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Special Libraries, January 1925

Special Libraries Association

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SPECIAL LIBRARIES

Vol. 16

January, 1925

No. 1

February Issue

TRANSPORTATION

RAILROADS TRACTION SHIPPING
BUS TRANSPORT MOTOR VEHICLES
HIGHWAYS WATERWAYS TRAFFIC

R. H. JOHNSTON, Special Editor

March Issue

STATISTICAL INTERPRETATION

BUSINESS TREND ECONOMIC FACTORS
FORECASTING METHODS
INVESTMENT ANALYSIS TRADE BAROMETERS
POPULATION ESTIMATES
CYCLES GRAPHICS RESEARCH

Published Monthly Except July and August by

THE SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

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Special Libraries

Vol. 16

January, 1925

No. 1

Why Special Libraries?'

By R. H. Johnston, *Librarian, Bureau of Railway Economics Library*

GEOLOGY informs us that forms of life appear scattered in strata of periods long before these forms of life become prevalent types. So, while the Special Libraries Association had its beginning in 1909, there were special libraries long before that date. The oldest of these that is still extant is probably the Pliny Fisk Statistical Library at Princeton University, which was begun for Mr. Harvey Fisk, almost a generation ago, by Miss M. L. Erwin, now gone to her reward. Miss Erwin also started what ceased to be the Fisk and Robinson Library in 1912 and which after passing through the hands of one of the Babson organizations has now come to rest as part of the Guaranty Trust Company's Library in New York.

Almost as old as this latter is the Insurance Library Association of Boston, of which Mr. D. N. Handy, now for the third time serving the Special Libraries Association as president, is librarian.

But one of the principal contributing causes of the formation of the Association lay in the sudden rise of legislative reference libraries, together with entrance of the special library idea into commercial firms such as the Arthur D. Little Company, chemical engineers, and the establishment of the business branch within the purview of the public library as exemplified in Newark.

Accordingly, at one of the veranda conferences of the American Library Association meeting at Bretton Woods, in 1909, the project of the formation of the Special Libraries Association was launched with an initial membership of forty-five with sixteen separate and distinct interests.

While the separate organization was erected because the main matters of interest to them were not those common to the public library,

the members of the new organization were practically all members of the American Library Association and wished to keep their activities related to the general library movement. Accordingly, application was made for affiliation with the American Library Association rather than for recognition as a section of the parent organization as the new Association felt that in retaining entire control of its own affairs it could more easily accomplish what it had in mind to do.

At the time of the meeting of the Council of the American Library Association in December 1910, the entire question was threshed out as to whether our relation should be that of affiliation or of becoming a section, although with our habit of retreshing old straw it has bobbed up again recently, and the committee appointed by the Council reported as follows:

"On general principles the committee would, as a rule prefer the formation of a section of the American Library Association, rather than of a separate organization, when it is a question of one or the other.

"But in this particular instance the committee is inclined to think that the formation of the Special Libraries Association has been justified by results; that the separate organization has been able to accomplish more in its own behalf than it could have done as a section of the American Library Association.

"Further, that its affiliation would tend to attract to the annual conference of the American Library Association a number of very desirable members who otherwise might not attend these conferences at all.

¹ Address before Pittsburgh Special Libraries Association, November 20, 1924.

That such members bringing with them, as they would, a point of view new to most members of the American Library Association, could hardly fail to impart fresh interest to the discussion of familiar topics, and to suggest fresh topics worthy of investigation.

"On the other hand, since there is necessarily much common ground in the field occupied by the two Associations, the younger of the two ought to profit largely by the experience of members of the senior organization.

"Therefore, the committee recommends granting the petition of the Special Libraries Association. The committee believes that the advantages enumerated more than offset the admitted drawback of increasing the complexity of future American Library Association programs, and of the rather vague scope of the Special Libraries Association, a vagueness, however, which will doubtless be remedied as time goes on."

So, on the adoption of the report of the committee at the Pasadena conference of the American Library Association in May 1911, affiliation became a fact and the Association began a course of accomplishments which has fully justified in each particular the points touched on by the Committee of the American Library Association Council as expectations were then held.

The mere production of the library material found in the files of SPECIAL LIBRARIES would be enough to justify the existence of any organization. But various projects in special indexing have either been urged or actually carried out by the Association, such as the Public Affairs Information Service and reference work in important centers like Boston have been co-ordinated and systematized. The wide visioned policy of the earlier presidents introduced into the meetings of the American Library Association men of nationwide reputation and indicated that, when approached from the right angle, the interest of business was alive to library work when freed from its lofty and academic attitude toward the world of affairs.

The success of the movement, however, almost threatened our undoing. The Special Libraries Association became popular, its membership increased largely, but this success brought with it a dilution of our purpose and

proper plans and with it a misunderstanding of our aims and objects not only on the part of our sister organization but in the minds of some of the newly acquired members of our own.

A large part of the responsibility for the lack of understanding lay in the title which the organization adopted—"Special Libraries Association," which while not then satisfactory and which still remains unsatisfactory, yet seemed and seems the best term that can be selected that will associate our peculiar type of work with the larger field of library work. The term has kept from our membership, no doubt, many research workers and practical users of information who failed to realize their kinship with librarianship.

The term "special" is a misnomer because not all of our special library collections are "special." Take the Pennsylvania Railroad Library here in Pittsburgh for example and we will find that its collection deals not only with the railroad company as a company but with the states through which it passes as producers of traffic and as authors of various and sundry regulations. Yet the collection is very special in that it is all applied directly to the interests of the Pennsylvania Railroad.

Even the term "library," moreover, connotes so universally a collection of books that the special library of the Philadelphia Rapid Transit Company which consists almost entirely of notes of reference to material to be found outside its offices would hardly be recognized as a "library." Yet it is information applied directly to the service of that company.

Still further, all the special libraries have from their beginning taken elaborate care of pamphlets, mimeographed material, charts, blue-prints, typed or manuscript memoranda, some varieties of which—especially the pamphlet material, long carefully preserved in some of the larger libraries—are now fairly prevalent in all libraries of the better class.

But probably the main reason for the failure to understand the difference in character of the special library lies in the fact that most of them do have collections which are, of course, more or less confined to one special subject. The library world is, of course, well aware that all libraries contain more or less special collections which the monograph of William Dawson Johnston, bringing up to date the work begun by Dr. Lane and Dr. Bolton, has adequately described. So that it is rather

natural to assume that special collections though not associated with the organization of a large library are yet but cross sections of the more general work of the public library. Yet even here it must be borne in mind that the collections in special libraries are not collections in the commonly accepted meaning of the term, that is, they do not pretend to be complete and definitive but are rather selections from the literature of the subject bearing an intimate relation to other available collections.

Were this the case—if the special library differed from the public library only in that it confined its collection of material solely to one subject—there would then be but little reason for the existence of the special library other than the convenience of the organization sustaining it. And, while these special collections have arisen partly by reason of greater convenience but more largely because the public library has not either had the means nor the facilities for caring for the particular material pertaining to the business, it is still possible to do special library work without any collection at all. But the difference lies not so much in the character of the material collected and retained as *in the application of the material both physically and informationally to the needs of a particular business or organization.*

The recently issued work of William S. Learned, entitled "The American Public Library and the Diffusion of Knowledge," is approaching the subject of the organization and diffusion of knowledge and the need of industrious experimentation, states [the italics are Mr. Learned's].

"There is, however, one principle that will certainly prove to be fundamental. *Any organization for this purpose must place its chief emphasis on such skillful adaptation as shall render the necessary information suited to the recipient and to his needs.*"

Mr. Learned, therefore, brings out the importance, first, of application and second, the intellectual equipment of the applier. It is evident that such use of the general library as is made by a man seeking to fill the lacunae of his education or the boy hunting up some solution of his radio problem, or the genealogist seeking his ancestors through the medium of railway companies reports, entails only a passive relation on the part of the library to its users.

The active relation of the user of the library as indicated above is precisely that of the special library except that its work is applied to the particular needs of the particular business or organization.

Special library work, therefore, is the skillful application not of the sources of information but of the information provided by these sources to the needs of the organization.

The more progressive among the general librarians have long since sensed this lack of active participation in the life of the community and the American Library Association has now endorsed what is known as the program of adult education. This difficult task which rather tends to intrude on the territory of the college and their adjuncts—the extension systems, the Chautauqua lecture courses and similar efforts, is not beyond the bounds of possibility but involves an equipment on the part of librarians which is at least not prevalent and for which none of the schools can be said to be preparing the coming executive.

It must be remembered that adult education does not mean simply adeptness in classical allusions or close acquaintance with the essayists of literature. Adult education involves the principles of science, of technology and economics, so that the librarian of any considerable town or city will not only have the general qualifications of a president of a college but be surrounded by a staff of the standing and equipment of a college staff.

But prior to the inauguration of any such program there must be a survey made of a rather different type than any hitherto attempted. In such a survey it will be of but little importance what details attach to the work of any particular member of the staff, but of prime importance what the interests of the community are, how far the library is reaching those needs and what work must be accomplished before the entire field can be compassed. Failure to do this is responsible for the few very conspicuous instances where library work has adapted itself to the needs of the community.

In all this program and planning, we can see most clearly the influence of the special library movement. It throws much light on what the Special Libraries Association has been contending is the main principle of librarianship—the active and aggressive application of our special kind of information to the needs not, as in the public library, of the community

but to the needs of our organization, company, or interest.

Assuming that the general library can do the aggressive, active, applied work for the community it still remains that the public library cannot follow us fully into our own special field. No institution sustained by public funds can give more than public service or at best a personal service tinged with a public interest.

But business is competitive; its interests are often antagonistic. So that be it ever so well equipped the public will always be prohibited by public policy from aiding one man at the expense of his fellow, whereas the object of the special librarian is to aid his organization first, last and all the time.

It is the job of the special librarian to serve only the individual, to place at his command at an earlier date, and in complete application to his business, information of a character which if given by an institution supported by public funds would justly lay the library open to the anger of those to whom the information was not given. In other words, the special librarian must prevent the asking of the question by having presented the answer. Once the question has to be asked, it is often as easy for the public library to furnish the answer as for the special library. That is—given the time and opportunity—a good public library can probably answer any question that is put to the special library. The difference in time in which the question might be answered by a special library is not the point of difference between the two classes of institutions.

It will be evident, therefore, that the attempt to describe the working of a special library except as to methods and known results is as impossible as it would be to describe the way in which the radio fan applies the material he finds in the public library to the set-up and use of his outfit. It is possible to describe the way in which information is briefed, handed to the individual most interested—it is possible to describe the methods by which the material is acquired and cared for—but in the end the essential description of a special librarian is that of a man who is constantly on the lookout for the things affecting his firm and advising his executives in precisely the same way as the sales manager or the financial officer focuses his work and information to the use of the executive.

Granted that at least the larger libraries could have centered in their staff men and

women of varied and exact education, fitted to meet the needs of a textile, manufacturing, or mining community, no one of them can enter into personal relations with the head of any particular firm. He must broadcast his information to be picked up by any one with the proper receiving set.

It is in work of co-operative character that the future field of the special library, especially in its relation to the general library, is to be found. The time has long since passed when any general library attempts to make complete collections except as related to established collections within their immediate neighborhood. Nevertheless, their interests are so general that it is difficult to secure the completion of co-operative tasks of broad scope.

The National Union Serial List presents a task that is appalling to the general library. It would seem that here again the special library can aid by taking up such projects subject by subject. We will be serving a larger field than our immediate special library interests and while distributing the load will in the end produce the same results.

The new constitution of the Special Libraries Association very wisely recognizes this policy of distribution of responsibility of work. While being duly cognizant of the fact that there is a broad bond of sympathy and interest between all special libraries, it recognizes, for instance, that there is a special one between the special industrial libraries of Pittsburgh, the special commercial libraries of Chicago, the special financial libraries in New York, and the special manufacturing interests around Boston.

