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# Special Libraries, February 1911

Special Libraries Association

# Special Libraries

Vol. 2. FEBRUARY, 1911 No. 2

PUBLISHED BY THE
SPECIAL LIBRARIES ASSOCIATION

Editorial Office, State Library.
Indianapolis, Ind.

Application pending for admission as second-class matter at the Postoffice, Indianapolis, Ind

Subscription.....$2.00 a year (10 numbers)
Single copies.....25 cents



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## AFFILIATION WITH THE A. L. A.

At the meeting of the Council of the A. L. A. in Chicago January 6th, the committee appointed to report upon the affiliation of the Special Libraries Association with the A. L. A., reported as follows:

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

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

"Further, that its affiliation would tend to attract to the annual conference of the American Library Association a number of very desirable members who otherwise might not attend these conferences at all. That such members, bringing with them, as they would, a point of view new to most members of the American Library Association, could hardly fail to impart fresh interest to the discussion of familiar topics, and to suggest fresh topics worthy of investigation.

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

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

After a thorough discussion the matter was deferred until the next meeting of the council. The discussion seemed, from reports, to turn upon the relative value of affiliation as against becoming a section.

Three courses have been open for the Special Libraries Association: the formation of a section of the A. L. A.; entire independence of that body; or affiliation.

As a section the members would be able to meet and harmlessly discuss mutual problems. The general sessions would be of some interest and there would be a valuable interchange of ideas. But the question arises: What can the A L. A. do for the special libraries if they should become a section? What can they do, for example, for the legislative or municipal reference librarians? Such librarians have only this in common with the general librarians, that they deal with printed material. They are not merely librarians, though they have charge of a library. They are statisticians and legal assistants as well. Now it is obvious that the A. L. A. cannot provide any facilities or publications worth while to such libraries; nor can the needs of the other special libraries be met except by sacrific-

ing the bulk of the proper clientage of the A. L. A. If some such means could be devised there would be no serious objection to becoming a section.

The second possibility, independence, is not advisable from many points of view, chiefly because there is a large number of librarians on the borderland between the fields which are distinctly general and special. These can be benefited best by close cooperation of the two associations.

The third possibility, affiliation, is the one which has been decided upon by the Special Libraries Association and which has been requested of the A. L. A.

The arguments previously expressed against the other two possibilities, argue strongly for affiliation. The advantages set forth in the report of the committee are evident and should weigh heavily for favorable action by the council.

There is a definite field for the Special Libraries Association, which from the very nature of the vast majority of libraries, the A. L. A. is prevented from filling. The Special Libraries Association is asking only for a free hand to develop the possibilities for cooperation among the special libraries, and for the furthering of special library methods in general library work.

## INDUSTRIAL LIBRARIES.

JOSEPH L. WHEELER, Librarian Free Public Library, Jacksonville, Fla.

The establishment of industrial libraries is one result of the present widespread interest in technical education and of the increase in advertising, publicity and specialized development which attends the commercial prosperity of the country.

Properly administered as a quick, reliable clearing house for the information which will facilitate work among the members of a company or community—information of the most miscellaneous kind—such a library becomes a very important factor in, as well as a result of, industrial prosperity.

A large number of industrial libraries exist today which are successful, efficient, necessary parts of manufactories, business associations, engineering corporations, technical schools and public libraries. They may be classified into the following groups:

1. Libraries maintained by manufacturers, corporations and commercial associations for professional and office service.
   Examples: Stone & Webster, Boston; Byllesby & Co., Chicago; Merchants Association, New York City.
2. Circulating libraries maintained by manufacturers and corporations for employes and their families:
   Examples: National Cash Register Co; Royal Worcester Corset Co.
3. A combination of 1 and 2:
   Examples: Studebaker, South Bend; Steel Works Club, Joliet, Ill.
4. Industrial departments of public libraries:
   Examples: Pittsburg, Providence; Newark; Washington.
5. Industrial branches or separate public industrial libraries.
   Examples: Business men's branch, Newark
6. Libraries connected with trade, apprentice and industrial schools:
   Examples: Pratt Institute, Brooklyn; Technical High Schools in many cities.
7. Libraries of engineering colleges and college departments.
   Examples University of Illinois, Engineering department; Urbana; Massachusetts Institute of Technology, Boston.
8. Libraries of technical societies and government departments.
   Examples: American Society of Civil Engineers; Franklin Institute; Bureau of Standards; Department of Agriculture.

Industrial libraries are to a large extent an outgrowth of the efforts on the part of public libraries to develop their usefulness among business men and workmen. When librarians began to make usefulness an ideal for their institutions, they found a vast opportunity awaiting them. First came increased attention to buying technical, artisans' and business books. Then came special attention to reference work with busy men. Finally came separate industrial departments in a few public libraries, such as Pittsburg, Providence, Newark and Washington. In other libraries where this could not be afforded, the same purpose has been served, to some degree, by assigning some specially fitted or interested member of the staff to look after book purchases and reference works of an industrial nature.

The success of these activities was noted through such publications as the Engineering News, and a number of business associations and corporations thereby became interested. The Stone & Webster Company, of Boston, public utility engineers, established the first important private industrial library, and it has stood at the head ever since. Reference to the foot notes below 1 will indicate the rapidity with which the industrial library idea has been spreading during the very few years of its existence.

