1938-01-01

Printing and Book Production: Prospectus of Courses 1938-39

City of Dublin Vocational Education Committee

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City of Dublin
Vocational Education Committee

scoileanna ceárd-óideachais
City of Dublin Technical Schools

Seipiuín
Session
1938-39

PRINTING AND BOOK PRODUCTION
BOLTON STREET TECHNICAL INSTITUTE
PROSPECTUS OF COURSES
CALENDAR—SESSION 1938-39

1938—SEPT 5, MONDAY  Whole-time Day Schools open for enrolment. Day Apprentice School resumes work.

SEPT. 12, MONDAY  Whole-time Day Schools commence work and Part-time Day Classes open for enrolment.

SEPT. 19, MONDAY  Evening Classes open for enrolment and Part-time Day Classes resume work.

SEPT. 26, MONDAY  Evening Classes commence work. All Saints' Day. Whole-time Day Schools—excepting Day Apprentice School and Special Classes—closed.

DEC. 8, THURSDAY  Feast of Immaculate Conception. Whole-time Day Schools—excepting Day Apprentice School and Special Classes—closed.

DEC. 14, WEDNESDAY.  Teaching work in Whole-time Day School ceases (excepting Day Apprentice School and Special Classes).

DEC. 15, THURSDAY  Term Examinations in Whole-time Day School commence.

DEC. 21, WEDNESDAY  Last meeting of Classes before Christmas Vacation.

1939—JAN. 9, MONDAY  All Classes resume work after Christmas Vacation.

MAR. 3, FRIDAY  Land Surveying and Levelling Course begins.
MAR. 17, FRIDAY  St. Patrick's Day. Schools closed.
MAR. 18, SATURDAY  Land Surveying Field work begins. Motor Car Driving Lessons begin.

APR. 4, TUESDAY  Last meeting of classes before Easter vacation.
APR. 12, WEDNESDAY  All classes resume work after Easter vacation.
APR. 28, FRIDAY  Evening Classes close—excepting Special Classes.

MAY 1, MONDAY  Evening Examinations, if any, commence. Ascension Day. Whole-time Day Schools—excepting Day Apprentice School and Special Classes—closed.

MAY 18, THURSDAY  Whit-Monday. Schools closed. Feast of Corpus Christi. Whole-time Day Schools—excepting Day Apprentice School and Special Classes—closed.

JUNE 8, THURSDAY  Teaching work ceases in Whole-time Day Schools—excepting Day Apprentice School and Special Classes.

JUNE 24, SATURDAY  Sessional Examinations commence in Whole-time Day Schools—excepting Day Apprentice School and Special Classes.

JUNE 29, THURSDAY  Feast of Saints Peter and Paul. Whole-time Day Schools—excepting Day Apprentice School and Special Classes—closed.

JULY 1, SATURDAY  Whole-time Day Schools and Part-time Domestic Economy Classes close—excepting Day Apprentice School and Special Classes.

JULY 15, SATURDAY  Day Apprentice School and Special Classes close.

Schools closed on all Bank Holidays not specified in above Calendar.

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CITY OF DUBLIN
VOCATIONAL EDUCATION COMMITTEE

COMMITTEE

ALDERMAN C. BREATHNACH, LL.D., T.D., 384 Clontarf Road.
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MR. MICHAEL SOMERVILLE, 1 O'Curry Road, South Circular Road.
DR. LORCAN G. SHERLOCK, 21 Parliament Street.
MR. W. J. WHELAN, 35 Lower Gardiner Street.

OFFICES:
TECHNICAL INSTITUTE,
BOLTON STREET,
DUBLIN.

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Chief Executive Officer.

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MR. W. J. WHELAN, 35 Lower Gardiner Street.
MR. SEAN CAMPBELL, 35 Lower Gardiner Street.
MR. GERALD DOYLE, 32 East Essex Street.
MR. THOS. DARCY, 91 Ceannt Fort, Mount Brown.
MR. J. G. WILSON, 13 Sackville Place.
MR. T. A. CRAMPTON, Hammersmith Works, Ballsbridge.
GENERAL NOTICES

FEES AND REGULATIONS.

Students who cannot produce satisfactory evidence of education may be required to take an Entrance Examination. Introductory Courses are provided for those who are anxious to improve their general education.

FEES.

- General Fee for Trade Courses: 7/6
- Students may take a Class in Irish at an additional fee of 2/6

Fees cannot be refunded.

Applicants for admission to Courses or Classes must be at least fourteen years of age.

