Special Libraries, February 1916

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Previous reports of this committee have laid special emphasis on the desirability of establishing local municipal reference libraries, with recommendations as to the best form of organization. Its suggestions and recommendations have been widely adopted. A municipal reference library is now generally looked upon as an indispensable adjunct to efficient municipal government. Your committee feels that the League should now use its influence, not so much in securing the organization of more local libraries, as in promoting the efficiency of those already established, through some central operating agency which will be able, at the same time to provide an efficient service for cities which are too small, or for other reasons are unable, to develop a local agency of their own.

The need of a central clearing house of municipal information has grown still more urgent since attention was called to the subject in the report of this committee presented to the Richmond meeting in 1911. Last year the Special libraries association appointed a special committee, identical in personnel with this committee—Mr. Woodruff being chairman—to make investigations and recommendations looking toward the establishment of a national center for municipal information.

Of the need for such an organization there can be no doubt. There is scarcely a city of more than a few thousand population that does not have one or more public or private agencies engaged in collecting information to be applied to the solution of local municipal problems. Municipal reference libraries, bureaus of municipal research, bureaus of efficiency, civic organizations and organizations devoted to the study and solution of special problems are everywhere seeking the latest available data as to the methods and experience of other cities in this and foreign countries.

In itself, this activity there occurs a vast amount of duplicated and wasted effort. A well equipped central co-operative agency would be able to secure far better results with a much smaller expenditure of energy and money. The situation demands a central national bureau which would undertake as its main functions:

1. To collect all municipal documents, reports and other material of value bearing on municipal problems.

2. To prepare and publish promptly such indices and guides to this material as will enable local libraries and all who are interested in municipal matters to select and procure, without waste of time and energy, whatever they need for their own use.

3. To serve as a clearing house for the interests and activities of local libraries and similar agencies, so that it will not happen, as at present, that many of them put forth much effort in securing results which have already been obtained by others, and could be had for the asking.

4. And, specifically, to collect and index city ordinances.

5. To use its staff of expert investigators and its stores of information in answering inquiries from local libraries, city officials and other agencies.

Certain of these functions are already performed to a limited extent for the cities of a number of states by municipal reference bureaus conducted by state leagues of municipalities, state libraries, state universities, etc. The multiplication of these state-wide agencies, however, only increases the demand for a national bureau through which their activities can be co-ordinated. The proposal for the establishment of a national bureau is not designed to supplant the local or even the state-wide agencies, but merely to make their work more efficient by aiding in that part of their service which can best be performed by an agency which is national-wide in its scope.

Should the proposed national bureau be organized and maintained as a voluntary co-operative agency, or should it be governmental in character? This is a fundamental question to which the committee has given careful consideration. The only efforts made so far in this direction are of the former type. The most promising experiment of this sort is the Public affairs information service, begun originally by Mr. John A. Lapp, and now conducted by the H. W. Wilson company. While the committee is heartily agreed that this service fills a real need and deserves all possible support and encouragement, it is of the opinion that the functions outlined for a national municipal information bureau are, on the whole, of such a nature that they can be performed adequately only by some governmental agency. The necessity of making a profit out of the service, or even of making it pay its way, will, for a long time at least, greatly restrict its usefulness or even prevent its establishment at all. Whatever the agency is to be, it must be able to command a high degree of confidence in its ability and disinterestedness, so that public and private bodies and individuals everywhere will recognize the desirability of lending their
co-operation. It must command the confidence not only of those from whom information must be sought, but also of those in need of it. The difficulties inherent in any attempt to bring together in one co-operative organization the local and state governments of the whole country, as well as the libraries, the educational institutions, and the great variety of voluntary organizations which should be interested, and upon which the organization would have to depend for financial support, seem to be insuperable. Any suggestion of support from private endowment may also be dismissed as impractical. Such considerations as these force your committee to the conclusion that the functions of a national bureau of municipal information, are essentially governmental and cannot be performed efficiently by a voluntary co-operative association or by any kind of a commercial organization.

It has been suggested that perhaps some of the cities now maintaining municipal reference libraries would be willing to enlarge their scope so that they could serve as a national bureau. Such a plan we do not think should be seriously considered. Even if the taxpayers of any city or state were willing to shoulder the expense without complaint, it is clear that the usefulness of the service would be seriously impaired by local jealousies and prejudices. No city or state is likely to make full use of a service established and maintained by a city in another part of the country. Moreover, the work of any local bureau would be in constant danger of interruption from change of administration or falling interest.

None of these disadvantages would, however, attach to a bureau maintained in the city of Washington by, or under the auspices of, the national government. As a branch of the federal government it would command the necessary respect and confidence. It would also be in a better position than any state or city bureau to collect reports and information from foreign cities. Already many of the departments of the national government are engaged in work of great value to municipalities. These services could most readily be co-ordinated and made fully available by a national bureau located in Washington.

After carefully weighing every suggestion which has come to it from any source, the committee has reached the conclusion that the most efficient service with the smallest expenditure of money could be expected from a municipal reference bureau organized under the library of congress. A division in the bureau of the census, as has also been suggested, might enjoy certain advantages, but important disadvantages have also been pointed out.

The most successful local municipal reference bureaus have been organized as branches of the public libraries. Valuable service is also being performed in many states by legislative reference bureaus main-

tained by state libraries. The library of congress has been conspicuously successful in co-operating with local public libraries in general library functions, so that it has become natural for the country to look to it to extend that co-operation into this special field of library service. The public libraries in most of the larger cities have organized some special service to promote efficient municipal government. A central bureau in the library of congress would be able to bring them all together in an organization of the highest type of efficiency.

