

1937

Book Automobiles

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BOOK AUTOMOBILES

LIBRARY EQUIPMENT STUDIES : NUMBER ONE

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Book Automobiles

Prepared by the
A.L.A. County and Regional Libraries Section
Book Automobile Committee

CHICAGO : AMERICAN LIBRARY ASSOCIATION : 1937

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* Deceased.

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Contents

	Page
Book Automobiles	5
Small Book Automobiles (With Outside Shelving)	9
Large Book Automobiles (With Outside Shelving)	17
Large Book Automobiles (With Inside Shelving).	23
Large Book Automobiles (With Inside and Outside Shelving).	31
Book Trailers	37
Simpler Forms of Service.	41
Delivery Trucks.	45

4. R. C.

Book Automobiles

The steady and growing demand for exact specifications and pictures of book automobiles from city and county librarians who are considering this method of book service and who wish to profit by the experience of others, has led to this first effort to compile information on the subject and to present it in convenient form. The information given here is suggestive rather than conclusive. Some of the outstanding examples of several types of book automobiles are presented for those who are planning a book carrier. Special features are pointed out which appear to have merit. Fuller information may often be had from the library that owns the car. Since the selection of the type, size and equipment of a book automobile must be made to suit climate, topography and road conditions of the locality in which it will be used, as well as the purpose, financial status and the personnel of the library, no recommendations except general ones are offered. Desirable characteristics can be chosen from the various cars and satisfactory combinations worked out.

Small book automobiles occupy a prominent place in the field for several reasons, such as comparatively small expense, adaptability, ease in handling requiring only one person with a car, and the wisdom of starting simply. These are treated first. Then large book automobiles with outside shelving, large book automobiles with inside shelving, large book automobiles which combine these two features, trailers, simpler forms of service and delivery trucks are presented. Some book automobiles which have inside as well as outside shelving are classed with those having only outside shelving. This is because the inside shelves are not used directly by the library patrons, but are for extra stock.

Some variation in the types is indicated by the use to be made of them. Book automobiles are used by city libraries to serve outlying districts, playgrounds,

parks, or to determine the best location for branches or stations; by county or regional libraries for direct service to rural schools and isolated homes, as well as for visiting stations and changing collections; by state library commissions chiefly for publicity work and demonstrations. The new book automobile of the Nebraska Library Commission (page 14) is of this class. A city system which attempts to serve a large outlying district needs a larger car or trailer with much shelf space and special attention to charging conveniences. The house trailer, equipped as a traveling branch library, now being used by the Gary, Indiana, Public Library (page 39) is an interesting new development.

The book automobile used by the county or regional library is particularly conditioned by the size of the area, the topography, and the staff available to man the car. In hilly country small book automobiles are usually best, particularly if the car is manned by only one person and that person is a woman, as is frequently the case. The library that delivers books to its branches and stations, but does little or no direct lending, has its special problems of capacity, of handling and access to boxes or cartons of books. We have tried to touch all of these needs in the book automobiles described under the foregoing classifications.

General Features. The making of book automobiles is not an industry in itself. There are two principal ways in which they are now made - by adapting a standard truck or by having a special body built on a standard chassis. There is very little difference in cost. The converted type is apt to have better lines and more attractive fixtures than the specially constructed body, while the latter may have conveniences and space not found in the standard body.

In planning a book automobile, features which need special consideration are length from cab to rear axle in proportion to wheel base, possibility of trailer coupling, kind of brakes, and height and length of body. Some librarians who drive book automobiles in hilly regions have found that the center of the load needs to come well forward. A long wheel base and greater length from cab to rear axle will accomplish this. This also permits trailer coupling at the proper point.

A low slung body makes access to shelves outside easier. Door may have to tilt upward to give head room.

If a larger book automobile is planned, the librarian of the Tompkins County, New York, library suggests that it might as well have a twelve-foot body as a nine-foot body. This would cause little more difficulty in handling and about 300 more books could be shelved at an added cost of \$100.

Heavy book automobiles need dual rear tires. Hydraulic brakes for $1\frac{1}{2}$ ton or larger cars permit quicker stopping and give better control in swerving or skidding. Mechanical arm signals add to safety. Light cars may need extra leaves in springs. One or two dome lights are necessary in every book automobile. The top of the new Burlington County, New Jersey, book automobile was insulated at a cost of \$25, to keep heat in in winter and out in summer.

Other equipment suggested is linoleum floor covering for cars with inside shelving, a low bench or stool to help children and short people reach shelves. Two sun visors and two windshield wipers add to the comfort and usefulness of the person who accompanies the driver. For convenience one key should fit all locks.

Bookshelves. Bookshelves that open outside must have substantial doors with locks. Types vary. A solid back of lightweight material is needed. Shelves should be eight inches wide with a space of nine inches to ten inches between. They should tip slightly backward. Two-section bookshelves are usual on half-ton cars. Some librarians prefer three-section shelves as they give more book space because the end sections may come down below the level of the fender at the wheel top. Short shelves will not sag. Where two-section bookshelves are used, low shelves for children's books can be placed between driver's cab and rear wheel just above the running board. Some book automobiles with outside shelves have a special shelf inside for large books. Inside shelves should have low guard along front edge. Corrugated rubber on shelves helps to keep books from slipping. Cuyahoga book

automobile has grooves in shelves in which sliding book stops work to keep books in place.

Doors which lift up are usually divided horizontally so that the lower part drops to form a shelf for examining books. Other advantages are less rattling and some weather protection from the raised part. Strong braces are needed for these doors and a lever for opening and closing. Doors which open sideways give protection from wind. Doors cut for each of three sections are less heavy. If they open sideways the center door is somewhat in the way of patrons. Gutters above doors are necessary to prevent leaking.