The Trade Classes are primarily intended for those engaged in the several trades. Others will not be admitted before November 8th, and then only if there be room, and on payment of a quadruple fee.

A Laboratory or Workshop Class can only be taken in conjunction with an approved Lecture or Drawing Class. No student will be allowed to continue in a Laboratory or Workshop Class if his attendance at the Lecture or Drawing Class is unsatisfactory.

A class may be discontinued if an insufficient number of students join or attend; the number of evenings allotted weekly to a class may be reduced if there be a falling off in the attendance. The right is reserved to close classes for any other reason whatever.

Students must make good any damage done by them.

Strict order must be observed at all times within the precincts of the Schools.

A complete course of study in any section generally occupies about three years.

Where possible, separate classes for journeymen will be arranged in trades subjects.

SPECIAL WORK.

Arrangements will, as far as possible, be made to enable highly qualified students to carry on drawing or practical work of a special nature. Students who desire to take advantage of this privilege should make application to the Head of the Department.
SCHOOL OF PRINTING
AND
BOOK PRODUCTION

This School is located in Bolton Street Technical Institute.

Evening and Day Courses and Classes in all branches are provided. The equipment of the School has been recently modernized.

In the LETTERPRESS Section, in addition to modern equipment for Compositors, there is installed a "Pony" Miehle Machine, Phoenix, Arab and Favourite Platen Machines, Heidelberg Automatic Platen; Dawson Payne S.W. Automatic Cylinder Machine, Payne's Demy Stop-Cylinder Winfield Machine, with face-up delivery, two Linotype Machines (one latest model), one Intertype Machine (latest model), two Monotype Keyboards and Monotype Caster, with Lead and Rule and Display Type Attachment.

In the LITHOGRAPHY Section are a Royal Folio Waite Rotary Offset Machine, four transfer presses, and a Copper-plate press.

In the PHOTOGRAPHY and PHOTO-MECHANICAL Section are four 12 x 10 Cameras for line and half-tone work in monochrome and colour; together with a range of screens suitable for all grades of work, from the finest book illustration to ordinary newspaper blocks; a Levy Acid Blast Etching Machine for Zinc and Copper, and three-bath power-rocking apparatus; a Royle Routing Machine and Power Reel, six powerful arc lamps, with special plant for copying, enlarging, and microphotography.

In the BOOKBINDING Section the equipment consists of Camco Folding Machine, Brehmer Thread Sewing Machine, and the usual appliances for Wirestitching, Forwarding and Finishing in both Stationery and Letterpress Binding, and a Treble Striker "Shaw" Ruling Machine.

TEACHING STAFF

COLM O LOCHLAINN, M.A. ... ... Head Master.

W. J. FITZPATRICK Typography—Compositor's Work
(Day Apprentice School)

(Full Technological Certificate—City and Guilds, London)

WM. R. QUINN Typography—Machine Work
(Day Apprentice School)

C. J. TIMMINS Typography—Machine Work
(Evening)

P. MAHER Typography—Compositor's Work
(Evening)

J. F. KEARNS Linotype and Intertype

J. SULLIVAN Monotype Keyboard

P. MACMANUS Monotype Caster

F. NOLAN, M.Sc. Photographic Chemistry

J. ROONEY Cast Ing and Estimating

C. CHAMBERLAINE Bookbinding and Gilding

R. WILSON Stationery Binding and Marbling

W. L. WHELAN Design and Lettering

W. J. KEIRAN Printing Art and Layout
SYLLABUS

A.—TYPOGRAPHY*
3. Linotype and Intertype Work.
5. Monotype Caster.

B.—BOOKBINDING*
1. Stationery Binding and Marbling.
2. Letterpress Binding and Gilding.
   (a) Women's Section.
   (b) Men's Section.

C.—LITHOGRAPHY.*
1. Transfer Work—Stone and Plate.

D.—PHOTOGRAPHY AND BLOCKMAKING
1. Pure Photography.
2. Photographic Chemistry.
4. Photo Lithography.

E.—OFFICE WORK.
1. Junior Clerks and Warehousemen.

F.—BOOK CRAFTS.
Printing and Illustration (Methods and Processes).
History and Development of Printing.
Binding (Stationery, Publishers' and Library Work).

G.—PRINTING ART AND DESIGN.
Lettering and Type Design.
Commercial, Professional and Book Work.
Advertising Lay-out and Copywriting.
Lettering and Scribe Work.

