

1-1-1932

Special Libraries, January 1932

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1932



Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, January 1932" (1932). *Special Libraries, 1932*. 1.
https://scholarworks.sjsu.edu/sla_sl_1932/1

This Magazine is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1932 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

"Putting Knowledge to Work"

**The American Institute
of
Accountants Library**



**First Aids in an Industrial
Department**



**What Should the Special
Librarian Know
of
Classification**

Volume 23

JANUARY, 1932

Number 1

Volume 23

Number 1

SPECIAL LIBRARIES

RUTH SAVORD, Editor

JANUARY, 1932

The American Institute of Accountants Library — Enid Griffis.	7
First Aids in an Industrial Department — Maria C. Brace.	10
What Should the Special Librarian Know of Classification? — Louise Keller.	11

GROUP ACTIVITIES

Civic-Social.	15
Commercial-Technical.	16
Financial.	15
Museum.	17
Newspaper.	18

DEPARTMENTS

Government Material.	13
Classification and Indexing	
A Classification for Medical Literature — Eileen R. Cunningham.	19
Across the Secretary's Desk.	20
Personal Notes	21
Editorial Page.	22
President's Page.	23
Who's Who.	24
Digest of Business Book Reviews.	25
Events and Publications	28
Notes on Some New Publications.	31
Local Associations.	32

February will bring the first of the series of articles on "Methods in Special Libraries." Contributors will include Eleanor S. Cavanaugh, Elizabeth Wray, Emma Boyer, and Marion Eaton.

SPECIAL LIBRARIES is published monthly September to April, bi-monthly May to August by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Editorial, Subscription and Advertising Offices at 345 Hudson Street, New York City. Subscription price: \$5.00 a year, foreign \$5.50, single copies 50 cents

Institutional Members

California

California Academy of Sciences, San Francisco
 California State Library, Sacramento
 Pacific Gas & Electric Co., San Francisco
 Standard Oil Company of California, San Francisco
 Technical Book Company, San Francisco

Connecticut

Hartford Public Library, Business Branch, Hartford
 Phoenix Mutual Life Insurance Company, Hartford
 Yale University Library, New Haven

Delaware

du Pont de Nemours, E. I., Wilmington

Illinois

Chicago Tribune, Chicago
 Commonwealth Edison Company, Chicago
 Elizabeth McCormick Memorial Fund, Chicago
 Illinois Chamber of Commerce, Chicago
 Illinois State Library, Springfield
 Insurance Library of Chicago
 Middle West Utilities Company, Chicago
 Museum of Science and Industry, Chicago
 Peoples Gas Light and Coke Company, Chicago

Indiana

Lincoln National Life Insurance Co., Fort Wayne

Maryland

Maryland Casualty Co., Baltimore

Massachusetts

Baker Library—Harvard School of Business Administration, Boston
 Boston Elevated Railway, Boston
 Boston Globe, Boston
 Christian Science Monitor, Boston
 Edison Electric Illuminating Co., Dorchester
 Federal Reserve Bank of Boston
 First National Bank, Boston
 Insurance Library Association of Boston
 Jackson & Moreland, Boston
 Massachusetts Institute of Technology, Library, Cambridge

Massachusetts Mutual Life Insurance Co., Springfield
 Massachusetts State Library, Boston
 Metcalf & Eddy, Boston
 Social Law Library, Boston

Michigan

Detroit News, Detroit
 Detroit Public Library, Detroit
 General Motors Research Corporation, Detroit
 University of Detroit, Detroit
 University of Michigan, Bureau of Government, Ann Arbor

New Jersey

Bakelite Corporation, Bloomfield
 Montclair Public Library, Business Branch, Montclair
 New Jersey Bell Telephone Company, Newark
 Newark Public Library, Business Branch, Newark
 Public Service Corporation of New Jersey, Newark
 R C A Radiotron Co., Inc., Harrison
 Standard Oil Development Co., Elizabeth
 United States Rubber Company, Passaic

New York

Alexander Hamilton Institute, New York
 American Bankers' Association, New York
 American Electric Railway Association, New York
 American Geographical Society, New York
 American Institute of Accountants, New York
 American Museum of Natural History, New York
 American Telephone & Telegraph Co., General Library, New York
 American Telephone & Telegraph Co., Law Library, New York
 Association of Life Insurance Presidents, New York
 Baker & Taylor Co., New York
 Bankers Trust Co., New York
 Batten, Barton, Durstine & Osborn, New York
 Bell Telephone Laboratories, New York
 British Library of Information, New York
 Brooklyn Edison Company, Brooklyn
 Brookmire Economic Service, New York
 Child Study Association, New York
 Cleanliness Institute Library, New York
 Consolidated Gas Co. of New York

Institutional Members

New York

Doherty, Henry L. & Co., New York
 Electric Bond & Share Co., New York
 Engineering Index Service, New York
 Federal Reserve Bank of New York
 Ford, Bacon & Davis, New York
 General Electric Co., Main Library, Schenectady
 Goldman Sachs Trading Corp., New York
 Grant Co., W. T., New York
 Grosvenor Library, Buffalo
 Guaranty Company of New York
 Industrial Relations Counselors, New York
 * Insurance Society of New York, New York
 International Telephone & Telegraph Co., New York
 John Price Jones Corporation, New York
 Lehman Corp., The, New York
 McGraw-Hill Publishing Company, New York
 Merchants Association of New York
 Metropolitan Life Insurance Company, New York
 Municipal Reference Library, New York
 National Aniline & Chemical Co., New York
 National Automobile Chamber of Commerce, New York
 National City Financial Library, New York
 National Investors Corporation, New York
 New Jersey Zinc Company, New York
 New York Telephone Company, New York
 New York Times, The, New York
 North American Company, New York
 Port of New York Authority, The, New York
 Price Waterhouse & Co., New York
 Putnam's Sons, G. P., New York
 Railway & Utilities Investing Corp., New York
 Remington Rand, Business Library Division, New York
 Russell Sage Foundation, New York
 Sinclair Refining Co., New York
 Standard Brands, Inc., New York
 Standard Statistics Company, New York
 Time, Inc., New York
 Western Union Telegraph Company, New York
 White & Kemble, New York
 Wilson Co., H. W., New York

Ohio

Ohio Oil Co., Findlay
 Procter & Gamble, Cincinnati

Oklahoma

U. S. Bureau of Mines, Bartlesville

Pennsylvania

Armstrong Cork Co., Lancaster
 Franklin Institute, Philadelphia
 Houghton, E. F. & Co., Philadelphia
 Jones & Laughlin Steel Company, Pittsburgh
 Mellon Institute, Pittsburgh
 New Jersey Zinc Co., Palmerton
 Pennsylvania Museum of Art, Philadelphia
 Philadelphia College of Pharmacy and Science, Philadelphia
 Philadelphia Company, Pittsburgh
 Philadelphia Electric Company, Philadelphia
 Philadelphia Rapid Transit Company, Philadelphia
 Provident Mutual Life Insurance Co., Philadelphia
 School of Fine Arts, University of Pennsylvania, Philadelphia
 Westinghouse Electric Research Library, E. Pittsburgh
 Wyomissing Trade School, Wyomissing

Rhode Island

Rhode Island State Library, Providence

Wisconsin

Hardware Mutual Casualty Co., Stevens Point
 Kimberly-Clark Corp., Kimberly
 Marshall & Ilsley Bank, Milwaukee
 Municipal Reference Library, Milwaukee
 Sentinel-News Company, Milwaukee

Canada

Hydro-Electric Power Commission of Ontario, Toronto
 Imperial Life Assurance Co. of Canada, Toronto
 Insurance Institute of Montreal, Montreal
 Royal Bank of Canada, Montreal
 Sun Life Assurance Co. of Canada, Montreal

* New member since last issue.

SPECIAL LIBRARIES

JANUARY, 1932

Volume 23

+ + +

Number 1

The American Institute of Accountants Library

By ENID GRIFFIS

SOON after its reorganization in 1916, the American Institute of Accountants inaugurated a campaign to raise a minimum of \$150,000, the income from which was to be used for the support of a central library and statistical department connected with the Institute and designed to meet the needs of accountants and practitioners in allied fields.

A gift of \$25,000 from George O. May and other partners of Price, Waterhouse & Co., and one of \$15,000 from Elijah W. Sells and other partners of Haskins & Sells, gave the fund an excellent start. An energetic committee, headed by Robert H. Montgomery, of Lybrand, Ross Bros. & Montgomery, succeeded within a little over a year in securing pledges to the required amount. Today the fund has grown to \$250,000, the annual income from which amounts to approximately \$15,500, providing an adequate working capital for library operations. The American Institute of Accountants Foundation, a capital fund to which at present initiation fees of the Institute are allotted, now donates its income of about \$3,500 to the support of the library. Gifts of books from the private accounting libraries of Leonard H. Conant of New York and John E. Cooper of Healdsburg, California, added materially to the value and interest of the library which, in 1918, had a collection of 1,100 bound books and magazines, and 1,300 unbound books and pamphlets. At the present time the library has 13,394 volumes, magazines and pamphlets, of which 6,238 are in bound form.

Accounting periodicals, published in England, Scotland, Canada, South America, and even China and Japan, find their place among American publications of the same classification. In addition to those magazines which devote themselves specifically to accounting subjects, there are also kept on file approximately 100 representative magazines concerned with banking, taxation, economics, industry, public utilities, and business in general. One of the most valuable files in the library is that of the *Commercial and Financial Chronicle*, which is complete from 1903 to date. A complete set of Moody's "Manual" is another highly prized possession.

It is the duty of the librarian to observe publishers' lists with a view to noting new books on accounting subjects and to procure them for the library. All pamphlets and magazines received are searched thoroughly for articles on accounting and allied subjects. These are listed according to subject in a card catalog file which lists all books in the same manner. About \$2,500 is expended annually in the acquisition of books and pamphlets.

A great part of the work of the library consists of answering the inquiries and supplying material on accounting subjects in response to requests which are received daily by telephone, mail and even telegraph from all parts of the world. Canada,

Australia and South American countries frequently write in for information. Last year a bibliography of books on budgetary control and modern business methods was supplied to the Soviet Republic. Chambers of Commerce constantly refer to the library questions dealing with accounting matters. Occasionally material is required in a hurry and must be dispatched by airplane. The library also attends to requests for photostatic copies of material appearing in *The Journal of Accountancy*, published by the Institute. The fee charged is 25 cents per page.

A special department for the use of members of the Institute only is the Bureau of Information. This Bureau acts as a distributing center for technical accounting information, and answers questions asked of it by members of the Institute. Members may apply for assistance in solving a peculiar accounting problem, or advice on the installation of a new system of accounting. Each question submitted is sent out to three other members of the Institute who are particularly well equipped to grapple with the problem. Their advice is relayed to the inquirer through the library without the names of any of the persons involved being divulged to the others. These questions, with their answers, are published from time to time in *The Journal of Accountancy*.

Naturally this periodical is frequently sought as a reference, and it is carefully indexed and kept in bound form. The June issue of each year contains an index of the contents of the magazines from January to June, inclusive, while the December issue contains an index of the contents of the July to December issues, inclusive.

All articles appearing in *The Journal* are cross-indexed. An article on Power Cost Accounts, for example, may be found under three listings, *i.e.*, (1) Accounts, Power Cost; (2) Cost Accounts, Power; (3) Power Cost Accounts. The arrangement throughout is alphabetical. All editorials are listed under the head "Editorial," with a sub-listing, alphabetically arranged, of the section captions of the editorial matter. The material appearing in the regular departments of the magazine, such as Students' Department, Correspondence, Accounting Questions, and Current Literature, are indexed under those headings, with sub-listings, alphabetically arranged, of the matter contained in them. In the case of Current Literature, only the first page of the section devoted to the listing of current publications is given.

