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SPECIAL LIBRARIES

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No. 2



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March Issue

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21st CONFERENCE

Washington, D. C.

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Special Libraries

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FEBRUARY, 1929

No. 2

The year 1929 is signalized by an International Library and Bibliographical Congress to be held at Rome and Venice, June 13-30. Librarians leaving New York the week following the Washington Conference of the A. L. A. and affiliated associations will journey through France, Switzerland and Italy, arriving in Rome in time for the Congress. Elsewhere in this issue we present the itinerary of the tour and preliminary announcements.

Reference Work in the Field of Sanitary Engineering

By Ruth Canavan, Librarian, Metcalf & Eddy, Boston, Mass.

THERE is probably no profession less understood or so difficult to define as that of sanitary engineering. The general conception seems to be that it has "something to do with plumbing," and by "plumbing" most people understand the mysterious but very necessary system of piping that brings into our houses and buildings the water supply and conveys away the waste waters. Where these waste waters eventually go is a matter not even of conjecture to most people. It is a case of "out of sight, out of mind." And so it is that that very able and carefully trained public servant, the sanitary engineer, is not known to the general public, and his activities remain to them a mystery. It is to be regretted that the more efficient his activities, the less evident they become. His fine work in eliminating substances and conditions which if they were not taken care of would be detrimental to the health and welfare of the whole community, receives all too inadequate recognition.

So the sanitary engineer, leaving to the plumber the complications of drainage and piping inside our buildings,

concerns himself with the building of extensive water distribution systems, reservoirs, dams and standpipes, and with the vast network of sewers which serve our communities. These sewerage systems receive not only drainage from house and building connections, but also industrial wastes and in some cases storm water runoff.

Having collected all this noxious putrescible conglomeration the sanitary engineer then has the delightful task of disposing of it, and of doing so in such a way that no offense will be occasioned either to the community contributing the sewerage or to other neighboring communities, as for instance, those which might suffer from its discharge untreated into an inadequate water course. So he has devised various methods of treatment, their complexity depending upon the degree of purification necessary before ultimate disposal. Of course, where there is an ocean available, a large lake, or an ample water course, an outfall sewer can be provided through which the sewage may be discharged untreated or possibly with just the additional refinement of a screen by

which the coarser organic matter is removed. In other instances, however, intensive treatment may be required in order to produce a clear odorless effluent and to reduce the offensive solids to stable earthy material.

There are various processes for obtaining the desired degree of purification, and they are extremely interesting, but too complicated to be explained here. They all, however, depend very largely upon bacterial activity either aerobic or anaerobic, for the reduction of the organic matter to a material which is odorless and nonputrefactive. This makes a knowledge of bacteriology essential to the sanitary engineer. He must have also the structural knowledge of the civil engineer and some understanding of mechanical engineering, in order to design the details of his treatment plants and other structures.

In the design of his sewerage system allowance frequently has to be made for storm water, and this entails a study of meteorology to the extent that he must be able to prophesy the frequency of storms and the amount and intensity of precipitation to be expected. There are legal questions which arise in connection with rights of way, contractors' claims, responsibility for the surcharging of sewers and consequent flooding, liability for the dissemination of odors from treatment plants, or for pollution of streams by the discharge of sewage to the detriment of the health and welfare of communities below.

But, as has been hinted above, the sanitary engineer not only does away with waste waters, he supplies also the waters that later go to waste. It is to the sanitary engineer that the community turns for advice as to a proper and adequate source of water supply and the best means of distributing it. It is he who investigates possible sources of supply, has test wells put down, examines promising dam sites, gauges stream flow, and tests out the quality of available waters. Here again he is confronted with the legal aspect. There are riparian rights to be considered, diversion damages, and compensation "in kind" (as by a compensating reservoir). Again, he is dragged (but not unwillingly, because legal work has its compensations; and not "in kind")

before the stern judicial eye, to testify in a rare suit, to give evidence as to an equitable figure to be paid for a water company which is to be taken over by a municipality, or a just price to be charged by a city for supplying water to a suburban district. So in connection with the water works' end of his profession the sanitary engineer must know something of the law, something of chemistry and something of public health, for there are water-borne epidemics to be taken into account and provided against, such as typhoid and anthrax, and there is the danger of pollution of water sources and of contamination of the supply during distribution.

In recent years, with the development of garbage and refuse disposal the sanitary engineer has been getting more and more involved in a consideration of this fascinating problem, which presents almost as great possibilities in the way of complexity as the sewage disposal problem, and even greater promise of the recovery of by-products. The recovery of by-products in the sewage disposal field has so far been limited to utilizing the treatment plant solids as fertilizer; either turning this substance over in a semi-liquid state to farmers for ploughing into their agricultural fields, or after rather complicated treatment which includes pressing, drying and grinding, putting it on the market as commercial fertilizer base. In the garbage reduction plants grease is recovered by a somewhat complicated process; in the incinerators the slag from the furnaces has been utilized for making concrete, and steam has been generated; and especially in England very efficient systems of refuse picking and separating have been installed, whereby all the usable materials are redeemed.

In connection with the recovery of byproducts it might be of interest to add that the latest development in the sewage disposal field is the recovery of the gas generated by the action of bacteria upon the putrescible organic matter in tanks, which results in the breaking down of this substance into earthy stable matter. These tanks are supplied with gas vents, the gas collected and utilized for burning about the plant. In some instances, notably in

Germany, the gas is being piped to the municipal gas plant and sold.

As an adjunct to and supplementing the municipal sewage treatment plant the sanitary engineer also designs residential, institutional and industrial plants, where it has not seemed feasible or desirable to make connection with the municipal system. The problem of industrial wastes disposal is extremely varied and almost unlimited in its possibilities of development along the line of the recovery of byproducts. To solve a problem of this sort the sanitary engineer must inform himself as to the process of manufacture in question, and must determine the character and the quantity of the wastes to be expected from every step in that process. He must know all the waste waters that would come from a woolen mill, from a tannery, from a laundry, from pickling works, etc., and be prepared not only to provide a way of satisfactorily disposing of these greasy, alkaline or acid wastes, but of saving such substances as are worth saving and as it is economically practicable to recover.

The sanitary engineer cannot be merely a theorist or an idealist. The financial aspect has ever to be considered; the economic features always must be faced. No manufacturer wants to pay more for the recovery of a product than its value justifies, nor does a municipality want to go to refinements of treatment when disposal by dilution is perfectly practicable.

