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Special Libraries

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The Relation of the Public Library To The Private Business Libraries *

By PAUL H. NYSTROM, Ph. D., Director,

BUREAU OF MERCHANDISING RESEARCH, INTERNATIONAL MAGAZINE COMPANY, N. Y.

The development and application of the Library idea seems always to have been characterized by growth in details, one by one rather than as a whole. At one time, we had a rapid spread of Carnegie libraries, at another of school libraries, at another of children's rooms and story hours, at another of traveling libraries and library extension. Having established themselves these detail movements go on with the general library movement constantly making it more significant and useful to the public.

Just now the most rapidly developing phase of the library idea, it seems to me, is the establishment of private business libraries. A large number of concerns already have their libraries or information and data departments organized and operating. Still larger numbers have begun collections of materials similar to those brought together by libraries. The use for business literature is so clear that other hundreds if not thousands of concerns need only to have the idea and suggestion of how to carry it out brought to their attention in order to cause them to establish similar departments or libraries.

The business library movement is largely a tribute to the public libraries. If I mistake not, the service of the public library has suggested the possibilities of the special business library. The systems of the public library have been drawn upon for the business library. Not a few business libraries have come from the ranks of the public libraries. One may truthfully speak of the business library as a direct off-shoot of the public library.

To make clear the actual and possible relations the public library can work out with the business library we must first consider the peculiar functions of the business librarian and of the business library.

From such study as I have been able to give to the matter, it seems to me that the real purpose of the business librarian in a business concern is to bring to the atten-

tion of the officers and employees whatever has appeared in print that they should know and in such form as to induce them to use the material. The business librarian should be the concern's specialist on the lines of literature of interest to that concern. The business librarian should both sift and interpret business literature for his concern's use.

The library in a business concern, quite unlike the Carnegiean concept, is merely the office in which the business librarian works. It is equipped with supplies which the librarian may need in his work for the Company. Its equipment is long on literary tools but short on collections of books and pamphlets. In fact you may have an excellent business library service without any collection of books in the etymological and customary sense of the word "library". The business librarian exercises his profession through knowledge of where information, such as his concern wants, can be found. One business librarian that I have met had no books at all in his office, but did utilize book and periodicals in eight public and professional libraries located in his city. The ideal business library contains the books, periodicals, documents, and reference works of fairly constant and current use, and particularly the guides, handbooks and directories to the large collections within reach.

The business librarian's work when compared with that of the public librarian, is highly specialized. He must classify and subclassify in planes which never can concern the public library, or at any rate, which would not be practicable for the public library. The work that he does must often be done within very definite and very limited time. An idea, say some news item, may be of great value if used today, but of no use tomorrow. The business librarian must study the personalities of the people whom he serves in a way that no public librarian can successfully do for

the general public. The business librarian, in this respect, must adopt the tactics of the skillful teacher and determine individual methods of getting the attention and interest of the right parties within the concern to the points discovered in his reading of business literature.

The business library function came into existence with the development of business literature, and I mean by business literature, literature that can be put to use in any way by a concern. The function is growing. The need for the business library is greater to-day than ever before. It will become greater and greater. The business library in one form or another has come to stay. Concerns that are large enough to permit of the necessary division of labor will provide business library organization. Smaller concerns will go as far as their means will permit. There will be such a development as this because the business library, properly conducted, pays.

What shall be the attitude for the public library to take towards business libraries springing up about it? I cannot answer this question by saying what their attitude ought to be. I can only point out what their attitude actually seems to be and then make a suggestion or two on how I think greater progress can be made.

Most public librarians that I know of treat business libraries and librarians just as they treat individual patrons of the library. Not much attention is given to the business library as such. The business librarian merely comes to the public library and receives the public library service under the same rules as other library users. I have known of cases where he thought himself lucky if he were permitted even such services.

There are still other libraries that look upon the business libraries as avenues through which to expand the public library service and accordingly cooperate in numerous ways with business librarians. Such public libraries are to the business libraries much the same as wholesale houses are to retail establishments in other lines of business.

In a few cases the public library is going to the opposite extreme and is attempting to perform business library service for the business men and business concerns in the community and who patronize the library.

There is nothing to discuss about the first method. I take it for granted that no well managed, live public library would restrict its ordinary services to the business librarians in its vicinity.

The second plan, wholesaling the services of the public library to the business library, deserves more attention. The public library, must, of course, consider its means before extending such service. But where practicable the usefulness of the public

library can no doubt be greatly enhanced by application of this method. To illustrate, no matter how much service a public library already renders to its community, there are certain to be some unworked possibilities. The library may even already reach the great majority of people in a community with certain classes of services and still leave other possible highly valuable services undone. This is especially likely to be true of stimulating the reading of business literature.

In a concern with which I was acquainted, employing in the neighborhood of 300 people there was established a public branch library specializing on business books. By investigation it was found that scarcely any of these 300 had ever patronized the general public library in the city for this type of reading. By proper encouragement from a live business librarian, a large number of these were induced to take up reading along business lines, resulting in considerable gain to themselves and to the business.

The public library had been established in the community for years. Practically all of the employees knew of the public library and many of them had used it in various ways, but it required the special business library located in their own concern to call their attention to the new values.

In other words, among these employees reading for business was an idea not formerly taught them by the general public library. The establishment of the business library indirectly extended the service of the general library in a very specific and valuable line to nearly 300 additional residents of the city. Was it not well worth while for this general library to establish its business branch in this concern.

There is no question but that the public libraries can in many communities expand their services to business interests, they can collect business books, business periodicals and make abstracts of important articles in the periodical literature for the benefit of industries in the community. The public library can promote interest in business literature to a marked degree, without doubt, but it is impossible for the public library to render the intimate special service for the particular concern that the business library performs without sacrificing something of the general public library values.

The establishment of business branches and business departments in libraries is to be highly commended, but this does not take the place of business libraries. On the contrary it will help promote the business library idea.

There is a service which the general library can perform for the business library movement that would be extremely valuable to the business public as well as highly

appropriate for the public library. The public library with business departments or business branches could serve as a clearing house for the business libraries, help to organize them, advise the purchasers of business library supplies and material, serve as an employment bureau for business librarians, cooperate with the business libraries after establishment and thus align themselves with the business library movement. There are many details in this type of service which I have not mentioned but which will occur to you as you think the matter over. It is also possible that I have not presented the suggestions in just the way it can be practically carried out. But I am confident that such a service as this would be highly appreciated by business interests and business people. It would help gain the strong confidence and cooperation in public libraries that is so much needed in this country. It would pay the libraries. As for the business libraries at least those I know of would welcome the establishment of this line of service and would contribute everything within their power to the movement.

In conclusion, the business library is a permanent institution that will continue to grow. The public library has been the source of their inspiration and of many suggestions on how to conduct their work. The public library has in the business library field a splendid opportunity to enter upon a new line of library extension by taking part in the movement and by helping it to take efficient form.

The business library movement needs the help of the public libraries. It needs to profit from the public library experience.

It needs the service that only the public library can give.

The public library, I shall venture to say, needs the business library for its freshness of contact with specific problems in a certain sector of life, for the inspiration to secure concrete results, and for the opportunity to reach large classes of people in a new plane of service, that it would be difficult, if not impossible for the public library to render directly.

That business libraries are private institutions and serve a limited clientele is not an objection for opening up relations with public libraries. The public served by the public libraries is entirely made up of private individuals. The noteworthy difference between a business library and the ordinary private individual served by the public library is that the business library is organized to help itself while the private individual usually is not. The business library serves a group of people with almost identical interests while the private individual represents only himself. The business library stands in position to multiply the service of the library while each individual served by a library merely adds one to its patrons.

I have purposely refrained from discussing in detail the kinds of service that a public library may render the business libraries. This is a matter that can be much better discussed after we have fully agreed upon the relationship desired between the two. What is uppermost in my mind is that it is very necessary in the interests of efficiency of both that they should get together, and I trust that these brief remarks may have assisted in making clear why.

United States Naval War College Library

By EDWIN WILEY, Ph. D., Librarian

The U. S. Naval War College is one of a small group of advanced or graduate schools of Naval Science. Among these the most important are the Royal Naval War College, England, the Marineakademie, Germany, l'Ecole Supérieure de Marine, France, and La Scuola Navale di Guerra, Italy. These institutions are not interested primarily in the technique of naval science, but in the larger questions of naval strategy, tactics and policy. Hence their library collections are generally restricted to these and auxiliary subjects, and are accordingly small and very highly specialized.