The purpose of the library and the organization of the company departments which it is to serve, determine its own form and ex-

tent. In a typical industrial concern it connects with every department and employe. If the company product is widely advertised, the library will do more work with the advertising department. It will furnish ideas for designs and illustrations, keep files of magazines for their advertisements, and index advertising articles in the current literature. For the construction or shop departments it will index and furnish information from books and magazines on machine work and tool design for foremen and employes. For the management department it will have at hand references to information on factory organization, cost accounting, discipline, etc. The crop of magazine articles which is likely to follow the publication of such a book as Gilbreth's new "Motion Study," applying its principles to saving lost motion in every variety of manual labor, does only a small part of its possible good because few men in authority read the articles. To make this valuable magazine material available to the responsible men, while it is timely, is an important library activity.

The existing libraries supported by industrial concerns have in most cases been reorganized or evolved from embryo collections of books and magazines, acquired, shelved and used without much system and by some overworked official of the company. The need had been felt but had not been met, because it was not analyzed. In other words, there are doubtless a large number of manufactories and corporations today which have so-called libraries which are inefficient parts of the organization. They have not the material necessary to answer questions, and what material there may be is practically dead because the contents are not indexed nor made available. The handling of it is done by inexperienced persons whose sporadic attempts are conflicting and ill-advised. Consequently, the re-establishment of an efficient library involves in some cases the question of which, if any, of the previous arrangements, indexes, etc., shall be retained.

Room must be provided for the following items:

Shelving for books, pamphlets and magazines.

Cases for correspondence, trade catalogs, miscellaneous size material, such as maps, etc.

Desks for one or more attendants, according to the extent of the work.

Tables for magazines and convenience in reference and clerical work.

A portion of the shelving needs to be placed at the hand of the attendant for reference and other books in constant service

The various articles referred to in the foot notes describe in detail methods of handling and arranging pamphlets and small pieces of information. The vertical file and the pamphlet box seem to be about equally in favor, and arrangement by subject, author, size and date of addition, each has its advocates. The determination of either subject or author is so difficult in many cases that it becomes necessary to refer to an index in order to know in which case to look. The value of any reasoned arrangement is lost by the fact that no two persons will reason alike. Therefore, the most simple and efficient system, if any index is to be made, is one in which each pamphlet will be given its serial number when added, and the index cards will refer simply to this number. Oversize pamphlets may be given special numbers, as beginning with 8,000, etc.

The handling of trade catalogs has also been written upon (2). The consensus of opinion favors their filing in vertical files in private libraries, as they are handled only by the attendants, and are not misplaced or mistreated as they would be under similar conditions in a public library. If catalogs are arranged on shelves, frequent vertical supports or partitions should be provided. The arrangement should be by firms as the majority of requests for catalogs come by the firm name. An index of trade catalogs is also necessary; if they are arranged alphabetically by firms only a subject index is necessary, whereas if by subjects in addition to a firm index, a subject index is also necessary, as no two persons will look for a catalog under the same subject heading.

1. Purchase. Practically all books, and a majority of magazines, have to be purchased. To keep track thoroughly of current publications from a desk in a private industrial library would occupy very much time, and several short cuts may be made. The librarian will probably receive advertisements in large numbers, but they will refer to only a small part of the literature with which he should keep in touch. The Publishers' Weekly, of 298 Broadway, New York City, lists the American books of any importance. Two New York book publishers—McGraw-Hill Company and D. Van Nostrand—issue monthly lists of new technical books from all publishers. The Catalog of Copyright Entries, part 1, published by the Superintendent of Documents at Washington, $1.00 yearly, is another desirable guide. Group 2 of part 1, which appears monthly, lists the pamphlets, trade catalogs and miscellaneous material which is copyrighted, but is too small to be generally noticed. This miscellaneous material, however, is decidedly important in a special library, where it can be handled properly.

An entirely different source of information, but one which will receive constant attention, is furnished by the special magazines received in the library. These in their review and advertising columns note new books, pamphlets, catalogs, etc. (3). This in-

formation is also likely to be called to the attention of the librarian by those who use the library; employes and heads of departments are constantly inquiring for printed matter which they have seen mentioned in the magazines.

The various articles written by the librarians of special industrial libraries, and listed below, give an indication of the wide differences in practice which come about through differing needs and opportunities in each plant. Several general methods are widely used:

1. The sending of the magazines received currently to heads of departments and other interested employes, with a checking system whereby each person's attention is called to articles relating especially to him, or whereby articles checked by specialists who have looked over the magazines may be permanently indexed by the librarian for future reference.

2. Making the current magazine articles available for telephone or "hurry-up" calls for special information. This is effected to some extent by the card indexing just mentioned. But the mass of this work could become overwhelming The use of well-established printed indexes becomes necessary. Of these the Engineering Index, 140 Nassau street, and the Technical Press Index, 220 Broadway, both of New York City, are the most notable. The Studebaker Manufacturing Company library itself publishes a weekly index of some importance. The H. W. Wilson Company of Minneapolis has several current indexes which are indispensable —a general index, a newspaper index and a technical index

3. The maintenance of a trade catalog collection. This is a feature of every industrial library, and the work has been described in detail in the library journals referred to in note 2, below.

4. Practical reference work with all the members and employes of the establishment. This is the final and fundamental purpose of the library, and all methods, devices and efforts should be contributory to this work. The extent of the library's success is proven, not by its equipment, book stock, expense of maintenance, but by the per cent of instances in which the users get satisfactory service, and the number of instances in which the library brings to the attention of department heads new and money-making ideas which will increase the revenue of the company.