It, therefore, encourages the formation of strong local associations in the various districts while still calling attention to the fact that each has something to contribute to the other, and that while the financial libraries of New York need help from the industrial libraries of Pittsburgh, so the industrial libraries of Pittsburgh need similar help from those in New York. We must, however, avoid the danger incident to decentralization of losing that fine spirit and common purpose that has heretofore characterized the special library movement.

The success of the Special Libraries Association lies in this fine enthusiasm of its parts. We do not live to ourselves alone, and the more we contribute to others the more we ourselves receive in return.

Annals Reflect National Thought

In many special libraries one of the most valuable sets upon the shelves is the long series of publications issued by the American Academy of Political and Social Science. For a third of a century this active organization has issued at quarterly intervals a series of Annals which are compendiums upon special subjects. A list of the topics selected for publication and analysis constitutes the entire field of political and social science in its broadest interpretation. In every case the material is arranged under subdivisional groups which are well keyed to the general topic. Each monograph is written by a competent person and the Annals have numbered among their contributors Presidents of the United States, members of Congress, governors of various states, public officials in charge of labor, public utilities and other kindred departments and various leaders in national and international affairs. The editors have been men of distinction and the editorial council have been drawn from the faculties of leading universities. Closely in touch with the editor at all times has been the president of the Academy of Political and Social Science then in office. The present editor is Clyde L. King.

Each quarterly volume contains short articles by many writers. A recent issue presents articles by fifty different writers. Naturally, in such an extensive group of authors there is a certain unevenness of treatment, but, as in every case the writer speaks with considerable authority, this defect is easily overlooked. Space will not permit even a recital of the principal topics considered during the entire period of the issues. The Federal Reserve System, Ethics of the Professions and of Business, Industrial Relations and the Churches, Economic Conditions in the Dominion of Canada, Prohibition and its Enforcement, The Price of Coal, Economy in Public Expenditures, are a few of the titles in recent years. The problem of Europe has had a large share in the publications of the Academy, several volumes in the past two years being devoted to some phase of the post-war problem.

Two recent issues worthy of comment are the September number on *Scientific Distribution* and the November number on the *Automobile*. The former volume describes all phases of distribution, problems of increased

wealth, various contributory factors, such as the relation of banking, the place of beauty in the business world, new standards of living and the building of modern homes, certain special forms of science and art as distributive incentives, such as chemistry and scientific food consumption, modern business organization and administration, including the geographical location of the industrial United States, advertising methods and problems and use of statistics and business forecasting as distributive forces.

The publication concludes with a dozen selling instruments, including the chain store, methods of co-operation, producer problems and the technique of sales management. An excellent bibliography completes the volume.

The issue on the automobile describes the services of the automobile, including its use in agriculture, as a factor in public health, as well as recreation, its value in unexplored regions and beyond the limits of civilization and as a link between railroad and water transportation. Manufacture and sale is given ample space and seven writers discuss the relation of the automobile to the home, church and school, and the library. Certain special phases of transportation are noted, as the motor bus service, the use of the motor truck at railroad terminals and the taxicab. Distribution of gasoline is discussed and even the bill board on the public highway finds a place in this grouping.

Modern highways, including construction, transportation, location and taxation are considered followed by traffic and its regulation, relation of the city plan to motor traffic and certain international problems, such as the export trade, the relation of the automobile industry to oil and rubber and finally the services of the various automobile associations and the status of education for highway engineering. This particular number is of interest to librarians, as the article entitled "Linking Up Railroad and Water Transportation" was written by Dorsey W. Hyde, Jr., formerly of the Packard Motor Car Co., and "The Automobile and the Travelling Library" was written by Miss Katharine Tappert, librarian of the Morristown Library.

A twenty-fifth anniversary index of publications was issued in 1916, followed by a supplementary index in 1921.

Libraries in Science and Industry

By O. P. R. Ogilvie

THE library idea in the past has been more or less academic, monastic and classic. The impression has generally prevailed that the library made its first appeal to the reader of poetry and drama, to the student, to the philosopher and to the man of letters. However, the rapid evolution of special libraries, managed by experts who endeavor from day to day to assemble the latest information on the topics to which his special library is dedicated, is simply an outward manifestation of the fact that the successful man of affairs has come to understand that printed things are the most useful and the most important tools of his business, whatever that business may be.

The special library development has accomplished in the library world what vocational training has achieved in the educational world. It has secured practical, tangible results from the use of books, periodicals, and in fact all reliable information to be procured from any source. Its fundamental purpose has been to put all available knowledge and information to work.

The general acceptance of this special library idea was the fruits of the first effort; the broadening of its efficient application now so well established, has abundantly justified the vision fostered by those enthusiastic pioneers of but little more than a decade ago.

An excellent definition of a special library is that "It consists of a good working collection of information, either upon a specific subject or field of activity; it may be general or even limited material serving the interest of a special clientele, and preferably in charge of a specialist trained in the use and application of the particular material." So "special library" really means the library of the modern man of affairs, either in science or industry, his useful implements, which in the care of a trained librarian (a sort of living index, as it were) prove one of his greatest assets in promoting activities. Special librarians interpret "book" in that much larger sense of all *information*, whether in print or not.

Science and industry agree that technical literature is the storehouse of available information published for research and development work; its ready availability is therefore

imperative. Every industry has its official journal, and the technical press is in a position to serve in a two-fold sense; first, by acting as spokesman of commercial interests; and second, by informing legislators and public officials on questions about which they must otherwise remain ill-informed. The analytical and penetrative thought given by the technical and commercial press to business problems, the continuous and well directed effort toward accuracy in recording the achievements of science and the victories of commerce, make this press a splendid instrument in the stabilizing of national industry. Fundamental to business success is unified effort; today there exists a cohesiveness of purpose between science and industry for the common weal of industry, which portends well for commerce. The technical press cements this service as nothing else can.

¹ "The necessity for quick service is a fundamental and all sufficient reason for the existence of the special library. Information to be of use in every day work of the world must be quickly available. Quick service multiplies use; this is true of libraries as it is of transit systems. In the development of a special library, emphasis needs to be laid on these two things: First, the necessity for quick service, and second, that the service is for the purpose of giving information and that the library is not merely dealing in copies or titles of books and articles."

The ways in which public and special libraries can serve each other are obvious. The public library can better act as the clearing house, the neutral ground where conflicting interests meet; the custodian of joint records from which may be drawn information of value, but not in such frequent demand as to be placed on the shelves of special libraries. For this broad service the special library can return intensive information, not possible to the public library.

As evidence of the exceeding need of technical libraries in the United States, more than thirteen hundred special libraries are listed in the "Special Libraries Directory" and we have reason to believe that this represents only

¹ Special Libraries. Vol. 1, p. 20.

a small percentage of the total of such collections.

The "Catalogue of Scientific Periodicals in Canadian Libraries," prepared by Dr. Lomer and Miss MacKay, just published by McGill University, places library service and co-operation in Canada on a new basis.

The Royal Society of London published a catalogue of scientific papers, covering from 1800 to 1900. Since 1900 this work has been continued by the "International Catalogue of Scientific Literature." The seventeen sciences are dealt with, a volume devoted to each. In the list of journals published as a separate volume (1903), forty-six hundred and seventy-three journals are listed, from twenty-five different countries. The fact that this number of scientific journals is published, is evidence of the need.

Marked progress has been made in the establishment of special libraries in France, Germany, Belgium and Switzerland, while Japan is going forward in this direction. This special library idea has been broadcast; Austria, Russia, Czechoslovakia, Poland and Roumania have the idea and are showing activity, while even China has listened in and caught the message of special library service. One permanent result of the Prague International Management Congress was the establishment of a European Library of American Management Literature. This international exchange of technical publication will be of value to each country subscribing thereto.

Mr. Baekeland, in his presidential address on Science and Industry, delivered to the American Electrochemical Society, said: "To put it tersely, I dare say that the last hundred years, under the influence of the modern engineer and scientists, have done more for the betterment of the race than all the art, all the civilized efforts and all the so-called classical literature of past ages. Let me ask a fair question of those who underestimate the value of research. Has that stupendous gap between Franklin's toy and the power companies of Niagara Falls been bridged by anything but by scientific research of the highest order?"

The Symposium on Library Service in Industrial Laboratories held by the Division of Industrial Chemists and Chemical Engineers at the meeting of the American Chemical Society in Buffalo, N.Y., 1919, had a very pertinent significance as to the value of special libraries in industrial development.

As essential to industrial reorganization in the post-war economic struggle for markets in Great Britain, a definite movement was made to establish special libraries and intelligence bureaux. Recent library legislation in the form of a bill which passed both Houses of Parliament enabling libraries to take their rightful places in line with other instruments of national education, is a sign of the times. And it is a fact of further interest that a conference will be held at Hoddesdon (England), September 5th to 8th inclusive, to which are invited all men and women who need to utilize information systematically or who are interested in the operation of information bureaux, intelligence services and special libraries. The programme will include discussions on the function, future developments, and methods of equipment of intelligence bureaux, and their relations with other institutions, including national and public libraries. Representatives are expected to participate from such varied fields of activity as government and municipal departments, technical and research institutions, industrial concerns, financial houses, insurance offices, newspapers, and civic and social organizations, all of which have a common interest in the collection, treatment, and dissemination of facts and information relevant to their particular activities.

The economic, technical and financial value of special libraries to both government and commercial concerns is now a well established fact. President Maclaurin of Massachusetts Institute of Technology maintains that the research chemist can reduce his work in the laboratory by increasing it in the library. It is a matter of far less expense for the experts to spend a few days in the library searching for records on a given subject, than to go ahead blindly buying expensive apparatus and consuming expensive materials making investigations, only to find the experiment a failure in the end. One large concern spent approximately \$50,000 on an experiment which resulted in failure while the local library could show records that this experiment had already been tried and had failed.

As further evidence I quote from the *South African Railways and Harbours Magazine*: "In the big organization of railways in South Africa a very interesting and informative department has grown up during the past two years. It seldom comes into the limelight though it is brimful of wisdom and experience. Officially it is known as the "Head-

quarters Technical Library." The value of this department of documentation in the administrative and executive branches of railway work is incalculable."

J. E. Crane, editor of *Chemical Abstracts* says: "Human progress is made by co-operation. This is a scientific and industrial age. The great factor for progress in science and industry is research. Co-operation in research is effected chiefly by means of journal literature." A. D. Little reports: "Research investigations are now being carried on jointly in the library and the laboratory, and the amount of time, labour, and money saved usually well repays the investigator for this effort." The New Jersey Zinc Company states: "In a commercial library, one of the most important phases of the work is with current periodicals and society publications. Our present company library is thus a result of actual needs which grew up through the company."

Quoting from Mr. Barrows, a well-known attorney of New York City: "Periodical literature forms one of the most valuable fields of research because of the numerous original papers which it contains and the wide field which it covers. In looking up original articles it will frequently be found that one article contains reference to many others of earlier date relating to the same general subject. These references may represent the results of a comprehensive search, which the writer of the article made in preparation for his own investigations. Not infrequently one article will give a fairly complete review of the prior sources of information along the very line in which the searcher is interested. Some of the prior articles thus referred to may in turn refer to others, and so on."

From that most successful firm, E. I. du Pont de Nemours, we read: "It is a source of added stimulation to the investigator to be able to find his information at hand at the time wanted, and not to have to wait until it is ordered and received and perhaps in the meanwhile to have led himself into unnecessary expenditure of time in trying to produce information through laboratory experiments, or lost in some degree his enthusiasm."

Since industrial concerns exist primarily for profit, it is quite obvious that industrial libraries are maintained upon their present scale because they are a positive factor in the business in question. That well worn idea of "business for business" is exploded. Business

today is more and more an opportunity for science.

