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FILING AND INDEXING METHODS
FOR
STUDENTS AND PASTORS

A Thesis Presented to the Faculty
of Concordia Seminary, St. Louis,
Department of Practical Theology
in partial fulfillment of the
requirements for the degree of
Bachelor of Divinity

by

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June 1956

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CHAPTER I

INTRODUCTION TO FILING AND INDEXING

General Aims and Objectives

Sometime in the latter half of the fourteenth century Johannes Gutenberg probably invented the printing press with movable type. Few, if any, historians will deny that this invention was one of the greatest of all time. It was the mass printing of the Reformation writings that spread that movement to the far corners of the then-known world. The result of this widespread dissemination of ideas and beliefs is a matter of historical record. In all time the printed page has been a mighty tool in the hands of God's ambassadors to bring the light of the Gospel into men's darkened hearts. Since those early days of printing there have been many improvements on the invention of Gutenberg. Today huge rotary presses produce countless printed pages. Never before has the proverb been so true, "Of the making of books there is no end."

The pastor and theological student are constantly bombarded from all sides by this seemingly endless stream of printed material. There are books, periodicals, newspapers, pamphlets, brochures, reports, essays, bulletins, tracts, and catalogs in every shape and form and dealing with innumerable subjects and topics! These descend upon the pastor

and student from all quarters--publishing houses, book stores, denominational headquarters and numerous other sales-conscious and "cause-conscious" groups. Obviously much of this material is of little value, but if the pastor is to be "all things to all men," he must concern himself about these materials so that he may have available every possible resource for his ministry.

Since the average pastor has available no one qualified to assist him in this task, he must do most of it himself. Aside from the task of reading and evaluating printed materials, the pastor must find some way of storing these materials and organizing them so as to have available the materials he needs when he needs them. Dr. Elgin S. Moyer, librarian at Moody Bible Institute, reports a comment from one of his professors, "There are two ways of securing the information we need; one, having it in our memory, and the other, knowing where to find what we want when we need it."¹ The aim of this thesis shall be to describe a method of filing and indexing which may be used to help the pastor and student in this task.

Definition of Filing and Indexing

The printed materials with which the pastor and student work may be roughly divided into two groups. On the one

¹Elgin S. Moyer, The Pastor and His Library (Chicago: Moody Press, 1953), p. 12.

hand, there are permanent or bound materials. These include books which are kept on the library bookshelf. This class of materials also includes such magazines as are kept whole and intact because the material in them is of a concentrated nature which does not lend itself to clipping. The method by which the pastor can make these materials more useful is known as indexing. This is a process of gathering references from bound materials in a systematic manner. The techniques and details of indexing will be discussed more fully in chapter six.

The other type of materials may be classed as ephemeral or "loose" materials. This includes newspaper and magazine clippings, tracts, pamphlets, brochures, excerpts from borrowed books, and notes taken on lectures, sermons, or reading. In short, this group of materials includes anything that is not conveniently kept on the library bookshelf. In addition to being concerned about the content of such materials, the pastor and student must devise a method of storing and preserving these materials in an organized manner so that they are readily accessible. This task may be accomplished by the process of filing and will be discussed in full in chapter five.

Criteria for Filing and Indexing

Any efficient method of filing and indexing should meet certain obvious criteria. Most pastors do not have trained professional assistance. Such help as is available is usually

part-time and not very experienced nor theologically trained. If such untrained assistants are to render any substantial service, the method of filing and indexing must be reasonably simple. At the same time the method chosen by pastor and student must be comprehensive and adaptable so that it may meet future needs and interests. Another universally accepted criteria for a filing system is that it should not be time-consuming. Every author on this subject, the present writer included, dedicates himself to this criteria. Glen C. Tompkins sums these criteria thus, "The qualifications necessary to any good system are: simplicity, compactness, expandability, concentration of arrangement, economy, and adaptability."²

However, in evaluating the numerous methods discussed by various authors, and in the light of a few years of experience with these methods, the present writer concludes that there is no "royal road" to really worthwhile filing and indexing. Ultimately, the value of any method of filing and indexing is dependent upon the amount of time spent on it. Of necessity, any method of filing and indexing must also entail some expenditure of money. Frequently, careful investment of money can reduce the time needed to prepare an adequate system. However, investment of both time and money can be kept at a minimum by carefully planning a method of filing and indexing according to some sound and tested

²Glen C. Tompkins, "All Things in Order," mimeographed in 1950, p. 1.

principles. In the following pages we shall endeavor to demonstrate and apply some of these principles.

Survey of Works on Filing and Indexing

This thesis is by no means the first attempt to assist the pastor and student in his filing and indexing methods. In all the history of the Christian Church men have been concerned about books and written materials. Recall Paul's request for the cloak, "also the books, and above all the parchments."³ Careful historical research beyond the scope of this thesis could probably trace a concern for books and parchments through the ages. For our purposes let us see what has recently been done in this area.

In the early part of this century Dr. Theodore Graebner delivered a series of optional lectures on this subject to the students at Concordia Seminary in St. Louis, Missouri. These lectures were put into printed form about 1922. A second edition appeared in 1925 under the title, The Pastor as Student and Literary Worker. This second edition gives a very extensive treatment of the subject and describes an elaborate method. Dr. Graebner recommends alphabetical filing, use of a "common place book," an "index rerum," an "index locorum," and other unique features. That this method "grew" rather than being first planned is evidenced by his statement in the forward to the second edition: "The chapters on filing

32 Timothy 4:13.

and indexing have been amplified in the light of more recent experiments."⁴ Also indicative of the method's usefulness and practicality is Dr. Graebner's preference for the Wilson Index.⁵

The Wilson Index seems to have made its appearance about 1925 or at least enjoyed some popularity at that time judging from Dr. Graebner's remarks. It is still available and has some merit. It is an attempt to keep the indexing as compact as possible in a single ten and one-fourth inches by eleven inches volume. The publishers recommend alphabetical filing. In the effort for compactness the Wilson Index limits itself by making expansion of a given section difficult. It should be noted that this is probably the oldest commercial indexing method still available.

For some years Mr. Donald F. Rossin has been developing and producing commercial filing and indexing materials for pastors and students. He comes from a background of experience in the parish ministry and has worked out methods based on the Dewey-Decimal Classification used in most libraries. The present writer was privileged to work with Mr. Rossin for four years. In this time the present writer developed the methods presented in this thesis. This is the first effort to describe completely these methods and set forth a single

⁴Theodore Graebner, The Pastor as Student and Literary Worker (St. Louis: Concordia Publishing House, 1925), p. 3.

⁵Ibid., p. 122.

unified system of filing and indexing. Mr. Rossin's services offer sets of letter-sized folders labeled according to the Dewey Classification. The 200 section on religion is carefully expanded and adapted.

Another commercial system gaining popularity in some areas is the Memory-O-Matic Filing System produced by The Mount Vernon Foundation of Mt. Rainier, Maryland. It is based on an independent method of classification using numbers and letters. It has been adopted by the United States Department of Agriculture in filing its materials with considerable satisfaction. It is a very comprehensive system and tends to become quite elaborate.

Dr. Elgin S. Moyer of Moody Bible Institute produced a book in 1953 titled The Pastor and His Library. Dr. Moyer is primarily concerned about organizing the pastor's library books. He recommends the use of the Dewey-Decimal Classification for this and gives a very excellent and comprehensive description of the mechanics involved. He has two chapters devoted to filing and indexing. In this he recommends alphabetical filing and use of cards for indexing.

Leslie Robinson Elliott, librarian at Southwestern Baptist Theological Seminary has prepared a booklet titled, The Efficiency Filing System. He advocates use of alphabetical filing and presents a list of subject headings. In his recommendations for classifying library books on the shelf he follows a categorical method. He writes especially for Baptists and gives some fair suggestions.

Wilford Raymond Hall, visiting lecturer on filing methods at Berkeley Baptist Divinity School and the San Francisco Theological Seminary, has written a booklet on filing and indexing. His recommendations follow the Dewey-Decimal Classification. It is titled, The Preacher's Filing System.

Glen C. Tompkins, of a background unknown to the present writer, has prepared a mimeographed manual of filing and indexing under the title, "All Things in Order." He recommends alphabetical filing and extensive use of cards for indexing and cross referencing.

Don Wardell, also of unknown background, has written a volume titled Practical Helps for Christian Workers. In it he presents a variety of suggestions on filing and indexing. He suggests an independent decimal classification. His aim is to present ideas adaptable for the individual using them. In his presentation he becomes somewhat general and vague.

General Evaluation of Past Works in Filing and Indexing

All of these authors have made some contribution to the area of filing and indexing. Many of them have much in common. Yet there are apparent several weaknesses. In general, it is this writer's opinion that some of these authors have become too specific, sometimes too brief in their presentation, and thus have made their overall suggestions too difficult to adapt to specific needs. On the other hand some have been too general and too prolific in their suggestions with the result of puzzling and confusing the users. This

has been the result of a sincere effort to be adaptable. Specific criticisms to be discussed later in more detail is the use of an alphabetical classification in filing, the extensive use of cards for indexing and complicated or unique methods.

