily made, convenient, and satisfactory for any closed bookcase

and tear. (3) Publications being commonly unlabeled and unrecorded are frequently taken from their boxes and never returned. (4) The boxes overflow and the publications become mixed, thus adding confusion to the plan and practically breaking down the system. The remedy is the adoption and faithful use of a simple card index system.

THE CARD INDEX SYSTEM

The system herein proposed is largely a modification of various systems already in use. It varies from most of them in being simpler. The essentials of this system, designated as "The Kansas Plan," are as follows:

1. A definite and simple outline of the material to be indexed.
2. A series of guide cards covering all subjects in the outline.
3. Index cards for the listing of all publications in the collection.
4. card index tray or cabinet to hold the guide and index cards.
5. Bulletin filing boxes sufficient to hold the publications indexed.
6. Gummed labels both for the publications and the filing boxes.
7. A rubber stamp and inking pad that the ownership of each publication in the collection may be properly indicated.
8. A permanent accession book in which all publications may be listed consecutively as they are indexed.

SUGGESTIVE OUTLINE UNDER WHICH AGRICULTURAL PUBLICATIONS MAY BE GROUPED (a)

6

AGRICULTURE (GENERAL) (b)
METHODS OF INSTRUCTION (c)
GENERAL SCIENCE (d)
AGRICULTURAL ECONOMICS (AGR. EC.) (e)
 Cooperation (Coop.)
 Farm Management (Fm. Mgt.)
 Land Economics (Ld. Ec.)
 Marketing (Mktg.)
AGRICULTURAL ENGINEERING (AGR. ENGR.)
 Building Construction (Bldg. Constr.)
 Farm Shop Work (Fm. Shop Wk.)
 Motors and Electricity (Mot. & Elec.)
 Machinery (Mach.)
 Roads
ANIMAL HUSBANDRY (AN. HUSB.)
 Cattle
 Horses and Mules
 Sheep
 Swine
 Animal Pests (An. Pests)
 Birds
BEE KEEPING (BEE KPG.)
DAIRY HUSBANDRY (DY. HUSB.)
 Milk Production (Mk. Prdn.)
 Breeds and Judging (Brs. & Jdg.)
 Calves
 Dairy Feeding (Dy. Fdg.)
 Milk Products (Mk. Prds.)

FEEDS AND FEEDING (FEEDS & FDG.)
 Feeding Beef Cattle (Fdg. Bf. Cat.)
 Feeding Dairy Cattle (Fdg. Dy. Cat.)
 Feeding Horses (Fdg. Horses)
 Feeding Poultry (Fdg. Poult.)
 Feeding Sheep (Fdg. Sheep)
 Feeding Swine (Fdg. Swine)
 Feedingstuffs
FIELD CROPS (FLD. CRS.)
 Grain Crops (Gr. Crs.)
 Corn
 Oats
 Rye
 Sorghum
 Wheat
 Forage Crops (For. Crs.)
 Grasses
 Legumes
 Pasture
 Sorghum
 Silage
 Root Crops (Root Crs.)
 Potatoes
 Sugar Beets
 Fiber Crops (Fiber Crs.)
FORESTRY
HORTICULTURE (HORT.)
 Orchard Management (Orch. Mgt.)
 Small Fruits (Sm. Frts.)
 Tree Fruits (Tree Frts.)
 Vine Fruits (Vine Frts.)
 Landscaping
 Vegetable Gardening (Veg. Grdg.)

INJURIOUS INSECTS (INJ. INSECTS)

- Staple Crop Insects (Stpl. Cr. Insects)
- Fruit Insects (Frt. Insects)
- Garden Insects (Grd. Insects)
- Animal Insect Pests (An. Insect Pests)
- Household Insect Pests (Hh. Insect Pests)

IRRIGATION AND DRAINAGE (IRRIG. & DRG.)

PLANT DISEASES (PLT. DIS.)

POULTRY HUSBANDRY (POULT. HUSB.)

