

2-1-1937

Special Libraries, February 1937

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1937



Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, February 1937" (1937). *Special Libraries, 1937*. 2.
https://scholarworks.sjsu.edu/sla_sl_1937/2

This Magazine is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1937 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Official Organ of the Special Libraries Association

Special Libraries

"Putting Knowledge to Work"



Behind the Tools of Industry	<i>Ethel M. Fair</i>	39
Public Affairs Pamphlets — An Experiment in Adult Education	<i>Margaret Barry</i>	44
Important Books of the Year — A Symposium by Correspondence		47
The Use of Services in a Business Library	<i>Marian C. Manley</i>	49
In Memoriam		53
Dorothy Clough; George S. Maynard; George Ritchie Marvin; Mary Elizabeth Hyde.		
S.L.A. Goes on Record		54
Conference News		55
Board Meeting Notes		56
Making a Budget		57
Over the Editor's Desk		58
Letters to the Editor		61
Hearings! — <i>Ruth von Roeschlaub</i> ; A Worth While Vacation — <i>M. G. Brace</i> ; A Regional Survey of Special Collections — <i>Fannie</i> <i>Sheppard</i> ; Subject Headings Again to the Fore! — <i>Sarita Robinson</i> .		
Publications of Special Interest		62
Free		64

Indexed in Industrial Arts Index and Public Affairs Information Service

FEBRUARY 1937

VOLUME 28

NUMBER 2

4 ★

SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 28, No. 2

February, 1937

Behind the Tools of Industry¹

By Ethel M. Fair, Director

Library School, New Jersey College for Women

SOME time ago a General Electric advertisement carried the caption: *Behind the Tools of Industry*. The advertisement showed a mass of steel being turned on a lathe and fashioned by means of precision tools into an essential part of a valuable machine. The caption together with the General Electric name left no doubt as to the meaning of the picture. The mass of metal in its rough unshaped state was worth only a few dollars. Reshaped, the same metal became a valuable instrument. And the lathe had done the job. Behind the lathe was electric power.

But even more than power behind the lathe was *knowledge*. This knowledge which was required to understand electricity, to manufacture this power, to smelt the iron and make the steel, to design the precision tools that fashioned the valuable instrument, — was in itself ineffectual. But assembled, organized and properly applied, it drew the specifications for the lathe, it harnessed the electricity, it approved the quality of the steel in the mass and it determined the use to which the finished product was to be put.

It is this organized knowledge which we should consider. I would like to borrow the caption used by the General Electric Company, amplify it slightly, and use the name to express our work, since

Behind the Tools of Industry Stands the Library.

One might argue that a better version would be: *Behind the Tools of Industry Stands the Scientist*. This is true. The scientist is the agent through whose mind and hand the knowledge is applied. The scientist is familiar with the knowledge; he knows how to use each bit; he has experimented with each known fact or law in its relation to other facts or laws. He even discovers new facts to add to the store of human knowledge. But, after all, it is only a certain portion of the sum of total knowledge of a field that any scientist or scientists can keep in mind or at hand for immediate use. From the vast store of information in any field an individual can keep at his immediate command only a small portion. It is necessary that there be a system of organization and selection of the whole so that the individual, the agent who is to use the knowledge, may call for or extract just that portion pertinent to his immediate need.

Therefore, I say, that the General Electric caption truly amplified will read: *Behind the Tools of Industry Stands the Library*. The Library, that center for the assembling and organizing and disseminating of information, of the materials out of which everything great in this world is fashioned. Once in Milwaukee a

¹ Based on a lecture in a course sponsored by the New Jersey Chapter of the Special Libraries Association, Newark, April 2, 1936.

distinguished scholar from abroad was being shown through the public library. He had been taken through the busy departments where the public belongs, the impressive rows of volumes and finally was left with the Head Cataloger to fill out the allotted time of his visit. The Cataloger with rare vision undertook to explain her work, — that portion of library work usually hidden behind closed doors, performed (as far as the library borrower is concerned) by faithful silent workers. When the Cataloger had finished her story of delving into the contents of volumes and of picking out the keys to the contents, and indexing them, the distinguished visitor gasped and said, "Why everything that is important in the world comes across your desk!" Nowhere else in the world is there such a channel into which all knowledge is forced to converge. Everything of even passing importance in the world gets into print. And if in print it will be assembled into the library organized to receive it. So across the library desk comes everything that is important in the world.

The librarian is to the unorganized collection of information what the chemist is to a composite substance to be analyzed; what the doctor is to a chart of symptoms; what the scholar is to the undeciphered hieroglyphics of a clay tablet. Each item is recognized, classified, recorded and indexed so that its significance in relation to the other items is understood, so that it is properly preserved for later examination, and finally so that it can be located, and extracted, and used at any time when called for.

So our interest in the librarian, and in his education is justified. His preparation demands, and deserves the utmost care, and adequate courses.

Too often the information in print accumulates like a flood, floats this way and that, settles in heaps and even grows old and dirty before anyone is found to

take charge of the accumulation. Too often when the owners of this mass of accumulated print realize the confusion into which the material has fallen they call for help from the nearest assistant. The nearest assistant is often the private secretary or the correspondence file clerk. This able secretary or clerk then finds himself burdened with a new task for which he has not bargained and for which he has no adequate preparation.

With the help of the expert in the field he undertakes to set the mass in order. The expert's familiarity with the material is needed. Anyone working successfully with the confused, and confusing mass must be able properly to identify the component units of it. The secretary himself may be an expert in the field or at least may be familiar with the terminology. But knowing how to identify the units, knowing how to use each unit when identified does not imply that knowledge of how to organize each unit in its relation to all others in such a manner that it will be possible to locate and extract the item when wanted.

In the past twenty-five years the demand for factual information has increased by leaps and bounds. In 1904 Mr. Dana first pointed out the importance of this factual information that was stored away in printed pages. He put his understanding of this significant fact into operation in the form of the Business Branch of the Newark Public Library. In 1909 he brought together a group of librarians interested in making this factual material more available and the Special Libraries Association was formed. There are today, — 27 years after Mr. Dana's christening of the infant movement, — approximately 325 special libraries in the New York Metropolitan District alone, according to the Special Libraries Directory, 1935.

With the passing of the depression, industrial, manufacturing and commercial

activities, to say nothing of the political groups, — have increased and are seeking much needed information on new aspects of old questions.

Thus the demand is created for a staff of agents qualified to organize existing and currently appearing literature and to select pertinent information.

If a clerk has been put in charge of organizing a collection of prints, such a clerk follows a system set up by someone familiar with the literature, its organization and potential use. And for a time the clerk may seem to produce the material satisfactorily. But with new material coming in, the clerk can only follow blindly the established system. Unable correctly to identify the intrinsic value of unfamiliar literature, she files it under some superficially related heading. The same inadequacy prevents her making the wisest selection of material when information is wanted. Consequently, while pertinent information may be supplied, other invaluable material may be irrevocably lost in the files.

Let us consider of what the preparation of the librarian should consist.

Education for Special Librarianship evidently implies three qualifications:

1. Knowledge of the material needed.
2. Knowledge of the way it should be classified and arranged.
3. Understanding of the user's need for any portion of the material.

Underlying these three qualifications must be an attitude guaranteed to perform all the work with the proper goal in mind: that is, that the solution of the problem is not possible until the relevant, and all of the best of the relevant, information on the subject is supplied exactly when needed.

A. First, a knowledge of the material needed.

A knowledge of the literature of the field must be obtained by formal educa-

tion in schools and colleges. The chosen field is followed through course after course. The student majors in electrical engineering, in chemistry, in history, in architecture, in political science, in modern languages, or in biology; or more highly developed specialization, — medicine, theology, archaeology.

Accompanying this major interest are certain basic or related fields. *English* is basic. Unless an engineer can express his meaning clearly, accurately and persuasively, his knowledge must (as far as his efforts are concerned) remain a secret. *Mathematics* is basic. *History* is basic as giving an interpretation and a setting for every human idea and event. *Modern languages* are basic because we do not wish to be so provincial as to think that all knowledge is expressed in English. *Other subjects* may be basic for particular fields.

Because such academic background is essential to organizing and making useful the information of the fields of knowledge, all accredited library schools require ample education before the professional course is undertaken. For this reason the Library School of New Jersey College for Women requires its students to have had at least three years of work in an approved college.

If the student is planning to go into special library work, we recommend very strongly that she spends four years in the pre-professional work, that is, in her major field. Four years is not too much. All the chemistry, all the engineering, all the physics that can be acquired in four years together with the service courses and the minor fields needed will be found useful in the tremendous demands on the special librarian's knowledge and ingenuity. In fact a satisfactory major in some of the departments of science cannot be completed in less than four years.

To give an illustration of minors con-

sidered essential, — The Library School of the New Jersey College for Women requires two years of English in college, two sciences, two modern languages, psychology, and a choice of economics, political science or sociology. Any one of these fields may be chosen as a major. But if not chosen as a major then there must be the introduction to the subject as indicated above. We believe that there is a definite reason for familiarity with every one of these fields or subjects. To be sure, there is no subject under the sun which may not be used in serving the reading public. But the subjects mentioned give the broadest base for exploration in all fields.