Specific Aim and Limitations

Our aim in this thesis shall be to overcome these weaknesses by describing a single unified method of filing and indexing based on the Dewey-Decimal Classification. We shall offer alternate suggestions where they are practical in our judgment. We also wish to present in this manual a reference tool for filing and indexing by providing the numerical tables and a relative index of the Dewey Classification especially prepared and selected for use by the student and pastor.

CHAPTER II

METHODS OF CLASSIFICATION

Need and Criteria for a Method of Classification

If the pastor is to develop a useful and practical method of filing and indexing, he must first lay plans. Primary in these plans is the selection of a method of classification. By this we mean the overall division of materials which the pastor will follow. "Classification in any work means placing together in one division and under one heading all closely related material."¹ The adequacy of the classification will very often determine the success or failure of a filing method. If the classification is not expandable, the user will find himself with folders which cannot be further subdivided. If the classification is not comprehensive enough, he will find himself with materials for which he has no provision. If it is not carefully worked out, he will find his related materials scattered and illogically arranged. Dr. Moyer sums the criteria for a method of classification this way, "Whatever method is chosen, it should be one that can be set up with the least possible labor and difficulty, and one that can be used with the greatest possible efficiency and

¹Margaret Fullerton Johnson and Dorothy E. Cook, Manual of Cataloging and Classification for Small School and Public Libraries (Fourth edition; New York: H. W. Wilson Co., 1950) p. 62.

ease."²

Alphabetical Classification

The method of classification which comes to mind first is the alphabetical method. This classification simply arranges all materials according to the alphabet. Folders are labeled according to their content and filed alphabetically, for example, Adventism, Bible, Christology, God, Missions, Sin, and so forth. This method seems to meet the criteria considered above. It is simple, expandable, comprehensive, and so forth. But practical experience and a little thought bring to light several weaknesses. Above we defined classification as the grouping of related materials under one heading or one division. Alphabetical classification separates related materials. For example, the books of the Bible will be scattered throughout the entire file; general materials on Dogmatics would be widely separated from other specific doctrines like Justification and Sanctification. It makes necessary numerous cross references if related materials are to be kept together and relocated when needed.

Another serious problem is the choice of titles or subject headings. Given the same general topic of filing and indexing, no two writers used by the present writer came up with similar lists of subject headings. In this connection

²Elgin S. Moyer, The Pastor and His Library (Chicago: Moody Press, 1953), p. 29.

the problem of synonyms must also be considered. Three people might possibly file the same materials in three different places using the alphabetical classification, for example, Lord's Supper,³ Sacrament of the Altar,⁴ Eucharist.⁵ Thus the subjectivity of alphabetical classification will lead different people to file the same materials in different places and the same person to file the materials in different places at different times. This makes it difficult to use untrained helpers. An obvious commentary on the alphabetical method of classification is found in its abandonment by all libraries except in rare cases.

Categorical Classification

For these reasons many other classifications have been developed. These may be characterized as categorical because they group related materials into categories and assign a symbol to each category. This symbol may consist of letters or numbers or both. Numbers are subdivided by means of decimals, letters by the addition of more letters to the basic symbol. There are few major classifications of this type which have gained and maintained popularity. The Library of Congress uses this type of classification. Union Seminary

³Leslie Robinson Elliott, The Efficiency Filing System (Nashville, Tenn.: Broadman Press, 1951), p. 21.

⁴Theodore Graebner, The Pastor as Student and Literary Worker (St. Louis: Concordia Publishing House, 1925), p. 110.

⁵Moyer, op. cit., p. 51.

has developed a classification especially for theological libraries. One of the oldest and by far the most popular is the Dewey-Decimal Classification. It is used in 95% of American libraries.⁶

Any good categorical classification overcomes the problems of the alphabetical method. Related materials are usually gathered under major headings and divisions. Synonyms offer no problem because the user is always directed to the same category. The basic divisions in the major classifications mentioned above have been worked out by experts in the field and are standardized so that the element of subjectivity is reduced considerably. This permits the use of relatively untrained assistants. The categorical classifications are also in harmony with good psychological principles. These tell us that men think in relationships and categories rather than alphabetically or other artificial methods.

Some authors have tried to combine the alphabetical and categorical methods of classification in an effort to maintain the simplicity of the alphabet and to gain the advantages of categories. They select the major categories and then alphabetize under these major headings. There are some variations of this procedure, but the description above gives the general idea. The resulting classifications have some value and must be judged according to the criteria suggested

⁶David Judson Haykin (Editor of the Decimal Classification, Library of Congress, Washington, D.C.), in a personal letter to the present writer, dated Oct. 10, 1955.

above. They are usually adequate for a small amount of filing and indexing. When used extensively for a great variety of books and materials they result in extensive mechanics of indexing and cross-referencing. This tends to make them time-consuming and cumbersome. Efforts at such combinations or independent classifications include the work of Wardel, Tompkins, and Kells.

Advantages of Dewey-Decimal Classification

After consideration of various methods of classification, the present writer has chosen the Dewey-Decimal Classification. Aside from the advantages found in any good categorical method, there are several other advantages in this method. As already mentioned, the Dewey-Decimal Classification is the most widely used of all. This increases the likelihood that even the untrained help available to the pastor will have had some acquaintance with at least the fundamental principles. It permits unlimited expansion; it is entirely comprehensive and has been proven satisfactory in handling all types of library materials. Libraries everywhere become supplements to your file. The use of only numerals in the symbols bridges language barriers. The number applies regardless of the language being used. This is due to the zealous regard which the owners of the copyright hold for the integrity of their system. It is doubtful that any other classification will gain the popularity and acceptance of Dewey-Decimal Classification in the near future. For these reasons the present

writer recommends this classification as one certainly worthy of consideration. In Synodical Conference Lutheran circles it deserves special consideration since most of the major theological libraries in this body are classified by Dewey-Decimal.

Introduction to Dewey-Decimal Classification

Explanations of the Dewey-Decimal Classification may be found in most of the classification books published by the Lake Placid Club Educational Foundation, owners of the copyright. Several editions are available. The pastor may find use for an abridged edition or of the relative index only. Ordinarily the tables and index presented in chapters three and four of this thesis will serve adequately most of the pastor's need. For assistance the pastor may be able to use the local library copy.

In preparing his classification Melvil Dewey divided all of knowledge and thought into ten major classes as shown in the quotation below:

- 000 General works, including general encyclopedias and general periodicals.
- 100 Philosophy, including psychology, ethics, etc.
- 200 Religion, Christian and Non-Christian.
- 300 Social sciences, including economics, government, law, etc.
- 400 Philology, including dictionaries and grammars in all languages.
- 500 Pure science, as mathematics, chemistry, physics, botany, astronomy.

- 600 Useful arts, as agriculture, engineering, medicine, hygiene.
- 700 Fine arts and recreation, including sculpture, painting, music, aesthetics, amusements.
- 800 Literature.
- 900 History, including travel, geography, biography.⁷

In this quotation Moyer quotes from the standard Dewey-Decimal Classification tables and adds a note of explanation.

Each of these ten main classes is further divided into ten divisions. Thus the 200 class covering the area of religion is subdivided as follows:

200 RELIGION

- 210 Natural Religion
- 220 Bible
- 230 Systematic or Doctrinal Theology
- 240 Devotional Theology
- 250 Pastoral Theology
- 260 Ecclesiastical Theology
- 270 Christian Church History
- 280 Christian Churches and Sects
- 290 Non-Christian Religions⁸

Similarly each major class may be subdivided.

Each of these divisions may be further subdivided into ten sections. The quotation below demonstrates how the 220 division on the Bible is subdivided:

220 BIBLE

- 221 Old Testament
- 222 Historical Books
- 223 Poetic Books
- 224 Prophetic Books

⁷Moyer, op. cit., p. 33.

⁸Melvil Dewey, Decimal Classification (Fifteenth edition; New York: Forest Press, Inc., Lake Placid Club, 1951) pp. xxiv and xxv.

- 225 New Testament
 226 Gospels and Acts
 227 Epistles
 228 Apocalypse Revelation
 229 Apocrypha and Pseudepigrapha⁹

Each of these sections may again be subdivided by the use of decimals. For example, the following quotation shows Dewey's division of 226 Gospels and Acts:

226	GOSPELS AND ACTS	
.1	Harmonies	.6 Acts of Apostles
.2	Matthew	.7 Miracles
.3	Mark	.8 Parables
.4	Luke	.9 Lord's Prayer ¹⁰
.5	John	

Thus the major problems of classification have been solved for the user. The system is infinitely expandable by the use of decimals. The producers and authors of the Dewey-Decimal Classification have anticipated many of the pastor's needs, but have also allowed for personal adaptation and expansion.

The classification volumes available have two major sections in them. The first part of the book lists the subjects in numerical tables. The second part of the book lists the subjects in alphabetical order and gives the correct Dewey-Decimal number. This section is known as the relative index. The numerical tables give guidance in breaking down major headings. The relative index gives proper location of any subject. Thus both parts are valuable tools for filing and indexing. Since a complete edition of Dewey is quite expen-

⁹Ibid., p. xxxii.

¹⁰Ibid., p. 41.

sive and the abridged edition is somewhat brief for the pastor's needs, the present writer will present in the following two chapters a rather comprehensive set of tables and relative index for the pastor emphasizing the 200 class on religion. These two chapters may be important tools to the pastor using this method of classification for his filing and indexing.

