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Special Libraries, February 1923

Special Libraries Association

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Special Libraries

Vol. 14

February, 1923

No. 2

Putting Knowledge to Work

Business Libraries in the United States Have Developed to Meet the Growing Need of Business Men for Information that is Precise, Accurate, Complete and Available.

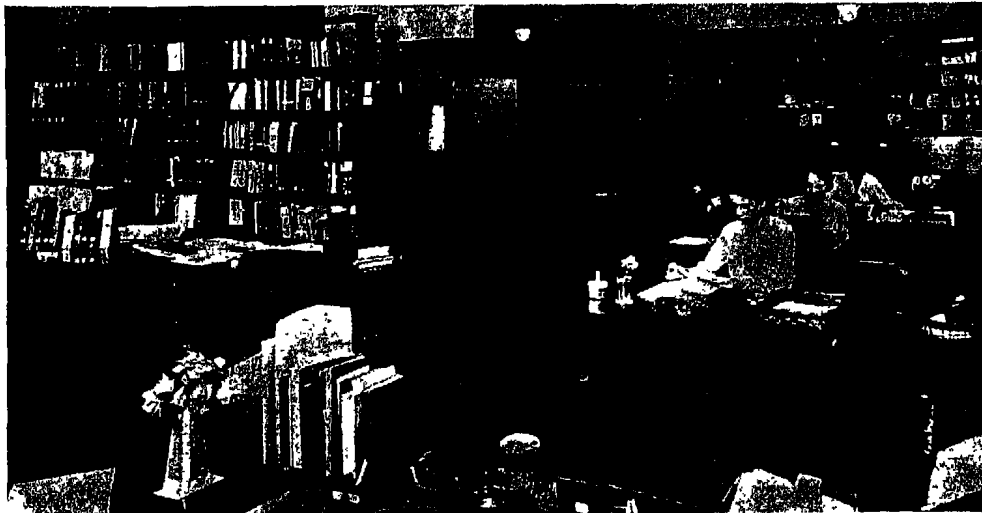
By W. A. HAMLIN *

Associate Editor, DUN'S INTERNATIONAL REVIEW

The four words which serve as title of this article form the motto of the Special Libraries Association in the United States. Of the more than 1,300 special libraries in this country, fully 700 can be included in the classification "business library," and the motto represents a growing tendency which is excellently illustrated in the business library and which is characteristic of both business and libraries.

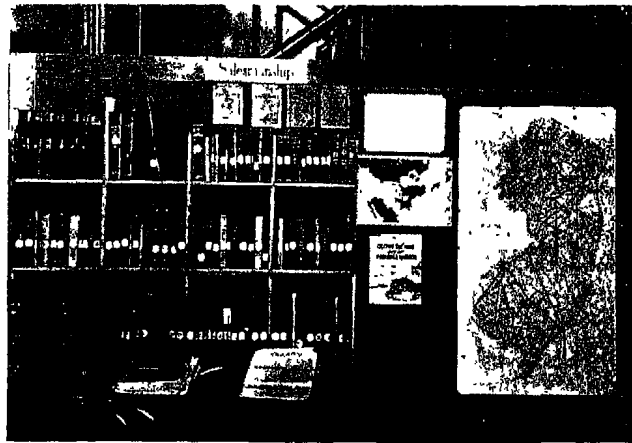
The development of international trade on the one hand, and the growing demand for speed in transmitting commercial information on the other, indicate the increasing breadth and intensity of modern

business activity. Manufacturing concerns need as much knowledge as can be collected about their particular products, new sources for their raw materials, improvements in production methods, means of bettering their organization; they need also information about present and possible markets and about all the details of proper shipping. Where export trade is sought, the differences between countries multiply the data that are essential for the development of business abroad. Then, outside the manufacturing field, banks and bond houses need to know the latest possible news as to any economic or industrial conditions



This is a view of the library of the National Safety Council, in Chicago, U. S. A., which is claimed to be the most complete safety library in the world, containing an immense amount of information about accident prevention. During one year 3,100 inquiries were answered; special reports and bibliographies are also compiled

* Reprinted by courtesy of R. G. Dun & Co.



Maps as well as books are made to serve the student of salesmanship problems, in the Newark Library

that may affect the value of investments in which they are interested. Insurance companies must have not only works on actuarial science and insurance laws but also up-to-date data on health conditions, industrial safety, police protection, fireproof construction and all the other factors in their particular field of insurance. Any attempt to outline in detail the information required in a single department of commerce or industry would itself make an article. Business organization has been carried so far that competition soon weeds out those concerns that rely on luck or guessing ability. Information that is precise, accurate, complete and available when wanted is indeed the life-blood of business today, and increasing attention is being given to the vital problem of supply and circulation.

Libraries, too, have been developing. The name suggests, and too often accurately, a collection of books or the place where the collection is kept. But gradually, under the leadership of such men as John Cotton Dana, the library is becoming less a collection and more an organization, less limited to books and more hospitable to pamphlets, clippings, photographs and similar material, less "kept" in one place and more distributed among those who need the information. This growing tendency to put knowledge to work is somewhat evident among public libraries, those maintained by municipal governments, but naturally it is more difficult for them to experiment and develop new kinds of activity than for the libraries of private organizations. Sometimes the public library has a department which brings together books of business interest, such as the Economics Division of the New York Public Library. Several cities have a municipal reference

library which is maintained as a branch of the public library to specialize in material relating to municipal government, as in Chicago, New York, Philadelphia and St. Louis. In a few cities the public library has a Business Branch that is a true business library serving the interests of the city as a whole rather than a single company; Newark, N. J., and Rochester, N. Y., are notable instances. Nor is this development confined to the United States. In 1919 the Commercial Library was opened in Birmingham, England, as part of the Birmingham Public Libraries, and similar institutions have at different times been established in Manchester, Liverpool and Leeds, England, and Glasgow, Scotland. An appreciation of the need which the business library fills has also been shown in Continental Europe and in South America.

Business Libraries for Private Enterprises

When one turns to the private organizations that have instituted business libraries, great variety is found. Banks, bond houses, insurance companies and manufacturing concerns have already been mentioned. The last group is itself a large one; allied to it are public utilities, railroads and engineering companies. In the commercial field business libraries are maintained by trade organizations and chambers of commerce, advertising companies, retail stores, business research firms and those compiling and publishing business statistics, and, of course, firms interested in foreign trade. In some cases these libraries include material of a general, non-commercial nature, particularly manufacturing companies which provide the books as part of their welfare work for their employees, but generally, because of limitations of space, if for no other reason, the

specialized nature of the library is consistently recognized.

While much of the value of a business library depends on the way in which it is used, the nature of the material on hand is, of course, of great importance. This material may be classified into books, periodicals and pamphlets (including clippings), maps and charts, and photographs. The books are of two kinds—for reading and for reference. Not everything changes—even in business—all the time. Each library has usually a comparatively small collection of books on economics, finance, merchandising methods, commercial geography, statistics, applied science and similar topics. These are seldom read straight through, but rather in sections determined by the immediate need, and they are to that extent reference as well as reading books. But the volumes commonly considered reference books are dictionaries (English, other-languages-and-English, and technical), encyclopedias (both general and special), and a large number and variety of year-books, gazetteers and directories. Several carefully compiled lists of business and technical books have been published and these are supplemented by quarterly or annual lists.

Of periodicals and pamphlets there is no end, and one of the decisive tests of both library and librarian is the extent to which the usable information is weeded out and retained and the rest thrown away. First there are newspapers, both those of a general nature and those devoted to finance and commerce; whatever papers have been selected for subscription must be gone through and clipped. The librarian of the New York Federal Reserve Bank distributes a daily "Newspaper Review" giving the officers and department heads a digest of the chief financial and business news. There are certain weeklies and monthlies which have a general business interest and which practically all libraries are likely to take. About 3,000 trade and technical periodicals are published in the United States, and the librarian must choose from these and from the publications of other countries the comparatively small number, ranging generally from 50 to 300, which meet the special needs of that particular organization. If the company itself publishes one or more business magazines, an exchange is frequently arranged with other publishers. Among the periodicals that bring information are those published by banks, manufacturers,



In the Business Branch of the Newark Public Library, most of the books are kept on the first floor, while on the second floor are the periodicals, shown in the foreground, and the maps and certain reference books, in the background. The smaller maps are mounted on stiff backing and kept in vertical files, while the larger maps are hung on rollers

trade organizations and chambers of commerce, both at home and abroad.

