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**Using the Library**  
 A reader can often save time and enable the library assistant to give him better service, if he himself knows something of library methods. Here are some hints for self-help given with the reminder that the library assistant is always pleased to help and should be consulted in case of difficulty.

**Where To Look For Information**  
 Information is found in three principal places: circulating books, reference books, and current and bound magazines.

Circulating books are volumes lent for home use. They include popular works of all kinds, books for study, practical manuals, biographies, histories, travels, essays, poetry, scientific treatises, novels, classics, and, in general, books intended to be read through.

Reference books are kept for consultation at the library. They include dictionaries, encyclopedias, atlases and other works used for answering questions briefly and quickly. They include also bound files of magazines, government documents, and rare or very expensive books.

Magazines offer not only fiction and light reading, but also articles on public events and problems, prominent people, travel, education, business, religion, social questions, and other matters of broad interest. Many of them are devoted to special subjects, such as fashions or machine tools. Magazines present much information before it appears in books, and much which never appears in books at all.

**How Books Are Arranged**  
 Library books are arranged so that works on the same subject are together, and works on related subjects, like money and banking, are near each other. The system used in most public libraries is the Dewey Decimal Classification. As used in the Highland Park Public Library, this divides books into ten classes as follows:

- 100 General works, encyclopedias.
- 100 Philosophy and psychology.
- 300 Social sciences, economics, education, finance, government.
- 400 Language.
- 500 Science: mathematics, astronomy, physics, chemistry, geology, biology.
- 600 Useful arts: hygiene, engineering, agriculture, domestic science, business, trades, chemical technology.
- 700 Fine arts: music, painting, sculpture, architecture, amusements.
- 800 Literature: poetry, drama, essays, criticism.
- 900 History, ancient and modern; travel.

Each of these classes is subdivided. Thus, one branch of the Useful Arts is Agriculture, 630. Agriculture includes Domestic Animals, 636; and Domestic Animals, the Horse 636.1.  
 On the back of most library books is found a combination of figures like this: 635. The upper number 826 is that of the class to which the book belongs. The lower of "book

number" distinguishes works in the same class from one another. Together they are known as the book's "call number." Books are arranged first by their class numbers, and books in the same class by their book numbers.

Novels, which have no call number, and poetry, plays, and essays, which have special call numbers, are arranged alphabetically by their author's names. Most biographies of individuals are arranged alphabetically by the names of the individuals.

**The Card Catalog**  
 This is the general key to the library. It consists of a cabinet of drawers in which every book is represented by two or more cards.

Each card has a different top line or heading and is filed by it alphabetically, so that the first drawer starts with A and the last one ends with Z. Each drawer has a label which gives the beginning letters of the first and last headings contained in it.

The commonest headings are the names of the author, the title of the book, and the subject. For example, John Muir's "Travels in Alaska" has three cards headed respectively, Muir, John; Travels in Alaska; and Alaska—Description and travel. Hence, the catalog will answer the questions: Has the library any books by So-and-So? Has it a book with such-and-such a title? What works has it on a certain subject? Simply look for author, title or subject, as for a word in the dictionary.

**Book Plates**  
 You may have planned the drawing or sentiment to be expressed on your book plate, but if you are still looking for ideas, do not fail to see the exhibit now on display at the library.

These are from the collection of Mrs. Irving E. Stieglitz of Highland Park and represent some of the finest artistry to be found in this intimate joy of a book lover.

**Women and Newspapers**  
 The New Bulletin of the School of Business of the University of Chicago recently conducted a survey of the newspaper reading habits of some 1400 women in Chicago and its suburbs, the result of which we have just been looking over. The survey covers some 20 leading features, which ranged in popularity from 78 per cent for the feature cartoon to 11 for bridge lesson. What particularly interested us was the fact that book reviews claiming the interest of 16 per cent, were sandwiched in between moving picture reviews and death notices. Which, the more we think about it, appears to be a not illogical position.—Princeton University Press.

**"A Book For You To Discover"**  
 Let's Go Fishing, by Charles Reittell.  
 Art of Being a Woman, by Olga Knopf.  
 Time To Live, by Gove Hambridge.  
 Our Stone-Pelted Planet, by H. H. Nininger.  
 Remodeling and Adapting the Small House, by H. D. Eberlein.

**Book Sale Saturday At Deerfield School**

Principal C. E. Bates will be at the Deerfield Grammar School on Saturday, Sept. 9, from 9 a. m. to 4:30 p. m. for the purpose of receiving registrations and meeting parents who have questions to ask pertaining to school regulations.  
 Books for use in all grades will be on sale that day at the school. All books will be the same as last year, except the English books, which will be changed in grades three to eight inclusive.  
 School will open Monday, Sept. 11, with an all day session.

**Deerfield Rotarians Discuss the N.R.A.**

Carl Witt acted as Rotarian of the day at the weekly luncheon of the Deerfield Rotary Club last Thursday at Shugrue's Restaurant. All Rotarians are members of the National Recovery Act and NRA was the Round Table discussion subject.  
 On August 17, 18, 19, the North Shore Area Council put on a Handicraft and Woodcraft exhibit at the Century of Progress. Troop 51, sponsored by the local Rotarians, and through the courtesy of H. G. Cazal, and their scoutmaster put on an Indian Lore Exhibit. A week later was National Boy Scout Day at the Fair, thirty boys were taken by truck to the Fair through the kindness of the Village Board and Mr. Giss.