The committee believes that the work required can be performed more economically in the library of congress than in any other department of the federal government. It should, in the first place, be undertaken by some large institution which is in a position to receive and care for the wide range of publications required in the service. Under any other auspices it would prove very costly for it would be necessary to duplicate the vast collection of material which now exists in the library of congress, and which will continue to accumulate there. The collections and the general organization of the library of congress are at hand. The service proposed represents, in a large part, but an extension of activities now carried on by the division of documents and the division of bibliography.

Your committee, therefore, recommends that the National Municipal League should take steps at once to bring this matter to the attention of members of congress and urge upon them the desirability of granting to the library of congress a special appropriation sufficient to enable it to establish a municipal reference division to serve as a central co-operating agency for the municipal reference libraries and similar organizations of the entire country.

Signed

JOHN COTTON DANA,
HORACE E. FLACK,
JOHN A. LAPP,
SAMUEL H. RANCK,
CLINTON ROGERS WOODRUFF,
CHARLES C. WILLIAMSON,
Chairman.

November 16, 1915.

Separate Statement by John A. Lapp

As a member of the committee, I concur in the conclusion that a comprehensive plan for a national center of municipal information should be provided. It seems to me, however, that the plan should not wait upon the slow and uncertain process of establishment by the federal government. Moreover, it may be seriously doubted whether a federal department would do the kind of work needed as effectively as a co-operative enterprise.

I am strongly of the opinion, therefore, that the best results will come from co-operation through the Public Affairs Information
Library of Congress - Division of Bibliography

List of Recent References on Public Service Rates with Special Reference to Regulation

(Cable, Electricity, Gas, Street Railways, Telephones, Water)

H. H. B. MEYER, Chief Bibliographer

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See index under Rates.


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Telephone rate problem explained. Why service costs more in large cities than in small. Public service, Sept., 1911, v. 11: 74-77. HE8841.324C5 1911

U. S. Congress. Senate. Committee on inter- state commerce. Interstate telegraph and telephone business. Hearings . . . Feb. 28 and Mar. 13, 1908, on the bill S. 4585, to prohibit the stringing to or receipt by pub- lic officers . . . any free frank or privi- leges for the transmission of messages by
A branch library for business men and those interested in municipal problems has just been opened in Minneapolis. It is far nearer the office district of the city than the main library, which is to supply the new branch with a considerable portion of its material by daily deliveries. The equipment when complete will consist of an excellent collection of maps, city and telephone directories, trade directories, financial and trade journals, municipal charters, ordinances and reports, together with a collection of up-to-date books on municipal government.
should be the ideal of universal education in the process of adjusting man to his environment. Universal education recognizes that education is as much for men who are doing things as for those who are thinking about things.

Enough knowledge is already stored up to revolutionize the practical world if it could only be brought into action. Enough scientific knowledge of agriculture is in printed form to make two blades of grass grow where one grows now if it were effectively put to work; enough of industrial science has been accumulated to bring a new era of efficiency if a channel could be opened to conduct it to the right workers in the office and shop; enough science and art stand ready to improve the millions of homes in the land if the home-makers were given the opportunity to get and were taught to practice that part which is useful to them; and enough principles and facts of business are available for the business man to give business a broader, more permanent, and more efficient character, if they can only be wrought in the right proportions, into the minds and actions of business men.

Speaking of specialized libraries, Dr. A. E. Bostwick says in "The Making of an American's Library":

The man whose interest is already strong in some subjects, such as boat-building, may send for a catalogue of works on the subject, which will give him all he wants to do for years in looking over books, picking out those for testing, reading them and selecting what he wants for intimate companionship. It is only within the last few years that the public library has discovered this huge, growing annex to literature. It has, indeed, been so tardy in its recognition, that hundreds of special libraries have sprung up, gathered by individuals, firms, associations and companies that are especially interested. We thus have club libraries on yachting or fishing, insurance libraries owned by the great companies, libraries on chemical technology, electric engineering or pottery, collected by industrial organizations. The Bell Telephone Company alone has collected and uses constantly no less than five of these industrial libraries on as many subjects connected with the operation of its lines. Many of these libraries, of course, are necessary independently of the existence of great public collections, but many others owe their existence solely to the unaccountable neglect of this great field by the organizations whose particular business it is to get close to the public needs.
Bibliographies

Advertising. A short list of recent books on advertising may be found on p. 17 of the Jan., 1916, issue of the Bulletin of the American library association.

Agricultural chemistry. Superintendent of documents has issued Price list 46 of U. S. government publications on agricultural chemistry.

Agricultural commerce. In the new book Agricultural commerce by Grover G. Buehner is a very extensive bibliography on the subject. 1915.

Agricultural experiment stations. Government documents on Agricultural experiment stations, irrigation, drainage may be found in Price list 42 issued by the Superintendent of documents. 1915.

Agriculture. Farmers bulletins, Department bulletins and yearbooks of the Department of agriculture are listed in Price list 16, for sale by the Superintendent of documents. 1915.

Alaska. Price list 60 issued by the Superintendent of documents is on Alaska. 1916.

Animal industry. Price list 38 issued by the Superintendent of documents covers the subject of Animal husbandry, including poultry and dairy industries found in United States public documents. 1915.

Bee culture. Price list 66 of the Superintendent of documents is on Bee culture investigations made by the Agricultural department. 1915.