The U. S. Naval War College was one of the earliest of these institutions to be established, being preceded only by the German Marineakademie. Its founders, Admiral Luce and Captain Mahan, both were fully alive to the necessity for building up a library which would supply all the research needs of the institution. In his article on the War College (Proceedings of the U. S. Naval Institute, vol 10, p 161), Captain Mahan says, "I have made a practice of sending for the catalogues of the leading military and naval booksellers, at home and abroad, and carefully scanning their lists. Whatever could be found bear-

ing in any way on the art of naval war, I have ordered for the College Library." In the same article, he quotes with approval the statement of Napoleon that if any man will be a general let him study history.

The collections of the Library of the Naval War College are, therefore, restricted mainly to the subjects indicated, to which may be added a good working collection of books on International Law and such biography and history as might form illustrative material. It contains also a fairly good general reference collection, especially in bibliography.

As the collections relative to naval policy, strategy and tactics are of utmost importance, every effort is made to strengthen them. The bibliography of these subjects, however, is not extensive, and a good share of the most important treatises are in foreign languages. Translations are obtained when possible, and when unavailable, as in the case of Bernotti's "Fondamenti di strategia navale", manuscript translations have been made and kept on file.

The library contains a number of early treatises on naval strategy and tactics, the recent literature on naval science and data on the navies of the maritime nations. The collections in general military science and conduct of war on land contain only the books of outstanding importance particularly valuable treatises on special As illustrative material the library has an excellent collection of history and biography, selected mainly from the military and naval viewpoint. This includes the various staff histories of recent wars, those relative to the Russo-Japanese and the South African wars being very complete. An extensive collection of literature relative to the European War is being collected, which includes several thousand items of pamphlets, clippings from periodicals, and other ephemera.

In International Law, in addition to the standard treatises and works on special phases of the subject, particularly Law of War, the library contains much valuable source material, including Marten's, "Recueil", British and Foreign State Papers, and a complete set of the Publications of the Carnegie Endowment for International Peace.

The rapid changes and developments of the military and naval sciences renders the periodical literature of these subjects very important, for the latest and most valuable material usually appears in their pages. For this reason the Naval War College Library subscribes for the publications of the various technical associations and for the most authoritative periodicals in English and foreign languages. The bound files of these form an invaluable reference

collection. Among the complete or approximately complete sets are those of the various service magazines, such as the "Army and Navy Journal", "The Naval and Military Record", "The Journal of the Military Service Institution", "The United Service Magazine", "Proceedings of the U. S. Naval Institute", Navy Records Society, Naval History Society Publications, "Transactions of the Society of Naval Architects and Marine Engineers", "Revue Maritime et Coloniale", "Revista Marittima", "Marine Rundschau", "Revue de Droit International", "Revue General de Droit International Public", "American Journal of International Law", "American Historical Review", etc. Sets of the important military, naval and aeronautical annuals, such as Jane, Lloyd's, etc. are on the shelves.

The library classification is modeled upon that of the Library of Congress, but greatly modified and expanded in the topics of particular interest to the War College. A dictionary catalogue is being developed, which is noteworthy for its extensive analytical entries and for the indexing of periodical articles of importance. The fact that there are no comprehensive periodical lists in military subjects renders such entries imperative.

The library also contains many articles in manuscript form, a proportion of which are bound and shelved, the unbound items being preserved in metal filing cases. These cases contain also an extensive clipping and pamphlet collection, numbering thousands of items, classified by subject.

Charts of the ocean, of course, are necessary in the maneuvers required by the war game, hence the Naval War College has a very complete collection of United States and British charts. The Hydrographic, the U. S. Coast and Geodetic Survey and the British Admiralty charts are kept on file, and new accessions and revisions added when issued. In addition to the charts, there is an extensive collection of atlases and maps, among them many detailed maps, particularly of the present European War. The collections of the library number at present; bound volumes about 14,000; 7,000 pamphlet; 1,000 manuscripts; 6,000 charts and 2,000 maps; in all 30,000 items.

The work of the librarian and his assistants is not restricted to the usual library activities, but, in addition to reference and research work, they are called upon to do much translating and abstracting from foreign literatures. Bibliographic and other research work is done from time to time for other branches of the Navy Department.

Library of the Surgeon General's Office,
UNITED STATES WAR DEPARTMENT

By COL. C. C. McCULLOCH, Jr., Librarian

This Library was started unofficially as a small outfit of medical books in the office of Surgeon General Lovell, U. S. Army, (about 1836), was added to in a moderate way by Surgeon General Hammond and Barnes, but was built up through the zeal and ability of late Colonel John S. Billings, who was assigned to duty as Librarian on December 31, 1864. By obtaining the use of a slush fund of \$80,000, turned in from the army hospitals after 1865, Dr. Billings was able to add very materially to this collection, subsequently obtained suitable Congressional appropriation for the purchase of books and for the printing of the Index Catalogue, so that the collection at present numbers over 226,128 volumes, 337,110 pamphlets and 5240 portraits of physicians. This makes the Surgeon General's Library second only to the Library of the Paris Medical Faculty in number of volumes and pamphlets and it has long since distanced the famous medical collection of the military establishment at Petrograd.

On account of its unique and unrivalled collection of medical periodicals, the Surgeon General's Library is really the most useful and valuable collection of medical books in the world. The Index Catalogue contains practically all of the world's medical literature of value including the contents of medical periodicals, carefully indexed and arranged under appropriate subject headings in alphabetical order, as well as full alphabetical lists of author titles, with notes of biographical sketches, etc., under the name of authors. In this form, as a dictionary catalogue of authors and medical subjects, the 37 volumes comprising the first and second series of the Index Catalogue, make it possible for physicians to get all the references they want, in the easiest and most readily accessible way. A third series of the Index Catalogue has already been begun and a volume containing the literature comprised under letter A (1896-1918), will be completed during the coming year.

In addition to the Index Catalogue, the work is supplemented by the extra-official publication of the Index Medicus by the Carnegie Institution (edited by Dr. Fielding H. Garrison); also by a card catalogue of author titles of books and pamphlets for the use of the general public in the Library Hall and similar to that in the Library of Congress. This Catalogue is now in preparation and several letters (A. D.) have been prepared and several letters (A. — D.) have been printed. It is hoped that the Library will obtain possession of the large room immediately underneath the Library Hall, a room of the same size as the latter, in which the medical periodicals can be kept in stacks on the first floor, making them more readily accessible to visiting physicians. It is also desired to encourage research work as far as possible and to encourage other medical libraries by the accession of duplicates for exchange purposes.

In the loaning of books and periodicals to medical libraries and physicians, and in supplying desired information to the medical public, in addition to the above activities, this Library fulfils the requirements of a national medical library in every respect. The personnel consists of Colonel C. C. McCulloch, Jr., Librarian, Major Fielding H. Garrison, M. R. C., now engaged in work on the Medical and Surgical History of the War, Dr. Albert Allemann, Principal Assistant Librarian, Dr. Frank J. Stockman, Assistant Librarian, Dr. B. Israeli and Dr. Felix Neumann, translators, with the usual force of clerical employees and messengers. In addition to the Index Catalogue, the publications of the Library include separate reprints of the list of abbreviations of periodicals, which are very valuable as check-lists, a catalogue of texts illustrating the history of medicine (comprising the historical collections), a bibliography of mineral waters, a check-list of the medical incunabula in press, and various private publications by members of the staff.

Special Libraries Association Annual Meeting, with Annual Conference of American Library-Association, Saratoga Springs, N. Y. July 1—6, 1918. Headquarters at Grand Union Hotel. Details in a later issue.

United States Naval Academy Library

A Sketch

By PROFESSOR ARTHUR N. BROWN, Librarian.

The Naval Academy was established in 1845 and, soon after, as is stated in the preface of the catalogue that was printed in 1860, "it was deemed expedient to lay the foundation of a library which should, at some future time, be capable of supplying the literary and professional wants of the institution. With this view, Mr. Bancroft, then Secretary of the Navy, transferred to it a few hundred volumes of miscellaneous works which had belonged to the libraries of our ships-of-war and navy yards. Small additions were made to this collection between 1845 and 1851, when Congress voted a sum of \$2000 for the increase and support of the library, and this liberal grant has been made, yearly, down to the present time."