A work of great importance upon which the library embarks from time to time is the compilation of the "Accountants' Index," which provides the key to all published works on accounting. This index is compiled from the card file and material is listed alphabetically both according to subject and author. The first "Accountants' Index" was compiled by Louise S. Miltimore, the Institute's first librarian, and was published in 1920. Two supplements (1921-1923 and 1923-1927) were compiled by Helen M. Johnstone, the present librarian, and a third, which will bring the lists up to date, is in prospect. The aggregate cost of producing the original "Accountants' Index" and the two supplements was approximately \$32,600.

While the main purpose of the library is to supply information and provide reference facilities for accounting practitioners and students of accounting, it has a literary as well as a utilitarian value. From time to time, as the library grew, an occasional rare book found its way to the shelves. Today the library has a collection which is a source of great interest to collectors and students of rare business texts.

The most valuable volumes are two original copies of what is said to be the first work ever published on the subject of double-entry bookkeeping. In addition to being the first work of its kind, it is one of the earliest books printed from movable type.

It is the work of the Italian mathematician, Fra Luca Paciolo, who, by the way, was a friend of Leonardo da Vinci. His treatise on bookkeeping, published in Venice in 1494, is still regarded as the fount of the present-day systems. It is delightfully colored with the personality and philosophy of the author, and contains much interesting advice and comment.

Some of the sayings sprinkled throughout the more technical content, are: "Where there is no order there is confusion." "Attend religious meditation every morning, for through this you will never lose your way." "By being charitable you will not lose your riches." "If you are in business and do not know all about it, your money will go like flies, that is, you will lose it." And in another place ". . . if the losses are in excess of the gains — from which state of affairs may God keep every one who really lives as a good Christian. . . ."

There are only a few other original copies of Paciolo's "Summa de Arithmetica" in existence today. One is in the British Museum, one in the rare book department of Columbia University, and one in a museum in Italy. The Institute's volumes are kept carefully locked in the vault, but may be seen at any time upon request. Frederick A. Tilton, accountant, now Third Assistant Postmaster General of the United States, was the donor.

Two other rare volumes are the work of two other Italian pioneers in the field of accounting. One, published in Mantua in 1586, is the work of Don Angelo Pietra, a monk of Genoa, stationed at the Monastery of Monte Cassino, at Neapel, where he was "auditor, storekeeper and cellarer." The other was written by Matteo Mainardi and published in Bologna in 1632.

Both books reflect the religious tone which characterized the majority of publications of that time. Pietra subscribes himself "an unworthy servant of Jesus Christ." The title page of his book is adorned with a cut of three saints, St. Placid, St. Benedict and St. Maurice, receiving the petitions of two kneeling monks. Every page in the journal of Mainardi's volume is headed by the inscription "Glory to God and the Blessed Virgin."

One of the oldest English books in the collection is an "Arithmetick, Made Easie, For the Use and Benefit of Trades-Men," published in London in 1718.

A rare American volume is a small text-book with thin board covers, overlaid with leather. The author, Phineas Merrill, in his introduction written at Stratham, N. H., in 1794, gives in part his reason for compiling such a work as follows: "By an act of the General Court of this State (N. H.) from and after the 1st day of Jan. 1795, the legal money of account of said State shall be expressed in dollars and decimals of a dollar. That is to say, in dollars and cents. Therefore I think it is highly necessary to introduce into our schools the method of computing this money."

One of the most interesting, if not the rarest, of the American volumes, contains a photographic facsimile of the account of expenses which George Washington kept between the years 1775 and 1783. The title page bears the inscription "The United States in Account with G. Washington." This account was kept in duplicate by Washington himself. One copy went to the Board of Treasury of the Continental Congress for auditing, and the other he kept. It is from this latter copy, now preserved in the Library of Congress, that the Institute's volume was photographed.

In addition to standard English and American works on the various phases of accounting the library contains accounting and bookkeeping texts in Italian, German, French, Swedish, Greek, Turkish, Chinese and Japanese.

First Aids in an Industrial Department

By MARIA C. BRACE

Head, Industrial Department, Enoch Pratt Free Library, Baltimore

In November, Miss Brace spoke before the Training Class and attempted to describe a few "key" publications rather than to give a detailed consideration of the many individual books of reference used in a technical department. Here is proof that our S. L. A. publications are giving real service!

IN ORDER to give you an idea of the scope of the queries that come to a department such as mine, I am going to list some of those the department has actually handled during the past two weeks. The tools appropriate to each question would doubtless be self-evident to experienced librarians, but I want to call them to your attention and show you how each one helped to answer the question of the moment. Here is a small selection:

I. A patron wished very specific figures in regard to the consumption of pig-lead in a given region at a given period. The "Commodity Chart" published by the Special Libraries Association led us directly to the periodicals carrying the best specific information, though we failed to find the information broken down sufficiently as to time and location.

II. A patron doing research work and establishing a card record of his sources asked for aid in setting up subject headings. We showed him the *Engineering Index* and Mr. Hannum's article on subject-headings in the October number of *SPECIAL LIBRARIES*.

III. We used the same article to good advantage with representatives of a large corporation who wished to organize and "index" thousands of engineers' drawings supplementing it, of course, with material on filing systems.

IV. The representative of a railroad wished to secure the addresses of all firms in the United States making a special sort of glass. The names given in Thomas' "Register" did not serve his purpose, since there was given there no classification approaching the one he wished. Through the list of directories now published as a regular feature in *P. A. J. S.* as the result of the recommendations of a committee of the Special Libraries Association, a classified glass directory was located and secured by wire and the question satisfactorily answered.

V. Production and prices of sawdust were secured largely through the "Commodity Chart." The question came from a corporation facing a lawsuit involving thousands of dollars.

VI. Mr. Pellett's "Water Transportation Bibliography" has been used as a check list for Baltimore material.

Other questions more specially technical, such as "The latest practice in hydraulic dredges," a bibliography on noise-measuring instruments and noise control, the description of an English explosion engine, were handled by using indexes other than S. L. A. publications — primarily the *Engineering Index*, supplemented by the *Industrial Arts Index*, and to some extent by Bureau of Standards material.

We watch SPECIAL LIBRARIES regularly for knowledge which can be put to work — and always find it! "Events and Publications," special lists such as that of the Business Reading Committee and others are always checked. The magazine is especially recommended as a practical working tool.

But all the "sources of sources" of information, published by the S. L. A., by our good friend Mr. Wilson, or by the A. S. M. E. have failed to help us locate a recipe for "Flip-flaps"; to find a method for maturing whisky by electrolysis — though there is every reason to think that such a method exists; to find in one place a list of all patents granted to one man; or to provide "Darwin's latest and best book — not more than two or three years old!" Nor have we yet been able to identify plants or beetles — or even the "queer, spotted larva" from which the beetle presumably emerged, by telephone! I am confident, however, that in good time the S. L. A. will develop a combination of a semaphore and a television machine by which we may see the beetle or plant, at least, at the moment of the telephone call, and at the same time provide for us by appropriate responses from selenium cells an automatic indication of the proper source of information — if not the actual "dope"!

What Should the Special Librarian Know of Classification?*

By LOUISE KELLER

Librarian, Independence Bureau, Philadelphia

DOES it seem too much to ask that any special librarian, who is responsible for classifying, should learn something about the art of classifying; should know one standard library classification well, with some acquaintance with at least one other; and should be trained to discuss classifications objectively?

It is breadth of vision that I am setting as a desirable goal for all of us to attain, the depth of the study being a matter for the individual to settle.

To classify is to put like to like; to differentiate between classes and within classes.

Every reasoning human being performs the act. With increasing complexities the need for classification becomes more acute. Big business, technological work, research and study, are built on the classification of action and thought. It is with men consciously and unconsciously accustomed to this act that most special librarians deal. The more intimately the work of such men is bound in with the purpose of their libraries, the more critical will they be of the methods in use. Criticisms that are half jests when uttered in a public library may become matters of moment in the special field. The situation is made more acute by the lack of proportion which is characteristic of the special field, for with us the last is most often first.

Then, too, we must realize that the standard library classifications of necessity lag behind the expansion of knowledge; but in some cases it is the terminology that is offensive to the experts in the subject (that they do not agree among themselves does not alter the case); or it is the relation of subjects to which they object. The man of affairs will argue for the inherent rightness of the factual outlines of his work. The technician subordinates all knowledge to his particular field. Accepting the premises,

* Read before the meeting of the Pennsylvania Library Association, Pittsburgh, October 22, 1931.

the arguments become almost irresistible. The librarian feels their weight, cannot question the intellectual ability of the speakers, and by reason of the relative positions may even be forced to put aside his own best judgment.

It is not belittling to admit that a real expert should know more of his subject than a librarian: one may even allow to the expert an intellect of higher calibre; but the fact remains, that on two points the librarian should outclass the expert. The librarian must undertake to balance the demands of all users of the library, and the librarian should be able to decide the feasibility of applying the expert's ideas to library work. For classification of knowledge is one thing, and the classification of written knowledge is another.

The study of a library classification tested by time and use is a necessity if we are to arrive with reasonable dispatch at an understanding of the peculiarities of book classification. More or less quickly we perceive the particular classification is faulty. Later we learn that some of the imperfection lay in our own misunderstanding. Then we learn how chameleonlike is human knowledge. We learn to compromise; to bear with the mistakes of the past because the cost of change is so great. When we carry our study into more than one classification, we begin to perceive the peculiar merits and defects of each, and also the weaknesses inherent in any classification for written knowledge.

When we reach this stage, we understand the "hands off" warning of classification experts. Frontiersmen, however, must disregard some of the restrictions of more settled life, and we are often working on the frontiers of knowledge and, it may be, under conditions which make mistakes less enduring in their consequences than when perpetrated in a public library. Certainly we should not seek a new path because we are too ignorant to know of a well paved road, nor when forced to make our own path, fail to profit by the theory of road building.

Discussion, like breathing, comes by nature, so that too frequently we forget there is a right method to be cultivated. My recollections of certain round tables for library classification, which I was persuaded to hold, can best be described by telling the story of a second year medical student who found himself at the scene of a catastrophe. Such were the exigencies of the situation, he found himself practicing the profession he had not yet learned. The ensuing operations were messy, the value and satisfaction to the patient problematical, but the resulting experience to the embryo medico well worth his exertions and anxieties.

It has seemed to me the chief obstacle to a profitable discussion on classification is the intensely subjective attitude of the participants. Problems are viewed only in the light of personal experience. Advice is given and received, good enough in itself, but not necessarily good for the particular instance. A questioner is displeased by vague and general answers, not understanding how difficult it may be to give explicit information. Lastly, half the group loses all interest when a problem is propounded that is not their own.

A real round table is a clinic in which each one is alternately patient, or physician, but always a student. That means keeping an open and inquiring mind; striving to see the case as it stands, and not as it would be in our own libraries.

I remember the shock with which I heard a certain financial librarian say she arranged her books alphabetically by authors. No classification! In another financial library, a few simple alphabetic subject headings formed the classification. I was forced to accept the testimony that each proved satisfactory, even against the grain

of my own mind. A year later, while gathering information on the classification of law libraries, I began to understand the significance of the matter, and this in turn cast some light on subject headings, alphabetic subject files, and classified files. In my library neither banking nor law is a problem, but the inherent principle as to why one way served another, which would not serve me, meant much.