CHAPTER III

DEWEY-DECIMAL NUMERICAL TABLES

Introduction to the Numerical Tables

The purpose of this chapter is to give the pastor and student a brief overview of the entire Dewey-Decimal Classification. This overview, of necessity, is brief in areas of knowledge outside the area of religion. In the area of religion the thesis is very complete containing most of Dewey's suggested divisions plus a number of personal adaptations and expansions. Where the thesis departs from standard Dewey Classification, the entire section is so designated. Where the departure involves only a few numerals or titles it is indicated by an asterisk (*). This selection is especially prepared for use by pastors and theological students. It is designed to help the pastor choose folder headings and index subject headings which will be discussed in chapters five and six respectively. Once major divisions are selected, these tables will guide the user in further subdivisions. For the immediate purposes of the discussion of filing and indexing it is helpful to scan these tables to get a general idea of the grouping of materials. As indicated before, these tables, with the exceptions noted, are quoted from the fourteenth and fifteenth edition of Dewey's Decimal Classification and Relative Index. First we shall present a summary of the entire

tables. In the following section we shall expand these tables in some areas, but especially in 200 Religion.

Introductory Summary of Entire Tables

The following summary of the entire Dewey Classification will give the reader the basic outline and pattern.

- 000 GENERAL WORKS
 - 010 Bibliographical Science and Technique
 - 020 Library Science
 - 030 General Encyclopedias
 - 040 General Collected Essays
 - 050 General Periodicals
 - 060 General Societies Museums
 - 070 Journalism
 - 080 Collected Works
 - 090 Book Rarities

- 100 PHILOSOPHY ESTHETICS
 - 110 Metaphysics
 - 120 Metaphysical Theories
 - 130 Fields of Psychology
 - 140 Philosophic Systems
 - 150 Psychology
 - 160 Logic
 - 170 Ethics
 - 180 Oriental and Ancient Philosophy
 - 190 Modern Philosophy

- 200 RELIGION
 - 210 NATURAL RELIGION
 - 211 Deism Atheism Theism
 - 212 Pantheism Theosophy
 - 213 Creation Evolution*
 - 215 Religion and Science
 - 218 Immortality

 - 220 BIBLE
 - 221 Old Testament
 - 222 Historical Books Church in Specific Countries
 - 223 Poetic Books
 - 224 Prophetic Books
 - 225 New Testament
 - 226 Gospels and Acts
 - 227 Epistles
 - 228 Apocalyptic Literature
 - 229 Apocrypha and Pseudepigrapha

- 230 SYSTEMATIC OR DOCTRINAL THEOLOGY
- 231 God Trinity
- 232 Christology
- 233 Man
- 234 Soteriology Salvation
- 235 Angelology
- 236 Eschatology
- 237 Future Life
- 238 Statement of Fundamental Religious Belief
- 239 Apologetics Polemics

- 240 DEVOTIONAL THEOLOGY
- 241 Christian Ethics
- 242 Meditation Consolation
- 244 Stories Allegories Satires
- 245 Hymnology Christian Music*
- 246 Christian Symbolism
- 247 Esthetics in the Church
- 248 Personal Religion
- 249 Family Devotions

- 250 PASTORAL THEOLOGY
- 251 Homiletics
- 252 Sermons
- 253 Pastoral Life
- 254 Church Administration
- 256 Parish Societies
- 258 Welfare Work of Church
- 259 Other Ministrations

- 260 ECCLESIASTICAL THEOLOGY CHURCH
- 261 Christian Social Theology
- 262 Church Government
- 263 Christian Sabbath
- 264 Public Worship
- 265 Sacraments
- 266 Missions
- 267 Associations
- 268 Religious Education
- 269 Evangelism

- 270 CHRISTIAN CHURCH HISTORY
- 271 Religious Orders
- 272 Persecutions
- 273 Heresies
- 274-9 History of Christian Church in Specific Countries

- 280 CHRISTIAN CHURCHES AND SECTS
- 281 Primitive Churches
- 282 Roman Catholic Church
- 283 Anglican Church
- 284 Protestantism

- 285 Presbyterianism, Congregationalism and Reformed Bodies
- 286 Baptist Churches and Other Immersionist Sects
- 287 Methodism
- 288 Unitarianism
- 289 Other Christian Sects
- 290 NON-CHRISTIAN RELIGIONS
- 291 Comparative Mythology and Religion
- 292 Greek and Roman Mythology and Religion
- 293 Teutonic and Northern Mythology and Religion
- 294 Buddhism and Brahmanism
- 295 Non-Semitic Asiatic Religions
- 296 Judaism
- 297 Mohammedanism
- 299 Other Non-Christian Religions
- 300 SOCIAL SCIENCES SOCIOLOGY
- 310 Statistics
- 320 Political Science
- 330 Economics
- 340 Law
- 350 Public Administration
- 360 Social Welfare
- 370 Education
- 380 Commerce
- 390 Customs
- 400 LINGUISTICS
- 410 Comparative Linguistics
- 420 English Language
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Other Languages
- 500 PURE SCIENCE
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth Sciences
- 560 Paleontology
- 570 Biological Sciences
- 580 Botany
- 590 Zoology
- 600 APPLIED SCIENCE
- 610 Medical Sciences
- 620 Engineering

- 630 Agriculture
- 640 Home Economics
- 650 Business and Business Methods
- 660 Chemical Technology
- 670 Manufactures
- 690 Building Construction

700 ARTS AND RECREATION

- 710 Landscape Architecture
- 720 Architecture
- 730 Sculpture
- 740 Drawing Decorative Art
- 750 Painting
- 760 Prints and Print Making
- 770 Photography
- 780 Music
- 790 Recreation

800 LITERATURE

- 810 American Literature
- 820 English Literature
- 830 German Literature
- 840 French Literature
- 850 Italian Literature
- 860 Spanish Literature
- 870 Latin Literature
- 880 Greek Literature
- 890 Literature of Other Languages

900 HISTORY

- 910 Geography
- 920 Biography
- 930 Ancient World History
- 940 European History
- 950 History of Asia
- 960 African History
- 970 North American History
- 980 South American History
- 990 History of Oceania

Expanded Tables for the Pastor's Use

000 GENERAL WORKS

- 010 Bibliography
- 020 Library Science
- 030 General Encyclopedia
- 040 General Essays
- 050 Periodicals Magazines
- 060 General Societies Museums

- 070 Journalism Newspapers
 080 Collected Works
 090 Book Rarities
- 100 PHILOSOPHY
- 110 Metaphysics
- 120 Metaphysical Theory
- 130 Fields of Psychology
- 132 Abnormal Psychology
- 133 Occult Sciences
- .1 Apparitions Ghosts
 - .2 Hallucinations Illusions
 - .3 Divination Fortune Telling
 - .4 Witchcraft
 - .5 Astrology
 - .6 Palmistry
 - .8 Telepathy
 - .9 Spiritualism
- 134 Hypnotism Mesmerism
- 135 Sleep Dreams Sleepwalking
- 140 Philosophic Systems
- 150 Psychology
- 151 Intelligence Tests
- 154 Learning Memory
- 157 Emotions
- 158 Habits
- 159 Attitudes*
- 160 Logic
- 170 Ethics Adiaphora,* cf. 233.2 Sin
- 171 Theories of Ethics
- .1 Christian Ethics, cf. 241
 - .6 Conscience
- 172 State Ethics International Ethics
- 173 Family Ethics, cf. 249
- .1 Marriage Divorce
 - .2 Polygamy Monogamy
 - .3 Duties of Husbands and Wives Birth Control*
 - .8 Masters Servants
- 174 Professional Ethics
- .1 Clergy
 - .2 Physicians

- .3 Lawyers
- .4 Business Ethics
- .8 Employers Employees
- 175 Ethics of Amusements and Recreation
 - .1 Public Shows
 - .2 Theater
 - .3 Dancing Square Dancing
 - .4 Games of skill
 - .5 Games of chance
 - .6 Prize fighting Animal fighting
 - .7 Racing
 - .9 Gambling

- 176 Sexual Ethics
 - .1 Chastity
 - .6 Adultery, cf. 173.1-3
 - .8 Immoral Literature

- 177 Social Ethics
 - .2 Gossip
 - .3 Truth Slander Flattery
 - .4 Dress
 - .6 Courtship
 - .7 Philanthropy

- 178 Temperance Stimulants
 - .1 Alcoholism* Intoxicants
 - .5 Prohibition
 - .7 Tobacco
 - .8 Narcotics
 - .9 Gluttony

- 179 Other Ethical Topics
 - .2 Cruelty
 - .5 Oaths
 - .6 Bravery Heroism
 - .7 Dueling Suicide
 - .8 Vices
 - .9 Virtues

180 Oriental and Ancient Philosophy

190 Modern Philosophy

200 RELIGION

- 201 Philosophy of Religion
- 202 Compends Outlines Systems
- 203 Dictionaries Cyclopedias
- 204 Essays Reports
- 205 Periodicals Magazines
- 206 Societies Bible Societies Tract Societies
- 208 Collected Works
- 209 History of Religion

210 NATURAL RELIGION

- 211 Deism Atheism Rationalism Infidel Theism
 Agnosticism
 212 Pantheism Theosophy
 213 Creation Evolution
 214 Fatalism
 215 Science and Religion
 217 Heathen Worship and Prayer
 218 Heathen Future Life

220 BIBLE

- .1 Canon Inspiration Authority of Bible Bible
 Criticism History of Bible as a book
 .2 Concordances
 .3 Dictionaries Cyclopedias
 .4 Original Texts Codices
 .5 Versions Revised Standard Goodspeed Phillips
 .6 Hermeneutics Exegesis Symbolism in the Bible
 Typology Textual Criticism
 .7 Commentaries
 .8 Special Topics Bible Games
 .9 Bible Geography and History
 .91 Bible Geography
 .92 Bible Biography
 .93 Bible Archeology
 .94 Bible Chronology
 .95 Bible History
 .97 Bible Names*
- 221 Old Testament Introduction
- 222 Historical Books
- .1 Pentateuch
 .11 Genesis
 .12 Exodus
 .13 Leviticus
 .14 Numbers
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personal adaptation)
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- .922 Christmas Day
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- .924 Sunday after Christmas
- .925 New Year's Eve
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 - .931-.936 Sundays after Epiphany
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- .172 Rally Day
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For the details of subdivisions of special interests outside the 200 section the reader is referred to any of the Dewey Classification volumes. They should be available from the cataloging department of any sizable library using Dewey's Decimal Classification.