Above all, the sanitary engineer is an economist. Moreover, if he makes the people in a community pay taxes for something that they never see, the health of that community depends upon their paying those taxes. For without his activities in ensuring a safe and dependable water supply and freedom from the pestilence and liability to disease which have always inevitably attended lack of sanitation the doctors would have no time and no encouragement to devote themselves to the avoidance of what might be termed the more "refined" diseases of the present day, in contrast to the terrible plagues and scourges of the eighteenth century before the need for sanitation became recognized.

From the foregoing description of the scope of the sanitary engineering field some comprehension may be gained as to the variety of questions which the reference worker in this field is called upon to answer. Perhaps the most usual and frequent are those relating to construction methods and equipment, and progress in the art. These can be answered by reference to the handbooks, textbooks or periodical articles. Industrial Arts Index and Engineering Index are helpful, and also U. S. Public Health Engineering Abstracts and Chemical Abstracts. Then there are the less scientific questions such as checking up addresses, names of city officials, populations, dates, etc., for which The World Almanac, Municipal Index, Hendricks' Commercial Register, Sweet's catalogs (Engineering and Architectural), Chemical Catalog, society membership lists and directories are useful. For legal citations Public Utilities Reports Annotated is reliable, and reference is made to acts and resolves and to court decisions of the various states and the Federal courts. The patent file, both United States, and foreign, is often consulted. U. S. Geological Survey publications and those of the U. S. Dept. of Agriculture are popular, as well as the bulletins issued by the engineering experiment stations of the various colleges. A classed index to take the place of the subject index has given good service for the past year.

As the scope is so extensive it is necessary to depend upon the co-operation and hospitality of neighboring libraries, to know, for instance, that through the courtesy of the ever genial Mr. Handy, one may consult a complete file of Fire Underwriters reports, unobtainable elsewhere; that the Boston Society of Civil Engineers' library is the best bet for city and town reports; that the Boston Medical library is open three evenings a week, and that the Boston Society of Natural History has some unsuspected riches in the way of geological data and maps.

So it is that in doing reference work in the field of sanitary engineering, which is so closely related to other fields, the librarian appreciates very much the privilege of occasionally trespassing, and the opportunity which

The Special Libraries Association offers for becoming conversant with the resources of other libraries and of getting acquainted with those in charge of them. The attending of the meetings of the local chapter becomes, therefore, not

only a personal gratification in the meeting of pleasant friends; it is an education and an inspiration. It may almost be said to be a professional necessity.

The Work of a Child-Welfare Library*

By Mrs. Mary Waldo Taylor, Librarian, Elizabeth McCormick Memorial Fund, Chicago

THERE was a time when the field of child welfare went through a stage in which propaganda played the leading rôle. Exhibits and speakers throughout the country called attention to the needs of children. As in the case of most public welfare work, much of the propaganda was valuable. That propaganda period is practically over, and we are now in the stage where serious study is being given various phases of the subject, not only by professional workers, but by the lay public as well. In such a stage the specialized library finds a very real place.

The Elizabeth McCormick Memorial Fund established its child welfare library in 1922. Fourteen years of activity by the Fund preceded this undertaking. During this period, through its contacts with health and child-welfare workers and its educational programs among citizen groups, the need for a central specialized library of this kind became evident. Those directing the Fund's program felt that its object "to improve the condition of child life in the United States," would be definitely promoted by a service making accessible to those working in behalf of children the literature which had grown up.

Notices concerning the library were sent to the official publications of social agencies dealing with children. The response was immediate. We expected that it would develop as a reference library entirely. It became evident almost at once that if we were to give the service demanded, we must also circulate books. We found it necessary to organize the work to include a bibliography service, loan packages, reference work in the library and reference work by correspondence.

From the beginning our users have been drawn from the ranks of social workers, teachers, students, librarians, physicians, nurses, child study groups, parent-teacher groups, and women's clubs. As knowledge has spread of the service available through our library, its activities have grown beyond any expectation. During 1927 and 1928 to date, a total of 775 child-welfare bibliographies have been sent out to 41 states and 12 foreign countries. During the same period 228 loan packages have gone to 23 states. Our guest book records visitors from 36 states, including the District of Columbia, and from fourteen foreign countries.

We have also sent shelves of books to schools and to hospitals for the use of teachers, nurses, and social workers in those fields. This has been done in cooperation with departments of work in our own organization. There is no doubt that there is additional value in having the library connected with an organization which is doing scientific work along several lines. It gives the library an opportunity to come into close touch with many lines of child welfare work and to render service just when and where it is most needed.

This connection provides not only an avenue of service, but one of publicity. Whenever the organization sends an exhibit of its activities to professional or educational groups, the library is included with a poster announcing its services, with sample bibliographies, and very often with a shelf of books. Booklets descriptive of the Fund's projects also include a description of the library service.

There is nothing stereotyped about either our bibliographies or our loan

*Presented at Meeting of Illinois Library Association, October 18, 1928.

packages. We do not have set packages already made up. While the same bibliography often answers for more than one worker, we are always glad to prepare special ones on any phase of child welfare. Students and readers are urged to be as frank with us as they would be with their lawyers, because if we can understand exactly what they are trying to do, we attempt to make the service rendered cover their particular needs.

From the very start, we have courted relations with public libraries, because there lies the great opportunity to reach large numbers of people and to do individual work. A special library can only hope to reach the leaders. In our loan package service, while we do send books to responsible individuals, we are more and more encouraging them to request their local libraries to send for the loan. Naturally this secures greater safety for our books, but more important than that is the opportunity to encourage that person to use her local library. From time to time we have published suggested lists of books for parental reading. We have also stood ready to loan a shelf of such books to libraries requesting it.

Librarians are often astonished to find the interest which is aroused in a community by featuring a "Parents' Bookshelf" for three or four weeks. If the books are placed in the lobby with appropriate signs so that they may be seen and handled by all who enter, and if proper publicity is given through newspapers and by announcement at club meetings, many new readers are attracted to the library. With the growth of the child study or parental education movement over the country, this is more and more the case, and public libraries have a rare opportunity to bring parents to a realization that the library is an agency ready to help in solving their many problems of child training.