To sum up, I suggest you need to study the classification of facts and thoughts, so that you may meet your best patrons upon their own ground. You need a knowledge of library classification, so that you do not fail as a librarian. You need discussion and analysis with your fellow librarians, so that you may avoid one-sidedness and blind prejudice. Above all, you need it to fill in the gaps of your more formal studies, for being special librarians, there are but few of you who can specialize in classification.

GOVERNMENT MATERIAL

Elizabeth O. Cullen, Department Editor

Cotton Production and Distribution in the Gulf Southwest, by Elma S. Moulton. "A billion dollars or more are added annually to the purchasing power of the Gulf Southwest by its cotton crop. . . . This report, which is Part III of the Commercial Survey of the Gulf Southwest, embracing seven States [Arkansas, Louisiana, Mississippi, Missouri, Oklahoma, Western Tennessee, and Texas], was designed to include in one volume all the facts and statistics regarding the production and distribution of cotton and cottonseed products . . . which would be of assistance to business organizations now operating in that area or planning to enter it . . ." (p. vi) Maps, illustrations, charts. Domestic Commerce Series No. 49, Bureau of Foreign and Domestic Commerce. 310 p. Govt. Print. Off. 80 cents.

* * *

Fifteen Per Cent Case, 1931. Ex Parte 103. In the Matter of Increases in Freight Rates and Charges. **Supplemental Report** on Reconsideration, by Interstate Commerce Commission. Submitted November 28, 1931. Decided December 5, 1931. Released December 7, 1931, at 3:30 P.M. in mimeographed form. "Upon further hearing of oral argument, former report, 178 ICC 539, modified by vacating certain conditions attached to increases in rates authorized and by changing somewhat methods used in determining in each instance the amount of the increase." Dissenting opinion of Commissioner Eastman, p. 9-32 of mimeographed edition. Appendix, sheets 33-39, is "Plan for increasing freight rates." 39 sheets Govt. Print. Off.

Forging Ahead During Depression, by Bureau of Foreign and Domestic Commerce. 358 examples of maintained sales and profits with reasons and types of policies maintaining them. 35 p. Marketing Service Division, Department of Commerce. Free.

* * *

House Insulation: Its Economies and Application, by National Committee on Wood Utilization. A reference book on insulating materials and their application for home-owners, architects and builders. 52 p. Govt. Print. Off. 10 cents.

* * *

Handbook of Labor Statistics, 1931 Edition, by Bureau of Labor Statistics. Includes statistics and other data on arbitration and conciliation, child labor, cooperative movement, cost of living, employment offices, employment statistics (and unemployment surveys), Hawaiian labor conditions, housing, immigration and emigration, industrial health and accidents, insurance and benefit plans, labor organizations, medical services and costs, older workers, old-age pensions and relief, productivity of labor, wages and hours of labor, women in industry and workmen's compensation. 1929 and 1930 figures generally, with comparisons or other figures from 1925. Bulletin No. 541, Bureau of Labor Statistics. 923 p. Govt. Print. Off. \$1.25.

* * *

Lake Series, by Board of Engineers for Rivers and Harbors, War Department, and Bureau of Operations, Shipping Board. No. 1 covers the Port of Buffalo, N. Y. 161 p. Maps, charts,

illustrations. Govt. Print. Off. 50 cents. No. 3 covers the Port of Milwaukee, Wisconsin. 130 p. Maps, charts, illustrations. Govt. Print. Off. 45 cents. No. 2 covering Detroit, Michigan, is in press.

* * *

A Survey of Storage Conditions in Libraries Relative to Preservation of Records, by Bureau of Standards. Most librarians and office managers will want this. Bureau of Standards Miscellaneous Publication No. 128. 8 p. Govt. Print. Off. 5 cents.

* * *

Petroleum Industry of the Gulf Southwest, by Charles B. Eliot. "In order that the reader may better appreciate the present conditions and trends in production, refining, and marketing of petroleum products, considerable space has been devoted to a description of the difficulties attending the discovery and production of crude oil, as well as the recent developments in methods of drilling and refining and recovery of natural gasoline. The conditions leading to overproduction are described and remedial measures are discussed, although no recommendations have been included." (p. v.) Part II of the Commercial Survey of the Gulf Southwest, issued as Domestic Commerce Series No. 44. 252 p. Maps. Govt. Print. Off. 65 cents.

* * *

Message of the President of the United States Communicated to the Two Houses of Congress at the Beginning of the First Session of the Seventy-Second Congress 1931. Text of President Hoover's message which is being widely quoted and commented upon. 14 p. Govt. Print. Off. 5 cents.

* * *

International Congress for the Development of Application of Rubber Held at Paris. Summary of papers presented at this Congress held September 29-October 1, 1931, discussing rubber pavement, tiling and flooring, in paint to protect iron against erosion, tires for rail cars, and other recent developments. (Note. — A copy of each paper in original French may be borrowed from the Rubber Division.) 11 p. Rubber Division Circular No. 3138, Department of Commerce. Free.

* * *

Annual Report of the Board of Regents of The Smithsonian Institution . . . 1930. The General Appendix contains "Beyond the Red in the Spectrum" by H. D. Babcock, "Knowledge of the Sun" by C. E. St. John, and "The Modern Sun Cult" by J. W. Sturmer (discusses window glass, rays, 'how much sunshine is

enough,' irradiated foods, and the ultra-violet lamp as a new tool for the chemist), "The Moon and Radioactivity" by V. S. Forbes, "Light and Plant Growth" by F. S. Brackett and E. S. Johnston, "The Autogiro" by H. S. Pitcairn, "Ten Years Gliding and Soaring in Germany" by Walter Georgii, "Weather and Glaciation" by C. A. Reeds, "Wild Life Protection" by E. P. Walker, "The Rise of Applied Entomology in the U. S." by L. O. Howard, a number of interesting papers on geology, and ethnology, and "The Eighth Wonder: The Holland Vehicular Tunnel" by C. C. Gray and H. F. Hagen. Of special interest because of the exhibitions of Indian arts and crafts in New York and elsewhere is "Aspects of Aboriginal Decorative Art in America" by H. W. Krieger (with 37 plates), and because of modernistic designs in furniture, "Ancient Seating Furniture in the Collections of the United States National Museum" by Walter Hough. 650 p. Illustrations. Govt. Print. Off. \$2.00 (cloth).

* * *

The Influence of Weather on Crops: 1900-1930 — A Selected and Annotated Bibliography, compiled by A. M. Hannay, under direction of Mary G. Lacy, Librarian, Bureau of Agricultural Economics. " . . . mainly concerned with the influence of weather on crops in connection with the germination growth, development, susceptibility to disease, and final yield. . . . The influence of the various weather factors on soils, on animals, and animal products, and on insect pests, with the resultant reaction on crops has been reluctantly omitted. . . . With a few exceptions, the effect of lightning and of moonlight on crops has been omitted as well as records of phenological observations . . ." (p. 1.) Department of Agriculture Miscellaneous Publications No. 118. 246 p. Govt. Print. Off. 40 cents.

* * *

Wholesale Trade of the State of California, by Bureau of the Census. First of a series of reports on wholesale trade of the individual States, showing the information that will be available for all States when the series publication is completed. Information on the State as a whole and cities within the State of 5,000 and over population, on wholesale trade by principal classifications, kinds of business, types of establishment, number of establishments, net sales, total expenses, marketing units, numbers of employees, and commodity sales. Distribution No. W-102. 83 p. Govt. Print. Off. 15 cents.

GROUP ACTIVITIES

CIVIC-SOCIAL

Editor: Grace A. England

MARY CLARK of the Cleveland Municipal Reference Library reports that the November campaign to abolish the city-manager charter of Cleveland and to return to the mayor-council plan of government brought many speakers to the library for material contrasting the operation and accomplishments of the two types of government. Since eight villages in Cuyahoga County reached their majority after the count of the last census, most of them voted on charters which had been prepared with the assistance of the library's collection of charters. The city-manager type was given consideration by most of these new cities.

Miss Clark adds that for the use of their new Port Commission, they have placed in a reserve file their material on port authorities, especially the collection of statutes and ordinances governing the principal ports of the United States and Canada, realizing what a large part books will play in the establishment of this project in Cleveland.

The Health Department Library of Los Angeles County, 132 West First Street, Los Angeles, faces an unusual problem in that it is situated from six to forty-six miles away from most of its readers. The Health Department functions through a series of Health Center clinics and emergency hospitals as strategic points throughout the 4,067 square miles that make up Los Angeles County. Some form of extension work is clearly necessary if the library is to be of use to the five hundred employees in the field.

The librarian spends one afternoon a month at each of the eleven major Health Centers, taking with her a shelf of books for the use of the workers. But mere access to books does not necessarily arouse interest. Nurses, doctors, sanitary inspectors, are so busy with their exacting duties that they have no time to become familiar with the entire field of health literature. To meet the situation, the librarian takes an hour to review recent publications in health and social welfare, choosing books of general interest to all classes of workers. The results seem to justify expenditure of time and mileage. The worker's reading interest is quickened, he finds it easier to keep abreast of his profession. The librarian goes back to her files with increased knowledge of the needs of her fellow-workers, and a renewed interest in the field of public health work.

FINANCIAL

Editor: Ruth G. Nichols

ONE financial librarian who finds time to keep up with all types of literature is Margaret Reynolds of Milwaukee. In the *Mid-western Banker* for December under the title, "What is a Christmas Book?" she presents quite a comprehensive list "For Bankers and Business Men" and "For the Family." Interesting little notes with the personal touch make the list really helpful.

At the suggestion of one of the New York librarians who was interested, we are calling to your attention an article in the September *Fortune*, entitled "Week-End in the Loop." It is both an entertaining and a significant story of the June banking crisis in Chicago and of some of the outstanding banking figures of this city.

The Library of the Research Service Corporation, Cleveland, Ohio, has been discontinued because of business conditions. Helen G. Prouty was the Librarian.

About twenty of the New York financial librarians met on December 2 at the Round Table tea room, under the leadership of their Chairman, Lyda Broomhall of the Irving Trust Company. Hope was expressed that the meetings would be repeated monthly.

Old friends and acquaintances of Elsie Baechtold, former Librarian of the Irving Trust Company and of late years editor of all departmental manuals, will be interested to learn that she has retired from active business and is busy sunning herself in California this winter. Recently she was asked to make an address in Denver on business library classifications.

At our Cleveland meeting, there was some discussion about source material on public documents of foreign countries. Since the Standard Statistics Company was making a collection of such documents, it was suggested that Miss Cavanaugh look into the possibilities of compiling such a list. The Bureau of Foreign and Domestic Commerce was said to be considering the establishment of a *Survey of Current Business in Foreign Countries*. They have advised Miss Cavanaugh that they can give no date as to when such a service may be issued, because even they experience great difficulty in getting the foreign publications with any degree of regularity. Miss Cavanaugh reports, however, that their library is continuing to collect these documents, and she hopes that by June, a worthwhile start on such a list may be made.

COMMERCIAL-TECHNICAL

Editor: Mary Ethel Jameson

THE December issue of the *American Magazine* carries a very pertinent article by Bruce Barton entitled "Out of a Job." In it, Mr. Barton records the results of propounding to various people the question, "What would you do if you were out of a job?" We present the following paragraphs reprinted by permission of the *American Magazine*:

One mark of intelligence is the habit of facing situations *before* they arise. I have said to a dozen men and women in the past few weeks, "What would you do if you were out of a job?" In ten out of twelve instances I have received a blank look and the answer, "I don't know. I never thought of it." In contrast, here are letters from a man and a woman who are well employed and are likely to continue to be. Yet their gray matter has been busy.