It has been said that the physician and clergyman deal with states of mind and body; the lawyer, with analytical subtleties; the politician and educator, with human behavior; the business man, with all these and more. The engineer, though his purpose may be idealistic, deals with actual, tangible things. If he thus deals with material facts, then his library need is manifest. The Engineering Societies Library in New York City is the outstanding monument of supply to the engineers' need on this continent. This library is a co-operative activity of the American Institute of Electrical Engineers, the American Society of Civil Engineers, the American Institute of Metallurgical Engineers and the American Society of Mechanical Engineers. It is administered for those Founder Societies by the United Engineering Society, as a public reference library of engineering and allied sciences. It contains one hundred and fifty thousand volumes and pamphlets, and receives currently most of the important periodicals in its field. It not only serves its local membership, but in order to place the resources of the library at the disposal of those unable to visit it in person, the library is prepared to furnish lists of references to engineering subjects, copies or translations of articles, photoprints and abstracting for a nominal fee. This library is further extending its usefulness by the adoption of the policy of inter-library loans, which makes it possible for engineers at a distance to borrow, through local or college libraries, books that are required for research work and not available through the regular lending service of the Engineering Societies Library.

¹ "It is true," declared a famous university professor, "that knowledge is power, but the best kind of knowledge does not consist in knowing facts, but in knowing where to go to find facts when they are required for service. The technical library as related to plant efficiency is a wonderful medium for the promotion of increased efficiency. It contains treatises on the most modern methods, the newest appliances and devices, system and management; in fact the yield of the best brains of many persons for instant use of the individual. It is a source of time and money saving knowledge, obviating the necessity of experimenting with waste of material, effort and financial outlay."

¹ Technical Libraries as Related to Plant Efficiency. Mechanical Engineering, 1920.

Professor Jacques Loeb, of the Rockefeller Institute in a recent address declared: "We imagine that it is in the laboratory that men discover new truth and that if we can only provide well equipped laboratories, important truth will soon be discovered. That is not the case. Real discoveries are actually made in the library and subsequently tested out in the laboratory. A new discovery is a new combination of old ideas and these combinations are most likely to occur to the mind of the scientist, not when he is handling material things but when he is brooding over the thoughts of other men and re-thinking them himself. In those hours of profound reflection, the new combination may occur to him and then he goes to his laboratory to verify or disprove. The library remains the great essential to discovery." This scientist voiced a fact as pertinent to industry perhaps as it is to science.

Much of the value of the special library depends on the personality of the librarian. Constructive ability, alertness, flexibility, and an eagerness to serve, with an ear ever to the ground to hear the first rumbling of anything new, all seem necessary qualities to be looked for in the choosing of a librarian. Training is as necessary to the librarian who serves a special clientele, as the clinic is to the doctor who specializes. A modern up-to-date librarian, from the preparation which he has had for his profession, knows first of all,

unusual source points from which information may be drawn and the quickest approach to these various sources. He is a specialist among specialists.

The users of scientific and industrial libraries are generally professional and commercial men, specialists in their respective lines; so also the librarian is a specialist and must be well equipped to uphold his position as expert among experts.

The *esprit de corps* in the profession of librarianship, as fostered by the Special Libraries Association is "Service and Co-operation," Membership and attendance at the annual meetings of this association are, therefore, a matter of exceeding importance to the librarian. It extends acquaintance with librarians in other fields of activity and brings a definite knowledge of the channels through which needed material can best be made to flow into his own files. If he is alert in his work, he will make mental and physical note of these sources against future needs and thereby bring economy to the firm he serves.

With the attainments of the special libraries today, under the care of a skillful librarian, it seems very possible that they will be able to correlate and provide facts to meet all the requirements of science and industry. What colleges and universities are to the literary and social world special libraries should mean to the scientific and industrial world.

Brown Organizes Business Service

The Brown Bureau of Business Research, maintained jointly by Brown University and the Providence Chamber of Commerce, has recently established a monthly service entitled "Brown Business Service." It is conducted by the Department of Economics of Brown University and some of its earlier findings were printed in the *Providence Magazine*, organ of the Providence Chamber of Commerce. The publication is offered to subscribers at the rate of \$10 per year. It is planned to prepare intensive studies of local business conditions in the vicinity of Providence as contrasted with those prevailing in New England and in the country at large. The service is not intended to duplicate the work being done by other agencies but to supplement such work by applying general principles to the individual locality.

Business Statistics

The December issue of the *Journal of the American Statistical Association* notes recent progress in current business statistics and gives high praise to the new departure in statistical presentation inaugurated by Secretary Hoover in the Department of Commerce. Enquiries in relation to form and method were asked from executives and publicists, and as a result the *Survey of Current Business* was issued at monthly intervals. An official of a large rubber company considered the undertaking "one of the greatest steps in our industrial life" and an automobile sales manager called the plan the "right-hand of business."

The work of the department has created a widened interest in statistics and stimulated the utilization of statistical methods in various industries.

Notable Series Relating to Special Libraries

THE *Office Economist*, a monthly magazine of business ideas for the office, issued by the Art Metal Construction Company, has been running a series of articles, relating to special libraries, which are worthy of comment in our magazine.

The issue for December, 1923, presents an article by Aaron Hardy Ulm entitled "Salvaging Information" which shows the business library as a practical utility and not simply a collection of books.

The writer points out the influence of the trained librarian on certain new business concerns and illustrates the value of such a librarian by stating an authentic case where a high official in the business establishment spent several days in search for needed information, returning with substantial expense accounts and three documents. The librarian who happened to be present, at once produced two of the documents and assured him that the other copy was nearby in the public library.

The writer points out the growth of the special library movement and states that in many cases such special libraries cover the subjects better than any general library in the world. He presents as examples the library collection on petroleum maintained by the Standard Oil interests, the data on dye stuffs brought together by the du Ponts and the vast amount of printed material on iron and steel amassed by the United States Steel Company.

Mr. Ulm emphasizes the point that large collections are not necessary, and shows the close relationship between larger libraries and the special libraries.

In conclusion he refers to the work of a committee of the Special Library Association which co-operated with the Department of Commerce in preparing the study on commercial libraries.

The first three issues for the year 1924, contain articles by A. E. Ross, bearing the respective titles, "Making the Filing Department a Business Library," "Training Employees to Use the Business Libraries," and "Keeping the Business Libraries Small and Complete." The editor in introducing the series states, "The business library as a practical adjunct to the office regardless of size" will be thoroughly discussed in this series of articles. There will be "How" articles containing helpful suggestions for opening up

sources of valuable information in your own office. The publications well justify the statements of the editor.

The writer in beginning his articles points out that the lawyer, the physician, the architect, the engineer and other professional men consider books a part of their office equipment and keep abreast of new developments through the reading of current periodicals. He notes that the business man often ignores valuable information and may not realize the use that he might make of the public library, especially the business research department of such an institution.

The writer notes the scattered reference books in most offices as "the library invisible" and shows methods whereby the use of the library can be compiled from the files. For this purpose he recommends consolidated filing and suggests methods of training a file clerk for special library work or utilizing a trained business librarian. He shows how the busy executive cannot see everything that goes on outside and concludes with the statement, "The business librarian is his third eye."

In his second article the author discusses, "The Training of Employees to Use the Business Library," and "The Library as an Auxiliary to the Office."

He notes the success of the correspondence schools in inducing ambition among employees and shows the part the library takes in a similar incentive. He shows the active work of various libraries throughout the country and cites the example of one librarian who states, "Make everything graphic. Make pictures arouse the employee to search the shelves." Another librarian issued a newspaper tabloid for the use of busy executives.

The fourth article discusses the selection of books and the writer uses for a lead the phrase, "Keep the business library small but complete."

The author discusses the book purchases in relation to the requests of various employees and presents the nucleus for a good small library. A short list of books on office management, advertising, commercial law, and efficiency are appended and a purchasing policy defined. The article concludes with an outline of library subjects for business men under the main heads of business, advertising, products, consumers, and distribution.

In April a series of articles issued under the authorship of Miss Eleanor Gilbert were published.

The first article suggests books that a bank library should obtain and notes the large collection maintained by the National City Bank and the Guaranty Trust Company. The writer shows methods used in the various bank libraries and presents a working list covering the detailed subjects for a practical working library of two hundred volumes.

In the May number Miss Gilbert discusses the business library as utilized by manufacturers. The author points out the wide range of industries represented by this particular group of special libraries. She notes as information desired by the manufacturer: sources of raw material; better methods of production; suggestions for improving the organization; more efficient distribution methods; suggestions on opening new markets. In pointing out the relation of the libraries to the plant, Miss Gilbert shows the advantage of permitting employees to borrow books from the library, thereby making the library itself a training school for employees. She also indicates the advantage of circularizing magazines among the selling staff and the advantage of the library as a research and sales promotion department. She cites as an example a library maintained in the art department of a silk manufacturer. She considers the library as a school and welfare department and the place of the librarian as an educational adviser.

In the June issue, Miss Gilbert discusses how retail libraries help business and shows the advantage of the small shelf of books for the specialties retailer. She alludes to the chain stores and the department stores with their contact to the welfare bureau. She presents the unique library maintained by the National Retail Dry Goods Association which is in itself a research and information bureau. She concluded her article with the use of the bibliography on retailing.

The next number of the *Office Economist* considered the industries served by trade libraries. Miss Gilbert notes the organizations maintaining splendid library service, as the Silk Association of America, the National Automobile Chamber of Commerce, the Portland Cement Association of America and the Bureau of Railway Economics. She notes that originally these libraries were founded for the purpose of centralizing information and distributing it for the good of the in-

dustry as a whole. "But," she observed, "the libraries have developed in other directions; as central information bureaus, as places of record for trade-marks, and patents, and as agencies of good-will." She notes in detail the services maintained by the libraries previously mentioned and calls special attention to the joint library maintained by the rubber companies of Akron, Ohio.

In the September issue Miss Gilbert discusses the insurance libraries, paying especial attention to the large collection on fire insurance maintained by the Fire Insurance Library Association of Boston. She also notes the card index of statutory requirements maintained by the library of the Association of Life Insurance Presidents.

The October number considers the professional men's libraries, including the great libraries of engineering, the library maintained by the research department of the National Lamp Works and the large collection owned by the Philadelphia Electric Company. She notes the value of the engineering libraries maintained by the societies and the great lower libraries of the country. She concludes with an account of the accountancy libraries, especially the large collection maintained by the American Institute of Accountants.

In November she considers the medical libraries, calling attention to the Medical Library Association with headquarters at Baltimore. She alludes to the private library maintained at the Mayo Clinic at Rochester, Minnesota and the great collections on medicine in New York, Washington, and Philadelphia, with special reference to the largest library in the country at the Surgeon-General office at Washington.

The subject for the December issue is "When Business Men Co-operate to Make Libraries;" Board of Trade Libraries, including those in England, are interestingly described. The entire series is written in a readable manner and gives the business man a good impression of special library work.

National School of Library Science

The Committee on Organization for a National School of Library Science is preparing a statement to show the exceptional facilities for study and research offered by the National Capital. This committee includes: George T. Bowerman, H. H. B. Meyer, Emma V. Baldwin, Claribel R. Barnett, Clara W. Herbert, Joy E. Morgan, R. H. Johnston, A. S. W. Schmidt, and Dorsey W. Hyde, Jr.

Administration of Business Libraries

Review of a Thesis by Leland Lawrence Briggs

LELAND LAWRENCE BRIGGS of Vermillion, South Dakota, has prepared a thesis on the administration of business libraries in connection with the department of the Colleges of Art and Sciences of the University of South Dakota.

It consists of a manuscript of sixty pages which deserve complete publication, but the space in the magazine is so limited that we cannot afford to reproduce the thesis in its entirety but, through the courtesy of Mr. Briggs, we are able to review the thesis at some length and reproduce many portions of the manuscript.

In his opening paragraphs Mr. Briggs shows the demand for the business library. In illustrating the point that business is dependent upon information, the author cites the statement of the Hon. Herbert Hoover, who says: "The first need of business today is better organized information;" also the statement of J. George Frederick, President of the Business Bourse International, Inc., who says, "A man is a fool to operate without facts." The writer also brings out the necessity of assurance that the facts needed have not already been gathered by some other investigator and cites the well-known story of the conversation between the chemist of the steel company and a librarian.

Mr. Briggs continues "Experience has shown that the best way for a business to keep in touch with modern thought is by means of a library especially adapted to fit its needs. The public library is very useful, but it cannot be expected to cater to the demands of specialists. The development of the specialized library has been the inevitable result of industrial and commercial growth."