The person in charge of a private industrial library has an opportunity to increase the usefulness of his own library by cooperation with other local libraries. The public library of a large town can, for instance, furnish data as to new books called for by members of the firm, and in turn the industrial library can cite references or even furnish printed matter on various technical questions which have been presented at the public library The local libraries should know what magazines and indexes they may consult from each other's stock, and thereby have the use of a much larger assortment of material. The private industrial library is also in a position to assist the public library in maintaining a deposit station of books in the company's building for the use of employes. This is in cases where the company itself does not wish to maintain its own circulating library of general literature.

In any large manufacturing plant where several thousand men are employed, a great field of usefulness is open, and in only a very few cases has been developed. The equipment necessary for a combination circulating and reference library is not great, where either one of the two parts already exists. The addition of a collection of 1,000 books and two sets of record cards is all that is necessary to put at the disposal of the mass of employes a source of constant pleasure, instruction and oftentimes incentive to better and more interested work.

This opportunity is all the greater in a community where a small library exists, or none at all. A good circulating library, with some one in charge who really knows books and watches the needs and requests of readers, becomes a constructive influence in the town, and a source of pride and inspiration to all who know of it.

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## A REFERENCE LIBRARY IN A MANUFACTURING PLANT.

By Laura E. Babcock *

The idea of establishing a commercial library as a department of a business house, and especially of a manufacturing plant, was still comparatively in its infancy at the time the Franklin Reference Library was established in February, 1909. The only business library of a purely reference character of which any account could be found at the time, either printed or through correspondence, was the library connected with Stone & Webster of Boston

The H. H Franklin Manufacturing Company, of Syracuse, New York, is engaged in two industries—the making of Franklin automobiles and the manufacture of die castings, the latter being the original business of the company, automobiles being added in 1902. The number of employes averages beeween 1,800 and 2,000, including the office force of about 300. At the time the librarian was engaged there was no general library, although a nucleus for such a library existed in a collection of about 75 books and a number of periodicals located in the engineering department, about 115 books in the legal department, and a few other scattered books. The advertising department was receiving a large number of periodicals and newspapers which, after being clipped for advertising or publicity material, were distributed about the offices as desired The company also subscribed for a few technical periodicals, which were handled in the same way.

The library was started in a small way, and was located temporarily at one end of the large advertising room. In order to call the attention of the heads of departments and others to the library, and to secure their interest and cooperation, official memos. were sent out from time to time, stating its object and aims, wherein it could be of service to them, and each new development. At the end of three weeks interest began to awaken, and from that time on the work of the library and the demands upon it steadily increased. In November a trained librarian was engaged as assistant librarian, making with the stenographer a staff of three. In January ,1910, about 2,000 catalogs were taken over from the engineering, manufacturing and other departments in an unindexed state—the several indexes the departments had attempted to maintain having dropped so far behind that they were practically useless—and a fourth assistant was added to take care of this work and to assist in other lines.

In the meantime the library had outgrown its original quarters, moved into a large office, in turn being crowded out of that, and at present occupies one of the small cottages used as annexes to the offices, this cottage having been altered to meet the needs of the library. When a new office building is constructed space will be reserved for suitable library quarters, to be well equipped with modern appliances.

The library was established as a technical reference library for the use of the departmental offices, but may be used by all employes of the company for reference purposes. Its aim is to supply all literature or information of any kind bearing upon the work of any department. In addition to the resources within itself, material and information are frequently obtained through the Syracuse Public Library, the Syracuse University Library and the Technology Club of Syracuse, from firms in town by telephone, and from out-of-town sources by correspondence.

Possibly one might infer that the information required in an automobile plant would relate only or chiefly to technical automobile subjects. In order to realize how erroneous such an idea would be, one must know that the library serves not only the engineering department, with its chemical and mechanical laboratories and metallurgist, and the manufacturing department with its divisions, but also the executive, accounting, costs, sales, sundry, advertising, printing, purchasing, legal, die-casting and commercial car departments, the latter being independent of the pleasure car departments.

The library is not circulating, but books and back numbers of periodicals may be withdrawn for home use when desired over night, and between 12 m. Saturday and 8 a. m., Monday. The only work of a popular nature which is undertaken is the loaning of popular magazines received gratis through the advertising department. These may be borrowed for home reading by any employe of the company for a period not to exceed four days. The library may also be used for recreative reading during the

*Note—Librarian H. H Franklin Manufacturing Company, Syracuse, N. Y Revised from an account published in the report of the Committee on Education of the Syracuse Chamber of Commerce, 1910

noon hour, as well as for reference. The library is open from 8 a. m. to 6 p. m., Saturdays 8 a m. to 12 m. Tables are provided for readers, and assistance freely rendered to make all material available.

The reference work of the library is varied and interesting, including questions upon industrial and economic conditions, statistics, correct English, biography, mathematics, education, etc, besides the more technical engineering problems. No regular record is kept of requests received for information, except those requiring more or less extended research, although such requests are frequently noted in order to keep in touch with the character of the demands. Side by side with requests for material upon the length of bore and stroke of foreign cars, dimensions of torque or rear axle, theory and design of centrifugal pumps and fans, stresses and strains in transmission gears, hardening processes and strength of material of aluminum alloy, co-efficient of expansion of nickel-iron alloys, foreign motor rating formulas, and cam design, appear questions relating to employers' liability, production cost, shop management, technical and industrial education, apprenticeship schools in the United States and Europe, ambulance equipment, ventilation, flaming arc lamp, list of foreign ambassadors, employes' savings banks, building and loan associations, insurance, and height of Mt. Wilson, Arizona.

