LIST OF PUBLICATIONS
OF THE
AGRICULTURE DEPARTMENT
1862-1902
WITH ANALYTICAL INDEX

Prepared in the Office of the
SUPERINTENDENT OF DOCUMENTS
GOVERNMENT PRINTING OFFICE

WASHINGTON
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use.” While it is not doubted that this index was of great service, it still left the problem of the miscellaneous publications unsolved, and it was therefore gratifying when, toward the latter end of the same year, the first list including these publications was issued.

This checklist, including all the publications from 1841 to June 30, 1895 (A17.3:9), and giving a decimal classification for the convenience of those who wished to “keep their files of Government publications apart from their general collection of books,” served to emphasize the necessity for a complete catalogue of the publications therein enumerated, and formed a working basis in collecting the set of publications of the Agriculture Department in the library of the office of the Superintendent of Documents, which is now the most complete set of such publications in existence.

In 1898 an author index to all the publications of the Department, 1841-1897, was printed (A21.3:4). Much valuable information was necessarily omitted from this work on account of the limitations of a strictly “author index,” which debarred some important publications that failed to bear their authors’ names.

The latest attempt to supply the much-needed reference list was a “List by titles from 1840 to June, 1901,” issued in 1902 (A21.3:6). It was but an elaboration of the checklist of 1896, and while more complete, presented the matter in an equally awkward form for quick reference use.

It is hoped that the present list, combining both methods used by its predecessors, the checklist and the index forms, will prove a satisfactory reference work and lead the searcher quickly to the desired publication.

CLASSIFICATION EXPLAINED.

With the establishment of the office of the Superintendent of Documents, by the provisions of the printing act of January 12, 1895, a new era in the history of public documents was inaugurated. Not only did the office at once undertake the tasks of cataloguing and indexing imposed upon it by law, but in its establishment as a great clearing house for the publications of the Government it became necessary to keep a file of the publications for reference use. In the beginning no definite idea could be formed of the extent of such a collection, and no one dreamed of the magnitude of the work undertaken when it was decided to collect and classify a library strictly governmental in character.

As it was seen to be impossible to arrange such a large and uncertain collection of special publications by either the “decimal” or “expansive” system of library classification in general use, a governmental author arrangement was adopted, corresponding in the main
to the classification applied by Miss Adelaide R. Hasse to the publications of the Agriculture Department in a list issued by the Department in 1895.

It was soon found that this classification, however adequate for a single Department, was not capable of meeting the needs of a great library of Government literature, and a new classification became a necessity.

It was no simple matter to devise a system of classification elastic enough to meet the needs of such a mass of unrelated matter as necessarily forms a library of United States public documents, nor to foresee, though aided by the fruits of the former experience, the many inconsistencies and incongruities against which to guard. Decimal, alphabetical, numerical, chronological, author, subject, and serial methods of classification were experimented with, until at last the present system, a combination of various schemes, was decided upon as the most simple and usable, and its application to the Library has proven satisfactory in every way.

But if the task of applying an acceptable system to the books was hard, that of explaining it concisely and lucidly is certainly more difficult. In giving the following explanation of the method of classification for United States public documents, as it is now used in the Public Documents Library, which contains the largest collection of such publications, the hope is entertained that many of the large libraries may be led to use the scheme, thus insuring uniformity of classification, and making the lists of the various Departments, of which this work is the first, a direct index to the publications on their shelves.

The classification is by governmental authors: First, by Departments or independent publishing offices; second, by bureaus, offices, or divisions of such Departments or independent publishing offices.

Department symbol.

The first letter of the distinctive word in the title of each of the nine Executive Departments is used to designate the Department, and is written as the first term in the “classification number,” as follows:

- A = Agriculture Department.
- C = Commerce and Labor Department.
- I = Interior Department.
- J = Justice Department.
- N = Navy Department.
- P = Post-Office Department.
- S = State Department.
- T = Treasury Department.
- W = War Department.
In order that no conflict should arise between the Executive Departments notation and that of any of the independent publishing offices, two letters are used in all other notations, as follows:

CS = Civil Service Commission.
DC = District of Columbia.
FC = Fish Commission.
FS = Freedman's Savings and Trust Company.
GN = Geographic Names Board.
GP = Government Printing Office.
IC = Interstate Commerce Commission.
Ju = Judiciary (United States courts, etc.).
La = Labor Department.
LC = Library of Congress.
NA = National Academy of Sciences.
NH = National Home for Disabled Volunteer Soldiers.
Pr = President of United States.
SI = Smithsonian Institution.

These two lists give the complete letter symbols, and the arrangement on the shelves is strictly alphabetical taking them as a whole. Of course, the publications of the Fish Commission and the Labor Department have since the 1st day of July, 1903, been classified among the publications of the Commerce and Labor Department, of which they are now bureaus, but their publications as separate publishing offices are left under the old classification.