*Note.—With each of these "Practical" Classes a course in either E, F or G must be taken by all Third year and more advanced students. Only one "Practical" Class may be attended by any one student, but a Special Course—E, F; E, G, or F, G, may also be chosen if desired.
### COURSES AND TIME TABLES

For 1st and 2nd Year Courses in Typography see Programme for Day Apprentice Classes.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
<th>Teacher</th>
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#### TYPOGRAPHY—COMPOSITORS' WORK.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
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#### TYPOGRAPHY—MECHANICAL.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Day</th>
<th>Hour</th>
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<th>Teacher</th>
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#### LINO TYPE AND INTERTYPE OPERATORS' COURSE.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
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<th>Hour</th>
<th>Room</th>
<th>Teacher</th>
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#### MONOTYPE OPERATORS' COURSE.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
<th>Teacher</th>
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### THIRD YEAR.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
<th>Teacher</th>
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</thead>
</table>

In Fourth Year, Linotype or Monotype Work may be taken instead of or in addition to Case Work, Practical, provided the pupil has an attendance of 75% at the evening classes for Third Year Course.

#### TYPOGRAPHY—MECHANICAL.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Day</th>
<th>Hour</th>
<th>Room</th>
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### FIRST YEAR (Third Term—Mar.—May).

Intensive Course.

<table>
<thead>
<tr>
<th>No. of Course</th>
<th>Subject</th>
<th>Day</th>
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SECOND YEAR (Second Term—Dec.—Feb).

Intensive Course.

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<tr>
<th>No. of Course</th>
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#### MONOTYPE CASTERS' COURSE.

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<tr>
<th>Subject</th>
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<th>Teacher</th>
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#### LETTERPRESS MACHINE WORK.

<table>
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<tr>
<th>Subject</th>
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<th>Teacher</th>
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#### BOOKBINDING.

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<th>Subject</th>
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#### LITHOGRAPHY AND PHOTO-LITHO.

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<th>Subject</th>
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#### PHOTOGRAPHY.

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#### PROCESS PHOTOGRAPHY AND ETCHING.

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<th>Subject</th>
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### SPECIAL COURSES.

<table>
<thead>
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### SPECIAL CLASSES IN IRISH.

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<th>Teacher</th>
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* Class held at Kevin Street Technical Institute.
SYLLABUS OF COURSES

The training of first and second year students in Compositors’ work and Letterpress Machine work is provided under the Day Apprentice Training Scheme, for which see separate Prospectus.

THIRD YEAR COURSE IN

TYPOGRAPHY—COMPOSITORS’ WORK

Subjects:
Case Work, Lecture.
Case Work, Practical.
E, F or G (see p. 9).

CASE WORK, LECTURE.

Third Year.
A detailed knowledge of the First and Second Year Courses—outline of type casting—alloys of type metal—essential qualities of good type—selection of suitable type for various classes of work—weight of type and spacing material required for specified work—arrangement of case room—mechanical composition—instructions necessary when giving out work—designing and laying out copy; paper—equivalent weights of standard and odd sizes—various classes (hand-made, machine-made, mould-made), printings, writing, coated, banks, plate, drawings, blottings, manillas, retree, outsides, insides, overmake, watermarks, mill numbers, etc.—metals—results of over-heating, fluxing and renovating.

CASE WORK, PRACTICAL.

Third Year.
Advanced composition—artistic and colour work—book work—intricate tabular work—arrangement of panels to suit style of display and shape of page—making up and preparing for machine.

FOURTH YEAR COURSE IN

TYPOGRAPHY—COMPOSITORS’ WORK

Subjects:
Case Work, Lecture.
Case Work, Practical.
or Mechanical Composition.
E, F or G (see p. 9).

CASE THEORY.

Fourth Year.
The Course will be devoted to problems appertaining to management of the case room, the issuing of work, and keeping track, estimating, cost finding, advanced typographical problems, with lectures on trades allied to letterpress printing, paper-making and testing, etc.

CASE WORK, PRACTICAL.

Fourth Year.
The practical work will consist of advanced case work or a first year course in mechanical composition, either Lino or Mono.

FIRST YEAR COURSE IN

LINOTYPE AND INTERTYPE WORK

Subjects:
Linotype and Intertype Mechanism.
Linotype and Intertype Keyboard Operating.
E, F or G (see p. 9).

LINOTYPE AND INTERTYPE MECHANISM.