CHAPTER IV

RELATIVE INDEX

Introduction to the Relative Index

This chapter contains a relative index for the tables in the previous chapter. It is an alphabetical listing of the subjects and topics together with the proper classification number. The relative index uses an asterisk (*) where the topic and number are not standard Dewey Classifications.

This relative index is designed to assist the pastor and student in their classification of materials. Suppose the material to be filed deals with the Lord's Supper. By looking for this subject in the alphabetical table it is possible to find the proper classification number, that is, 265.3. In a similar fashion the correct Dewey number can be located for any other subject listed in the tables.

As in the preceding tables, the writer has tried to make the relative index comprehensive in the area of religion so that it may be of utmost usefulness to the pastor. Many synonyms are included for maximum usefulness. Suppose that some materials being considered for filing suggested the title, "Sacrament of the Altar," or, "Eucharist." The index will always direct the user to 265.3, the category dealing with that subject. In this way it eliminates the need for extensive cross references. It can serve the purpose of a

card index to the pastor's library, filing, and indexing. This eliminates a time-consuming feature of many other suggested filing systems. This relative index may be one of the most valuable tools for the pastor's efficient use of all types of library materials.

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What articles to clip or what booklets to preserve is, of course, a very subjective problem. A given article may have meaning to one man and none to another. It may have value for one man at one time and become obsolete for later use. Each one will have to evaluate his materials in terms of his needs. The danger in filing or indexing is to do too much and become involved in the processes of handling immense amounts of clippings and references. On the other hand, there is the danger of filing too little with the result of losing many valuable materials. A middle road seems best for most purposes. In all circumstances the file should be work-

CHAPTER V

FILING TECHNIQUES

Filing Aims and Purposes

In the first chapter of this thesis we defined filing as that process by which ephemeral or "loose" materials are organized and stored so that they may be readily found when needed. This group of materials includes newspaper and magazine clippings, tracts, pamphlets, brochures, notes and excerpts from borrowed books, and notes taken on lectures, sermons, or reading. In general, this group includes everything that may not conveniently be kept on the library bookshelf. It is the purpose of filing to provide a well organized method of storing these materials for future use.

What articles to clip or what booklets to preserve is, of course, a very subjective problem. A given article may have meaning to one man and none to another. It may have value for one man at one time and become obsolete for later use. Each one will have to evaluate his materials in terms of his needs. The danger in filing or indexing is to do too much and become involved in the processes of handling immense amounts of clippings and references. On the other hand, there is the danger of filing too little with the result of losing many valuable materials. A middle road seems best for most purposes. In all circumstances the file should be work-

ed through at least once a year to purge it of useless bulk. In addition to these general principles of clipping and filing, Moyer sums the advice of most authors when he says, "Whether you are in your study or elsewhere, make it your practice to clip items or to make notes of reference at the time of reading. Do not leave the task for some elusive tomorrow."¹

Filing Materials

Of the various methods of storing materials, the most common and probably best is the vertical file cabinet made either of wood or steel. These usually consist of several drawers about eleven and one-half inches by thirteen inches and twenty-six inches deep. The pastor should buy the best cabinet he can afford, preferably with four drawers and a lock. It is most practical to buy a four-drawer cabinet since they cost little more than cabinets with fewer drawers. The quality of a cabinet is indicated by the type of suspension used for the drawers. The best cabinets have telescoping slides at the drawer sides to carry the weight of the drawer as it is opened. Cheaper cabinets have only rollers attached to the drawer or no rollers at all. A cabinet should be fitted with a follow-block and guide cards to hold the folders erect and straight.

The student who is beginning his filing, who is doing

¹Elgin S. Moyer, The Pastor and His Library (Chicago: Moody Press, 1953), p. 88.

quite a bit of traveling, and who is hampered by budget limitations should not be so concerned about the cabinet as he is about its content. For most students a single drawer transfer file is adequate. These can be purchased for little cost from used office furniture dealers. They are easy to handle and can be discarded when a good cabinet is obtained. It is very practical to use even a sturdy cardboard carton or wooden crate. They may be covered or painted to make them attractive and to protect the materials inside them. In temporary "student" quarters the file can be kept neat by placing cheap metal bookends between the folders about every six or eight inches.

The fundamental piece of equipment in any filing method is the file folder. Both the pastor and the beginning student should use only the best quality folder which they can afford. If a poorer quality folder is used, it will soon wear out, lose its neat appearance, and have to be replaced. This means additional cost for new folders and loss of time. Use of inferior materials is ultimately poor stewardship of both time and money. The common size is known as "letter size" and measures about eleven and three-fourths inches by nine and one-half inches. Some prefer the larger "legal size," but this means more expensive folders and a more expensive cabinet to store them. Regardless of size chosen the folder should have a double tab. By this we mean a double thickness of material in the visible tab part of the folder. Single tab folders soon become "dog-eared" and make materials hard

to find. Most authors recommend three-position or "three cut" folders. This means that the folders have three rows of tabs as indicated by the illustration later in this chapter. Some prefer the six-position folder for more precise divisions.² Rather than write headings directly on the folder it is convenient to use gummed labels. These may be typed and then attached to the folder. Colored labels or color-bar labels may be used to give your file a neat and orderly appearance.

Some may prefer the hanging type of folder. This type is suspended from bars running the length of the file drawer rather than resting on the bottom of the drawer. One brand is known as "Pendaflex." The extra cost of this type makes this method somewhat impractical. The present writer uses a combination of the two types of folders.

Filing Method

After suitable materials have been acquired it is possible to proceed with the mechanics of setting up the file folders in preparation for filing. The first step is to select the titles or subject headings which are to be used on the folder tabs. It is a wise practice to begin by labeling a folder for each hundred class and for each ten division in the 200 section on religion. This will give the folder file the skeleton of the Dewey arrangement. Some of these major

²Donald F. Rossin, "Catalog No. 54A" (Minneapolis: D. F. Rossin, Inc., 1954), p. 8.

subject heads may not be used for filing materials at once. But they will always serve the important function of guiding the user to the more specific topics. If a goodly amount of material is at hand, perhaps even sorted into folders, the rest of the subject headings would be determined by materials to be classified. By using the relative index in chapter four, the pastor can locate the proper classification number. By checking the numerical tables he can see the relationship of that subject heading to the larger divisions.

Assuming the average beginner in filing will buy about a hundred folders, the present writer wishes to suggest the following subject heads to begin the folder file:

000	General Works	239	Apologetics
100	Philosophy	240	Devotional Theology
150	Psychology	242	Comfort Suffering
170	Ethics	245	Christian Music
173	Marriage and Divorce	246	Christian Art
175	Ethics of Amusements	248	Prayer
178	Temperance	249	Family Devotions
200	Religion	250	Pastoral Theology
210	Natural Religion	251	Homiletics
213	Evolution	252	Sermons
220	Bible	253	Pastoral Life
221	Old Testament	254	Church Administration
222	Historical Books	256	Parish Societies
223	Poetic Books	260	Church
224	Prophetic Books	264	Public Worship
225	New Testament	265	Sacraments
226	Gospels and Acts	266	Missions
227	Epistles	268	Christian Education
228	Revelation	269	Evangelism
229	Apocrypha	270	Church History
230	Dogmatics	280	Christian Churches
231	God	290	Non-Christian Religions
232	Christology	300	Social Sciences
233	Man	400	Languages
234	Salvation Faith	500	Pure Science
235	Angels Satan	600	Applied Science
236	Eschatology	700	Arts and Recreation
237	Future Life Heaven	800	Literature
238	Creeds Catechisms	900	General History

This will leave the beginner about forty folders which he may use to build his file to fit his needs and interests. The reader will note the absence of topics that are of interest and importance to him. It will not be necessary to make folders for each of these topics. They may be filed under general subjects. For example, items on grace, faith, Gospel, justification, and sanctification may be filed in 234 Salvation. When the folder becomes too crowded, the materials should be divided and refiled in separate folders in line with the suggestions of the numerical tables. The beginner should be careful not to limit himself to too few subjects or he may be forced to lose valuable time in refiling. The more precise the filing of materials, the easier will be the task of finding them when they are needed.