Great care must be exercised in the selection of books for parent reading. The field is so fertile just now with the steady growth of parents' interest in reading, that the literature on the subject of child welfare, and particularly that phase having to do with child training and the mental hygiene of childhood, is increasing much too rapidly to be

kept pace with by persons who are not prepared to give practically their entire time to the subject. It is here that the special library may serve the public library.

It is always gratifying when a librarian writes that she will not need a loan shelf again because the use made of our books has justified the purchase of a collection for the library. We are frequently asked to help with suggestions as to the selection to be made. On the Elizabeth McCormick Memorial Fund screen in the exhibits you will find two such selections. One librarian wished to buy twenty-five books as a nucleus for a parent-teacher child-study circle. Another larger library asked a group of physicians for a list of books on child health which should be in a public library in a small city, and they referred the request to us.

Also on the screen is a list of child-welfare subjects on which bibliographies have already been prepared. In addition, you will find some examples of subject heads in use in our catalog.

I have here a bibliography entitled "The Parents' Bookshelf." The entries have been selected with the average parent in mind, and technical references have been omitted.

We now have upward of ten thousand books and pamphlets in the library covering every phase of child welfare with the exception of the broad field of education. Here we have limited ourselves to the smaller subject of health education, since that is one of the major subjects of the Fund's activities. We receive regularly about one hundred periodicals—magazines and regular publications of private or public organizations.

We treat all pamphlets as books and place them on the shelves with the books. We catalog not only the books, but also magazine articles which treat of child welfare topics.

I do not wish to take time to go into details of library practice. Suffice to say that we try to be constantly on the alert for ways and means of reaching and interesting greater numbers in scientific methods of child welfare work. And we wish the members of the Illinois State Library Association to feel that when demands are made along this line, we stand ready to serve them.

Using the Business Library

By L. L. Briggs, Professor of Economics, University of Vermont

Librarian is Responsible for Use. A business library may contain the latest and best information, be well organized and administered by a professional librarian and still be a liability to the organization if its use is not commensurate with its cost. It sometimes happens that an executive installs an excellent library from which his business receives little service because there is no one to show the employees how it can assist them in their daily work. The librarian is responsible for putting the information which has been collected into practical use and he must make the library an integral part of the organization which it serves. In order to accomplish this objective he cannot wait until he is called upon for service but must visualize informational needs in advance and satisfy those needs. Consequently, he must keep in close touch with the information requirements of his concern; see that the library service is constantly kept before the executives and the employees and place the facts in a form readily usable by them.

Co-operation of Executives is Necessary. Although the responsibility for the use of the business library falls upon the librarian, he can give the best service only when the executives, department heads and the rank and file of employees tell him what their needs are. It is only in this way that he can fully realize the fact requirements of his concern and understand the trend of the business. It is an axiom among business librarians that, "The business library cannot adequately function without the complete confidence and co-operation of the executives of the organization." However, the librarian may learn a great deal about the needs of the business by careful observation.

Methods of Learning Needs. There are several methods by which the librarian is allowed to catch a glimpse of the inside workings of the business in order to determine upon ways by which his

department may function to better advantage. One of the large banks of the country requires its librarian to read the daily mail that is circulated among the offices. This enables him to quickly learn the needs for information and he manages the library accordingly. Another organization has its librarian present at all conferences of department heads. At these meetings he learns what the various departments require along the line of print and this knowledge makes it possible for him to take steps to meet those requirements¹. The concern that has its librarian informed in these ways as to what is expected of the library has done much to make it a valuable unit of its organization.

Salesmanship is Necessary. The successful business librarian must be an expert salesman of his stock of information because many of those needing it are unaware of their lack of knowledge. He should be able to show the executives and the employees the value of the print which he has collected and organized for them. People connected with the business who are neglecting information to their own loss and that of their employer should be shown the error of their ways. The librarian in putting his print into practical use is justified in using the various methods of salesmanship as talking, displaying, giving out samples and making friends.

Material Brought to Attention. The successful business librarian always is on the lookout for print that will be useful to the concern. He keeps a list of the subjects in which the members of his organization are interested. The incoming material is examined with these subjects in mind and when some valuable information is discovered it is immediately brought to the attention of those concerned. It is essential that he have an all around understanding of the business from the standpoint of the service which print can render to the solution of its problems². If he is

¹Loomis, Metta M. *Libraries That Pay*. Independent, June 26, 1918. Page 1436.

²Krause, Louise B. *Better Business Libraries*. Chapter X. Page 91.

such an expert in his line and is so familiar with the material with which he works that he can forecast areas of interest in the industry and be prepared beforehand for inquiries he will be able to make his services almost invaluable.

Distribution of Information. Another duty of the special librarian is to devise means for the distribution of information. That he be able to perform this duty effectively it is best that he be given full authority over the receipt as well as over the distribution of all library material. The print should come to the library first and from there be distributed to the various departments of the organization. The librarian knows better than anyone else how this material should be handled in relation to the needs.

Means of Distribution. Many service organizations have failed because the problem of distribution was not solved. The service of the business library fails if the distribution is not prompt and carefully gauged to meet the demands of those served. It is important that great care be taken in regard to the form and manner in which information is sent out. Fact information is generally given out by one or more of the following methods: verbal reports to inquirers; letters or typewritten memoranda; news letters or bulletins and special reports or monographs.

Verbal Reports. Verbal reports are made by the librarian after reference to his materials for information concerning the subject about which his inquirer wishes to learn. He should show a prompt and courteous desire to be of service. When he answers letters he has more time to study the data and these reports are more in the nature of abstracts.

Special Reports or Monographs. Since he is in constant contact with the problems of the business, the librarian soon finds that certain questions come up frequently. Often when a subject becomes very prominent, he will perform a valuable service by making a study of this subject and writing a special report for distribution among

the employees. These reports may cover an almost unlimited variety of topics. Some of them may be: history of the firm; prices of products manufactured; description of products; special uses of products; market analysis and special information for salesmen.³

News Letters. In order to answer minor questions and inquiries many concerns have the librarian issue what is known as a News Letter or Service Bulletin, combining news and notes regarding current developments in the business. This letter frequently has some characteristic that holds the attention of the employees. A successful news letter service has often become a very valuable asset to the firm issuing it.