This general preparation cannot be too strongly insisted upon. If the library professional technique is acquired without a sound knowledge of how material is needed and used, the library will have the reputation of being a system of rules. The librarian sees the mechanism of classification, of order, of system and fails to see that the real substance of the service is the information or the book.

It is clear that no one person can become a scholar and an expert in more than one or two of these fields. This is the baffling obstacle to librarians. The world of print does not limit itself to certain fields of knowledge. Borrowers of books do not restrict the range of their interests. Librarians, therefore, find themselves forced to know something of as many of these fields as possible. For this reason the best general preparation for the course in librarianship is orientation in the social sciences, the sciences, the arts and languages with a major interest selected and pursued as intensively as possible within the four years of college work.

Just here is where the special librarian may have the advantage over the public librarian. The field in which he may choose to work may permit him to con-

fine his studies more closely to one division of the above mentioned courses. He is therefore in position to prepare himself more intensively in his chosen field. But who is able to say where the limits of that field lie? He chooses chemistry. He finds that his explorations in chemistry are limited unless he has at least a reading knowledge of German. He finds later that his chemistry is to be applied to foods and therefore he must know biology. His interests lead him into the commercial phase of foods and he finds it necessary to know how to locate and interpret patents which might concern his product. He becomes involved in the marketing end of the work and he finds himself at a disadvantage unless he knows the facilities for refrigeration or the regulations on less-than-carload lots of freight shipments.

It would seem, then, as though it would be wise for the special librarian to give himself the same orientation to the general divisions of knowledge as the general librarian has so that he will have a basis for further study in any of the fields likely to be needed. In other words, specialization before good ground work in an education is acquired is unwise.

In the accredited library schools, the policy has been to build up basic knowledge of the subject before permitting a narrower focus of specialization. This basic work gives a broader understanding of all library service. It makes it possible for a librarian to move from one field of service to another, to recognize the basic tools and organization in any library, and to find himself in any library situation.

Add to this academic curriculum the professional. This is to be obtained in the Library School. Here the technical ability for organizing knowledge into proper units and making it work is acquired. How does the professional curriculum accomplish this?

All well organized work and every profession makes some use of techniques.

The chemist applied an appropriate technique to keep his chemicals in condition, to extract the exact quantities of the proper substances, to relate the elements in such a manner as to produce reliable and desired results.

The physician can recognize the combination of symptoms which identify each disease; can subject these symptoms to the proper analysis to determine the exact treatment for the special case; and even carries his technique so far as to determine his bedside manner.

The statistician knows how to determine the formulae by which to check his findings.

The successful social worker recognizes with the aid of a technique the characteristics of the delinquent girl, or identifies an environmental condition which affects the otherwise normal individual.

The agent who shall successfully recognize, organize and mobilize for use the information requisite to an immediate piece of work must likewise have command of techniques.

The basic professional courses are:

A study of examples of typical titles from all the fields of knowledge — not merely to find out what these books say but *how they say it for the reader* who is going to use it.

A study of book production — the history of books and book collections — a realization of the presence of treatises on agriculture, on medicine, on astrology, from the clay tablets of Nineveh up to the history of modern book production.

Identifying the important publishers in various countries, what type of material they publish; how to evaluate the probable worth of a listed publication by the name of the publisher.

Discovering what special sources of printed information there are: the publications of societies and associations (where to find the official names and addresses of such societies and associations); the output of city, state, and federal departments; what educational, commercial, industrial or manufacturing institutions issue publications.

A study of what groups make most use of printed materials and in what way. Are they

students, are they under or over 25 years of age; are they under or over 45, 65 years of age?

Listing the key information books: Orientation in the important summaries, anthologies, indexes, abstracting journals, bibliographies, handbooks, encyclopedias of all the major fields of knowledge.

A study of indexing, — That is, determining the proper key words by which to label the contents of any printed item. This is for the all-important purpose of being able to locate the item or the topic in the printed work when it is needed.

Or this indexing may take the form of a proper selection of the caption, topic, or subject heading to be affixed to a file folder by which to fit the material in this folder into the remainder of the collection.

It is to be remembered that no index, catalog or labeled file can take the place of a good mind and a good memory. But after all, a good mind and a good memory has limitations and the collection does grow; and a new librarian may come in to take up the work and will be dependent upon the techniques of organization which have been applied to the collection.

Then there are the methods of organization of the library to be studied so as to find the answers to such questions as:

What furniture is best?

What systems are used in other libraries?

How does one handle the budget of the department, the monthly accounts?

How should the clerical work of the department be organized?

How and to what extent is specialization of the service carried out?

Notice that these professional courses do not imply *specialization within the library field*. The library schools realize the folly of offering preparation, for a narrowly limited type of service — premature specialization. It is no more sensible to study library service to municipal officials without knowing general library tools and service than it is to try to learn algebra without having studied arithmetic, or organic chemistry before having studied the general principles of chemistry; or trying to understand modern

history without a background of medieval or world history.

Furthermore, specialization in one field of library work without a knowledge of this field in relation to the whole is like performing one operation in a highly mechanized factory. It may be possible to perform that one operation mechanically and perfectly but the work is stultifying.

I asked a special librarian who has had the full library school course what advantage the extensive course gave her. She replied that it made her feel at home in the presence of all kinds of keys to information and to know the usefulness of this or of that key. It enabled her to direct the search being made by others in libraries other than her own for mate-

rial which she could not supply within her own library collection. It meant not having to fumble for information when outside of her own library.

Library work cannot be put into capsules so that one could take the capsule for engineering libraries, for historical libraries, for hospital libraries. The whole of knowledge is too intricately related.

Furthermore, specialization in one field will not fit for another field, — e.g., Chemistry service will not fit the librarian for historical research; home economics for French. *There must be the bridging from one of these fields to the other through orientation courses in the respective fields and through a general course in the world of organized print.*

Public Affairs Pamphlets

An Experiment in Adult Education

By Margaret Barry

Public Affairs Committee, Washington, D. C.

TODAY perhaps more than ever before an increasing proportion of the population has a real desire to become well informed on the social and economic problems which face the nation. People are anxious to get facts; they want to know the facts about the relief problem, social security legislation and the Constitution and Supreme Court. But wanting to know and learn is only half the battle. The more difficult half is how and where to get the desired information in the limited time available after the day's work is over.

Information about current problems exists. For many years our leading universities and research foundations have been engaged in carrying on investigations in the social sciences. Volumes have been published setting forth the results

of these investigations, but for the average intelligent citizen these offer no help in his search for information. They are often long, technical and expensive and presuppose a background of knowledge not possessed by the layman. Too frequently, if not always, published research studies seem to the layman the works of scholars for the use of other scholars in the same limited field. What the intelligent layman found almost impossible to secure was the published results of scholarly work in some form he could use.

The Public Affairs Committee was organized with this idea in mind. Its members are representatives of some of the country's leading research organizations in the social sciences. Raymond Leslie Buell, President of the Foreign

Policy Association is Chairman. Harold G. Moulton, President of the Brookings Institution is its Treasurer. Francis Pickens Miller is executive Secretary. Other members are: Lyman Bryson of Columbia University; Evans Clark, Director, Twentieth Century Fund; Frederick V. Field, American Council, Institute of Pacific Relations; William T. Foster, Director, Pollak Foundation; Luther Gulick, Institute of Public Administration; Felix Morley, Editor, Washington Post; George Soule, National Bureau of Economic Research.

The Committee has undertaken to publish in a series of pamphlets, digests of the more important research studies on contemporary social, economic and governmental problems. Through these pamphlets the Committee presents to the public reliable, objective information concerning the problems of our day and familiarizes the public with the basic economic, social, and governmental structure of the United States. In other words, the Public Affairs Pamphlets bridge the gulf which has existed between the expert who gathers facts and the layman who wants to get these facts and is in a position to use them.

Wherever possible pamphlet material is derived from an already published research study. In some cases the pamphlet is derived from more than one study, but in no case does the Committee inject its own opinion or theory on the subject under consideration. The Committee's primary objective is to act as a medium for condensing the findings of existing research organizations and disseminating the results over as broad a field as possible.

The publication of an inexpensive pamphlet series was chosen as the most advantageous way to achieve the Committee's aims. Pamphlets are short: in the Public Affairs series each pamphlet averages 32 pages in length. Public Affairs Pamphlets are economical: they sell

for ten cents each, or a subscription to the series of 12 can be had for \$1.00. Exceptionally low rates are offered on quantity lots. Public Affairs Pamphlets are written in lucid, non-technical language and are illustrated by Neurath charts. They attempt to make clear to the reader the fundamental problems, interpretations and suggested solutions set forth in some of the best contemporary research studies.

Three additional pamphlets are now in preparation on the costs of medical care, coöperatives, and readjustments required for recovery. Others are planned which will deal with various aspects of contemporary life in the United States.

The success of the Public Affairs Pamphlets is evidence of the existence of a need for the kind of information they supply. It is evidence, too, of the degree to which Public Affairs Pamphlets fill the need. During the first eight months following the publication of the first pamphlet, 210,000 copies were sold. Every state in the United States was represented among purchasers. Individuals bought them in large numbers — lawyers, editors, newspapermen, professors, students, businessmen, manufacturers and teachers. Public and special libraries have bought them in increasing numbers. The Committee has been fortunate in having the wholehearted interest of Mrs. Beatrice Sawyer Rossell, as expressed by her in the Journal of the American Library Association of which she is editor. The Committee feels that perhaps the public library will offer the most satisfactory medium for acquainting the public with its publications. Already some libraries are experimenting with the sale of pamphlets, in addition to carrying them on their shelves. This experiment is being watched with great interest, not only by the Committee, but by persons interested in problems of adult education.