In 1861, when the Academy was removed to Newport, R. I., the books of the library were packed in boxes and taken to Newport. There, as there was no space available for a library, the books remained in boxes, with the exception of about a thousand volumes which were unpacked and made available.

In the summer of 1866 the Academy returned from Newport to Annapolis. The house that had for many years been the gubernatorial residence of Maryland was bought by the national government, and the first floor was remodeled to receive the library. In 1869 Mr. William F. Poole, the originator of "Poole's Index", was engaged to re-arrange and re-catalogue the books. He made the first card catalogue of the

library, and it was continued without material change until 1913, when a modern form of dictionary catalogue on standard cards was completed and put into use.

In January 1901, the books were removed from the building in which they had been since 1869, and were re-arranged in what was the first chapel of the Naval Academy, where they remained until May, 1907, when they were again removed and re-arranged in their present location in Mahan Hall, one of the new buildings of the Naval Academy.

The original purpose in forming this library has been steadily adhered to and the result is that the collection today is one of the most complete collections of naval literature in this country. The design is to buy all books that relate to the Navy and to the profession of the naval officer. The collection is also particularly complete in biography and general history, and mathematics.

The rate of growth of the library is shown by the following table.

| | | |
|----------------|-------------|--------|
| Dec. 31, 1855, | total vols. | 4751 |
| " 1865, | " " | 9593. |
| " 1875, | " " | 17678. |
| " 1885, | " " | 26341. |
| " 1895, | " " | 35429. |
| " 1900, | " " | 41338. |
| " 1905, | " " | 46841. |
| " 1910, | " " | 51095. |
| " 1915, | " " | 55744. |
| " 1916, | " " | 56213. |

EASTERN DIVISION MEETING

A special war-time convention of the eastern division of the SPECIAL LIBRARIES ASSOCIATION is to be held in Boston on the evening of February 8, in the Business Administration Building of Boston University.

Mr. William U. Swan, formerly of the Associated Press, a veteran newspaper man of over 25 years will speak on "Newspapers in War-time". He will tell of the keen competition for war news and the scoops of many papers.

"War-time Education," by T. L. Davis, secretary of the College of Business Administration and director of the War Emergency Division of Boston University will sketch briefly the changing needs of present education.

The editor of SPECIAL LIBRARIES, R. L. Power, will speak on "Library Service in War Time," in which he will give a resume

of the camp library work, and the ways in which public libraries can be of service to the nation.

Mr. Ansel Clark, commercial agent in charge of the Boston office of the U. S. Bureau of Foreign and Domestic Commerce, in "Foreign Trade in War-time," will give specific instances where the government can be of material assistance.

"War-time Industries," by Ernest L. Little, of the industrial service department, Merchants National Bank, will deal with present day industrial problems.

The meeting is called by the secretary-treasurer of the Association and will be presided over by him. Members of the Association and students from the departments of secretarial studies, journalism and library economy have been invited and an unusually large number is expected.

Library of the Winchester Repeating Arms Company

By EUNICE E. PECK, Librarian

The Library of the Winchester Repeating Arms Co., at New Haven was instituted in 1913. At that time there were small collections of books in several of the offices which in many cases unnecessarily duplicated each other. The department was started to avoid duplication as much as possible by having all books indexed in a central place and someone to take care of the periodicals received. There were about five hundred books and seven periodicals.

In 1915, the department was recognized as a Library and considered worthy of larger quarters. The number of books had been increased and more periodicals added. The interest in scientific management at this time brought the library into prominence. That section of the Library was greatly extended and now includes a large collection of books.

There are now over two thousand books and fifty periodicals under the control of the Library. The books are classified according to the Dewey decimal system. The largest number are to be found under the headings, guns and ammunition, both sporting and military; labor; engineering, in all its branches, but principally mechanical. Under engineering are included books on industrial engineering or scientific management. Recently we have added considerably to our material on guns and ammunition. Up to last year there were few books published on this subject that were not merely reprints of earlier works. In addition to many books on ammunition and guns, including machine guns, which have been both interesting and instructive, we have many of the Government pamphlets issued on these subjects, also the Annual Reports of the Chief of Ordnance from 1872 to date.

Books are purchased for the Library on the recommendation of the Librarian. Suggestions may be sent in to the Library from any member of the organization and the book will be purchased if it seems advisable. Where the book suggested is only of temporary interest, it is borrowed from one of the public libraries. When notice of a new book of interest is received it is sent, with a review if possible, to the man in the organization who would be most interested in the subject. If in his opinion the book would be of value, it is ordered on approval, and when received is sent to the man for review.

As most of the up-to-date material is contained in the technical periodicals, a

special effort is made to bring this information before the men who are interested either by reason of the position they hold or because of some special investigation they may be undertaking. The periodicals are circulated in various ways. Those containing the same sort of material in each issue, such as the electrical magazines are sent out according to a regular schedule. Those in which there are items of interest to many in the organization are marked and sent out with a special slip attached calling attention to a particular article by page and title. At the present time we are also trying out a plan of clipping some of the most important periodicals which contain long articles and circulating the individual clippings in folders. As a complete copy of the issue will be kept on file, the clippings will be held only six months and then destroyed.

The Library also has an extensive file of trade catalogues, listing three thousand manufacturers, and controls the catalogue files in other departments. The catalogues are filed alphabetically by manufacturers' names and cross indexed on cards by products.

It will be seen that our Library is a general technical reference library, rather than one given over specially to material on guns and ammunition, although of course these subjects have a large share of our interest and we aim to make this section as complete as possible.

"Die Schulreform, organ of the Swiss pedagogical society and the society of Swiss teachers of natural science, has begun its eleventh volume with some interesting essays on educational and literary topics"

"Tanks", a list of references on military tractors called tanks, has been compiled by Mr. H. E. Haferkorn, Librarian of the United States Engineering School Library, Washington, D. C.

A book soon to be published, "The Development of Rates of Postage," by A. D. Smith is to cover the history of the subject in Great Britain, United States, France, and Germany. (Allen and Unwin).

Useful Things in Print

The Portland Cement Association, 111 W. Washington St., Chicago, Ill., has issued a bulletin on "Concrete Ships—a possible solution of the shipping problem." Copies may be obtained at the address above.

The Annual Report of the Department of Commerce Publication Division showed that this Department, in spite of the decrease for the fiscal year, is one of the largest publishing establishments of the Government. The decrease was due to the fact that distributions were limited to organizations having real need of them.

In November 1917, the United States Department of Agriculture Library published a list of recent American directories contained in their library, owing to the increased need for directories at the present time. They are mainly of manufactures and business and range from agricultural implements and subjects allied to agriculture to women's clubs and city directories.

"How to Win the War," by Frank A. Vanderlip, National City Bank, N. Y., 19 p. deals with war finance, War Savings Certificates, etc.

Public Affairs Information Service. Bulletin. Third annual cumulation, Oct. 1916 Oct. 1917; edited by Lillian Henley, assisted by Katherine J. Middleton. 490 p., N. Y., The H. W. Wilson Co.

A comparison of this issue with the previous Annuals shows a great increase in the amount of material indexed. 69% more publications have been listed during the third year of the Service than during the second. The special mission of the Service is to list by subject the more elusive material in print.

All entries do not represent printed material. Notes, announcements and digests show the trend of public thought and action but do not refer directly to printed matter.

Each of the 490 pages of this third annual cumulation contains from 35-45 references, approximately 20,000 entries in all. The subject-headings are non-technical and fully cross-referenced so that the volume is very usable.

An article in the December number of *Physical Training* (124 E. 28th St., N. Y.) entitled "The Young Men's Christian Association Physical Director's Library", by S. C. Staley, describes the various kinds of literature that should be represented in a physical director's library and the way it should be kept. A selected list of books and periodicals is appended.

The engineering department of Swan and Finch Company, N. Y., has issued two booklets "Some Facts and Figures on Tex-

tile Machinery Operation" and "Pennies per Pound for Grease or Dollars per Year for Machinery Replacement."

The Research Division of the Bureau of Foreign and Domestic Commerce has compiled a list of sources of information on Russia which are mostly in English. The list is concerned with commercial and economic material chiefly. Copies may be obtained from the Bureau.