Bureau, office, or division symbol.

A symbol having been supplied for the Departments and independent publishing offices, one for each of the bureaus, offices, and divisions of such Departments or publishing offices was next considered.

The figure 1 following the Department or independent publishing office symbol was fixed upon to represent the Secretary of the Department or the chief executive officer of any of the independent publishing offices, and is always used for such, thus—

A1 = Agriculture Department, Secretary's office.
W1 = War Department, Secretary's office.
GP1 = Government Printing Office, Public Printer's office.

Beginning with figure 2, the numbers are applied in numerical order to the various publishing bureaus, offices, and divisions, these having been arranged alphabetically when the classification was applied; new offices to be added at the end of the list of a Department and assigned the next number.

This of course does not provide for an alphabetical arrangement of the bureaus, offices, etc., in the future, but does furnish a distinctive symbol for each without limit.
A point is placed after this second symbol to separate the Department and bureau notation from the rest of the "classification number."

Examples:

A1. = Agriculture Department, Secretary's Office.
A2. = Agriculture Department, Accounts and Disbursements Division.
A3. = Agriculture Department, Agrostology Division.
A4. = Agriculture Department, Animal Industry Bureau.
T1. = Treasury Department, Secretary's Office.
T2. = Treasury Department, Appointments Division.
T3. = Treasury Department, Auditor for Treasury Department (First Auditor.)
T4. = Treasury Department, Auditor for War Department (Second Auditor.)

Series symbol.

Next to be considered was a symbol for the numerous series of publications which emanate from these various publishing offices. As substantially every Government publishing office issues an annual report, this annual report is considered to be the most important series in the publications of every office, and figure 1 was therefore designated as the symbol for "annual reports," and written as the third term in a "classification number," following the point.

In like manner an arbitrary symbol, figure 2, is assigned to the numerous publications of a miscellaneous character which are not numbered or volumed in any series. Such sporadic issues have been called "general publications," and their symbol, figure 2, is written as the third term in a "classification number".

A majority of the publishing offices issue their publications numbered in series called "bulletins" or "circulars" or both; the terms being applied without any regularity as to size or character of the works thus numbered. The figure 3 for "bulletins" and the figure 4 for "circulars" have been permanently assigned to these classes, to be written as the third term in a "classification number."

We now have figures 1, 2, 3, and 4, when written after the point as the third term in a "classification number," permanently assigned as symbols, as follows:

.1 = Annual reports.
.2 = General publications.
.3 = Bulletins.
.4 = Circulars.

From this point the various series are arranged alphabetically as far as possible, assigned the numbers following indefinitely, and all
new series as they come to hand are given the next number to be applied to a series, under the office from which they emanate.

Should an office fail to issue any of the four classes of publications here described, the numbers are left blank, and the numbering of such series as they may issue begins with figure 5.

Following the series symbol a colon is used to separate the series figure or figures from the characters used as individual "book numbers" to follow.

Examples:

A1. = Agriculture Department, Secretary's Office.
A1.1: = Agriculture Department, Secretary's Office, annual reports.
A1.2: = Agriculture Department, Secretary's Office, general publications.
A1.3: = Agriculture Department, Secretary's Office, bulletins.
A1.4: = Agriculture Department, Secretary's Office, circulars.
A1.5: = Agriculture Department, Secretary's Office, miscellaneous circulars.
A1.6: = Agriculture Department, Secretary's Office, special reports.

N6. = Navy Department, Hydrographic Office.
N6.1: = Navy Department, Hydrographic Office, annual reports.
N6.2: = Navy Department, Hydrographic Office, general publications.
N6.3: = Navy Department, Hydrographic Office, bulletins.
N6.4: = Navy Department, Hydrographic Office, circulars.
N6.5: = Navy Department, Hydrographic Office, catalogues and lists.
N6.6: = Navy Department, Hydrographic Office, corrections and additions.
N6.7: = Navy Department, Hydrographic Office [practical papers].

Book number.

An individual "book number" is all that is now needed to complete the classification. The symbols for this purpose are written after the colon as the fourth term in the "classification number." In the case of annual or periodical publications the date is used as the book number; for a volumed series the volume number is used, and in a numbered series the number. The works classified as "general publications" being without any of these distinctive features, it is found advisable to arrange them in alphabetical order under the most significant words of their titles, or under their subjects, and the Cutter Author Table symbols for such words are used as "book numbers."
Examples:
A1.1:901 = Agriculture Dept., Secretary’s Office, annual report, 1901.
A1.1:902 = Same, 1902.
A1.2: = Agriculture Dept., Secretary’s Office, general publications.
A1.2:An4 = Angora. Notice of receipt of letter from Minister Terrell, relating to agriculture in Angora. November 1, 1893. (Circ.)
A1.2:L48 = Leave of absence not allowed to employees outside of Washington. October 21, 1896. (Circ.)
N6.8: = Navy Department, Hydrographic Office, publications (numbered).
N6.8:3 = [No. 3.] List of reported dangers to navigation in Pacific Ocean, whose positions are doubtful, or not found on charts in general use. 1866. 191 pp.
N6.8:40 = No. 40. Steam lanes across Atlantic; [by M. F. Maury.] 1872. 19 pp. 3 pl.
T14.5: = Treasury Department, Second Comptroller, decisions, digest of.