Recently after consultation with officials of the U. S. Office of Education and the American Library Association, the Public Affairs Committee organized the Pamphlet Distribution Service which acts as a clearing house between the consumer and the publisher. It receives quantity orders from the consumer and re-directs them to the proper publishers. This was undertaken because the Public Affairs Committee believed that there was a need for some agency through which adult education groups, forums and libraries could order pamphlets produced by various publishers and organizations. Because of its non-partisan character and its primary interest in the development of pamphlet distribution the Public Affairs Committee appeared to be the logical agency to undertake such a service.

The Committee is now working on a plan whereby 30 libraries chosen by the American Library Association and Office of Education will have on display a complete selection of pamphlets listed in the Index of the Office of Education. It is hoped that the interest stimulated among local leaders and groups in the 30 cities where the pamphlets will be available for reference will be such as to encourage other libraries to adopt similar programs in the future.

The members of the Public Affairs Committee serve in their personal capacity and not as representatives of their respective organizations. The organizations with which they are connected are in no way responsible for the policies of the Committee.

In preparing the pamphlets the members of the Committee have borne in mind the Committee's objective of serving as a medium for the dissemination of the results of expert knowledge regarding public issues. It has insisted upon absolute reliability of content, objectivity of presentation and lucidity of style. It has,

in other words, tried to fulfill its function of making available to the layman the work of experts, but in a form which the average, intelligent layman can read. The Committee feels that in doing this it is making a contribution to the solution of the problem of building up in this country an intelligent, well informed body of public opinion.

The Committee published its first pamphlet last March. Eight others have since come from the press, while three more are in preparation. A list of the titles, with note of the source material from which each was derived, will give an idea of the range of subject covered, the timely present-day problems touched on, and the authoritative character of the study abstracted:

1. "Income and Economic Progress"
A digest of the four volume study by the Brookings Institution of the same name.
2. "Labor and the New Deal"
An abstract of the Twentieth Century Fund's study, "Labor and the Government."
3. "Our Government—For Spoils or Service?"
Derived from the Institute of Public Administration's study, "Better Government Personnel."
4. "Security or the Dole?"
Prepared in coöperation with the staff of the Committee on Social Security and the Social Science Research Council.
5. "Credit for Consumers"
Based on reports by Indiana, Wisconsin and Massachusetts investigating commissions, Report of the Massachusetts Committee on Consumer Credit, and Studies by the Russell Sage Foundation, Twentieth Century Fund and other agencies.
6. "South's Place in the Nation"
Based on the "Southern Regional Study" sponsored by the Southern Regional Committee of the Social Science Research Council.

7. "The Supreme Court and the Constitution"
The only pamphlet in the series not derived from published research studies. It is an original contribution of Professor Robert E. Cushman of Cornell University.
8. "This Question of Relief"
A summary of available data, prepared in coöperation with the staff of the Committee on Social Security of the Social Science Research Council.
9. "Restless Americans"
A digest of the study, "Migration and Economic Opportunity," published under the auspices of the Wharton School of Finance and Commerce.

Important Books of the Year

A Symposium by Correspondence

(Continued)

An engineering librarian writes

The Vail Library at the Massachusetts Institute of Technology supplies the technical literature needs of the Electrical Engineering Department, both faculty and students, in the development and study of the basic course in the theoretical principles of electricity, and in the subsequent professional courses in the application of these principles to electrical engineering practice. In other words, our viewpoint is educational and technical.

1936 has been a rather prolific year for publications in the electrical engineering field, and, although there has been the usual duplication in general textbooks, some quite outstanding books of a more highly specialized nature have appeared.

From England, for example, have come two more volumes in that excellent series of *Monographs on electrical engineering*: MacGregor-Morris, J. T., and Henley, J. A., *The cathode ray oscillograph*; Robinson, D. M., *Dielectric phenomena in high voltage cables*. The aim of these monographs — "to give a modern orientation of a particular subject within the confines of a small book" — has been adequately carried out by these authors who have correlated much valuable material hitherto available only in periodical literature. Other noteworthy books from English presses are: Reyner, J. H., *Radio*

interference and its suppression; Sarsfield, L. C. H., *Electrical engineering in radiology*; Vigoureux, P., and Webb, C. E., *Principles of electric and magnetic measurements*.

Two textbooks which are really more than textbooks, in both subject matter and arrangement, are: Puchstein, A. F., and Lloyd, T. C., *Alternating current machinery*; Moon, Perry, *The scientific basis of illuminating engineering*. Another book which gathers together in one convenient volume material hitherto widely scattered is: Harwood, P. B., *Control of electric motors*.

The New Wiley Handbook Series is a most valuable addition to our reference shelves, the two-volume edition of Pender's *Electrical engineering handbook* being, of course, specially important for our needs. Its expansion into two volumes — v. 1, *Electric power*; and v. 2, *Electric communication and electronics* — has made possible the addition of a tremendous amount of up-to-date information. The first volume of the Handbook Series, Eshbach's *Handbook of engineering fundamentals*, is a masterpiece of compilation.

Doherty, R. E. and Keller, E. G., *Mathematics of modern engineering*. This is the published form of material used in the General Electric Company's Advanced Course. The title page states:

"One of a series written in the interest of the Advanced Course in Engineering of the General Electric Company," and it is to be hoped that more of the Technical Notes now used in that course in mimeographed format will appear in print.

From German publishers have come more of those volumes — some of them very slender — which are so meticulously complete and stimulating in their very thoroughness. For example: Hollmann, H. E., *Physik und Technik der Ultrakurzen Wellen*: v. 1, *Erzeugung ultrakurzwelliger Schwingungen* and v. 2, *Die ultrakurzen Wellen in der Technik*; Espe, W., und Knoll, M., *Werkstoffkunde der Hochvakuumtechnik*. (Including a bibliography of 900 references on Properties of materials.)

Many more titles could be added to this list which merely cites a few highlights of the year 1936. It is hard for the literature to keep up with the technique in a field which is developing so rapidly and changing so constantly as the field of electrical engineering. Technical theory must be proved conclusively before it can be recorded on the printed page — and perhaps, the very day after publication, a new development will appear! It is a fascinating study for librarian, as well as research worker. — *Ruth McG. Lane, Vail Library, Massachusetts Institute of Technology.*

An insurance librarian writes

In attempting to give a summary of the literature in the insurance field for the past year, I must turn at once to that well-nigh invaluable quarterly digest, *Insurance Book Reviews*. My chief concern is fire and casualty insurance, and their allied lines, so this article will be confined to publications in these fields entirely.

Among the books coming out this year in the United States and England, not confined to one type of insurance, may be

mentioned J. H. Magee's *General Insurance*, an excellent text-book for students; P. D. Betterley's *Buying Insurance; a problem of business management*, giving fundamental facts of risk analysis, loss causes and control, policy provisions and interpretation, insurance carriers and insurance procedure, explained from the buyer's viewpoint rather than that of the underwriter and John E. Reed's *Insurance; a general text-book*, published in London.

Fire insurance has been well represented this year, both in books and pamphlet material. The newly revised edition of the Crosby-Fiske-Forster *Handbook of fire protection* is a welcome and valuable aid to those interested in fire protection.

The purpose of Arthur L. Abbott's *National electrical code handbook*, based on the 1935 edition of the National Electrical Code, is to make clear to the reader the general plan, scope and intent of the N. E. C.

The Weekly Underwriter has put out *Fire insurance by states — 1900 to 1935*, a most excellent contribution but beyond the reach of any but plutocratic libraries. *The Glens Falls handy book*, in a newly revised form and cheerful red cover, is an inspiration and aid to fire insurance agents.

Some interesting books in the fire insurance field, published in London, are: *Electricity and fire risk*, by E. S. Hodges; *Technology of fire insurance and guide to fire insurance surveying*, by John Howard-Blood; Bernard C. Remington and Herbert C. Hurren's *Dictionary of fire insurance; a comprehensive encyclopedia of the law and principles of fire insurance and home and foreign practice*; and J. J. Williams and Maurice Butler's *Common features of fire hazard; a textbook on common hazards and general hazards of industry*.

Among the pamphlet material which has been published this year by the

National Board of Fire Underwriters is *Termites and their relation to the fire hazard*. The National Fire Protection Association has put out, as usual, a large number of enlightening and helpful pamphlets. Among these are: *Church fires*, *Fire prevention and protection as applied to hotels*, *Care of fire hose*, *Protection of records*, *Standard for construction and installation of spark arresters for chimneys and stacks*, *Fire record of dwellings*, and *Fireworks casualties and regulations*.

L. J. Scott's *Electrical fire hazards* contained in *Lectures on insurance*, published by the Insurance Institute of America, is good material. Publications in the field of Casualty insurance have not lagged behind, though they are largely confined to pamphlets and brochures. E. W. Sawyer's new book, *Automobile liability*

insurance, is a timely contribution discussing, as it does, the national standard policy provisions in detail.