Care of Periodicals

When each periodical comes in, it is at once checked off by the librarian on a record card. Then she—it seems that most librarians are women—goes through it either for indexing or for marking and later clipping. Periodicals that are important enough to be indexed and bound become virtually reference books. Frequently the librarian routes the magazine through the office to those department heads most interested in it, for each one to read and then send it on to the next man on the list, the last one returning it to the library; or she may send each periodical direct to one man at a time, thus lessening the possibility of its getting lost on somebody's desk. When the periodical is to be clipped and eventually thrown away, the men who read it may indicate articles which interest them in addition to those already marked by the librarian; some recent development in their work may give an item a significance which she, necessarily dealing with a broader field, would not yet have had an opportunity to learn. While excellent indexes to periodicals are published, each business library needs its own index for two reasons; the card index is more up-to-date than any printed index can be, and it recognizes as the general index cannot the particular needs of the individual company. In classifying books and pamphlets, the Dewey Decimal System or some adaptation of it is frequently used; for small pamphlets, clippings and miscellaneous material put into vertical files, the alphabetic-subject method has been successfully employed, by which the material is given a specific subject name and is filed alphabetically under that subject name. The indexing or clipping and filing are of exceedingly great importance, since the business and technical publications which come to the library, if properly selected, bring to it a great amount of up-to-date information on all aspects of the firm's business; whether this ever-growing encyclopedia is usable depends upon the intelligence with which the material is selected and classified and the orderliness of its filing. One sometimes hears of material "hidden in the files," and too often that is true.

Government Publications

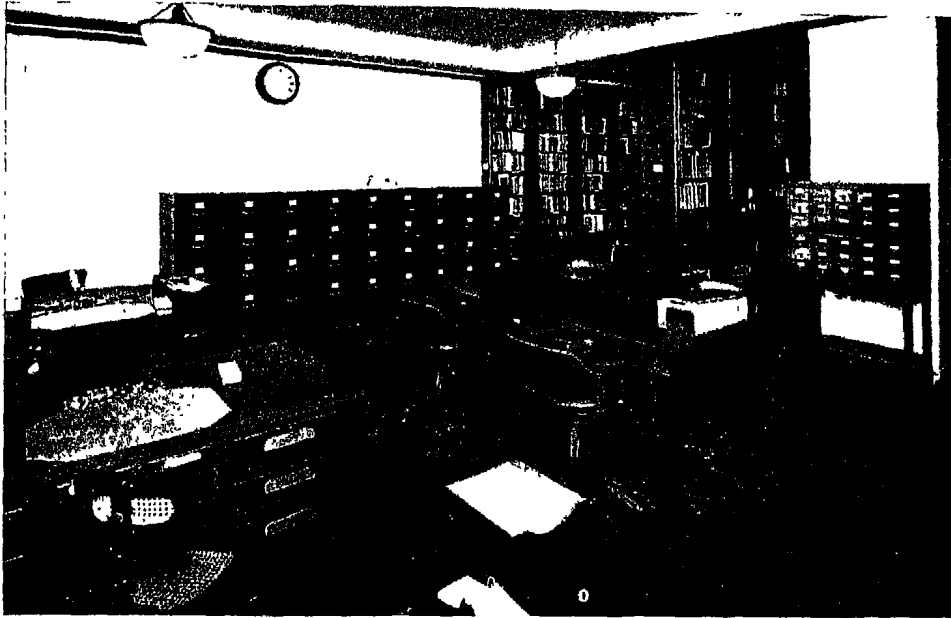
One source of periodical information which does not always receive the attention it deserves is the Government; more and more, however, its many publications are being depended upon for data on a great number of subjects, prepared without bias and with a high degree of accuracy. So large is this reservoir of facts that it has been said that "the knowledge of Gov-

ernment sources of information is a trade in itself." Assistance in this task is given by various guides and catalogues published by the Government. The periodical documents are compiled primarily, not by the main departments of the Government, but by the subsidiary bureaus and divisions which give their name to the publications that they issue. Thus, within the Department of Commerce, there are the Bureau of the Census, the Bureau of Foreign and Domestic Commerce, and the Bureau of Standards, to name only those of most interest to the business man. Other important sources of material are: the Geological Survey and the Bureau of Mines, in the Department of the Interior; the Bureau of Labor Statistics, in the Department of Labor, and a number of bureaus in the Department of Agriculture, including the Bureau of Markets and Crop Estimates and the Bureau of Plant Industry. The various boards and commissions of the states in the United States also publish valuable material. Though it may not be possible with business libraries of ordinary size, the larger ones seek to draw, in addition, on the publications of the Governments of other countries, whether of trade or of industry. For instance, the Philadelphia Commercial Museum Library has the statistics of exports and imports of more than eighty different countries, given in their official publications and supplemented by the reports of the consuls and commercial agents.

Graphic Presentation of Facts

So far the business information considered has been of the kind recorded in printed or typewritten words. These need, as a supplement so important as to be more than a supplement, maps, charts and photographs. Maps of the ordinary geographical kind such as are found in atlases are an obvious essential in a business library; how detailed they shall be depends on the nature of the library. A commercial atlas, describing the economic resources and trade routes of different parts of the world, has a value equally obvious. In these atlases, maps and letter-press cooperate in presenting the information. But business libraries can hardly be content to stop at this point. Flat maps, mounted on some kind of stiff backing, are used by many companies in keeping constantly revised records of their own operations, whether engineering enterprises or sales campaigns; pins with celluloid heads of different colors and sizes can be stuck into a map of that kind in such a way as to convey quickly and vividly a large amount of information. City maps are necessary aids in planning delivery routes economically.

To a constantly increasing extent, busi-



This shows the general library of the American Telephone and Telegraph Company, New York City, U. S. A. The desks for the librarian and assistants, the chairs for readers, the card index case at the right and book stacks and files for pamphlets and clippings in the background—these represent the essential features of a business library that is organized to collect and give out information

ness men are relying on the graphic, as well as the mathematical, side of statistics to show new facts about their business in addition to recording what is already known. Consequently there are few business libraries in which charts of various kinds will not be found. Those that are being worked on will be in the hands of the statistical department, but so far as possible it has been found desirable to centralize the material in the library, so that at least the librarian will know where it is. Photographs are another form of graphic presentation valuable either as a record or as a sales aid; where the company issues illustrated publications their value is extended. Stereopticon slides may also be filed as part of the library's material, and, as the industrial use of motion pictures increases, the rolls of film may come under the librarian's care, although they may be most used by the publicity department or the sales department.

To make all this material quickly and easily available requires, not only intelligent cataloguing and filing, but adequate equipment and convenient use of floor space. Metal or open wood stacks are generally used for books, unless the collection is very small, when wood bookcase units with sliding glass doors are sometimes employed. For pamphlets, clippings, photographs and small maps and charts, unit

vertical files in ample variety are manufactured. Vertical files of larger size are used for maps that will not go into the ordinary file, while maps in which tacks or pins have been stuck are slid into racks horizontally. Very large wall maps are sometimes fastened to window shade rollers attached to the under side of a high shelf. Card index cabinets with the standard size library catalogue cards of approximately 3x5 inches are practically essential.

Giving the Facts

The last few paragraphs have described not business libraries but the material and equipment used in business libraries. For the essence of the business library is its fact-finding activity; it is, as already suggested, an organization for putting knowledge to work. The efficient librarian not only brings the facts together but gives them out again, letting those for whom the library is designed know that it is there to serve them; when they have used it successfully they are likely to send their queries more often. And questions come—from the executives, the technical production departments, the departments having to do with employment or personnel, with accounting, with advertising, with sales and mailing lists, with credit, with purchasing and stores, and with exports.