The number of volumes at present is about 1,125, including pamphlets. Special collections of books are located in the legal and engineering departments, chemical laboratory, etc., only works of a general character and bibliographical and reference works being retained in the library. Very few technical books are purchased, and as a rule only the most recent editions, as constant investigation and research often makes an engineering book out of date before it is printed. Pamphlet literature and public documents, however, are often valuable assets. There is a collection of about 4,200 trade catalogs, including 1,000 catalogs from competing automobile firms in America and Europe.

The best sources of information, however, are periodicals. Of these the library receives altogether about 235, a large number being received gratis through the advertising department, including trade papers and popular magazines, in addition to which the company at present subscribes for 78 periodicals of a technical nature. Many of the trade and technical periodicals are duplicated, in some instances several times. Newspapers are still taken care of by the advertising department, a few leading papers being kept on file in the library.

All periodicals are received at the library direct from the mailing table, and are there checked up and marked for routeing to individuals or departments. As many copies are often received, or a single copy sent from one department to another, a special method of checking has been devised which is very simple but has proven quite satisfactory. Before distributing, a routeing slip is pasted on the cover of each periodical, with columns for names of persons, "clipping page," "reference page" (for articles the reader would like to have clipped or indexed in library), "date forwarded" and "remarks." The periodicals then pass to the advertising department for noting and clipping of advertising material, from which they pass to the messenger service for distribution.

All periodicals are reviewed by the librarian and checked for indexing. In order to avoid duplication of work, technical articles which are listed in printed indexes are not usually indexed, although articles which are of immediate interest to any individual or department are indexed when received, and are then referred to the person or persons interested. In addition to technical articles, which include the work of all departments, everything is indexed relating to the automobile industry from an economic standpoint—trade and financial conditions in the United States and foreign countries, collectively by firms, exports and imports, automobile statistics, etc.

In order to meet a demand for condensed information on matters relating to the trade, and to bring together the items published during a week upon a given subject, a digest or resume was attempted of the automobile industry as culled from periodical literature This was issued weekly, copies being distributed to several heads of departments. The attempt was merely to bring out the salient points of immediate interest, followed by title of periodical, date, page, length of article (pages, columns or paragraphs) and whether illustrated. Technical articles relating to individual firms were briefly noted, in order to bring together all material relating to a given firm. This resume was briefly indexed, enabling one to get all material on a given subject at a minute's notice, without the necessity of consulting a large number of periodicals. If fuller information was desired the article itself could be produced The resume seemed to be much appreciated, but was discontinued at the end of six months, more urgent work demanding the time spent upon it.

The current periodicals are taken care of at present in a somewhat different manner than is usual. There was originally no room for magazine racks, the shelving space was limited, and the periodicals had to be kept on open shelves in a large room. A neat filing box was therefore devised as a temporary arrangement, but has proven excep-

tionally satisfactory and easy to consult. The periodicals are kept clean and unrumpled and occupy from a half to a third less space than if they were laid in piles on the shelves. These periodical boxes were made by a local firm. They are similar to pamphlet boxes with open backs, and are covered with a good quality of black pebble paper. They are in three sizes, 10 inches by 7 inches by 3 inches, 13 inches by 11 inches by 4½ inches and 16 inches by 12½ inches by 4½ inches outside dimensions, the larger sizes being made entirely of thin boards, the smallest size having double pressed pasteboard sides.

Many of the periodicals are kept on file in the departments for immediate reference, especially in the engineering department, thus forming with the books so kept a branch departmental library. All other periodicals are returned to the library files as soon as read. Twice a year completed volumes are called in for binding, but only those which have permanent value for reference work are bound, in all about twenty-eight titles. Other periodicals which have a temporary value are retained for a time in an unbound form, duplicate copies and material of an ephemeral nature being distributed to the men throughout the factory or "junked." One copy of every periodical received, however, is kept on file for advertising reference. In a few instances, where magazines are in much demand for reference work, sets have been completed as far back as 1900 or 1905.

Much of the pamphlet literature which is received, including government publications, has permanent value, and it is desirable to preserve this in permanent form. For this purpose the Gaylord pamphlet binder is used, cut to the desired size, the cover of the pamphlet being pasted on the front of the binder. This saves the expense of binding, and yet preserves the pamphlet permanently and in better form than the manila envelope. Pamphlets having only temporary value are filed in pamphlet boxes.

The question of a classification which would adequately meet the needs of the engineering and automobile material was for quite a time a mooted one. The final decision, however, was in favor of the Dewey decimal classification, modified, supplemented by the "Extension of the Dewey classification as applied to Engineering Industries," published by the Engineering Experiment Station of the University of Illinois, this in turn supplemented by an automobile classification presented by Mr. Henry Hess before the Society of Automobile Engineers, and published in "Horseless Age," August 25, 1909.