In discussing the functions of the business library, Mr. Briggs emphasizes service and notes particularly the usage of various types of libraries. He asserts that it would be a serious mistake for a concern to organize its library as subsidiary to its industrial relations or welfare department. He continues, "A firm that does this has failed to realize the two-fold function of the library: that of the research department, giving executives and departmental heads information having to do with their problems and that of supplying print for the education of employees. It is

impossible for a library to perform both of these services well if it is controlled by any one department. The business library should, therefore, be made a distinct department in the organization. This is necessary further because it must serve all departments equally well and it could not do this if it were subsidiary to any one of them. It would be almost certain to discriminate in favor of one or the other."

The writer brings out the relation to the various departments of the organization, such as the sales department, the industrial relations department, the publicity department, the purchasing department and the departments relating to finance. He notes the value of educational classes in business and cites the Wanamaker Stores as an example and contends that the business library is indispensable to the firm that has this sort of training for its working force.

In discussing the business librarian, Mr. Briggs shows the paramount importance of the official in charge and indicates the various methods used in securing the business librarian. He cites the practice of the large organization where a person properly qualified by training is selected for the position; the practice of small firms where a regular employee, who appears well-fitted for the work is sent to a library school for a special course; or the method of utilizing expert organizers to come to the establishment and personally supervise, not only the education, but the selection of the librarian; or the less common practice of smaller firms in selecting an employee who has had some experience or liking for library work and have him spend part of his time in performing the necessary duties. He shows the many other tasks placed upon the librarian as the translation of foreign letters, writing and revising papers to be presented by members of the firm, proofreading, office systematizing, and supervision of filing.

He states that a professionally trained librarian is often a paying proposition to a small firm. Mr. Briggs lays down as fundamental requisites, an adequate educational background, including a general knowledge of economics, natural and applied sciences, and one or two foreign languages, and a complete mastery of library technique. He recommends a thor-

ough course in a library school and, if possible, a year of experience under a good librarian. He sets forth the need of a complete acquaintance with the company's business, and shows the necessity of analyzing the organization and ascertaining the specialties of the important members. He considers it imperative that the librarian become acquainted with all possible sources of information about the business which his library serves. He must know the information resources of every office and department of the central organization as well as those of every branch of the firm's distributing organization.

He emphasizes the need of alertness on the part of the librarian and the use of the telephone and telegraph, to bring to the desk executive the right data at the right time. He shows that the value of the fact information to the executive is in direct proportion to the speed with which it can be produced and shows the necessity for the organization of a system which will not cause delay in furnishing information.

Mr. Briggs emphasizes the necessity of making a library an integral part of the business which it serves and shows the various forms by which the library may be made more readily usable. He emphasizes the necessity of not allowing the business library to grow larger than is really necessary and suggests that the librarian should go over the books, periodicals, and other printed matter and eliminate that which is not needed. He adds, "A mass of useless material in a business library is a decided handicap to its efficiency and it should not be permitted to accumulate."

Mr. Briggs devotes the fourth chapter of his thesis to Books in the Business Library. He shows the enormous increase in the number of books published on the various phases of business, and the marked interest of commercial and successful men in such books as indicated by the frequent quotations in their conversations and in public utterances concerning books that they have read. Mr. Briggs shows the method of book selection used in various libraries and the source of material from which information about such books may be gathered. He notes the advantage of occasionally searching the second-hand book stores and warns against the so-called "padded" type of business book. He alludes to the value of contact with the local public library an examination of its books on business. He also shows the necessity of familiarity with the collections in other busi-

ness libraries in the city and the advantage to be obtained by an exchange agreement between the various libraries. He shows the purchasing method used by large organizations and emphasizes the necessity of having the librarian supervise all purchases. In the field of book purchases the writer notes a few essential reference books and mentions the valuable information which is obtainable from the United States government documents.

In the chapter devoted to periodicals, pamphlets, and clippings Mr. Briggs discusses the vast number of business periodicals and the method of handling this material for business usage. He advocates adequate indexing of contents and the adoption of means for keeping in touch with the periodicals relating to the particular business in which the library is identified. He discusses at some length the filing methods, clipping systems and the handling of ephemeral publications.

The chapter devoted to finance and trade services is comprehensive, although the writer has overlooked the researches of the Newark Public Library in this connection and has failed to note the address on information services presented at the Swampscott meeting of the Special Libraries Association. He notes Miss Krauss' comment upon services as "Figures, Facts and Forecasts."

The writer devotes the larger part of his study to the more important services of the country and mentions the numerous services of doubtful worth on the market.

The chapter on the arrangement of material discusses the classification systems and the arrangement of vertical files. Mr. Briggs does not recommend the Dewey Decimal system for cataloging pamphlet material and miscellaneous data because, in his opinion, it is too intricate for this type of material and is not sufficiently expansive for many of the business subjects. In its stead he recommends an alphabetical subject arrangement which he considers more flexible and capable of indefinite expansion.

His chapter on "Using the Business Library" takes up many library problems. He says, "The successful business librarian must be an expert salesman of his stock of information."

In his voluminous piece of work, Mr. Briggs has cited extensively various authorities and many of our readers will doubtless recognize as familiar phrases some of the quotations which have been used in preparing this review.

Library Reaches Widespread Organization

In some way we overlooked an interesting article in *Printers' Ink Monthly* for September, entitled "The Company Library That Pulls Whole Organization Together" by George W. Gray. The article refers to the library of the W. T. Grant Company, of which Miss Grace Aikenhead is the librarian.

Mr. Gray in his article describes the contact methods devised by the W. T. Grant Company to keep its store managers in step with the home office. The library has its part in pulling the widespread organization together and not only brings into relation the various chain stores, but the sales force, the branch offices and other units in the organization. When the library was established, the personnel department sent a letter to all the store managers and assistants telling of the new project and inviting their suggestions as to book purchases. The men asked for practical books on merchandising, store management, accounting, advertising, salesmanship and the like. While the library started with these practical books, there have been inquiries for such subjects as biography and travel and the library has been broadened to meet these demands.

The library service is conducted by mail from the home offices in New York and is a part of the personnel department. Miss Aikenhead and her assistants not only supply the men in the various Grant stores with books, but send out reading lists and correspond with the men as to their reading requirements.

Mr. R. H. Fogler, personnel manager, states that no one *has* to use the library, yet the library reaches the men by an active campaign on behalf of business reading. It gets its publicity through the company's house magazine and by various other methods, such as little slip-in cards placed in the volumes. A new man joining the organization receives a letter from Miss Aikenhead telling him about the library and its usage. In one instance, a borrower in the city of Newark, N.J., was induced to follow a regular course of reading and he in turn approached his co-workers in the store and eventually a study group was formed carrying out a systematic course of reading. A contact was made with the Business Branch of the Newark Public Library and many of the books obtained from that source. As a result of this experiment, in-

teresting study groups have spread to other parts of the organization and reading courses were organized last winter in fifteen stores.

Mr. Fogler believes that the library has proved its value and states that he has noticed a high correlation between the men who use the library consistently and those who get ahead rapidly in the organization.

He concludes by saying: "The library helps our men in two ways: first, to a better knowledge of merchandising and second, to a broader conception of business and a wider outlook, not only as to our own business, but as to the whole field of business. Learning how the other fellow does a thing not only gives a man new ideas for use in his own work, but makes him thereafter more open-minded, more receptive to new ideas, less narrow. We like to think of our library as a broadening influence in our organization."

Bank Publication Praises the Library

A vivid description of a bank library in action is detailed in the article entitled "The Chase Bank Library, Its Contribution to the Work of the Bank," which appears in *The Chase*, a monthly magazine published by the Chase National Bank of the city of New York. The writer discusses the work of this business bank library and states that information is the main feature of the library's work. In addition to research and reference work, the library purchases all books used in the bank and in the branches. It also makes such purchases for customers and correspondents upon request. All magazine subscriptions likewise pass through the librarian's hands, a method of unifying the ordering which has resulted in much economy and greater efficiency in the use of magazines and newspapers in the bank. Personal orders for books may be placed through the library so that all book-lovers within the bank may benefit by the library's knowledge of the most advantageous sources of supply. The library is an out-growth of a collection of books in the Credit Department, which afterward became a separate division under the authority of the economist, Dr. B. M. Anderson, Jr.

In addition to the regular bank library, the Chase Bank Club maintains a library in the club room which issues books for home use.

Business Dictionaries and Glossaries

A Supplement to the Lists Published in SPECIAL LIBRARIES
January and December, 1923

Prepared by Business Branch, Newark Free Public Library

Accounting, Auditing and Bookkeeping

Beach, F. L. Definitions of bookkeeping terms. (In his Twenty 20-minute lessons in bookkeeping, 1921, p. 82-85 Ronald Press Co., 20 Vesey St., N.Y. \$1.50

Classification and definitions of ledger accounts. [c]1922 34p Bur. of Commercial and Industrial Affairs, Boston Chamber of Commerce, Boston

Saliers, E. A. Glossary. (In his Accountants' handbook, 1923, p. 1509-1544) Ronald Press Co., 20 Vesey St., N.Y. \$7.50

Advertising

Namm, B. H. Advertiser's quick glossary. (In his Advertising the retail store, 1924, p. 204-219) U.P.C. Book Co., Inc., 243 W. 39th St., N.Y. \$2.50

Tompkins, N. C. Appendix. (In his Sale and advertising of dairy products, 1924, p. 103-108) Olsen Pub. Co., 50 Cherry St., Milwaukee, Wis. \$2

Architecture

Rutter, F. Glossary of technical terms. (In his Poetry of architecture, [c]1924, p. 223-231) G. H. Doran Co., 244 Madison Ave., N.Y. \$1.25

Asphalt industry

Abraham, H. Asphalts and allied substances. 1920 608p D. Van Nostrand Co., 8 Warren St., N.Y. \$6

Building trades

Rutter, F. Glossary of technical terms. (In his Poetry of architecture, [c]1924, p. 223-231) G. H. Doran Co., 244 Madison Ave., N.Y. \$1.25

Business

Birdseye, C. F. Encyclopedia of general business and legal forms. 1924 2365p Baker, Voorhis & Co., 45 John St., N.Y. \$15

Chemistry

Askinson, G. W. Perfumes and cosmetics, their preparation and manufacture; a complete and practical treatise for the use of the perfumer and cosmetic manufacturer. 1922 392p Norman W. Henley Pub. Co., 2 W. 45th St., N.Y. \$6

Chemical reference and industrial directory of sources of production, distribution and supply of the most used chemicals and

industrial raw products 1923 308p New York Commercial, 38 Park Row, N.Y. \$3

Hartman, E. F. Wood preserving terms 1922 85p Protexol Corp., 34 Barclay St., N.Y. \$1

Harvey, A. Tanning materials (In his Tanning materials, 1921, p. 7-99) D. Van Nostrand Co., 8 Warren St., N.Y. \$3.75

Humphrey, J. Drugs in commerce; their source, preparation for the market and description. 116p Sir Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$1

Marshall, A. Dictionary of explosives. 1920 159p D. Van Nostrand Co., 8 Warren St., N.Y. \$3.75

Martin, G. Essential oils and other vegetable perfuming substances; Animal perfuming substances; Artificial and synthetic perfuming substances; Artificial fruit essences and esters (In his Perfumes, essential oils, and fruit essences, 1921, p. 17-57) Lockwood Crosby & Son, 7 Stationers' Hall Court, E.C. 4, Ludgate Hill, London \$4

Commodities of commerce

Matthews, F. Commercial commodities. 1921 310p Sir Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$3.50

Container trade

Verstone, P. E. Glossary. (In his Manufacture of paper containers, 1922, p. 215-223) Verstone & Co., 29 Ludgate Hill, E.C. 4, London 10s 6d

Credit

Munn, G. G. Encyclopedia of banking and finance; a reference book comprising over 3,000 terms relating to money; credit; banking practice, history, law, accounting and organization, foreign exchange; trusts; investments, speculation, markets; and brokerage. 1924 585p Bankers Pub. Co., 71 Murray St., N.Y. \$10