Printer's Ink for December 20 has a short article telling about the trip of business paper editors to Washington. The object of the trip was to discover through conferences with various officials how the business papers could assist the Government.

The Georgia State College of Agriculture, Athens, has a large amount of circulars and bulletins for distribution including material on cotton production, farm management, agriculture, etc.

The Bureau of Commercial Economics, Washington, has been designated the official distributing agent for the Belgium government of its literature and information in relation to the World War. Libraries may receive material on application and by paying expressage charges.

The minutes of the Common Council of the City of New York, 1784-1831, are being published. Ten volumes are now ready and the remaining ten within six months. Any one may obtain information by writing to the Secretary, 512 Municipal Building, New York City.

The National Magazine Company, Elizabeth, New Jersey, has just issued a new periodical called "Periodicals", to be published quarterly. It lists the publications which the company has for sale and describes different technical publications, changes of names, volumes, etc.

In their book, "Principles and Methods in Commercial Education," Kahn and Klein, (Macmillan) recommend for a commercial law library a series of standard texts on different phases of the law, such as Pollock on contracts, Huffcut on agency, and Cook on corporations, or the Hornbook series, published by the West Publishing Company of St. Paul, second, a series of case books on different subjects such as Williston on contracts, and Ames on bills and notes.

The "Architect's Library" is a forty-eight page pamphlet which should be in the office of every architect and on the shelves of every architect's library. It contains numerous illustrations with plans, and the list

is annotated. Sent on request to U. P. C. Book Company, Incorporated, New York City.

"Getting Maximum Pulley Efficiency" is a 38 page pamphlet published by the American Pulley Company of Philadelphia. It contains photographs, cuts, and diagrams of pulleys for all kinds of work; also rules to find size of pulleys or speed of shaft.

"Processes In Which Women Can Do the Work of Enlisted Men", a pamphlet of 30 pages published by Corn Exchange National Bank of Philadelphia, was compiled from pamphlets issued by the British Government. It contains a list of the trades and processes in them in which women can effectively take the place of men.

"Getting Your Booklet Across" is sent out by the Interlaken Mills of Providence, R. I. It is a 30 page cloth-bound "booklet" giving rules and reasons for advertising and the medium in which advertising should be done. It also contains cuts of the various kinds of cloth-bound booklets that lend themselves to advertising.

"Cotton Picker Room Machinery", a cloth-bound catalogue issued by the Woonsocket Machine and Press Company, gives descriptions of the special machinery used by them, with cuts and diagrams of the machines. 64 pages including the index.

"Report on the More Economic Distribution and Delivery of Milk in the City of Chicago"—a 15 page pamphlet issued by the Committee on Health of Chicago—was printed as an effort to solve the milk problem with regard to the interests of the consumer, the producer, and the middleman. It contains comparisons of milk prices in other cities and recommendations for the betterment of conditions.

The Jordan Marsh, Boston, "*Store Topics*" has recently changed its name to "*The Fellow Worker*" and is to represent every individual in their organization.

"The Iron Trade Review" for December 20, gives a list of new trade publications. These include: Motors, the second of a series published by the Westinghouse Electric Company, describing motors and generators for industrial service; Alloy-Metals, a catalog issued by the Goldschmidt Thermit Co., N. Y., discusses metals used for alloys and a few pages deal with the adaptation of the Goldschmidt process to foundry practice; Flexible Couplings, an 8 page folder issued by the Thomas Flexible Coupling Co., Erie, Pa., describes the various types of flexible couplings; Ball Bearings, a 52 page booklet by Transmission Ball Bearing Co., Buffalo, gives a history of the development of the Chapman type ball and illustrations of driving shafts equipped with

the Chapman type of ball bearings; Cable Way Carriages, an 8 page folder describing a locking cableway carriage, issued by the Blaw-Know Co., Pittsburgh; Core Sand Mixers, a 12 page booklet issued by the Blystone Mfg. Co., Cambridge Springs, Pa., fully describes space and operation of core sand mixers.

The South African Journal of Industries was first issued in September 1917 under the authority of the Minister of Mines and Industries in order to afford publicity to the existing knowledge of the economic and natural resources of South Africa.

The Utah Agricultural College has been publishing frequent bulletins and circulars of great value to the agriculturists of the West and they will send them free upon request. Address the Utah Experiment Station, Logan, Utah.

"First Principles of Filing Systems" is a text book of 87 pages issued two years ago by The Macey Company, Grand Rapids. It has chapters on indexing, cataloguing, filing, etc. There are drawings to demonstrate different methods. A nominal charge of 25c is made for the book. It's worth it.

The Commercial Engraving Publishing Company, Indianapolis, has issued a 36 page pamphlet "Copper plate, steel die, and plate engraving, printing, and embossing"

Space does not permit of an extended review of a recent pamphlet entitled "Report on a survey of state supported library activities in the State of Washington made by the State Library Advisory Board to and at the request of the Washington State Library Commission" (134 p.) We assume that copies will be sent on request to the Washington State Library. There are pertinent suggestions to remedy the rather static condition of the state library, recommendations for a county library system, material on library school instruction and reference lists and much other worth-while information. If only a small part of the recommendations could be carried out the usefulness of the library activities in the state would be greatly increased. It would be well if other states would follow suit and take account of stock in the library line.

"Expert Staff Aids to Management," by Dr. F. A. Cleveland, 27 p., has been issued by the Industrial Service and Equipment Co., Boston. The material first appeared in a paper read before the Institute of Arts and Sciences of Columbia University.

"The Surgeon-General's Library" by Lieutenant-Colonel McCulloch, 15 pages, is a reprint of a paper read at the Nineteenth Annual Meeting of the Medical Library Association.

NEWS NOTES

The National Society for the Promotion of Industrial Education meets in Philadelphia February 21 to 23.

A publishers' advisory board has been formed in New York City, which, in addition to the representatives of various groups of periodicals, also includes spokesmen for the Authors League and the Allied Printing Trades.

The Chamber of Commerce of Paris has established in the Paris High School of Commerce courses of instruction for young men to train for positions in French and American business houses.

"There is a movement on foot to organize a national chamber of commerce for Chile. in Valparaiso, according to Commerce El Mercurio, of Valparaiso, publishes the invitation to the commercial public to join in the organization of such a chamber issued by the committee of organization."

The Vail Library at Massachusetts Institute of Technology, which is now nearing the end of its cataloguing, contains many interesting volumes which have to do with electricity and allied subjects. There are also translations of the old students of electricity, a manuscript dated 1786, Vienna, from the hand of Mesmer, treatises on hypnotism, and a complete list of modern electrical engineering works.

The greater part of Vail's gift came from the wealthy English recluse, George Edward Dering. Upon his death, Mr. Vail purchased his library of electrical and kindred subjects for \$100,000, it is said. For over forty years, Mr. Dering had a standing order with a publisher in London to purchase books in any language on electrical subjects, and besides this, he attended many sales personally and collected a library of some thirty thousand titles.

The Merchants National Bank of Boston has discontinued its Textile Dept., and reorganized the work and personnel into a new Industrial Service Dept. The scope of the work will be much the same as formerly except, perhaps, on a broader scale.

The art room of the Springfield (Mass.) Public Library recently held an exhibition of work done in various printing offices of the city. It was the first of a series to bring to the attention of the public the city's progress in arts and crafts.

"The monthly journal, *World's Work*, which Ambassador Page founded years

ago when he was but a successful journalist, recently retired from control of the *Atlantic Monthly*, now carries as its subtitle in its English edition, "An Anglo-American Review."

The Chamber of Export Merchants and Foreign Commerce in Paris, France, has established a new commercial school with the object of giving instruction in the fundamentals of exportation and importation. Certain employees of business houses are sent to the school where they take up commercial legislation, geography, customs rules, navigation, and languages.

The United Service Club has been organized by Hotel McAlpin, N. Y., for army and navy officers of the United States and of allied countries. The club furnishes, besides war books and maps, a sand and clay representation of activities at the front.

"Des Sauvages", written in 1603 by Samuel De Champlain, describing his travels in Canada, was bought in Paris a few years ago for thirty cents. Recently the book was sold in N. Y. for the sum of \$3600.00.

The December number of "America y e Industrias Americanas" contains an illustrated description of the Library of Congress.