Federal jurisdiction and the compensation acts, by Clarence W. Hobbs, is a mimeographed treatise of 69 pages largely devoted to the Federal and Maritime Jurisdiction of the United States, with a table of constitutional provisions, treaties and statutes. It is well indexed.

Insurance Book Reviews, published quarterly by the Insurance Group, will supply all the missing links that I have neglected to forge. Since a member of the Insurance Group is responsible for her particular subject, the result is a quarterly publication which completely covers publications in the Fire and Marine, Casualty, Suretyship and Life insurance fields. — *Caroline I. Ferris, Insurance Society of Philadelphia.*

The Use of Services in a Business Library¹

By Marian C. Manley

Branch Librarian, Business Branch of the Newark (N. J.) Library

What Is a "Service"?

IN CONSIDERING the question of services and their use, the first point to be settled is a definition. The particular use understood in the sense of this article is not given in the latest edition of Webster's Unabridged. The expression is *used*, but the word is not *defined*, in a number of books on financial problems. The only definition that I have discovered is that given in the 1931 publication of the Special Libraries Association, "The Handbook of Commercial and Financial Services." In the foreword to that manual, "Service" is defined as *that information distributed by individuals or companies who make a business of com-*

pling and publishing for general distribution, data and statistics on given subjects, and which information is kept up-to-date by regularly revised and supplemental data." This particular definition, while perhaps not as smooth as one might wish, seems to fit the situation.

Why Have Services Developed?

It is only in the last few years that people have felt the need of selective information on certain subjects, published by reliable authorities and kept up-to-date at regular intervals. It is because of this need that the development of services has proved to be an active minor industry. To quote from the "Financial Handbook," "Certain types of information are required constantly for the proper planning and preparation of ad-

¹ Based on a lecture in a course sponsored by the New Jersey Chapter of the Special Libraries Association, Newark, Nov. 16, 1936.

vertising campaigns, for new business campaigns, for bankers and brokers who wish to be kept informed of affairs of corporations and of the stock market, and for anyone wishing to keep in touch with affairs directly or indirectly affecting business."

Services have developed for the same reasons that the Special Libraries Association and special libraries developed; that is to provide for intensive treatment of many different fields of knowledge.

What Are the Values of Services?

What are the values of services to the average user? There are three logical groupings in considering the many that are published. Certain services are vital to every individual. They have basic information that is essential in the profitable management of investments. Certain other services are essential in any contact with industry. Still others give intensive treatment to special fields of industry and are of little interest to those in other lines.

Because each individual's contact with the management of funds through insurance or stocks and bonds is inevitable, every user of a library should be intelligent in the use of insurance services, and investment manuals. These services are, perhaps, the most essential from the individual standpoint.

The group useful for the whole field of industry includes the financial services because of their interpretation of industrial movements; such services as the Standard Advertising Register or the National Directory of Advertisers, because of their presentation of key industrial organizations; and such governmental services as Kiplinger and Whaley-Eaton, because of their relation of government activities to progress in industry.

The special industry services that are not so generally needed are the commodity services, the more careful analyses of

expenditures of certain advertising concerns, and the building reports. Other types that have a relation to all industry are the management services and the legislative and tax services. These may not be essential, however, for most of us, since much of the management material may be obtained through magazine sources, and the tax and special legislative services are more apt to need authoritative interpretation, and are frequently therefore, a part of the accounting or legal departments.

The Place of Services in the Library

The public or special librarian, and particularly the special librarian, should be as generally familiar with the broader business services as she is with such basic tools as the encyclopaedia, the United States Catalog of Books in Print, the Dewey Decimal Classification, or the city directory. These services provide certain information that is, in many cases, part and parcel of our every day work.

Advertising Services

Since so much has been written about the financial services, we will consider, first, others important in organizing information work, as, for example, the advertising services—the Standard Advertising Register or the National Directory of Advertisers.

Both of these are divided into a large main volume and supplements. In the Standard Advertising Register the main volume consists of data on national advertisers arranged by industry. These entries include, wherever possible, the name of the president, the vice-presidents, the advertising manager, research directors, the purchasing agents, and other officers. They analyze the type of advertising used, give the approximate yearly budget for advertising, and the capitalization of the company, etc. This volume has an alphabetical index, but

the main entries are arranged by broad industries and minor subdivisions. Besides the alphabetical index there is a trade name index. This volume is supplemented by an Agency List, which is an alphabetical list of the advertising agencies in the country and their accounts. The third volume in this series is a Geographical Index to National Advertisers.

The National Directory of Advertisers service is arranged in the reverse method. That is, the main volume is arranged geographically rather than by industry.

A great value of these particular services is not so much their help to the advertising profession, but that they provide a selective list of the outstanding industrial organizations in the country. Because the Standard Advertising Register arranges its list by industry, we have a selective list of the majority of the principal firms in any type of industry, with the names of the personnel and with some indication of the size and the scale of the expenditure of that business. The National Directory of Advertisers, on the other hand, gives this same information by geographical sections so that these two volumes provide mailing lists for a geographical section or for an industry. They are keys to the leading companies in any section or any field. Of course the value of a trade name index is apparent to anyone. The agency volume is important in that it shows what agencies specialize in certain types of business, and indicates the leading advertising agencies in the country.

These advertising services are used by us only occasionally for their advertising data, but frequently for their arrangement of industries. For instance, I have used them as mailing lists for the large industrial firms in the country in getting data for the Business Information Study. I have used the geographical arrangement to make an intensive study of the companies in this region who might have

libraries or who might be interested in our special library developments. Any number of times we have used the trade name section to find out who makes what, and the address of the maker. The other day one of our patrons, who is interested in doing industrial photography and had been successful in taking some pictures of a large industrial plant in Newark, came here for other leads. Through the Standard Advertising Register, she could find out not only what other companies in similar lines had the same advertising agency, but also what other advertising agencies were handling accounts of this particular kind.

In other words, these special advertising services can be of great value in getting a line on personnel, on industry, on expenditures, or on regional developments. An advertising library would probably add services such as Media Records, Standard Rate and Data, and other expensive publications giving more statistics of the industry. For our purpose these are not essential, but the so-called advertising services that I have discussed are as valuable to us as our city directory or Thomas' Register. We subscribe to advertising services not because we wish the specific information about advertising, but because the information furnished by such publications as the Standard Advertising Register and the National Directory of Advertisers has a broad general bearing on industry.

Financial Services

The financial services are in a class by themselves for their number, their comprehensiveness, their reliability. We all know the outstanding publishers. The material that they publish falls into several groups. First, the manuals with company reports; second, the weekly supplements or revisions of these manuals giving quarterly reports; third, the divisions that cover business conditions

generally and conditions in industries; fourth, the special industrial reports or statistical analyses. Besides these, there are the purely advisory weekly services. These services are of great value both to the individual and to the student of current affairs. They give broad, general reports on business conditions; they give specific data on certain industries; they give specific data on certain companies. Through their careful use, the inquirer can get comprehensive data on the industries in a certain section or the industries of a certain type.

The use of these financial services is basic for the individual in that through them he may get the best possible judgment on the appropriate investment of his funds. Every individual should understand these financial services for his own personal benefit. The financial services are also basic tools for any general business library in that they provide the all around facts on industry. Poor's, Moody's, Standard Corporation Records, all give financial reports on the companies broken down so that certain factors can be compared for various companies.

Industry studies as given by Fitch and by Standard Statistics Trade and Securities Service are extremely important in understanding the progress of industry in different sections. For example, Newark has certain outstanding industries — leather, chemicals, electrical manufacturing, foundries. The reports on the condition in these industries can to a certain extent help us to understand current trade conditions in the community. Much of the industrial background can, therefore, be gained through an intelligent interpretation of the information in these manuals.

Government Progress Services

An important service is the news comment on governmental activities provided by such agencies as Whaley-Eaton

and Kiplinger in Washington. Here, we use Kiplinger and we find it an eminently useful résumé of what is going on. Whaley-Eaton seems to provide an excellent service, especially for foreign news.

Specialized Services

Among the insurance services we have Best's Insurance Reports, Spectator Insurance Reports, Flitcraft Compendium. The reports of Best and Spectator, for instance, cover the annual reports, financial statements, general standing, officers, methods of doing business, of life insurance companies and liability, casualty and fire insurance companies. They are expensive publications, but one of the biggest forms of investment in this country is insurance — all types of insurance. We not only believe in providing for contingencies, but we use insurance as an investment. These insurance reports provide the librarian and the user of the library with accurate, unprejudiced information about companies and about different forms of policies. These manuals are not keys to general business, as are the advertising services, but they are as important from the investment standpoint as Poor's, Moody's, Fitch, and Standard Statistics in their specialized financial field. Since insurance is almost a first investment for anyone, the insurance reports should be as available as any other financial report. They are perhaps not as essential in a general business library for the everyday work of the library, but for the financial maturity of the individual librarian, familiarity with these services is as important as familiarity with her own bank account.

It is extremely satisfactory to be able to refer people to such reports, and it is as essential for the millions of policyholders to know that such information is available as it is for them to know that they can check up on the rating of their stocks and bonds.