In the case of R. G. DUN & Co., the publishers of DUN'S INTERNATIONAL REVIEW and two other magazines, the business library assists both the Service Department and the Editorial Department, and the questions naturally cover a wide field. The following are examples: "In what foreign cities are auction sales of raw materials held?" "What is the name and title of Norway's representative in Seattle?" "What periodicals are published abroad covering electrical engineering?" "Is there a market for window shades in Mexico?" Many times companies have been saved great expense through information obtained from the librarian; valuable time also is saved because of the availability of the data.

It is not always possible, however, for any one library to have all the information that may be required at one time or another. Business libraries frequently are stronger in one department than in another. For instance, the Patent Department Library of the National Automobile Chamber of Commerce has copies of over 200,000 United States patents pertaining to the automobile industry and has also copies of the French patents issued between 1895 and 1901, when the French Government published in printed form only a few automotive patents; this French set is the only one in the United States. The library of the Associated Advertising Clubs has 10,000 cases of fraudulent advertising data. It is claimed that the library of

the National Safety Council in Chicago is the most complete safety library in the world; in addition, it and four other safety libraries have a cooperative arrangement for inter-circulation. The libraries of the Boston Elevated Railway Co. and the Prudential Life Insurance Co. are among the leaders in their respective lines.

Largely under the leadership of the Special Libraries Association, the business libraries in the United States are striving to perfect, not only their internal organization and equipment, but also their exploitation of outside resources. It has been said that the reference book most used in the business library is the telephone directory. Sometimes the librarian gets the necessary information direct from a company, trade organization, or perhaps the public library. Frequently one business library can help another, since the combined resources of all the special libraries in a good-sized city are immense. Already in eleven cities branches of the Special Libraries Association have been organized, and at one center in each of the eleven a card index is kept, by subjects, of all the topics on which one or more of the cooperators is specially qualified to furnish information, whether it be oil for fuel, scientific management, trade marks, or anything else of interest to business men. So, by both internal and external organization, business libraries are "putting knowledge to work."



The filing cases and part of the metal stacks for books in the library of the Detroit Edison Company

Commercial Library of the Detroit Board of Commerce*

By ROBERT W. ADAMS



Secretary Campbell and Librarian Haller in library

Recently Secretary Prine of the Wholesale Merchants' Bureau of the Detroit Board of Commerce had occasion to need a list of New York importers who brought into this country a certain commodity.

Believing that surely the Chamber of Commerce of the State of New York would have the information, he wrote to the secretary and asked for such a list. Five days later he received a reply that there was no such list available. Secretary Prine then made efforts to secure the information from those close in touch with foreign trade situation in Detroit.

All these efforts failing, he at last turned to the Board of Commerce library, where he found the information he desired and was able to use it within 16 minutes after he had directed his inquiry to Miss Christine Haller, librarian.

This is but one of the many examples of how time can be saved by using the commercial library of the Board, which ranks among the finest of its kind in the country.

The library is a branch of the Detroit Public Library, which purchases all books and pamphlets, leaving to the Board only the payments for magazines, newspapers and photographic views of Detroit.

The library is strictly a reference library on financial, commercial, business and economic subjects and such civic questions which are pertinent to the Board's activi-

ties and needs. There is a wealth of valuable information in the library, which is so classified and arranged that it is easily accessible. The material consists of books, pamphlets, documents, clippings, reports, maps, descriptive material of cities, biographies, photographic views of Detroit, compilable lists on various commercial activities, and telephone directories.

It is the duty of the librarian to foresee demands and to procure such information for her files to be accessible to members of the Board and the staff. The library has books on economics, banking, corporations, waterways, export trade, accounting, industrial betterment, advertising, salesmanship, and many other business subjects. The library also subscribes for magazines which are routed through the building before they are placed upon the table in the lounge room.

Just to show what sort of inquiries are received every day at the library, the following list, which indicates the breadth of subjects covered is given: Names of factories in Detroit employing the shop committee plan, welfare work in Detroit, names of Detroit factories which have athletic clubs, pamphlets on profit-sharing, population and area of Cedar Rapids, Iowa, corporation law in Colorado, list of foreign trade magazines, Michigan game law, retail store advertising, rapid

* Reprinted by courtesy of *The Detroit*.

transit in Detroit, list of firms which make portable houses, freight embargo in Detroit in 1916, Detroit water system, housing situation in Detroit as compared with other cities, lists of books that every business office should have, name of secretary and address of the Metropolitan Club of Detroit, name of trust company in Louisville, Ky., Great Lakes-St. Lawrence waterway, merchant marine, Detroit's proposed subway, number of houses in Michigan wired for electricity, automobile production in the United States, officers of the U. of I. Club, and many others too numerous to mention. This list gives but a partial idea of the information which is available to members of the Board at all times.

The Public Library established this business branch at the Board of Commerce in January, 1918, so as to better serve the needs of the members of the Board with accurate and up-to-date information and also to give the utmost service to various departments of the organization.

Although the librarian acted as a representative of the Detroit Public Library in the Board, and did not sever her connections with the Public Library when she took charge of this branch, her salary was paid by the Board until May, 1922, when the Public Library took complete control

and charge of it. The policy of the library remains the same. This arrangement is much more satisfactory, and much better service can be given than formerly.

The library was organized to be a strictly reference library on business and economics, and has been assimilating itself more and more into a barometric bureau for information on business and financial condition. It also has endeavored to develop its statistical data on Detroit and all commercial subjects and has collected considerable material on advertising, tariff, safety, waterways, ports, merchant marine, zoning, rapid transit, foreign trade, information on foreign countries, and other current subjects relating to business and commerce.

The library has a file of city maps and descriptive literature on cities in the United States and has recently started a picture collection.

Members of the Board have yet to realize to the full what an important part of the organization the library occupies. The branch was established for use of the members and the staff, and members can save themselves much time and labor when they desire information which they do not have at hand if they will ask for that at the Board of Commerce library.

Facing the Facts

"Not many months ago, the writer stood in Hyde Park where a fairly representative cross-section of the London population gathers nightly to discuss every imaginable subject of human interest. The coal strike had just been settled. Business depression was acute and the future held small promise of early improvement. In ordinary times many of the speakers would have been arguing for the nationalization of industries, and for other socialistic and communistic plans. But on this night the temper of the crowd had changed. Promises of an early millenium had failed. Radical plans for social change had shown their weaknesses in practice. Nowhere among the hundreds gathered in the park was a voice raised with a concrete proposal, but on the contrary, there came from all sides the cry "We must study the facts; we must find out what can be done."

"This revulsion in popular sentiment seems to have spread over the world. Demagogues and false prophets are beginning to be discredited. The attempt to build up class hatred and to create class warfare is losing ground. In the fact of a common economic disorder and distress the world is hunting for the real facts and for real leadership."

"In this changed attitude of mind there is hope. There is hope also in the critical, disinterested, and impartial studies of economic questions that are being made in every country, not only by professional economists, but also by far-seeing labor leaders and by men in responsible positions in business and industry." * * *

The combined effect of all these studies has been to build up a growing mass of economic facts that are beginning to be accepted by professional economists, business men and many active labor leaders, as the basis upon which future industrial developments in the United States must take place. The reaction in the United States from the world-wide radical movement of the last few years has not only been more pronounced than elsewhere, but it also differs from the reactions in other countries through the fact that a reaffirmed belief in the essential soundness of American institutions is being supplemented, perhaps more than elsewhere, by an exact knowledge of the facts and viewpoints which must control the future development and evolution of such institutions."

M. C. RORTY,

Current Economic Problems.
Chapter V, p. 113-114.

Reading List on General Economics

By MARY G. LACY,

Librarian, Bureau of Agricultural Economics, U. S. Department Agriculture

For the reader who has not read a great deal on economics, but who wants an introduction to the subject, not too advanced for rapid reading, any one of the following would probably be found satisfactory:

Carver, Thomas N.
Elementary economics. Boston, Ginn & Co., 1920.

Clay, Henry.
Economics, an introduction for the general reader. New York, The Macmillan Co., 1921.

Ely, Richard T., and Wicker, George R.
Elementary principles of economics. New York, The Macmillan Co., 1921.

For the more advanced reader who has some economic background and desires to do careful reading the following are recommended:

Carver, Thomas N.
Principles of national economy. Boston, Ginn & Co., 1921.