- Poultry Breeds and Breeding (Poult. Brds. & Brdg.)
- Eggs
- Incubation and Brooding (Incub. & Broodg.)
- Parasites and Diseases (Par. & Dis.)
- Poultry Houses (Poult. Houses)
- Poultry Management (Poult. Mgt.)

RURAL LIFE

- Churches
- Homes
- Clothing
- Food
- Buildings and Equipment (Bldgs. & Eqpt.)
- Community Organization (Com. Org.)
- Sanitation and Health (San. & Health)
- Schools

SOILS AND FERTILIZERS (SOILS & FER.)

- Commercial Fertilizers (Com. Fer.)
- Crop Rotations (Crop Rota.)
- Manures
- Soils

WEEDS

-
- (a) For filing 100 to 300 publications it may be advisable to use only the main divisions, or the 19 main divisions and the first series of subdivisions. The minor subdivisions or both series of subdivisions may be added later when the number of publications to be filed justifies it.
 - (b) Any publication on agriculture or farming in general and not definitely included under any of the other headings, may be listed here.
 - (c) Publications dealing with classroom helps, sources of information, methods of handling information, methods of class or individual work, or methods of procedure as regards farm experience or project work, may be listed here.
 - (d) Publications on any of the sciences (biological or physical) on which agriculture is based and of value as foundation studies in preparing high school students for a study of the practical phases of agriculture, may be listed here.
 - (e) Publications on other phases of agricultural economics than the four subdivisions given in this outline should be listed under the general heading, "Agricultural Economics." The same principle applies throughout the outline. For example, a publication on Rape should be listed under "Forage Crops."

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GUIDE AND INDEX CARDS

The ordinary 3x5 card index guide cards should be used. Standard blank guides are made, cut ones, halves, thirds, fourths, and fifths. The outline herein given calls for three series of guide cards, the 19 main divisions being subdivided in most cases, and some of these having minor subdivisions. The simplest, most convenient, and most durable guides for this outline are those cut ones, halves, and thirds (fig. 2, B). For convenience different colors should be used. In the set in the office of the Agricultural Experiment Station, the cut ones are blue; those cut halves are salmon; and those cut thirds are buff.

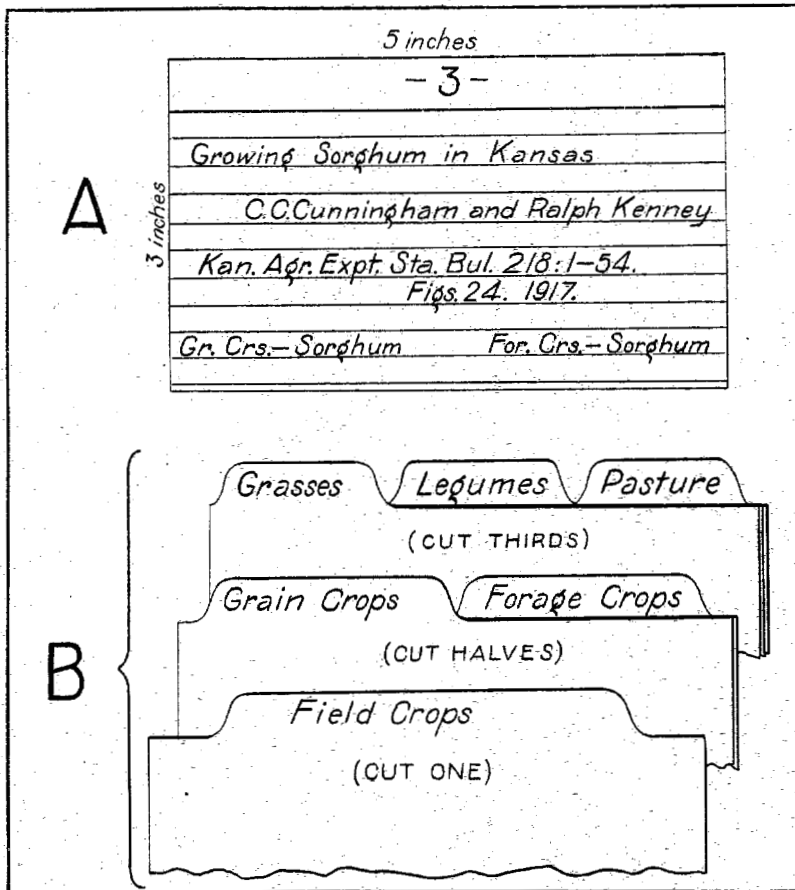


Fig. 2.—Two exhibits from the card index cabinet. A, Index card of publication No. 3. B, Guide cards, properly filled out, from each series used in the outline