There is divided opinion as to the advisability of glass doors. Those in favor of them think that they are decorative and the view of the books good advertising; those against them think the expense from breakage is great and that unless shelves are full and the books bright and new, the effect is bad. Glass in the upper third, or upper two thirds, with the horizontal opening is often a satisfactory compromise. Greenville, South Carolina, finds glass in rear door unnecessary.

Appearance. Attractive color for the exterior with distinctive lettering brings favorable attention. One library car is painted green with burnt orange shelves and lining. Another is vivid red. Greenville, South Carolina, prefers the library sign along the center top of car, fastened securely, lengthwise. It should be lettered on both sides. Lettering is used also on both sides of car and on the end. Sign should be high enough to be read above other cars, and letters tall enough to be read at quite a distance. Name of county should be used even though county service is from city library. The words "free service," are desirable.

Charging Equipment. In some types of book automobiles a hinged shelf inside right-hand door of driver's cab will provide a charging shelf. Folding tables and chairs may be used. Where the rear door is divided horizontally, and no center bookcase slides out, the lower half or third of the door can be used as a charging shelf. When charging is done outside, beach umbrellas are useful.

Small Book Automobiles

(With Outside Shelving)

<u>Library</u>	<u>Make</u>	<u>Date</u>	<u>Size</u>	<u>Cost</u>	<u>Annual Upkeep</u>	<u>Book- shelf Capacity</u>
Guilford Co., Greensboro, N. C.	Dodge	1935	$\frac{3}{4}$ ton		\$209	500
Mercer Co., Trenton, N. J.	Dodge	1934	$\frac{1}{2}$ ton	\$950	\$275	240*
Monroe Co., Bloomington, Ind.	Dodge	1936	$\frac{1}{2}$ ton	\$729		475
Morris Co., Morristown, N. J.	Dodge	1935	$\frac{1}{2}$ ton	\$996	\$365	350*
Nebraska Lib. Com., Lincoln, Neb.	Ford	1936	$\frac{1}{2}$ ton	\$855		250

The first two listed have specially constructed bodies on standard chassis.
The other three are standard trucks adapted for book service.

* Removable sliding trays or shelves inside carry about 150 more volumes.



Guilford County, Greensboro, N. C.: Division of shelving into three sections makes easy the utilization of space below floor level on both sides of rear wheel. Doors to outside shelves open sideways. Somewhat larger than other book automobiles described in this section. See page 9.



Mercer County, Trenton, N. J.: Two doors to outside shelves open sideways. Middle space inside utilized for three-shelfed double-faced bookcase with ball-bearing rollers, which slides out on lower half of back door on track which holds it securely. Picture book box behind driver's seat.



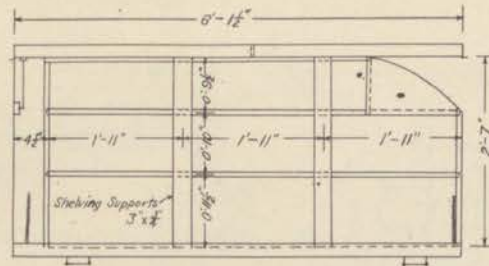
Monroe County, Bloomington, Ind.: Low book shelf above running board between driver's seat and rear wheel is for children's books. Gutters above doors over outside shelving prevent leaking. Inside of rear doors and backs of bookcases used for magazine racks.



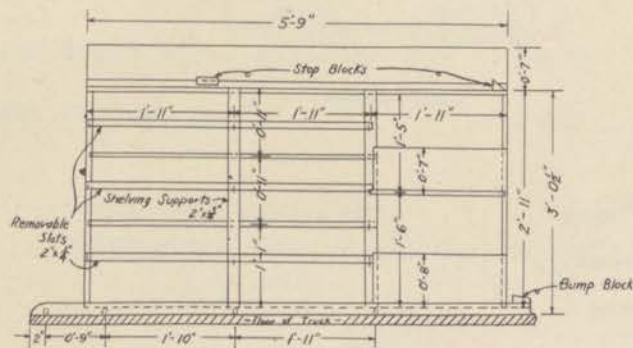
Morris County, Morristown, N. J.: Doors to bookshelves tilt up giving head room. Curved braces give strong support. Inside equipped with removable, sliding trays for 150 books; flat poster case hooked to ceiling; phonograph record compartment; removable sliding tray for library records behind driver's seat.



Nebraska Public Library Commission, Lincoln: Note that separate doors are provided for the two sections of outside shelving. Upper two thirds have glass panels. Back of car carries legend "State-wide Library Service." See page 6 for description of how this book automobile is used.