Superior letters and figures.

Two other very useful features of the classification need some explanation, namely, the use of the superior letter a (°), and the superior figures (°°).

The superior letter always designates excerpts from the publication bearing the same notation without the (°). The name adopted for these excerpts is “separates,” and they are always designated by the superior (°). These “separates” are arranged in classes by themselves, immediately following the series from which they are taken. In cases where the separates are from an annual report series it has often been found necessary to make two classes. The personal report of the chief, which usually appears in pamphlet form without the accompanying documents, is arranged and book-numbered by dates. The other class, scientific reports accompanying the report of the chief, is arranged alphabetically on the same plan as the “general publications.”

Examples:
A1.1:901 = Agriculture Department, Secretary’s Office, annual report, 1901.
A1.1°:901 = Agriculture Department, Secretary’s Office, annual report, 1901 (separate).
Examples—Continued.

N14.5:S85 = Navy Department, Naval Observatory, Astronomical and Meteorological Observations, 1885.

N14.5*:As8 = Same (separate). Astrophotographic Congress, International, etc.; by A. G. Winterhalter. 1889. (Reprint of Appendix 1, Astronomical and Meteorological Observations, 1885.)

The superior figures are used to differentiate between two publications which may of necessity be assigned the same symbol in the alphabetical classification, and also to distinguish between the various editions of the same serial or numbered publication.

Examples:

A1.2:Ag8² = Agriculture Department. [Letter as to work and needs of Department of Agriculture; by William G. Le Duc.] February 27, 1880. n. t. p. 15 pp.

I16.5: = Interior Department, Education Bureau, Circulars of Information.

I16.5:S75² = 1875, No. 2. Education in Japan; [by William E. Griffis and David Murray.] 1875. 64 pp.

N6.8: = Navy Department, Hydrographic Office, publications (numbered).

N6.8:90¹ = No. 90. Development of great circle sailing; by G. W. Littlehales. 1889. 53 pp. 5 pl. 1 map.

N6.8:90² = Same, 2d ed. 1889. 63 pp. 7 pl. 2 maps.

It will be seen that the system here presented is expansive enough to cover any number of departments, offices, series, or books, and that, too, in as concise a form as possible. A long or intricate classification number is not only hard to apply to a book, but it is difficult to remember in consulting the shelves, and it should therefore be as short and simple as possible. Certainly the numbers or symbols in the method herein described express a great deal in a limited space, and it is hard to conceive of a shorter method of expressing such a phrase as "Interior Department, Geological and Geographical Survey
of the Territories (Hayden), Final reports, Volume 9, than by the accurate notation 118.5:9, which, when analyzed, exhibits a clear statement of the entire phrase: (I) Interior Department; (18) Geological and Geographical Survey of the Territories (Hayden); (.5) Final reports; (.9) Volume 9: = 118.5:9.

THE TABLES.

The Tables in this work are elaborated from the card shelf list used in this Library. All the necessary bibliographical information is appended to the entry of a publication or series, and no time or effort has been spared in the attempt to make these Tables present an accurate and complete list of all the publications of the Department from 1862, including all 1902 imprints.

When a publication was also issued as a Congressional document the Congressional reference is inserted after the entry for such publication in the Tables. In a few instances a single paper in a volume has been so issued, and in those cases it has been necessary to insert the Congressional reference in the Index.

Those publications which emanated from the Department, but which were issued only as Congressional documents, are listed chronologically in the Appendix to this work.

The titles in the Tables are exact copies of the title-pages of the publications with the omission of unnecessary articles. In case of "general publications" or other series which are classified alphabetically the subject words are introduced as headings and the title follows as it appears on the publication.

In counting the maps, plates, charts, etc., in a volume the total number has been stated as "plates," except in cases where the character of the illustration was plainly determined by numbering.

When the word circular "(circ.)" appears at the end of an entry it indicates a one-page publication of uncertain size.

THE INDEX.

The Index, which forms the most important as well as the larger part of this work, has been carefully compiled with a view to quick reference to any special author, subject, or title. In dealing with a collection of publications differing so widely in their subject-matter, and for the most part of a scientific character, it has been found difficult to determine the best form of entry in many instances for papers with meaningless or strictly technical headings, especially when a reading of the paper by one unacquainted with the subject treated has proved equally unsatisfactory in suggesting a suitable title. There are doubtless omissions on account of these nondescript titles, which, to save time, have been used for the Index entries. Only where titles