First Year.
—distributor box—controls—single and multiple mechanisms—adjustments. **Mould**: varieties and care of—making changes. **Metal**: constituent parts—qualities—temperature—cleansing. **Metal Pot**: plunger—mouthpiece—burners and governors—adjustment. **Knives**: back and trimming—varieties and care of—how to adjust. **Vice**: jaws and lock—adjustments. **Elevators**: first and second—their adjustment. **Cams**: their names and functions—adjustment. **Driving Mechanism**: Clutch and associated mechanism—adjustments. **Care of Machine**: oiling, cleanliness, etc. **Automatic Stops**: vice and delivery carriage cam safety stops.

**LINOTYPE AND INTERTYPE KEYBOARD OPERATING.**

**First Year.**

Practical work is undertaken in operating the keyboard, and fingering and touch fully explained, in addition to general advice on operating, each student working under the personal supervision of the instructor.

**SECOND YEAR COURSE IN LINOTYPE AND INTERTYPE WORK**

**Subjects:**

**LINOTYPE AND INTERTYPE MECHANISM.**

**LINOTYPE AND INTERTYPE KEYBOARD OPERATING.**

E, F or G (see p. 9).

**LINOTYPE AND INTERTYPE MECHANISM.**

**Second Year.**

The syllabus for the Second Year students will be similar to the first year, but students will be expected to study the mechanism in greater detail.

**LINOTYPE AND INTERTYPE KEYBOARD OPERATING.**

**Second Year.**

Practical work of a more advanced nature will be given, including simple table work, while attention will be given to the style of operating and correctness. Instruction on the mechanism while the machine is in operation.

**THIRD YEAR COURSE IN LINOTYPE AND INTERTYPE WORK**

**Subjects:**

**LINOTYPE AND INTERTYPE MECHANISM.**

**LINOTYPE AND INTERTYPE KEYBOARD OPERATING.**

E, F or G (see p. 9).

**LINOTYPE AND INTERTYPE MECHANISM.**

**Third Year.**

The syllabus will be as that of the two previous years, but in addition, to complete detailed knowledge of the mechanism of early and late models, each student will be taught to take asunder and readjust the various working parts.

**LINOTYPE AND INTERTYPE KEYBOARD OPERATING.**

**Third Year.**

As in previous years, with more advanced work such as twin-slug composition—tabular and advertisement work, introducing a two-line letter, headline work, etc. Instruction on the mechanism while the machine is in operation.

**Day Linotype and Intertype Classes**

The classes meet on Monday, Tuesday, Wednesday and Thursday from 2 to 5, and are arranged to meet the needs of those who cannot attend in the evening, and also to enable any disengaged compositors to take up a course to equip them as operators.

The syllabus is the same as laid down for the evening classes.
**FIRST YEAR COURSE IN**

**MONOTYPE OPERATING**

*Subjects:*

**Keyboard Mechanism.**

**Practical Operating.**

E, F or G (see p. 9).

**KEYBOARD MECHANISM.**

**FIRST YEAR.**

Action of key buttons and valves—operation of punches and recording units—how unit wheel is driven and units recorded—justifying scale and M scale pointer—recording mechanism—paper feed and take-up and release mechanism—automatic cut-out—operation of bell trip and line counter—reversing valve and switch—mechanism for adjusting length of line—justifying and reversing keys—air compressor and filter—mechanism for automatically moving sticking valves—method of placing keybanks and keybar frames in position.

**PRACTICAL KEYBOARD OPERATING.**

**FIRST YEAR.**

Practical work is undertaken in operating the keyboard and the method of correct fingering taught in addition to the general principles regarding practical work.

**SECOND YEAR COURSE IN**

**MONOTYPE OPERATING**

*Subjects:*

**Keyboard Mechanism.**

**Practical Operating.**

E, F or G (see p. 9).

**KEYBOARD MECHANISM.**

**SECOND YEAR.**

The syllabus will cover that taken in the previous years, while in addition the student will be given a detailed knowledge of all parts of the keyboard mechanism, compressor, etc.

**PRACTICAL KEYBOARD OPERATING.**

**SECOND YEAR.**

Advanced and difficult composition will be undertaken and speed tests taken.

**MONOTYPE CASTER**

*Subjects:*

**Caster Mechanism.**

**Caster Operating.**

E, F or G (see p. 9).

**MECHANISM.**

Driving gear—cam levers—type carrier and its adjustments—pump action—transfer wedges and their adjustments—die centring lever—tong mechanism—locking racks—mould blade moving gear—type pusher—paper tower bridge and its adjustments—line shifting and galley mechanism—changing fonts, centring, sizing and aligning
—justification—care of matrices—system of locating derangements—the mould, its care, taking apart, assembling and adjusting—compressor and air tank, also Lead and Rule and Display Type Attachment.