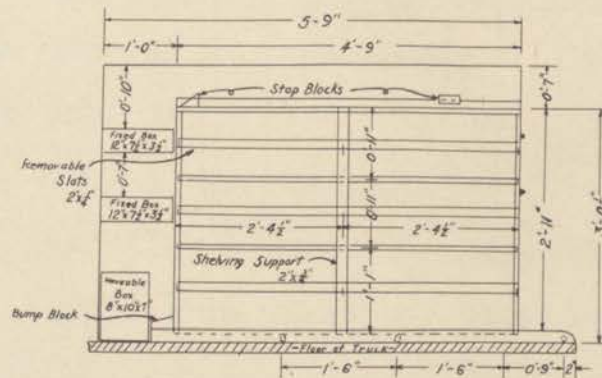


EXTERIOR SHELVEING



LEFT INTERIOR SHELVEING

Note:
Shelving Mounted in
1937 Chevrolet Delivery Truck



RIGHT INTERIOR SHELVEING

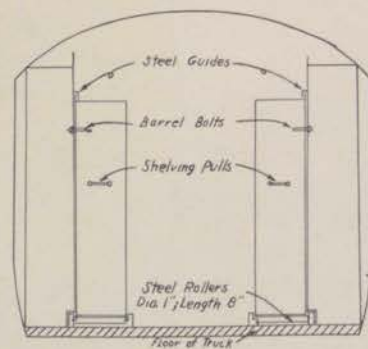
SKETCH SHOWING LAYOUT

OF

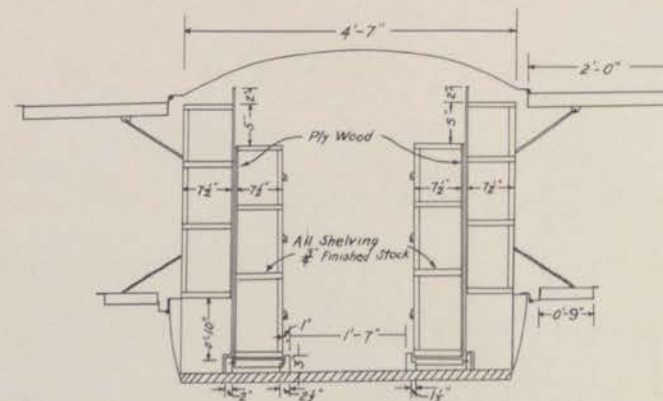
LIBRARY TRUCK

HUNTERDON COUNTY, NEW JERSEY

Scale: 3/4" = 1'-0" C.D. Apgar



REAR VIEW



Cross - SECTION

Library Truck
Hunterdon County,
New Jersey

Large Book Automobiles

(With Outside Shelving)

<u>Library</u>	<u>Make</u>	<u>Date</u>	<u>Size</u>	<u>Cost</u>	<u>Annual Upkeep</u>	<u>Book- shelf Capacity</u>
Davidson Co., Lexington, N. C.	Chevrolet	1929	1½ ton	\$1057	\$125-225	600
Greenville Co., Greenville, S. C.	Chevrolet	1933	1½ ton	\$ 865	\$ 200	450
Jefferson Co., Beaumont, Texas	Ford V8	1935	1½ ton	\$1205	\$ 480	1400**
Maine State Lib., Augusta, Me.	Dodge	1931	1½ ton	\$1325	\$ 1105*	600
Mount Vernon, N. Y.	Ford	1932	1½ ton	\$1816	\$ 800*	1500**

* Includes some equipment.

** Includes extra book stock carried on inside shelves.



Davidson County, Lexington, N. C.: Note that the shelving is four shelves high. The lower part of the back door is let down and used as a table for charging books. A high stool for the library worker is carried inside the truck.



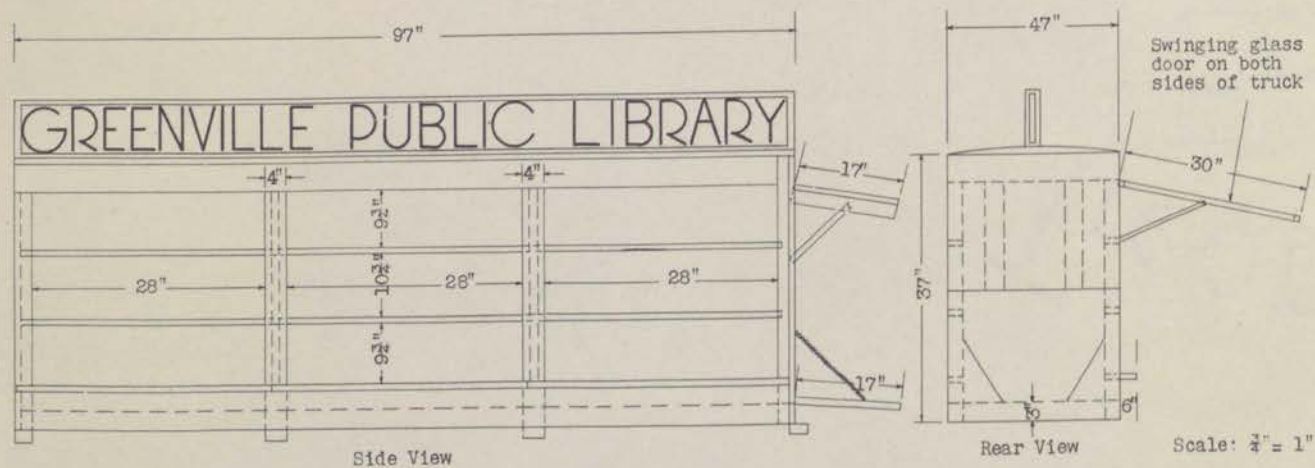
Greenville County, Greenville, S. C.: Used for delivery of books to stations as well as for direct book service. Packing cases are used instead of inside shelving. A sliding inside floor facilitates the handling of packing cases. Notice the conspicuous sign on top of the truck body.



Jefferson County, Beaumont, Tex.: This truck carries more books on the inside than on the outside shelves, but they are duplicates and reserves. Borrowers make their selection from the outside shelves. Charging is done on folding tables set up outside. Notice the dual rear tires.



Mount Vernon, N. Y.: In addition to the outside shelves used for direct service, there are inside shelves not open to the public which carry extra stock. This accounts for the large book capacity given in the tabulation on page 17.