After the subject heads have been selected, they should be typed on the labels. A clear and easy-to-read label can be produced by typing all the letters in capitals and using two or three sheets of paper as a pad under the labels in the typewriter. The Dewey number should precede the subject heading. If colored or color bar labels are used, the colors can be used to indicate the point of division. This can be done by using blue for the hundreds, red for the tens, green for digits, orange for one decimal, yellow for two decimals, and brown for three decimals. The choice of these colors is arbitrary. The selection indicated follows Mr. Rossin's suggestions. To give the label a greater measure of permanence it is possible to cover it with scotch tape or clear

nail polish. Some suggest the use of krylon, a plastic spray. These protective coatings are perhaps best applied after the label is attached to the folder. The position of the tab can also be used to indicate the point of division. A common procedure is to attach the labels for hundreds and tens to the first position tab on the left, the digits to the second position in the center, and the decimal divisions to the third position on the far right. The illustration below demonstrates these principles. After folders are labeled, arrange them in numerical order. Many prefer to begin the numbering at the rear of the drawer and number forward. The file folders are now ready to receive materials.

Assuming that the pastor or student has decided to file in line with our general remarks above, let us consider the mechanics of preparing materials for the file folders. Every item placed into the file should have recorded on it the Dewey Classification number so that it may be easily returned to the file folder after use. Clippings from magazines or newspapers should be marked with the author's name, source and date. Frequently the source and author will determine the value of an item. A word from Schultz, the butcher, is not nearly as important or influential as a word from the president or a senator. Whole pages may be dropped directly into the file folder with the proper markings, of course. Larger pamphlets, booklets, or tracts are best stored between the folders if they are too large to fit conveniently and neatly into them. They should be marked with the Dewey Clas-

PRITZLAFF MEMORIAL LIBRARY

CONCORDIA SEMINARY

ST. LOUIS, MO.

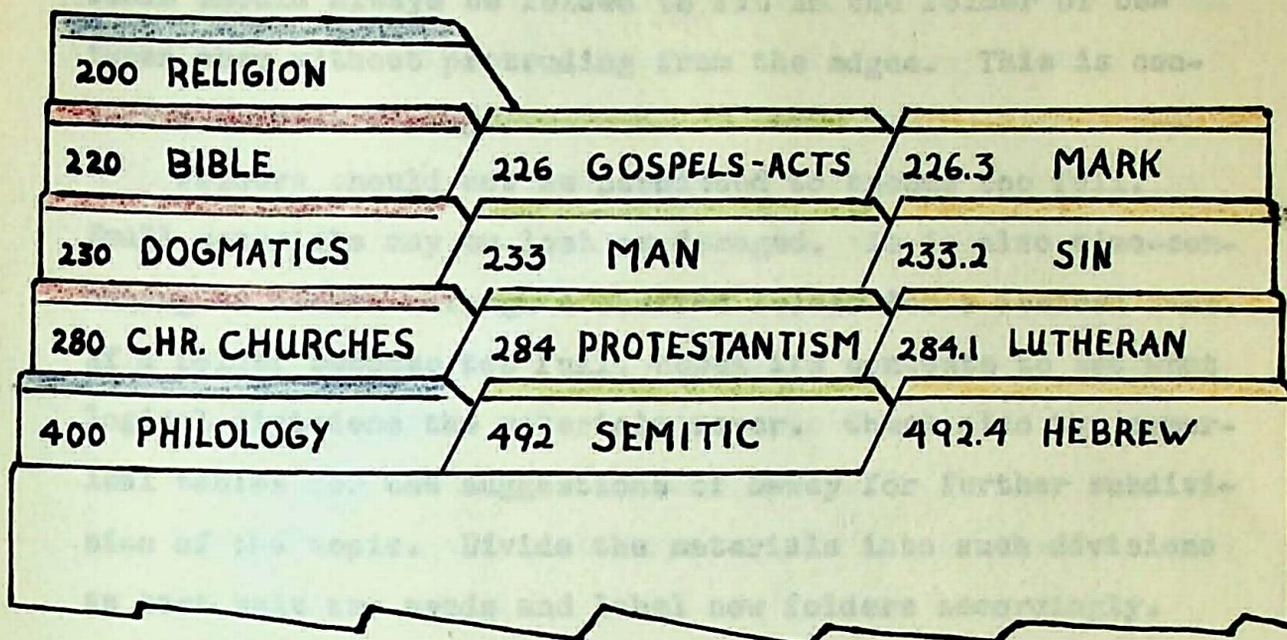


Illustration 1. File Drawer. The drawing above illustrates a portion of a file drawer using three-cut folders. The hundreds and tens are on the first position using blue and red labels respectively. The digits are on the second position using green labels. Decimal divisions are on the third position using yellow labels.

A clipping sheet should be the same size as the folder, perhaps a trifle smaller. It should be made of heavy paper similar in quality to the file folders. By overlapping the bottom end of the clipping to the clipping sheet, the titles remain visible and the back side may also be read. Kelle suggests that an envelope be used to care very small clippings.³ By turning back the flap of the envelope and attaching it to the clipping sheet, a pocket is

³Robert A. Kelle, *Library-File-Filing Systems* (St. Louis, Mo.: The Great Vernon Foundation, 1931), p. 22.

sification number as well as the subject heading. The materials should always be folded to fit in the folder or between them without protruding from the edges. This is conducive to neat filing.

Folders should not be permitted to become too full. Small materials may be lost or damaged. It is also time-consuming to search through a stuffed folder for a desired item. If a folder becomes too full, check its contents to see what logical divisions the materials cover. Check also the numerical tables for the suggestions of Dewey for further subdivision of the topic. Divide the materials into such divisions as best suit the needs and label new folders accordingly.

Very small items such as small tracts or clippings a few inches long deserve more attention if they are to be preserved. To prevent their loss or destruction from heavier items placed in the same folder, it is well to scotch tape them to clipping sheets. A clipping sheet should be the same size as the folder, perhaps a trifle smaller. It should be made of heavy paper similar in quality to the file folders. By scotch-taping the bottom end of the clipping to the clipping sheet, the titles remain visible and the back side may also be read. Kells suggests that an envelope be used to save very small clippings.³ By turning back the flap of the envelope and attaching it to the clipping sheet, a pocket is

³Robert H. Kells, Memory-O-Matic Filing System (Mt. Rainier, Md.: The Mount Vernon Foundation, 1951), p. 12.

formed into which several clippings can be placed. Data about the clippings could be recorded on the envelope. Each clipping sheet should be labeled with the Dewey Classification number and subject heading to which its clippings pertain. It may then be filed in the proper file folder. The following page illustrates the methods here described. Let us repeat our admonition of the paragraph above. The time for marking and clipping is at the time of reading. The filing should be done at some regular specific time. "Do not leave the task for some illusive tomorrow." If the items are properly marked, the actual clipping and filing could be done by someone else.

Clippings Nos. 1-8
(Other data if desired)

#9
(Source and Author)
(Small Tract)

#12 TITLE
(Source and Author)

#11 TITLE
(Source and Author)

#10 TITLE
(Source and Author)

Illustration 2. Clipping Sheet Arrangement

CHAPTER VI

INDEXING TECHNIQUES

Indexing Aims and Purposes

By means of indexing the pastor and student can make greater use of his reading and study in bound materials on his library shelf. Authorities estimate that a pastor spends about 15,000 hours in reading and study over a twenty-year period.¹ The same authorities estimate that 90% of this reading and study is lost because the memory cannot possibly retain all the facts and other items covered in such reading. These statistics are not too hard to believe when one considers the large proportion of time devoted by the pastor to his preparation for his sermons and other ministrations. Besides such reading for immediate use, the pastor who wants to be "all things to all men" is reading and studying constantly to improve his general background. Much has been written about what the pastor should read or should not read. We do not propose to add to that discussion.

Our concern shall be rather, the concern expressed by Theodore Graebner when he wrote,

the preacher and theologian does a great amount of reading which has no such immediate objective; and since it

¹Robert H. Kells, Memory-O-Matic Filing System (Mt. Rainier, Md.: The Mount Vernon Foundation, 1951), cited from advertising circular.

is impossible even for the best memory to retain the vast array of facts and data that, in the course of systematic reading, pass through consciousness; and since not only the facts, but the sources and authorities from which they are derived are frequently of highest importance,--it is an absolute requisite of fruitful reading that significant data be retained by means of some mechanical device.²

The present writer feels that such a "mechanical device" is to be found in the methods of indexing about to be described.

By means of indexing this thesis wishes to offer a key to the treasures so securely bound on bookshelves. True, some general volumes may be used without indexing, but, in general, the lack of indexing means extensive and time-wasting searching when some particular item of information is desired. It is hardly an exaggeration to say that shelves of books and stacks of magazines are of little value unless the pastor has some key, some method of indexing to help him locate what he wants when he needs it. The arrangement of books on the shelves and the storage of whole magazines will be discussed in the next chapter. Presently we shall consider the materials and techniques of indexing such library materials.