An account of this library would not be complete without mentioning our method of caring for trade catalogs, as large business and manufacturing firms often find this class of literature most troublesome to handle. Our method is quite simple. At the time a request is sent the name of the firm is entered on a card, and above this is penciled the date of the letter and the name of the person or department desiring the catalog. This card is filed alphabetically under the heading "Catalogs ordered." When the catalog is received, this card is removed from the "Catalogs ordered" list, title or titles and class number added, and the card filed in the index list of trade catalogs. Subject cards are made, and the catalog is labeled and forwarded to the party for whom it was obtained. If no reply is received, or the firm does not issue catalogs or the edition is exhausted, these facts are noted and the card filed for future reference.

The system of numbering adopted is the Cutter-Sanborn author numbers, by means of which catalogs are filed in strictly alphabetical order by firms. A classed arrangement by subjects undoubtedly has advantages over this method, but requires more time and skill in classifying, and separates the several publications of a firm. It is believed the brief subject cards take the place of grouping the material by subjects. Catalogs are filed in a specially designed Caldwell cabinet, disregarding the one, two, three fixed number scheme which accompanies the regular cabinet.

An interesting feature of the work has been the collecting and arranging of Franklin literature. This includes all catalogs, booklets, circulars, leaflets, bulletins, etc., arranged chronologically, thus forming a literary history of the company beginning with its earliest publications.

## A GENERAL CIRCULATING LIBRARY IN A FACTORY.

The National Cash Register Company's library is operated for the benefit of the employes of the factory. A charge of one cent a week for each book withdrawn is made, with the exception of books of a mechanical nature, the charge for such books being one cent for two weeks. Books are renewable for one week with the payment of an additional penny. A fine of two cents a day is made for books overdue. This keeps the library on a self-sustaining basis.

We have at the present time about 3,000 volumes, covering general subjects.

The library is located on the first floor of the office building of the company. Most of the books are kept in cases. Quite a number are displayed on tables The borrower selects the book wanted and brings it to the librarian's desk. If he is a new patron, a card is made out with his name, the department in which he works and his check number. The number of the book, the date issued and the amount paid is then filled

in in the spaces for that information on the borrower's card

When new books are received, they are entered in the catalog, given the next consecutive number in the class to which they belong and a book card made out for each of them This card has the book's title, its library number and its author. The card is ruled to give space for the name or check number of the borrower, the department in which he works, the date taken out and the date returned and amount paid. By referring to these book cards it is possible to tell how much each book earns

Both the book cards and the borrower's cards are kept at the library desk all the time. The borrower's cards are filed in alphabetical order; the book cards in consecutive number order

The reading rooms adjoin the library proper and many of the employes spend their noon hours reading the magazines and books provided for them.

The circulation at the present time is about 2,000 books monthly.

H E. HUGHES, Librarian.

Upon request the following information was furnished by Mr J. M Switzer, office supervisor:

1. Our library is used constantly by many of the department heads in both the factory and office divisions. Works of fiction are largely read, but calls are made also for books pertaining to the work of the departments in which the men are especially interested.

2 About 65 per cent. of the books read may be classed as fiction, 20 per cent mechanical or technical; and 15 per cent travel, biography, etc. Recent experiments show that by putting up bulletins calling attention to special works in which certain classes of employes should be interested, we can stimulate interest in books other than fiction We shall do more of this in the future.

3. We do not attempt anything, to speak of, in connection with "Specialized industrial reference work." We do not know about "Indexes such as the Technical Press Index." They are not in use.

There is very little call to look up "Reference questions for designers, advertising men, etc." I believe there will be more of this as we are able to carry out certain plans which will lead our employes to see that we can be of some such help to them. I mean that we shall call the men's attention, from time to time, to things in which they should be interested, and this will greatly lead to their depending upon the library for certain information which may be desired, from time to time, in their work.

A large proportion of our magazines and papers are of a mechanical and technical nature. This year we are receiving on regular subscriptions sixty-five different papers and magazines, and practically all of them are gotten for the special benefit of the various phases of work which we are doing. There are three or four women's magazines which go over to the department where women are employed, and then half a dozen in our reception room, such as: Success, Current Literature, Review of Reviews, World's Work and Saturday Evening Post.

## INDEXING AND ABSTRACTING OF CURRENT LITERATURE FOR THE BENEFIT OF EMPLOYES.

By F N. Morton.

Between seven and eight years ago the officials of the company with which the writer is connected desired to put into effect a plan by which the heads of the departments would be enabled to keep in touch with the progress in their particular lines. It is obviously impossible for a busy man to cover in the entire field of technical literature the articles pertaining to even his branch; and to make some arrangement by which the various chiefs could be kept in touch with new methods and appliances, the writer was directed to devise and carry out some plan by which this could be done. The work promptly developed into a library and statistical department.

It may not be amiss to mention that the writer is a graduate of a technical college; and before his transfer to his present position had some sixteen years' experience in all branches of practical operation and management of gas and electric plants. His assistant has had similar training, although not so varied nor extensive.

The work is divided into two branches, i. e., the keeping of the heads of the various departments, outside managers and others informed as to the contents of the technical journals, and the supplying of miscellaneous information as called for by these men

The library subscribes to about forty periodicals covering gas, electricity, general engineering and science. To advise the heads of the departments and others as to the contents of these, a system of abstracts, of which a couple of sample pages are here reproduced, was adopted. As the journals are read, all articles containing information which might prove of value are abstracted and the abstracts are mimeographed on 5x8 sheets suitable for filing in a standard cabinet.