E. I. DuPont De Nemours & Company of Wilmington, Delaware, have issued an attractively bound and illustrated description of their products, covering 190 pages.

A new coeducational commercial school is to be opened in Orizaba, Mexico, under the direction of the Orizaba Chamber of Commerce.

A "Better Business Correspondence Convention" was held in Worcester, Mass., recently. One hundred and fifty persons from thirty-three cities represented many of the well-known business houses of the country. Plans were made for meeting in October 1918 at Akron, Ohio.

An article by Mrs. N. M. Forbes, in the November National Municipal Review, suggests a plan by which the ruined cities and devastated land of France might be restored. A city or community in the United States might "adopt" and help rebuild a French town, supplying, also, its former occupants with the means of resuming their old occupations.

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BUSINESS RESEARCH

Announcement has just been made of a Business Research and Service Bureau to be established and operated by the College of Business Administration of Boston University on a "self-supporting" basis. Among other duties the Bureau will make available in printed form lectures and addresses of special importance dealing with timely subjects; publish reports on research work conducted by faculty members, students or others; distribute at a nominal fee copies of printed lectures relating to business and allied subjects; submit to business men and others at suitable rates detailed reports relating to questions of business administration and supply lists of supplementary reading material on various subjects. The Director of the Department of Secretarial Studies, T. Lawrence Davies, has been appointed director of the new bureau. He is a member of the Association and has been much interested in its work. All facilities of the College will be used in furthering the new work including the secretarial laboratory, business administration library, commercial museum and educational specialists.

PROGRESSIVE

Did you ever hear of a newspaper running a public library? No. But here is one—the New York Evening Post—which offers its library facilities freely to the public between the hours of one and four, except Saturdays and Sundays.

Its library consists mainly of reference material including government documents, American history, standard works of literature and pamphlet material on topics of every-day interest.

And the Post isn't quietly passing the word around to a few that this library is open to the public. Not a bit of it. It is advertising the fact broadcast and is backing up promise with performance. While I do not consider that the Evening Post has the best library of any newspaper in New York City I do believe that it recognizes its duty to the public to a greater extent than any other. We see here a special library that is at the same time a public library.

The collection contains over 6,000 books and about half that number of pamphlets. Mr. James W. Jennings is at present acting as librarian.

THRIFT

The subject of thrift, upon which there is to be a big drive in the cantonments and camps in February, is one of importance to everyone at the present time. An excellent article on the subject will be found in *The Guaranty News* for December, 1917, in "Thrift a National Asset" by W. C. Lane.

For a bibliography on the subject there is none better than that in "One Hundred Years of Savings Banking, 1816-1916" by Edward L. Robinson, published last year by the Savings Bank Section of the American Bankers Association, New York. The volume includes a comprehensive bibliography on thrift-cooperation and good management as it relates to thrift, compiled by Marian R. Glenn and Ina Clement. The list of minutely subdivided with main divisions somewhat as follows: thrift and savings, individual thrift, domestic thrift, evidences of thriftlessness, economics of thrift, national thrift, international thrift and thrift agencies. The material listed includes, books, periodicals, transactions, proceedings, etc.

"Thrift in our daily affairs is as imperative for our national protection as fighting in the trenches."

Bibliographies to appear in early issues of "Special Libraries" include: "List of References on Motor Transports in War"; "List of References on the Relations of British Railways to the European War."

**List of Dictionaries of Commercial Commodities
and Other Books Descriptive of the Material Used
in the Arts, Manufactures, and Commerce**

Compiled under the direction of H. H. B. MEYER, Chief Bibliographer, Library of Congress

1. Andés, Louis E. Animal fats and oils, their practical production, purification and uses for a great variety of purposes, their properties, falsification and examination. (Tr. from the German by Charles Salter.) London, Scott, Greenwood, and Co., 1898. 240 p.
TP676.A55.
2. Vegetable fats and oils, their practical preparation, purification and employment for various purposes, their properties, adulteration, and examination. Tr. (from the German) by Charles Salter. London, Scott, Greenwood & Co., 1897. 316 p.
TP680.A55.
3. Auskunftsbuch für die chemische Industrie, hrsg. von H. Blucher. Berlin, F. Siemenroth, 1910-11. 1 v. TP9.A8.
4. Belgium. Musée commercial. Catalogue des collections, arrêté au 1er juin, 1886-1er novembre 1887). Dictionnaire commercial. Bruxelles, P. Weissenbruch, 1886-87. 4 v. HF61.B4
HF61.B4.
5. Bosch-Spencer, Guillaume II. Commerce de la côte occidentale de l'Amérique du Sud. Statistique commerciale du Chili, de la Bolivie, du Pérou, de l'Equateur, de la Nouvelle-Grenade, de l'Amérique Centrale et du Mexique. Bruxelles, Impr. de D. Raes, 1848. 421 p.
HF3376.S74.
6. Brannet, William Theodore. A practical treatise on animal and vegetable fats and oils; comprising both fixed and volatile oils...as well as the manufacture of artificial butter and lubricants, etc. . . 2d ed. Philadelphia, H. C. Baird & Co., 1896. 2v. TP670.B83.
7. Browne, Sara H. The manual of commerce, containing a concise account of the source, mode of production or manufacture of the principal articles of commerce. Springfield, Mass., Bill, Nichols & Co., 1871. 429 p.
HF1091.B8
8. Capus, Guillaume. Les produits coloniaux; origine, production, commerce. Paris, A. Colin, 1912. 687 p.
HF1041.C3.
9. Chemistry, theoretical, practical, and analytical, as applied to the arts and manufactures. By writers of eminence. London, W. Mackenzie. (1882) 2 v. in 8.
TP9.C6.
10. Chisholm, George G. Handbook of commercial geography. 4th ed. London, New York, Longmans, Green and Co., 1903. 639 p.
HF1025.C54.
11. Commercial intelligence bureau (1907) Ltd., London. British-made goods and where to get them... Comp. and pub. by the Commercial intelligence bureau (1907) Ltd., London (1908-10) 2 v.
HF3503.C7.
12. Conférence internationale de statistique commerciale **Brussels**, 1910. Notes explicatives concernant la nomenclature commune des marchandises. Bruxelles, Etablissements généraux d'imprimerie, 1911. 440 p.
HF1041.06 1910d.
13. Drake-Brookman, Ralph E. British Somaliland. London, Hurst & Blackett, Ltd., 1912. 334 p.
DT406.D7
Contains information on the products of equatorial Africa.
14. Enciclopedia di chimica scientifica e industriale, ossia Dizionario generale di chimica colle applicazioni alla agricoltura e industrie agronomiche, alla farmacia e materia medica, alla fisiologia animale e vegetale . . . (etc.) Torino, Dalla società l'Unione tipografico-editrice torinese, 1868-178. 11 v.
Complemento e supplemento. Torino, Unione tipografico-editrice, 1879-81. 3 v.
QD5.E56.
Supplemento annuale alla Enciclopedia di chimica scientifica e industriale . . . 1884-85-1908. Torino, Unione QD5.E57.
15. Encyclopaedia of chemistry, theoretical, practical, and analytical, as applied to the arts and manufactures Philadelphia, J. B. Lippincott & Co., 1877-79. 2 v.
TP9.E7.
16. Ennis, William D. Linseed oil and other seed oils, an industrial manual. New York, D. van Nostrand Company, 1909. 316 p.
TP580.E6.

"Bibliographie": p. ix-xvi.