Indexing Materials

Many pastors find it convenient to keep their index in notebooks. Others definitely prefer cards. The argument is kin to the discussion of the primacy of the chicken or the

²Theodore Graebner, The Pastor as Student and Literary Worker (St. Louis: Concordia Publishing House, 1925), p. 96.

egg. In favor of cards is ease of correction in case of mistakes, simple removal of dead matter by removing the card, and the convenience of carrying a few cards in the pocket for use at any time. In favor of notebooks--which the present writer will recommend--is the permanency of entries while cards are apt to stray. If cards are misfiled they may be indefinitely lost. Portability of the entire index is easy while trays of cards are cumbersome. Entries are made quicker and located more quickly in notebooks.³ Obviously even a half sheet will suffice for the indexing done on six three by five inch cards. Thus the writer, together with others, prefers a notebook for indexing.⁴

In choice of materials for indexing the pastor and student should remember that this index should serve them in their entire ministry perhaps as long as fifty years. The need for the best possible quality is obvious. The notebook chosen should have a durable cloth or better binding. It is desirable to have a steel hinge for the best service. To make expansion easy it should be looseleaf with at least one-inch rings. The size is not too important. Kells prefers the full size using eight and one-half by eleven inch sheets. The present writer prefers notebooks using five and one-half by eight inch sheets. The notebooks may be conveniently kept

³Ibid., p. 117.

⁴Graebner, Kells, and the editors of the Wilson Index prefer and recommend the use of a notebook in preference to cards.

upright on any regular bookshelf or even on the desk since they are no more bulky than a medium-sized book. Larger notebooks allow for more entries, but the size is a hindrance in use. The smaller notebook can easily be expanded by adding a sheet. The paper used in the index notebooks should be of no less than ledger quality. Ordinary note paper will not serve this purpose well.

Indexing Method

As indicated before in Dr. Graebner's quotation, the sources of references are very important. In indexing the source must be noted for it is the only way to locate the fact, data, illustration, and so forth, that is desired. Sources, of necessity, have titles, frequently long titles. In gathering references on a given subject, it is convenient, therefore, to have some method of abbreviating titles. This is done in a part of the index commonly known as a book register. The illustration below indicates how a book register page may be ruled.

Title one such sheet with each letter of the alphabet and place them in order in the front of an index notebook. Alphabet tabs may be helpful for easy use. List each of your books according to the first letter of the title together with pertinent bibliographic data and its location either in your library or elsewhere. Ignore articles like "a," "an," or "the." List also such magazines which you keep whole on your bookshelf. They may be listed in any order. New books

should be listed as they are acquired. So on the page titled "C" you might have listed such books and magazines as shown in the illustration. On the page titled "M" you might have listed Moody Monthly, Messenger of Peace, Man Called Peter, or Manual for Altar Guilds.

The symbol or abbreviation for each book or magazine is the first letter of the title and the number by which it appears on the book register sheet. As the books are listed the symbol or title abbreviation should be written in the front cover. If this is done, it will be easy to find when indexing. The user need not turn to his book register to find his title abbreviation. So in the illustration below, C1 is the abbreviation for Children in the Bible School; C2 would refer to The Church Year; C7 would refer to the magazine Concordia Theological Monthly; and so forth. Some writers suggest that one digit be designated for certain types of materials. For example, seven could be used to indicate magazines. C7 would indicate Concordia Theological Monthly; M7 would refer to Moody Monthly; and so forth. If there are several volumes to a set, they may be indicated by a lower case number or small Roman numeral. Thus the third volume of Christian Dogmatics might be indicated by C6c or C6iii. The only purpose of this book register is to establish a set of permanent abbreviations for books and magazines. It has absolutely nothing to do with shelf arrangement. The use of these abbreviations will be explained in the following paragraphs.

BOOK REGISTER:

LETTER CNOS. C1 TO C10

CODE LETTER & NO.	BOOK OR PERIODICAL AUTHOR - PUBLISHER - NO. PAGES - WHEN ACQUIRED, GENERAL CONTENTS - EVALUATION	LIBRARY CALL NO.
		WHERE LOCATED
C 1	<u>Children in the Bible School</u> Lois LaBar	H.L.
C 2	<u>The Church Year</u> Paul Z. Strodach	H.L.
C 3	<u>The Cross and the Common Man</u> Herman Gockel	H.L.
C 4	<u>The Chief Steward</u> John E. Herman	H.L.
C 5	<u>Crossing the Kidron</u> Edited by Concordia Publishing House	H.L.
C 6	<u>Christian Dogmatics, 3 volumes</u> F. Pieper	H.L.
C 7	<u>Concordia Theological Monthly Magazine</u>	H.L.
C 8	<u>Christian Symbolics</u> Klotsche	H.L.
C 9	<u>Christian Art</u> P. E. Kretzmann	H.L.
0		

FOOTNOTES:

(H.L. is the abbreviation for home library.)

Subject or Topical Indexing

The major part of the pastor's index will consist of reference sheets like those shown in the illustration below. They may be ruled like the illustration allowing space for subject headings, major divisions, and classification number at the top of the page. The rest of the sheet should be ruled into three sections allowing for notation of the source of the reference, its nature and content, and other information which may be desirable. As in the case of labeling the file folders, so also the index sheets are given subject headings and their classification number. These are then kept in numerical order in the notebook. The choice of subject headings for the index sheets is very subjective and should be determined by the needs of the user. They may be prepared as needed or a set of skeleton sheets can be prepared using the general numbers and titles suggested for the file folders. Let us repeat, these sheets are placed in the notebook in numerical order, not alphabetical. The same logic applies here as when this arrangement is used for file folders. The benefits, such as grouping of related materials, also apply.

The use of this type of sheet becomes evident if we study the illustration. Suppose that I am reading The Cross and the Common Man. On page 78 I discover an illustration of the relationship of faith and witness. I wish to retain this illustration for future use. First I turn to my reference sheet with the heading, "Faith." Using the abbreviation for

the book title--which is found either in the book register or front cover--and the page number, I can indicate the exact source of the illustration by writing C3:78. On the rest of the line or any number of following lines, I can indicate the nature and type of the illustration for future recall. If I wish to recall this illustration in connection with "witness," I will record it in the same way on the reference sheet titled "witness."

Or suppose that I am reading the Concordia Theological Monthly of January, 1956, and on page 56 I discover an essay titled, "Faith in the Lutheran Confessions." I decide that this article is worthy of consideration in any future study of faith. On the same sheet I indicate the source with the abbreviation C7. Since this is a periodical I must also indicate the specific issue. This can be done either with the volume number or the date. So the complete abbreviation for the source would be C7:1-56:56 or C7:XXVII:56 depending on your choice of date or volume number. The title of the article and its nature could be described thus: Essay--"Faith in the Lutheran Confessions."

Or suppose that I have written a sermon on faith to which I would like to turn if in the future I study faith. The exact details of sermon filing and indexing will be discussed in the next chapter. Assume that the abbreviation for this sermon is S10:851 and its title to be, "Faith in the Face of Death." The method of recording may be readily seen on the illustration.

Cross-References

This index also serves the purpose of cross-referencing in the file folders. Regardless of the type of classification the pastor will soon be confronted by a piece of material dealing with several subjects. For example, let us take a booklet titled, "Stewardship and Faith." After careful consideration I conclude that the major topic is stewardship and I file it in the folder labeled "253.85 Stewardship." Yet I want to find that booklet in any future study of faith. So I turn to my reference sheet titled, "faith," and record under source the Dewey Classification number for stewardship. On the rest of the line I note the nature and title of the booklet. This is also indicated on the illustration.

What is accomplished by this process of recording references? The answer is obvious. If at anytime I wish to study the subject of faith for sermon preparation, for conference papers, essays, lectures, or other type of presentation, I turn to my reference sheet and there will be gathered the fruits of my past reading and study on the subject. The file folder on faith will yield any other materials which I may have gathered on the subject. In a similar way references and materials may be gathered on any subject or topic.

Graebner sums it thus,

It is only by systematically, laboriously, painfully, even, gathering the details bearing upon some department of knowledge; by acquisition, line upon line, precept upon precept, here a little and there a little, of the elements that make up style,--that we are able to

write at all anything that will instruct or interest even the smallest audience or the narrowest circle of associates.⁵

Textual Indexing

One area of indexing of vital concern to every pastor is textual indexing. As the pastor confronts a verse of Scripture for sermonic or other exposition he asks himself the question, "What have I read and studied in the past which will help me to expand this text?" By using the reference sheets just described he will be able to build up references to texts. The method is basically the same. The illustration below demonstrates our point. The sheet for textual indexing is labeled with the book of Scripture and a given chapter. On that sheet are gathered all references to verses in that chapter. The verses involved in the reference are indicated in the column at the far right. All that has been said about indexing books, magazines, and sermons and cross-indexing applies also here. If in the future I wish to study Matthew 28:20, I turn to the reference sheet for that chapter, run my eye down the right column and check only those references dealing with verse twenty-eight.