Birds. Price list 39 issued by the Superintendent of documents, Washington, D. C., is entitled Birds and wild animals. 1916.


Business. A selected list prepared by the Department of business administration, extension division of the University of Wisconsin is published in the Wisconsin library bulletin, June, 1915, on Business letter writing and accounting. p. 210-11.

Books on business is the subject of a list in the San Francisco public library Monthly bulletin for July, 1915.

The Chicago public library Book bulletin for March, 1915, contains a list of books on Business English and business correspondence.

The Co-operative Library book list no. 5 is an annotated bibliography on Business books of today. The general topical arrangement is as follows: Background of business, Success for the beginner, Organization and management, The moving of goods and money, Special business, The accounts. 24 p. Published by the Los Angeles public library. 1915.

Business correspondence. The State university of Iowa has issued a short list of books on advertising. Iowa City, Iowa. 4 p. 1915.

Civics. The St. Louis Public library Monthly bulletin for April, 1915, is a List of books that will appeal to the business man, the salesman, the store employe, the advertising man, and others. It is divided under the following heads: Salesmanship, Retail salesmanship, Department stores, Advertising, divided under Newspaper, poster, town promotion, retail, bank, miscellaneous. Psychology for business men under General theoretical works, Special theoretical works and Business psychology. p. 119-124.

The Springfield, (Mass.) City library bulletin, for March, 1915, contains a list of Recent books for the business man.

Chemistry. The Chemical rubber co. of Cleveland, O., has issued a Hand-book of chemistry and physics; a ready reference pocket book of chemical and physical data. It contains a 9-page bibliography. 1915.

City manager plan. Oswald Ryan's Municipal freedom is a study of the effects of the commission movement and contains a bibliography of twelve pages. Doubleday, 1915.

The December, 1915, issue of the Transactions of the Commonwealth club of California is devoted to the City manager plan. A bibliography may be found on p. 545.

Civics. The St. Louis Public library Monthly bulletin for April, 1915, contains a list of school text books in civics. The books were collected in connection with the work of the Committee on education for citizenship of the Civic league of St. Louis. The annotations were made by members of the library staff. p. 312-131.

Commerce. The Carnegie institution of Washington has published a History of domestic and foreign commerce of the United States by E. R. Johnson and others in two volumes. It contains a classified
list of books on history of commerce, p. 363-86. It is the only formal bibliography concerning the history of commerce in the United States although the preceding numerous bibliographies which cover different phases of the subject. 1915.

Cost of living. A bibliography and digest of more important literature on the cost of living for workingmen's families in New York City. Append. to page 19 of the Report submitted by the Bureau of standards. 1915.

Country life. The December, 1915, Bulletin of the Indiana state library contains a bibliography on country life, the farm and the small town. 10 p.

County government. A bibliography on county government including county publications has been compiled by the New York public library. It is divided under the following heads: Bibliography; County administration, general work, individual states; County offices; County publications. 40 p. 1915.


Engineering. A bibliography and Depreciation and life tables are the contents of one chapter in Engineering economics: First principles by J. C. L. Fish. p. 149-75. McGraw. 1915.

--- The Crawford publishing company of Chicago has just issued its 1915 Engineering directory. Pt. 1 contains Supply jobs and dealers, contractors, architects and large users of supplies and machinery. Pt. 2. The Buyer's guide which contains must complete classified lists of manufacturers. $6.00.

Fire insurance. The Bulletin of the Insurance library association of Boston contains in each issue a list of current fire insurance material.

Fishery. Price list 21 of the Superintendent of documents of the United States is entitled Fishery of the U. S. A list of documents compiled by the Fishery bureau. 1915.

Forestry. Forestry in the United States of America is the title of price list 43. All government publications for sale by the Superintendent of documents are listed. 1915.


Home builders. Another co-operative library booklist has been published by the Los Angeles Public library on books and information for home builders. The list is annotated. It is divided under House plans and planning; Building and equipment; Interior decoration and furnishing; Gardens and grounds; A few housekeeping books. 16 p. 1915.

Horticulture. In the 1915 revised edition of L. H. Bailey's Standard encyclopedia of horticulture may be found a bibliography including a list of American horticultural books through 1914. v. 3. p. 1520-1662.


India history. A select bibliography of Indiana historical material in the Indiana state library has been compiled by the Department of Indiana history and archives. 1915.


Infant welfare. In the January, 1915, issue of the Wisconsin Library bulletin is a List on Infant welfare. It is divided under Maternity, Hygiene of Mother and child, Infant care and hygiene, Conservation of the child, Milk problems, Children hygiene, management and training. Training in sex hygiene, Home nursing, Reference books, Hygiene manuals, etc. p. 32-36.

A list of addresses of organizations interested in the subject is appended.

--- The Free public library of Newark, N. J., has issued a pamphlet with the title, The baby's rights from birth to third year. A list of some of the best books for mothers and nurses. It is published by H. W. Wilson company. It is divided under the following headings: The baby's health, Motherhood, Helping the baby to play and to learn, The baby's surroundings, The baby's mind. 1915.

Insects. The publications of the United States agriculture department on Insects are given in Price list 41 for sale by the Superintendent of documents, Washington, D. C. 1915.

International law. A. B. Hall's Outline of international law contains a useful classified but not exhaustive bibliography of fifteen pages. La Salle Extension university. 1915.

Interstate commerce. The publications of the Interstate commerce commission are given in Price list 59 for sale by the Superintendent of documents. 1915.
National Municipal Tollroad

The Bureau of railway economics library has compiled a typewritten list on the jitneys and jitney regulation. 1916.