Ely, Richard T.
Outlines of economics. New York, The Macmillan Co., 1920.

Fetter, Frank A.
Economics. New York, The Century Co., 1920.

1. Economic principles.
2. Modern economic problems.

Fisher, Irving.
Elementary principles of economics. New York, The Macmillan Co., 1913.

Gide, Charles.
Political economy. Authorized translation from the 3rd ed. (1913) of the "Cours d'économie politique" Boston, D. C. Heath.

Marshall, Alfred.
Principles of economics. London, Macmillan & Co., 1920.

Taussig, Frank W.
Principles of economics. New York, The Macmillan Co., 1921.

For the student who desires to go into the historical aspects of economics, we suggest the following:

Gide, Charles.
A history of economic doctrines from the time of the physiocrats to the present day. London, G. H. Harrap & Co., 1915.

Haney, Lewis H.
History of economic thought. New York, The Macmillan Co., 1920.

Ingram, John K.
A history of political economy. With an introductory chapter by Wm. A. Scott. London, A. & C., Black, 1919. 1919.

Mill, John Stuart.
Principles of political economy. New York, Longmans Green & Co., 1921.
This great work, which appeared first in 1848, has gone through many editions. This one contains an introduction by Sir W. J. Ashley.

Ricardo, David.
Principles of political economy and taxation. New York, E. P. Dutton & Co., 1917. (Everyman's library)
This famous treatise, first published in 1817, has gone through many editions. The Everyman's edition is quoted because it is convenient in size and inexpensive in price. The cloth binding can be procured for 80 cents.

Smith, Adam.
. . . The wealth of nations. With an introduction by Prof. Edwin R. A. Seligman. New York, E. P. Dutton & Co., 1920. (Everyman's library, 2 v.)

This epoch making work, written in 1776, by "The father of political economy," has gone through many editions. This recent Everyman's edition is a convenient size and is inexpensive.

For the person who wants to have access in one volume to material on many economic subjects the following is recommended:

Marshall, Leon C. and others.
Materials for the study of elementary economics. Chicago, University of Chicago press, 1915.

To quote from the author's preface "The materials collected in this volume are intended to acquaint the student with economic principles as they are manifested in the tangible facts of economic life . . . Various sources have been drawn upon, including not only the writings of recognized economists but also official literature of governmental and private organizations, commercial and financial periodicals, and the daily press . . . The book is not designed to take the place of a systematic textbook. Rather it should be used in conjunction with such a text."

Special Libraries

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Rates: \$4.00 a year; single copies 50 cents.

EDITORIAL

MISS HASSE RESIGNS

Miss Adelaide R. Hasse, editor of "Special Libraries" for the past two years, has tendered her resignation to the president and executive board, to take effect at once. Miss Hasse has ably edited the publication of the Special Libraries Association since November, 1920, and it is with genuine regret that we lose her splendid services. However, she has given generously to the Association of her time, capability and energy, and we are appreciative for these.

The following resolution was unanimously adopted by the Executive Board:—That the Executive Board of the Special Libraries Association desire to express their cordial appreciation of the work of Miss Adelaide R. Hasse as Editor-in-Chief during the last two years, of the Association's magazine, "Special Libraries." In the opinion of the Board, "Special Libraries" has shown continuous improvement during this period both in content and in physical appearance and it is apparent that such improvement has been due to the painstaking efforts of its Editor-in-Chief. For this unflagging service the Association is duly grateful.

S. L. A. ANNUAL CONVENTION

Read the details in this issue. Convention committees are working overtime to make it an event in S. L. A. history. Every member should plan to attend and should come prepared to participate in convention proceedings. Also, do not forget the many social events which are being arranged to promote personal friendships; we believe cordial personal relations are the basis for effective cooperation.

The President's Page

EVERY MEMBER GET A MEMBER

The Membership Committee, headed by Miss Mary de J. Cox of the American Telephone & Telegraph Co. Library and Miss Grace Aikenhead of the W. T. Grant Co., is inaugurating an effort to double our membership. There is no reason why we should not have a membership of 1500 within a few months. During the coming month, the Committee is asking *Every Member to Get a Member*. This will require only a minimum of effort on the part of each person. There will be someone in your own library who is not a member, and would gladly join if cordially invited; or a co-worker in another library whom you see often but as it happens has never been asked to join the Association. From now until the convention occurs, bear in mind that we are urging you to help to the extent of securing one new member, besides renewing your own membership. Surely no member can overlook an opportunity to invite a friend or co-worker, or a member of your own staff to join our organization. We owe it to our profession.

Now don't think this urgent request applies to anybody else or everybody else in S. L. A. *except you*. It means *you*. Don't take it lightly and throw the letter in the waste paper basket at once without even allowing the request to register. We are dead in earnest and are counting upon *you* to secure *at least one* new member in January, 1923. Won't you do it? You can easily.

The annual dues are \$4.00 which includes a subscription to "Special Libraries," our monthly publication. An individual may join as a non-subscribing member (which means he does not receive "Special Libraries") for \$2.00 a year. A \$2.00 membership allows all the privileges except a subscription to the magazine. If the person wishes to be a member of the local association he may do so for the same membership dues. In submitting the membership to the Secretary-Treasurer (Alfred B. Lindsay, 429 Homer Bldg., Washington, D. C.) state that the person wishes to join the local association as well, and send only the \$4.00 or \$2.00 membership dues. In that case, the Treasurer transfers to the local association the amount of the local dues.

In other words, for \$4.00 a person may become a member of the local association, e. g., New York or Boston, a member of the National Special Libraries Association and also receive a subscription to "Special Libraries." For \$2.00 he becomes a member of the local and national associations but does not receive our publication.

We urge that you impress upon all persons the importance of joining as a full member, \$4.00. It is through "Special Libraries" that we are able to reach our members and keep them informed. The extra two dollars will be well spent. The non-subscribing membership is intended for the younger members who are in a special library and have access to the "Special Libraries" there. Explain to your prospective member *what* the Special Libraries Association *means* to them and to the profession.

1. It is an organized body of special librarians originating and effecting measures for their common good.

2. It is unifying all efforts.

3. Through the organization special librarians are becoming known and recognized.

4. Through it, establishment of more special libraries are encouraged.

5. S. L. A. is encouraging higher standards.

6. The Association assists in securing employment for its members.

7. It assists in the collection of fact information and in dissemination of it.

8. It is studying methods in order to help individual libraries.

9. It affords an opportunity for acquaintanceship with others in your profession.

10. It provides for a merging of interests and for exchange of ideas.

11. Each librarian secures the advantages of all the other member librarians. The larger the membership, the greater the advantages.

Before another month has passed, send the name, address, position of some person applying for membership in S. L. A. to Mr. A. B. Lindsay, 429 Homer Building, Washington, D. C. Enclose the membership fee of \$4.00 or \$2.00 and state whether they wish to join the local association.

REBECCA B. RANKIN.

Association Activities

S. L. A. Annual Convention

The Special Libraries Association anticipated meeting as usual with the American Library Association, with which it is affiliated, at its annual convention in 1923. However, when we were invited by A. L. A. to meet with them in Hot Springs, Arkansas, in April, the Executive Board were in doubt as to the wisdom of holding our S. L. A. meeting at that distance, and at a time not convenient for business and special librarians. Therefore the Board determined, if possible, to secure the individual opinions of its members on this matter, and a post-card request was sent to each member. A detailed analysis of the answers to this questionnaire taken in December was made by the secretary, and the Executive Board's interpretation is that the large majority of the members favor in principle meeting with A. L. A. but that this year the meeting place is too remote for most special librarians to attend, and therefore they favored a separate S. L. A. convention to be held in the East, preferably in a resort place, rather than a city.

With such a mandate from our members, the Executive Board decided upon Atlantic City or Asbury Park as the place of meeting. We wanted the date late enough so as not to interfere with the A. L. A. Convention. The third week in May has been chosen for the time. The Hotel Chelsea in Atlantic City has been selected for headquarters. The preliminary Arrangements Committee with Miss Gertrude Peterkin as chairman is making arrangements and will soon announce hotel rates and all details. The Program Committee, under Miss Juliet Handerson as chairman, will soon be able to announce the full program. As we go to press, all details are not completed but a full and definite announcement will appear in March "Special Libraries."