Since the textual index comprises such an important part of the whole index, many pastors find it convenient to keep the entire textual index in a separate notebook. Reference sheets for general information on Bible books is kept with the

⁵Graebner, op. cit., p. 103.

topical sheets. To facilitate textual indexing many pastors prefer to set up an entire index for the Bible. This can be done by titling one reference sheet for each book of the Old Testament and one side of a reference sheet for each chapter of the New Testament. Experience will soon direct you in your further division especially in such Old Testament books like Psalms and Isaiah. To maintain compactness several chapters may be indexed on one sheet. Instead of preparing the entire index, it may also be developed as needed. It is not necessary to use the Dewey-Decimal numbers on these textual sheets since they follow the same order as the chapters of the Bible. Even the feeblest memory will soon recall that all of these are really a part of 220 Bible Section. If notebooks with large enough rings are used, the textual index may occupy one binder, the book register and topical index another binder. If smaller binders are used any logical division is satisfactory.

Choice of References

There is always the question of what materials to index. Top priority should be given to magazines. Their value is increased by their timeliness. These materials usually cover a wide variety of topics and texts and so there is no other method of locating material on a given topic or text except by means of indexing. Usually one would not index general works like dictionaries, encyclopedias, concordances, or books covering an entire area like dogmatics, New Testament

Introduction, or commentaries. Occasionally even these may yield a special insight or fact which you will want to recall and, therefore, index. It is possible, though not always wise, to index some books without immediately reading them. The topics and texts of sermon books may be gathered either from the table of contents or index. Collections of essays on different topics like the Abiding Word can be readily indexed by looking at the table of contents. Similarly other books and magazines may be indexed from the table of contents or index. Most indexing, however, should be done as the book is read. Graebner remarks, "There is no such thing as studying without pen in hand."⁶ The pastor may note his references which he wants indexed in the margin or on the front fly leaf. Any assistant may record his references thus relieving him of the mechanics of the indexing. The amount of indexing to be done is a very subjective matter. Usually there is too little; the mechanics prevent too much. The present writer suggests that any fact, data, illustration, poem, and so forth, that makes one stop reading and ponder is worthwhile.

⁶Ibid., p. 99.

CHAPTER VII

SERMON FILING AND INDEXING

Filing and Indexing Sermon Illustrations

The matter of filing and indexing sermons and sermon material is one of great importance to the pastor who is usually expected to preach a fresh message at least once a week. One of the primary functions of the pastor's filing and indexing should be to develop a great variety of materials on topics and texts. These should be so treated as to have them readily available when needed to vitalize or elucidate some topic or text. One author has said, "A sermon without an illustration is like an egg without salt--tasteless."¹ The use of illustrative material in sermons belongs to a discussion of homiletics. Our concern in this thesis shall be to provide such illustrations as sound homiletics demands.

There is probably no more perplexing task than the filing and indexing of a multitude of short illustrations, poems, quotations, outlines, and other sermonic potential. One of the questions most frequently directed to the present writer in discussions of filing and indexing with fellow theological students is, "What do you do with your illustrations?" The present writer feels that such items should be carefully con-

¹Glen C. Tompkins, "All Things in Order," mimeographed in 1950, p. 13.

sidered before using precious time and space for extensive indexing and cross-referencing. Zeal for such efforts is perhaps born out of what one writer terms "a mania for quotation."² Frequently such "gems" are readily located in any anthology of stories and quotations. Even with these limitations and cautions the pastor still must deal with a large number of genuinely valuable items which he should retain for future use. These can be retained by the methods already described. If an item is really valuable, it should shed light or insight on a specific problem or text. The pastor should ask, "What point or text does this item illustrate?" The answer to this question will direct him to the proper folder or index sheet. Illustrative materials should not be filed in a folder headed, "Illustrations." That division is for materials describing the use and various types and methods of illustrations. Always file them with the topic or text which they illustrate. A little filing and indexing of important and good items done regularly will soon pay great dividends in better illustrated messages.

Filing Preached Sermons

Another problem which confronts the pastor is the method of dealing with preached messages. It is generally agreed that preached messages should be filed in some manner. The

²Theodore Graebner, The Pastor as Student and Literary Worker (St. Louis: Concordia Publishing House, 1925), p. 32.

reason need not concern us now. In addition to storing the sermons, the pastor usually finds it helpful to have some method by which he can index his sermons by text, topic, occasion, and chronologically. All these things can be done by following the general principles already outlined. Let us go through the steps of filing and indexing a preached message.

The item about which we are concerned is the sermon manuscript or detailed outline which sums up the pastor's homiletical effort. All resource materials should be returned to their respective folders so that they may be easily located for future study of similar or related topics and texts. Only the completed manuscript and/or outline with such notes as have direct bearing on the particular sermon should be filed together. Usually this will be in the form of several sheets of paper which should be bound together with a staple to keep the sheets from straying. The size of the sheet is immaterial. Somewhere on the outside of the manuscript and at its head should be the significant data. This includes text, title, date preached, occasion, place preached, hymns used, and by all means a serial number. Some authors recommend a brief outline of major sections, Scripture readings used, and sources, but this is a matter for personal choice. The serial number is given to the sermon to identify that specific sermon. They could be numbered chronologically; the symbol may also give some information by using the two digits of the year in which the sermon is preached. The present writer suggests that the serial number be harmonized with the book

register by giving one abbreviation to your own sermons, like S1 or S10. A serial number like S1:35-53 could indicate your own sermon, the thirty-fifth in the year 1953. Simply numbering them in sequence is the simplest and yet most adequate method. The pastor should decide what pattern he will follow and write out that pattern so he may follow it consistently. The illustration below gives two patterns and samples of each.

The pastor could avoid all the mechanics of this sermon marking if he uses a good worship guide in his bulletin covering this data. To prepare the manuscript he would simply staple the Sunday bulletin to the sermon. He would have to add only the serial number if the minimum pattern is followed.

Serial Number:	S1-569
Text:	Luke 23:35
Title or Theme:	"Behold the Cross"
Date and Occasion:	March 30, 1956--Good Friday
Place:	Zion Lutheran--Ferguson, Mo.
Hymns Used:	175--171--173

Illustration 6. Minimum pattern and sample of sermon manuscript marking in preparation for filing.

Serial Number	S1-10:56 (using digits of year)
Text:	Luke 23:35
Title or Theme:	"Behold the Cross" I. The indifferent II. The enemies III. The friends
Date and Occasion:	March 30, 1956--Good Friday
Place:	Zion Lutheran--Ferguson, Mo.
Hymns:	175--171--173
Scripture Readings:	Is. 52:13--53:12 John 18:1--19:42
Sources: (Using book register abbreviations)	C7:2-56:89 H10:312 N7:192

Illustration 7. Amplified pattern and sample of sermon manuscript marking in preparation for filing.

With the manuscript prepared for filing we turn now to the place and order of filing. Some prefer to file sermons by text or topic or occasion into the working file which we have already described thus keeping all materials together. The writer's personal experience and the experience of many other pastors has led them to a preference for filing sermons somewhere outside the working file of source materials. The problem is simply one of bulk. The many messages prepared by the pastor tend to fill the working file with undue bulk which makes the use of the sources in the file difficult and cumbersome. Some prefer to place the sermons in a separate drawer of the file. The full size sheet fits nicely into the folders or the half size sheet can be filed in two rows. Several months' sermons could be placed in one folder depending on the size of the finished manuscript. The folders could then be titled with the dates of the sermons in it and thus be of aid in relocating the sermon. Others like to keep the sermons on the library bookshelf. Usually these pastors use a half-size sheet or they fold the full-size sheet in half. There is the problem of binding them to keep the shelf neat. This can be done by placing them in cardboard magazine cartons used by libraries for storage of magazines without binding them. One author suggests using cereal boxes with the sides rather than the top cut out. Others tie the sermons between two stiff sheets of cardboard. Tying, however, makes them rather inaccessible. The present writer favors use of the file drawer or the magazine carton.

As indicated by the serial number discussed in the previous chapters, the writer feels that sermons should be kept in chronological order. Attempting to file them by topic, text, or occasion necessitates the preparation of an entire filing method to handle sermons alone. The sermons can be indexed by topic, text, and occasion thus making this unnecessary. The serial number on any reference sheet for a topic, text, or occasion will readily locate the sermon for the pastor. The only exception to this chronological filing of sermons will be the special occasional sermons for weddings, funerals, and so forth. These may be kept in the working file, if desired, in the 252.2 and 264 sections set aside for that purpose. Ordinarily, this section of the working file should be used for sermon source materials for the days of the church year, occasions, and so forth.

Indexing Preached Sermons

In introducing this section on the method of filing and indexing sermons we indicated a need to relocate sermons preached on a given topic, text, or occasion. This can be done by indexing the sermon by its serial number and title on the subject and textual reference sheets. For example, the sermon used in the illustration above deals with the topic of Christ's crucifixion so we may index it on a topic sheet headed 232.963 Crucifixion. It is an exposition of the text Luke 23:35 so we index it also on the sheet for Luke 23. It was preached on Good Friday so we may index it also according to

the occasion on the sheet titled "264.9466 Good Friday." Similarly we can index any sermon on any subject, text, or occasion. When studying any topic or text or when checking to see what was preached in previous years on any occasion, the pastor will find summarized on the index sheet for that topic, text, or occasion all sermons he has ever preached on them, in addition to other study done on the matter. Some pastors find this indexing somewhat comprehensive and compromise for simple textual indexing only of sermons. This is a matter of personal choice and needs. The comprehensive indexing could well be done by any helper thus making available more resources when needed.