Jitney bus. The Bureau of railway economics library has compiled a typewritten list on the Jitneys and jitney regulation. 1916.

--- In the April, 1915, issue of the Bulletin published by the Library association of Portland is a list of references on the Jitney bus.


--- The Syracuse, N.Y., Public Library Bulletin for April, 1915, contains a list on the Jitney question.

Labor. Price list 33 is a list of U. S. Government publications on Labor, which are sold by the Superintendent of documents. 1915.

Laws and decisions. Laws, federal and state laws, legal decisions, etc., is the subject of Price list 10 by the Superintendent of documents, Washington, D. C., 1915.


Mining. The Mining world index of current literature has been issued by the Mining world company. It covers the first half of 1915 and is revised semi-annually from the 'Index of the world's current literature' appearing weekly in Mining and engineering world.

--- Publications of the United States Bureau of mines on the subject of Mining and mining are indexed in Price list 58 by the Superintendent of documents. 1915.


National defense. H. W. Wilson is issuing a second edition in the Debaters' handbook series on National defense. It contains a short bibliography, the President's message on defense, reports from army and navy authorities and articles from periodicals. 1916.

Navies. In a pamphlet issued by the Office of Naval Intelligence on information concerning Some of the principal navies of the world is a short bibliography on the subject. 1916.


--- A five page bibliography is to be found in M. S. Evans' Black and white in the Southern states: a study of the race problems in the United States from a South African point of view. Longmans, 1916.

Office filing. In the New York Municipal reference library notes for January 5, 1916, is a List of references on systems and methods of office filing, p. 141-45. Only books and references of recent date have been used.

Pageants. A List of books on pageants has been published by the Indiana State Library. 8 p. 1915.

Panama canal. Panama canal and the canal zone is the subject of Price list 61. All U. S. Government publications for sale by the Superintendent of documents are listed. 1915.


Plants. Price list 44 gives the United States Public documents relating to plants sold by the Superintendent of documents, Washington, D. C.

Playgrounds. In the Monthly bulletin of the St. Louis Public Library for April, 1916, is a Selected list of books on American playgrounds. p. 121-3.


Political science. United States government documents on Immigration, initiative and
SPECIAL LIBRARIES

reform, prohibition, water power and miscellaneous subjects are listed in Price list 51, by the Superintendent of documents, 1915.


Public domain. Price list 20 sold by the Superintendent of documents Washington, D. C., is entitled The public domain, government publications concerning public lands, conservation, homesteading, railroad land grants, etc. 1915.


Railway motor cars. The "List of References on Railway Motor Cars", prepared by the Bureau of railway economics, is published in the Locomotive engineer and machinists' magazine, beginning with February, 1916, issues. p. 190-32.

Roads. United States Government publications on Roads are to be found in Price list 45, sold by the Superintendent of documents, 1915.

Salesmanship. The Chicago public library Board bulletin for April, 1915, contains an annotated list of books on the principles and methods of the art of selling, p. 55-6.

Social service. The Department of public welfare of the city of Chicago has published a Social service directory. It is divided under: Child welfare, Civic betterment, Corrections, Education, Employment, Homes, Legal aid, Medical aid, Moral reform, Neighborhood work, Public agencies, Recreation, Relief and family rehabilitation, Suburban agencies, Thrift and loans. 250 p. 1915.


Stained glass. In the Monthly bulletin of the St. Louis Public library for May, 1915, is a selected list of books on stained glass. p. 151.

Storage batteries. A list of works relating to Storage batteries 1900-1915 is in the New York Public Library Bulletin for April, 1915. References have not been made to patent abstracts nor in general to "trade" descriptions or articles of minor importance. p. 365-399.

Tariff. A list of United States public documents on Tariff has been published in Price list 37 issued by the Superintendent of documents, 1915.


Tobacco. A twelve-page bibliography is to be found in Bruce Fink's Tobacco. Abingdon Press. 1915.

Transportation. Transportation is the subject of Price list 35. List of United States public documents relating to railroads, merchant marine, postal service, etc., sold by the Superintendent of documents, 1915.


Unemployment. A bibliography on unemployment is to be found in J. R. Johnson's Unemployment, p. 19-40, 1915.

U. S. Army and militia. Price list 19 of United States public documents for sale by the Superintendent of documents on the subject of the Army and the militia has been issued. Three pages are devoted to listing documents on preparedness, 1915.

U. S. Foreign relations. Government publications on the Foreign relations of the United States may be found in Price list 65 sold by the Superintendent of documents, 1915.

U. S. Government periodicals. Price list 36 1914 the Government periodicals for which subscriptions are taken by the Superintendent of documents, 1915.

U. S. History. American history and biography found in public documents are listed in Price list 50 issued by the Superintendent of documents, 1915.

U. S. Insular possessions. Insular possessions and the two American occupations of Cuba is the subject of Price list 32 of United States government publications sold by the Superintendent of documents, 1915.

Vocational education. The Kansas City Public Library Special library list no. 10, March, 1915, is a list on Vocational training.

Vocational guidance. In Moyer Bloomfield's Youth, school, and vocation is a bibliography of five pages. Houghton. 1915.
Weather. Publications of the United States weather bureau and other bureaus, on the subject of Weather are given in Price list 48 issued by the Superintendent of documents. 1916.


List of Recent Book Reviews on Business

Allen. Personal efficiency, applied salesmanship and sales administration. La Salle Extension university. 1915.