The woman holds a highly specialized position as head of the research department of an advertising agency. There are not many such positions. She writes:

"If I should lose this job and fail to find another with a large agency, I would attempt to form a cooperative information bureau, a 'what you want to know when you want it' service which might be used by several smaller agencies together. There is a crying need for organized and applied business information among trade associations, chambers of commerce, large companies, and even individual business men. Librarians, of whom there are many in the United States out of work, should be able to open up immediate opportunities for themselves in this uncrowded field.

"Next, I should like personally to create a job as an office 'trouble shooter' or an 'office organizer.' I think offices need good housekeeping methods much more than homes do; women are better housekeepers than men, yet office managers are usually men. I should like the right to clear out the junk that collects in offices just as regularly as housewives do their spring and fall cleaning. I know of several men in our shop whom I'd like to organize — their records, their desks, and their work.

"I should like to attempt to work out a personal service for business women. The very busy, fairly important, usually well-to-do woman executive should be just as free from personal chores as the average business man is. She should be relieved of trivial shopping, care of her clothes, and upkeep of her apartment. Here are some of the things a woman out of a job might do for the business women:

"A person with a style sense or department-store experience could each season plan and purchase a complete wardrobe for business women clients.

"A smart person who can sew should operate

a clothes upkeep service, remodeling and mending (including darning!).

"The interior decorator could do the same things for a house. I myself, and dozens of business women I know, would love to have someone come in to plan curtains and slipcovers, buy the stuff, and make it up, but most interior decorators are too expensive to be within reach.

"To get back to what I myself might do, I've always wanted to own a greenhouse. I'd try one on a small scale in a small town and sell a 'flower service to homes.' Everybody loves fresh flowers, but few people ever go to florists except on very special occasions. I'd have a contract with every home in the best residential section to deliver fresh flowers twice a week, and I'd show how to arrange them.

"I think I get more real fun out of driving a car than almost anything else I do. If I lost my job at any time except the dead of winter, I'd do what I saw girls do in England, act as chauffeur and guide to visitors.

"If I knew how to give manicures, shampoos, and facials, and were out of a job, I'd work up a fine house-to-house trade, because women love the convenience of having these things done at home if it doesn't cost too much.

"Incidentally, I think that people with big-city experience should be more willing to go to small towns, especially during depressions. I have a friend who owns an advertising agency in a small city in the Middle West who has tried for years to get good people from New York and Chicago to come to work for her, but none are willing to, though they could make good money doing it." . . .

(We hasten to add that the very resourceful young woman who made these eminently practical suggestions was Miss Mary Louise Alexander.)

* * *

The Detroit Chapter of the Special Libraries Association is fortunate in having a very diversified list of libraries in the Commercial-Technical Group, including those maintained by the following organizations: Chrysler Corporation, Detroit Edison Company, Detroit Institute of Technology, Employers Association of Detroit, Ford Motor Company, General Motors Corporation, Larowe Milling Company, Michigan Bell Telephone Company, Parke, Davis & Company, Dow Chemical Company, A-C Spark Plug Company, Advertisers, Inc., Campbell Ewald Company, Direct Mail Advertising Association, Evans-Winter-Hebb-Inc., Grace & Holliday, R. L. Polk & Company. It was this group which had charge of the October meeting of the Detroit unit, at which the national officers were honor guests.

MUSEUM

Editor: Minnie White Taylor

THE RYERSON LIBRARY AND THE
BURNHAM LIBRARY OF ARCHITECTURE,
ART INSTITUTE OF CHICAGO

By Etheldred Abbot, Librarian

THE Ryerson Library, which is the chief reference art library for the city of Chicago, serves first of all the staff of the Museum and of the Art Institute School. The students of the day, evening, and summer sessions, numbering nearly four thousand, use the library with its twenty-three thousand volumes, its photographs, slides, and color prints, as their laboratory.

In addition, the students of Chicago and Northwestern Universities and of many other educational institutions, make constant demands upon the library. The School enrollment this fall shows no decrease. An unusually busy academic and museum year is just opening.

The Ryerson Library possesses one of the few large collections in the United States of Japanese illustrated books printed from woodblocks. The series covers fully the history of this art of book illustration from the seventeenth to nineteenth centuries. These volumes, increasingly rare, are almost entirely the gift of Mr. Martin A. Ryerson, who has made possible the publication of an elaborate illustrated and descriptive catalogue of the collection by Kenji Toda, recently issued by the Art Institute. As far as is known, this is the most exhaustive catalog of this type of book, printed in English. Each volume is described in detail, with notes on the artists, and on the subjects of the illustrations; the literary, historical, or mythological significance of many of the plates is given in full.

The Department of Photographs and Lantern Slides has recently acquired:

1. Over 200 photographs of textiles, pottery, metal work and manuscripts shown at the Persian Exhibition, Burlington House, London.
2. Remarkably fine architectural photographs of Mohammedan architecture, Isfahan, Persia. These were made by Arthur Upham Pope.
3. A collection of photographs of Athens taken from the point of view of the artist and architect by Mr. Charles Harris Whitaker of Foster, Ohio, who spent many months and devoted expert taste and judgment to securing these.
4. Excellent photographs of the Spanish missions from Harvey Pattison, San Antonio, Texas.

The Burnham Library of Architecture, en-

3

dowed by Henry Hudson Burnham in 1912, has over nine thousand volumes. It is used daily by Armour School of Architecture, which is housed in the Art Institute. Architects and the general public use this as the main collection of books on Architecture in Chicago.

A decorative elevated water tank was the subject of an international competition which was sponsored by the Chicago Bridge and Iron Works. The results of this competition have been on exhibition in the Burnham Library this summer. The prize winners are all graduates and undergraduates of the Armour Institute of Technology, whose architectural department is in the Art Institute building.

The Library is fortunate in having three copies of Louis Sullivan's "Kindergarten Chats," which were published in the *Interstate Architect*, each week for a year in 1901-1902, and the copies extant seem to be very few. We are indebted to the Chicago Public Library for one copy. The other two are typewritten copies, one with pencil notations, by Sullivan. These were the gift of Mr. Charles Harris Whitaker.

The Library has also the original drawings for the "System of Ornament," which Sullivan devised.

"Some Books of Interest to Architects in the Ryerson and Burnham Libraries" was the subject of a talk given by the Librarian at the September meeting of the Chicago Chapter of the American Institute of Architecture.

* * *

Through the efforts of Thomas Cowles, Assistant Librarian of the California Academy of Sciences, an exhibit of 300 items of modern Czechoslovak printing is being held at the M. H. deYoung Memorial Museum in Golden Gate Park, San Francisco. The exhibit is under the auspices of the Special Libraries Association of San Francisco, the Book Club of California, the churchmouse press, the Printers' Board of Trade in San Francisco, the Roxburghe Club of San Francisco, and the San Francisco Club of Printing House Craftsmen. It was brought from Prague by William A. Kittredge, Director of Typography at the Lakeside Press in Chicago, where it was shown the first part of the year; later it was exhibited at Columbia University before going to San Francisco, from whence it will return to Prague.

(N.B. Mr. and Mrs. Thomas Cowles are the owners of the "churchmouse press, still too poor to have upper-case type for its name, but capable of providing, none the less, much amusement for its proprietors.")

NEWSPAPER

Editor: Joseph F. Kwapil

WE ARE now in the new year, and another annual conference will not be long in rolling around. In fact it is but six months away. Therefore there is much to be done in preparation for our part in that gathering at Lake Placid. There is much to be done to make our own Newspaper Group conference profitable and pleasant.

And the best way to do what is to be done is to go ahead and do it. And that is the way newspaper librarians do it. So, in order to go ahead and do it at our 1932 conference we must be orderly and organized. We must have efficient committees. It is, therefore, my pleasant duty at this time to announce committee appointments to insure a successful 1932 conference. And here they are:

Program: William Alcott, *Boston Globe*, Chairman; Joseph F. Kwapil, *Philadelphia Public Ledger*; D. G. Rogers, *New York Herald Tribune*; Agnes Petersen, *Milwaukee Journal*.

Nominations: Miss Petersen, Chairman; Mrs. Helen Wells, *Philadelphia Bulletin*; Ford Pettit, *Detroit News*; Maurice Symonds, *New York Daily News*.

Exhibit: Mr. Kwapil, Chairman; Mildred Burke, *Chicago Tribune*; Miss Petersen, Joseph Sheridan, *Akron Beacon Journal*.

Membership: Paul Foster, *Philadelphia Inquirer*; Josephine Fahey, *St. Louis Globe Democrat*; Miss Burke, Harry Pence, *Cincinnati Enquirer*.

Publications: Ford M. Pettit, D. G. Rogers, J. F. Kwapil, Joseph Sheridan.

The members of the Committee on Classification were announced in the December issue.

I have appointed Mr. Alcott Chairman of the Program Committee for 1932 notwithstanding

ing the fact that he served on the 1931 Committee. And I am doing it in recognition of his ability, and in testimony of his efficiency. His committee arranged a very attractive program for 1931, and such service merits this recognition. I know he will take hold, and with his committee prepare and present a program which will surely attract a large attendance at our Lake Placid conference.

And now a word with reference to the Exhibit Committee. We will meet in Chicago in 1933. The Newspaper Group, in common with the other groups in S. L. A., will have an exhibit at the World's Fair. It is not too early now to begin preparations for it. Mr. Kwapil, Chairman of the Exhibit Committee, is enthusiastic over the prospects for making this a very magnetic exhibit. Thousands — yea, millions of eyes — will see it, and the Newspaper Group is anxious to give those eyes something to reflect to the millions of brains back of them, something to be remembered.

And I think it is very appropriate that Miss Burke, a resident in Chicago, be the Vice-Chairman of that Committee. She will be on the scene, or close to it at all times, and her assistance will be greatly appreciated by Mr. Kwapil. Miss Petersen lives but a short distance from Chicago and can also be counted upon to assist. Akron is not so far away from Chicago.

So therefore let us make this a real Happy New Year by starting right off in January with our preparations for the Lake Placid and Chicago conferences. And I hope our 1933 Chairman will not rebuke me for anticipating his (or her) action in committee appointments, with reference to the World's Fair Exhibit Committee.

I know I can count on each committee appointee.

JOSEPH SHERIDAN, *Chairman*

Technical Magazines and Books

rebound into flexible volumes — covered with Library Buckram, Leather, Keratol or Fabrikoid — Lettered and finished by Craftsmen.

REASONABLE PRICES — DURABILITY — PROMPT SERVICE

RADEMAEKERS
LIBRARY BOOKBINDERS

NEWARK, NEW JERSEY

NEW YORK: 280 Broadway, Room 415

Please patronize our Advertisers

CLASSIFICATION and INDEXING

Louise Keller and Emilie Mueser, Department Editors

ADVISORY COUNCIL

Florence Bradley, Constance Beal, Harriet D. MacPherson, Isabel Rhodes, Kathrine Malterud

A Classification for Medical Literature

By EILEEN R. CUNNINGHAM

Librarian, Vanderbilt University School of Medicine

THE original concept resulting in this classification of medical literature was evolved some ten years ago for the filing of a large collection of reprints under circumstances where cross-indexing was an item of considerable importance. Since then it has been elaborated and enlarged as the result of adaptation to other collections of medical literature of various kinds and was finally arranged in its present form for use in the library of the Vanderbilt University School of Medicine.