Dry goods trade

Dyer, E. Dictionary of staple textile fabrics. (In her Textile fabrics, 1923, p. 260-319) Houghton, Mifflin Co., 16 E. 40th St., N.Y. \$1.75

Exchange

Munn, G. G. Encyclopedia of banking and finance; a reference book comprising over

- 3,000 terms relating to money; credit; banking practice, history, law, accounting and organization; foreign exchange; trusts; investments, speculation, markets; and brokerage. 1924. 585p. Bankers Pub. Co., 71 Murray St., N.Y. \$10
- Export trade**
 Poole, G. C. Definitions of delivery terms. (In his Export credits and collections, 1923, p. 171-178) Prentice-Hall, Inc., 70 Fifth Ave., N.Y. \$4
- Feed trade**
 Federal trade commission Appendixes. (In its Commercial feeds, 1921, p. 184-190) Supt. of Docs., Washington, D.C. 20c
- Finance**
 Munn, G. G. Encyclopedia of banking and finance; a reference book comprising over 3,000 terms relating to money; credit; banking practice, history, law, accounting and organization; foreign exchange; trusts; investments, speculation, markets; and brokerage. 1924. 585p. Bankers Pub. Co., 71 Murray St., N.Y. \$10
- Fish trade**
 Tressler, D. K. List of common names and description of marine fish and animals of commercial importance of the U.S. and Alaska. (In his Marine products of commerce, 1923, p. 727-738) Chemical Catalog Co., Inc., 19 E. 24th St., N.Y. \$9
- Florist business**
 Oliver, G. W. [Series of alphabetic lists of plants grouped as hardy, etc.] (In his Plant culture, 1921) A. T. DeLaMare Co., Inc., 448 W. 37th St., N.Y. \$3.50
 Standardized plant names; a catalogue of approved scientific and common names of plants in American commerce. 1923. 546p. H. P. Kelsey, Amer. Joint Committee on Horticultural Nomenclature, 1 Pickering St., Salem, Mass. \$3.50 Spec.
 Zimmer, G. F. Popular dictionary of botanical names and terms with their English equivalents. [1912] 122p. E. P. Dutton & Co., 681 Fifth Ave., N.Y. \$1
- Foundry trade**
 Horner, J. G., ed. Lockwood's dictionary of terms used in the practice of mechanical engineering; embracing those current in the drawing office, pattern shop, foundry, fitting, turning, smiths' and boiler shops, etc. 1913. 464p. D. Appleton & Co., 29 W. 32d St., N.Y. \$3.75
 Vickers, C. Glossary of terms used in foundries. (In his Metals and their alloys, 1923, p. 741-745) H. C. Baird & Co., Inc., 2 W. 45th St., N.Y. \$7.50
 Wendt, R. E. Glossary of foundry terms. (In his Foundry work, 1923, p. 199-201) McGraw-Hill Book Co., Inc., 370 Seventh Ave., N.Y. \$2
- Insurance**
 Thornton, W. Glossary. (In his Short lessons in life insurance, 1923, p. 112-118) Spectator Co., 135 William St., N.Y. \$2
- Law**
 Birdseye, C. F. Encyclopedia of general business and legal forms. 1924. 2365p. Baker, Voorhis & Co., 45 John St., N.Y. \$15
 Conyngton, T. Glossary. (In his Business law, 1920, v. 2, p. 828-840) Ronald Press Co., 20 Vesey St., N.Y. \$8
- Lettering**
 Sutherland, W. G., ed. Glossary of terms used. (In his Modern signwriter, p. 95-96) Decorative Art Journals Co., Ltd., Manchester, England. 12s 6d
- Lumber trade**
 Brown, N. C. Definitions and explanations; Scientific and trade nomenclature. (In his American lumber industry, 1923, p. 8-13) John Wiley & Sons, 432 Fourth Ave., N.Y. \$3
 Bryant, R. C. Terms used in logging. (In his Logging; the principles and general methods of operation in the U.S., 1923, p. 469-517) John Wiley & Sons, 432 Fourth Ave., N.Y. \$3.50
 Hartman, E. F. Wood preserving terms. 1922. 85p. Protexol Corp., 34 Barclay St., N.Y. \$1
- Mechanical engineering**
 Horner, J. G., ed. Lockwood's dictionary of terms used in the practice of mechanical engineering; embracing those current in the drawing office, pattern shop, foundry, fitting, turning, smiths' and boiler shops, etc. 1913. 464p. D. Appleton & Co., 29 W. 32d St., N.Y. \$3.75
- Metal trade**
 Horner, J. G., ed. Lockwood's dictionary of terms used in the practice of mechanical engineering, embracing those current in the drawing office, pattern shop, foundry, fitting, turning, smiths' and boiler shops, etc. 1913. 464p. D. Appleton & Co., 29 W. 32d St., N.Y. \$3.75
 Wendt, R. E. Glossary of foundry terms. (In his Foundry work, 1923, p. 199-201)

- McGraw-Hill Book Co., Inc., 370 Seventh Ave., N.Y. \$2
- Mining industry**
Osborn, H. S. Glossary of terms used in connection with prospecting, mining, mineralogy, geology, etc. (In his Prospector's field-book and guide, 1920, p. 327-349) H. C. Baird & Co., Inc., 2 W. 45th St., N.Y. \$3
- Money**
Munn, G. G. Encyclopedia of banking and finance; a reference book comprising over 3,000 terms relating to money; credit; banking practice, history, law, accounting and organization; foreign exchange; trusts; investments; speculation, markets; and brokerage. 1924 585p Bankers Pub. Co., 71 Murray St., N.Y. \$10
- Music trade**
Musical instruments. (In Musical instruments, [c]1908, p. 89-254) Irving Squire, Cloyes-Lyon Co., 110 W. 34th St., N.Y.
- Nursery trade**
Bailey, L. H. Terms and names. (In his Manual of cultivated plants, 1924, p. 18-36) Macmillan Co., 66 Fifth Ave., N.Y. \$7
Oliver, G. W. Series of alphabetic lists of plants grouped as hardy, etc. (In his Plant culture, 1921) A. T. DeLaMare Co., Inc., 448 W. 37th St., N.Y. \$3.50
Zimmer, G. F. Popular dictionary of botanical names and terms with their English equivalents. [1912] 122p E. P. Dutton & Co., 681 Fifth Ave., N.Y. \$1
- Oil trade**
Abraham, H. Asphalts and allied substances. 1920 608p D. Van Nostrand Co., 8 Warren St., N.Y. \$6
Kewley, J. Terminology. (In his Petroleum and allied industries, 1922, p. 1-5) D. Van Nostrand Co., 8 Warren St., N.Y. \$3.50
- Paper products trade**
Verstone, P. E. Glossary. (In his Manufacture of paper containers, 1922, p. 215-223) Verstone & Co., 29 Ludgate Hill, E.C. 4, London 10s 6d
- Pattern shops**
Horner, J. G., ed. Lockwood's dictionary of terms used in the practice of mechanical engineering; embracing those current in the drawing office, pattern shop, foundry, fitting, turning, smiths' and boiler shops, etc. 1913 464p D. Appleton & Co., 29 W. 32d St., N.Y. \$3.75
- Photographers business**
Wall, E. J. Dictionary of photography and reference book for amateur and professional photographers. 1921 693p Tenant & Ward, 103 Park Ave., N.Y. \$5
- Printing and publishing business**
Collins, F. H. Authors' and printers' dictionary; a guide for authors, editors, printers, correctors of the press, compositors, and typists, with full list of abbreviations. 1922 408p Oxford University Press, 35 W. 32d St., N.Y. \$1.60
Gage, H. L. Terms of design as applied to printing. (In his Applied design for printers, 1920, p. 68-71) Committee on Education, United Typothetae of America, 608 S. Dearborn St., Chicago
Jacobi, C. T. Glossarial index of technical terms and phrases. (In his Printing, 1908, p. 381-409) [1913] G. Bell & Sons, Ltd., 6 Portugal St., W.C. 2, London. \$2
Porte, R. T., comp. Dictionary of printing terms and compendium of historical and useful information relating to the graphic arts. 1923 286p Porte Pub. Co., 119 Atlas Block, Salt Lake City, Utah \$2.50
Radder, N. J. Typographical terms. (In his Newspaper make-up and headlines, 1924, p. 199-202) McGraw-Hill Book Co., 370 Seventh Ave., N.Y. \$2.50
- Radio industry**
Gibson, C. R. Glossary of terms. (In his Wireless of to-day; describing the growth of wireless telegraphy and telephony from their inception to the present day, 1924, p. 10-16) J. B. Lippincott Co., E. Washington Sq., Phila. \$3
Hogan, J. V. L. Glossary (In his Outline of radio, 1923, p. 221-237) Little, Brown & Co., 34 Beacon St., Boston \$2
Irwin, J. R. Definitions. (In his Radio, 1924, p. 165-191) E. J. Clode, 156 Fifth Ave., N.Y. \$1
- Real estate business**
Spilker, J. B. Legal terms and phrases applicable to the real estate business. (In his Real estate business as a profession, 1923, p. 60-72) D. Appleton & Co., 29 W. 32d St., N.Y. \$4
- Shoe trade**
Allen, F. J. Explanation of the terms used in shoemaking. (In his Shoe industry, 1922, p. 380-396) (American business series) Henry Holt & Co., 19 W. 44th St., N.Y. \$4

- Show card writing
Sutherland, W. G., ed. Glossary of terms used. (In his *Modern sign-writer*, p. 95-96) Decorative Art Journals Co., Ltd., Manchester, England. 12s 6d
- Silk trade
Kline, S. Glossary of terms used in the processes of warping, winding, quilling, etc. (In his *Manual of the processes of winding, warping and quilling of silk and other various yarns from the skein to the loom*, 1918, p. 113-130) John Wiley & Sons, 432 Fourth Ave., N.Y. \$2
- Stove trade
Standardized names of range parts. (In *Electric range handbook*, 1921, p. 203-206) Society for Electrical Development, Inc., 522 Fifth Ave., N.Y. \$3
- Textile trade
Dyer, E. Dictionary of staple textile fabrics. (In her *Textile fabrics*, 1923, p. 260-319) Houghton, Mifflin Co., 16 E. 40th St., N.Y. \$1.75
- Transportation
Haney, L. H. Appendix A, glossary of traffic and rate terms. (In his *Business of railway transportation*, 1924, p. 571-579) Ronald Press Co., 20 Vesey St., N.Y. \$4
- International correspondence schools. Definitions of traffic terms. (In *Traffic man's handbook*, 1923, p. 12-47) International Correspondence Schools, Ash St., cor. Wyoming Ave., Scranton, Pa. \$1
- Welding trade
Holslag, C. J. Definitions. (In his *Arc welding handbook*, 1924, p. 232-243) McGraw-Hill Book Co., Inc., 370 Seventh Ave., N.Y. \$2
- Wood-working trade
Hartman, E. F. Wood preserving terms. 1922 \$5p Protexol Corp., 34 Barclay St., N.Y. \$1
- Wool trade
Classification of wool and basis of import duty. (In *Wool-growing industry*, 1921, p. 437-459; U.S. Tariff commission, Supt. of Docs., Washington, D.C.) 15c
Dumville, J. Glossary. (In his *Worsted industry*, p. 121-124) Sir Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$1
- Yarn trade
Kline, S. Glossary of terms used in the processes of warping, winding, quilling, etc. (In his *Manual of the processes of winding, warping and quilling of silk and other various yarns from the skein to the loom*, 1918, p. 113-130) John Wiley & Sons, 432 Fourth Ave., N.Y. \$2

Market Surveys

Of market and territory surveys and analyses there seems, fortunately, no end. From the *Des Moines Register* comes an extensive "Circulation Analysis" which covers the entire state of Iowa. The *Milwaukee Journal* has put out a "1924 Consumer Analysis of the Greater Milwaukee Market" which furnishes data on all sorts of special markets such as: Package Goods Sold in Grocery Stores; Cosmetics and Accessories; Household Appliances; Cigars, Cigarettes and Tobacco; Men's Clothing; Radio. The *Farm Journal* has made and published under the title "Paint on Farms" an analysis of the farm market for paint and varnish. This exhaustive survey was compiled at the suggestion of the Paint Manufacturers' "Save the Surface Campaign." Two educational periodicals, *Normal Instructor* and *Primary Plans*, are responsible for a new survey of the "Educational Market," which has been issued by the F. A. Owen Company, Dansville, N.Y. "Radio in Chicago," from the *Chicago American*,

presents a new class of buyers to Chicago merchants and their possibilities as a promising and profitable market. "A Radio Market of More Than Four and One-Half Million People," is visualized by the *St. Louis Globe Democrat* for the 49th state, the title given by that newspaper to St. Louis and the surrounding territory. "Domestic Market Possibilities for Electrical Merchandising Lines," a small pamphlet issued jointly by the Domestic Commerce and the Electrical Equipment Divisions of the United States Bureau of Foreign and Domestic Commerce, consists largely of an analysis of percentage distribution of electrical goods by states. Two interesting documents in the field of chemical Engineering are: "To Sell the Chemical Engineering Industries," prepared by *Chemical and Metallurgical Engineering*; and a second edition of "An Analysis Showing the Uses and Applications of General Engineering Equipment in Industries Employing Chemical Processes," from the Chemical Catalog Company.