**Reconstruction of a Concrete Holder Tank.**
By C. C. Folger.
Amer. Gas Light Journal, May 23, 1910, p. 987

Upon completion, the concrete tank was found to be defective on account of enormous leakage and irregularity of the circle.

The latter defect was remedied somewhat by cutting out the concrete at the guide rails, but no plan tried would remedy the first trouble. It was, therefore, decided to reface the walls and bottom.

After raising the holder out of the way and pumping out the tank, from 3 to 8 inches was removed from the interior surface of the tank, and a drain was dug around the inside of the wall to care for the leakage from the outside. A new bottom of from 4 to 5 inches in thickness and of a rich concrete was laid; as soon as this was dry enough to walk upon, forms were placed for the walls, making a complete circle 30 inches high, and the space filled in with a rich concrete containing hydrated lime to make it as impervious as possible.

The forms were then raised and the next portion of the wall resurfaced, the operation being continued until the entire wall was covered.

The result was entirely satisfactory

Gas Holders and Tanks

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**The Waterproofing of Extensive Railroad Bridge Floors.**

Engineering Record, May 14, 1910 p. 647

The waterproofing of the floors of the bridges of the approaches to the Chicago and Northwestern Railway terminal in Chicago was complicated by the expanse of the surfaces and by the irregular shape of some of the structures. The following is a review of the methods adopted.

Before applying the paterproof coating the concrete was allowed to set and dry thoroughly. A coating of Sarco concrete primer thin enough to penetrate the voids was then applied to the surface to form a bond for the waterproofing. After the primer had dried, a heavy coat of Sarco No. 6 waterproofing was swabbed over it with mops. The material was heated to 450 degrees F., and, while it was still hot, a course of burlap was laid on smoothly. The surface of the burlap was then mopped heavily with the waterproofing material and two more courses of burlap added in the same manner.

The three-ply surface thus prepared was swabbed over with a heavy coat of Sarco No 6 and was then covered to a depth of 1.5 inches with a mastic consisting of one part of the waterproofing material and four parts of sharp torpedo sand, mixed at a temperature of 400 to 450 degrees F., and well stirred. The mastic was placed in two layers, each ¾ inch thick, and each spread by hand with hardwood floats to the required depth, enough pressure being applied to eliminate all voids. The whole was then swabbed with the hot No. 6 waterproofing and then sanded before cooling.

Expansion joints were poured full of a mastic consisting of one part Sarco No. 651 waterproofing and 1.5 parts of a sharp torpedo sand and covered as described. At the low side walls along the bridges the waterproofing was carried to the top of the walls as a continuation of that on the floors. Goosenecks in the concrete walls were provided as anchors for the top edge of the waterproofing and were afterwards filled with sand mastic. At the end walls of the floors over the tops of the abutments the three-ply burlap was continued down to below the level of the bridge seats and applied in the same manner as on the floor. A curtain was thus formed that directs the water to a line of drain pipe and thus prevents seepage through to the bridge seats.

General Masonry

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**Life of Tungsten Street Lamps at Cedar Falls, Iowa.** By J. P. Jones

Electrical World May 5, 1910 p 1140

The following figures on the life of series tungsten street lamps in service at Cedar Falls, cover the performance of 32 C-P. and 40 C-P. lamps burning on series circuits of 6.6 amp. and 3 amp. For the period from July 11, 1908 to April 1, 1910, 282 lamps burned out in service, the average life being 843 hours. Of these, 40.2 per cent burned less than 500 hours; 21.6 per cent burned from 500 to 1,000 hours, 25.6 per cent burned from 1,000 to 2,000 hours; 11.1 per cent from 2,000 to 3,000 hours; and 1.5 per cent burned over 3,000 hours. Of the lamps in service April 1, of which there were 228, the average hours' burning per lamp was 991 Of these, 14.8 per cent burned less than 500 hours, 19.3 per cent burned from 500 to 1,000 hours; 23 3 per cent from 1,000 to 2,000 hours, 30 per cent from 2,000 to 3,000 hours; and 12.6 per cent had burned over 3,000 hours.

Electricity Lamps—New Filament

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It is the intention to have, as far as possible, each abstract on one sheet, this is by no means an invariable rule, however, as will be seen by one of the samples reproduced, and the abstracts are made as long as is necessary to render reference to the original articles unnecessary except for those who are making a special study of a subject and who wish to obtain the most minute details.

The abstracts are sent out as completed to about 125 men entitled to receive them, and filed by them according to subject. In this way, all information relating to each topic is at hand, in condensed form, available for instant reference for the recipients, and may

be referred to without having to go to the original article in bulky books and magazines.

As the journals are gone over, a 4x6 card is made out for each article giving, as will be seen from the samples reproduced below, the title of the article, name of the author, magazine reference, description of the article and classification. Each card is as full as necessary to give a complete synopsis of the article in question, the only limit being the size of the card. In this way, reference to the card will, in the majority of cases, show whether or not the paper contains the desired information. These cards are, of course, kept in the office of the librarian, and are not, under any circumstances taken from his room.

**Some Phases of Transformer Regulation.**
By W. A. Hillebrand and S. B. Charters, Jr.
Proceedings A. I. E. E, January ,1910, p. 19
Proceedings A. I. E. E., April, 1910, p.570

Description of a test on a single-phase, 200-watt, 11,000-110 voltmeter transformer and of tests on power transformers connected in various ways with polyphase networks, to determine the cause and extent of the unbalancing in polyphase connections that occur under certain conditions.