PRACTICAL OPERATING

The practical operating of the caster, including care necessary while working, and the running adjustments, are fully dealt with and explained.

LETTERPRESS MACHINE WORK

The training of first and second year students in Composers' Work and Letterpress Machine Work is provided under the Day Apprentice Training Scheme, for which see separate prospectus.

THIRD YEAR COURSE IN

TYPOGRAPHY—MACHINISTS' WORK

Subjects:

MACHINE WORK, LECTURE.
MACHINE WORK, PRACTICAL.
E, F or G (see p 9).

MACHINE THEORY.

Third Year.

A detailed knowledge of the First and Second Year Courses—construction of the various classes of printing machines and principles of make-ready—average runs per hour—power and transmission—steam, gas, and electric—shafting and lubricators—paper—cockling and creasing, stretching, fluffing, etc.; boards—paste, pulp, art, strawboards and millboards—inks, properties of various qualities and colours, copyable, double tone, trichromatic, etc.—outline of the methods of reproducing illustrations—machine room costs and how to ascertain and check them—cost of production—percentages for handling—time and work sheets—general supervision.

MACHINE WORK, PRACTICAL.

Third Year.

Practical work in making ready every class of work of a higher grade from the laying-on of the forme to the completion of the printed sheets. Use and adjustment of Automatic feeders for Platen and Cylinder Machines.
proving—chromo-lithography, superimposing colours, registering, etc.—shading mediums, stippling film, splash work, aerography—metal-leaf work—photo-lithography by the various transfer methods—transpositions and reverse image methods.

Primary colours and their combinations—colour harmony—off-set work on flat-bed and rotary machines—rubber blankets, their composition and treatment in working—transferring, transposing and reversing—rotary off-set machine, fixing the plate, adjustment of inking rollers and damping, cylinder and plate adjustment, and the working mechanism of the machine—fine register work—paper, tests for printing properties and suitability for various classes of work—estimating for work. Ink and paper.

**FIRST YEAR COURSE IN PHOTOGRAPHY**

**Subjects:**
- Pure Photography, Theory.
- Pure Photography, Practical.
- Chemistry for Photography.

**PURE PHOTOGRAPHY—THEORY AND PRACTICAL.**

**First Year.**

Instruction in the use of cameras—exposure and development of dry plates and films—after treatment of negatives—intensification, reduction, retouching and varnishing—printing process, print-out papers and development papers, bromide and gelatine—toning of prints—trimming, mounting, spotting and finishing—theory of lenses used in photography—optical calculations—orthochromatic photography and printing in carbon—copying and enlarging.

The practical work will include the theory practically applied.

**CHEMISTRY FOR PHOTOGRAPHY, Etc.**

To understand the processes used in Photography, Photographic Work, Lithography, etc., it is necessary to have some knowledge of chemistry and its general principles. Throughout the part of the syllabus devoted to general chemistry, frequent reference is made to applications to these technical processes.

**SECOND YEAR COURSE IN PHOTOGRAPHY**

**Subjects:**
- Pure Photography, Theory.
- Pure Photography, Practical.

**PURE PHOTOGRAPHY—THEORY AND PRACTICAL.**

**Second Year.**

More advanced and detailed instruction in subjects covered in First Year Course—the theory of light as applied to photography—orthochromatic and panchromatic photography—the use of colour filters—the chemistry and process of manufacture of dry plate emulsions—platinotype printing—colour photography, autochrome, Paget, etc.—the wet collection process—scientific and technical uses of photography—photo-micrography—telephotography—photography by flash-light and other artificial light.

The practical work will be of more advanced nature than the first year, and will include retouching.
PROCESS PHOTOGRAPHY AND ETCHING.

(a) Line Block-Making.

Types of suitable originals. Effect of Chinese and process whites. Lamps employed for illuminating the original. The process camera. Methods of making line negatives.

(a) Dry plate negatives.
(b) Paper negatives.
(c) Wet collodion negatives.

The wet collodion process treated in detail, including a knowledge of the various methods of reduction and intensification, the use of masks for duplicate exposures, stripping of negatives. Metal printing by the albumen method. Tint laying. Reversing. Line etching by rolling up and Dragon's Blood methods. Routing and mounting. Pulling the proof.

(b) Half Tone Block-Making.

Suitability of various types of originals for reproduction. Necessity for "working-up." Effect of Chinese and other whites and sepias.

The half-tone screen, its properties, how it translates continuous tone to dots of varying sizes. The effect of flashing on graduation.