Ideas, Facts, Methods

E. T. Fanning, in a recent article in *Credit Monthly* under the title "The Idea-Getting Man," brings out the necessity for the use of facts. In addressing the thirty thousand members of the Credit Association, he notes the great help obtained on many occasions from timely articles in magazines, newspapers or other form of record and the vast collection of clippings and other data which the credit men of the country are depositing in their desks, files and even in their pockets.

Mr. Fanning continues: "The credit man must have all the facts he can gather. It is the backbone of his day's work. And, this hunger for information ranges over an even wider field. Everywhere the individual successes among credit executives have proved to be the quickest, not only to profit from their own experiences, but also have been just as keen to note how others work out their problems, and adapt the results reported to their own purpose and profit.

"And this is true of every live head of an organization. New ideas, new facts, new methods are the breath and heart-beats of business. Not to know and use them signifies more than a neglect of so many opportunities; the man who thinks he can make a success of his business without using anybody's ideas but his own fails lamentably to realize how many good ideas there are.

"In speaking recently on this subject the credit executive of a mercantile establishment in an eastern city said: 'The credit man, more than any other official in an organization appreciates that business is undergoing constant changes with new standards of efficiency continually being introduced into every phase of business practice. Experience is effective, but neither quick nor economical. Reading the experiences of others as set out in the best books and magazines, articles written by men who have covered the ground themselves, together with a study of the principles underlying business and finance, increases his value to the house he is associated with, because it helps in achieving the maximum of results with the minimum of waste.'

"He declared the practice made one keener in mind. 'In this search for information, one learns to appraise the kind of ideas to look for—for instance, the idea which may promise to be far-reaching, although vaguely conceived, and likely to be abandoned through

lack of sustaining data. The theory is that ideas well founded will, of their own inertia, take shape and demonstrate their practicability. The error in this reasoning is that the history of improved industrial methods tends to show that an idea to get into the market first must get a hot-house start'

"In nearly every instance where the head of a large organization hires men for responsible positions, the things usually looked for first are the indications of initiative and imagination that make up the idea-getting man. New ideas are needed to make business go and the executive has to get them somehow. If he lacks the faculty of continuing to dig them from his own consciousness, as only a rare individual can do, he must get them from other men—usually in printed form.

"In one of the small towns of Ohio there is a man who started in business a few years ago with a capital of the "shoe-string" class. He has built up a million dollar a year trade, which he confesses to his intimate friends was based entirely on ideas borrowed right and left. He declares he *doesn't originate a new idea of his own once a year*—that is, one he can put into operation for his own business. When asked where he gets his ideas, he points to a huge scrap-book, filled with clippings taken from his business reading. He reads many times more magazines and trade papers than the average business man. These new ideas and suggestions, information too recent to have been included in books, appear in the business papers, the channels through which are transmitted the news affecting his interests and giving the latest methods and facts concerning the operation of business. He reads with the one question kept always in mind, 'How can I use this in my business?'"

We have followed Mr. Fanning's suggestion, as we have borrowed from his magazine the ideas to make this article.

Naval Academy Vacancy

The Civil Service Commission will hold an examination for the position of assistant librarian at the Naval Academy on February 3, 1925. The entrance salary is \$2500. Application blanks may be obtained from the secretary of the board of Civil Service examiners at the post office in any city or the commission at Washington

Regional Market Analysis

Additional aid to American business in solving some of the more complex problems of distribution through the compilation of scientific data is afforded as a result of a new series of regional market studies recently inaugurated by the Domestic Commerce Division of the Department of Commerce.

The first of these studies embodying a complete and thorough survey of the market territory tributary to Philadelphia has just been completed and will probably be released in pamphlet form about the first of the year. A second survey covering the Atlanta area is now being mapped out and the work on this will be started some time in December.

In outlining the procedure of making these analyses, A. Heath Onthank, chief of the Domestic Commerce Division, stated that the result to be attained is a market analysis of different regions which present similar characteristics and which appear to be well defined areas of distributive activity.

"Facts and statistics from every known source are utilized for the purpose of determining the type and extent of a market area, and in addition first hand field surveys are made for the purpose of bringing out the intangible factors which statistics do not show."

In commenting on the results, Mr. Onthank stated that the Philadelphia Survey has brought out many interesting and valuable facts. "For example, it has been ascertained" he says "that wages paid to farm labor in the Philadelphia district are almost 50 per cent higher than those paid in the United States at large." The effect of this knowledge on distributors of goods which appeal to farmers and their help is obvious. "Another interesting case is seen in the characteristics of the population in the mining regions. Due to the large percentage of foreign born residents, it becomes almost impossible to use the ordinary media of advertising and recourse must be had to methods of general publicity which tell the story in pictures." These are merely two of countless examples of the peculiarities which the analysis of the Philadelphia market disclosed, he stated.

The scientific phases of distribution have never been adequately treated, according to Mr. Onthank. "Manufacturers have spent months and years planning how to reduce the cost of their products by 1 or 2 per cent for the purpose of gaining an advantage in under-

selling competitors and yet" he says "in many cases, that 1 or 2 per cent has been wasted by careless methods of selling." "Within the last few years, however, more attention has been given to scientific methods of distribution. Instead of guesses as to what amount of product may be sold in any particular community, elaborate systems of quotas based on available statistics have been formulated."

These methods Mr. Onthank points out, are still in their infancy, and it is his opinion that the contribution which the Division of Domestic Commerce makes will not only be of current value to the business public, but will serve as basic ground work for more extensive studies which he confidently expects will be undertaken either by governmental or private agencies in the near future.

The Atlanta survey will be undertaken under the direction of a new appointee to the staff of the Division of Domestic Commerce, Mr. John M. Hager of New York. A graduate of the Leland Stanford and the Harvard School of Business Administration Mr. Hager has had twenty years of continuous business experience in research marketing, advertising and administrative capacities.

It is expected that the Atlanta survey will occupy Mr. Hager for a period of three to four months, and that definite results of the analysis will be available for the general public about the middle of 1925.

International Affairs

One of the outstanding achievements of the American Library in Paris is the recent service on international affairs, prepared under the direction of Denys P. Myers, organizing director. Bulletin No. 3 of the series describes the method of securing the principal publications on international affairs. This particular bulletin notes the various publications of the League of Nations, the International Labour Organization, the Permanent Court of International Justice and other international publications of importance. It makes a special study of governmental publications issued by the United States, Great Britain and France and it also states that a later bulletin will mention the important documents published by other countries. It is a valuable little bulletin replete with useful information.

Advertising Literature in the Library

Advertisements so generally informative that they may be classed as "educational" are of value to all types of libraries. They are a great source of digested facts, informally related, usually well illustrated. They are particularly useful in school work in connection with visual instruction and, in a business library, often supply excellent material for sales talks. It is impossible to mention more than a few recent publications of this nature. "Three Textile Raw Materials and Their Manufacture" is from the International Acceptance Bank, Inc., of New York. Its discussions of "cotton" and "wool" are by James M. Warburg and are revisions of pamphlets he wrote when connected with another financial institution and the section on "silk" is by Benjamin Strong, Jr. "Planning the Modern Kitchen," by Lois M. Wyse, from the Hoosier Manufacturing Company of Newcastle, Ind., prefaces its display of the company's products with attractive kitchen interiors and carefully designed floor-plans for most efficient kitchens. "A Day at the Onondaga Pottery," by John Willy, is an exposition of the process of manufacture of the most serviceable type of pottery, that made for hotels, and is distributed by the Onondaga Pottery Company of Syracuse, N.Y. To the many useful booklets on various phases of interior decoration, issued usually as advertisements of certain products, Elms and Sellon, 230 Fifth Ave., New York, have added one more "The Decorative Possibilities of Cretonne." The Paint and Varnish Division of the Pittsburgh Plate Glass Company is sending out a pamphlet, "What to Do and How to Do It, a Guide to Better Homes," which begins with the original financing of the home and comes down through the building, furnishing and decorating to such minor details as refinishing old furniture.

Advertisers have found interesting, clever and forceful the "Tell it to Sweeney" series of advertisements from the New York News in which the mass circulation of this, New York's picture newspaper, is visualized and the buying power of the many "Sweeney's" emphasized in comparison to the few "Stuyvesants." The series after appearing nationally is being issued in separate folders. Another series—of portfolios, this time—comes direct from an advertising agency, The Blackman Company, 120 W. 42nd St., New York.

Each portfolio contains a typed treatise on some specific problem of advertising or some special phase of the work of an advertising agency. Such subjects are treated as: How to Pay Salesmen in Advertising Agencies; Outdoor Advertising; Basis for Advertising Appropriation; Copy Culture; Practical Economics in Preparing Advertisements; The Business Press; Securing Sales by Store Display Economically; An Advertising Survey of the Farm Market. S. D. Warren Company, Boston, has sent out much lively material in the interest of direct advertising, the latest being two primers. One, "A Primer of Direct Advertising Sales Programs," features a valuable printing questionnaire to be filled out before a direct advertising campaign is undertaken. The other, "A Primer of People Who Help or Hinder Sales," shows in an amusing pictorial way how knowledge of the product and original enthusiasm fade out through the many steps in marketing from manufacturer to consumer, the remedy being, of course, direct advertising all along the line. "Effective Industrial Advertising" is the title given to a reprint of a series of articles written by Keith J. Evans for the periodical *Class* and issued in booklet form by the publishers of the magazine. The author, himself an advertising manager, states his aim to have been "to sketch plans and methods that have proven resultful in industrial marketing" and without too much detail "simply to touch upon and outline the important activities of the advertising and sales promotion departments in the industrial field."

A Negro Bibliography

Monroe N. Work, director of Department of Records and Research of the Tuskegee Normal and Industrial Institute, has in preparation a bibliography of the Negro and plans eventual publication providing a sufficient number of libraries support the venture. It will be issued at a reasonable price and will be kept up to date by the issuance of supplementary lists from time to time. It will be a selected bibliography and will include references to books, pamphlets, manuscripts, periodicals and newspapers. Anyone interested in the project should communicate with Mr. Work at Tuskegee Institute, Alabama

Special Libraries

Editor
HERBERT O. BRIGHAM
State Library
Providence

Associate Editor
PROF. HENRY H. NORRIS
McGraw-Hill Co.
New York

A British Correspondent

THE editor announces with much pleasure the appointment of Mr. Arthur F. Ridley, F.L.A., Secretary of the First Conference on Special Libraries and Bureaux of Information, 71 Temple Row, Birmingham, England, as correspondent for the United Kingdom. This is a forward step in international library relations and inasmuch as Mr. Ridley holds the post of secretary in the newly created Special Libraries Association of Great Britain, it will bring the two Associations in close contact. We hope soon to announce a special correspondent in Canada and possibly in France. We expect to have an article by Mr. Ridley in a forthcoming number.