Electric Station Transformers

**Experiments in Carbonization on the Birmingham Coal Test Plant**
By Wm. B. Davidson
London Jnl Gas Ltg June 21, 1910 p 838
Same (Editorial) June 21, 1910 p.783

Description of the Birmingham coal testing plant comprising a complete gas works including 4 benches of 6 through retorts. Methods of operating Basis of valuation of coal. Tests reported include effect of pressure in retort. Comparison of gas from vertical and horizontal retorts. Various combinations of seals and retort house governor Effect of varying temperature with constant weight and duration of charge and alteration of weight and duration of charge. Effect of crushing coal and reports on low temperature coke.

Coal Gas Manufacture General Principles

**High Temperature Thermometry.**
Gas World April 23, 1910 p. 520

Abstract of annual report of the National Physical Laboratory giving progress made upon high temperature thermometry. By using iridium and platinum-iridium for the bulbs respectively, temperatures up to 1,100 degrees C and between 1,500 and 1,600 degrees C. have been obtained.

Physics Temperature

These cards form the principal source of information. In addition to this file, however, the Engineering Index is subscribed for and the references contained therein are clipped, pasted on 3x5 cards, and filed under the proper heads. Before clipping, however, the Index is looked over and articles of apparent value are ordered for the company's files.

The Monthly Catalogues of United States Public Documents are also regularly taken and each number as received is gone over and any publications of value ordered The company also subscribes to a press clipping bureau, the newspaper clippings received through this agency being filed according to town, and constituting the chief source of information regarding rates for service, municipal regulations, accidents, etc

It is obvious that the information available in a technical library will not suffice to answer such widely differing questions as "What is the correct title of Shakespeare's 'A Midsummer Night's Dream'?" "Give a formula for determining the sag in electric line wires"; "What was the average price of gas in the United States in 1876?" "What is the specific heat and latent heat of evaporation of petroleum?" "Will a pulsometer work with hot water, and what is its efficiency as compared with a reciprocating pump of corresponding size?" "What is the difference between 'divisions' and 'bureaus' in the United States departments?"

To cover all the possible branches of knowledge, therefore, the librarian has made it his business to become acquainted at the different public and semi-public libraries in the city; he is also greatly indebted to the head of a Bureau of Information organized by a large daily newspaper in the city, and to whom he has often gone for assistance, particularly for names and addresses of government officials and prominent persons; and he is also in correspondence with several of the government departments at Washington

Finally, not the least valuable source of information is among the members of the Special Libraries Association, to whose kindness and courtesy the writer is greatly indebted for many favors.

## SOURCES OF INFORMATION.

The January issue of "Special Libraries" contained a report of the Boston meeting (November 11th), with the exception of G W. Lee's paper on "Facilities for Getting at Information." The omission was made be-

*Send ten cents in stamps for copy of "New Boston."

cause the paper was essentially a statistical report of the possibilities of a local clearing house of information, which undertaking has since been established (beginning January 2) on an experimental scale, a description of which supersedes the need for abstracting the paper that led up to it.

### A Cooperative Information Bureau.

Such is the title of the Boston enterprise as described in "New Boston" for February (page 446), the organ of "Boston-1915," through whose cooperation and at whose headquarters (6 Beacon street*) the bureau is maintained. It is maintained, however, in the name of the Special Libraries Association, which thus gives the association a second Boston address, that of the Secretary (93 Broad street) being the other. The purpose and method of operation are simple. There is a registration of topics upon which people, whether members of the S. L. A. or not, are likely to want information. After each topic entered there are presumably one or more numbers, indicating who may be looked to as sponsors for facts or for literature loanable with regard to it; the key telling which the library, business house, individual, etc., each number represents being kept at the headquarters. By the end of January there were about three hundred topics and about fifty sponsors listed, showing widely varying interests. At present both are arranged only in alphabetical order, the topics varying from accidents, at the head of the list, to yearbooks of organizations, at the foot; the sponsors varying from the Ambursen Hydraulic Construction Company, at the head, to the Youth's Companion, at the foot. The description in "New Boston" in telling of the object of the Special Libraries Association quotes from its constitution, as follows: "To promote the interests of the commercial, industrial, technical, civic, municipal and legislative reference librabraries, universities, wellfare associations and business organizations." If we examine this clause we note that its scope covers substantially all human interests; for what topics may not come within the "special departments of public libraries, universities, wellfare associations and business organizations?" Moreover, a glance at the list itself suggests its unlimited scope, though it could be seen to abound chiefly in topics that come under the general heads of engineering, legislation, and, broadly speaking, sociology, i. e., topics in which the founders of the association and the majority of those who have since joined are interested. It would perhaps be wise to encourage entries along the lines already principally covered, touching upon others only in the most general way. Those familiar with the Dewey Decimal Classification (which, by the way, is due to come out in its new edition in February) will recognize the divisions largely included are 000 (General Works), 300 (Sociology), and 600 (Useful Arts), while under 100 (Philosophy), 200 (Religion), 400 (Philology), 500 (Natural Science), 700 (Fine Arts), 800 (Literature), and 900 (History), but a small fraction will be found. The special fields of the lawyer, doctor, clergyman need hardly be included at present; while languages, from the point of view of getting translations done, and history, from the biographical or statistical standpoint, are likely to be in demand. Time and experience, however, will have to tell how the clearing house will best meet the wants of its users.