Development of a Mailing List. When the business librarian makes his preliminary informational survey he usually records the sources from which the various inquiries come. Using this as a basis a mailing list may be developed. It can be arranged so as to indicate the special subject in which each person is interested. Group interests may also be taken into account.⁴

Service Must be Kept Before the Organization. The librarian should see that the service his library can render is constantly kept before the executives and employees. One of the best means to this end is a full knowledge of the contents of the collection. Another is the ability to obtain accurately and quickly information of all kinds. By telephone, telegraph or correspondence he should be able to bring to the desk of the executive, the right data at the right time. New books should be brought to the attention of the members of the organization and an attempt made to see that all clippings and articles of interest to any person are taken to him as soon as possible. This last service is a valuable help to the business man and takes very little extra effort on the part of the librarian.⁵

Issue of Digests and Indexes. The putting of periodicals to work through the library is of the utmost importance. Several organizations that have a large number of employees issue weekly di-

³Hyde, Dorsey W., Jr. *Workshops for Assembling Business Facts.* Pages 17-18.

⁴Ibid. Page 19.

⁵Kerr, Eleanor. *Building Up the Special Library.* *Special Libraries*, April, 1918. Pages 95-96.

gests and indexes to leading articles in the current periodicals, thus making it possible for them to receive in brief form references to the most important journal articles for the period. Abstracts from the business literature assist research men in using the library.

Bulletins May be Issued. Some business libraries issue mimeographed bulletins at regular intervals. The libraries of the larger concerns issue them daily while those of the smaller organizations put them out weekly or bi-weekly. The library of the National Bank of Commerce of New York sends out a daily summary of news items that are of particular interest to that institution. The Federal Reserve Bank of Cleveland publishes a semi-monthly service bulletin which is mainly a digest of articles that are of interest to bankers in the Fourth Federal Reserve District. Each digest is headed with the name of the periodical from which it was taken. The subscription rate of the magazine and the address of the publisher are given so that if a man desires a copy containing an article of interest it will be easy for him to obtain it. Many concerns send out mimeographed lists of periodical articles entered under the subjects with which the articles deal. These lists are often in the form of news bulletins and they not only inform the employees, but also attract attention and create interest⁵.

Directing Information to the Users. It is essential that the librarian have a system whereby information is directed to the employee who has the greatest need for it. This is the secret of making the business library of practical interest and of real value to the concern. One company has a scheme like this. All employees are free to consult or borrow books or periodicals from the library at any time although no one is ever urged to do these things. Every few days various individuals receive a card calling their attention to the fact that in a certain book on a given page is some information that will be found interesting and that they are free to take the book and read it. If they do not see fit to take the book nothing is said. It is made clear that no one watches to learn whether they read the

reference or not. Improvements in the employees usually tell the story. They soon learn that by reading the books referred to they can discover in a few minutes what they would not otherwise be able to find out except by hard experience and discouraging mistakes⁷.

Methods of Directing Print to Users. One large company employs a method that involves the following procedure: When the librarian receives a book or a periodical he goes through the table of contents and makes a list of individuals or departments to whom the print should be useful. He then circulates the material among the employees whose names appear on the list. There is a time limit to the use of it on the first trip, since the purpose is to inform those who might be interested that it is in the library and consequently they are not expected to read it through. After it has made the circle of the list it is returned to the librarian and is cross-indexed. After that it may be consulted by anyone whenever desired and unless it is a reference book which must remain on the shelves, it may be taken out for a week at a time. The main virtue of this method is that it makes everyone familiar with at least the title and subject matter of all new books and periodicals likely to be in demand. It also helps to establish the habit of consulting books that may contain the information sought before going ahead with experiments that would be a waste of time even though they turn out well⁸.

Method of an Engineering Firm. An engineering firm puts its material before the eyes of its employees in still another manner. The librarian prepares a list of all employees interested in any periodicals received. There are several typewritten copies of this list. Each is headed, "Circulation List," "Please check your name and pass on." One of these slips is posted on the front cover of each book or magazine as it is received. Each employee has opposite his name the page number of the article which would be likely to appeal to him. The print is then ready for circulation and is placed on the desk of the man whose name is at the head of the list. He looks it through, checks his name

⁵Krause, Louise B. *Better Business Libraries*. Chapter X. Page 91.

⁷Gilbert, Eleanor. *The Five Foot Shelf in the Business Office*. *The Office Economist*. July and August, 1922. Page 6.

⁸Gilbert, Eleanor. *The Five Foot Shelf in the Business Office*. *The Office Economist*. July and August, 1922. Page 6.

and passes it on or if he desires to read it more carefully he takes it home over night. Should he discover data which he thinks important enough to be abstracted, he makes note of the fact at the bottom of the slip. He also makes a note if he finds references to books, bulletins or any other matter which he thinks should be in the library. The next day the material is passed to the second man on the list. The last man returns it to the librarian. In order to keep everyone informed in regard to the new material in the library a sheet is prepared and headed "New Acquaintances." This is placed where the em-

ployees can read it. The list contains the title of all books, pamphlets and bulletins as they come in with the date of receipt and the filing number⁹. There are many other methods by which business librarians bring their material to the attention of the executives and employees. These methods vary according to the business which the library serves¹⁰. Each is of service in proportion to the interest taken by the executives and the aggressiveness of the librarian in familiarizing the entire organization with the resources of the library and promptly meeting all demands for information¹¹.

⁹Canavan, Ruth. Office Circulation of New Literature. *Engineering News Record*, February 16, 1922. Page 238.

¹⁰Loomis, Metta M. *Libraries That Pay*. Independent, June 26, 1913. Page 1486.

¹¹Ibid.

Business Branch Keeps a Diary for a Day*

Eight-thirty and the morning mail. Clean newspapers and fresh magazines. Energetic early customers dash in with, plainly, a busy day ahead. Others, more leisurely, stroll in for a quiet hour with a favorite journal. A stenographer leaves a book on her way to work. A housewife breaks her journey to market to make use of the daily delivery service to get or return Central Library books. The crowd grows thicker. City and telephone directories from other cities are in demand. Special trade directories are consulted. Many a mailing list gets its start here. A huge book of maps has been pulled out of the atlas case. The big dictionary is never idle long. Massive reference volumes lie around, evidence of the search for information. The morning lengthens and more chairs are occupied. Colorful trade papers are scattered about. Pamphlets, clippings, maps and pictures, taken from the files to furnish special data, strew the tables. All this must be straightened before the noon rush begins.