From Without the Walls

THIS issue of the magazine has an interesting history. There has been accumulating on the editor's desk a large amount of literature relating to special libraries from various sources and it is fast becoming evident to the editors that there is a pronounced interest among trade journals, house organs and advertising publications in the special library and its field. We have made a condensation of these various articles relating to the special library field and by permission reproduced in our own magazine comments by writers who look upon us from without the walls.

Our Departments

WE are gradually reorganizing our Editorial Staff. In this number, Miss Margaret C. Wells takes charge of "Personal Notes" and Miss Rebecca B. Rankin assumes the department called "Events and Publications." Later, Miss Rankin will carry the reports from the "Associations." In the next issue, Miss Ethel Cleland starts a new column called "The World of Business Print," and Miss Margaret Reynolds will act as a member of the editorial staff, continuing the excellent work rendered since the new editorship.

A Message From Canada

"LIBRARIES in Science and Industry" by O. P. H. Ogilvie notes the widespread interest in special libraries throughout the world. Mr. Ogilvie also brings out the appreciation of research expressed by some of the leading men of authority in this country and abroad. We reprint the article by permission and are glad to present to our readers such a well balanced survey of the special library field.

An Editor's Good Judgment

MR. C. W. Simpson, editor of the *Office Economist*, the house organ of the Art Metal Construction Company, is to be congratulated upon the series of articles on special libraries which he is publishing in his magazine. Through his courtesy we are able this month to summarize these very interesting articles. We sincerely hope that Mr. Simpson will decide to later publish this interesting series in a more permanent form.

The Survey Committee

PRESIDENT HANDY recently appointed the following persons as members of the Survey Committee authorized at the Saratoga Springs conference: R. H. Johnston, Charles A. Chamberlain, Miss Eleanor Kerr, Miss Ethel A. Shields, Robert H. Whitten.

It may be recalled that at the June meeting the future of the Association was discussed at length and this committee has before it the task of determining the proper policy to pursue and to make such recommendations as it may deem proper. Mr. Handy is to be congratulated upon the personnel of the committee.

Mr. Johnston, the chairman, has been identified with the Association from the beginning, was elected vice-president in 1912 and president in 1915. He left the Library of Congress to become librarian of the Bureau of Railway Economics and in his present position has had a great opportunity to come in contact with all phases of library and research work.

Mr. Robert H. Whitten, one of the original members, was vice-president in 1910 and president in 1912. Mr. Whitten established Legislative Section at the New York State Library and later became librarian of the Public Service Commission of New York, First District. In 1913 Mr. Whitten left library work to become a consultant on city planning, but has maintained his interest in the Association and is conversant with its various problems.

Miss Eleanor Kerr has been identified with investment companies for many years both as librarian and statistician. She is at present connected with William R. Compton Company as statistician and brings to the Survey Committee the viewpoint of a research worker who has had library experience. Miss Kerr's keen analysis of our problems at the Saratoga Springs conference may be recalled by many members.

Mr. Chamberlain has had a varied experience in library work, originally with the Edison Electric Illuminating Company of Boston, then with Robert Gair Company of Brooklyn, and now librarian of Moody's Investors Service. Mr. Chamberlain is well qualified for a position on this committee.

Miss Ethel A. Shields is a member of the Executive Board of the Association and is librarian of the Eastman Kodak Company at Rochester. She has long been familiar with the problems of the Association and will be a valuable member of the committee.

The committee has a difficult task before it and should receive the help of every member of the Association in connection with its work.

Forthcoming Meetings

WE have delayed the publication of the January issue in order to make certain important announcements.

The Executive Board, at its meeting in New York on January 5, 1925, voted to accept the invitation of the Massachusetts Library Club to meet with the various library associations and groups of New England at Swampscott, Mass. from June 22d to 27th.

The Executive Board also considered a communication from the president of the Southern California Special Libraries Association requesting a meeting of the Special Libraries Association at Seattle in connection with the American Library Association. The Executive Committee voted to authorize such a meeting and requested President Handy to communicate with the American Library Association and make the necessary arrangements. Program committees for these two meetings will be announced in the February issue of SPECIAL LIBRARIES

The Editor's Desk

The executive officers have received from the Pittsburgh Special Libraries Association application for affiliation with the national body.

There is a whole lot of truth in the statement of Mr. R. H. Folger, Personnel Manager of the W. S. Grant Company, concerning the value of the company's library. We wonder what other executives think about their own particular library.

The cross-word puzzle has at last invaded the library field. *Library Journal* for December 15th presents a puzzle prepared by Mr. Louis N. Feipel, editor of publications of the Brooklyn Public Library. The solution is printed on a subsequent page. We suggest that in the future the *Library Journal* append its solution in a later number so as to sustain the suspense.

The December issue of the *Wilson Bulletin* also presents a cross-word puzzle for librarians by Justina L. Wilson.

The long range of library activities in the world is well illustrated by a recent episode in connection with the Hackley Public Library of Muskegon, Mich. The library recently received a request from Madame Flora Parvulescu, a former student in one of the classes taught by Miss Mary Wilkinson at the Paris Library School, for a group of photographs which were requested for publication in a Roumanian magazine. The request was honored by the library and Madame Flora Parvulescu started a new contact between the United States and Roumania.

We are indebted to Miss Ethel Cleland for the two articles entitled "Advertising Literature in the Library" and "Recent Market Surveys."

Mr. Johnston in his interesting paper before the Pittsburgh Association describes with knowledge and with acumen the early history of the Special Libraries Association and some of its serious problems. His address is worthy of careful study on the part of the membership.

The Membership Committee under the charge of Mr. Alcott and Mr. Armistead are making extensive plans for an ambitious membership campaign. The president and the editor were recently in conference with that committee and found that they had already made considerable progress.

The Book Shelf

Catalogue of Scientific Periodicals in Canadian Libraries ed. by Gerhard R. Lomer and Margaret S. Mackay. xx, 255p. Montreal, McGill University. 1924.

Again the Canadians are ahead of us in the United States. While at first glance this publication may seem to be of interest solely to Canadian librarians, it will serve not only as an incentive and example to the technical and scientific libraries in our country, but as a storehouse of information of a bibliographical character. It includes not only periodicals proper, but official serials as well; the wisdom of including some of these does not at first appear. The work is thoroughly well done, and Miss Mackay, who evidently did the work, deserves great praise. The style is that of Miss Gates's list issued by the Library of the Engineering Societies in 1915, but the scope of inclusion is much wider.

Practical Handbook of Modern Library Cataloging, by William Warner Bishop, librarian of the University of Michigan. Williams & Wilkins Co. Baltimore 1924 \$1.75.

This is the second edition of a book first published in 1914, which Mr. Bishop describes as, "A manual of cataloging practice on the administrative side, rather than a guide to the cataloging of individual books, or a discussion of the theory of entry."

In the ten years since the first edition appeared this work has stood alone in its field, an indispensable handbook for just that which its author attempts. That the soundness of Mr. Bishop's earlier judgment was remarkable, is evidenced by the fact that he has found no occasion even after so many years, to change the general premises of the original work.

Mr. Bishop has refreshingly resisted the temptation to revert to the "efficiency" and "production" language of the day, for which we should be duly grateful. In these days when new office manuals appear almost daily and can be easily translated into library terms if the case demands, we like to turn to a work which concerns itself with what is best worth doing, regardless of shadings of costs, and which still acknowledges that the work done in our big catalog departments is not one to be measured with the office manager's foot rule, but is for sufficiently long duration to demand the best that can be put into it.

Personal Notes

Miss Margaret Wells, Department Editor

Robert M. McCurdy has been appointed state librarian of New Hampshire in place of Miss Alice M. Pray.

Miss Ann D. White, formerly librarian for W. A. Gilchrist, Chicago, has accepted the position of assistant librarian with H. M. Bylesby and Company, Chicago, Ill.

A second son, Richard Tandy, was born on December 4, to Mr. and Mrs. F. A. Mooney. Mr. Mooney is librarian of the Dennison Manufacturing Co., Framingham, Mass.

Miss Mabel Ray has resigned as librarian of the Aluminum Company of America, New Kensington, Pa., and is now with The H. W. Wilson Publishing Company. Miss Elizabeth Key has taken her place.

Bertha Greenbaum was wrongly reported as having accepted a high school position. She is still with the Metropolitan Life Library.

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, spoke before the Joan of Arc Circle of the Marquette Women's League on "Holiday Books" on December 3.

Miss Mary S. Foote, secretary and treasurer of the American Association of Law Libraries, died recently. She was for several years connected with the Bar Library of New Haven and previous to that time was associated with the Library of the University of Illinois.

Mr. Dorsey W. Hyde, Jr., has reprinted the article which he prepared for the *Annals of the American Academy of Political and Social Science* entitled "Linking Up Railroad and Water Transportation."

Helen E. Hemphill, librarian of the Society for Electrical Development, New York City, was married September 14, 1924 to Donald D. Parry.

Ethelwyn Manning is now librarian of the Frick Art Reference Library, New York City.

Miss Clara Hill, formerly of the Book Order Department of the New York Public Library, has joined the staff of the Library of the Metropolitan Life Insurance Company.

Miss Emily Williamson is now identified with the library of the National Bank of Commerce, New York City.

Peter Nelson has been selected as Assistant State Historian of the state of New York. His former position as head of the Manuscripts and History Section of the New York State Library has been filled by the appointment of Edward F. Rowse.

Dr. T. C. Thompson, formerly Professor of Economics and Sociology at the University of Maryland and Lecturer at American University, Washington, D.C., is in charge of the Division of Documents of the Library of Congress succeeding the late Dr. Henry J. Harris.

A reception was tendered recently to Dr. George F. Bowerman upon his completion of twenty years of service as librarian of the Public Library of the District of Columbia. The reception was held at the Public Library on the evening of December 3d, and it was sponsored by the board of trustees and the staff of the Public Library.

Dr. Henry J. Harris, chief of the Division of Documents of the Library of Congress died suddenly in Washington on October 10th. In a recent statement the Library of Congress calls attention to the high service rendered by Dr. Harris and closes with the statement: "The close of his career . . . is all too premature. The loss to the library of his expert knowledge and of his valiant example is quite irreplaceable."

President Handy was recently a guest of the Insurance Society of Baltimore and talked to them on the subject of the need and advantages to be derived from a library of insurance literature. The Baltimore Insurance Society has appointed a committee to establish a library which will at the beginning be used primarily by students attending the lecture courses of the society. The committee hopes, however, gradually to extend the library's scope until it ultimately shall become a reference library for the use of insurance people in Baltimore.

Events and Publications

Miss Rebecca B. Rankin, Department Editor

The Citizens' Research Institute of Canada has recently issued the Proceedings of the second annual convention of the Canadian Tax Conference held at Montreal, September, 1924.

American Telephone & Telegraph Co., General Library issues each month a "List of Principal Additions to the Library" in mimeograph form. It may be used as a check-list.

The Carnegie Endowment for International Peace, Washington, D.C., have prepared a bibliography on the Protocol for the Pacific Settlement of International Disputes, Geneva, 1924.

"Book Talks," issued as a special section of the *Bankers' Magazine*, contains in its eight pages some bright shop talk, a few book reviews and a question column. Miss Evelyn M. Price is the editor.

During its Centennial, November 15-22, the Fifth Avenue Association distributed a newly compiled and published history entitled "Fifth Avenue, Old and New." It is a very attractive volume, fully illustrated.

Library Leaflet 25 of the Bureau of Education contains a list of references on Vocational Education. Teachers' Leaflet 17 also contains a list of books for a teacher's professional library.

"The Expense of Handling Small Checking Accounts" by Donald Mullen, from American Bankers Association, a pamphlet of 14 pages gives the pros and cons of this recurring question with quotations of illustrative experiences in several cities.