If sermons are filed chronologically, it is hardly necessary to keep a chronological listing of them. If a sermon is repreached, the original sermon would be returned to its place with the date of the repreaching recorded on it. A single sheet could be placed in the regular chronological order giving the data usually recorded on the sermon manuscript. It would not receive a serial number and would direct the user back to the original sermon. It would list the original sermon serial number, the present date and occasion, the present place of preaching, and any changes in hymns, Scripture readings, and so forth. The illustration below demonstrates this type of sheet.

Repeat Sl-596
Trinity--Peoria, Ill.

April 10, 1960--Good Friday
461--298--321

Illustration 8. Data to be recorded on a sheet indicating a repreached sermon.

If a chronological record is desired by the pastor, the list could include the serial number, the date, the text, the theme, place preached, and other pertinent information. The illustration below suggests how such a sheet might be ruled and used.

Date	TEXT	TITLE or THEME	PLACE
Serial Number		OTHER DATA	OCCASION
3-30-56	Luke	"Behold The Cross"	Zion - Ferguson
SI-956	23:25		Good Friday
4-1-56	Mark	"Christ is Risen"	" "
SI-957	16:1-8		Easter
4-4-56	I Peter	"Death Talks"	" "
SI-958	1:13	Mary Schmidt	Funeral
4-8-56	John	"Peace Be Unto You"	" "
SI-959	20:19-31		1st S. after Easter

Illustration 9. Chronological Sermon Record Sheet.

By these various means the pastor can keep a complete control over his sermonic material and preached sermons. He can avoid repetition and find new materials to keep his sermons fresh and vital.

CHAPTER VIII

LIBRARY ORGANIZATION

General Criteria for Simple Grouping

A consideration of filing and indexing would hardly be complete without some words about the arrangement of books and materials on the library shelf. As in filing and indexing, classification is important also in arranging books and other materials on the bookshelf. The present writer concurs with Elliott when he points out that a private library of less than two or three thousand volumes needs no more classification than some logical sequence.¹ Nor is the marking of the book back necessary in such a small library. If some logical grouping is used, the pastor can readily locate his books without the laborious task of specific classification and marking.

One such logical grouping readily suggests itself in the Dewey-Decimal Classification. The numerical tables suggest the sequence that should be followed. Let us summarize the major groups suggested by major classes.

000 General Works would include dictionaries, encyclopedias, yearbooks, atlases, general bibliography, and just about anything that cannot be grouped elsewhere.

¹Leslie Robinson Elliott, The Efficiency Filing System (Nashville, Tenn.: Broadman Press, 1951), p. 7.

100 Philosophy includes also works on psychology and ethics.

200 Religion includes general works on religion.

210 Natural religion includes works on heathen and pagan religions in general. Specific religions should be checked against the tables for 290 Non-Christian religions.

220 Bible includes introductory works, sets of commentaries, concordances, dictionaries, and so forth, on the entire Bible. Also grouped here is Bible study, versions, archeology, history, geography and characters. After general works on whole Bible arrange commentaries on single books in Biblical order.

230 Doctrinal Theology includes works on doctrines not specifically covered elsewhere, for example, general dogmatics books. The tables will help very much here.

240 Practical Theology includes first general works; then hymn books and works dealing with music; and works on prayer and family devotions.

250 Pastoral Theology includes also general works on homiletics, then books of sermons, then church administration.

260 Ecclesiastical Theology includes works on the church; church government; worship and the sacraments; missions and evangelism; parish education.

270 Church History includes history definitely of the Christian Church.

280 Christian Churches includes first general works on all bodies, then works on individual bodies.

290 Non-Christian Religions includes works on specific heathen and pagan religions.

300 Social Sciences includes works on sociology.

400 Philology includes grammars and dictionaries of all languages.

500 Pure Science includes mathematics, physics, and chemistry.

600 Applied Science includes medicine, agriculture, and business.

700 Arts and Recreation include also photography and music in general.

800 Literature includes general works on all types. Fiction may be alphabetized by author's name.

900 History includes secular history, geography, and biography. Biography may be alphabetized by the name of the subject of the book, for example, Calvin, Luther, Washington, and so forth.

These general categories are suggestive. If in doubt about a specific book, the pastor may check the table of contents to discover the general content and topic of the book. By looking up the topic in the relative index in chapter four he will be directed to the proper class.

The secret of the practical efficiency of so simple a system is that the human mind possesses the quality of geographic memory. The private user soon learns that his books on a certain subject are on a certain shelf and he instinctively turns to that shelf for that subject. This is all the classification he needs."

²Ibid., p. 3.

Reference for Comprehensive Library Organization

There are those men, however, who feel that the library too should be carefully classified and marked. Among these are Kells and Moyer. No doubt the careful marking and classifying do have advantages especially if the library is large and several people spend quite a bit of time using it. In such cases there is usually adequate help available to do the classifying. It is conceivable also that a student might like to begin classifying and marking his books while his library is still small. If this were done, the initial work would not be so great. As new books are acquired they could be marked thus spreading the work over a period of time. If a pastor or student wishes to classify his library completely, the present writer wishes to direct the reader to Dr. Moyer's book, The Pastor and His Library. This excellent volume lives up to its title and gives a brief yet very clear set of instructions for classifying and marking the pastor's library according to the Dewey-Decimal Classification. It is an indispensable tool for the pastor who wishes to classify completely also his library.

Storing and Binding Magazines

There are, of course, materials on the library shelf besides bound books. There may be sermons if this is preferred to storage in the file drawer. There will also be the problem of storing magazines which are kept intact. Like sermons

these may be kept in cardboard cartons prepared for that purpose. The back of the carton may be labeled with the name of the magazine and the issues contained either by date or by volume number. The book register title abbreviation may also be noted for convenience. Other ways of binding them are possible, but few of them are better or less expensive than the one suggested.³ The cartons are obtainable from any large stationer or through a local library which probably buys them in quantity for its own use. Magazines might be grouped with the general works either under 000 or 200. In the private library of the pastor any logical and convenient grouping is satisfactory. Because of Dr. Moyer's extensive treatment of this area of classifying and marking books and magazines the present writer will not presume to expand on the subject. Regardless of how far the pastor decides to go in this direction, the first suggestion of a general grouping without marking should be the minimum effort for satisfactory and efficient use of the library.

³Dr. Moyer on page 102 of his book, The Pastor and His Library (Chicago: Moody Press, 1953), describes a method of binding magazines with hard covers. The method is quite time-consuming and perhaps somewhat more expensive than this writer's recommendation. The end result, however, is a very attractive and convenient binding.

Follow the personal file subject headings:

Agency records
Insurance papers
License records
Carter's Manual
Title

CHAPTER IX

ADDENDA AND CONCLUSION

Personal File

What has been described thus far may be termed the pastor's professional file. It is the file which he uses in his work. There is also a need, however, for a personal file in which the pastor may keep personal records and items. Some of these could perhaps be kept in parts of the professional file, but their personal nature makes it desirable to keep them apart from the regular working materials.

They should be kept in a secure place since they do contain important personal records. The present writer suggests that the pastor select the most secure and safe place he has for such a file, preferably under lock and key. It may be conveniently alphabetized according to the suggestions in the list below. The reader will note that the list contains alternate suggestions for adaptation to personal needs. If three-cut folders are used, the major headings, like automobile, correspondence, and so forth, could be set up as dividers to help find specific items like titles or deeds. Here follow the personal file subject headings:

Automobile

- Expense records
- Insurance papers
- License records
- Owner's manual
- Title

Correspondence

Important letters alphabetized by name of correspondents.

List of addresses for Christmas cards, and so forth.

Family records

Marriage license

Family health insurance policies

Each member should have a folder for his personal biography and records such as:

Birth certificate

Baptismal certificate

Confirmation record

Educational records

Diplomas and degrees

Health records

X-ray records

Blood type

Dental record

Life and health insurance policies

Employment records and contracts

Financial records

Banking records and statements

Checking and savings account records

Budget

Receipts not kept elsewhere

Home

Insurance

Deeds and titles

Household records

Personal property insurance

Record of appliances and warranties

List of all items

Insurance--If all insurance is grouped

Automobile

Health

Life

Personal Property

Title

Taxes

State income tax, filed by year

Federal income tax, filed by year

Personal property, filed by year

Conclusion

The specific aim of this thesis, as set up in our first chapter, was to describe a single unified method of filing and indexing. We also set out to provide tools for use with the method which we described by adapting the numerical tables and relative index of the Dewey-Decimal Classification for use by the pastor and student. This aim has been fulfilled to the extent of the present writer's experience and research. No doubt further experience and study will modify or amplify the suggestions made in the preceding pages. It is our hope that the present suggestions will assist pastors and students in preparing an adequate method of filing and indexing. The general principles set down will certainly save the pastor and student much trial and error, but they should be adapted to personal needs and requirements.

More time and study could perhaps be given to consideration of the tables and relative index to make them more meaningful to the user. We would offer a caution in further work on the Dewey tables. The present writer originally set out to "revise" the tables for the pastor's needs. Extensive study has led us to concede that the classification experts have done their job well. As may be noted from the tables, the present writer has not revised as much as he has explained the terminology used by the tables. More fruitful work could probably be done in other areas of the pastoral ministry.

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