In Alexander Hamilton institute Modern business supplement. Fourth quarter. 1915.


In Nation, Nov. 18, 1915.


In Alexander Hamilton institute Modern business supplement. First quarter. 1915.


In Literary Digest, Feb. 4, 1916.


In Alexander Hamilton institute Modern business supplement. Third quarter. 1915.


In American library association Booklist, Feb., 1915.

In Independent, July 25, 1915.


In Alexander Hamilton institute Modern business supplement. First quarter. 1915.

How to be personally efficient in business. 1915.

In Rough Notes, Jan. 13, 1916.


Lewis. Getting the most out of business—the application of scientific methods to business practice. Ronald press. 1915.

In Alexander Hamilton institute Modern business supplement. First quarter. 1915.

In Nation, May 8, 1915.

Münsterberg. Business psychology. La Salle extension university. 1915.


In Alexander Hamilton institute Modern business supplement. Fourth quarter. 1915.


Roman. Industrial and commercial schools of the United States and Germany. Putnam. 1915.
In American Journal of sociology, Jan., 1916.
In Alexander Hamilton Institute Modern business supplement. Third quarter, 1915.
In Alexander Hamilton Institute Modern business supplement. Third quarter, 1915.

News and Notes

I. A. Sylvester has been appointed Statistician of the Philadelphia Utilities Bureau.

Jesse Cunningham, Secretary of the Special Libraries Association, has been elected librarian of the Free public library of St. Joseph, Mo. He enters on his new work March 10. He is a graduate of the New York state library school, formerly was municipal reference librarian of St. Louis, and has been librarian of the Missouri School of Mines and Metallurgy since 1912.

Miles C. Riley and Howard F. Ohm announce the establishment of the Public Law Drafting Service at Madison, Wisconsin, for a special law practice to consist of: the drafting and codification of national and state laws, and the analysis, compilation, and annotation of laws, court decisions, and decisions of administrative boards and commissions.

Mr. Riley has been engaged in this special field for six years and Mr. Ohm for four years. During the past four years the former has been Chief law draftsman and the latter Law draftsman in the drafting department of the Wisconsin legislative reference library. Both are attorneys-at-law.

The Harley-Davidson motor company of Milwaukee, Wis., which manufactures the Harley-Davidson motorcycle, has completed plans for the installation of a library and research department under the management of Itzak Sharp, formerly assistant publicity manager. The increasing amount of advertising and publicity material being issued made the need of the research section and library imperative. The Harley-Davidson firm issues three distinct magazines, one for its dealers, another for riders, and a third for prospective riders, besides a wide variety of specialized commercial booklets.

The "Official index to state legislation," is published by the Law reporting co., of New York, for and in co-operation with the State legislative reference departments and Libraries represented in the National association of state libraries and the American association of law libraries, and under the direction of their Joint committee on National legislative information service.

This index gives the number, date of introduction and member introducing, subject and effect (short title) and position of every bill in every state legislature, arranged numerically, and also a classification of all bills by subjects. A corrected and cumulative edition is published weekly to include all changes in position of bills and new bills introduced during the week. The plan of publication is further and fully explained in the preface.

The subject index is arranged (a) by subjects, alphabetically; (b) under each subject, by states, alphabetically; (e) under each state, the senate first and then the assembly, or house; and (d) under each house, the bills first and then the resolutions, numerically, by introduction numbers.

The classification tentatively adopted by the committee covers all legislation of general or public interest, is based upon a study of all classifications now in use, and has been designed to meet the practical requirements of daily use by legislators, legislative reference librarians and lawyers. Private and local bills are not classified. Changes in the classification will be made whenever improvement can be made.

The general index is arranged (a) by states, alphabetically; (b) under each state, the senate first, and then the assembly, or house; (e) under each house, the bills first and then the resolutions, numerically, by introduction numbers.
The entry for each bill and resolution gives (1) the bill number, (2) the date of introduction, (3) the subject, (4) the effect of the proposed legislation or the "short title" of the bill, (5) the name of the member introducing the bill, and (6) the position, or status of the bill, on the date shown at the head of the column.

In 1916, until June 1, the Index will be cumulated and published weekly, and each new issue will contain everything that previous issues have contained, with changes in position of bills and new bills introduced subsequent to the previous issue. Weekly supplements will be issued from June 1, until the publication of the complete annual number, about August 1, in which will be shown the status of bills when the legislatures adjourn. After the issue of the complete annual number, weekly cumulative supplements will be issued when any legislature is in regular or special session.

A comprehensive legislative index covering every bill pending in every legislature thus long been needed, and the preparation of this Index has involved great expense and labor, and generous support from all concerned with state legislation is required to make its publication permanent.

The Library board of Oakland, California, has had under consideration the abolition of the Municipal reference library. The desire to use the money to establish an art gallery appears to be the reason; but such a storm of protest came from the citizens that the plan was reconsidered.

In the January issue of the New York Library club an abstract of Mr. Dunbar's address is given on "Traveling library work in factory and store." In part: "The factory and the store offer a great opportunity for traveling library work. Perhaps of all the various fields of traveling library activity—police department, fire department, schools, churches, clubs, and associations, and steamships—in none can be performed such effective, needed, and valuable service as in this work with the industrial and commercial concerns. . . .

In Brooklyn alone there are about forty such borrowing organizations obtaining traveling libraries regularly, and a representative list they are."

In Engineering and contracting for January 19, 1916, the following books are reviewed:
Andrews, E. S. Further problems in the theory and design of structures. Van Nostrand, 1914.