Large Book Automobiles

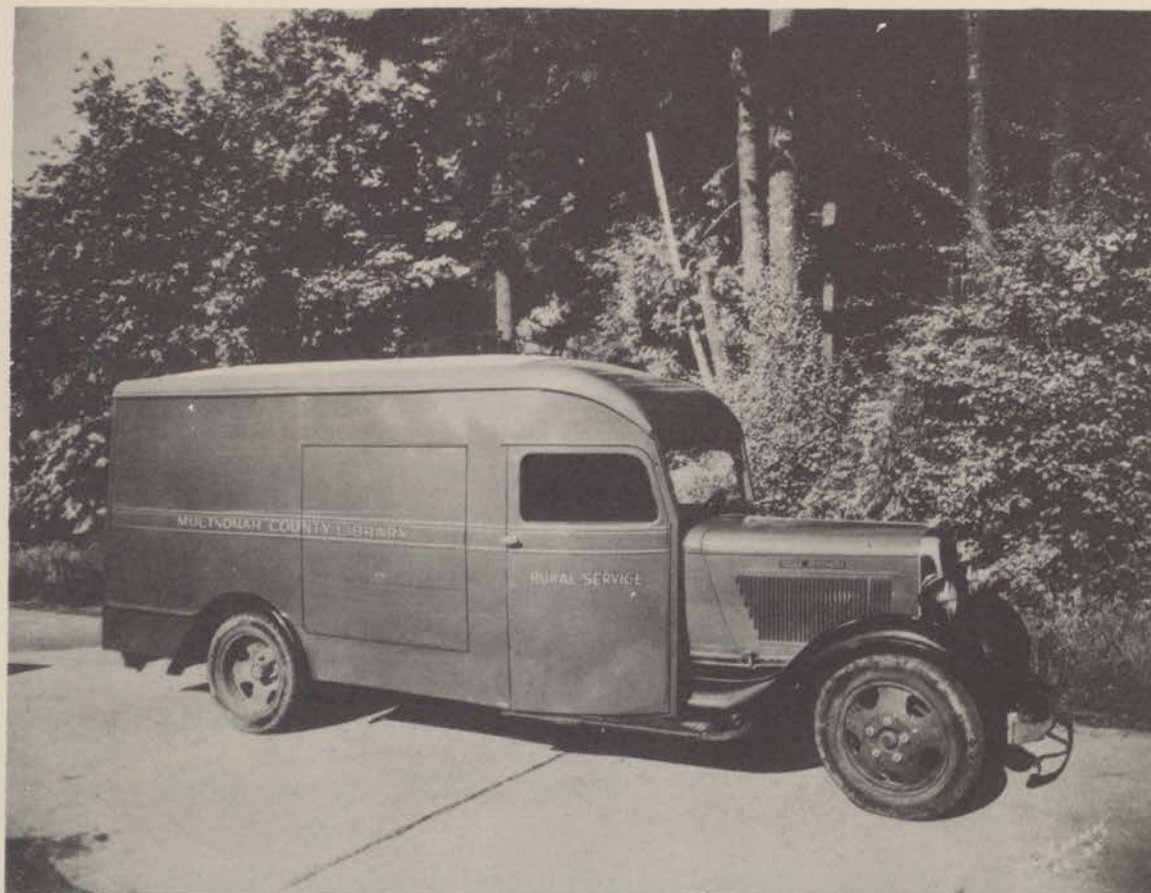
(With Inside Shelving)

<u>Library</u>	<u>Make</u>	<u>Date</u>	<u>Size</u>	<u>Cost</u>	<u>Annual Book-shelf Upkeep Capacity</u>
Hennepin Co., Minneapolis, Minn.	Reo	1934	1½ ton		\$323* 1500
Multnomah Co., Portland, Ore.	Dodge	1935	1½ ton	\$1262	800
Ramsey Co., St. Paul, Minn.	Dodge	1935	1½ ton	\$1262	1000
Rochester-Fulton Co., Rochester, Ind.	Ford	1929	1½ ton	\$1850	\$352** 900
Stuntz Twsp., Hibbing, Minn.	Ford V8	1934	2 ton	\$4785	1800
Tompkins Co., Ithaca, N. Y.	Dodge	1936	1½ ton	\$1051	1500

The only one of these which reported using a standard truck body was Tompkins County.

* Includes garage rent of \$72.

** Includes \$85 insurance and license. Cost per mile, excluding insurance and license, 74c.



Multnomah County, Portland, Ore.: In winter serves adults only. In summer, the door at the side is opened and children served from outside. Interior equipment includes magazine rack and small charging desk. Card table is set up outside in summer for charging.



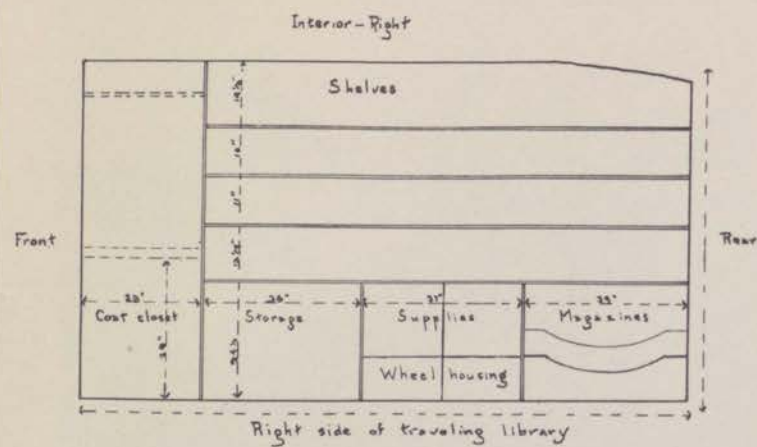
Ramsey County, St. Paul, Minn.: Note the contrast afforded by the light colored top and the dark color on the lower half of the body. The shelf of books painted on the side indicates quickly to the passer-by the type of service.



Ramsey County, St. Paul, Minn.: Book truck equipment includes slipping desk, folding charging desk with stool which swings to either side, coat closet, supply cupboards, bulletin board, linoleum floor covering, two heaters, ventilator. Note that boards which hold books in place let down to form shelf extension.