The ordinary 3x5 index cards, No. 2, horizontal ruled, are recommended. Figure 2, A, gives a copy of one of the cards taken from the high school reference collection shown in figure 1. This card should be used as a model. It contains five items of information: (1) The number given to the publication. All publications are numbered consecutively as indexed. Should there be more than one copy of any publication, it should be indicated thus: "25-2C," "25-3C," etc., the "2C," "3C," etc., indicating the number of copies. (2) The title of the publication. (3) The name of the author if given. (4) Concise, abbreviated information showing who issued the publication, in what year, number of pages, and number of illustrations. (5) Information showing the location of the card or cards in the outline and hence in the card index drawer. There are two copies of the card shown in figure 2, A. One is filed behind the guide card "Sorghum," a subdivision of "Grain Crops," the other filed behind the guide card "Sorghum," a subdivision of "Forage Crops."

CARD INDEX CABINET AND BULLETIN FILING BOXES

For filing from one to five hundred publications a small fiber-board card index tray or a small wood tray with hinge cover is entirely satisfactory. For a collection that should be accumulated for the use of a high school class in vocational agriculture as much space as that provided by a single drawer card index cabinet (fig. 1, B) should be provided. Such a drawer will hold not less than 1,200 cards and provide for the filing of 600 to 800 publications. The drawer should be provided with a slide catch to avoid accidents.

Two types of bulletin filing boxes are recommended. (Fig. 1, A and C.) Dimensions of these boxes and instructions for making them have been given on a preceding page.

INDEXING AND FILING

To index agricultural publications by "The Kansas Plan," first provide all necessary materials. Fill out the guide cards if a printed set was not included in the materials provided. Place a small gummed label on the upper left-hand corner of the front cover page (fig. 1, C) of each bulletin or circular to be indexed. Number the publications consecutively on this label, beginning with "1." Do not attempt to group them in any way. Take them as they come. The only question to

be answered in the case of each publication is, "Is it reference material worth while?" Unless it is, it should not be indexed. Should there be more than one copy of any publication, this fact may be indicated by "C2," etc., as previously explained.

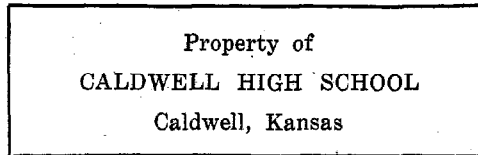
Having numbered a bunch of publications, every one of which has been adjudged well worth while for permanent reference, proceed carefully to determine the classification of each publication and fill out the proper index card or cards. This is the most important step to be taken. In the case of an occasional publication it may be advisable to make as many as three index cards; possibly one-third of the publications indexed will require two cards each; but a majority of agricultural bulletins and circulars issued during recent years treat one topic only and can be adequately indexed by the use of one card.

If two cards are necessary they should be made out exactly alike, the topics under which they are to be filed being given on the bottom line of each card and the cards filed in the drawer behind the proper guide cards. For example, two cards are made out for publication No. 3 (fig. 2, A) the set illustrated. (Fig. 1, C.) Both are filed under the main division; "Field Crops." One, however, is filed under the minor subdivision, "Sorghum," of the subdivision, "Grain Crops," and the other under the minor subdivision, "Sorghum," of the subdivision, "Forage Crops," as previously given.

For high school use, it is advisable, before placing the cards in the drawer of the cabinet, to use them for entering all publications in consecutive order in a permanent accession book. These entries can be most readily and accurately made from the index cards, though they need not contain all the information found on those cards. This book should constitute a permanent record of all publications received and indexed for class use. It should show the following information regarding each publication: (1) Number, (2) title, (3) classification, and (4) date of accession.