Lenses and prisms for process work and their optical properties. Methods of finding and controlling screen distance, lens aperture and exposure.

The making of screen negatives by dry plates and wet collodion plates. Metal printing by "fish glue" method and "cold top" enamel. Half-tone etching of zinc and copper plates.

Fine etching. Relations of tones of original and reproduction without fine etching. Deep etching for newspaper work. Combination line and tone work.

Mounting and proving.

(c) Photo-Lithography.

Line and high-light screen negative making by wet plate and dry plate. Indirect and direct methods. Use of "irregular grain" screens. Principles of step and repeat work.

Preparation of negatives for printing down, varnishing, lining up. Use of air brush. Use of shading "mediums" on screen negatives.


Coating and printing down. Relation between lamp distance and light distribution, and their effects on exposure. Duplicating work on the plate and securing register, including a knowledge of different types of printing frame. Developing the plate. Additions and alterations, including use of shading mediums. Rolling-up and the use and action of litho etches, gum, etc. Making additions after rolling-up.

Vandyke, "offset deep" and other positive reversal processes.

(d) Three-colour Methods, including Three-colour Half-tone Block-Making.

The method of reproduction in three and four printings by the direct half-tone process.

Suitable types of original.

Characters of the light of electric lamps. Half-tone screens for three-colour work and the orientations of their rulings.

Lenses suitable for the process. Colour filters, their construction and optical properties, especially the coloured light transmitted and their effects on the definition of the image.

The operations of making the negatives, metal prints, and colour etching. Mounting and proving the blocks.

Relation of the light photographed to the light reflected by the inks.

Relation of actual inks to theoretical requirements. Fastness of inks.

Screen plate processes such as Autochrome and Paget. Colours used in these as primaries.

The application of the three-colour method to other photo-engraving processes.
ART WORK FOR PRINTING TRADES

The work will consist of graduated lessons in Drawing and Art suitable for all students of the book-producing trades, including printing, lithography, bookbinding, and photo-mechanical processes.

Particular attention is drawn to the Advanced class for Typographic Design and Advertising Art—No. 3 below. After a course of not less than three full sessions (two of which must be spent in the Advanced Class) a certificate of Proficiency in Modern Advertising Technique and Printing Design will be awarded to competent students.

1. Design and Composition for Bookbinders.

Freehand drawing—use of instruments—geometrical patterns and designs, designing to fill given spaces, triangle, border, spandrel, lunette, palister, panel—surface design and repeating patterns, composed of straight lines, geometric, interlacing, scroll work and floral ornament—designs in the Celtic style—designing simple arrangements of tools for backs and half-bound books—designing backs, sides and lettering panels for hand tooling.

2. Drawing, Design and Layout for Compositors and Lithographers.

Elementary and Intermediate Grades.

Freehand drill exercises in drawing the vertical and horizontal in conjunction with the curved line—training the hand and eye to measure proportion and space without mechanical means—lettering—symmetry—proportion—simple designs.

Freehand and model drawing—memory drawing—principles of light and shade—designing display to suit various styles of type and classes of work, such as programmes, advertisements, title pages, posters, etc. Elementary study of advertising.

Lettering and ornament, drawing of figure details in light and shade, drawing the human figure in black and white and colour, drapery and costume, the preparation of design for posters, showcards, catalogue covers, calendars, labels, etc., and the study of colour harmonies from the point of view of their effectiveness in advertisements.


Special Classes for Practical Instruction in Advertising Advanced Grade.


Commercial headings and stationery. Envelopes, Labels, Postcards, etc. Value of standard design. Trade marks and devices.


4. Lettering and Scribe Work.

Alphabets and their origin; Roman, Gothic, Gaelic and Italic Script; proportion and balance in alphabet design; weight and colour of lettering; design of handlettered pages; use of initials, outline letters and special shapes; ornament and its relation to lettering; lettering as the basis of typographical design.

The scribe and his materials, ancient and modern; use of quill pen, reed pen and modern steel pens; ink and colour; harmony and contrast; paper, vellum and other fabrics; advertising alphabets; handwriting in advertisements; show cards and window bills; hand-written posters, etc.
BOOKBINDING DEPARTMENT

1. Stationery Binding and Marbling.

The description of tools; technical terms, materials and appliances used in stationery work; the weights, sizes, and wire gauges of millboards and strawboards; joint and end papers; styles of sewing; flush and turned-in binding; cloths and fabrics; account books; leaf skeleton guard books; portfolios; loose-leaf ledger binding; vowel and proportionate indices; tight and open back; lettering and finishing account books; lettering pieces; loose covers.