Construction Reports

Another type of service that is very greatly used at the Business Branch is that of the construction reports. These are needed "hot-off-the-press." The users are in the Branch early to study possibilities and go off to submit bids.

Methods of Accessioning Services

Since services have not only gone in for specialized treatment, but are also so well adapted to their particular problem, in most cases all that is needed to make the service available and useful is paying the subscription and filing the service in a specific place. We concentrate the financial services on the Investment Table. The current material is easily filed according to the editorial instructions and the out-of-date material is as easily discarded. The sets of which we keep a file, Poor's, Moody's, etc., move on to their permanent abiding place as new volumes come. No cataloging is necessary. Nothing is necessary but stamping the manuals with the Business Branch stamp. The Standard Advertising Register and the insurance reports are considered that part of our trade directory collection and

are filed on the shelves under "Trade Directories."

Service publishers go so far in the preparation of their material that little additional work is needed in the library. The weekly material must be filed and filed with care, but once the method is understood by the assistant in charge, that moves along serenely.

Points in Selecting Services

In selecting the services for a general business library, we must take into consideration the general standing for reliability-maintained by any company, we must consider the frequency of issue of the main volume and supplementary data, we must consider the inclusiveness of the information given, the sectional development, and the effective arrangement of material to get an all around use. Many of the services, of course, have stood the test of time and we can feel reasonably safe in dealing with the long established firms in each field. When a new service is developed, we must consider in what way their presentation differs from that of any other company and how well equipped the company is to carry on its work.

In Memoriam

Dorothy Clough

Miss Dorothy Clough, Librarian of the Institute of Ophthalmology (Medical Center), passed away in November after a short illness from pneumonia.

Miss Clough had just joined the Special Libraries Association, New York Chapter. The activities of the Biological Sciences group of that Chapter held particular interest for her.

George S. Maynard

George S. Maynard, for nearly twenty years in charge of the Special Libraries

Division of the Boston Public Library, died at the home of a brother in Wilmington, Delaware, on January 18, five days before he would have attained his 64th birthday. He retired from library service two years ago. Born in Newport, Rhode Island, the son of Rear Admiral Washburn Maynard, U. S. N., he was graduated from Johns Hopkins University in 1896, and for some years was associated with the General Electric Company at Schenectady. In 1915 he graduated from the New York Public Library School, and the next year entered the

service of the Boston Public Library. He is survived by his wife, who was Katherine O'Neil of Schenectady, and has been prominent in Special Libraries Association activities, and by two brothers, Edward W. Maynard of Wilmington, and Robert W. Maynard of Boston. Mr. Maynard has been for many years a member both of the Special Libraries Association and the American Library Association.

George Ritchie Marvin

George Ritchie Marvin, secretary and curator of the Bostonian Society of Boston, died January 18, after an illness of five weeks, aged 57. Following his graduation from Hamilton College, where he received the degrees of A.B. and A.M., he spent a year at the Albany Library School, and entered library work with the New England Historic Genealogical Society in Boston. Subsequently he served on various committees of that society and also compiled a bibliography of diaries in the collections in its library. Grandson of Thomas R. Marvin who es-

tablished a printing business in Boston which continued for more than a century, Mr. Marvin spent some years in it. When he sold his interest in the business in 1927, Mr. Marvin retired with a competence and made a journey around the world.

In 1932 he was appointed to the position with the Bostonian Society which he held up to the time of his death. He was a member of Special Libraries Association and the American Library Association. Mr. Marvin was host to the Boston Chapter, S. L. A. at its November meeting in the home of the Bostonian Society in the famous Old State House.

Mary Elizabeth Hyde

Many students who profited by the teaching of Miss Mary Elizabeth Hyde at Simmons College, heard with regret of her death in Palo Alto on July 23, 1936. Miss Hyde's professional contributions in her work at Simmons College were notable. She had retired in June after many years on its faculty and interested association with the Boston Chapter of the S. L. A.

S. L. A. Goes on Record!

SEVEN years ago the Special Libraries Association printed its membership list. Now, in the spring of 1937, another membership list will come off the press. This will be dated as of March 31, 1937. The Executive Board has approved its publication. The list will be alphabetical by the name of the members. It will give the company affiliation and address. Besides the address, the entry will record the type, whether institutional, active or associate membership. As this will be purely a Special Libraries Association membership list, neither subscribers nor local members will be included.

The growth of the membership since 1930 will be graphically displayed by the

contrast between the 1930 edition of the list and the 1937. These printed records are a revelation in showing the widespread nature of the membership of S.L.A. and are of great value in enabling group chairmen to develop the active workers in their groups.

Every member of the Association whose 1937 dues have been paid will receive a copy of the membership list on publication. Other copies will be distributed to members on the receipt of their dues. This membership list is purely for the information of the members and will not be sold.

The contents of the list will prove an interesting guide to the membership

make-up of the Association. The Board decided to defer its publishing until March 31st so that the chapter presidents and membership chairmen might have the opportunity to enroll, before the closing date those who are expecting to become members shortly. If those anticipating membership are not enrolled with dues paid by March 31st, it will not be possible to include the names in this record. Every member is urged to see that all changes of address are recorded at Headquarters before that date. This

applies not only to her individual standing, but also to other changes, of which she has cognizance. Will every member do all she can to make this list correct and representative? The change in status from associate to active, or from active to institutional must be made by March 31st in order to get the appropriate designation in the membership list. This is going to be one of the most useful tools that the Association can have and it behooves every member to work toward making it 100 per cent effective.

Conference News

THE Convention Committee made the first report to the Executive Board at the meeting January 23rd, and a grand report it was. The program for the convention is to be distinguished by a concentration on problems that special librarians meet in their day's work. The conference provides a major opportunity to discover the information resources of New York City. For the first time, the members may give intensive attention to the many libraries in Columbia University. Besides the concentrated consideration of library administration problems, there will be some major Association projects to discuss. All in all, it will be a conference that no one can afford to miss.

Wednesday, Thursday and Friday are fully planned. Saturday is to be Columbia Day with the libraries open, followed by a luncheon at the Faculty Club. Sunday, a breakfast from 1:00 to 3:00 p.m. will be arranged at the Rainbow Room at Rockefeller Center. These are the special treats for those who stay over.

For the main program, Wednesday morning finds the Executive Board and Advisory Council meeting, with group sessions going on at the same time. Wednesday afternoon, more group meet-

ings, and at 4:30 a festive tea. Wednesday evening, at least one major joint group session with the larger groups participating.

On Thursday morning the first general session is held, with the President's address and two other speakers. Thursday afternoon the S. L. A. for the first time in many years devotes a general session to shop talk and has as the major theme of the second general session, "How to Run a Library," with four subjects for discussion: administration, contact with clientele, personnel, and finance (including purchasing, etc.). Thursday evening comes the banquet with many interesting rumors about succeeding events.

Friday morning is the business session, when the Association as a whole will concentrate on important problems under consideration there. Friday afternoon comes another general session, again devoted to shop talk, with the subjects for discussion as follows: information files, reference, government documents, and disseminating information. The plans for Friday evening are not definitely set, but many interesting possibilities are under consideration.

Cooperation from the members is what makes for success or failure in a

convention. Letters from group chairmen and from everyone with ideas are distinctly in order. Letters about the convention set-up should be sent to Hazel E. Ohman, Librarian, State of New York Department of Labor, Division of Placement and Unemployment Insurance, 342 Madison Avenue, New York City. Letters with suggestions for the program should be mailed immediately to Eleanor S. Cavanaugh, Librarian, Standard Statistics Company, 345 Hudson Street, New York City, who is handling that difficult job. Every effort is being made to have the meetings well and efficiently handled. To make the whole program

effective the members must cooperate with promptness, both now and in June.

The Hotel Roosevelt is a pleasant place to meet, centrally located, and well arranged for special library convention purposes. It is air-conditioned, so should the same weather prevail outside as it did at the last New York convention, those in the conference rooms will be able to enjoy life. The hotel is prepared to make every effort to give comfortable accommodations at the specified rates to the members of the Association. The attention of the members is called to the rates quoted in the advertisements. Now is the time to plan for that fruitful stay in New York in June.

Board Meeting Notes

THE Executive Board of the S. L. A. held an executive session on January 23rd in the Standard Statistics Building, convening at 10:00 A.M. and adjourning at 1:30 P.M. At this meeting the announcement of Miss Beatrice Hager's appointment as chairman of the Classification Committee was approved by the Board. The Convention Committee reported in detail. (See "Conference News".) The Finance Committee reported that its development of the Association's program for expansion was under consideration and that a more complete report would be submitted later.