The prison visitor was going round the cells, and was asking rather fatuous questions. "Was it your love of drink that brought you here?" she asked a prisoner.  
 "Lor, no, miss," replied the man, "you can't get nothin' here!"—By-stander.

**North Shore Cities Receive Millions In Insurance Payments**

Life insurance policy-holders and beneficiaries in Lake Forest, Highland Park and other North Shore towns were paid several million dollars in 1932, according to the National Underwriter, a weekly insurance newspaper issued in Chicago.

Illinois ranked third in payments among all states, also being third in population, with a total of \$256,000,000 paid to residents of this state during 1932.

Chicago led Illinois cities in life insurance payments with 85,300,000. Highland Park was seventh with a total of \$1,250,000, and Lake Forest was eleventh, with a total of \$697,000. Evanston was second, Winnetka was sixth, Glencoe was thirteenth and Wilmette was fourteenth.

Deerfield residents received \$27,000, the largest payment being \$20,000 to an unnamed person. Ravinia residents were paid \$78,000, one payment being \$50,000, another \$22,859, and another \$5,000.

Two \$200,000 payments were made in Lake Forest, these receiving the money being unnamed. Two others received \$50,000 each, one received \$25,000, one \$15,605, and others receiving smaller amounts.

In Highland Park, one person received \$500,000. Another payment was \$120,000 on the life of Charles Benson; and other smaller amounts were reported.

Win \$1,000 a year for life! Or one of nine other great cash prizes—just for a slogan... an idea. Read full details of this remarkable offer in next Sunday's Chicago Herald and Examiner.

**NRA Does Not Intend To Impose Hardships On Certain Concerns**

The National Recovery Administration does not intend to impose hardships on small, local business concerns, we are informed through the United States Post Office Department, the unofficial "spokesman" for NRA.

If there are some peculiar reasons why a particular provision of the president's agreement will cause individuals great and unavoidable hardships, they may still get the blue eagle by taking the following steps:

- (a) Sign the agreement and mail it to the district office of the Department of Commerce (in Chicago, in this district).
- (b) Prepare a petition to NRA setting out the reasons why certain provisions cannot be complied with, and requesting that an exception be made.
- (c) Have this petition approved by the trade association. If there is no trade association for the business, have the petition approved by the local Chamber of Commerce or other representative organization designated by NRA.
- (d) If the trade association, or other organization, approves the petition, send it to NRA in Washington with this approval.
- (e) Comply with all the provisions of the agreement except the one you are petitioning to have excepted.

**Charles C. Kapschull, Legion Commander, To Attend Meeting Here**

The regular meeting of Dumaresq Spencer post No. 145 of the American Legion will be held next Thursday evening, Sept. 7, at 8 o'clock at the Masonic Temple building, 21 north Sheridan Road, Highland Park.

The newly elected officers for the coming year will be installed by Commander Grover Sexton of the 7th District, assisted by the degree staff of McKinlock post of Lake Forest as escort.

State Commander Charles C. Kapschull and District Commander Henry Foval will be the guests of the evening.

The following will be installed to fill the various offices for the coming Legion year: Post Commander, Harold Bridges; senior vice-commander, Arthur Swanson; junior vice-commander, James Thomson; Henry A. Hansen, chaplain; David Stukey as finance officer; Henry Mrazek as sergeant-at-arms; Arthur Montgomery, Gerald Mehren and Len Wahl as trustees.

**Werner Schulze Wins Chess Contest At Fair**

Angel chess and four-board-partner chess were demonstrated at the Hall of Science last Sunday afternoon. Werner Schulze of the Highland Park Chess Club defeated E. A. Beach of A Century of Progress chess team at the angel chess game.

Angel chess differs from the regular game in that an additional piece called the Angel is added to the set which combines the moves of the Queen and the Knight. The addition tends to make the game more complicated and throws the player off book chess entirely.

In the partner game Werner Schulze and Miss Koken, who was one of the spectators, defeated Mr. Hanson and Miss Zumvorde of A Century of Progress team.

**H. P. Chess Club Will Have Dinner Sept. 18**

The Highland Park Chess Club will have a dinner at the Moraine Hotel Sept. 18. Election of officers will also take place and arrangements are being made to have a match with one of the other chess clubs on the North Shore.

This coming Monday evening a new tournament will be started to determine the club champion of 1934. C. V. Wilson of Ravinia is the present club champion.

**5000 Forest Troops To Train At Ft. Sheridan**

Five thousand more "forest soldiers" of the Civilian Conservation Corps will arrive at Fort Sheridan for conditioning about the middle of September.

These men will be sent as replacements for those who have recently obtained jobs. More than 17,000 C. C. members have been conditioned at Fort Sheridan.

**County Bankers Will Meet Here On Monday**

The Lake County Bankers Association will have its September meeting on next Monday night, Sept. 11, at the Moraine Hotel in Highland Park.

Jacob Appel, president of the Highland Park State Bank, is chairman of the committee on arrangements.

"All that I am I owe to my mother."  
 "Why don't you send her 30 cents and square the account?"—Capper's Weekly.

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