MARBLING.—Preparation and use of marbling trough. Colours, combs, rake, brushes, etc. Instruction in the various designs and patterns in general use. Edge and sheet marbling; theory and practice.

2. Letterpress Binding and Gilding.

Sewing for various styles. Rounding and backing; boarding lacing in; forwarding and cloth case-making; cut sizes; book cutting; book-edge gilding; binding fancy leather work; banded work; library binding; repair work; vamping, etc.; the function and utility of the finisher's work; the character of the various leathers and preparatory treatment for tooling them; treatment of cloth, silk, etc., for tooling.


The various tools used for book finishing, and correct methods for handling them; the degree of moisture in the materials, in conjunction with the heat required for tooling; cleaning of the gold. The tooling of leather without the use of gold. Planning and spacing for hand lettering on back and sides of book. The method of using type on the backs. The handling and use of fillets, rolls, pyllets, gouges and other tools. The various methods of inlaying. The practical application and principles of design, as dealt with theoretically; the planning and building up of ornament, and limitations imposed by technicalities.


(a) WOMEN'S SECTION.

Technical terms; section; endorse and simple sheet folding; paper sizes and sub-divisions of paper; styles of sewing; wire stitching; numbering; hand sewing; thread stitching; feeding ruling machines; gathering; interleaving; manifold work; perforating.

Making up account and letterpress work; standard sizes of paper; qualities and weights; plating; imperfections in print; guard book work; holing and eyeletting; gumming; folding impositions; guarding plates; making up duplicate and triplicate work; other miscellaneous details of work; calendar and show card work, etc.

Setting and use of Folding and Sewing Machines; method of obtaining the correct setting for folding to print; mechanism of numbering, sewing, thread and wire-stitching machines, and also methods of adjustments; French tape, string and sewing through mull by machine; magazine and catalogue work; paper-slitting by hand; folioing; paging; box, register, and sheet-numbering; taping before and after sewing; flat and saddle thread and wire stitching machines; gold laying on.

Departmental management, inclusive of elementary costing and estimating, and all subjects incidental and relating thereto.

(b) MEN'S SECTION.

Handling and care of paper; counting and tying up reams; holing, eyeletting and stringing; mill numbers; paper sizes; section and sheet folding by hand; wire stitching; perforating; paper terminology; water marks; sizes of cards; browns and wrappings; gathering and collating; packing and labelling; stringing of new year calendars, mottoes, etc.

Keeping stock, classes of papers; equivalent weights of paper; judging and testing paper; imperfections in print and how they affect the folder; giving paper out to the printer, ruler and binder, and what percentage of overs to allow; weights of paper suitable for book production; classes of papers; exercises on giving out paper; the position of the print for machine folding; cut sizes for book-
work; general knowledge of the various warehouse machines; magazine and catalogue work.

Construction of and setting the wire-stitching machine; flat paper cutting; fixing knives in self-clamp guillotine cutting machines; impositions; setting and adjusting folding machines, thread-sewing machines, eyeletting, round-cornering, and holing machines; perforating machines; board cutting; board bevelling, and miscellaneous practice.

OFFICE WORK

1. Junior Clerks and Warehousemen.

TYPE.—Hand and mechanical composition; size, face and weight of type; "casting up" and "casting off," display work and proof correcting.

MACHINING.—What the operation involves; types of machines; average output and estimating information for different classes of work.

ILLUSTRATIONS.—Different methods of reproducing photographs, wash-drawings, pen and ink sketches and coloured originals to print upon different grades of paper; reduction and enlargement.

INK.—Selection; varieties; double-tone, copyable, dryers; gold, silver, aluminium and bronze printing.

COLOUR PRINTING.—Its principles and possibilities; how to take an order for three-colour work and put it through the departments.

PAPER.—Size; weight; numerous qualities; characteristics; defects; its special uses, etc. Storekeeping and Stocktaking.

BINDING.—How to order account books; trade terms; ledger papers; ruling; marbling; letterpress binding, including leathers.

LITHOGRAPHY.—Commercial offset, and chromo-lithography.

WAREHOUSEWORK.—Approximate times for operations and what they entail; dispatch. Invoicing and checking. Journalising and posting.


Definition of cost—fallacy of using a "flat" percentage on wages, or on wages and material combined—the chief objects of correct costing—the essentials of a proper costing system—the value of the adoption of uniform methods of costing by the printing industry.

The main principles of the Federation Costing System—capital: its various forms and their bearing on cost—inventories of plant value and their relationship to "working" value—depreciation—the importance of keeping a plant record.