Travelers' insurance co. Safety engineering applied to steamships. Hartford, Conn.

A series of articles on American libraries will appear in the Wisconsin library bulletins for the year 1916:
1. Wisconsin libraries.
2. Libraries of Chicago.
   a—Great libraries open to the public.
   b—Business houses and special libraries.
3. Libraries to see in Greater New York.
4. American public libraries which we should know.
   (a) State libraries.
   (b) Library commissions.
6. University and college libraries.
7. Special libraries; including legislative, municipal, and business-house libraries.
8. Libraries of history, science and art
9. Library schools and library training.
10. Later a series on the great libraries abroad will be offered.

"Miss Foley, home and library teacher of the blind, is at the Los Angeles County free library, 10th floor, Hall of Records, on Wednesday and Saturday afternoons from 1:30 until 5:30 o'clock. From June 1 to September 30 she gave 103 lessons in the
homes of the blind and 82 lessons at the Library on the 26 afternoons she spent there. Several of the lessons have been given at the county hospital.

Miss Foley now gives lessons every other Thursday afternoon at the Long Beach Public library. She will also make arrangements to teach in Pasadena if there is enough demand. News notes of California libraries. Oct., 1915.

From the Announcement of the graduate course in highway engineering, Columbia university, the following is taken:

The Davis library of highway engineering, located in rooms 407 and 410 of the Engineering building, is the most complete collection of works on highway engineering and allied subjects in this country. All the most recent books in English, French and German have been purchased and in addition many old volumes which are of interest from a historic point of view have been secured. Town, municipal, county, state and government reports and specifications, many monographs and complete files of trade publications also form an important part of this library. All technical periodicals which contain articles relative to highway engineering and allied subjects are on file, hence the latest literature in the science and art of highway engineering is available.

In addition to the Davis library, the University library, the eight Scientific department libraries of Columbia university, and the library of the American society of civil engineers may be used by the graduate students in highway engineering. The libraries of the American society of mechanical engineers, the Institute of electrical engineers, the Institute of mining engineers and the Chemist club are also available.

In Toledo the Retail merchants' board has had three hundred books on subjects pertaining to every line of business installed in the Toledo public library. All lines of business are included and 10,000 annotated lists have been printed to be distributed among the 6,000 clerks employed by the members of the Retail merchants' board.

The Elizabeth, New Jersey, Board of trade for the spring of 1916 will conduct a campaign to retain at home all retail trade. A Service bureau is being organized for the purpose of disseminating information upon store service, values, deliveries and other phases of retail trade. The Bureau will take up with the individual merchants any specific complaints that are made.

This move is a result of the sharp competition existing with New York city.

The Index digest of state constitutions prepared by the Legislative drafting research fund of Columbia university has recently been issued. It was prepared for the New York State constitutional convention commission. In view of the fact that so many states are contemplating constitutional conventions, the volume will be in great demand and will be an indispensable reference book.

The Research fund contemplates a revision in the near future and will be glad of any criticism or suggestion from readers. 1546 p. 1915.

The public library at Calgary, Alberta, established in the downtown section of the city last winter a reading room for working men which proved to be a successful experiment.

A local motion picture theater was at the time empty; it had been bought by the government for postoffice purposes, but was not yet required for use, so rent was free. An electric company gave the light, the city gave the water and a small appropriation, citizens contributed books and old magazines, the park department supplied benches and the library had some old tables which it loaned. Checkers and chess were added, and these, with some of the furniture, were paid for by the library—the total expenditure being about $30. Free stationery was provided and thousands of letters were written by the men.

The reading room was open from January 1 to April 1, and there were from 150 to 250 men in the room at all hours of the day during that period.

Notes from the U. S. Bureau of standards are reported by the Director in the January issue of the Journal of the Franklin Institute. He reviews the work of the Bureau for the year and reports forty-six new publications during the year, not including revised editions of technical papers and circulars. There were also issued 25 scientific papers, 10 new technologic papers, 8 new circulars, and 3 miscellaneous publications.

"The work of the Bureau involves among other things a large amount of testing of standards, measuring instruments and materials. It involves primarily the investigation of the scientific principles underlying the tests, the study of existing methods, and the development of new standard tests of determining accuracy. For each test a reasonable fee is charged, except when made for the National or State governments. During the fiscal year, 1915, the Bureau made 116,204 tests and inspected 1,861,439 incandescent lamps at various factories for other departments of the government. Of the total tests, 105,922 were for the government and 10,212 for the public."

In the Engineering record for Dec. 18, 1915, is an article entitled, An engineer's technical file should be small, up-to-date and easily kept, by Louise B. Krause.
The republic of Bolivia is the first foreign country to make use of the movies in advertising its industries among the business men of the United States. Four reels of films have been prepared, based upon subjects that are intended to give some idea of the wealth, resources, and business activities and customs of that nation, and these have already been shown.

The Chicago branch office of the Bureau of foreign and domestic commerce has had several opportunities to present these views before important clubs and associations. This is the first time that any considerable number of American business men have been able to observe the actual daily conditions under which the activities of one of the South American nations take place.—N. Y. Times Book review, Jan. 30, 1916.

The library of the Fire Underwriters’ Association of the Northwest will have a unique and comprehensive history of the Missouri suspension. The publicity committee of the Missouri and preserved thousands of clippings from the Missouri and other papers, dealing with all the various phases of the trouble, and these, at the request of the directors of the association, have been turned over to Miss Gantz, the librarian of the association. She will classify and arrange them in a scrap book as an interesting and unique record of a very important action.