Our S. L. A. Convention this year will serve as a supplementary one to the A. L. A. We hope many of our members will be able to go to Hot Springs, and we also extend a cordial invitation to all public and general librarians to attend our Convention in Atlantic City the third week in May.

Convention Committees

The President is planning the organization for the Annual Convention in May. The Executive Board is assisting. Com-

mittees are now being formed, and practically every member in the Association has been or will be asked to act on some committee. If any individual has a preference of work the president will be glad to hear of it. It is hoped that every person will gladly serve on some committee. Each committee will have its work allotted to it so that every part of the Convention and all details will be accounted for, and the work of each committee will dovetail into that of the others. It is the ambition of the Association to make this a most profitable, interesting and pleasurable meeting. We need everyone's ideas, and each one's assistance to make it such a success.

As planned, the following committees for the Convention are being appointed:

Preliminary Arrangements Committee
Chairman, Gertrude D. Peterkin, American Telephone & Telegraph Co., N. Y.

Program Committee
Chairman, Juliet A. Handerson, Russell Sage Foundation, N. Y. City.

Finance Committee
Chairman, L. A. Armistead, Boston Elevated Railway Co.

Information Committee
Chairman, G. W. Lee, Stone & Webster Co., Boston.

Social & Hospitality Committee
Chairman, Marguerite Burnet, Federal Reserve Bank of New York.

Exhibit Committee
Chairman, Grace A. Child, Phoenix Mutual Life Ins. Co., Hartford, Conn.

Publicity Committee
Chairman, W. L. Powlison, National Automobile Chamber of Commerce, N. Y. City.

Hotel & Reception Committee
Chairman, Florence Bradley, Common Service Committee, N. Y. City.

Registration Committee
Chairman, A. B. Lindsay, Secretary, 429 Homer Building, Washington, D. C.

A Resolution and also a Nominating Committee will be appointed.

Will not each person who has any constructive idea or worthy criticism of any part of a convention, please send the suggestion to the chairman of that committee?

A. L. A. Hot Springs Conference

The Forty-fifth Annual Convention of the American Library Association will be held in Hot Springs, Arkansas, April 23-

28, 1923. Headquarters will be the Eastman Hotel.

The tentative program provides for general sessions to be held Monday, Tuesday, Wednesday and Friday evenings, and Saturday morning.

Special railroad rates of a fare and one-half have been secured. For full information concerning hotel rates and other facts, see the January Bulletin of the American Library Association, or the *Library Journal*, January 15, 1923.

Many of our members are also loyal members of the A. L. A. and it is urged that as many as possible attend the meeting at Hot Springs.

S. L. A. Insurance Classification Committee

On February 13, the Committee on Insurance Classification of the S. L. A. met in the office of Miss Cox, Librarian of the Metropolitan Life Insurance Company. There were present at the meeting Mr. Handy, Librarian of the Insurance Library of Boston, representing "Fire" Classification, and Miss Child, of the Phoenix Mutual Life Insurance Company, representing "Life" Classification. Miss Carson, who represents "Casualty" was unable to be present.

The various classifications in use in insurance libraries which had previously been collected by the Chairman were discussed at length and after a session lasting from 10 A. M. to 4 P. M., a general outline of nine fundamental subjects was drawn up, which would seem to apply to any type of Insurance.

This outline is to be distributed among the various members of the Committee, representing the different types of Insurance, with the idea that each member will amplify the headings in this outline along his particular kind of insurance.

At the next meeting of the Committee, which probably will be held during the Convention, we hope to discuss the amplifications which have been worked out and make any readjustments necessary.

In the meantime, it is the desire of the Committee to function in an advisory capacity, giving the benefit of our experience with Insurance Classification and submitting for the use of those who desire them the Classifications which have been collected.

FRANCES S. COX.

Committee on Methods

The Committee on Methods of the Special Libraries Association desires to thank the one hundred and fifty or more librarians who have taken pains to fill in and return their questionnaires. As it is impossible to acknowledge these individually, the Committee takes this means of expressing its gratitude.

Special Libraries Council of Philadelphia and Vicinity

The regular meeting of the Special Libraries Council of Philadelphia was held on January 5. The evening's program consisted of an address by Evelyn C. Rigby, Librarian of the Reuben H. Donnelly Corporation. Miss Rigby talked briefly on Donnelly's Red Book Buyers' Service, a branch of which has recently been established in Philadelphia. This centre of free buying information has been maintained for a number of years in Chicago and New York in connection with Donnelly's Red Books, the classified telephone directories. The Company has now entered on a new venture, nation-wide in scope. It issues a series of nine regional classified business guides which completely cover the industrial area of the United States. These directories which list all manufacturers, wholesalers and business services in the central cities of each section are distributed without charge to all business concerns in the entire territory which geographically looks to these cities as their buying centres. A branch buyers' service has been established in each of these nine centres to give information on where to buy commodities and services not already found in the directories.

Each Buyers' Service contains an extensive library consisting of trade catalogues and directories, sample copies of trade periodicals, manufacturers' catalogues and a ready file of information. The Philadelphia Buyers' Service has been in active operation for eight weeks and is now answering from fifty to sixty-five buying questions each week. To date, business has been referred to 649 concerns in the Central Atlantic territory.

A short business session followed. Miss Keller called attention to the President's page in the December issue of *Special Libraries* in which Miss Rankin refers to a tendency of organizations to be ruled or run by a small number or "inner circle," and suggests ways in which members can help to prevent this. Miss Keller asked for the cooperation of the membership in preventing a tendency of this kind and urged strongly that each member be willing to accept appointment on a committee.

The regular meeting of January 26, held in the Chamber of Commerce building, was in the form of a question box. All were invited to come with their problems, and there was much discussion.

Mr. Kwapil, Librarian of the Public Ledger Library, spoke of the Goodman Congressional Index Service, to which the Ledger Library has recently subscribed, and invited members of the Council to make use of it.

Questions were asked concerning classification and cataloguing of a small theo-

logical library; how pamphlets are kept; best method of cleaning books, etc.

Dr. Lewis spoke of the progress of the Periodical Committee, urging all those who had not yet done so to send in their cards.

Through the courtesy of the Pennsylvania Library Club, the Special Libraries Council of Philadelphia has been asked to conduct one of the sessions at the Atlantic City joint meeting of the Pennsylvania Library Club and the New Jersey State Library Association.

As this is not a separate meeting for special librarians, great care was used in selecting a program that would interest librarians in the work and objectives of the special field.

Miss Rebecca B. Rankin, President of the Special Libraries Association, will speak for the special librarians, while Gregory C. Kelly, General Manager, Pennsylvania Compensation Rating and Inspection Bureau, represents a type of the professional and technical men who are served by special librarians. The remainder of the program will illustrate the work of the Council of interest to the general librarians.

This session is scheduled for Saturday, March 3, at 10 a. m. It is hoped special librarians sufficiently near to attend will be present.

HELEN M. RANKIN,
Secretary.

New York Special Libraries Association

A meeting of the New York Special Libraries Association was held on Tuesday evening, January 23rd, at Allaires Restaurant, formerly well known as Sheffel Hall of O'Henry, Richard Harding Davis, and Samuel Hopkins Adams. The meeting was in charge of the Advertising Group—the general theme, publicity. It was well attended. After various announcements by Miss Frances Cox, Miss Gratia Prouty, Chairman of the Publicity Committee, made a few brief remarks on the work and plans of her Committee. Mr. Reece, in charge of the Library School of the New York Public Library, spoke briefly upon the series of lectures to be given by the School this spring and expressed his thanks for the cooperation, help and suggestions given him by the officers and members of the Association in outlining the courses. Miss Rebecca Rankin, President of the National S. L. A., followed Mr. Reece by speaking of the forthcoming Annual Convention. Plans are well along. The meeting will undoubtedly be held either at Atlantic City or Asbury Park, depending upon accommodation. A cordial invitation to attend it will be extended to all librarians, members of the A. L. A., etc., who will find it impossible to be present at the Hot Springs

Convention in April. Miss Rankin also urged the necessity of sending in the questionnaire recently sent out to all special libraries by the Committee on Methods of the National S. L. A.