Noon—with both copies of the local directory working hard. Rivalry develops over the biggest trade directory, the brand new Chicago directory and the Indiana Gazetteer. Watch accountants, insurance men, realtors, salesmen, advertisers! They all know just where the books of their trades are. Research workers, statisticians and investors need not be told twice where to find the economic, financial and statistical services. One man pauses at the "New Book" shelf, another at the "Take One" table to examine the gay-colored lists of business books. The latest one is on advertising. The next will be on accounting. A regular patron brings in a friend and shows him

around. Two advertising men discuss samples of commercial art displayed on the bulletin board. The back file of a newspaper is called for. The School Business Office in the same building wants the city building code. Books and magazines are being lent in a steady stream. A list of magazine references must be looked up. Girls from a department store ask for books on selling. A banker telephones for a book and sends his messenger for it in hot haste. Three men pour over geological maps from a western state.

Suddenly the storm dies down. There is a lull before the afternoon's onset. And now, along with business men and women, troop in high school pupils from commercial classes and college students from courses in business. And their professors, too. Grade school teachers drop in from their Teachers' Special Library in the next room for a volume from Harvard Classics, Everyman's Modern Library or the pay collection of new fiction. These are books busy men read also. By 5 o'clock the tide has definitely turned. Folks are on their way home now from desks and offices. Adult students taking extension courses in business stop for assigned books or an hour's study. Directories lie neglected. The telephone grows quiet. The few who remain are absorbed in their reading. Once more is order restored out of the chaos on the tables. Books are shelved. The day's loans are counted. A last energetic customer dashes in for a last book. The last reader, oblivious of time, is gently urged out. Six o'clock and the door is closed for the day.

*From *Readers' Ink Indianapolis Library Service* for January, 1929, by Miss Ethel Cleland, Librarian, Business Branch

Editorial Board

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Duties—Contracts—Objectives

THE Editor finds his task handicapped these days by press of official duties, by the prevailing epidemic in which the whole family shared and by the constant outside demands which must in some cases be granted. With the routine of legislation completed, the lengthening days and the return of good health, the pleasurable task of actually editing the magazine will again be undertaken.

We realize fully the possibilities of the journal of the Association and also realize that after all, we only achieve a partial success. A casual survey of the library and research field in our specific sphere of influence indicates that it would require an extensive staff to properly cover the news developments of this cross section of the business and technical world. If our editorial staff, the chairmen of the various groups and committees as well as the research members of our organization would send to the Editor the numerous items of interest coming within their purview these items reproduced would require a magazine of twice the present pagination. In other words, we only cull here and there from the great mass of printed matter.

There is also the question of our contacts with other associations and research organizations in the United States and Canada. The strengthening of these bonds is most imperative if our association is to take its proper place in the research world. Our library contacts are surely strong enough not to warrant further energizing in that direction, but in the field of commercial research, of technical research, of transportation, of foreign trade, of investments, of education, especially research among the universities and of many other activities we must broaden our relations and we must eventually give each one of these groups a definite contribution which will be of mutual benefit.

We are living in a period when scientific research properly applied is developing the American people. Within a few weeks the presidency of the United States passes into the hands of a man whose background and training is based on engineering skill and technical attainments; a man whose administration of a vital department of the government in recent years has been an example of marked efficiency.

Our conference at the Federal capitol in May should be a challenge to us all to upbuild our own work, to improve the morale and standing of the Special Libraries Association and to create vital contacts with other associations having similar objectives.

Library Tour—May 24-July 22, 1929

- May 24 Sail from New York at midnight on S.S. "Caronia" of the Cunard Line (cabin berth at rate of \$162.50 included).
- FRANCE
- June 2 Arrive Havre; train to Paris.
- June 3, 4, 5, 6 *PARIS*. Two half day drives in the city with special lecturer, visiting the right and left banks of the Seine; one entire day excursion by motor to Malmaison and Versailles with special lecturer.
- June 7 To Montreux.
- SWITZERLAND
- June 8 *MONTREUX*. One entire day motor excursion around Lake Geneva, going by way of Chillon (visit), Bouveret, Evian and Thonon to Geneva (luncheon and sightseeing there) and returning through Nyon, Madame de Stael's country, Morges near which Paderewski resides, Lausanne, the vineyards of Lavaux, Vevey and Clarens.
- June 9 Through the magnificent scenery of the Bernese Oberland to Interlaken. The wonderful Bernese Oberland Electric Railway carries us in smooth windings up through the terraced vineyards back of Montreux with ever-widening views of Lake Geneva and the French Alps; then through charming upland valleys carpeted with wild flowers. Just here comes the transition from French to German-Switzerland. At Chateau d'Oex, French is the language of the town, but at Gstaad, only seven miles on, everyone speaks German. For the last ten miles we skirt the shore of Lake Thun.
- June 10 *INTERLAKEN*, one of the most noted mountain resorts in Europe, set between Lakes Thun and Brienz and dominated by the towering Jungfrau. We go by mountain railway up the valley to Lauterbrunnen, over the Kleine Scheidegg, down to Grindelwald and back to Interlaken. Hardly any one-day excursion in the world offers so many splendid mountain views.
- ITALY
- June 11, 12, 13 *THE LOVELY ITALIAN LAKES* with over-night stops at *Baveno* on Lake Maggiore, at *Lugano* on Lake Lugano and at *Bellagio* on Lake Como.
- June 14 Afternoon steamer and train to Milan; sleeper to Rome.
- June 15, 16, 17, 18 *ROME*. International Library and Bibliographical Convention. (Hotel accommodation only provided in the cost of the tour.)
- June 19, 20, 21 *NAPLES*, on the enchanting bay dominated by Vesuvius. We motor on the Corso Vittorio Emanuele for a wonderful view of the city, bay, islands and the smoking summit of Vesuvius. We motor to *Pompeii* to see the old excavations, along the *Amalfi Road*, winding in and out above the sea, and to *Sorrento* a bower of orange and lemon groves on top of a rock that rises 160 feet out of the Mediterranean. Steamer excursion to rock-bound *Capri* and the Blue Grotto.
- June 22 To Florence for over night. (This city will be visited later.)
- June 23 Over the shadow-haunted Apennines to Venice.
- June 24, 25, 26 *VENICE*. International Library and Bibliographical Convention again in session.
We shall have time, however, to explore the great center of Venetian life, the Piazza San Marco with its exquisite Byzantine cathedral, beautiful Gothic Palace of the Doges, with its paintings by Titian, Veronese and Tintoretto; and the tall new Campanile, and to go by

gondola up the Grand Canal flanked by stately palaces to the shop-lined Rialto Bridge, and through the smaller canals to see lace works and glass factories. Excursion to the Lido if Convention programs permit.