The budget for 1937 was considered at length and was passed as follows:

SPECIAL LIBRARIES ASSOCIATION BUDGET FOR 1937 Adopted by the Executive Board, January 23, 1937

GENERAL OPERATING

<i>Income</i>	
Dues	
Institutional	\$2,625
Active	3,275
Associate	1,450
Total	\$7,350

<i>Outgo</i>	
Budgets	\$2,110
Operating Expenses	1,100
Salaries	3,500
SPECIAL LIBRARIES (5% of Institutional and Active dues)	295
Associate Members' Bulletin	150
Publicity	95
Travel	100
Total	\$7,350

CONVENTION

<i>Income</i>	\$ 250
<i>Outgo</i>	250

SPECIAL LIBRARIES

<i>Income</i>	
Subscriptions	\$1,250
Advertising	1,700
Sales	255
Dues Allotment (5% of Institutional and Active dues)	295
Total	\$3,500

<i>Outgo</i>	
Printing	\$2,900
Postage	300
Reprints and Index	200
Supplies	100
Total	\$3,500

The Executive Board voted to buy a \$1,000 bond from the operating surplus of 1936 and earlier years and to appro-

priate sufficient money from this surplus to print a membership list to be brought to date as of March 31, 1937, and to be distributed to the paid up members of the Association and to other members as their dues were received.

Reports of progress were received from the Constitution and Nominating Committees, and final reports from these

committees will appear in the April issue of SPECIAL LIBRARIES.

The Executive Board approved the request for a loan to the New York Chapter for publication of the New York City Special Libraries Directory.

These steps represented the main decisions of the Executive Board at this session.

Making a Budget

THE budget for 1937, adopted by the Executive Board on January 23d, appears on another page of this issue. Last year ended with a small balance on the right side of the ledger. As there was no valid reason for expecting the income to increase or decrease materially during the next twelve months, the Board's problem was largely that of allocating expenses on the general pattern of 1936. The 1937 budget has been balanced, based on probable income from dues. Recent conventions have returned a profit, but chickens are not being counted as yet.

Under the constitution, 50 per cent of the dues of associate members is returned to their respective chapters. The constitution requires the Board to determine annually the percentage of institutional and active dues to be so returned. There is a presumption that in adopting the "new plan" of membership in 1935 the Association wished fifteen considered the normal percentage, and the Board will not change this except for strong reasons.

Groups have been allotted \$250 and committees \$250. It is difficult to make hard and fast rulings here as neither the time nor the amounts of requests can be closely forecasted. At the Advisory Council meeting of November 23d, with most of the committee, group and chapter leaders present or represented, I asked each one to write me their probable requirements for 1937. As communications

were received, I am justified in believing that no dissatisfaction exists.

Because certain heavy items are being shifted from committees to operating expenses, the allotment for the latter has been slightly increased. Salaries have been placed on an annual instead of a weekly basis and very slightly readjusted. Publicity claims \$95. The travel allowance, while pitifully small, has been doubled; and the new President will find most of it available in June.

The Associate Members' Bulletin has been allotted \$150 from the general revenues and SPECIAL LIBRARIES \$295. Other publications are financed from separate funds and do not appear in the general budget.

This \$295 for SPECIAL LIBRARIES represents 5 per cent of the dues of active and institutional members. The Board does not consider this an ideal percentage. It represents all the Board feels justified in assigning from the general revenue. The magazine is also entitled to whatever it can earn from subscriptions, advertising and sales of back numbers and reprints. The magazine budget has been balanced at \$3,500, which allows for a very slight increase in the total number of pages during 1937.

Last year we started a reserve fund with a \$500 government bond. The Board took another constructive step in January by voting to add \$1,000 to this fund by the purchase of additional

bonds. This money will come from operating surplus. "Operating surplus" sounds well but doesn't mean much in our case. What it amounts to is that for twenty-five years we have slowly and painfully been accumulating a bank balance that is not directly ear-marked for special purposes.

One thousand dollars is to be taken from the bank balance and placed in sound government or corporation bonds.

It will not make us immediately richer. It will give us more security against financial ups and downs, more of a feeling of stability and a better rating among professional associations of our class. Should we some day ask foundations to finance enlarged activities, a well thought-out, concrete plan plus the proven ability to build up our own reserves will be our best guarantee of success.

HOWARD L. STEBBINS, *President*

Over the Editor's Desk

Education and Training. . . . Of the three courses in library work announced for the Boston Chapter, two are to be given — one on library editorial work, and the other, a library reference course. A third course on the fundamentals of cataloging for beginners did not receive a sufficient number of registrants. This has been true in other parts of the country, although in New York City a group of financial librarians has been meeting for informal discussion of cataloging methods under the leadership of Adelaide Kight. . . . There is a decided interest in training in California. Members of the Southern California Chapter have been asked to reply to a questionnaire on special library training methods. The Chapter wishes to be fortified with information when Mr. K. D. Metcalf, chairman, and Miss Anita M. Hostetter, secretary of the A. L. A. Board of Education for Librarianship, come to California to investigate "the best program and possible future trends in this field of professional education." The questions are somewhat similar to those used in the questionnaire sent out by the S. L. A. Committee on Training and Recruiting, with additional stress laid on the situation in California. . . . The Pittsburgh Chapter is seriously debating the establishment of a lecture course on training. The members have expressed approval of

such an idea, although not all are positive that they will be able to attend. . . . The Philadelphia course has been moving along steadily.

Miss Amelia Krieg, assistant director of the University of Illinois Library School, writes that a scholarship is available for advanced training in the Library School in special libraries. This is the Katharine L. Sharp scholarship for graduate students in library science. The holder receives \$300 and is exempt from the payment of University fees, except for the matriculation (\$10) and diploma (\$10) fees.

Miss Sharp, for whom the scholarship is named, organized the Library School at Armour Institute, Chicago, and conducted it there for four years; she was then, in 1897, made Librarian of the University of Illinois, and the Library School was transferred to Illinois, where she was Director until 1907.

Chapter Meetings. . . . The January meeting of the Southern California Chapter was devoted to a discussion of the relation of micro-organisms to disease. This was followed by a trip through the Los Angeles County General Hospital laboratories. The Southern California Chapter specializes on trips. . . . The Boston Chapter also devoted thought to medical subjects at the January meeting when Mr. William Shules of the Bos-

ton Public Library, formerly of the William H. Welch Medical Library of the Johns Hopkins University, discussed the library and its relation to the history of medicine in the University, devoting some attention to the interesting classification and cataloging problems arising in the course of the organization of the library.

Pittsburgh, like New York and Connecticut, has been honored by a visit from the national president. Mr. Stebins talked at the January meeting on the progress of the Association. . . . The New Jersey Chapter was fortunate enough to persuade Miss Aryness Joy, chief statistician of the Central Statistical Board, to come to the February meeting. This meeting was devoted to a discussion of statistical problems and was attended by local members of the American Statistical Association. Miss Joy discussed "A Clearing House for Statistical Projects," and Mr. Philip Stovin, of the New Jersey Bell Telephone Co., brought out the point of view of business men in the use of statistics.

The New York Chapter, in its January meeting, went in for shop talk, with Mr. Vernon D. Tate of the National Archives speaking on "The Use of Microphotography in Library Reference Work." Marian C. Manley discussed the topic, "Is Promotion of the Business Library Needed?" while Linda H. Morley spoke on "Specialized Cataloging" and Alma Jacobus spoke on "Subject Files." . . . Many librarians in New York City, including the New York Chapter of the S. L. A., the New York School Librarians Association, and the New York Library Club, will meet for a gala dinner on February 17th. Mr. A. A. Berle, Jr., Chamberlain of the City of New York, a member of President Roosevelt's original Brain Trust, and one of the seven official delegates to the recent Peace Conference in South America, will discuss international

affairs. The second speaker will be Sir Gerald Campbell, British Consulate General in New York City, whose topic will also be international affairs. Mary Louise Alexander, president of the New York Library Club, will preside at the meeting.

News Notes. . . . Dorothy Andrews is librarian of the North American Investment Corp., San Francisco, succeeding Mrs. Helen M. Cropsey. . . . Edith B. Varney is first assistant in the Applied Science Department of the St. Louis Public Library. . . . Nelle Barmore is around and about after her long illness. . . . Many members of S. L. A. have had, are having, or are about to have grippe and influenza. Perhaps the worst of the epidemic is over, but the list of those who retired under this burden is heavy.

The members of the Special Libraries Council of Philadelphia and Vicinity are delighted that their chairman, Mr. W. L. Robinson, has received a gratifying distinction in his appointment as assistant director of safety and traffic engineering of the American Automobile Association. Mr. Robinson has gone to Washington to take up his duties there; and Mrs. Taylor, vice-chairman, has succeeded him as chairman of the Council. Mr. Robinson has served as chairman of the Council for two years and has proved a stimulating officer. His attendance at Advisory Council and Board meetings has been helpful, and his absence will be regretted.

Eleanor Hickey is now librarian of the Dominion Textile Company, Limited, Montreal, succeeding Adeline B. Whitcomb. . . . Miss H. B. Henry is now librarian of the public relations organization of Mr. Edward L. Bernays, New York. . . . On December 10, 1936, the library of the Bellevue School of Nursing was renamed "The Carrie J. Brink Memorial Library of the Bellevue School of Nursing," in honor of Miss Brink, who was actively identified with the Bellevue

School of Nursing from 1891 to 1923. . . . Mrs. Marjorie C. Dewire, librarian of the Central Young Men's Christian Association College, Chicago, became Mrs. Keenleyside last March. . . . Leona Taylor, librarian of the Akron Beacon Journal, is now Mrs. Aiken.

