

Table of Contents*

Chapter 1:	
The Traditional Approach to Library Design	
1	
Chapter 2:	A Proposal for User-Oriented Company Libraries
3	
Chapter 3:	
A Coding System for a Small Library	
7	
Chapter 4:	
Record-Keeping for Libraries	
17	
Chapter 5:	
A Step in the Direction of Information Management	
23	
Appendix A:	
Classification Codes	
25	
Appendix B:	
Bibliographic Citation Rules	
32	
Appendix C:	
Filing Rules	
40	
Appendix D:	
The Development and Use of a Subject Thesaurus	
42	

*Author's Note:

This is the Table of Contents for the full manual. This document contains only the first two chapters of the Design Manual which introduces the concept of library design used by the author. The rest of the manual contains technical details, charts, tables, and examples for those who wish to follow the philosophy outlined above. The complete manual was prepared using Microsoft Word 4.0 in 10 point Times font to reduce its length. Because of the complexity of the formatting used in preparing this manual, only the first two chapters have been converted to text format. If you would like to have a copy of the complete manual, please send a money order for \$10.00 to cover the cost of copying and postage to Robert W. Ditmer, 4950 Charles Street, Philadelphia, PA 19124-2816. If you have any comments or questions I can also be reached at 70243.2023@compuserve.com or RWDitmer@aol.com.