Late afternoon train back to Florence.

June 27, 28 *FLORENCE*, "Lily of the Arno" and "Cradle of the Renaissance." Three half days sightseeing in this beautiful old city, the greatest art center in the world. We visit her churches, the great Cathedral with Giotto's Campanile beside it, Ghiberti's bronze doors, Santa Maria Novella and Santa Croce with their priceless frescoes, and the unrivaled collections of painting and sculpture in the Pitti and Uffizi Palaces. We drive to the Piazzale Michelangelo and San Miniato, with commanding views of the city and valley of the Arno.

June 29 Morning train to *Pisa*. Visit the Cathedral, the Baptistery and the Leaning Tower. After luncheon, continue to Genoa.

June 30 *GENOA*. Morning drive about the city. Late forenoon train to *Milan*. Visit the great Duomo.

July 1 To Bolzano.

2

Motor through the Dolomites over the famous Dolomite Road, a wonderful piece of road-engineering. The route traverses the porphyry gorge of the Eggen Tal and passes Lake Carezza (or Karersee) in which are mirrored the mountain crags that surround it; it runs high above and then through green Alpine Valleys; it lies over impressive mountain passes, the Carezza, Pordoi and Falzarego, from whose summits may be seen a bewildering panorama of fantastically shaped peaks; and finally it brings us into Cortina, which lies in the heart of the green amphitheatre of the Ampezzo Valley.

AUSTRIA

July 3 Over the Brenner Pass to *Innsbruck* in the Austrian Tyrol.

July 4 To Vienna.

July 5, 6 *VIENNA*, old imperial city of the Hapsburgs, beautiful, melodious, gay, splendid, with palaces, park-lined Avenues and monuments. Visit old St. Stephens, the Palace and the Arts' Museum; also the Liechtenstein Galleries. Motor through the fine Ring-Strasse, Kohlmarkt, Graben, the parks and out to Schonbrunn, the magnificent summer palace of the emperors.

July 7 To Dresden.

GERMANY

July 8 *DRESDEN* Our motor trip through this beautiful city, famous for its music and its art, will be one of constant delight. Separate visits will be made to the Royal Historical Collection, the Green Vault, with its wonderful collection of 18th Century jewelry, and above all, the Zwinger, with its priceless collection of paintings, including the "Sistine Madonna."

July 9, 10 *BERLIN*, great hustling, modern capital of Germany, with many monuments reminiscent of the late Hohenzollern dynasty. Motor around the city through famous "Unter den Linden," the Leipziger Strasse and the beautiful Tiergarten. Visit the old Imperial Palace and the Frederick's Museum. Motor through the fine residential suburb of Charlottenburg to Potsdam, and visit the New Palace, the park and Sans-Souci Palace of Frederick the Great.

July 11 To Hamburg.

July 12 Sail from Hamburg on new S.S. "St. Louis" of the Hamburg-American Line (cabin berth at \$162.50 included).

July 22 Arrive New York.

PRICE: \$860.00

WHAT THE PRICE INCLUDES

Ocean Passages at the rates stated.

European Transportation. In Italy first-class; in other continental countries, second class; on all lakes and river steamers first-class.

Hotels. Rooms and three meals a day according to the custom of the country at excellent hotels. *All necessary fees* at hotels and elsewhere, except on Atlantic steamers.

Taxes. United States war tax, landing tax at foreign ports, taxes de luxe, taxes de dejour.

Transfers between stations, docks and hotels.

Sightseeing as per details shown in the itinerary. In Rome special sightseeing privileges will be accorded by the authorities to those attending the Convention and no program is included in the price of this tour.

Services of a conductor will be provided from arrival at Havre to departure from Hamburg.

Baggage. We give each member a special traveling case and look after it throughout the trip. We handle no other baggage.

WHAT THE PRICE DOES NOT INCLUDE

Tips, deck chairs and rugs on Atlantic steamers.

Extras at Table. Wines, bottled waters and other articles not on the regular hotel bill of fare.

Personal Expenses, such as laundry, baths, postage and purchases.

Passport Expenses. We send full passport directions shortly after advance deposit is received.

RESPONSIBILITY

The Temple Tours Special Bulletin of Information for 1929 contains clauses about deposits, refunds, responsibility, withdrawals, etc., that are an essential part of the company's contract with all of its patrons, and that by this reference are hereby incorporated into this itinerary. Please send for a copy of the Bulletin and examine these clauses carefully.

International Library and Bibliographical Congress

The first international Library and Bibliographical Congress will be held in Rome and Venice, June 15-30, Dr. Isak Collijn, Royal Library, Stockholm, Sweden, presiding. International schemes of classification, international cataloging rules, scholarships and fellowships, exchange of librarians, library relations and bibliography are among the subjects to be discussed.

According to the tentative program just received from Dr. Vincenzo Fago, of the Ministry of Public Instruction in Italy, the delegates will arrive in Rome on June 13 and 14. The opening session will be held in Rome, June 15. From June 17 to 19 there will be sessions of the various sections. June 25 and 26 will be devoted to general assemblies, the making of resolutions and closing sessions, in Venice. On June 20-24 and 27-30, there will be no sessions.

Special excursions will be arranged to give the delegates an opportunity to visit points of interest and the various exhibitions which are being planned especially for them. In Rome there will be an international exhibition of library work. In addition there will be local exhibitions of the history of ancient and modern Rome, of the Italian book from Bodoni to the present time, and other special exhibitions in

the great libraries of the city. Florence will offer an exhibition of the Italian book from the invention of printing to the time of Bodoni, and, in the Biblioteca Medicea Laurenziana, an exhibition of miniatures. In Venice there will be an exhibition of book binding in the Biblioteca Nazionale Marciana. Special exhibitions will also be organized in other Italian cities.