In Public Print. . . . An article about Althea Warren, city librarian of the Los Angeles Public Library, appeared in the "Los Angeles City Employee" for December 1936. Miss Warren is an active member of S. L. A. and one of the leading public librarians in the country. . . . Those who have not yet read "Ladies of the Press" by Ishbel Ross will be delighted to see the recognition given in its pages to special librarians, and the particular mention made of Mildred Burke of the Chicago Tribune, and Agnes J. Petersen of the Milwaukee Journal.

Maria C. Brace, head of the Department of Business and Economics of the Enoch Pratt Free Library, Baltimore, has compiled an attractive six-page leaflet on effective consumer marketing, giving descriptive notes on market studies. . . . In the leaflet on "Organizations in the United States Interested in Anglo-American Relations," published by the Digest Press and written by Helen G. Mill, there is a description of the British Library of Information, and references to publications compiled by Ruth Savord. . . . The H. W. Wilson Company is distributing for the Junior Members Round Table of the A. L. A. three useful little pamphlets. "S O S in the Library" deals with reference books in general, "So This is the Catalog!" explains the decimal classification and the card catalog, and "Time Savers, the Periodical Indexes" describes the Readers' Guides and other indexes.

Around and About. . . . A number of special librarians were in Providence for the meeting of the Bibliographical So-

ciety of America. It was held in conjunction with the American Historical Society. Dorsey Hyde went up from Washington, while James F. Ballard, Edward H. Redstone and Walter B. Briggs were among those present from Boston. . . . A meeting where libraries were featured was that of the Washington Division of Railroad Enthusiasts, Inc., when Mr. A. E. Freeman, cataloger of the Library of the Bureau of Railway Economics of the Association of American Railroads, gave an interesting talk on the library. This was followed by a visit there.

The Chemistry Section of the Science-Technology Group is busy this year with a number of activities. The group is working on a subject heading list under the direction of Mrs. Grace R. Cameron of the Chemistry Library, University of Louisiana. Mrs. Cameron wants to hear from everyone interested with suggestions and ideas on how to make up a list that would be most useful to chemistry librarians generally. . . . Miss Helen Baierle of the Bakelite Corporation is chairman for the project in connection with company publications and is preparing a list of all the trade publications available for distribution by the companies represented in the group.

Exhibits. . . . The Financial Group of the New York Chapter under the direction of Mildred A. Lee is planning to set up within the next two months a model bank library at two conventions sponsored by the American Bankers Association. These are the Mid-Winter Trust Conference, February 9-11, and the Spring Savings Conference, March 11-12, both at the Waldorf-Astoria. Though the same exhibit will be used at both conferences, stress will be laid on subjects of immediate interest to the working committees of the Savings and Trust Divisions of the American Bankers Association.

S. L. A.'s Latest Tool. . . . The Fi-

nancial Group has just compiled a list of sources of information on bonds in default, covering books and pamphlets and magazine articles appearing from 1930 through December 1936. This useful list has been compiled by Grace D. Aiken-head.

New Styles in Christmas Trees. . . . The Technology Department of the Bridgeport Public Library dressed a tree for its readers with objects representing the industries of Bridgeport. The gifts were gadgets of all kinds connected with

dictaphones, typewriters, and other manufactures too large to show in their complete form; last, there were also shears and knives and little desk conveniences.

Good News for the Editor. . . . "It was the article in SPECIAL LIBRARIES yesterday which prodded this out of my file."

. . . "Here is my questionnaire at last. I am sorry to have been so slow about it and felt very negligent after reading in the January SPECIAL LIBRARIES the long list of prompt replies you have had."

Letters to the Editor

Hearings!

MEMBERS of the S. L. A. who are interested in securing committee hearings are glad to learn that they are now included in the Weekly List of U. S. Government Publications. This is another cooperative step of the Superintendent of Documents and should do much to facilitate the work of many S. L. A. members.

RUTH VON ROESCHLAUB, *Librarian*
Central Hanover Bank & Trust Co.

A Worth While Vacation

LIBRARIANS these days are constantly urged to get in active touch with what is going on in the outside world. This is difficult for the average librarian to do day by day, but through summer institutes, vacations may be combined with illuminating experiences. A small quota of the cross-section membership of the Summer Institute for Social Progress at Wellesley is reserved for librarians. Through lectures, forums and round tables on current economic and social conditions, and discussions in which men and women active in the business, industrial and professional world share their varied experiences, librarians can gain a vivid picture of today's situation and tomorrow's possibilities.

"The World Challenge to Democracy — How Can America Meet It?" will be the general theme of the Institute this year which will be held on the rolling country campus of Wellesley College, Wellesley, Mass., from July 10 to 24. Colston E. Warne of the Economics Department of Amherst will be the leader of the faculty, and the institute members will live in one of the new college dormitories overlooking Lake Waban. Mr. Franklin Hopper of the New York Public Library has been on the governing board of the Institute. Details

may be procured from Miss Grace L. Osgood, 14 West Elm Avenue, Wollaston, Mass.

MARIA C. BRACE

Head of Business and Economics Department
Enoch Pratt Free Library, Baltimore, Md.

A Regional Survey of Special Collections

A SURVEY of information resources in New Jersey libraries is being undertaken by the Junior Members Round Table under the sponsorship of the New Jersey Public Library Commission and with the approval of the New Jersey Library Association and the Special Libraries Association, New Jersey Chapter. The purpose of this survey is to locate all special collections in the state and to obtain, for a union catalog, data as to the extent of each collection, its research value and accessibility.

The survey will cover a wide range of material, since the many public, special, and college libraries in the state vary greatly in nature. An attempt to secure some evaluation of the collections will be made. In a survey such as the proposed one, with results dependent largely on data to be obtained from a questionnaire, detailed description of collections and comparative evaluations are practically impossible. The committee believes, however, that the factors which have brought about the acquisition of a special collection will aid the librarian in evaluating it.

A collection, on a given subject or covering a definite field of knowledge, which is larger and more valuable for study and research because of local conditions or interests may be classed as a special collection. Collections obtained through a legacy or endowment may have become static, or if the gift has been recent, the future value of the collection may far exceed its present worth. Li-

brarians are urged to furnish such data regarding the history of a collection. The committee is especially anxious to have good collections of New Jersey literature and history, and collections of industrial and technical books reported.

Knowledge of the location and existence of important books and well-developed special collections within the state should do much to further research, and to provide for coordination in the development of library resources. It is hoped that the survey will lead to an increase in inter-library lending. The results of the survey will be used in developing a union catalog of special collections to be located at the New Jersey Public Library Commission.

The questionnaire for the survey will be sent to all libraries immediately. Librarians are requested to respond as fully and as promptly as possible.

A chairman in each county has been appointed to contact all libraries within her locality in an effort to obtain complete and prompt results. The questionnaires are to be mailed to a central committee who will compile the results and endeavor to have at least a partial report to present to the New Jersey Library Association and the Special Libraries Association, New Jersey Chapter, in the near future. The New Jersey Library Commission has generously offered to take care of all mimeographing and mailing. The committee proposes to publish the results of the survey of special resources at an early date.

At a recent meeting of the Joint Committee of the New Jersey Library Association and the Special Libraries Association, New Jersey Chap-

ter, which includes college, special and public librarians in its personnel, the Junior Members' project for locating special collections in the state as a means to ascertaining the information resources was considered and the Joint Committee strongly endorsed the project. The project is receiving the support and interest of several outstanding librarians of the state.

The Union Catalog Committee is endeavoring to meet a very pressing need and urges the cooperation of all libraries. The value of actual knowledge of the location and availability of information resources in inaugurating future cooperative plans cannot be over-emphasized.

FANNIE SHEPPARD, *Chairman*
New Jersey Union Catalog Committee
Paterson Public Library

Subject Headings Again to the Fore!

THE Committee on subject headings of the A. L. A. Catalog section would like to receive new subject headings as used by libraries, from as many sections of the country as possible. Even though you have but one or two to submit we will welcome them for inclusion in the monthly lists published in the Wilson Bulletin. Our aim is to make these lists as representative of up-to-date library practice as possible and we can do this only if we have the new headings as they are adopted.

SARITA ROBINSON, *Chairman*
University of Iowa Library
Iowa City, Iowa

Publications of Special Interest

Clafin, W. W. *Challenge of investment.* Harper, New York. 1936. 97 p. \$1.75.

A sound, practical, and concise discussion of investment problems in securities for the mature reader. The basic factors in investment progress are brought out, and the steps in analyzing an investment program are intelligently considered. An excellent book for general use.

Cross, P. G. *Our friends, the trees.* Dutton, New York. 1936. 334 p. \$5.00.

A comprehensive, well arranged and enthusiastic description of trees. Detailed notes on their treatment under all conditions, the artistic and economic aspects of the subject, all are covered effectively. Beautifully illustrated and full of poetic selections. Includes a terminology. Well indexed.

Firth, Raymond. *Art and life in New Guinea.* Studio Publications, New York. 1936. 126 p. \$3.50.

The author believes that primitive art can be truly appreciated only from an understanding of the ways of liv-

ing and the traditions of the native artists. In his book on New Guinea, he supplies this needed background. The illustrations of the native handicraft and the background are many and fine. A brief reading list is included.

Forsyth, Gordon. *Twentieth century ceramics.* Studio Publications, New York. 1936. 128 p. \$4.50.