Before the speaker of the evening, Miss Grace Carstensen read O'Henry's short story "Halberdiers of the Rheinschloss," a tale of Sheffel Hall.

Mr. James S. Martin, of the Foreign Trade Department of the Remington Typewriter Company talked upon publicity and how to sell the library idea. His speech was very interesting and illuminating. A few of his remarks were as follows:

Advertising is purely a function of selling. Sell the idea and the machine goes with it. The whole world today is a selling world. America for the past 100 years was interested solely in production, elimination of waste, etc. Production was the sole goal. Selling was left to take care of itself. This interest in production made a fetish of efficiency. America has turned away from that idea. Personality, the human element, is coming back to its own. Selling, in other words personal salesmanship, is dominant in the world today. The main problem is overcoming retail sales resistance. How shall special libraries go to work to sell the idea of special libraries to corporations, industrial plants, etc.? First, organize strongly, both for promotion of effort and betterment of individual equipment. Second, have grit and determination. Third, celebrate every worthy occasion. Mr. Martin seems to think that librarians are too gentle and too reluctant to "toot their own horn." Fourth, use personal publicity. Don't tell the firm what excellent books you have but what you can do to aid the employers, employees and how a special library can help bring in new business. Selling is an exchange of goods when both parties are in the buying and selling mood. Therefore a salesman's job is to bring a buying mood. Special libraries, according to Mr. Martin, can tell firms not to spend money uselessly on turnover of personnel; use their own employees. Show them how special libraries can help make their own people fit for the jobs ahead. "To do anything well you must come at it from a higher plane."

The mid-winter meeting of the New York Special Libraries Association, at which the Commercial and Financial Groups will act as hostesses, will be held on February 27, at 6 P. M. at Stanley's, 198 Broadway.

Mr. Oswald W. Knauth, of R. H. Macy and Company, will be the speaker of the evening. Mr. H. W. Wilson will be present to discuss the possibility of a new financial index.

M. C. WELLS,
Secretary.

Special Library Field Doings

The Extension Service Committee of Greater Boston is not a new organization but recently it has assumed the importance of a letter-head. Its headquarters are the Boston Public Library, and Mr. G. W. Lee, of Stone and Webster Library, is the main promoter. Its aims are "to establish sponsorships for centralizing information, and to develop useful resources." We quote from "Library Life," organ of the Boston Public Library, January 15, 1923, which describes the stage the service has reached at present:

"Many members of the staff must have noticed exhibits posted the last week in December on the bulletin board opposite the elevator on the ground floor, under the title of "Extension Service"; and those who have had the patience to read the sheets of explanation and to consider each of the twenty sponsorship sheets should have a fair idea of what this Extension Service is aiming to do. Briefly stated, the Extension Service aims to establish committees of one, i. e., "sponsors," who may be looked to for information, or for the development of resources, in connection with the topics assigned to them. These sponsors are expected in most instances to prepare statements that will serve as bulletins of the Extension Service, which will go to make up a loose-leaf handbook for reference purposes at the Boston Public Library.

By the time this article appears in print the sheets thus exhibited will probably have gone into this loose-leaf collection for reference on the subjects which they cover. At least one copy of this collection will be in the Public Library as a guide to sources of information. According to present plans, the copy will be at the Bates Hall Reference Desk, and new sheets (posted at the rate of at least one a week) will in turn be added to this reference manual. As a specialist is sponsor for each sheet, it goes without saying that when information is needed, in addition to what is given on the sheet, the sponsor should be available as a source of appeal.

Subjects of Sponsorship

In the following list, Nos. 1 to 20, represent titles of sheets exhibited, while *a* to *r* represent titles of sheets in process or proposed. For about two-thirds of these subjects, sponsorships have already been established, and on nearly half of them college students have been, or are, assist-

ing. It is expected eventually to have a student assistant for substantially every sponsor. The names of sponsors or of students appear on many of the sheets exhibited. For names not given, inquire of Mr. F. H. Chase of the Public Library.

1. Extension Service Committee.
2. Check List for Working up Sponsorship Material.
3. Inheritance Tax Protection and Business Insurance.
4. Community Centers.
5. Vocational Information Resources in Greater Boston.
6. Vocations and Avocations for Elderly People.
7. Arnold Arboretum.
8. Fine Arts in Boston and Vicinity.
9. Children's Libraries and Museums of Greater Boston.
10. Availability of Boston Newspapers.
11. Guide to Serial Publications, Boston, Cambridge and Vicinity.
12. Co-ordination of Student Work.
13. Mechanical Engineering Book List.
14. Electrical Engineering Book List.
15. Fuel Economy.
16. Food and Fuel Storage in Boston.
17. Maintenance of Buildings.
18. Convention Specifications.
19. Natural History.
20. Public Health.
 - a. Public Documents.
 - b. Post Office Addresses.
 - c. Social Settlements.
 - d. Agriculture.
 - e. Town Room Interests
 - f. Telephone Service.
 - g. Chamber of Commerce.
 - h. Educational Resources.
 - i. Business Books.
 - j. Lantern Slides.
 - k. Maps and Atlases.
 - l. Engineering Handbooks.
 - m. Everyday English.
 - n. Dates of Coming Events.
 - o. Showing Boston.
 - p. Language Headquarters.
 - q. Disposal of Superfluous Material.
 - r. Criticism of Library Catalogues."

The Philadelphia Chamber of Commerce is collecting information concerning commercial organizations, trade bodies, civic improvement associations, clubs, etc. This covers permanent headquarters, meeting place and date, names of officials, and special objects of the organizations. The Special Libraries Council of Philadelphia

has received one of these questionnaires to be filled out.

The following appears in the American Political Science Review for February, 1923: "The growing need of a special source of comprehensive information on industrial relationships has led Princeton University to create an industrial relations section of the department of economics and social institutions. The funds immediately necessary to this undertaking, \$12,000 a year for five years, have been provided by Mr. John D. Rockefeller, Jr. The section will seek to bring together a very complete library on industrial relations, the nucleus of which will consist of publications describing, illustrating or otherwise growing out of employers and employees, and especially that proceeding from the participants in industry themselves. More specifically it will include the publications of labor organizations, of industrial and railroad organizations, and of organizations representing one or another of these interests or the public interest. Dr. Robert F. Forester, formerly of Harvard University, has been appointed professor of economics and director of the industrial relations section. While it is expected that he will ultimately give some instruction on matters connected with the section, he will devote his time during the current year to building up the library and to making contacts in the field designed to enlarge his own understanding of existing relationships and to supplement the collections in the library. Digests or other publications will in time be issued. The library itself, it is hoped, will prove useful in promoting the sober and dispassionate study of industrial relations. Its resources will be available to responsible students everywhere, who may wish to consult it by correspondence or personal visits and, not least, to representatives of employing and labor interests." Miss Elsie L. Dietel is assistant in the library to Dr. Forester.

From 35 to 40 librarians registered for the Open Course in The Administration of the Special Library, now being given by the New York Public Library School. The Special Libraries Association has been very much interested in the proposed courses and has cooperated with Mr. Reece in planning them. The first lecture in the series was that of Miss Rankin on February 5, covering the need for organized information and the place of the special library in supplying it. Other lectures in the course are as follows:

Feb. 19. Making the library indispensable to its organization. Mr. C. C. Houghton, Ass't Secretary, Poor's Pub. Co.

Feb. 26. The coordination of all research effort within an organization. Miss

Elsie Baechtold, Librarian, Irving Nat'l Bank.

Mar. 5. The cooperation of special libraries with each other. Miss Rankin.

March 12. The selection and acquisition of material for the special library. Miss Baechtold.

March 19. The technical organization of the special library. 1 Miss Margaret Mann, Chief Cataloguer, United Engineering Soc. Lib.

Apr. 2. The technical organization of the special library. 11 Miss Mann.

Apr. 9. Methods of special reference work. Miss Linda A. Morley, Librarian, Business Branch Newark Free Public Library.

Apr. 16. Filing methods in the special library. Miss Ursula Johnstone, National City Company.