The American library association Bulletin for January, 1916, contains a number of articles of interest to the Special library field. The Municipal reference library and the city library, an address by Samuel H. Ranck of the Grand Rapids Public library delivered at the American library association council held in Chicago, December 29. Publicity methods for libraries and library associations by W. H. Kerr, of the Kansas state normal school.

“Sponsors for knowledge” a plan conceived by Mr. Samuel R. Lee is described. In part: “Let libraries, institutions, librarians and others register with a central bureau some specific topic upon which those persons or institutions are particularly well qualified to furnish expert information.” The American library association Headquarters at Chicago are serving in that capacity and a list under the caption of Sponsors for specialties is given.

In the Rotarian for November, 1915, Harry S. Thompson describes the Business reference library and specifically the library recently started by the ‘Town Criers,” an association of advertising men in St. Paul, Minn.

With the aid of various business organizations in the city a reference library is being built up. This impetus on the part of the business men is due to the recent burning of the public library. Mr. Thompson is Manager of the Twin City branch of Philip Ruxton, incorporated, of New York, ink makers and printers.

The Engineering magazine company has issued a catalog with annotations on ‘The standard books on organization, management and operation of industrial plants, which they publish. The preface says: Every one is written by a specialist, by a man who has attained success. They are written for those owners, superintendents and managers, who are facing the problems of increasing costs and decreasing profits.

Pearl I. Field of the Chicago Public library, who has charge of the industrial and commercial libraries of Chicago tells in the June, 1916, issue of the Wisconsin library bulletin of the development of this branch of work. There are twenty-three of these libraries and they reach 50,000 employes. The public library furnishes the books for the different factories while the firm provides proper quarters, equipment and employs the librarian. The following Chicago business houses are listed as maintaining libraries:

- Boston Store
- Butler Brothers
- Chicago Masons and Builders Ass’n.
- Deering Works
- International Harvester Co.
- Hart, Schaffner & Marx, Market St.
- Hart, Schaffner & Marx, Halsted St.
- Herzog Factories
- Kuppenheimer & Company
- Lyon & Healy
- Mandel Brothers
- Marshall Field & Company
- Montgomery Ward & Company
- National Biscuit Company
- Kennedy Biscuit Works
- Rothchild & Company
- Sears, Roebuck & Company
- Sprague Warner & Company
- Swift & Company
- Union Trust Company
- Western Electric Company
- Hawthorne Station
- Wm. Wrigley Jr. Company, Factory
- Wholesale Clothiers Ass’n.

The Newark Sunday call for December 26, 1915, describes the library of the Public service corporation of New Jersey. In part:

Since September 1 the technical library which has been maintained for the last four years by the Public Service Corporation has been in charge of a new librarian, William Harper Davis. He was at one time in the employ of the United Gas Improvement Company, of Philadelphia, and also served in a similar capacity with the Pennsylvania...
Railroad Company. He will have charge of
about five thousand books which are for
reference and for the technical and business
education and, to some extent, for the gen-
eral education and recreation of employees
of the Public Service companies as a part
of its welfare work.
Careful selection is made for the library
from new material and the old is period-
ically eliminated, and it has been found that
the five thousand volumes are sufficient for
the general reference and educational pur-
poses for which they are intended. In addi-
tion to these books the library contains
many pamphlets on special subjects; ad-
dresses by leading men of this and other
countries upon the subjects of gas, elec-
tricity and street railways and related
topics; national, state and city documents;
commission reports and reports and house
organs of other companies; reports and pro-
cedings of many associations in the United
States and Europe which have been found of
value to the users of the Public Service
library, trade catalogues, handbooks, di-
gerences, and a large number of technical
journals and commercial and scientific mag-
zines.

The library also subscribes to literature
providing material bearing upon accidents and
to many publications of special interest to women
and to household economy, as well as to publica-
tions on municipal management, private
ownership of public utilities and a wide
range of subjects which are regarded as im-
portant in one way or another to the users
of the library, from the highest officers of
the company down to its employees of the
lowest ranks. In addition to providing the
technical and other books for its people the
Public Service also seeks to have the library
made a bureau of information, and for that
purpose it is open to other libraries, to or-
ganizations and to individuals, properly
introduced at all times...

Among important subjects recently in-
quired about are: Specifications and tests on
castor oil for wounds, burns and bruises
in accident cases; Federal Reserve banks
and banking acts; railway terminals and
terminal electrification; methods of freight
handling, especially in harbors and by mo-
tor trucks at docks, and subaquaeous tun-
nels, the geological conditions, tunnel driv-
ing, construction, lining, ventilation, safety,
cost, etc.

Doctors, lawyers, engineers, operating
men, accountants, managers and general
officers call upon the librarian and get to-
gether on some of these larger questions
affecting the progress, economy and expan-
sion of the company's business and service
to employees and public. Rare journals in
other libraries, such as a medical magazine
published in India and seldom seen in this
country, are photographed and copies of
their articles thus rendered accessible to the
officers and employees of the corporation.

It is the policy of the Public Service li-
brary to serve in the best manner possible
the concern and its officers and employees,
of whatever rank or whatever the nature
of their part in the big works it has always
in hand. Books other than those of a tech-
nical character are circulated by the library
for the employees throughout the whole
Public Service system in all its branches,
and in some of the stations of the gas, elec-
tric and trolley departments groups of
books, technical usually, are kept on hand
for the use of engineers, clerks and other
employees when they are needed or when
the men or women have the time to make
use of them. To encourage and facilitate
the use of the library weekly bulletins are
printed and circulated in all parts of the
Public Service system. These can be
checked and the books desired can be ob-
tained by personally visiting the library, or
if desired they will be sent to the person
requesting them. The bulletins give lists of
special features and new books received
during the preceding week, technical and
otherwise.