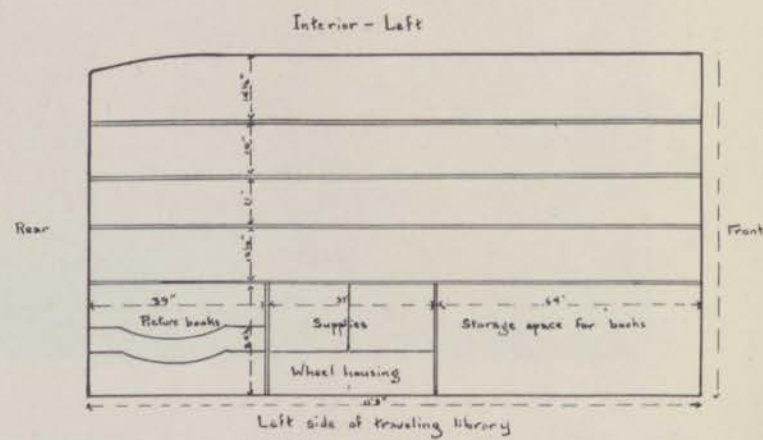


Rochester-Fulton County, Rochester, Ind.: Interior has standing room for twelve to fifteen people. Charging table (not shown in picture) has special attachment at end into which card trays can be fitted. Windows above shelves at back and sides provide ventilation.

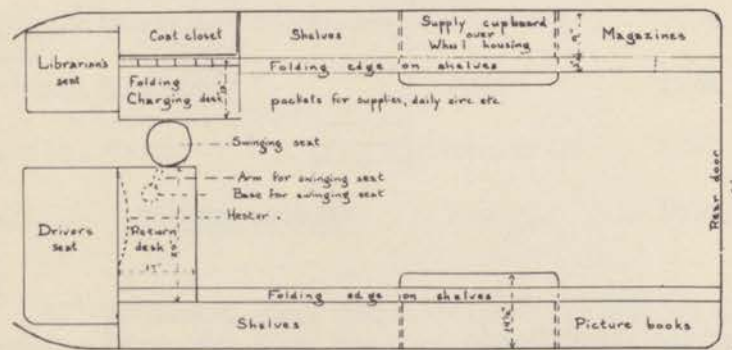


Ramsey County - Minnesota
Traveling Library

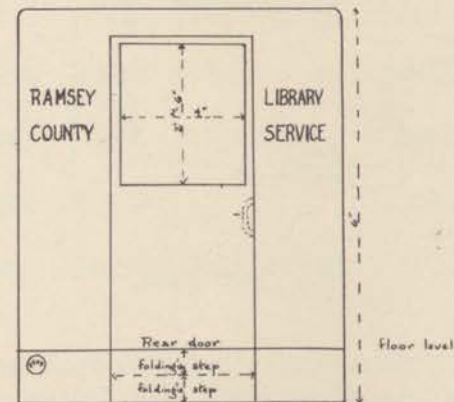
St Paul Public Library
Extension Division
Myra W. Buell, Chief



Floor Plan

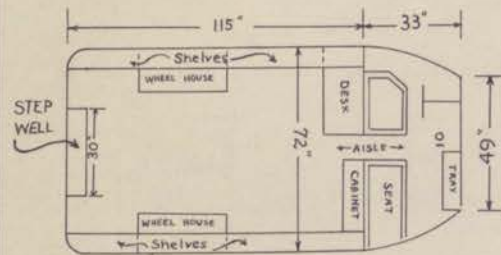


Rear view

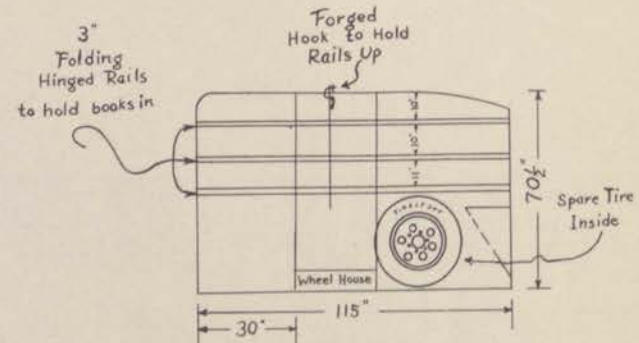


Ramsey County Minnesota
Traveling Library

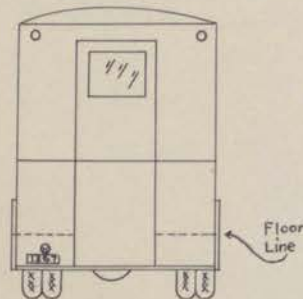
DETAILS • OF • HENNEPIN • COUNTY • LIBRARY • TRUCK
MINNEAPOLIS, MINN.



Floor Plan



Shelving Details



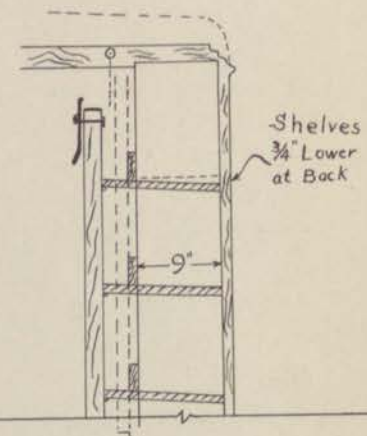
Rear View

GENERAL DIMENSIONS

— INSIDE —

WIDTH _____ 72" inches
HEIGHT _____ 70 1/2 "
LENGTH _____ 115 "
(Back of Driver's seat)

TOTAL
LENGTH _____ 148 "
Width at
windshield _____ 49 "



Large Book Automobiles

(With Inside and Outside Shelving)

<u>Library</u>	<u>Make</u>	<u>Date</u>	<u>Size</u>	<u>Cost</u>	<u>Annual Upkeep</u>	<u>Book- shelf Capacity</u>
Cuyahoga Co., Cleveland, O.	Internat'l	1934	1½ ton	\$2400	19c per m.	2400
New York City, N. Y.	Dodge	1932	7 ton	\$7500	\$614	2000
Seattle, Wash.	Kenworth	1931	1½ ton	\$1889		650
Stark Co., Canton, Ohio	Reo	1934	4 ton	\$1960	\$116 + rent	1800

All of these book automobiles have specially constructed bodies on standard chassis. The New York book automobile has an Expando body. The side walls are expanded thirteen inches on each side and roof raised eleven inches when books are being circulated.