The cards are now ready to file. The bulletins each should have the number previously placed on the label repeated in ink in some convenient blank space on pages 3, 5, or 7. The ownership of the publications also should be indicated on each

by a rubber stamp, both on the front cover page and on pages 3, 5, or 7. For example—



Being thus labeled, the publications should be placed in consecutive order in the filing boxes (fig. 1, C) and each box labeled to show the numbers it contains. The publications in the filing box should always be arranged from left to right just as the volumes of a cyclopedia in a bookcase. (Fig. 1, C.) The filing boxes may be well filled but should not be crowded.

FURTHER SUGGESTIONS TO HIGH SCHOOL TEACHERS

Make Wise Selections.—Select publications for class references because they will serve a purpose. Do not index those of questionable value. Much material will often be received that will not be of value to succeeding classes. Such material may well be grouped according to subject matter and in that way supplement the collection of more valuable publications indexed. Index bulletins and circulars that should be of value to classes for 10 or more years.

Revisions.—A little time during the summer vacation or before the opening of each school year should be devoted to checking over and revising the publications indexed. For one reason or another it is likely that each year a small percent should be discarded. Check each publication off of the accession record and destroy the index cards. The old numbers and places in the filing boxes may then be given to new accessions to the collection. This is the only reorganization the Kansas plan will ever require, since in general it is cumulative and does not have to be reorganized as the size of the collection increases.

Clippings.—Occasionally an agricultural paper contains a valuable article, something that might well be filed for future class reference. Such a clipping can readily be indexed and filed. Secure a small supply of document manila paper cut in sheets 9x12 inches. Fold these sheets into bulletin-sized

(6x9) folders. A clipping may be pasted on the inside of one of these folders, or if necessary, placed in an envelop and the envelop glued inside the folder in such a way that the clipping is accessible but safely filed for future reference. Before being filed the folder may be numbered and the clipping indexed the same as any other publication.

Use of the Book Bindery.—Teachers may obtain from time to time large agricultural publications issued in pamphlet form that are worth being well bound and thus added to the agricultural reference-library. "Hogs in Kansas," Report of the Kansas State Board of Agriculture for the quarter ending September, 1918, is such a publication.

Books.—Many articles of fundamental importance to agricultural students are to be found in books, especially such series of publications as the Yearbooks of the United States Department of Agriculture and the Biennial Reports of the Kansas State Board of Agriculture. Any such articles may be readily indexed. An index card for such an article might read as follows:

— B 14-3	
—	
THE HORSE POWER PROBLEM ON THE FARM	
—	
OSCAR A. JUVE	
—	
Yearbook, U. S. Dept. of Agr. 1919.	
Pp. 485-495. Illus.	
—	
Horses	Farm Management

The series of numbers given to such books may well be independent of the numbers given to bulletins and circular. The letter "B" before the number may indicate the nature of the publication. In the example given, the first book in the series in the class library was for the year 1917 and bore the number "B 14-1." The Yearbook for 1918 was numbered "B 14-2." When the one for 1920 is received it will be numbered "B 14-4," etc. Such a series of books should be kept to-

gether in the bookcase, the indexing of certain valuable articles being simply for convenience and to guard against their being overlooked from year to year.

Teach the Plan.—Teach “The Kansas Plan” to members of each class. Pupils can’t depend on the card index if they don’t understand the system. With faithful guidance by the teacher, the class in agriculture or a selected committee of the class, can do much or all of the card indexing.

Publications Not Indexed.—It is advisable to have one filing box labeled “Publications Not Indexed.” New and valuable accessions may be placed in this box. When a number have accumulated they may be properly indexed and added to the collection. By this plan it will be necessary to index new publications only a few times each year.

Supplies.—If any of the supplies required by “The Kansas Plan” of indexing agricultural bulletins and circulars are not obtainable by a teacher of agriculture in any part of the state, ask the Agricultural Experiment Station, Manhattan, Kan., to help obtain them. It is always the policy of the station to help agricultural teachers, as well as Kansas farmers, wherever help is needed.