"The Index Catalogue of the Surgeon-General's Library," the medical sections of the "Dewey Classification" and of the "Library of Congress Classification," the *Index Medicus*, the *Cumulative Index Medicus* and the Boston Library Medical Classification have been carefully studied during the compilation of this system and they have been of the greatest assistance in controlling its scope.

The primary purpose for which this classification was designed has not been abandoned in its adaptation to library purposes; and therefore every effort has been made to combine a logical scientific arrangement of medical material with the brevity and sequence so helpful in arranging and marking books.

A capital letter has been assigned to each general division and the next sub-division is indicated by a numeral, this division is sub-divided in turn by the addition of a second letter (lower case), and this again sub-divided by the addition of a numeral. For example:

G1 Nervous system	G2 Brain, general
G1a History, bibliography, and methods	G2a " , morphology
G1b Morphology	G2b " , physiology
G1c Physiology	G2c " , pathology
G1d Psychology	

Nothing has been left under any general heading that could possibly be arranged under a specific heading, and the individual using the classification should follow this principle in grouping the material. Subjects have been grouped under a

general heading wherever it was felt that they were sufficiently related or that they would be taken up together in systems and texts, thus affording a place for the filing of combined works.

Great care has been taken in the working out of sub-headings. An arrangement whereby sub-divisions fall in their logical position in relation to the other divisions is particularly essential in order to permit of sufficient elasticity for almost indefinite expansion at any point in the classification. It is very desirable to keep the numbering as simple as possible and we feel that both objectives have been accomplished in this system.

The sub-headings not in use for filing serve as valuable guides to the nature of the material to be filed under the preceding major heading and therefore many sub-headings have been put in their correct positions but without numbers, the numbering to be supplied by the individual using the system as need for them arises in the filing of material. It is also obvious that many more such descriptive sub-headings may be added by anyone desiring to expand any specific section of the classification.

This classification has been published by the Library Bureau of the Remington Rand Business Service, Inc. The entire text has been arranged on a series of 8 x 5 cards, 87 in all, and fitted into a book holder, making a very compact index with all the advantages of visibility. The index in the visible margin of the cards has been arranged so as to index both front and back pocket cards. The index to the left refers to the cards filed in the back of the pocket while the index to the right has reference to the cards filed in the front of the pocket.

No supplementary index has been thought necessary because the adoption of the "Kardex" holder instead of pamphlet form renders the various major headings visible as a unit. The advantage of the arrangement on "Kardex" is further obvious in that a given section can be revised and expanded at any time without necessitating the reprinting of the other sections or disturbing their arrangement.

Across the Secretary's Desk

WE WISH you might call at our new Headquarters, 345 Hudson Street, New York, N. Y., and see for yourself how much comes and goes across the Secretary's Desk every day. In a comfortable corner on the 16th floor of the Standard Statistics Building made attractive and convenient with new steel office equipment generously furnished the Association by the Yawman & Erbe Co., we carry on a good-sized business. At this season of the year we are concerned with renewals in memberships and subscriptions.

Institutional members and subscribers were billed and payments are now being received and acknowledged. During the month of November, for instance, the Secretary's Office received payment for twenty-nine institutional memberships, seven active memberships, and thirty-eight associates, and for eighty-nine subscriptions which involved the handling of \$955.

Each day's mail is taken care of and replies or acknowledgments are made the same day they are received.

New Members Since December Issue

INSTITUTIONAL

Insurance Society of New York, 100 William Street, New York, N. Y. Mabel B. Swerig, Librarian

ACTIVE

Elizabeth C. Hall, Horticultural Society of N. Y., 598 Madison Avenue, New York, N. Y.
Paul E. Keedy, Insurance Society of Baltimore, 804 Garrett Building, Baltimore, Maryland
Edythe Prouty, Stations Department, Cleveland Public Library, Cleveland, Ohio

ASSOCIATE

Winifred Baum, Civics Division, Chicago Public Library, Chicago, Illinois
Miss A. M. Hardy, Assistant, Business Information Bureau, Cleveland Public Library, Cleveland, Ohio
Margaret F. Hartman, Insurance Society of Baltimore Library, 612 Garrett Building, South and Redwood Streets, Baltimore, Maryland
Anna E. Jones, Missionary Research Library, 3041 Broadway, New York, N. Y.
Harriet MacPherson, School of Library Service, Columbia University, New York, N. Y.
Rosemary Murphy, 4018-219th Street, Bayside, L. I., N. Y.
Marie K. Pidgeon, 135 E. 52d Street, New York, N. Y.
Louise Prouty, Vice-Librarian, Cleveland Public Library, Cleveland, Ohio
Elizabeth Radtke, Queens Borough Public Library, Jamaica, L. I., N. Y.
E. Gertrude Rees, Assistant, Maryland Casualty Co. Library, 40th and Cedar Streets, Baltimore, Maryland
Mrs. Nancy Sanders, Burnham Library, Art Institute, Chicago, Illinois

SUBSCRIPTIONS

Public Library, Hammond, Indiana

Our monthly organ *SPECIAL LIBRARIES* so ably edited by Ruth Savord likewise involves the Secretary's Office in a responsibility of keeping the mailing list always correct, and preparing envelopes addressed monthly in which you receive the publication. These leave the Secretary's Office regularly on the 5th of each month, and the magazine is mailed regularly to you on the 10th of the month. The Editor is to be complimented on adhering strictly to her schedule.

This month the Secretary has had prepared six hundred additional addressograph plates — one for each of the Associate Members. And why?

Because with this January issue the Associate Members are to have their own *Bulletin*. This is the first time that any publication has been edited especially for this class of members. As you know, an Associate Membership (dues only \$1.00 a year) does not include a subscription to *SPECIAL LIBRARIES*. But the Executive Board has felt for some years that the Associate Member was *not* provided with enough contacts with the National Association. He is active in his local chapter, but he is not cognizant of what the entire National Association is doing. To overcome this lack, the Executive Board decided to reprint

four pages each month from SPECIAL LIBRARIES and to mail a copy to each Associate Member. The heart of the magazine which contains the vital news of the Association will be reprinted — of course, it can't be more than a "tid-bit." The *Associate Members Bulletin* is an experiment and the Secretary would appreciate an expression of opinion about it by any or all Associate Members. We wish to make the *Associate Members Bulletin* what you would like it to be — give us your suggestions. It will be mailed regularly on the 12th of each month.

The Association has an experienced Publication Committee. If you read the November issue of SPECIAL LIBRARIES you noted that S. L. A. does considerable publishing. At the present time, our most recent publications for which the Secretary's Office is constantly receiving orders are:

Commodities Chart
Bibliography of Electrical Engineering Bibliographies

Handbook of Commercial and Financial Services

Information Bulletins Nos 6, 7, 8.

Every order is filled the same day it is received. During the months of June to November sales of publications totaled \$890.05. The prices for these items vary from 15¢ to \$2.

This is enough of office routine to assure you that much comes and goes across the Secretary's Desk. Near the close of a day, we take a moment and enjoy a lovely view over the mighty Hudson which flows peacefully down to the Bay carrying its floating palaces of steamships and its scurrying ferry boats and its clumsy but powerful tug boats, and, looking beyond it to the Orange Mountains of New Jersey glowing in the brilliant colors of a setting sun, we dream of all the members of the Special Libraries Association whom we are trying to serve loyally and efficiently.

REBECCA B. RANKIN
Secretary

PERSONAL NOTES

William Alcott, Librarian of the *Boston Globe*, spoke at the November meeting of the Wilmington (Mass.) Woman's Club on "Romance and Miracle in the Care of the Deaf."

* * *

James M. Wells, formerly of the staff of the *World*, is now on the staff of the *New York American* library.

* * *

Harriet Elias is no longer connected with the Carrier Engineering Corporation of Newark, but can be reached at 540 West 122d Street, New York City.

* * *

Angus Fletcher, C.B.E., Librarian of the British Library of Information, returns to the United States early in January after an extended absence in England.

* * *

Helen M. Handy, the daughter of Daniel N. Handy, Librarian of the Insurance Library Association of Boston, was married on October 22 to Joseph Lewis Hallett.

* * *

Josephine Hollingsworth of Los Angeles Municipal Reference Library, who is Chairman of the Special Committee on Municipal Documents, is very busy trying to work up cooperation in supplying city documents to P. A. I. S.

* * *

Joseph Sheridan, Librarian of the *Akron Beacon Journal* and Chairman of the Newspaper Group, spoke on the *Beacon Journal* News Flashes of the Air early in November, taking as his subject "Does Crime Pay?"

* * *

Ida M. Lynn, formerly Assistant Librarian of Cleanliness Institute, is now associated with the Editorial Department of the Columbia University Press.

EDITORIAL BOARD

Editor, RUTH SAVORD, Council on Foreign Relations, Inc., New York

Advertising Manager, M. DOROTHY HOWARD, Standard Statistics Co., New York

Department Editors

MARGARET BONNELL, Metropolitan Life Insurance Co., New York

ELIZABETH O. CULLEN, Bureau of Railway Economics, Washington, D. C.

LOUISE KELLER, Independence Bureau, Philadelphia, Pennsylvania

MARIAN C. MANLEY, Business Branch, Public Library, Newark, New Jersey

EMILIE MUESER, Engineering Societies Library, New York

M. E. PELLETT, Port of New York Authority, New York

MARIE K. PIDGEON, Consulting Librarian, 135 East 52d St., New York

A. A. SLOBOD, General Electric Co., Schenectady, New York

Editors of Group Pages

GRACE A. ENGLAND, Civics Division, Detroit Public Library, Detroit, Michigan

ABBIE G. GLOVER, Insurance Library Association of Boston, Boston, Massachusetts

MARY ETHEL JAMESON, National Industrial Conference Board, New York

JOSEPH F. KWAPIL, Public Ledger, Philadelphia, Pennsylvania

RUTH G. NICHOLS, Federal Reserve Bank, Chicago, Illinois

MINNIE WHITE TAYLOR, Museum of Natural History, Cleveland, Ohio



THE making of good resolutions regarding our conduct for the next twelve months has long been a custom attendant on the closing of our books for the old year and the opening of those for the new. This is the opening issue of the new volume of SPECIAL LIBRARIES and with it we inaugurate a four-page reprint from its columns for our Associate Members. The association of these three events — a new year, a new volume of our magazine and a new service to our members — should serve to spur us all on to a determination not only to make, but likewise to keep, some such good resolutions as these:

1. I shall become an Active Member — in fact as well as in name — as soon as possible.
2. I shall attend meetings of my local and group organization and the national convention whenever circumstances will permit.
3. I shall coöperate to the fullest extent by accepting office or committee appointments. Having accepted, I shall do all in my power to forward any undertaking toward which I have something to contribute.
4. I shall offer *constructive* criticism whenever I think it will improve the affairs of the Association. By the same token, I shall offer praise where praise is due.
5. I shall try to spread the gospel so that membership in the Association and subscriptions to the magazine may be increased by a goodly number during 1932.

* * *

The Editor wishes to state that she assumes all responsibility for the final editing of copy which is submitted by contributors and by editors of group pages and departments. Needless to say, errors *will* creep in although every precaution is taken to make statements accurate. The Editor asks your indulgence!

PRESIDENT'S PAGE

To Our Associate Members

IN ORDER to make as far-reaching as possible the benefits which may be derived from membership in S. L. A., this little *Bulletin* will be sent monthly hereafter to associate members who do not receive regularly our larger periodical *SPECIAL LIBRARIES*.