Apr. 23. The gathering of information by field investigations. Speaker to be announced.

Apr. 30. Methods of digesting. Mr. Prentice Winchell, Ed. The Industrial Digest.

May 7. Summary, and discussion of things ahead in the special library movement. Miss Rankin.

Then there are two series of lectures on sources of information, one on Sources of information relating to Technology, and one on Sources of information relating to Industry and Business.

Personal Mention

On invitation of the D. A. R. committee having charge of the Franklin celebration, the President of the American Library Association appointed Thomas L. Montgomery to represent the Association at the Franklin celebration in New York City on January 17. Mr. Montgomery attended the celebration and placed at the foot of the Franklin statue an open book of white immortelles with yellow immortelles to represent the edges and the letters "A. L. A." in purple upon it.

Miss Louise Keller, president of the Special Library Council of Philadelphia is arranging the program for one session of the New Jersey-Pennsylvania Library Association meeting at Atlantic City, March 2-3

Miss Estelle Liebmann is doing a special piece of cataloging for the Bureau of Municipal Research, New York City.

Miss Gertrude L. Woodin, formerly reference librarian in the Technical Department of the Aluminum Co. of Pittsburgh, has changed her position and is now head cataloguer in the library of the Kansas State Agricultural College.

Miss Grace Carstensen, librarian of the National Aniline and Chemical Co. for a number of years has resigned to accept a research position with the Institute of

American Business, 50 Madison Avenue, New York City.

The American Telephone & Telegraph Co., 195 Broadway, has established a library of fiction in its rest room for women.

Miss Sara L. Halliday of the Public Health Division of the New York Municipal Reference Library, returned to her work on January 1st after an absence of six months on account of illness. The Library had a small exhibit at the Public Health Exposition held at Grand Central Palace, January 22-29.

Mrs. Bertha Hartzell is now dean of the School Work of Simmons College while she still retains supervision of the library.

The Bureau of Vocational Information, Miss Emma Hirth, director, is contemplating a study of the library field. Miss Rankin has been asked to serve on a committee supervising this study.

An article on "Department of Public Welfare, City of New York" by Rebecca B. Rankin, librarian of New York Municipal Reference Library, appeared in the January, 1923, "Annals of the American Academy of Political and Social Science."

Theodore Kimball's "Survey of City and Regional Planning for 1922" appeared in *Landscape Architecture*, January, 1923, and in *National Municipal Review*, January, 1923.

Medical Library Association holds its 25th annual convention in Baltimore this year at the headquarters of their Exchange on May 7-9, 1923. Dr. John Ruhrah is the secretary-treasurer, 1211 Cathedral St., Baltimore, Md.

Miss Rebecca B. Rankin gave the opening lecture in the special libraries course at Pratt Institute in January.

Miss Margaret Reynolds, librarian of the First National Bank of Wisconsin in Milwaukee, has returned to her work after a three months leave of absence which she spent in California.

Miss Mabel Richardson, formerly librarian of the National Carbon Co. of Cleveland, is now an assistant in the Technology Division of the New York Public Library.

Miss Margaret R. Richter has resigned her position in the Library of the Southern California Edison Company to join the staff of the Los Angeles Public Library.

Miss Marion Bowman is the new librarian of the Old Colony Trust Co. of Boston.

Mrs. Ruth M. Lane has been appointed to the librarianship of the Vail Library in the Massachusetts Institute of Tech-

nology. Mrs. Edith F. Nickerson resigned and has taken a new position with the Du Pont Co. at the Experimental Station in Wilmington, Del.

Miss Irene Gibbons has resigned her position at the Old Colony Trust Co. in Boston.

Miss Edith McWilliams has been appointed cataloger at the Irving National Bank, New York City.

Mr. Charles B. Ford is acting as librarian of the American City Bureau, 443 Fourth Avenue, New York City. Wayne D. Heydecker is now publicity manager for the Civic Motion Picture Film Corporation.

Miss Harriett E. Dart, librarian of the Safety Institute of America, has resigned and is now on a vacation at her home in Connecticut.

Miss Mildred Lee is the new librarian of the National Aniline and Chemical Co. in New York City, filling the vacancy made by Miss Carstensen.

Miss Mildred Noe Johnson has started an independent business venture—a retail greetings card shop in New York City.

Miss Marie V. Leavitt of the Acquisition Division of the New York Public Library, has been chosen unanimously by the staff as their candidate to propose for election as one of the Good Will Delegation to go to France under the auspices of the American Committee for Devastated France. All the libraries in the city, including the special libraries and the library schools are to help in this campaign to secure votes to assure the election of a librarian to go to France. Miss Frances S. Cox, president of the New York Special Libraries Association is the representative of the special libraries on this committee working toward Miss Leavitt's election.

Miss Esther Seigel is now with Blair Company, Broad Street, New York City.

Miss Ethel Baxler has recently gone to the Fleischmann Laboratories Library, 158th Street and Mott Avenue, New York City.

Miss Corabel Bien, formerly of the staff of the University of Oregon Library, has been appointed Assistant Chief of the Periodical Division of the U. S. Department of Agriculture Library.

Miss Ruth A. Kerr, Assistant Librarian of the Naval War College at Newport, Rhode Island, has resigned to accept an appointment as cataloguer in the U. S. Department of Agriculture Library.

New Publications

A Business Classification

From Chicago comes the first contribution to a classification designed primarily for the business library. It is the work of Miss Julia E. Elliott, Sometime Instructor in Library Economy at Wisconsin State Library School and Pratt Institute School of Library Science, and is the outgrowth of years of experience in organizing business and professional libraries. It has just been issued by The Indexers Press, 5526 Park Ave., Chicago, Ill., and is \$5.00 a copy in U. S.

In the words of Miss Elliott: Standard classifications used by general libraries are not adapted to the needs of business libraries. A business library centers around one topic of major importance. Sometimes this one subject is so technical that it is represented by a single number of one of the standard classifications. The extension of this one number involves making a classification for that library just as truly as if it were not based on a number for some classification already devised. This extended notation is cumbersome. In a general library, the classification may very well follow the historical development of human knowledge; in a business library the sequence of subjects should follow the logical development of the business. While business libraries differ among themselves in certain essentials, they have many subjects in common, with a reasonably constant relation to one another.

The author divides books in a business library into five groups:

- 1 General reference books. These have been given preference in arrangement and assigned the numbers 000-099.
- 2 General business books organizing and administering a business, 100-199.
- 3 Technical books pertaining to the particular business. This group differs essentially in each type and should be developed individually under the numbers 200-399.
- 4 Economics of production and distribution, 400-799.
- 5 Miscellaneous groups, used only when preceding numbers are not applicable, 800-899.

The base of this classification is similar to the Dewey Decimal classification. No decimals have been used in this edition, but may be developed for subdivision if needed. However, an alphabetical arrangement is

advised wherever possible. The sequence of subjects is based on the logical development of a business, with a fixed scheme for books common to all businesses, and allowing expansion and insertion of books of the particular business in their logical sequence. There is an outline for the placing of books not strictly business, tables for commodities, countries, states and cities, with alphabetical notation, and a complete index. The classification differs from those in general libraries in that Business and Commercial topics are given preference in location and detailed treatment, and other subjects are subordinate in position and scope.

This work is a valuable contribution to special librarians and will be of great use in the field. We have not had an opportunity of examining it as to its usability. It may well form a basis for the classification of future business libraries, or the reclassification of existing ones. The alphabetical tables and Individual Industries lists will be of immediate use. But will not the similarity of its notation to the universally used Dewey serve to prevent its use with the latter? Sections may be adapted and inserted in present classifications, but will this not throw the burden of adaptation still upon the shoulders of the special librarian? We would like to hear from our members after they have had a chance to study the possibilities for the application of this new classification.

The American Library Directory

The American Library Directory, 1923, has just been received from the R. R. Bowker Co., 62 West 45 St., New York, N. Y. This publication has been designed to take the place of the American Library Annual, the last number of which covered the year 1917-1918. The list of libraries included is more than double that of previous years, includes more types of libraries, and omits detailed statistics in regard to their collections. Of special interests to this Association is the list of Special Libraries in the U. S. Based on the survey made by the Special Libraries Association, it has made use of local revisions, and so brought that directory up to date.