To facilitate action, the Congress will be divided into twelve sections. Each section will have its own president and will discuss a different subject. Two Americans have been appointed as presidents of two of the sections—W. W. Bishop, librarian, University of Michigan Library, of the International Scholarships and Fellowships Section, and T. W. Koch, librarian, Northwestern University, of the Book Trade and Book Collecting Section.

On behalf of the international and local committees, Dr. Fago sends a welcome, not only to the official delegates, but also to all librarians and library workers, bibliographers, publishers, book-sellers and book collectors in the United States and Canada. It is hoped that librarians traveling in Europe this summer will include the Congress in their itinerary. The committees have been assured of the hearty co-operation of the Italian Government.

Science and Technology

A. A. Slobod, Department Editor

NOTE—We hope in future to present more frequently Mr. Slobod's valuable notes on technological matters. This contribution supplied on our request, summarizes recent and "stale" statistics on the electrical industry.—Editor

Sources of Statistics for the Electrical Industry

When in need of statistical data for the electrical industry we naturally think of the first issue in January of the *Electrical World* which usually gives a very good picture of the progress made by the industry as a whole. Other periodicals give surveys of specialized fields, thus, the January issue of *Electrical Merchandising* provides detailed figures of wired homes, sales and degree of saturation of the various electrical appliances, etc. The radio industry is well portrayed in figures by the *Radio Retailing* in its March issue. The field of electric transportation is fully covered by the annual statistical and progress number of *Electric Railway Journal*, it is usually the first or second issue of the year. The electrification of railroads is also reviewed in the first January issue of the *Railway Age*. The electrical industries of the various foreign countries and electrical import and export data are well covered by the *Electrical Review*, London.

The periodicals usually give us the latest figures available. The "staler," but more conservative data will be found in pamphlet or book form. The most important of these is the *Census of Electrical Industries*, by the U. S. Bureau of the Census. It consists of four separate pamphlets: (1) *Central Electric Light and Power Stations*, (2) *Electric Railways*, (3) *Telephones* and (4) *Telegraphs*. The Census of electrical industries has been taken quinquennially, and the latest available in print is that for 1922. The Census Bureau also publishes biennially the *Census of Manufactures* which includes a report on *Electrical Machinery, Apparatus and Supplies*. The latest available is that for 1925. The Electrical Equipment Division of the U. S. Bureau of Foreign and Domestic Commerce has issued a number of *Trade Information Bulletins* dealing with the electrical development and marketing of electrical equipments in the various foreign countries. The *Commerce Yearbook* gives a good annual summary of the electric light and power industry. *Crain's Market Data Book* (an annual) has served statistical sketches of

the electrical industry under such titles as: *Electric Railways*, *Electrical*, *Power Plants and Radio*. *McGraw's Central Station Directory* and *Railway Directory* are well known; less known is the *Survey of Power and Light Companies of the United States* formerly published by Bonbright & Co., but now issued by the McGraw interests. For rates we must consult the *N. E. L. A. Rate Book* and its supplements.

As potential sources of published or unpublished statistical information we may name the National Electric Light Association (NELA), National Electrical Manufacturers' Association (NEMA), and the Society for Electrical Development, Inc.—all at 420 Lexington Avenue, N. Y.

Below we mention a few additional recent publications which are of value as sources of statistical information.

British Electrical & Allied Manufacturers' Association.

Monograph on the electrical industry. 1927.

The Association. London.

Tabulated statistics on production markets, prices and manufacturing costs for electrical machinery, and on production of electricity. Pertains to world conditions, with special attention to Great Britain, Germany, and the U. S.

Daugherty, C. R. and others

Power capacity and production in the United States 1928. U. S. Geological Survey. Water-supply paper 579. Washington, D. C.

Extensive statistics of the electric power generating industry, with special attention to water power. Includes data on development of horsepower equipment in the U. S., on developed and potential water power, on production of electricity, and on growth of water-power development in U. S.

Bibliography, p. 43-44.

Federal Trade Commission.

Electric power industry; control of power companies. 272p. 1927. 69th Congress, 2d Session. Senate document 213.

Federal Trade Commission.

Electric-power industry, supply of electrical equipment and competitive conditions. 282p. 1928. 70th Congress, 1st Session. Senate document 46.

The second and concluding volume devoted to the conduct of business in the electrical manufacturing industry, particularly in the case of the larger companies such as General Electric and Westinghouse. Includes a wealth of statistical data.

Great Britain. Electricity Commission.

Electricity supply—1925-26, 1928. London. Extensive tabulated statistics on details of station equipment, operating data, power production, etc., for the central stations of England.

Harvard University.—Bureau of Business Research.

Interstate transmission of power by electric light and power companies in 1926. Bureau of Business Research Bulletin, no. 68. 1928. Boston.

International Magazine Co., Inc.—Marketing Division.

Small electrical appliances; a spotlight on the big market for these products. 23p. c 1928. 57th Str. at 8th Ave. N. Y. C.

League of Nations. Economic and Financial Section.

Electrical industry. 121p. 1927. Geneva.

A document for the International Economic Conference, Geneva, May, 1927.

National Electric Light Association.

Electric light and power. Facts and figures on the development and scope of the industry in the United States. 1928. The Association. N. Y.

Useful miscellaneous statistics, in tabulated and graphic form.

National Electric Light Association

Report of Lamp Committee, 1927-1928. 15p. The Association. N. Y.

An annual report giving complete statistics of the lamp industry in the United States.

National Electric Light Association.

Statistical data for the electric light and power industry, 1927. Statistical bulletin, no. 2. 1928. The Association. N. Y.

Tabulated data on sales and consumption of energy, farm service, power house equipment, sources and disposal of energy, construction expenditures, etc.

U. S. Geological Survey—Power Resources Division.

Production of electric power and consumption of fuels by public utility power plants in the United States. Issued monthly.

Tabulated statistics showing kilowatt-hours produced by fuels and by water power in each; also corresponding figures on the consumption of coal, fuel, oil and gas.

Windel, W. and Klomer, C. Th., ed.

Aufbau und Entwicklungsmöglichkeiten der europäischen Elektrizitätswirtschaft. 511 p. 20 p. 1928. Schwarz, Goldschidt & Co. Berlin.

A statistical review of the electrical industries of the leading European countries published by a German banking house.