17. Erdmann, Otto L. *Ermann-König, Grundriss der allgemeinen Waarenkunde. Zum gebrauch für Handels- und Gewerbschulen sowie zum selbstunterrichte entworfen. 10 verb. und verm. Aufl.* Leipzig, J. A. Barth, 1880. 566 p. HF1041.E6.
18. Freeman, William G. *The world's commercial products; a descriptive account of the economic plants of the world and of their commercial uses...* London, Sir I. Pitman and sons, 1907. 391 p. HF1041.F8.
19. Graa, Albert. *Manual of intermediary pharmacy; a very extensive collection of drugs, chemicals and pharmaceutical products, with their synonyms and many rare formulas, in five parts. With an appendix containing the names of druggists' sundries and the prescription directions in general use.* West Hoboken, N. J., Anrig & Co., 1911. 449 p. RS51.G8.
Latin, English, German, French and Italian.
20. Grewer, Francis G. A. I. *The expert stenographer, devoted to the interests of stenography; an aim to familiarize students in stenography with a more extended idea of commercialism—that they may have the opportunity of acquiring that which has heretofore been known only by personal application to the business world. (Philadelphia?) Includes a dictionary of commercial products.* 1911. 168 p. Z56.G84.
21. Hager, Hans H. J. *Hager Handbuch der pharmaceutischen Praxis für Apotheker, Aertze, Drogisten und Medicinalbeamte...* Berlin, J. Springer, 1913. 2 v. RS91.H25.
Ergänzungsband unter Mitwirkung. Berlin, J. Springer, 1913. 820 p. RS91.H25. suppl.
22. Hahn, Siegfried, ed. *Internationales Wörterbuch der gebräuchlichsten Arzneimittel, in lateinischer, deutscher, französischer, englischer und italienischer Sprache*, Berlin, C. Hempel (Bernstein und Frank.) 1883. 72 p. RS51.H14.
23. Hare, Hobart A. *The national standard dispensatory. Containing the natural history, chemistry, pharmacy, actions and uses of medicines. In accordance with the eighth decennial revision of the United States pharmacopoeia, 1905.* Philadelphia and New York, Lea and brothers, 1905. 1860 p. RS51.2.H27.
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"Literatur": pt. 1, p. 5; pt. 2, p. 6.
25. Hefter, Gustav, ed. *Technologie der Fette und Öle. Handbuch der gewinnung und verarbeitung der Fette, Öle und Wachsarten des Pflanzen und Tierreichs.* 1.-2. Bd. Berlin, J. Springer 1906-10. 3 v. TP670.H5.
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27. Holde, David. *The examination of hydrocarbon oils and of saponifiable fats and waxes. Authorised trans. from 4th German ed. by Edward Mueller.* New York, John Wiley & sons, 1915. 483 p. TP685.H73.
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29. Hurst, George H. *Dictionary of chemicals and raw products used in the manufacture of paints, colours, varnishes and allied preparations.* London, Scott, Greenwood and Co., 1901. 382 p. TP935.H95.
30. Jefferson, Mark S. W. *Commercial values; an atlas of raw materials of commerce and commercial interchanges.* Boston, New York, Ginn & Company, 1912. 64 p. HF1027.J4.
31. Lewkowitsch, Julius I. *Chemical technology and analysis of oils, fats and waxes.* 5th ed. London, Macmillan and Co., 1913-15 3 v. TP670.L67, 1913 Bibliographical footnotes
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- 81 Kauffman, C. H. The dictionary of merchandize and nomenclature in all European languages. 4th ed. London, T. Boosey, 1815. 396 p. H F 1041. K2
- 82 Leighou, Robert B. Chemistry of materials of the machine and building industries. New York, McGraw-Hill Co., 1917. 449 p. T A 403. L 4
- 83 McCulloch, John R. A dictionary, practical, theoretical and historical of commerce and commercial navigation. Latest ed. London, Longmans, Green, & Co., 1882. 1558 p. H F 1001 M 2 1882
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- 86 Philippine Islands. Bureau of education. Commercial geography; the materials of commerce for the Philippines, by Hugo H. Miller. Manila, Bureau of printing, 1915. 121 p.
- 87 Poole, Braithwaite. Statistics of British commerce. Being a compendium of the productions, manufactures, imports and exports, of the United Kingdom. London, W. H. Smith & Son., 1852. 332 p. H F 1001. P 72
- 88 Rogers, Allen, ed. Industrial chemistry; a manual for the student and manufacturer. 4th thousand, 2d ed. thoroughly rev. and enl. New York, D. Van Nostrand C., 1915. 1005 p. T P 145. R 67 1915
- 89 Savary des Bruslons, Jacques. Dictionnaire niversel de comme ce: d'histoire naturelle, & des arts & metiers contenant tout ce qui concerne le commerce. Nouvelle éd. Copenhague, C & A. Philibert, 1759-65. H F 1001. S 25
- 90 Scholl, Charles. A phraseological dictionary of commercial correspondence in the English, German French & Spanish languages, with an appendix containing lists of commercial abbreviations, geographical names, the principal articles of commerce, &c. 2 ed. Liverpool, C. Scholl, 1891. H F 1002. S 4 18
- 91 Veitelle, I. de. Mercantile dictionary: a complete vocabulary of the technicalities of commercial correspondence, names of articles of trade, and marine terms, in English, Spanish, and French. New York, D. Appleton and Co., 1880. 303 p. H F 1001. V 4 1880
- 92 Waterston, William. A cyclopædia of commerce, mercantile law, finance, commercial geography, and navigation. New ed. London, H. G. Bohn, H F 1001 W 4

The library of the Tuck School is one of the best stocked business libraries in the country. The director of the school and the library, Dr. Harlow S. Person, is serving Washington at the head of the board on personnel.

Dr. George Haven Putham's paper on "The Production and Distribution of Books", an address before the New York Library Association Conference, has been printed in the West Publishing Company's "Docket" for January 1918.

The Amos Tuck School of Administration and Finance at Dartmouth College, a pioneer business school of college grade, which was also the pioneer in the teaching of scientific management and which is the headquarters of the Taylor Society devoted to business efficiency, is one of the schools training men for military supply work under specific government approval. Only picked men are taken. The fifth course of six weeks started January 14th. After the six weeks training at the Tuck School the students take a further course of about five weeks at the Watertown Arsenal. All are assured positions.

Women—War-Time Occupations and Employment*

List of References Compiled by Ethel M. Johnson, Librarian Women's Educational and Industrial Union, Boston.

(Continued from January 1918 number)

291. **Blair, Sir Robert**
War work of the London Schools. (*Manual Training Mag.* Oct. 1917. p. 37-40).
Women trained to do men's work. Training workers for munition factories.
292. **Dodd, Alvin E.**
Training women to earn—a national movement. (*Journal of Home Economics*, Oct. 1917. p. 441-446).
293. **Glenn, Marion ed.**
Women left behind to be taught how to protect their property. (*Forbes Magazine* September 1917. Vol. 1, No. 2, p. 94).
294. **Great Britain Board of Trade**
Training of women in agriculture. (December, 1916, p. 448). *Labour Gazette*.
295. **Ministry of Munitions**
Training of munition workers. (Appendix of report on Employment of Women on Munitions, issued Feb. 1916).
296. **Board of Agriculture**
Training women for farm work. (*Journal* Dec. 1916, p. 881).
Stapleford training hostel, Hertford.
297. **Green, E. Everett**
The school of woman signallers. (*World's Work* London, July, 1916. p. 117).
298. **Kirkaldy, Adam, W. ed.**
The industrial training of women. (Labor, finance, and the war, Lon. Pitman, p. 86-88).
In section on The Replacement of Men by Women in Industry.
299. **Lord, Everett W.**
Teaching men's office work to women. (*Town Development Magazine*, Oct. 1917).
War courses for women given by the College of Business Administration, Boston University.
300. **National Society for the Promotion of Industrial Education**
War demands for industrial training, 40 p. N. Y. Aug. 1917.
301. **Power, Ralph L.**
Emergency instruction for business women. (*Office Appliances*, Oct. 1917. pp. 116-120).
Account of the war courses offered by the College of Business Administration, Boston University.
302. **Ontario Commission on Unemployment**
Training women for factory work. (Report 1916, p. 172.)
303. **Railway Age Gazette**
St. Louis San Francisco establishes school for women. (Vol. 63 p. 361, Aug. 24, 1917).
304. **Smith, Anna Tolman**
Demand for vocational education in the countries at war. (*United States Bureau of Education Bulletin*, No. 36 of 1917, 16 pp. Wash. 1917).
305. **United States Labor Statistics Bureau**
Establishment of trade schools for French munition workers. (*Monthly Review*, Oct. 1917. p. 43-44).
306. **Vassar College. Bureau of Publications**
War work at Vassar 1917.
Leaflet describing war courses and war time activities of students.
307. **Weakly, F. E.**
How we are training women workers. (System, Dec. 1917, p. 909-911, Ill.)
Explains how one United States firm is meeting the replacement problem.
308. **Wintour, W. R.**
Training women for farm work in Notts. (Great Britain, Board of Agriculture Journal. December 1916, pp. 879-881).
Same number contains article on Stapleford training hostel, Hertford, p. 881.