### Questions Put to the Bureau.

During the first month the bureau was but little known and the questions comparatively few. At the meeting of the committee of the whole (February 1st), at which seventeen were present, the managing secretary reported the use that had been made to date and included the following

1. Bibliography of efficiency engineering; interesting as being the first question and as having advantageously been referred to a participant (No. 41) whose office was about fifty feet away from that of the questioner.
2. A vocation expert. Referred to No. 46.
3. Back numbers of the "American Architect." Referred to Nos. 44 and 29
4. Dance hall legislation. Referred to No 41.
5. Wages paid in quarries Answer at hand, not referred.
6. School Committee reports of Brookline. Referred to Brookline public library.
7. Information on sewer gas. Referred to Nos. 2 and 42.
8. Books on accounting. Referred to Nos. 1, 2 and 22.
9. Mining in general and mining of special stones Referred to Nos 2 and 29
10. Information on printers' ink. Under consideration at time of report.

### The Future.

The undertaking has vast possibilities. It is believed that we should go ahead slowly in this stage, where the work is voluntary and the service free Administrative details need to be worked out; so also a subject classification; also the record of questions and answers, which in itself may contribute a valuable stock in trade; also the order of preferment, where, as in most cases, there are several sponsors to a topic. Moreover, financial provision needs to be made for the future, if the bureau grows as is expected.

The second meeting of the participants is set provisionally for March 7th, and the record of the second month's experience is likely to prove of much interest. Meantime the undertaking, under the immediate charge of "Boston-1915," is in general charge of the following local committee of the Specitl Libraries Association:

G W. Lee, (chairman) librarian, Stone &

Webster, 147 Milk street, Boston; Charles W. Birtwell, secretary Children's Aid Society, 43 Charity building, Boston; F. I. Cooper, Cooper & Bailey, 89 Franklin street, Boston; D. N. Handy, librarian Insurance Library Association, 141 Milk street, Boston; L. B Hayes, librarian Boston Chamber of Commerce, 177 Milk street, Boston; G. E. Marion, librarian A. D. Little, Inc., 93 Broad street, Boston.

## CURRENT NOTES.

**Foreign Corporations.** Constitutionality of the law of Miss. prohibiting foreign railroad corporations from engaging in intrastate business if it removes any case to the U. S. courts, upheld. State vs. Louisville and N R. Co., 51 Southern Rep 918.

———. The International Correspondence Schools of Scranton, Pa., held to be doing an interstate business in conducting system of correspondence instruction The Kansas law, Gen. Stat. 1901, Sec. 1283, prohibiting foreign companies from maintaining actions in the Kansas courts if they have not filed a statement of condition, was declared unconstitutional so far as it related to interstate commerce. International Text Book Co. vs. Aaron T. Pigg. 30 S E. R. 481.

**Game.** Tenn. law of 1909 forbidding sale of birds or game in the state although intended for interstate commerce. Held detective in title and violation of the interstate commerce clause of the U. S. Constitution by the Tenn supreme court. Achien vs. Thompson, 126 S. W. 730.

**Infant Mortality.** Statistical analysis of infant mortality and its causes in the United Kingdom, by Helen M. Blagg P. S. King & Son, London.

**Industrial Accidents.** Reprint of a series of articles in Everybody's magazine with additions. 172 pages. The Ridgeway Co Contains how accidents happen; how they are paid for; how they ought to be paid for; expert opinions; results of private initiative; and general articles. Contains short select bibliographies of employers' liability and automatic compensation

———. "Safeguards for prevention of industrial accidents." Aetna Life Insurance Company, Hartford, Conn., 1910. 174 pages

**Labor.** The Canadian Industrial disputes investigation act of 1907. Summary of the act and its operation. Bulletin of bureau of labor, Jan., 1910, Washington. 29 pages. This article supplements an article published in No. 76 of the bulletin. Contains regulation of match industry in Switzerland, the British white phosphorous matches prohibition act of 1908 and the articles of the international convention on the subject in 1906.

———. The international association for labor legislation and its publications. Bureau of labor bulletin, Washington, Jan., 1910. 15 pages. This bibliography of labor material is very extensive, covering all the activities of the international association in the leading countries of the world.

**Labor—Earnings and Hours of Labor.** Report of an inquiry into the earnings and hours of labor of work people in the United Kingdom. Part III, building and woodworking trades. Parliamentary Paper, 1910. 188 pages. Price 1s 10d. This is a statistical summary of the subject. Two previous reports have been issued on the textile and clothing trades.

**Liquor.** Report of the special commission appointed by the governor of New Jersey in 1908, under a concurrent resolution of the legislature to investigate the whole subject of excise and make recommendations, 1908. Majority report, 102 pages, minority report, 12 pages This report reviews the problems of political influence, brewery control, clubs, drug stores, purity of liquors, local option, Sunday selling and gives in outline the methods used in each county.

**Pension Funds.** Pension funds for municipal employes and railroad pension systems in the United States, Washington, March, 1910. 89 pages. Senate Doc. No. 427. This compilation was prepared by the bureau of labor It is in the form of a tabulation, showing statistics of municipal pension funds, the source of revenue and the annuities paid. A similar tabulation is made for the twenty-two railroads having such systems.