Under the method of conducting the work
of the library the books, magazines, pam-
phlets and other publications are kept in con-
stant circulation in the home office building
in this city, in the car barns, in the shops,
the power stations and the commercial offi-
ces of Public Service in whatever section of
the state they may be located. When the
Park place terminal building is completed
the library will have larger and more suit-
able quarters than it now occupies and there
will be reading and lounging rooms.

This will provide added advantages to the
officers and employees of the company,
whether they be readers for purposes of study or investigation, or merely for recre-
ation, and they will have practically a first-
class club, with a club library of equal
value, for whatever purpose it may be used,
and a circulating library of equal value and
importance. The new arrangements when
Public Service takes possession of the Park
place building will also permit greater aid
being given through the library to those of
its employees who are already taking a sys-
tematic course of study in technical and
business subjects. For the women there
are also opportunities afforded for study along
special lines, and the facilities of the li-
brary are being constantly bettered.

In Blackman and Gillin's Outlines of so-
ociology we find the following excerpts:
"There is no science of legislation, not even
a well-earned art. Only a few states have
adopted the plan of a legislative reference
library, with a department devoted to draft-
ing bills by a comparative study of legisla-
tive experience. The authority to make the
laws is delegated for the most part, to an
inexperienced body, and before the members of one legislature have fairly learned how to provide for the needs of the people, they are turned out to make room for others. As a result our statute books are covered with obsolete laws—laws that have been of little or no benefit to the public, as well as some that are a positive injury."

Again: "The political theorists have suggested certain measures which will help to secure better laws, such as having fewer legislators, fewer bills introduced, and more mature consideration given to each one. The second of these we are beginning to secure in a clumsy fashion by a provision that no new bills may be introduced after a certain day of the session has been reached. The first has yet to win its way to an established position in political theory.

The last named can be secured in any part by securing the first two, by a lengthening of the session if necessary, but best by the establishment of a legislative reference library with a staff of experts to make a comparative study of legislation in other states and in foreign countries so that the administrative experience of previous experiments may be available on which a sane judgment concerning any proposed measure may be based, and with other experts to draft bills, so that less of the business of our supreme courts will be thrown on the junk heap of unconstitutionality much of the legislation passed at each session of the lawmaking body."

The Forest Service of Oregon has completed statistical studies of wood-using industries, including box manufacturers, in a number of states. The reports, primarily of local interest, have been printed by some department of the government of the state interested, or by an association or periodical devoted to the interest of lumbering and conservation. A complete list of the bulletins is given below, together with the address of the co-operator from whom they may be obtained. Those marked with an (*) are no longer available.

Ark. Sup. of Doc of Gov. Printing Office, Washington, D. C. .................. $0.05
Ala. Lumber Trade Journal, New Orleans, La. .................. $0.35
Calif. G. M. Homans, State Forester, Sacramento, Cal.
Conn. W. O. Pills, State Forester, New Haven, Conn.
Fla. W. A. McRae, Com. of Agric., Tallahassee, Fla.
Ill. J. C. Blair, Uni of Ill., Urbana, Ill.
Iowa. Iowa State College, Ames, Iowa.
Ky. J. E. Barton, State Forester, Frankfort, Ky.
La. Lumber Trade Journal, New Orleans, La. .................. $0.35
Maine. State Forest Commissioner, Augusta, Me.
Minn. W. T. Cox, State Forester, St. Paul, Minn.
Miss. Lumber Trade Journal, New Orleans, La. .................. $0.25
Mo. St. Louis Lumberman, St. Louis, Mo. $0.25
N. H. E. A. Hirst, State Forester, Concord, N. H.
* N. Y. N. Y. State College of Forestry, Syracuse, N. Y.
N. C. J. S. Holmes, State Forester, Chapel Hill, N. C.
Penn. R. S. Conklin, Com. of Forestry, Harrisburg, Pa.
S. C. E. J. Watson, Com. of Agric., Columbia, S. C.
*Tenn. Southern Lumberman, Nashville, Tenn. .................. $0.25
Texas. Lumber Trade Journal, New Orleans, La. .................. $0.25
W. G. W. Kolner, Com. of Agric., Richmond, Va.
Wisc. E. M. Griffith, State Forester, Madison, Wis.
N. J. Alfred Gaskill, State Forester, Trenton, N. J.
Ga. Lumber Trade Journal, New Orleans, La. .................. $0.25
Wood using reports on Idaho, Maryland, Massachusetts, Montana, Oregon and Washington also have been issued, but the supply is entirely exhausted.

Some of the books which were formerly only to be obtained from the A. W. Shaw publishing company with subscriptions to Business, Factory or the Magazine of management can now be bought by the individual volume. The following is a list of the books without subscriptions:

Library of business practice, 10 v. ... $19.00
Library of factory management, 6 v. ... 18.00
Business correspondence library, 9 v. ... 5.00
Knack of selling, 6 v. .................. 3.00
Automatic letter writer .................. 3.00
Business administration .................. 3.00
Good will, trade marks and unfair trading .................. 2.50
Keep up with rising costs .................. 2.00

The books with subscriptions include a long list of "How-books" which bear upon all concrete phases of business, such as advertising, insurance, management, collections, etc.