This is the age of associations — thousands and thousands of them — of all types and description. But they would never exist if the need for them were not most strongly felt.

The job of the special librarian is usually a lonely one. There is seldom any one else in the organization which he serves who can fully understand the problems, or can realize the full possibilities for service involved in the conduct of the library department. The librarian must look outside his organization for complete sympathy in his problems and for inspiration to more complete and intelligent service. If he finds someone in the same city who is serving a similar type of organization, he is fortunate indeed, for then he can compare methods and aims, and can have some gauge whereby he can judge his own achievements — whether or not they are measuring up to the best possible standards.

Membership in local associations of special librarians is a great help, for all special libraries do have certain problems more or less in common, however widely they vary in the field of knowledge covered. But I have found that the greatest help of all has been in affiliating oneself with that well-organized Group within the National Association whose library interests are most closely allied to one's own — whether it be the Financial, Commercial-Technical, Insurance, Newspaper, Museum, or Civic-Social. Within that chosen Group one meets the keen, alert, up-to-the-minute people who stand highest in that particular field. On the other hand, there are in the same Group those who have just begun to realize the possibilities of their chosen work, and who now look for suggestions and advice.

The loneliness and uncertainty which we have felt in our individual jobs disappear as the contacts with the members of these national Groups grow stronger and wider year by year. We tackle our own particular problems with assurance instead of hesitancy; this self-confidence, in turn, engenders more confidence in the service we give to the personnel of our own organization. If our own library cannot produce the information desired, we now know the librarians who are most likely to have it, and our personal acquaintanceship makes it easy to approach them in the most fitting manner.

Finally, as our interests have widened from the local association into the national Group, we find ourselves becoming concerned with the purposes and projects of the Association as a whole. We become interested in the work of the Publications Committee, the Committee on Coöperation in Business Library Service, the Committee on Coöperation with Trade Associations, the Exhibits Committee, the Membership, News and Subscriptions Committees. We are at last "nationally-minded." Herein is the plea for our Associate Members to become Active Members or eventually Institutional Members!

ALTA B. CLAFLIN

WHO'S WHO

ELEANOR S. CAVANAUGH

WHAT the Standard Statistics Service is to our financial brethren their librarian is to her associates — indispensable! Who but Eleanor Cavanaugh could line up such an array of talent as our recent conventions have offered? Miss Cavanaugh herself reports "no glamorous achievements." But others who know have a different opinion.

After graduating from Syracuse University, the Hamilton Fish Park Branch offered the first fields to conquer and Miss Cavanaugh thereby joined the ranks of "New York Alumni" from which so many of our outstanding special librarians in New York have come. It is a fertile training ground.

In 1917 the Standard Statistics Company, realizing its need for library service for its growing organization, sought Miss Cavanaugh's aid in assembling the needed material. The Library under her direction has kept pace with the firm's rapidly expanding business and today stands as one of the most complete and best-organized collections in its field. But ask one of the officers of her organization and he will doubtless tell you how many services, alien to all idea of library work, Miss Cavanaugh renders.

To the Special Libraries Association, she has given unsparingly of her time and energy, acting as President of the New York local association for two years, serving on various committees, especially as the competent Chairman of the Program Committee for our annual conventions, and more recently as one of the Directors of the national association. To it all, she brings wisdom and understanding and invariably cuts through the mazes to the heart of a problem and offers the logical solution.

With such business ability one seldom associates domestic leanings but Miss Cavanaugh confesses to a real love of cooking, old houses, painting of tables, chairs, etc., and adds — of one small nephew! But her greatest enthusiasm is for library work!

RUTH SAVORD

VARIETY in both field of work and geographical location has characterized the career of Miss Savord.

Born and educated in Sandusky, Ohio, Miss Savord, after completing her training at the Library School of Western Reserve University, accepted a position in the Catalog Department of the Cleveland Public Library. Two years later she enrolled at the University of Illinois, where

her library training and experience enabled her to hold a position in the Catalog Department of the University Library while she was attending school. The war came, bringing with it an opportunity for service, first with the Western Union Telegraph Company in New York and later in a Government Department at Washington. The Newark Public — Catalog Department and Business Branch — brought additional valuable experience, all of which seemed a preparation for her later jobs of organization.

The first of these, the Frick Art Reference Library, involved the adaptation to a collection of photographs of the principles ordinarily applied to books, staff organization and training in a new endeavor, scouting out rare and elusive sales catalogs, etc. After the reorganization of the library of the General Education Board and at the same time, the assembly of material for the International Education Board, a brief excursion into the field of advertising with Batten, Barton, Durstine and Osborn, we find Miss Savord extending her field into international relations with the organization of the Library of the Council on Foreign Relations.

As President of the New York local association, Miss Savord started the assembling of data for the "Union List of Periodicals in Special Libraries of the New York Metropolitan District" which she brought to completion and published last year. She is also the compiler of the "Directory of American Agencies Concerned with the Study of International Affairs," published by the Council on Foreign Relations.



Photo by Bachrach

ELEANOR S. CAVANAUGH

Digest of Business Book Reviews

Compiled by the Staff of the Business Branch
of the Public Library, Newark, N. J.

Benge, E. J. *Cutting Clerical Costs.* McGraw-Hill, 1931. \$3.50.

"This book is a thoroughly practical treatment of its subject, and presents, as the results of study and experience, the most approved method of securing the most efficient and least expensive clerical services." *Bankers Magazine*, October 1931, p. 561. 200 words.

"The author shows how to treat the office as a production unit and how to make this unit cost as little as possible without disturbing the machinery of business. . . . Business executives will find profitable ideas in this book." R. L. Smitley. *Business Briefs*, October 1931, p. 75. 70 words.

"The volume covers office machines, job analyses, office layout, employee tests, control of office production." *Credit & Financial Management*, October 1931, p. 43. 35 words.

"The author goes a step beyond the usual writer in this field; if you haven't already tested the possibilities in reducing your clerical costs, dip into this book with its clearly stated principles and its fertile suggestion of techniques." H. P. Dutton. *Factory & Industrial Management*, October 1931, p. 518. 150 words.

"Although it goes into details, it is more than an assortment of ideas and plans that may be added here and there in an office . . . It is a book that will take a permanent position on the business bookshelf beside books on principles and books on specific procedures." *System*, October 1931, p. 250. 350 words.

Collier, Robert. *Robert Collier Letter Book.* McGraw-Hill, 1931. \$5.00.

"He shows how, in many cases, he has adapted the same appeal to a dozen different products, in altogether different lines of business." *Dartnell Reference Index*. 110 words.

"There is an idea in each letter and on every page. The arrangement is easy for the user, and no one is too wise or experienced not to get value out of this publication." R. L. Smitley. *Business Briefs*, October 1931, p. 76. 75 words.

"The author discusses and illustrates with examples the elements in business letter writing which makes people react." *Class & Industrial Marketing*, September 1931, p. 91. 190 words.

"The book is an expert and thorough study

of letters which have proved successful for mail-order businesses." *Inland Printer*, November 1931, p. 89. 315 words.

"The author, who needs no further introduction to devotees of direct mail, has poured the secrets of his success into a most complete and constructive volume." *Lefax*, October 1931, p. 26. 320 words.

Douglas, P. H. *Problem of Unemployment.* Macmillan, 1931. \$3.50.

"It is to the credit of the authors that they were able to bring to the consideration of this wide range of complicated issues a clear and lively style, which will make the book easy reading for both specialists and laymen." Leo Wolman. *American Economic Review*, September 1931, p. 534. 615 words.

"The volume containing this study is the latest and most complete treatise available on the problem of unemployment. . . . Few matters are of more pressing interest at the present time, and an instructed attitude of mind toward this vital subject will be greatly helped by a careful reading of this treatise." *Bankers Magazine*, September 1931, p. 415. 390 words.

"This new book cannot be too highly commended for the breadth and comprehensiveness of its treatment and the fairness of its outlook, even though some may feel that it is tainted with too pink a hue of liberalism." Ordway Tead. *Bulletin of the Taylor Society*, October 1931, p. 211. 470 words.

"This is a preliminary survey made as a basis for a comprehensive and continuing study of the problem of unemployment." Leona Kohn. *Industrial Arts Index*, June 1931, p. iv. 135 words.

"All previous studies and experiments with remedies have been canvassed and their results presented in logical arrangement. Next steps have been indicated, but not in the manner of the propagandist." *Labour Bulletin*, September 1931, p. 42. 1100 words.

"Their report . . . is an impressive mobilization of facts and statistics, and a painstaking analysis of economic theories." E. S. Cowdrick. *Personnel Journal*, August 1931, p. 138. 600 words.

Dunlap, O. E., Jr. Radio in Advertising. Harper, 1931. \$5.00.

"This is a handbook for every advertising agency and all advertising departments of industry . . . for everyone interested in advertising no matter what he may sell." *Dartnell Reference Index*. 120 words.

"Here we have described what is known in 1931 regarding possibilities, tests, agencies, stations, methods used and results obtained." R. L. Smitley. *Business Briefs*, August 1931, p. 875. 65 words.

"It is done in a style which holds the interest of the reader as well as any thriller." F. A. Fall. *Credit & Financial Management*, July 1931, p. 44. 420 words.

"It draws on current practice, discusses in detail programs, rates and other questions of operating technique." *System*, September 1931, p. 179. 40 words.

† **Gilson, M. B.** Unemployment Insurance in Great Britain. Industrial Relations Counselors, 1931. \$5.00.

"A summary of lessons for this country emphasizes the importance of developing a national system of labor exchanges, an old-age pension system and unemployment insurance as parts of a single plan if at all. It points out the necessity of a correct actuarial basis and of a clear separation of insurance from poor relief." H. P. Dutton. *Factory & Industrial Management*, August 1931, p. 220. 360 words.

"For any serious consideration of unemployment benefits or insurance, this volume and the preceding one (Unemployment Benefits in the United States, by Bryce M. Stewart) would seem to be indispensable." Leona Kohn. *Industrial Arts Index* June 1931, p. iv. 490 words.

"Illuminating tables and charts designed to portray each situation are presented in a thoroughly impartial manner." E. G. Draper. *Management Review*, July 1931, p. 224. 490 words.

"The author gives an impartial American investigation of the British insurance system and the experience with it." *Nation's Business*, September 1931, p. 104. 125 words.

"The volume describes different plans for ameliorating economic effects of unemployment, and detailed experiences had with voluntary systems of paying unemployment benefits." *System*, July 1931, p. 44. 25 words.

Gundlach, E. T. Facts and Fetishes in Advertising. Consolidated Book Publishers, Inc., 1931. \$5.00.

"He advocates the discarding of 'hunches' for real yardsticks in advertising and makes a plea for more tests." *Dartnell Reference Index*. 125 words.

"All experienced men in our profession will consider this an epoch-making book. . . . It is great because it is so complete and so all revealing. But it is addressed to advertisers, rather than to advertising men." C. G. Hopkins. *Advertising & Selling*, June 24, 1931, p. 30. 575 words.

"There are 45 chapters dealing with the subject in this deflation period and they are rich in common sense backed by statistics and experience." R. L. Smitley. *Business Briefs*, July 1931, p. 795. 75 words.

"The book discusses practically the whole field of advertising, though from the standpoint of tactics and technique of planning and measuring results rather than from the standpoint of how to write copy, headline, make a layout or choose a medium." *Class & Industrial Marketing*, August 1931, p. 83. 230 words.