Many fine half tones or colored reproductions of modern ceramics arranged by variety. Names of designers and sometimes producers are given. An excellent brief introduction touches on various phases of the industry. Indexed by name of designer and by manufacturer.

Herman, Lewis, and Goldberg, Mayer. *You may cross-examine.* Macmillan, New York. 1936. 194 p. \$2.00.

Techniques in cross-examination and their application are illustrated by many varieties of cases. The dangers of cross-examination to both lawyer and witness are skilfully demonstrated. A helpful book for the layman in trying to understand some court procedures. Well and entertainingly written. Bibliography and list of cases included.

Holme, C. G. *Birds and flowers*. Studio Publications, New York. 1936. 8 p. 8 plates. \$2.00.

This number in the series, "Glances of Old Japan from Japanese Colour Prints," is a delightful collection of decorative plates with an intriguing introduction and descriptive notes. The collection shows skilful application of design to the subject.

Houda, E. O. *Conquest of goiter*. Conrad Printing Co., Tacoma. 1936. 157 p. \$2.50.

A description of the development of the treatment of goiter based on a conviction of its bacterial cause and using a vaccine in its cure. The value of iodine in the treatment of goiter is seriously questioned. The text is clear and simple. Not indexed.

Hough, H. B. *Martha's Vineyard*. Tuttle Pub. Co., Rutland. 1936. 276 p. \$2.50.

A native son's history of his home full of interesting detail and giving a satisfying picture of the development of an island whose major activities moved from whaling enterprise, through camp meetings, to a summer resort as a chief industry.

Laird, D. A. *Increasing personal efficiency*. Harper, New York. 1936. 294 p. \$2.50.

The third revision of this well-known text has additional chapters on the efficient arrangement of the home because of the effect of the environment on the individual. This section includes some of the types of check lists that add so much to the interest of the first edition. The whole volume is distinctly worth rereading.

Middleton, Lamar. *The rape of Africa*. Harrison Smith, New York. 1936. 331 p. \$3.00.

An account of the efforts of the European powers to partition Africa, beginning with Stanley's expeditions and continuing to the Italian-Ethiopian campaign. Many references are made to specific publications while abundant reference is given to file of state papers. Caustic in comment and spectacular.

Murdoch, Nina. *Tyrolean June*. Funk & Wagnalls, New York. 1936. 280 p. \$3.00.

A very pleasant book on a beautiful country. Fine photographic illustration. Many notes of legends and other interesting development. Much incident.

Partridge, Bellamy. *Roosevelt family in America*. Hillman-Curl, New York. 1936. 325 p. \$3.00.

An entertaining, picturesque record of Roosevelt contacts with political history. Arranged so as to bring out the essential likenesses in various situations. Full of enlivening incident. Well illustrated. List of authorities consulted, included.

Rice, J. O., ed. *Packaging, packing and shipping*. American Management Assoc., New York. 1936. 237 p. \$7.50.

A collection of excellent articles on packaging, as affected by merchandising materials, engineering, and packing and stripping, illustrated by half tones of the

prize winners in the A. M. A. competition. Well selected and to the point. Not indexed.

Rines, E. F. *Old historic churches of America*. Macmillan, New York. 1936. 373 p. \$6.00.

Since churches, especially the early ones, are part of the historic fabric of a country, this record provides an additional checklist of historic data as well as a delightful pictorial and descriptive footnote to history. Well illustrated and written. A chronological list of the two hundred and fifty or more churches noted is included, as well as a long bibliography.

Rotha, Paul. *Movie parade*. Studio Publications, New York. 1936. 142 p. \$3.50.

An effort to show the rapid development of a tremendous industry. Pictures from films that have been notable or stimulating have been grouped by respective types, adventure and melodrama, comedy, romance, etc., films of fact and trick films. A comprehensive survey with rather limited text.

Shaw, H. L. *First hundred years of St. Mary's Hall on the Delaware*. Burlington College, Burlington. 1936. 167 p. \$2.00.

The history of one of the oldest private girls' schools that is a noteworthy example of a church school. Its records provide an interesting sidelight on educational development.

Smith, O. W. *Gaspé the romantique*. Crowell, New York. 1936. 156 p. \$2.00.

A beautifully illustrated, and lovingly written description. The charm, and simplicity of a land somewhat shut off from world traffic in commodities or ideas is freely transmitted through this book by a returning daughter. A road map, and some brief official information on motor travel is included.

Taintor, S. A. and Monro, K. M. *Handbook of social correspondence*. Macmillan, New York. 1936. 307 p. \$2.50.

A well arranged treatment of any problem that might arise in social correspondence. Detailed lists of addresses, salutations, etc.; examples of invitations of all kinds and their response, the principles of consideration and good taste illustrated in excellent examples, suggestions for resolutions and memorials, all in all a comprehensive and satisfactory handbook of its type.

Thomas, Norman. *After the New Deal what?* Macmillan, New York. 1936. 244 p. \$2.00.

The author sums up the various conflicting issues and policies in his usual interesting, and intelligent manner. The notes on the issues in the labor dissension, and the contention in the Socialist and between Socialist and Communist groups are illuminating, and well handled.

Tilden, Freeman. *World in debt*. Funk & Wagnalls, New York. 1936. 348 p. \$2.50.

A penetrating, satiric and sound discussion of the delusions and burdens produced by over indulgence in

credit. Interesting treatment of the historic aspect and current developments. A valuable consideration of a pressing question.

Traube, Shepard. *So you want to go into the theatre?* Little, Brown, Boston. 1936. 258 p. \$1.75.

A complete report on the steps involved in undertaking any theatrical work, the costs, the returns, the possibilities. Well written and logically arranged. Appendix includes lists of producers, play brokers, summer theatres, etc., and a short annotated bibliography. An excellent job.

Tunis, J. R. *Was college worth while?* Harcourt, Brace & Co., New York. 1936. 234 p. \$2.00.

The class of 1911 at Harvard replies to a 25th reunion questionnaire, and so provides data for a picture of the tastes, earnings, habits and enjoyments of the average 46 years old man of fairly established social standing. The insight into the point of view of these men is valuable.

Van Doren, Carl. *Three worlds.* Harper, New York. 1936. 317 p. \$3.00.

One of the most satisfying autobiographies of this half-century with its rounded picture of home life in Illinois, its wide contacts with literary activities and leaders of this period, and its consideration of the pattern of American life. Sympathetic, balanced and objective in style.

van de Wall, William. *Music in institutions.* Russell Sage Foundation, New York. 1936. 457 p. \$3.00.

The definite therapeutic value of music has been generally recognized for many years. In this volume, however, the author shows the specific steps by which music can be drawn into many institutional lives. The author discusses the salary, qualifications and possibilities for personnel development.

West, H. F. *Modern book collecting for the impecunious amateur.* Little, Brown, Boston. 1936. 305 p. \$1.75.

A fascinating book that shows ways by which the delights of reading, and building a library may be enhanced. Witty, allusive, and filled with agreeably presented information. Includes selected list of books to help the collector.

Whitaker, J. T. *And fear came.* Macmillan, New York. 1936. 273 p. \$2.50.

A foreign correspondent of high standing writes of the Ethiopian situation vividly, and as a logical development of the foreign policies of the strong world powers, Great Britain, France and the United States. He includes engrossing records of events in Geneva, and world capitals. A high lighted picture of diplomatic maneuvers penetrating, and caustic in treatment. Valuable as an interpretation of a tragic period. Not indexed.

Wright, Milton. *Art of conversation.* McGraw, New York. 1936. 354 p. \$2.50.

Some practical suggestions are well padded to produce a book of appropriate size. Nothing is included that should not be well known to any high school student.

FREE

S. L. A. Duplicate Exchange Committee offers the following items free except for express charges to the first applicants. Address all requests to Miss Helen G. Buzzell, Chairman Duplicate Exchange Committee, Business Branch of the Library, 34 Commerce Street, Newark, N. J.

American Medical directory 1929
Best's Life Insurance reports 1935
Commercial & Industrial Organization of the United States 1931
Davison's knit goods trade 1931
Directory organizations in the field of public administration 1932
Gordon Stockholdings of officers & directors in American Industrial Corporations. August 1936
Haultain, R. M. How to make your business live 1934
Kentucky Insurance field dir. 1933
Market data book 1930, 1931, 1932
Municipal Year book 1935
Oliphants Studies in Securities 1935, 1936
Playthings directory 1932
Polk's banker's encyclopedia. March 1931, 1932, 1933, 1934; September 1933
Rand McNally Bankers directory. July 1929, May 1935, September 1935, May 1936
Who's who among association executives 1935
American Economic Review 1935 unbound
Cumulative book index 1928-29; 1930, 1931
Journal of Commerce. October 1930-Dec. 1935 unbound
New York Times Index 1935 unbound

*Both Recommended for Larger Libraries
and Special Libraries by the A. L. A.
Subscription Books Bulletin*

Who's Who in Commerce and Industry

a combined Business "Who's Who" and Corporation Directory at a popular price; contains names and addresses and complete biographies of officers of 4,445 largest corporations and banks.

Price \$15.00

Who's Who Among Association Executives

a list of important trade and professional associations, and biographical data relating to 2,700 of their secretaries and managers.

Price \$8.50

Order from

Institute for Research in Biography, Inc.
205 East 42nd Street, New York