The Carnegie Corporation of New York, 522 Fifth Avenue, informs us that Dr. C. C. Williamson's Report on Library Schools which is the result of an extensive study and personal investigation of all library schools in the country is now on the press

and will be published within a few weeks. This, undoubtedly, will be a real contribution to this important subject of training.

A Cumulative Index to Special Libraries

A fair criticism which might be made of "Special Libraries" is that each number does not contain an index nor is there an index available to the whole set of thirteen volumes. This is an unfortunate fact; much valuable material is lost thereby.

Volume 4, January, 1913, contains a Cumulative Index to Vol. 1-3 and no doubt it was the intention of the Association and the editors to continue this policy of issuing an index at regular intervals. In 1920 a cumulative index to Vols. 1-10 inclusive, was compiled but not published. Recently the S. L. A. president has requested Miss Charlotte Noyes, librarian of the Dye Research Laboratory of the Du Pont Company at Wilmington, Delaware, the original compiler to complete the index through 1922 so that it may be published as the Cumulative Index to Special Libraries, Volumes 1-13 (1910-1922). Miss Noyes has the index well under way, and it will be in print before June of this year.

This index will furnish ready reference to many interesting papers and to a large number of valuable bibliographies, book notices and special library information.

Library of the U. S. Dept. of Agriculture

The Proceedings of the Entomological Society of Washington, D. C., for January, 1923, contains an article of 31 pages by Mr. J. S. Wade, of the Bureau of Entomology, U. S. Department of Agriculture, entitled "On entomological publications of the U. S. Government." Libraries and individuals having files of government entomological publications will find it a useful bibliographical tool. In commenting on the publications of the U. S. Department of Agriculture, Mr. Wade unfortunately repeats a misstatement which was made about twenty years ago in the preface to the "List of publications of the U. S. Agriculture Department, 1862-1902," to the effect that the department does not possess anything like a complete file of its own valuable literature, and that the Library of the Department has only a fair representation of such publications. As a matter of fact, the Library of the Department has made every effort to obtain a complete collection, and so far as it knows it lacks only a few of the early publications.

CLARIBEL R. BARNETT,
Librarian.

The Connecticut State Library has issued a fourth edition of its Brief Summary of Activities. This report, originally published September 17, 1921, gives a history

of the library and an account of its various activities.

The New York Public Library Bulletin for January, 1923, contains a revision of the joint list of periodicals on the shelves of the New York Public Library and Columbia University relating to economics, the original of which appeared in the Bulletin, for April, 1900. Part 1, published in this number, covers General Economic Periodicals. The list will be continued in this publication at irregular intervals.

"Greater New York, 1920," is announced as a rearrangement of the census of that year, to render the material immediately available. Greater New York is divided into 3,427 workable, residential units each one about 1/16 of a square mile. On this basis, the city's expanding population will be tabulated at every census period. The book is published by the New York City Census Committee, Inc., Room 258, 200 Fifth Ave., New York, N. Y., price \$50.00.

Carl L. Cannon, Chief of the Acquisition Division of the New York Public Library, has compiled a list of books for "a small library about a great city," designed to answer for the resident, as well as for the stranger, most of the questions asked about the City of New York. The purpose has been to keep the number of volumes within such limits that they might be purchased without excessive cost by any hotel or department store wishing to operate an information desk in small space. A supplementary list gives books which would be useful but are either out of print or too limited or special in scope for a general list. Published in the New York Public Library Bulletin, January, 1923.

Daniel N. Handy, Librarian of the Insurance Association of Boston, states that his address on Insurance Libraries in the U. S., delivered before the Insurance Institute of America, must be considered "not a report, since the information upon which these remarks are based is too meagre to be dignified by so pretentious a title—but rather an imperfect description of insurance activities in recent years." Information is given concerning twenty-three insurance libraries, derived partly from answers to inquiries and partly from information in the library files. The report is issued in pamphlet form by the Insurance Institute of America, 110 William St., New York.

Commenting on Arthur C. Comey's "Regional Planning Theory: a reply to the British Challenge," Nelson P. Lewis, Past President American City Planning Institute, says "My reaction on Mr. Comey's suggestions is that they are ingenious, cleverly shown by his diagrams, and basically sound. There may be few opportunities to build a city like Welwyn, but control of the city's extensions in accordance

with Mr. Comey's plan is wise and quite possible." The book is privately printed, may be obtained from the author, Abbot Bldg., Harvard Sq., Cambridge, Mass., cost \$.50 postpaid, in paper covers. (Add 10c for west of the Mississippi or foreign postage).

Prentice Hall Co., 70 Fifth Ave., New York, announce that "Sources of Research Data," by Lewis H. Haney, of the New York University School of Commerce, is now on the press, and will be issued shortly.

Professor Irving Fisher makes an outstanding contribution to statistical literature in his book "The Making of Index Numbers" published by Houghton Mifflin (1922) for the Pollak Foundation. The volume, which presents an exhaustive analysis of index numbers and their application, should prove a valuable tool to every special librarian. It contains over a hundred charts and many tables illustrating the construction of index numbers.

Number 22 of the Publications of the California Library Association is a "Handbook and Proceedings of the Annual Meeting, 1922." Following is a list of the papers:

Books and book-making in the United States, by Helen E. Haines.

The Historic American Publishing Houses, by Myrtle Ruhl.

English Influences in American Publishing Houses, by Mrs. Gertrude C. Maynard.

Children's Books and Their Publishers, by Wilhelmina Harper.

Books and Bookmakers in Science, Technology and Business, by Guy E. Marion.

Recent Tendencies in American Publishing, by Eleanor Foster.

The Library of the Oregon Agricultural College has recently published Edition 2 of a useful little bulletin entitled "Library practice for college students, a manual of instruction in the use of the library, especially adapted for freshmen in the Oregon Agricultural College," by Lucy M. Lewis, Librarian, Nelle U. Branch, Reference Librarian, and Lucia Haley, Continuation Librarian.

We note with interest an editorial in the Library Journal for January 15, commenting on Miss Rankin's article on the co-ordination of local and national organizations.

John Maynard Keynes, the author of "The Economic Consequences of the Peace" is the editor of a series of twelve special editions or supplements issued by the Manchester Guardian during the period April, 1922, to January, 1923, bearing the title "Reconstruction in Europe." In the words

of the editor they were desired to afford a forum to Europe in presenting an assemblage of opinions and facts international in their origins. They were published in English, French, Italian, German and Spanish. The subjects of the Sections follows:

- Section 1. A study of exchanges and means for their stabilization.
- Section 2. Principles of reconstruction. Shipping. Inland water transportation.
- Section 3. The Genoa Conference. The problem of Austria. The textile industries of Europe. Financial and exchange questions.
- Section 4. Russia. The oil industry.
- Section 5. National finances of Europe. Tariff hindrances. La vie chere.
- Section 6. Population. Agricultural and food supply. The peasant revolution in Europe.
- Section 7. Railways. Coal. Iron. Steel. Engineering.
- Section 8. The problem of reparations. The devastated areas.
- Section 9. The labour problems of Europe.
- Section 10. The United States and Europe. Emigration.
- Section 11. Banking. Investment markets. Currencies of Europe.
- Section 12. The state of opinion in Europe. Disarmament and peace. The literature of reconstruction.

"NATURE" for December 16, 1922, states that the Bibliographic Institute for Auxiliary Scientific Work (Longridge Road, London, S. W. 5), established in 1917, affords assistance in the work of scientific research by supplying bibliographies upon subjects of any kind. The cost of such bibliographies depends entirely upon the range of work comprised in the special subject stated. Further information can be obtained from the English representative of the Institute at the above address.

The REVUE SCIENTIFIQUE in a recent number makes the following statement: "The Academy of Sciences of Paris has undertaken the publication of a list of periodicals in the libraries of Paris. The work, which was done under the direction of M. Lacroix, Perpetual Secretary, is completed. The printing of it, which has already been begun, will necessitate an expenditure of 50,000 francs. To the donations already received (9,000 francs) the Academy has added 15,000 francs from the Lontreuil Foundation."