Preparation of the statement of expenses—the necessity for and the value of departmentalisation of expenses—sub-divisions of departments—allocation of expenses, the methods to be applied—multiple businesses; how treated—the method of recovering the indirect (overhead) expenses—the effect of the percentage method on the "direct departmental cost."

Handling charges on material and outwork—how found and applied—records of stock and of amounts charged to orders.

Why time expended, and not wages paid, is used as the basis of cost recovery—the meaning of the terms "chargeable" and "non-chargeable."

Hourly cost rates: how found and applied—reasons for using inclusive hourly rates—why some operations (e.g., reading) are recovered indirectly.

Explanations of the various forms and their place in the Federation Costing System—the importance of correct time-recording and the necessity for care by cost clerks in the transference of time to the various costing forms.

The individual cost sheet: responsibility of cost clerk for details of labour, materials, etc., and the question of economic cost.

Descriptions of essential books of accounts—analysis of expenses—analysis of sales.

The uses to which the management may apply the information provided by the statistics on Forms 3 and 4, and the cost sheet—the use of graphs.

The relationship between costing and estimating—the necessity for comparison by departments as well as by total of estimated cost with actual cost.

Office and factory organisation and terms in use.
SPECIAL CLASSES

IRISH LANGUAGE

FIRST YEAR.

Oral: Conversation lessons on simple matters such as the following:—Name, home or residence, salutations, the clock, days of the week, months and seasons, the weather, money, easy counting, colours, etc. Location of objects in the classroom and neighbourhood, parts of the body and clothing, giving and carrying out simple orders. With the conversational lessons, the student will be familiarised with the use of *is* and *tá* and of verbal nouns.

Written Work: Each student will keep a note-book to record the salutations, phrases, etc., in correct Irish.

Cultural: Memorising of simple songs, rhymes, stories, etc., so as to be able to repeat them with correct *blas*. Stories and recitations by Gaelic authors.
GENERAL CURRICULUM OF THE SCHOOLS

UNDER THE CONTROL OF

THE CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE.

BOLTON STREET TECHNICAL SCHOOL

Motor Car Engineering. Building and Allied Trades.
Gas Engineering. Printing and Book Production.
Metal Plate Work. Watchmaking.
Brass Finishing. Art and Art Crafts.

Day Apprentice and specialised Daytime Technical Courses.

Day Junior Technical School.

KEVIN STREET TECHNICAL INSTITUTE

Pure and Applied Chemistry. Domestic Science and Housecraft.
Bacteriology. Bakery Science and Practice.
Pharmacy. Bootmaking.
Electrical Engineering and Allied Trades. Hairdressing.

Tailoring.

PARNELL SQUARE TECHNICAL INSTITUTE

General Commercial Subjects. Transport.
Accountancy and Allied Subjects. Day Trade Classes:
Local Government. Dressmaking.
Domestic Science and Housecraft. Shirtmaking (Power).
Languages. Clothing Manufacture (Power)
Physical Training.

Day School of Commerce.

Day Trades Preparatory Course (Girls).
GENERAL CURRICULUM OF THE SCHOOLS
UNDER THE CONTROL OF
THE CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE.

PEMBROKE TECHNICAL INSTITUTE (Ringsend and Ballsbridge)
General Commercial Subjects. Mechanical Engineering.
Languages. Oxy-Acetylene Welding.
Domestic Science and Housecraft. Building Trades.
Art and Art Crafts.
Day School of Commerce.
Day Junior Technical School.

RATHMINES TECHNICAL INSTITUTE.
Advertising and Publicity. Languages.
Physical Training.
Domestic Science and Housecraft.
Day School of Commerce.
Day Trades Preparatory Course (Girls).

MARINO TECHNICAL INSTITUTE.
General Commercial Subjects. Metalwork.
Languages. Science.
Domestic Science and Housecraft. Woodwork.
Physical Training.
Day Junior Technical School.
Day School of Commerce.
Day Trades Preparatory Course (Girls).

CHATHAM ROW SCHOOL OF MUSIC (Day and Evening Classes)
Pianoforte. Wind Instruments (Wood & Brass).
Violoncello. Fifes.
Uillean and Irish War Pipes. Viola.
Elocution. Orchestra.
Violin. Drums and Flute.
Singing and Choir. Traditional Music.
Organ. Irish Harp.

Offices—
TECHNICAL INSTITUTE,
BOLTON STREET,
DUBLIN

L. E. O’CARROLL, B.A., B.L.
Chief Executive Officer.