"The book, though somewhat wordy and consequently lengthy, is worthy of study by those who wish to rid themselves of the humbug in advertising; it also contains several supplementary chapters telling how to trace results from advertising." *Fuel Oil*, October 1931, p. 93. 230 words.

Hirst, F. W. Wall Street and Lombard. Macmillan, 1931. \$2.00.

"This English economist writes for the average man and not for the professor or student." R. L. Smitley. *Business Briefs*, April 1931, p. 556. 50 words.

"This is an interesting study in international economics and finance. . . . The author gives a vivid account of the crash and reports the comments and predictions made before and during the debacle by Maynard Keynes, Charles E. Mitchell, A. D. Noyes, Irving Fisher, Roger W. Babson and other economists and forecasters." F. A. Fall. *Credit & Financial Management*, June 1931, p. 40. 535 words.

"A useful book for bankers and brokers." John Carter. *Forbes*, May 15, 1931, p. 62. 40 words.

"It is probably one of the most compact histories of the period published in some time." *Industrial Digest*, August 1931, p. 39. 330 words.

"This is a review of the Wall Street crash and the year 1930 written by a prominent London financial writer who was in America at the time of the market fall." *Nation's Business*, October 1931, p. 85. 70 words.

"The author colorfully tells of the warnings, causes and consequences of the Wall Street crash; its effect on Lombard Street and world-wide trade especially in India, Japan and China." *System*, July 1931, p. 44. 38 words.

Leeds, M. E. Wages: a Means of Testing Their Adequacy. University of Pennsylvania Press, 1931. \$1.50.

"When adapted by any specific company it should be extremely useful in providing a check and audit for the wage system in use . . . As a work on method the value theory implicit in wage standards is necessarily secondary." J. J. Hader, *Bulletin of the Taylor Society*, August 1931, p. 176. 200 words.

"Executives of all large corporations will have plenty of case problems upon which to base wage decisions. The study is statistical with 13 tables and 18 charts, but with conclusions drawn from the statistics." *Business Briefs*, May 1931, p. 635. 45 words.

"But whatever views the reader may hold on this highly controversial subject, he will find in this study evidences of clear thinking and careful workmanship." H. P. Dutton, *Factory & Industrial Management*, July 1931, p. 74. 170 words.

"This study presents an inspection tool which personnel management can use to check the adequacy of wages as well as the effects of its promotion policy." *Management Review*, April 1931, p. 124. 50 words.

"It is complete as the subject is attacked from this particular angle, but there is no mention of differentials of wages for skilled or semi-skilled workers beyond mentioning that there are such differentials." *Nation's Business*, June 1931, p. 140. 60 words.

"These budgets were based on the tastes and requirements of skilled and semi-skilled workers, and are not applicable to clerical employees." G. L. Bergen, *Personnel Journal*, August 1931, p. 140. 360 words.

Mooney, J. D. Onward Industry. Harper, 1931. \$6.00.

"They go back through history to review human experience with large-scale organizations." *Dartnell Reference Index*. 120 words.

"A scholarly thesis expounding the doctrine that 'there are fundamental principles of or-

ganization, structural in character, in every form of human association, which presumably can be applied to modern industry.'" *Advertising & Selling*, July 8, 1931, p. 50. 30 words.

"This factual material is presented skillfully and interestingly." E. S. Cowdick, *Bulletin of the Taylor Society*, October 1931, p. 212. 650 words.

"The authors assert the belief that modern industry has vindicated its ability to lead in the efficiency of the individual industrial units it has created. But they challenge this leadership to enlarge its horizon and to see beyond each individual interest the greater common interest." *Credit & Financial Management*, September 1931, p. 38. 145 words.

"I know of no discussion of organization yet published of equal clarity, scope and soundness of thinking. It is a hopeful sign for industry and humanity that such thinking should emanate from the vice-president of one of our leading corporations." H. P. Dutton, *Factory & Industrial Management*, September 1931, p. 359. 360 words.

"The work, although brilliant and scholarly in many ways, is unnecessarily ponderous and verbose. . . . The book abounds in what are known as \$5 words and \$20 paragraphs." William Feather, *Nation's Business*, September 1931, p. 80. 375 words.

National Industrial Conference Board. Budgetary Control in Manufacturing Industry. The Board, 1931. \$3.00.

"This book presents the status of practise, as contrasted with theories. It is in effect a progress report which should be of interest to accountants as an indication of the practical effect of a series of accounting theories when adopted by large companies." *American Accountant*, June 1931, p. 187. 420 words.

"Explanations are brief and the authors pass quickly from point to point so that the book is well written for the use of the busy business executive." F. F. Hovey, *Bulletin of the Taylor Society*, October 1931, p. 215. 620 words.

"The results show the extent of adoption of budgetary control, the methods used and the results obtained." R. L. Smitley, *Business Briefs*, September 1931, p. 955. 50 words.

"None, it can be reported, has been so comprehensive, nor reflected so much care in its preparation, as the study under discussion." *Industrial Digest*, June 1931, p. 39. 200 words.

"The extent of its adoption, methods used, and results obtained are analyzed from study-

ing 288 first rate manufacturing companies " *System*, July 1931, p. 46. 30 words

Prendergast, W. A. Credit & Its Uses. Appleton, 1931. \$4.00.

"It is truly an excellent piece of work—well knit and authoritative." *American Accountant*, August 1931, p. 251. 480 words.

"The present volume includes both the theory and technique of credit and collection in any form of mercantile business and shows the credit man not only how and when to get credit information, but also how to use it." *Bankers Magazine*, July 1931, p. 122. 120 words.

"This new edition of a pioneer work speaks well for both author and reviser." F. A. Fall. *Credit & Financial Management*, June 1931, p. 40. 440 words

"The book lends itself both for class work and individual reading." Leona Kohn. *Industrial Arts Index*, June 1931, p. iv. 58 words.

Pyle, J. F. Marketing Principles. McGraw-Hill, 1931. \$4.00.

"He has devoted special chapters to the marketing of agricultural products, natural products, manufactured products, and the mar-

keting of services." *Dartnell Reference Index*, 110 words.

"There are few if any important phases of the subject that are not at least mentioned." R. H. Dick. *Bulletin of the Taylor Society*, October 1931, p. 215. 360 words.

"The book, covering the broad field of sales administration in modern terms, is suggestive of many helpful ideas." *Class & Industrial Management*, September 1931, p. 91. 300 words.

"To credit managers this volume will be useful in two ways. First, it will give them a clear picture of the whole marketing process, in which they have a most important part. Second, and perhaps more significant in the long run, it will enable them to give their customers effective co-operation in the direction of more successful merchandising." F. A. Fall. *Credit & Financial Management*, July 1931, p. 44. 300 words.

"The author has given full recognition to the new trends that during the last decade have become evident in the field of marketing of specific commodities and makes possible comparison of present against former methods." O. F. Rost. *Food Industries*, November 1931, p. 494. 100 words.

EVENTS and PUBLICATIONS

Margaret Bonnell, Department Editor

"The Stabilization of Employment in Philadelphia through the Long-Range Planning of Municipal Improvement Projects," by Dr. William N. Loucks, is number 15 in the *Industrial Research Studies of the University of Pennsylvania*. It is certainly timely and Dorothy Bemis, Librarian of the Wharton School of Commerce & Finance, vouches for its excellence as a study. The author acknowledges the aid of Helen F. Gruner, Librarian of the Bureau of Municipal Research of Philadelphia, and of Helen M. Rankin, Chief of the Municipal Reference Bureau of the Free Library of Philadelphia, in contributing the facilities of their respective departments. The publication may be obtained from the University of Pennsylvania Press for \$3.50.

* * *

In Ruth G. Hutchinson's book, "*State Administered Locally-Shared Taxes*" (Columbia University Press, 1931), she acknowledges "the courtesy shown to me by the Librarians of the American Telephone and Telegraph Company and the Librarian of the New York State Tax

Commission in allowing me to use the materials available in their libraries."

* * *

An article in *Science* for October 16 states that the new building for the Institute of Paper Chemistry at Lawrence College was dedicated on September 23. The Institute is a graduate school "to be devoted completely to the interests of research in the pulp and paper industry." It is patterned after the Darmstadt School in Germany and is the only one of its sort in America; classes were started in 1930. Its purpose "is threefold—to train talented college graduates in pulp and paper chemistry, to establish a comprehensive research library and information service for use in the paper industry and institute, and to coördinate research in the interest of the whole industry."

* * *

In the *Wisconsin Library Bulletin* for November 1931, Mrs. Mary Moran Kirsch, Librarian of the Legislative Reference Library, presents a "*List of Selected Material on Unemployment and Unemployment Insurance*." The list contains

popular and up-to-date magazine, pamphlet and documentary material, but no books.

* * *

The Civics Division of the Detroit Public Library has published a selected list of references on "Unemployment Insurance" to be used by the students in the debate "Resolved: That the State of Michigan Enact Legislation providing for a System of Compulsory Unemployment Insurance."

* * *

"Vocational Training and Unemployment" is Bulletin 159 of the United States Federal Board of Vocational Education, and is a discussion of the question "What service can the public program of vocational education render to the unemployed?" It includes suggestions for steps which may be taken by a community in the organization and operation of special training programs to meet the needs of unemployed groups.

* * *

Municipal Administration Service, 261 Broadway, New York, has just released a study, "The Present Financial Status of 135 Cities in the United States and Canada," Statistical Series, Publication No. 5, price 25 cents. It contains data on assessed valuations, tax rates, delinquent taxes, amounts of revenues, expenditures and budgets, salary and wage reductions, and unemployment relief funds. Statistics are given and compared for the years 1928, 1929, 1930, and 1931.

* * *

The Chase Economic Bulletin, November 20, 1931, is devoted to a discussion by B. M. Anderson, Jr., of "The Gold Standard and the American Gold Tradition."

* * *

Plans for the payment of dismissal compensation are of comparatively recent origin in the United States, but a recent study (*Dismissal Compensation*, published in mimeographed form by the Industrial Relations Section of Princeton University) lists 49 companies which have adopted the principle of payment of compensation to workers who are dismissed through no fault of their own. The details of the plans vary, but they are alike in accepting the principle of the employer's responsibility for the prevention of permanent lay-offs or the lessening of hardships when such lay-offs cannot be prevented.

* * *

In the Library Division of the Office of Education in Washington, D. C., there is prepared by Edith A. Wright each year a "Bibliography of Research Studies in Education." These are issued as bulletins, the fourth and latest is 1931, No. 13, and covers the year July 1929 to September 1930.

There are 4,651 studies listed in the volume. About 55 percent represent masters' and doctors' theses, 15 percent are periodical references and the remainder are studies of city, state, and various independent organizations.

The material is well classified; and usually there is a descriptive annotation of the important points of the research, and the author and subject index as well as an index of institutions and organizations prove it to be the compilation of a capable librarian.

It is interesting to note that the final section is devoted to "Libraries and Reading," and thereunder we find 75 research studies. It is amazing to know that as much research is being done in the library field. It is indicative of a more general interest on the part of the educators, and perhaps a realization of the library's part in the educational program.

* * *

U. S. Department of Agriculture, Technical Bulletin No. 265, October 1931, is devoted to "Electrical Equipment on Movable Bridges," written by three engineers, Conde B. McCullough, Albin L. Gemeny and W. R. Wickerham. It is a splendid study, well illustrated with diagrams, charts and photographs.

* * *

Mr. Singer of the Chemistry and Technology Division of the New York Public Library has prepared a very useful index which has grown out of the demands of that division. On cards he has listed the sources of the prices of the various kinds of chemicals. It bears some resemblance to our S. L. A. publication, "Statistics on Commodities," which includes only six chemical commodities.