* No attempt is made to include newspaper material, which represents much of the United States literature on the subject.

Nor has it seemed possible in a list of this sort to evaluate the articles included. A good deal of the material is naturally of the popular type. There is doubtless considerable duplication, as many of the American articles are simply reviews of English ones.

While there is profusion of material in the American magazines, there is as yet little that is based on actual investigation of the situation in this country.

Addenda

BIBLIOGRAPHIES

McBride, Christine, and Kingsbury, Susan
(should read)
Social welfare in time of war and disaster. (Survey, Oct. 27, 1917. p. 94-96, 100-101).

Classified and annotated list of publications in the English language. Sections on Women's Services in War Time, Industrial Adjustment in War Time, and Employment. Articles of special interest are starred.

The bibliography is to be continued by monthly supplements. The first of these appears in the issue for Dec. 8, 1917. p. 287-289, p. 301.

Russell Sage Foundation Library. N. Y. C.
War occupations of women.
List in process.

Information from letter, Nov. 22, 1917

EMPLOYMENT GENERAL

Reiser, Charles A.

Industry, the war and the woman.
(General Federation Magazine Dec. 1917
p. 13-14)

Gibble, S. H. Women in War, N. Y. Dutton, 1917, 400 p., \$2.75.

Grunsky, Clothilde. War and Women's Employment, in California Alumni Fortnightly. December 15, 1917, p. 249.

Norton, Esther. Women in War Industries. In the "New Republic" December 15, 1917, p. 179-181. Some of the new industrial fields being opened to women in the United States are briefly considered.

Usborne, Mrs. H. M.

Women's work in War Time, 1917. London, Laurie.

Several of the Business Libraries of Boston assisted in the preparation of this list by permitting their collections to be consulted. Particularly valuable material was secured from the Merchants National Bank. Acknowledgement should also be made of the courtesy of the Insurance Library Association of Boston, the New York Public Library, and the Detroit Library, in permitting their lists to be used in compiling the present one.

(This list was brought up to Dec 15, and has not been revised to bring it up to the present time.)

Proposed Revision of Dewey Classification for Engineering Libraries

This monumental undertaking in twenty-five pages of fine print substantially worked out for civil engineering and affording an ample prospectus for other branches, deserves the applause of the many, many librarians and engineers who have been yearning for a haven of rest in the matter of classification. It would seem to be something that they could tie up to and with reasonable assurance that it will work better than anything that has yet been devised, and that they will not be sorry they have adopted it. And yet, should we not take this precaution before recommending it without a misgiving? Should we not endeavor to have it underwritten morally and mentally at least by some such body as The Special Libraries Association at its annual meeting, after a Committee of able and experienced thinkers has given it due consideration and commended it for official adoption? There is, moreover, a far-reaching movement to revise the Dewey classification in order to have that fit the needs of the engineering profession. And then, too, we need to be sure that its three figures to the left of the decimal and the indefinite number, to the right do not conflict with the copyright of Melvil Dewey, who notes in the introduction to his classification that "the publishers insist, as the copyright entitles them to, that our numbers shall not be printed with changed meanings without some clear indication of the fact in the number itself." We trust, however, that the coast is clear and that one cannot go far

astray in adopting this new classification as it stands for civil engineering, and with such amplifications as may be needed for his special department in other branches of engineering. Let us hope, too, that it will receive without publicity a generous criticism at as early a date as practicable.

A relative index will need to follow as an added convenience, but it ought not to be a great deal of trouble to make this nor overmuch trouble to develop the various branches in keeping with the development of civil engineering.

The issue of the proceedings of the American Society of Civil Engineers (December, 1917) in which this classification is given, contains also the classification of the library of that Society, in which the capital letters A to Z are used for the primary divisions and the small letters, as far as may be needed, for the first subdivisions. After this follow numerals. There is little of the mnemonic about it, and in this it differs interestingly from the classification that was adopted some years ago by Dr. Whitten, when he was librarian-statistician for the New York Public Service Commission, First District.

This whole matter of classification is deadly serious and ought not to be entered into lightly. Hundreds and hundreds have had their nostrums and, as the authors say, this proposed classification is the result of comparing many others.

G. W. Lee, Boston.

IN THE FIELD

Miss Alice A. Atwood, Dept. of Agriculture Library, has been elected secretary of the District of Columbia Library Ass'n.

Mr. Andrew L. Bostwick, former president of the S. L. A. and librarian of the St. Louis Municipal Reference Library, is in Washington with the statistical division of the Council of National Defense.

Miss Edna Bullock, N. Y. State '95, is a temporary cataloguer with the American Red Cross, Washington.

Miss Anne G. Cross, librarian of the Department of Commerce, has been appointed treasurer of the District of Columbia Library Association.

Miss Mary E. Dann, for several years a member of the Association, tells of her idea of Heaven in the "Roycroft" for December.

Miss E. V. Dobbins, Am. Tel & Tel. Co. Library, is now in Washington as "Chief of Records and Files, Division of Loans and Currency."

Miss Addie Duprey, Syracuse, has been appointed on the cataloguing staff of the U. S. Naval War College, Newport.

Mr. T. L. Davis, Boston University, has been appointed director of the new Business Research and Service Bureau.

Miss Edith Endicott, Pitt. '14, is in the War Department at Washington.

Miss M. L. Erwin, librarian of the Bankers Trust Company of New York, has a literary article of two pages in the September issue of the North Carolina Library Bulletin.

Mrs. Helen G. Fitchet, N. Y. State '13-'14, is temporarily a cataloguer in the Massachusetts Agricultural College Library.

Miss Sarah Hallsted, a graduate of Mt. Holyoke and N. Y. State Library School has been appointed assistant librarian of the National Bank of Commerce, N. Y.

Miss Marie A. Hammond, Ill., '09-'10, has been appointed a cataloguer in the Portland Cement Company Library in Chicago.

Miss Harter has established an engineering library for the New York Edison Company.

Mr. Carlos C. Houghton, librarian of the Federal Trade Commission, has been appointed a member of the Executive Committee of the District of Columbia Library Ass'n.

Miss Mary Hubbard, Ill. '13, has left the University of Washington Library to become Reference Librarian at the Spokane Public Library.

Mr. Ernest L. Little has been appointed ass't manager of the new Industrial Service Dept., of the Merchants National Bank of Boston.

Mrs. Adelaide B. Maltby, Pratt '00, has been placed in charge of the Travelling Libraries Department of the New York Public Library on Staten Island.

Miss Margaret McMichael, Drexel '11, has resigned from the Penn. State College Library and is now in the office of the Signal Corps at Washington.

Miss Marion S. Morse, Pratt '01, is now librarian of the Packer Institute Library in Brooklyn.

Miss Rebecca E. Ritchie, Drexel '12, has resigned from the Penn. State College Library to go to the Navy Department at Washington.

Miss Elizabeth T. Stout, Ill., '08, librarian of the Montana State College of Agriculture, is now librarian in the Lewis and Clark High School, Spokane, Washington.

Miss Katherine H. Wootten, Smithsonian Institution Library, was recently elected and vice-president of the District of Columbia Library Ass'n.

Bookplate Society's "Bookplate Booklet" has been changed to the "Bookplate Quarterly" with editorial office in Portsmouth, N. H.

The famous Grolier Club in New York has moved to its new location on East Sixtieth Street and is exhibiting many fine bindings. Many additions and improvements have been made to the club library. The gallery, stacks, furnishings have all been made with the idea of giving the effect of a library in an English college.

"A library will never become first class while its librarian is second class."

"A library cannot render good service with a good librarian who is handicapped with an inefficient staff." "Inefficient librarians mean unsatisfactory service."

"Women publishers and booksellers of the country have formed a national organization, with headquarters in New York City. They have been excluded from the meetings of the regular trade in New York and Philadelphia, though not in Boston."

Down in a basement on Liberty Street, New York, is the Dixie Book Shop of Mr. Eugene H. Levy. Mr. Levy entered the Confederate Army as a private and left with the same rank. His shop is a treasure-house of books, including not only rare volumes on economics, the Civil War, history, etc., but the later literature of business and finance. Mr. Levy is seventy-eight years old, and yet nearly every day finds him at work. An interesting write-up of him will be found in "Commerce and Finance" for January 9, 1918.