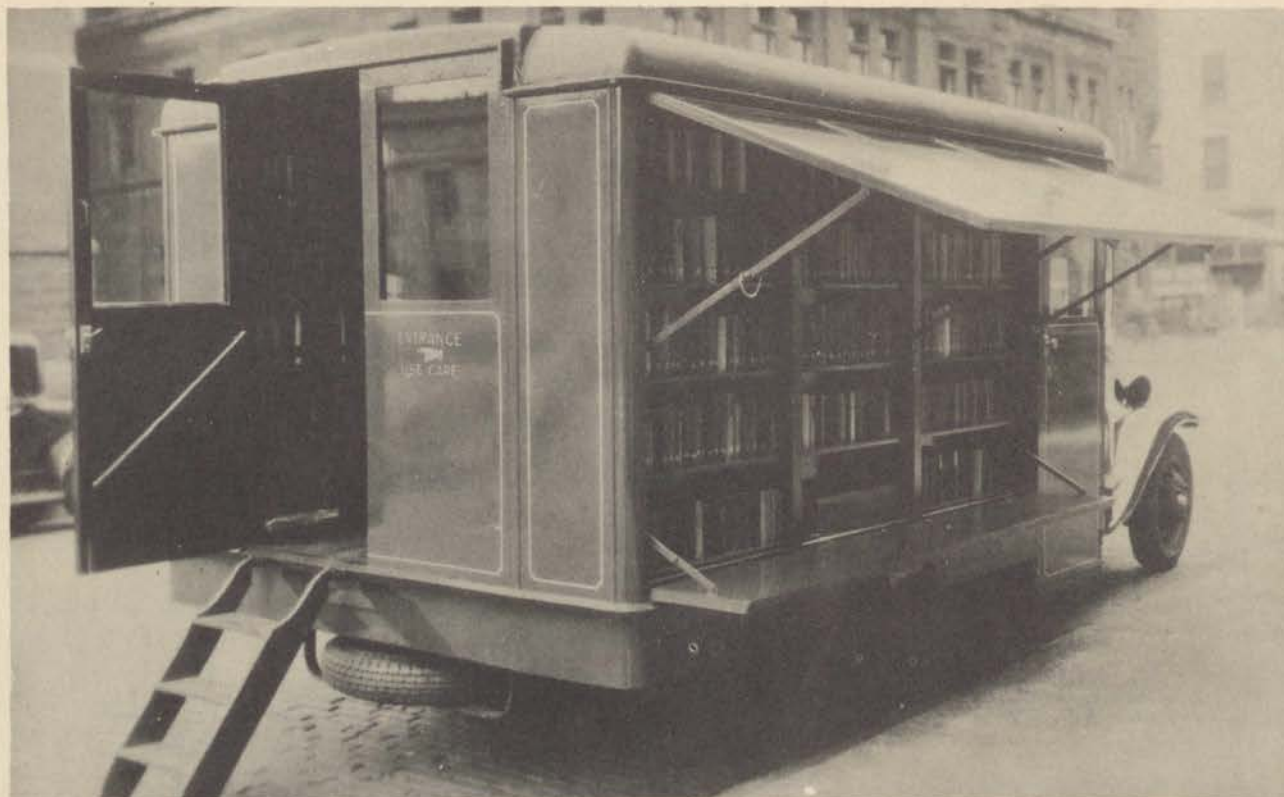
Cuyahoga County, Cleveland, Ohio: Sides lift to give access to outside shelves. Lower part forms shelf. Wheels covered with removable plates. Shelves inside and out have full-length beveled groove into which adjustable book ends fit. Charging table behind driver's seat. Has hinged rear step.



Seattle, Wash.: Bookcases revolve on Timken bearings and friction plates for service outside when weather is good and inside when weather is bad. Interior equipment includes additional shelving, magazine racks, two twenty-one candle power dome lights. Folding table used for charging.



Stark County, Canton, Ohio: Glass at top of side doors shows books but is so high there is less danger of breakage. Light trim on the dark panels seems effective.



Stark County, Canton, Ohio: Note hinged steps to interior, warning printed on rear door to use care in entering, and spare tire carrier at back. Has dual rear tires.

Book Trailers

The greatly increased use of trailers by motorists today has apparently given new impetus to the use of trailers by libraries. The book trailers now in use vary from the inexpensive two-wheel type pictured on page 40 to the new "traveling branch library" of Gary, Indiana, which is shown on page 39.

Gary is spread out over more than forty square miles; in addition to this area the public library serves four neighboring townships. Sections not served by branches and deposit stations are now being reached by a standard twelve-foot house trailer which is fitted up as a small branch library. Its shelves hold 1,500 to 1,700 volumes. The cost of the trailer was about \$470. It can be attached to an inexpensive car, left in a chosen location for the day, with a library attendant, while the driver of the car uses the greater part of his day for other work.

The Des Moines Public Library plans "a trailer project in which a low cost automobile will be used to haul several trailers to their destination in the city, where they will be used as temporary library stations, while the book truck makes regular deliveries and collects overdue books." Since the city council voted funds for a new ambulance for the police department in 1937, on condition that the old one would be given to the city library to convert into a book truck, Des Moines will have its automobile at very low cost. The Greenville, South Carolina, Public Library, which serves Greenville County, has long used a book trailer in addition to a book automobile. This trailer body is built almost exactly like the body of the Greenville truck pictured on page 19.

In the Publishers' Weekly, March 7, 1936, is an illustrated description of a deluxe trailer having a rear door with step, and carrying 800 books on its shelves.

It was built for about \$500 and is used as a commercial rental library in Beverly Hills and West Los Angeles. In these sections where branch rental libraries had failed, it paid for itself in six months by alternating daily trips over each route. An English commercial book trailer called the "Burnley Corporation Traveling Library" is described in an article of that title in The Librarian, Dec. 1936. The van, holding about 800 volumes, is used with a detachable Scammell engine.