* * *

The F. W. Faxon Company are the publishers of another most useful Index. It is called "General Index to Illustrations," compiled by Jessie Croft Ellis chiefly from material in the Architectural Library of the University of Michigan. The Index contains 22,000 selected references in all fields, exclusive of nature, that is, in art and architecture, history, literature, and biography. The inclusion of photographs of persons (both living and dead) in governmental affairs, authors, sculptors and artists makes it more useful than one would expect from its title. Both books and magazines are indexed.

* * *

Every business librarian will treasure a list — *What Language?* — published in the *Wilson Bulletin* of December 1931 (p. 274-5), presenting commercial languages used in the transaction of business in various parts of the world. Compilation by the Commercial and Technical Li-

brary of Leeds (England) and the arrangement alphabetically by name of the country makes this list authoritative and easily used.

* * *

Librarians who have felt the need of a guide to the important books and journals published in all countries have now the opportunity to acquire such a guide in the *International Bibliographical Guide*, to be published in five loose-leaf volumes at £5 per volume, by the Weardale Press, Ltd., 26 Gordon St., London, W. C. 1. The guide will include approximately 160,000 entries and the books named will be annotated.

* * *

The Municipal Administration Service, 261 Broadway, New York, is responsible for the publication of a useful handbook, "*Federal Services to Municipal Governments*," by Paul V. Betters. The material is not new — it may be found in several other sources — but it is segregated for municipalities and it is described from their viewpoint.

* * *

At a special meeting of the executive committee of the Insurance Society of Philadelphia, held recently, it was agreed that the Society sponsor the Philadelphia Insurance Library, according to *The United States Review* for November 21, 1931 (p. 6).

Leading men and offices in Philadelphia insurance circles have endorsed the move to establish the library. Text and reference books of considerable value have already been turned over to the custodians, where they are carefully indexed and made readily accessible to the donors as well as to other members. This assembling of the best insurance books of many individual libraries in the city into one large collection at a central location provides an invaluable source of knowledge on all departments of insurance.

* * *

The Bureau of Public Administration of the University of California has recently prepared for the California Library Association and with its cooperation, "*A Study of the Salaries, Education and Experience Records of Library Employees in the State of California as of May 1, 1930.*" A mimeographed pamphlet of seven pages of introduction and 49 tables contains statistics and facts about 1,554 library employees in the state. Table 9 shows annual salaries and education of 31 librarians of special libraries in California. The salary range is from \$900 to \$4,599 — the median salary is \$1,950. Only six of the thirty-one receive salaries between \$2,300 and \$4,599. The highest paid special librarian's education did not go beyond the high school, but more than half of the special librarians are college and library trained.

The first of the "Know Your City Government" programs inaugurated at a series of noon meetings by the Municipal League of Seattle was a talk by J. T. Jennings, City Librarian. In the course of his address Mr. Jennings said that "if we believe knowledge is power, I hope the time may come when City Councils will not consider libraries a luxury." Their latest addition to the welfare of the community is the establishment of a Municipal Research Library. Ella R. McDowell, the librarian in charge, has rather a complete collection of reports on municipal subjects of all kinds. Mr. Jennings said in referring to the new Municipal Reference Library that "Even politicians are beginning to use scientific methods."

* * *

George Ochs-Oakes has recently left a fund to the Chattanooga (Tenn.) Public Library for the establishment of an alcove which will be used for a municipal reference collection. Nora Crimmins is Librarian of the Chattanooga Library.

* * *

"A sketch of the value of scientific research in American industries" is the sub-title of *Science in Action*, a new book by E. R. Weidlein & W. A. Hamor of the Mellon Institute of Industrial Research, published by McGraw-Hill. The book is planned to give the business man, engineer and scientist a comprehensive picture of the place of science in industry — the means and methods of industrial research, the results achieved, the important factors in procedure and the choice of workers.

* * *

Katharine McCarthy, while a student at the Wisconsin Library School, compiled a Bibliography on Racketeering which is printed in the November 1931 issue of the *Journal of Criminal Law and Criminology*. So far as is known, this is the only bibliography on this subject.

* * *

On or about January 15th, the British Library of Information will move from 551 Fifth Avenue to 270 Madison Avenue.

* * *

On November 6th, representatives of 14 New Jersey special libraries met in the Library of the Public Service Corporation of New Jersey for the purpose of becoming better acquainted with each other and with the various libraries and to discuss their common problems. Alma C. Mitchell was chosen Chairman, and it was decided to continue the meetings every other month. The next one on January 6th will be held in the Library of the New Jersey Bell Telephone Company, of which Louise Griepentstroh is Librarian.

Notes on Some New Publications

Special Libraries

R. H. JOHNSTON, in his little pamphlet simply entitled "Special Libraries," has not stated his purpose in writing it. But if the object was to clarify the meanings and objectives of the special libraries movement, and to give concisely a useful history and description of it and its official organization, the Special Libraries Association, he has admirably fulfilled his intention.

As a past President of the Association, the author has a background in it which is both informational and interpretive. The important dates, personalities, accomplishments and programs in relation to developments both in the business world and in the general library movement, are briefly but clearly outlined. He also gives some space to the Association organ, *SPECIAL LIBRARIES*, as a "medium of intercommunication and a means of furthering effective coöperation," and traces the distinctive contribution made by each of its editors, in turn.

In his capacity of Librarian of the Bureau of Railway Economics, Mr. Johnston is also qualified to speak of the characteristics and functions of the special libraries of today. The need for them is sufficiently evidenced by their existence, for they are primarily libraries of men of affairs rather than of scholars. The lines of demarcation between their field and that of general cultural library work are clearly drawn, both as to subject content and as to method. Typical examples of different kinds of special libraries are described. The four pages treating of methods peculiar to the special library are particularly valuable. Perhaps there is not much that is entirely new, and nothing that is startlingly so, but it represents the drawing together of things that most need to be said, in relation to all the procedures involved in library work.

In discussing the qualifications of the special librarian the weight is thrown rather heavily in the direction of highly developed knowledge and background in the subject matter with which the individual library deals. Library training is of value in relieving the special worker of the labor of formulating technical library procedures already well worked out. The lack of true standards of professional librarianship is seriously handicapping any definite plan for the training of librarians conducting special libraries.

With these ideas some librarians will no doubt disagree, but in one respect or another Mr. John-

ston's pamphlet, which bears the date 1931, will be of value to any person engaged in special library work.

The pamphlet of 28 pages is privately printed at Silver Spring, Maryland, and is obtainable for 25 cents from the author, Librarian, Bureau of Railway Economics, Washington, D. C.

BEATRICE HAGER

League of Nations Documents

IN 1930 the World Peace Foundation came to the aid of harassed librarians by its publication of the "Key to League of Nations Documents Placed on Public Sale, 1920-1929" by Marie J. Carroll. This "reduced a heterogeneous mass of important international documentation to a semblance of order" and proved of invaluable assistance in completing sets, arranging them for binding and in cataloging them.

In line with its policy of service to its subscribers, the Foundation has now published a First Supplement to the "Key" which continues the listing of League publications through the year 1930. In order to add to its value, this volume contains a "Subject Index of Document Titles" for every League document placed on sale from 1920 through 1930. Lacking this aid in the past, a knowledge of the structure of the League organization has been necessary in order to locate documents on particular subjects. A list of documents out-of-print on August 1, 1931, and Supplementary Notes on 1920-1929 documents completes the volume. The original "Key," of which a limited number of copies are still available at \$7.50, was distributed free to all global subscribers to the League's publications. It has been found necessary to make a charge of \$2.50 for the Supplement.

R. S.

Directories, 1930-1931

THE Public Affairs Information Service, 11 West 40 Street, New York, N. Y., has prepared a reprint for the use of special libraries which is a most helpful tool. It is "Directories, 1930-1931" (exclusive of City Directories). Herein are listed approximately 500 directories arranged alphabetically by subjects, from accounting directories to wool industry directories; and for each, full imprint information is given, including prices. The same titles are printed in 1931 Annual of *P. A. I. S.*, but this reprint brings them all into one pamphlet of 15 pages which may be purchased for 50 cents as a separate.

Business Information and Its Sources

THE Newark Public Library once more has placed the business world in its debt. Through its Business Branch it has issued a handy tool "Business Information and Its Sources," compiled by Marian C. Manley, that should prove a *Vade Mecum* to the bewildered business man, who needs authoritative information but does not know where to begin to find it.

The aim of the list is not so much to gather together titles of books and documents where specific information can be obtained, as to point out standard sources for the type of information desired. Also in the introduction preceding each section useful hints are given as to how to use the books most effectively. For example, the section Directories tells where good lists of trade directories may be found and only lists some fifteen of the directories themselves. Then the introductory comment suggests the use of city directories classified by business activity as excellent keys to markets and points out that the regular city directory serves many other uses than the obvious one of direct mail advertising.

In short the Newark Business Branch hopes to save the time and temper of the business man, who is proverbially impatient over any delay in scouting out the facts he needs. Particularly useful for statistical data is the section on Federal Publications, which points out some of the best known compilations issued by the Government, such as the "Market Data Handbook," "Statistical Abstract," "Commercial Survey of the Southeast," etc.

For general informational reading as distinguished from reference use a choice of business literature seems almost hopeless when one thinks of the hundreds of business books produced each year, many of doubtful value. The list includes a few titles each for such topics as The

Background of Business, Problems of the Individual, and Broad Discussions of Major Problems, keeping in mind the needs of both the beginner and the executive.

Business librarians should find the list useful as a reminder of sources overlooked and also can profit from the hints as to new uses of old material. The price is \$1.00, which should place it within the reach of all.

M. B.

Concentration of Control in American Industry

HARRY W. LAIDLER, in his recently published "Concentration of Control in American Industry" (Crowell, 1931), outlines, for each of the fifteen major industries as well as for financial, marketing and agricultural business, the financial development of the largest corporations or holding companies in each industrial group. The extent of concentration of control within one or two corporations for each group, through stock ownership, and interlocking directorates, is traced with a good deal of detail in each case. Much historical data is given for each industry and its major corporations showing how consolidations and centralized control were gradually achieved.

Besides providing extensive support for the author's main thesis, the book presents histories, varied in length, of many of the large corporations based on reports of the corporations concerned, writings of their officers, congressional hearings and other government documents, as well as many general publications. The book is rather well documented and a seven-page bibliography is appended. Names of corporations or individuals about which information is given appear in the index which makes the book a useful reference manual for corporation information of an historical nature.

L. H. M.

LOCAL ASSOCIATIONS

WAKE UP, Locals! Aren't your activities of sufficient interest to want them reported? The Editor has asked several times for copy not later than the 15th of each month, but reports keep coming in anywhere from a month to two after the date of the meeting which is being reported on. And this month has not brought even late ones!

Illinois Chapter began its year with a meeting in the Administration Building of the Chicago World's Fair. In addition to a business discussion, setting forth the year's plans, reports on the convention and plans for the next one, Harvey

J. Sconce, Chief of Agriculture of the Fair, described the exhibits to be displayed, and later, guides conducted the group through the building. The November meeting took the members to the Board of Trade Building, the highest building in Chicago. Richard M. Plaister, Director of Bank Supervisory Service of Moody's Investors' Service, spoke on the "Practical Value of a Financial and Business Library." Mr. Plaister knows many of the special librarians of the city and has a thorough appreciation of the service they render their organizations.