American Library Association, Nominating Committee Report

Results of the election will be made public at the close of the fifty-first annual conference of the Association at Washington, D. C., May 13-18. The slate is as follows:

President

Andrew Keogh, Yale University Library, New Haven, Conn.

First Vice-President

Everett R. Perry, Public Library, Los Angeles, Calif.

Second Vice-President

Jennie M. Flexner, Public Library, New York, N. Y.

Treasurer

Matthew S. Dudgeon, Public Library, Milwaukee, Wisconsin.

Trustee of Endowment Fund

John W. O'Leary, Chicago Trust Com-

pany, Chicago, Illinois

Members of the Executive Board

Linda A. Eastman, Public Library, Cleveland, Ohio

Judson T. Jennings, Public Library, Seattle, Washington

Members of the Council

Robert J. Usher, Howard Memorial Library, New Orleans, La.

Charles H. Compton, Public Library, St. Louis, Missouri

Halsey W. Wilson, H. W. Wilson Co., 958 University Avenue, New York, N. Y.

Essae M. Culver, State Library Commission, Baton Rouge, La.

R. R. Bowker, *The Library Journal*, 62 W. 45th St., New York, N. Y.

Some Thoughts on a Financial Library

By K. Dorothy Ferguson, Head Librarian, Bank of Italy, San Francisco.

NOTE—Originally printed in the Southern California Banker the article is well worth reproducing for our readers.—*Editor.*

To understand and appreciate the financial library of today, one must discard the old-fashioned idea that a library must necessarily be a depository of books, and a refuge for all the discards from other departmental files.

A financial library is an alive tool, something that is working every minute of the day to help create better and more efficient service. It is more a collection and a clearing house of ideas, and a source of information on banking and economic subjects.

It is a gathering of all the constructive thoughts brought out during the discussions at conventions, it is the central place in which any new idea is sorted and classified so that it can be again passed on to the student or the expert, so that he also may profit by the thought and experience of others.

Success today is a matter of fighting competition. He who gets a constructive idea ahead of others and acts on it, will outdistance all in the race. Banking used to be considered a too dignified calling to enter into this competitive race, and a profession which of its nature did not need competition to make it successful. Now competition has come into banking and he who does not enter the race with the best qualifications will not succeed.

If competition is keen today, the Spirit of Mutual Helpfulness is also a sign of the times and there is much more readiness to give out information to others.

Calls for information come to a financial library from all over the world: From correspondent banks, from research workers far and near, and if the answers to these requests are not confidential the information is passed out impartially.

So this is the meaning of a financial library. How does it function? How does it collect the material, how does it make it available to all with the least possible red tape?

To amass this material, the librarian must put out feelers, and draw to the files all the information possible along financial and eco-

nomie lines. She must keep in close touch with all the different activities and departments of her bank, so as to know what information is liable to be needed.

This material whether in form of newspaper articles, pamphlets, or speeches delivered at conventions is filed alphabetically by subject. Magazine articles are indexed by subject and are often digested so that a resume can be sent to a busy executive.

As a last resource the alert librarian will keep an S. O. S. file. There she will list under subject the names of experts who will be able to supplement any information she may already have in her files.

Lastly, the library will have tabulation of statistics and directors for the research worker and statistician and a small collection of books on the practice and principles of banking for the junior employees. For the ambitious youth realizes that if he is to succeed and some day fill an important executive position he must first acquire as much background as possible and this he can do by studying what others have found it wise to do or wiser not to do. He will thus build his own success or a foundation of banking experience that has already been tested.

So think of your financial library not only as a collection of books, but also as a collection of ideas, of ideas that have already stood the test of time, of ideas that have not yet been accepted, but are being talked of and then it will become a tangible asset to any financial house.

Long ago Kipling gave us this key to success when he put these words into the mouth of Sir Anthony Gloster, that merchant who on his death bed told his worthless son how he won success:

"And they asked me how I did it, and I gave 'em the Scripture Text.

You keep your light so shining a little in front of the next!

They copied all they could follow, but they couldn't copy my mind

And I left 'em sweating and stealing a year and a half behind."

—*Kipling.*

Events and Publications

Rebecca B. Rankin, Department Editor

The Municipal Reference Library has accepted an invitation extended through the courtesy of Commissioner Albert Goldman, Department of Plant and Structures, to broadcast over the Municipal Radio Station WNYC. The series of talks was begun by the librarian in the middle of January. The second talk was given by the assistant librarian, Mr. Ralph Gossage, on February first. This series of talks, one to be given every two weeks, will be devoted to the discussion of current municipal problems based on facts as secured from printed reports, books and magazines in the Municipal Reference Library. In no sense, can these talks be considered as book reviews; but the material given will be taken from books, magazines and special reports; and references will be made constantly to the sources used. The third talk in the series, the next one to be given occurs on Friday, February 15th, at 5:15 p. m. Following that, this series of talks will be given on Thursdays at 5:30 p. m.

Glimpses of Banking History, which was issued by the First Wisconsin National Bank several years ago and distributed largely to schools, has been reprinted. A copy may be secured upon request.

The Policyholders' Service Bureau of the Metropolitan Life Insurance Company has just completed an extensive report on "Rayon-- A new Influence in the Textile Industry." This report may be of interest to special librarians and can be secured upon request to that Bureau at New York office. Very little

has been written on this new industry and certainly this useful pamphlet will be much in demand.

Did you see the note on this leaflet in *Nation's Business* for Jan., 1929, which is as follows:

Library Helps Business The Newark Public Library has what we believe is a novel system of helping business. First, it has a branch devoted to business and specializing in directories, maps, business books, magazines, and investment information. Then it publishes monthly sheets to make this business information more easily available to the business man. An instance of usefulness is its recent note on investments and investors. In a paragraph the sheet says that there are three ways of getting investment information. To ask your banker or broker, to subscribe to one or more of the investment services, and to consult the investment material available for use at the library. The note then concludes with a bibliography of the most important manuals, investment services, handbooks, and recent books and investment magazines. It is a convenient list, to be obtained otherwise only at the expense of much trouble.

The Water Transportation Sub-Committee of the Commercial-Technical Group, under the chairmanship of Mr. Pellett, is constantly gaining the co-operation of many associations. In *World Ports*, Jan., 1929, we find that the American Association of Port Authorities has voted to back the project.

Special Libraries Association

Founded 1909

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