Sarnia, Waghorne County, Ontario spent \$35 for a trailer with which they circulate books in the county as part of an experiment in informal cooperation. In Clark County, Ohio, a book trailer "furnishes regular book service to numerous rural sections.... An unselfish pooling of small resources, free labor, farm produce, or lumber made possible the local construction of the book trailer." This book service, started by the Rural Committee of the Y.W.C.A., has become a part of the new county service of the Warder Public Library - Springfield.

The Nashville, Kentucky, Public Library has a somewhat similar two-wheel trailer which holds 350 books on outside shelves and 100 additional in storage space inside. It cost only \$75 as the box from which the body was made was donated by the makers. Used for park service.

Henry Bailey Stevens, Secretary of the Agricultural Extension Service of the University of New Hampshire, in a speech before the Citizens' Library Committee, printed in the Wilson Bulletin, Feb. 1936, visualizes "a trailer fitted with water-proof bookcase under lock and key and loaded with a choice collection of offerings. A chain of responsible volunteer community leaders, acting in their neighborhoods as assistant librarians. A system of chain telephoning and neighborly agreements. The trailer left for two or three days in a farmer's barn or yard. And this trailer hauled by cooperative agreement from point to point over the county and back again."

Some county superintendents in Kansas are planning to use book trailers in connection with county school circulating libraries which have been started with relief workers.



Gary, Ind.: Length between pointed ends fourteen feet; width six feet. Wheels moved back to prevent over balancing. Heavy duty springs installed. Legs on either side of front support trailer rigidly when unhitched. Jack and wheel at the front point used in hitching, unhitching and for support.



Clark County, Springfield, Ohio: The sides of this inexpensive trailer lift up and are supported by braces. Books are selected from outside shelves. The appearance when open is much like that of the book automobiles pictured in the first two sections of this book.

Simpler Forms of Service

Simple provisions for direct book service range from installing removable shelves in a rented bus or borrowed car, to adapting passenger cars or trucks for the purpose. The simpler types of trailers described in the preceding section also fit this classification.

Vanderburg County, Indiana, library uses a Ford roadster. A box was built at the back with two enclosed shelves holding about 150 books. It has double doors, with a shelf that lets down for a charging desk.

Haines Falls, New York, formerly attached shelves to the back of a mail truck which was rented by the hour.

Ventura County Library, Ventura, Calif., uses a Ford V8 pickup truck. Outside shelves built at an approximate cost of \$100 carry about 150 books with space inside for others.

Pleasantville, New York, Public Library built shelves in the rumble seat section of a Chevrolet coupe to carry about 250 books. Service is given throughout the township at an annual cost of about \$115. They find record keeping difficult in a small car.

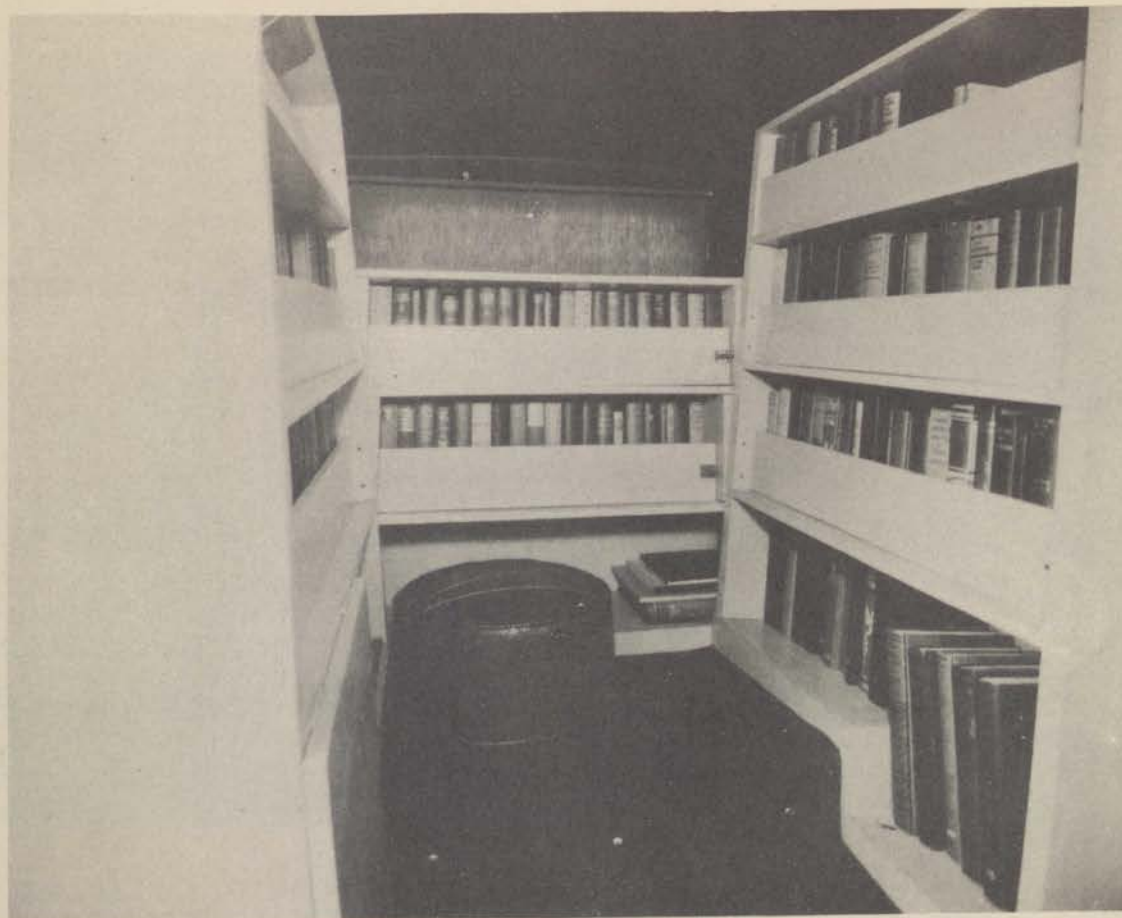
Prince Edward Island Libraries, Charlottetown, use a Chevrolet coupe also, but with shelving to carry about 400 books. Planned to carry display exhibits at fairs and do other publicity work. A heavier car is impracticable because of winter road conditions.