"Report of a Survey of the University of Nevada", Bur. of Educ. Bul., No. 19, 1917, is a study of university administration of interest to other institutions as well.

MILITARY BOOK REVIEWS

"The Cantonment Manual." By K. W. G. Kilner and A. J. MacElroy. New York, Appleton and Company, 1917, illus., 307 p., \$1. net.

"The Cantonment Manual" is a book for recruits in U. S. Army. It takes up school of the soldier, squad and company, setting up drill, inspections, honors, manual of tent pitching, interior guard duty, court martial, first aid, signals, Articles of War, A chapter is devoted to French and the appendix contains information of a general nature. Lists of National Guard and Army Camps is included, making the volume one of the most up to date on the subject.

Army and Navy Information. By Major D. W. C. Falls, Dutton & Co., New York, 1917, 192 p. \$1.00 net.

This timely volume presents in a readable manner information about the United States Army, Navy and Marine Corps, as well as the armies and navies of foreign countries. It was the intention to have the volume one that would be readily understood by the lay reader, but it also presents technical information to a certain extent for those already in service. Several color plates bring out more clearly ensignias of rank in all branches, and many drawings show the uniforms of all countries. Such a book must necessarily be out of date in a comparatively short time, because of rapidly changing conditions. These are, however, only in detail, because the main features remain the same. The index is not quite so complete as the average civilian could wish, because it does not treat the subject minutely.

"New Handbook of Military Signalling" By Howard A. Giddings. New York, Appleton and Company, 1917 illus., c. m. 114 p. 60c.

This is a new edition of "Instructions in Military Signaling". It contains the American and International Morse codes: material on the heliograph, flash, visual signaling, and flash signals, etc.

"The Junior Plattsburg Manual." By Garey and Ellis, New York, The Century Company, 1917, illus., 299 p. \$1.50 net.

The two infantry captains, E. G. Garey and O. O. Eddis, authors of "The Plattsburg Manual" and also the authors of "The Junior Plattsburg Manual." With over 250 illustrations this manual teaches the fundamentals which the soldier must know. It takes up the school of the soldier, squad and company, target practice, patrol duty, camping, first aid, rifle exercises, signals and closes with maxims of great leaders. It has a good index.

"Complete United States Infantry Guide, —from Government publications." Compiled by Major James K. Parsons. Philadelphia. Lippincott and Company, 1917, 2074 u., \$6.00 net.

American soldiers in Europe can not take a library with them. If they could, the best library would be Lippincott Company's "Complete U. S. Infantry Guide" which is in reality twenty-five books, since it contains a compilation from that number of government publications for officers and non-commissioned men in the army.

The material contained in it is as follows: Field Service Regulations, Infantry Drill Regulations, Manual of the Bayonet, Manual of Interior Guard Duty, Instruction for the Care and Repair of Small Arms and Ordnance Equipment, Regulations for Field Maneuvers, Personal Hygiene and First Aid, Manual of Physical Training, Small Arms Firing Manual; United States Rifle, Model 1903. Uniform Regulations, U. S. Army, Unit Accountability Equipment Manual, Signal Book, Army Ration Issue and Conversion Tables, Engineer Field Manual, Manual of Courts-Martial, General Orders, Circulars and Bulletins of the War Department, Army Regulations, complete to Changes 55. Rules of land Warfare, Instructions for Assembling the Infantry Equipment; Automatic Pistol; Regulations for Field Firing, Machine Gun Drill Regulations, Tables of Organization; Model Remarks for Muster Rolls.

The material is nearly all presented in the exact manner as in the government documents. Illustrations are the same except in a few cases where substitutions have been necessary. In this volume a man, whether he be novice or expert, can find the military information he is looking for with the aid of a great detailed index of 50 pages. If it is not there is it safe to assume that it is not yet in print. A more thorough and comprehensive book on military training is not on the market. Bound in sturdy buckram, it will stand hard use such as a copy in training camps is likely to have.

"Do's and Don'ts in the Army--for officers and men." By Harold Hersey. New York, Britton Publishing Company, 1917, 121 p. 50c. net.

Much important information from manuals for officers and non-commissioned officers has been gleaned and condensed into this valuable and important handbook for new men in the Army. It is of pocket size and especially useful where one cannot take many books with him.

"Cortina French-English Military Manual." By Jean A. Picard. New York, Cortina Academy of Languages, 1917, 2nd ed. 274 p., \$2.00.

A text book for the American soldier who has an elementary knowledge of French. The French is colloquial rather than literary and follows the forms common to Army life.

"The American Soldier in France— a military guide book to the French language, army and nation." By George N. Tricoche. N. Y. Cortina Academy of Languages, 1917. 105 p.

An invaluable little book of pocket size for the American soldier containing vocabularies and dialogues in technical and military French.

"Fundamentals of Naval Service." By Yates Stirling. Philadelphia, Lippincott and Company, 1917, 575 p. \$2.00.

Commander Stirling's book is divided into five parts. The first dealing with policy and war; our naval policy—past and present; naval strength; naval strategy; military character; traditions; training; honors and distinctions. Part two: sea power; fleet; modern dreadnought; cruiser; naval aeroplane; airship; naval mine; mercantile marine; Part three: work of the Naval General Staff; Naval War College, organization of the Navy Department; Navy yards, stations and submarine bases; warship reorganization, training of warship for battle; and training the fleet for battle. The fourth part: seamanship; navigation; naval construction; ordnance; electricity in Navy; and engineering in Navy. Fifth division: duties of the Navy in peace; the sailor as a soldier; Naval Reserve; first aid and hygiene; and the Navy as a career.

Of special importance are the chapters on Naval aeroplane, electricity in the Navy, and first aid and hygiene. The perusal of this book will give one an excellent idea of the fundamentals of naval service whether the reader is in the service or out of it. It is true that in no chapter does the writer go into intricate details. For the reader who would continue further into the subject there are good bibliographies accompanying each part of the book.

"Fundamentals of Military Service," by Captain Lincoln C. Andrews. Philadelphia, Lippincott and Company, 1916, 428 p. \$1.50.

In twenty-five chapters this military manual takes up military policy; psychology of the service; military training; organization; infantry drill; field artillery; coast artillery, engineer corps; Signal Corps; tactical rules; military courtesy; guard duty; riot duty; small arms firing; map reading and sketching, care of arms and equipment;

army regulations; patrolling; security; marches and convoys; camps and bivouacs; supply and transportation; sanitation and horsemanship.

The book was prepared under the direction of Major General Leonard Wood and the five chapters on special arms of the service were written by military experts in those lines. The volume aims to instruct in the fundamentals of military service so a man who studies it in connection with Field Service Regulations and the regulations of his chosen branch of service may become thoroughly trained theoretically.

"My Four Years in Germany." By James W. Gerard. New York, George H. Doran Company, 448 p., illus., \$2.00 net.

Ambassador Gerard's "Four Years in Germany" is selling into the thousands and it is still selling by the hundreds.

It is by far the most important contribution to the war literature and gives, as nothing else can or will, the inside facts of the German Empire—the greatest military power the world has ever seen". Mr. Gerard tells the facts of his four years as ambassador and includes reproductions of many documents that were never intended to be made public. From the sailing from America to his return the author tells of his life and of the attitude of the German people.

"Americans do not grasp either the magnitude or the importance of this war." That is Mr. Gerard's main idea in writing his book. To bring home to the American people that we are in the war to win. In no way is it possible to realize the mind of the German people and the state of the Empire today without a thorough reading of "My Four Years in Germany." No brief review could ever do the book justice.

"The Immediate Causes of the Great War." By Oliver P. Chitwood. New York, Thomas Y. Crowell Company, 1917, 196 p., \$1.35 net.

The author traces the leading events of European history during the past 25 years. From the ultimatum of Austria to Serbia he gives a synopsis of the diplomatic correspondence which passed among all the Powers. At the end of the book the author states his conclusions.

"With Cavalry in the Great War." By Frederick Coleman. Philadelphia, George W. Jacobs and Company, 1917, 302 p., illus., \$1.50 net.

"A personal narrative of a British trooper in the trench line, through the second battle of Ypres." This volume takes up the thread of Coleman's narrative. "From Mons to Ypres with French." There are many interesting illustrations. The author, an American, was for many months with the British forces.