"Financial Libraries Becoming Popular" by R. E. Wright, which was published in *Bankers Service Bulletin*, October, 1924, p. 16-17, is a short article by an officer of the First Wisconsin National Bank estimating the value of a library to the banker of today.

United States Public Health Bulletin 140 entitled "Studies in Illumination" presents occupational studies of postal employees, illumination surveys and eye examinations. The pamphlet contains a glossary of terms used in post offices and a bibliography.

American Industries is carrying a new department in its magazine called "Books and

Other Timely Industrial and Economic Publications" reviewed by Mrs. Agnes S. Perkins, librarian of the National Association of Manufacturers.

To enable manufacturers and merchants to know the demand for commodities and the geographical arrangement of that demand, the Domestic Distribution Department of the Chamber of Commerce of the United States has published a pamphlet, "Population's Purchasing Power."

Are you familiar with the "Annual Report of the Chamber of Commerce of the State of New York?" Part II is a compendium of trade information and statistics, including commerce, banking, finance, traffic, industry and shipping. It makes a useful reference book in any industrial or business library.

The General Education Board has recently issued a publication entitled "The Distribution of Physicians in the United States." The problem of the rural physician has been intensified by the recent war and other contributory causes. The subject is well presented by Lewis Mayers and Leonard V. Harrison, joint authors.

"A new clearings index of business for fifty years." (*The American Statistical Association Quarterly*, Sept. 1924) contains an article by Mr. Carl Snyder, which is an interesting new business index by months from 1875 to 1924 constructed at the Federal Reserve Bank of New York, with description of the method used.

"The Comparative Tax Rates of 184 Cities, 1924" by C. E. Rightor printed in the December issue of the *National Municipal Review* may be secured from the National Municipal League, 261 Broadway, New York City, as a reprint. This tabulation is authoritative and contains the latest figures in a convenient form.

The Federal Reserve Bank of New York has issued a booklet on the occasion of the tenth anniversary in November of the founding of the Federal Reserve System, which explains the chief functions of the Reserve Banks. It is entitled "The First Ten Years of the Federal Reserve Bank of New York, Its Growth and Services." 12p.

Plan of New York and its Environs (Russell Sage Foundation) is constantly publishing special studies useful to the business libraries, the latest one is "The Printing Industry." Others which have preceded this are: "The Chemical Industry," "Food Manufacturing Industries," "Metal Industry," "Tobacco Products Industry," and "Wood Industries." Watch for others.

The Second International Book Fair is to be held in Florence in the spring of 1925. It will be open to all who issue books as well as to printers, authors, scientific societies and literary institutes. The Fair will be arranged by nations and books may be sold. The offices of the Fair are at No. 20, Via Cavour, Florence, to which intending exhibitors should apply for reservations.

A list of about 200 books for the up-to-date bank library which includes besides the regular section on banking, banking law, the Federal Reserve System, etc., such topics as Graphs, Statistics, Business Cycles and Forecasting and Investment, is contained in "Books of a Bank Library," by Martha L. Frey. (*American Bankers Association Journal*, December, 1924 p. 400-2).

"Savings Banks and Depositors in Banks and Trust Companies of the United States for the Years 1912 Through 1924" issued by American Bankers Association—Savings Bank Division, is a valuable compilation of data based upon official reports from national and state banking departments on a subject for which it is difficult to obtain official figures. Price 25 cents.

The American Association of Foreign Language Newspapers, Inc., has recently prepared a series of surveys upon American cities. The dry statistics are relieved by a touch of humor which no doubt stimulates the reading of the pamphlet. A portion of each pamphlet is devoted to the problem of the foreign language speaking people. The survey relating to Cleveland expresses the opinions of Eleanor E. Ledbetter, the well-known librarian.

The *Milwaukee Journal* is in a new home. The event is signaled by the publication of a pamphlet entitled "The Idea of the Journal." Attractive quarters have been assigned the reference library on the fourth floor of the new building with a staff of full time workers under the direction of a trained li-

brarian. The pamphlet writer calls it a "treasure house of information for journal writers."

The Better Business Bureau is well known for its good work in exposing stock frauds and it now has issued a booklet of theory and practice in investing "How to Invest Your Money; the Importance of an Investment Program, How to Test Before You Invest." (New York, 1924, 32p). It is an effort "to set out in common-sense terms some of the primary principles of investing in a way which the average citizen will find useful in solving his own problems."

Columbia University—School of Business. "A Comparative Analysis of the Principal Legal Provisions Governing the Organization and Operation of State Banks and Trust Companies in New York State and of National Banking Associations," n.p. n.d. Received November 26, 1924, is a useful tabulation in parallel columns for state banks, trust companies and national banks, of the law regarding such points as amount of capital required, limitations on loans, reserves against deposits, branch offices, etc.

The University of Iowa at Iowa City has prepared a little pamphlet entitled "The University Libraries—Facilities and Service." It lists the various libraries of the University, describes their facilities, indicates the use of the catalog and the borrowing methods, presents the regulations and suggests methods of compiling a bibliography. It concludes with a brief article on librarianship as a profession for a college graduate and a history of the general library. Although unsigned, it reflects the influence of John Boynton Kaiser, director of the University Libraries.

The Chamber of Commerce of the United States has recently published an address made by Carl F. Dietz at the 11th Annual Meeting of the Chamber. Mr Dietz's subject was "Employee Education in Fundamental Economics—How to Tell the Story" and is an interesting and suggestive account of how the employer has presented economic facts to minds only partially trained so that the workers can understand, as so many desire to do, "what industry is all about" and have "some conception of the ramifications of modern business, its purposes, its responsibilities, its hazards, its problems, its returns."

Associations

Reports from the Association are not as voluminous as usual, the holiday season interfering with the usual monthly schedules. Nearly all the local Associations report active plans for the January meetings.

Boston

Jackson and Moreland, consulting engineers, opened their attractive offices in the new Park Square Building to the Special Libraries Association of Boston for its meeting on November 24th.

Business was reduced to a minimum in order to leave as much time as possible for the speaking.

Mr. H. Nathaniel Dowse, of the Dennison Manufacturing Company, Framingham, sketched most vividly the part it is possible for a library to play in a large industrial plant, using illustrations from the obviously excellent work being done by the library of that company.

He showed samples of the *Library Review*, a semi-monthly publication which reviews in a most interesting manner both books and current periodicals. "What to Read" is a twenty-seven page pamphlet issued early in 1923, giving selected lists of books on twenty or more subjects, with a brief statement about each book showing whom it would interest and what one might expect to gain from it.

He recommended to all special librarians that they know the people they serve better, especially the executives and also that they apply the principles of salesmanship to their work, such as—don't overload, don't talk books when the other person is not in book humor, and don't go too often.

Mr. R. A. Warren, head of the statistical and financial department of the Federal Reserve Bank and editor of the *Monthly Review*, centered his talk on the special librarian. The ideal librarian should be a good manager, broadminded, able to plan well yet attentive to details, a good salesman, a good research student and a good technical librarian. In addition to the usual duties he mentioned "selling" the library to the rest of the organization. One good way to do this and one too infrequently used is to refer the inquirer directly to the department able to furnish the information. In this way the answer is probably more

satisfactory and the department is pleased to have the matter referred to it, so both have a kindly feeling toward the library.

The problem of routing periodicals in a reasonable time is always a difficult one to the librarian. To find an opportunity to examine the increasing number of worth-while articles is a problem to the executives. If the library could issue a twelve or fifteen page weekly review of these articles it would help greatly in solving both problems.

The librarian should make every effort to reduce "red tape" in connection with furnishing information or circulating books. He mentioned the need of centralization of information, one library being an authority on a certain subject and another on some other subject. He cautioned against believing everything in print.

Mr. Dana M. Wood of Stone & Webster, Engineering Division, spoke on the "Use of the Library by the Engineer," though his remarks might well apply to any calling.

As both the engineer and librarian are apt to be specialists, much benefit may be gained by occasional meetings for discussion and exchange of ideas. One method of securing more satisfactory service would be for the inquirer to use greater care in wording his question, that it may be specific. If, however, he visits the library personally to look up the material the library worker, with greater familiarity with the numerous lists, catalogues, etc., should seek for the exact reference and not give him all the material to go through himself.

An improved classification system adapted to engineering subjects is much needed. If enough logical minded engineers could be interested in classifying their own specialties until the whole field was covered and then the librarian weld these into a form to meet general library requirements, a valuable service would be rendered both engineers and librarians.

He suggested the value of a central data file, where the results of valuable research or experiment carried on by members of an organization may be made permanently available to new comers. The library would be the logical filing place for this data, though its use would probably be restricted to the organization.

The need for a highly specialized library in connection with every large organization is no longer questioned. If material outside its special line is needed, co-operative arrangements with other special libraries or the general library of the vicinity make it possible to procure in a short time almost any desired reference.

A revision of the "Directory of Special Libraries in Boston and Vicinity," 1921, is in process and the new issue will be ready not later than the middle of January. A committee is also working on a membership list of the Special Libraries Association of Boston and expects to publish it by the first of the year.

Philadelphia

The Special Libraries Council of Philadelphia and Vicinity held one of its most interesting meetings on Friday afternoon, December 12, 1924, at the Library of the Federal Reserve Bank. Previous to the meeting, we were entertained at luncheon as guests of Miss Bemis, librarian.

Mr. Winthrop B. Greene of the Federal Reserve Bank, explained in an interesting way the history and development of the Federal Reserve System, outlining briefly the need, purpose and scope of work of this system of banking. Following Mr. Greene's address, Miss Bemis told of the organization and service of the Library of the Federal Reserve Bank, giving us a splendid insight into the variety of work done in a typical financial library. The meeting was entirely informal, questions were asked, and everyone was invited to make a thorough inspection of the library.

An interesting exhibit, arranged for our benefit, included certain useful reference books, services, posters, and printed forms used in the library.

Pittsburgh

The Pittsburgh Special Libraries Association met for its regular monthly meeting in the Allegheny County Law Library, in the students' room, Thursday evening, December 18th. There was a good attendance taking into consideration the imminence of the holiday season.

Mrs. Blanche K. S. Wappat, president, presided. The discussion on "What is a Special Library" had for its leaders, Miss A. A. Hillman, head of the Library Service of the Jones & Laughlin Steel Company, Mr. Howard Dice, librarian of the University of Pittsburgh, and Miss Jessie Callan, librarian of the

Bessemer & Lake Erie Railroad Company, Traffic Department, who spoke in the order given. A general discussion followed. Excerpts from these addresses will appear in a later issue of SPECIAL LIBRARIES.

South Atlantic Catalogers

By invitation of the Virginia Library Association the Maryland, Virginia and District of Columbia Regional Group of Catalogers and Classifiers met during the annual meeting of the state association in Richmond the afternoon of November 25th. The region was well represented and there was also one person from North Carolina. Much interest was shown in a paper by Miss Harriet W. Pierson of the Library of Congress on the training of catalogers, and a talk by Miss Jane Cooke, also of the Library of Congress on cataloging in large and small libraries. Miss Cooke urged small libraries to collect local material. Miss Edith A. Williams of the Library of the Planning Branch of the United States War Department read a paper on the need of a directory of catalogers, classifiers and bibliographers which should be a who's who in the cataloging world. Her paper met with such approbation that a committee, consisting of Miss Williams, Miss Pierson and Miss Hedrick was appointed to confer with the Catalogue Section of the American Library Association in regard to compiling and publishing such a list.

The following officers were elected: Mr. Wilmer L. Hall, State Library, Richmond; Vice-Chairman, Miss Harriet W. Pierson, Library of Congress, Washington; Secretary-Treasurer, Miss Mary L. Garland, Public Library, Richmond.

Southern California

The December meeting of the Special Libraries Association of Southern California was held on December 8th at the library of the Southern California Edison Co. The meeting was entirely devoted to business with special reports from the Committee on Methods and the Committee on Union Periodical List.

San Francisco

The December meeting of the Special Libraries Association of San Francisco was held on December 23d for the purpose of voting on the revised constitution. Full details of the meeting will be printed in the February issue.