St. Albans, Vermont, Regional Library is using the car previously used by the Regional Library Experiment in northern Vermont which had its headquarters at Burlington. The rear seat of this Chevrolet coach was removed and the walls lined with book shelves. One or two persons at a time may have access to the shelves by tipping the front seats forward. Comfortable for driving, and small size makes it easy to handle in snow or mud. Cost \$700. Operated regularly from April to December at a cost of \$85 - license and insurance not included. Can be reconverted into a coach at any time.

Haverhill, Mass., Public Library rents a passenger bus for two days each week at \$10 a day including driver. The transportation company removes the aisle seats, and puts in the sloping wall shelves and light loan desk which are library property. Shelving accommodates about 600 books. The librarian recommends this "as a successful method of area coverage in widely spread out cities, especially where the library cannot afford to purchase a bus manufactured for the purpose." An experienced driver and a sturdy bus are an advantage, also, in the city. The librarian goes with the bus and charges the books.



Prince Edward Island Libraries, Charlottetown: The drawers built into the back of this coupe pull out to form bookshelves holding 400 books. Used for display but might be used for direct service at definite stops. Planned to meet bad road conditions.



St. Albans, Vermont: Shelving installed in the back of this coach holds 250 volumes. Notice guard rails at front of each shelf which let down when patrons are making their selections. Tabouret permits patron to sit while using low shelves.

Delivery Trucks

Many libraries do not have a book automobile for direct book service to individuals but use a delivery truck to transport books from the main library to branches and stations. A light or heavy commercial truck may be purchased practically ready for use. A sedan may be converted for use as a delivery car; a pickup model Ford can be used if a cover is built over the back; and a coupe with a box fitted on the back has solved the problem for some libraries.

In converting a coupe into a delivery car the load is not evenly distributed as too much weight comes back of the rear axle; therefore, if possible, it is better to secure a commercial delivery truck of the size needed.

A truck used for delivery only is ordinarily not fitted with shelves, all of the space being open for boxes or bundles. This type of car does not vary much, the sedan delivery type with rear door being favored. Fresno County, California, has an extra full-length seat fitted into its truck behind the driver's seat to accommodate extra persons needed for checking books. A pickup model Ford with built on cover and shelves is used in Ventura County, California. Racine, Wisconsin, has the seats in a Ford panel truck moved forward slightly to allow sufficient room in the back for 38" wooden boxes. A 36" box such as Greene County, Ohio, uses would fit without change. A Plymouth coach is used in Tom Green County, San Angelo, Texas, until a regular book truck can be had. Webster Parish, Minden, Louisiana, has had a closed truck with rear door and now is using a pickup model Ford. San Diego County, California, has an eight-drawer cabinet directly behind the driver's seat to hold supplies for branches and stations.

An interior light has been found convenient, as has also a horizontal shelf dividing the space into two compartments. The advantage or disadvantage of such a shelf depends upon the size of boxes used for loading. One library installed an arrangement on the inside wall of the truck for carrying pictures and phonograph records. Another has a large leather pocket on the inside of the door for carrying supplies, flashlight and other conveniences.

Many methods of carrying books in trucks are in use, the choice being governed by type of stations, number of people to handle the books, money available and other local situations. Long, wooden boxes 30" to 38" long, 10" high, and 8" deep if made carefully can be stacked up to make bookcases in stations, or in main library for storage. The chief objection to these is that they are heavy to handle. This can be partly met by making them shorter, and by having slits in the ends for handholds. A few wider, taller ones could be provided for large books and for bases when they are made into bookcases. Racine, Wisconsin, uses bookcase boxes.

If the station has permanent shelving, books may be taken out in wooden boxes, canvas bags, paper cartons, fiber telescopes, or bundles fastened with webbing straps, tied with heavy cord, or wrapped in paper. Wooden boxes usually have hinged covers to keep out dust, rain and snow during transportation, and may be locked if books are to be circulated by the librarian only. Where books are delivered by a driver without the librarian, to small stations, the old type of "trunk" used by Library Commissions to ship books in could be adapted. They are too heavy to be handled by a woman, and are expensive to make, but have the advantage of being ready to set on a large box or table and open as shelves.

Fresno, California, uses canvas bags in sizes to accommodate 25, 30 and 40 books, and finds them very satisfactory. Racine, Wisconsin, uses similar bags when needed as protection from rain and snow, but ordinarily uses bundles fastened with webbing straps. Milwaukee, Wisconsin, uses fabrikoid telescopes which are adaptable to varying loads as the top need not fit down tightly. Webster Parish Library,

Minden, Louisiana, uses paper cartons. Tom Green County, San Angelo, Texas, uses fiber composition boxes. Ventura County, California, uses wooden bookcase boxes, and bundles tied with cord. Their truck is fitted with outside shelves, also, for use as a book truck. In the County Library Demonstration, Black Hawk County, Iowa, in 1930, cranberry boxes secured from grocers were used. They had handles which facilitated lifting them.

Canvas bags afford less protection to books than do boxes during transportation; however, one library which has used both prefers bags. Books must be packed carefully in both bags and boxes to avoid loosening hinges.

A sliding floor on ball-bearing casters makes any kind of handling easier. One library uses casters on the boxes or trays.

Several libraries use shipping tags on the bundles or bags, others use small cards on which the name of the station is written or stamped.

